

The purpose of this job aid is to help managers send back reviews to associates so that they can add/delete/edit text for whatever reason.

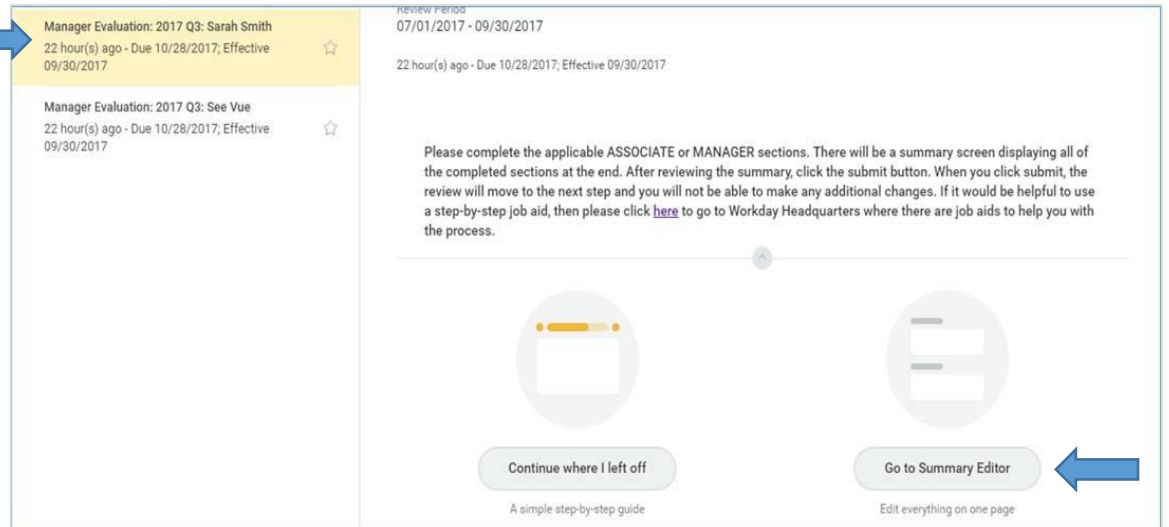
Start: Associates complete the self-evaluation task first, and once their portion is submitted, the primary manager receives a notification from Workday. If the associate doesn't complete it by the designated date for that quarter, the evaluation automatically advances to managers.

1. Log into Workday at <https://www.myworkday.com/trustmark/d/home.html>

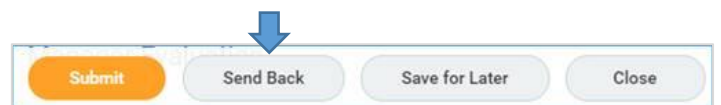
2. Click on the inbox icon in the upper right corner



3. From the Workday Inbox, click on the Manager Evaluation task for the appropriate associate, and pick "Go to Summary Editor"



4. Scroll down to the bottom and click "Send Back"



5. This box will pop up, with "To" auto populated. Type in a reason in the text box, and click "Submit"

