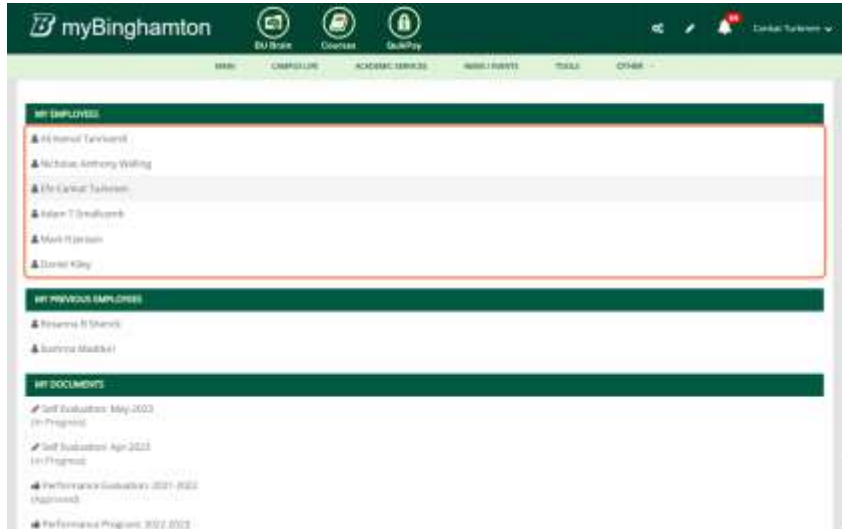


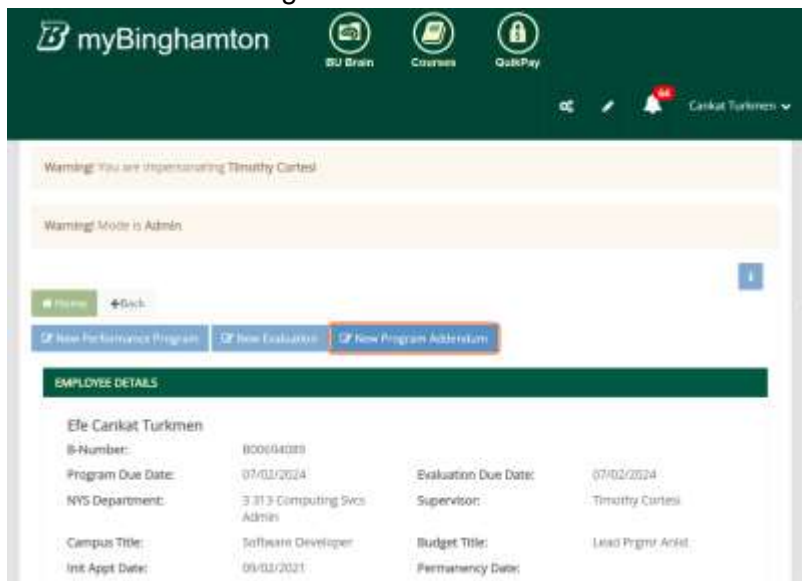
Program Addendum Step 1

Choose an employee, and click the name



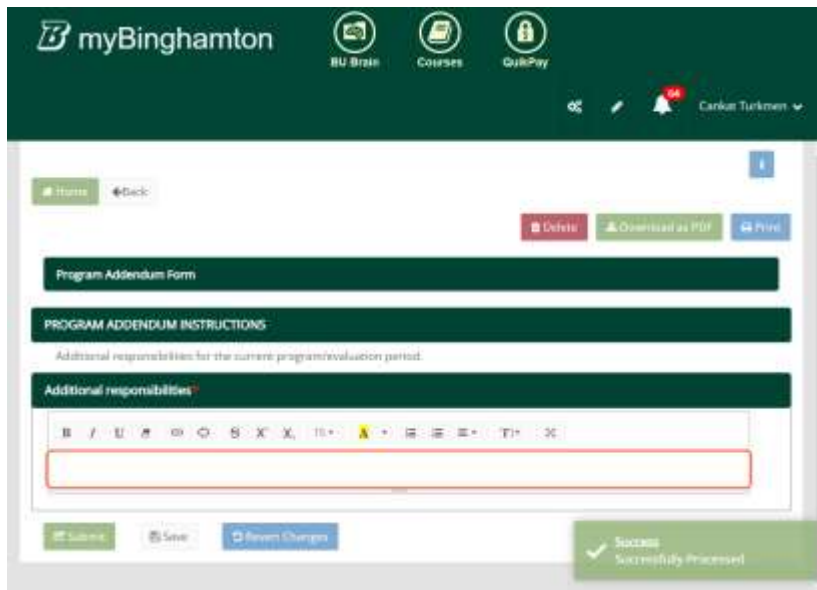
Step 2

Click on the New Program Addendum



