



PERFORMANCE IMPACT IS GOING OFF-LINE

Please inform your supervisors that **Performance Impact (PI) will no longer be available after January 31, 2013**. At this time, it is expected that the HEAR interim solution will be available sometime in January 2013. If they want to save any performance review data that is currently in PI for their employees, they can follow the quick instructions below:

Download from PI:

The supervisor/manager can download the Performance Review from PI by following the steps shown below.

1. Click print
2. Click download:
 - a. the following pop-up box will appear right below the Windows Internet Explorer toolbar:
 - b. "To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options..."
3. Click on the "Click here for options..."
4. Click Download file
5. Click Retry
6. Click Save
7. Click Desktop
8. Click Save and Close
9. Minimize PI
10. A ZIP file with the employee's name appears on the desktop.
11. Double click the ZIP file.
12. Click Run and Click OK.
13. The file will then appear on their desktop as a Word file.
14. It would probably be best to move the Zip file and the Word file to a folder so that the confidential information is no longer on the Desktop.

If you have any further questions, please email the HR PI Help Desk.

