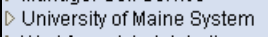



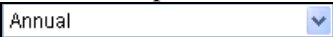




## Next Review Date

1.	Click the <b>University of Maine System</b> link. 
2.	Click the <b>HRMS</b> link. 
3.	Click the <b>Employee Review Date Data</b> link.
4.	Enter the employee's EmplID into the <b>begins with</b> field.
5.	Click the <b>Search</b> button. 
6.	If necessary, Click the <b>Plus (+) key</b> to add a new row. 
7.	Click the drop down arrow to select from the <b>Review Type</b> list. 
8.	Select the appropriate value from the list. 
9.	Enter the date of the employees NEXT review into the <b>Next Review Date</b> field.
10.	Click the <b>Save</b> button. 
11.	<b>End of Procedure.</b>