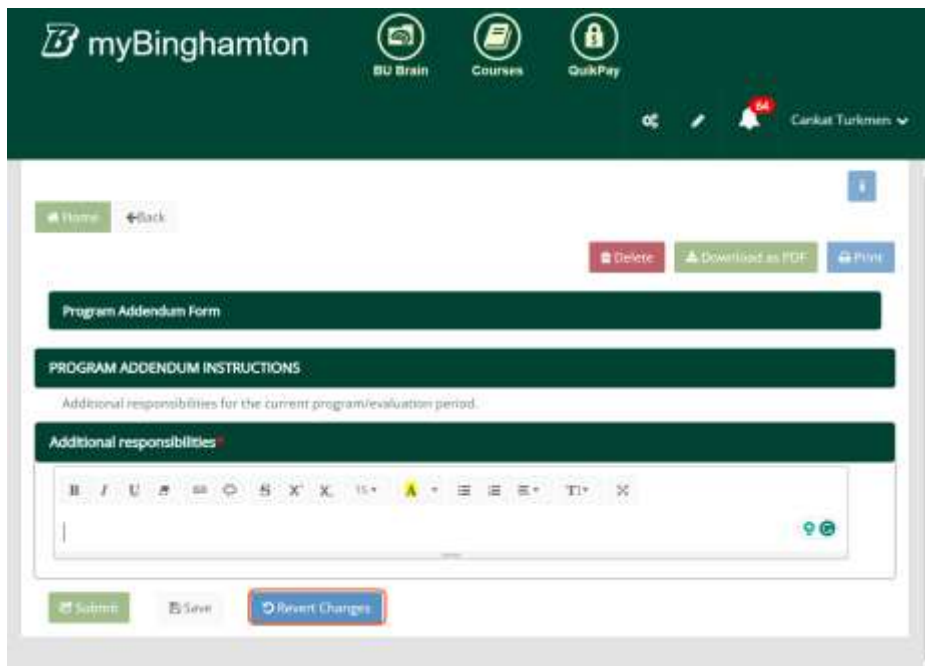
Step 3

Fill the section



Step 4 (optional)

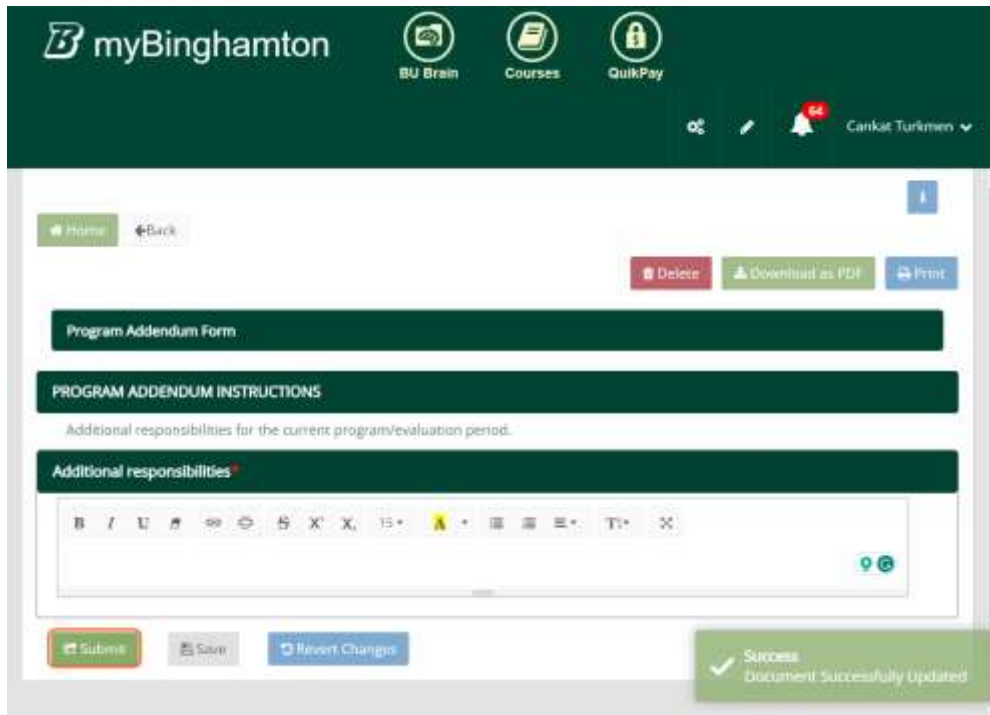
If you would like to revert changes you've done on this session please click on the Revert Changes button at the bottom



