



Outlook


Prepare for Year-end Review: Ensure correct manager mapping by October 15

From GoPerform(Cognizant) <GoPerform2@cognizant.com>**Date** Thu 9/14/2023 4:06 PM**Year-end Review : ACTION** - Confirm your home/business manager by October 15

Associates,

Year-end reviews will begin by mid-October, and the first step you should take to ensure a smooth process is to check if **your home and business manager (if applicable) are mapped correctly in the system**. This ensures that you receive an appropriate assessment. Once the year-end review process begins, mapping cannot be modified.

How to do it?	<p>Simply log in to GoPerform and check your home and business manager details on the top-right corner. If found incorrect, do one of the following:</p> <ul style="list-style-type: none">• Initiate a home manager change in HCM Go to HCM > Employee self-service > Personal Information > Initiate home manager change• Initiate a business manager change in HCM Go to HCM > Employee self service > business manager > Click on add/change business manager > Search for manager ID > Submit• Raise a GSD ticket using the keyword 'Supervisor change in HCM'
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Note that your current home manager's approval is required to add or change the business manager. Your business manager has a day-to-day view of your project-related deliverables, and their inputs are critical to your home manager for assessing your performance. Ensuring correct mapping is your way to get well-rounded feedback and a fair year-end review. View  [this guide](#) for further details.

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*M&A entities whose integration is in progress are excluded from the year-end process.
This message was sent to year-end '23 eligible AD and below associates.*