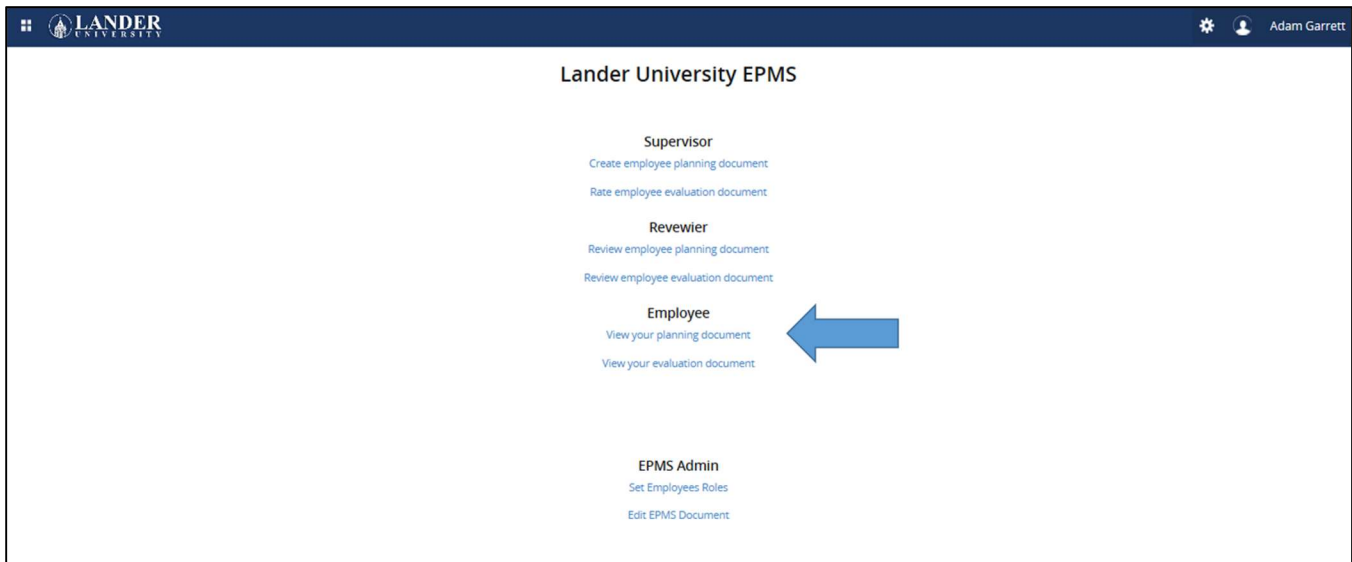




Lander University EPMS Employee Planning Stage Instructions

As the Employee:

1. Login to Bearcat Web.
2. Go to the Employee menu.
3. Click on [EPMS Online](#).
4. Click on [View your Planning Document](#).



5. Scroll through and read the planning document created by the Supervisor (Rater) and approved by the Reviewer. Once reviewed, scroll to the bottom of the document, click the check box and submit.