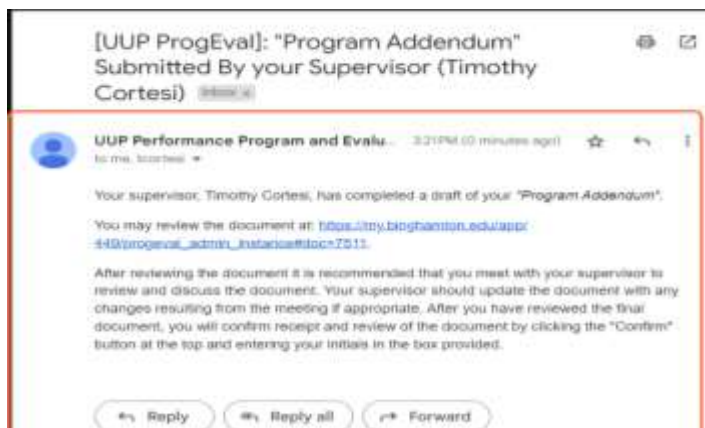
Step 5

Click on Submit to send this document to the employee

After this action, the status of the document will be "In Review"

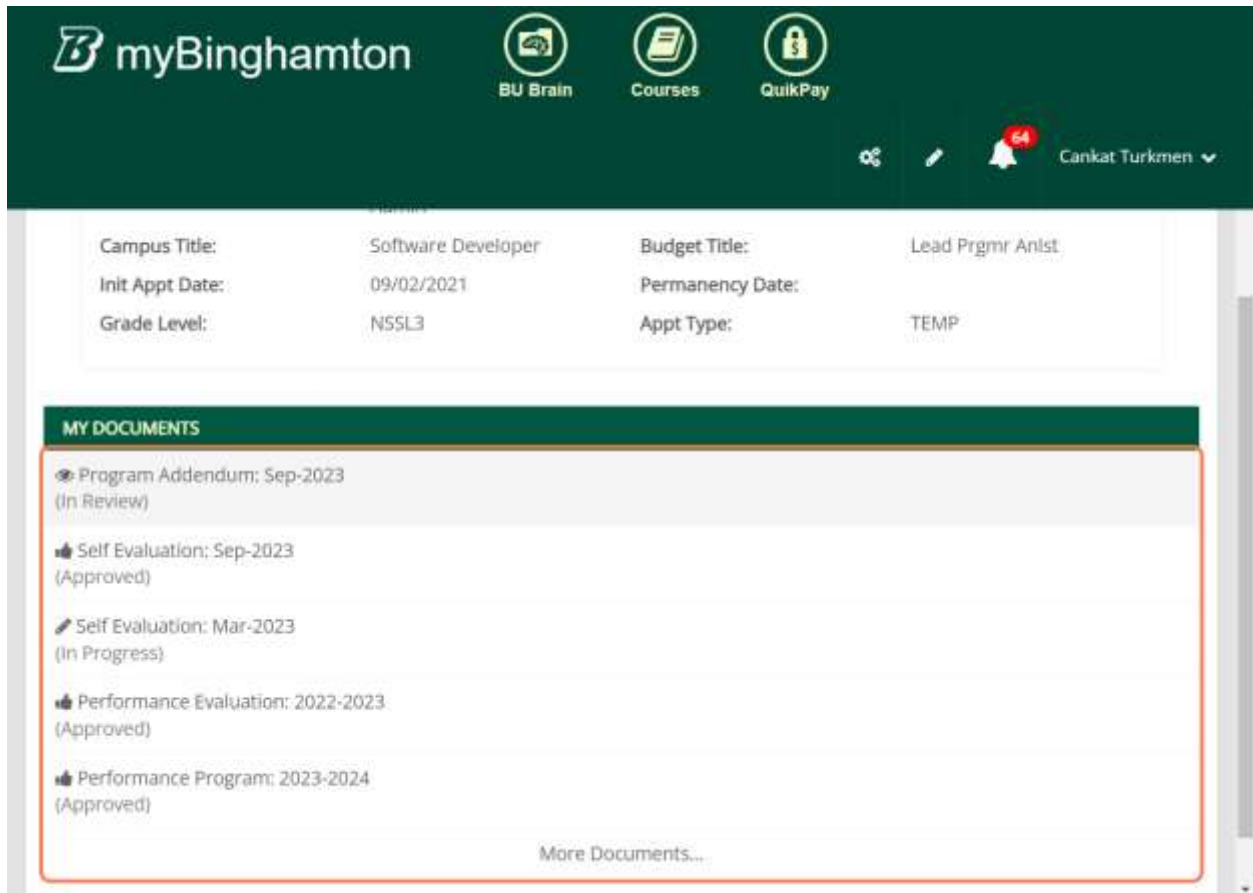


Submitting the document will automatically send an e-mail to the employee, and cc the supervisor.



Step 6

Then, the employee should go to the "my documents" section. And choose the program that is submitted



The screenshot displays the myBinghamton portal interface. At the top, there is a dark green header with the myBinghamton logo and navigation icons for BU Brain, Courses, and QuikPay. On the right side of the header, there are icons for settings, a pencil, a notification bell with a red '64' badge, and the user name 'Cankat Turkmen' with a dropdown arrow.

Below the header, a white box contains employee information:

Campus Title:	Software Developer	Budget Title:	Lead Prgmr Anlst
Init Appt Date:	09/02/2021	Permanency Date:	
Grade Level:	NSSL3	Appt Type:	TEMP

Below the information box is a section titled "MY DOCUMENTS" with a dark green header. A red rectangular box highlights the following list of documents:

- Program Addendum: Sep-2023 (In Review)
- Self Evaluation: Sep-2023 (Approved)
- Self Evaluation: Mar-2023 (In Progress)
- Performance Evaluation: 2022-2023 (Approved)
- Performance Program: 2023-2024 (Approved)

At the bottom of the highlighted area, there is a link that says "More Documents..."

After reviewing the document. The employee should Click on Confirm to send this document back to the supervisor

Program Due Date:	07/01/2024	Evaluation Due Date:	07/01/2024
NYS Department:	3 313 Computing Svcs Admin	Supervisor:	Timothy Cortesi
Campus Title:	Software Developer	Budget Title:	Lead Prgrmr Anlst
Init Appt Date:	05/30/2023	Permanency Date:	09/27/2023
Grade Level:	NSSL3	Appt Type:	TEMP

