

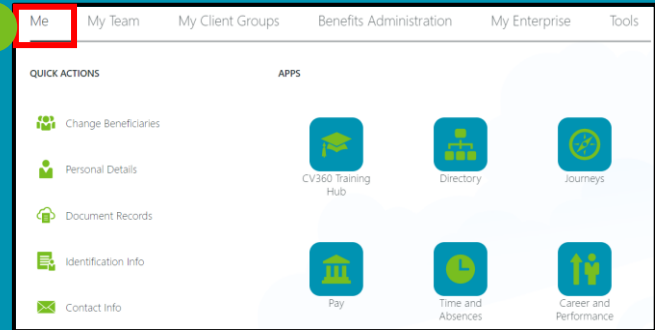
Acknowledging the Anytime Document

This is an overview of the steps for employee to acknowledge their Anytime Document in CV360 *after* receiving notification from manager.

1

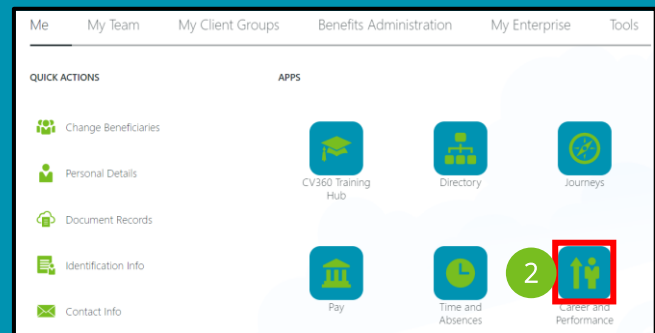
Select the **Me** tab from the CV360 Home Page.

1



2

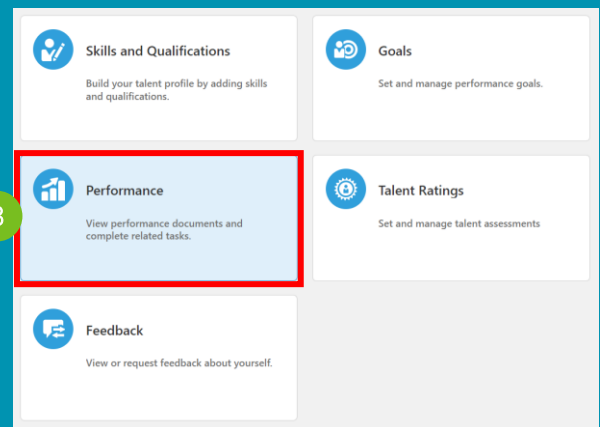
Select the **Career and Performance** tile from the Apps Area.



3

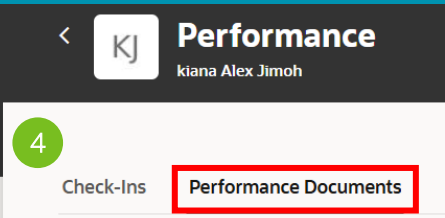
Select the **Performance** card.

3



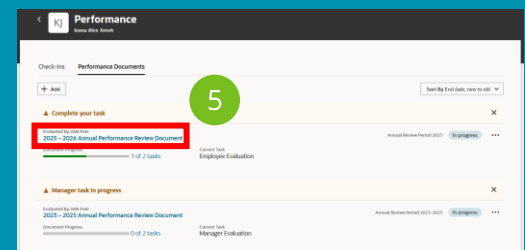
4

Select the **Performance Documents** section.



5

Select the **Anytime Document**.



Acknowledging the PY2025-26 Anytime Document

This is an overview of the steps for employee to acknowledge their Anytime Document in CV360 *after* receiving notification from manager.

6

Select **Yes** from the dropdown.

Opting not to acknowledge does not prevent the performance evaluation process from being completed.

7

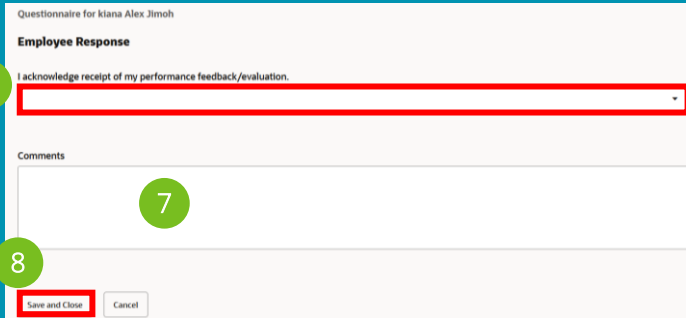
Add any comments in the Comments field.

8

Select **Save and Close**.

9

Select **Submit** when finished.



WARNING!
After selecting **Submit**, the Anytime Document can no longer be edited!