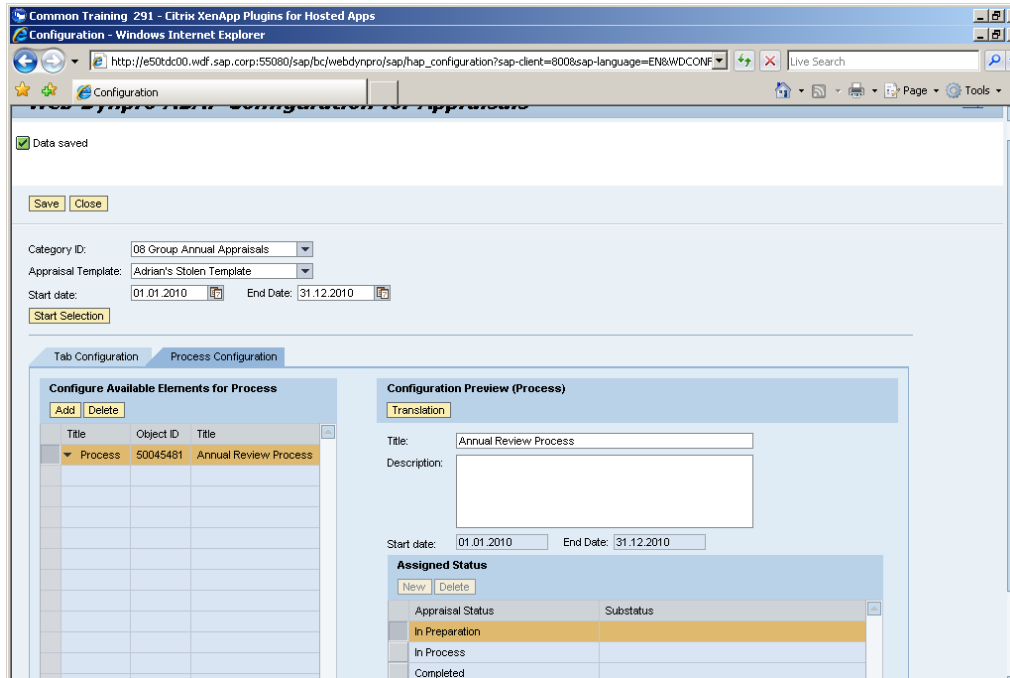


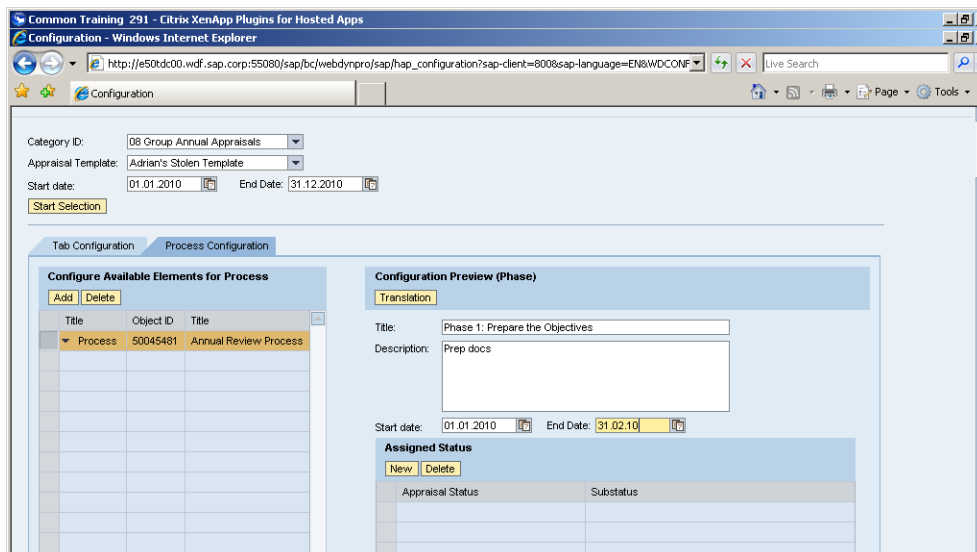
## Configuring the Timeline for 'Flexible Appraisals'

Navigate to the IMG *SAP Reference IMG* → *Performance Management* → *Personnel Development* → *Objective Setting and Appraisals* → *Define Tab and Process Configuration for Templates* → *Execute*

On the right hand side, add a title (e.g. 'Annual Review Process') for whole process and dates (e.g. 01.01.2010 – 31.12.2010) and hit [save] (keep 'In Preparation') selected.



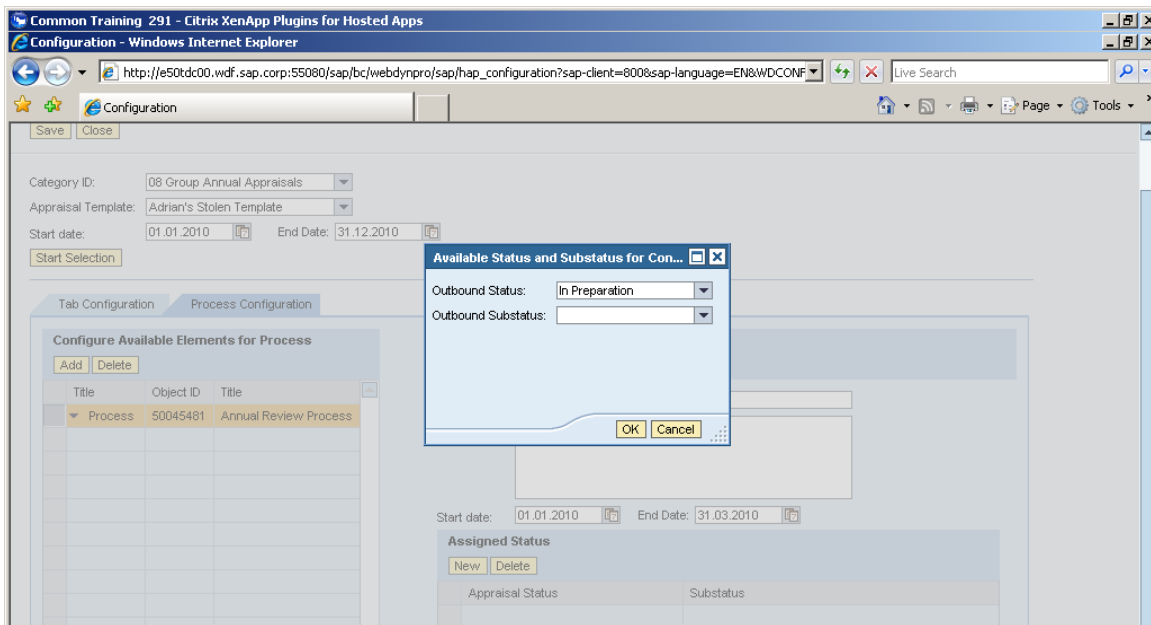
Click on [ADD] and enter your description and dates for the first Phase:



Click on [Save]. If required, click on the Phase you have just created and then on [New] to create a 'Step'.

(Remember, when you look at the 'status flow' tab of a template (PHAP\_CATALOG\_PA) you will find 'Statuses' and 'Sub-statuses'. These are ALL regarded as being 'Phases'. Within each Status or Sub-status you can have 'Steps').

When you create a new Phase, remember to click on the process title at the top of the screen and then on [ADD] (When you want to create a new step for a Phase, click on the appropriate Phase and then on [ADD]). Give your new Phase a name and dates and select an appropriate 'Status/Sub-status' as below:



Click on [SAVE].

And so on.....