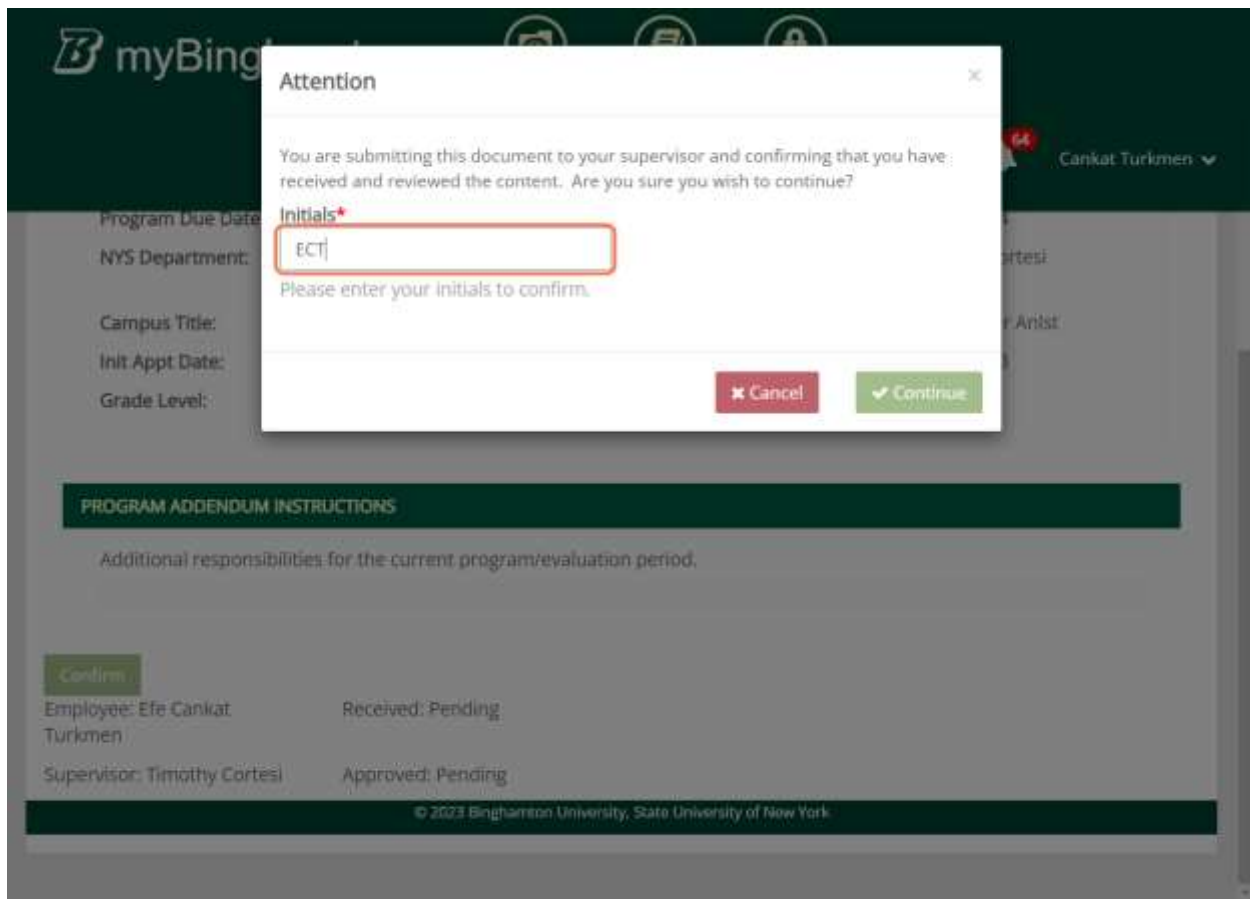
PROGRAM ADDENDUM INSTRUCTIONS

Additional responsibilities for the current program/evaluation period.

Confirm

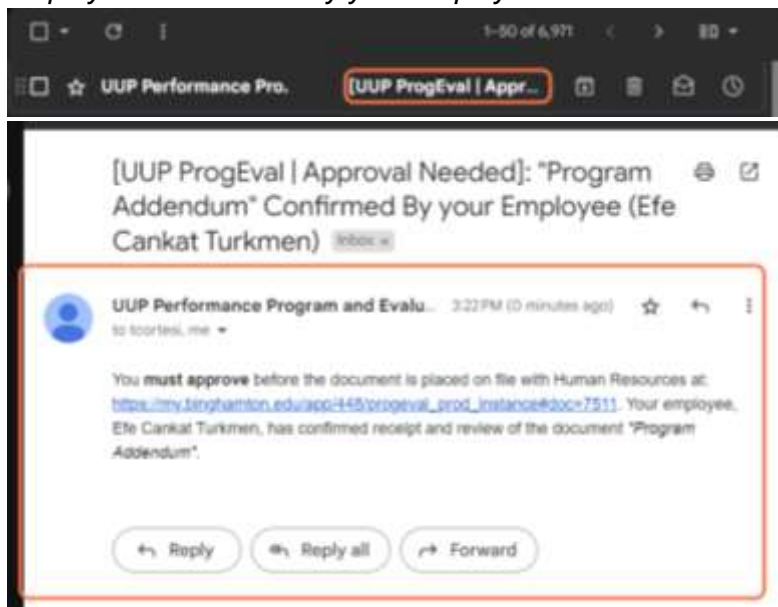
Employee: Efe Cankat Turkmen Received: Pending
Supervisor: Timothy Cortesi Approved: Pending

The employee should enter the initials to acknowledge that this document is reviewed with the supervisor



After this action, the status of the document will be "Confirmed".

This confirmation action will automatically send an e-mail to the supervisor that says your employee is confirmed by your employee.



Step 7

After the confirmation process, the supervisor should go back to the employee's documents. And click on the document that is confirmed.

The screenshot displays the myBinghamton employee portal interface. At the top, there is a dark green header with the myBinghamton logo and navigation icons for BU Brain, Courses, and QuikPay. The user's name, Cankat Turkmen, is visible in the top right corner. Below the header, the 'EMPLOYEE DETAILS' section is highlighted in green. It lists the following information for Efe Cankat Turkmen:

B-Number:	B00694089	Evaluation Due Date:	07/02/2024
Program Due Date:	07/02/2024	Supervisor:	Timothy Cortesi
NYS Department:	3 313 Computing Svcs Admin	Budget Title:	Lead Prgrmr Anlist
Campus Title:	Software Developer	Permanency Date:	
Init Appt Date:	09/02/2021	Appt Type:	TEMP
Grade Level:	NSSL3		

Below the employee details, the 'DOCUMENTS' section is highlighted in green. It contains a list of documents:

- Program Addendum: Sep-2023 (Confirmed)
- Self Evaluation: Sep-2023 (Approved)
- Self Evaluation: Mar-2023

The first document, 'Program Addendum: Sep-2023 (Confirmed)', is highlighted with a red border, indicating it is the document to be clicked.

Then, The supervisor should Click on Sign to approve the document

After this action, the document status will be "Approved"

The screenshot shows the myBinghamton web portal interface. At the top, there are navigation icons for BU Brain, Courses, and QuikPay. The user's name, Cankat Turkmen, is visible in the top right corner. The main content area displays document details in a grid format:

Program Due Date:	07/01/2024	Evaluation Due Date:	07/01/2024
NYS Department:	3 313 Computing Svcs Admin	Supervisor:	Timothy Cortesi
Campus Title:	Software Developer	Budget Title:	Lead Prgrmr Anlist
Init Appt Date:	05/30/2023	Permanency Date:	09/27/2023
Grade Level:	NSSL3	Appt Type:	TEMP

Below the details is a section titled "PROGRAM ADDENDUM INSTRUCTIONS" with the text: "Additional responsibilities for the current program/evaluation period." A "Sign" button is highlighted with a red box. Below the button, the following information is displayed:

Employee: Efe Cankat Turkmen Received: 09/28/2023
Supervisor: Timothy Cortesi Approved: Pending

At the bottom, there is a copyright notice: © 2023 Binghamton University, State University of New York.

This approving action will automatically send an e-mail to the employee.

The screenshot shows an email notification in a browser window. The subject line is "[UUP ProgEval]: 'Program Addendum' Signed By your Supervisor (Timothy Cortesi)". The email content is as follows:

UUP Performance Program and Evalu... 3:22 PM (10 minutes ago) to me, tcortesi

Your supervisor, Timothy Cortesi, has completed and submitted your "Program Addendum" to HR. You may view the document at: https://my.binghamton.edu/app/443/progeval_admin_instance?doc=7511.

At the bottom of the email, there are three buttons: Reply, Reply all, and Forward.