MANAGING EXTENSIONS

Recording an Extension

Extensions may be recorded after a discolsure is Assigned or once the Dilers has stared a Draft report.

To record an extension:

- 1. Go to **My Reviews | Review Reports** page.
- 2. Select the appropriate role from the My Roles and select **All** in the Action drop-down lists.
- **3.** Type the Filer's name in the Last Name and/or First Name fields and click Search.
- 4. Click **Review Status** beside the appropriate report.
- 5. Click View Due Date Information.
- 6. Click Record Extension.
- 7. Enter the extension length and select the extension reason then click **Save**.

Under Review - Amendment in Progress - Sadie O. Doodles, 2023 New Entrant OGE 450 Report 450 Certifier **Common Questions** Report Data **Review Status** · What are Days in Review? Attachments • When should a REPORT PROGRESS **DUE DATE & EXTENSIONS** CERTIFIER REVIEW Comments reviewer Submit Intermediate Review? <u>a</u>× Current Due Date: 05/11/2023 Assigned: Yes Days in Review: 136 Status: Under Review - Amendment Filer Started: 04/11/2023 When should a in Progress Audit Trail Initial Filer eSign and View Due Date Informati reviewer Request 04/11/2023 Initial Review End Submitted: Date: Filer Amend? No extensions have been View/Print Amendment in Amended: recorded. When should a progress **Click View Due Date** reviewer Request Completed: Review Status Additional ***** i Information No Retained: Information? Previous Reports What is an Notes Intermediate Admin Close Delete Complete w/o Signature Review Date? **Disclosure Report Reviews** Review Chain Audit Trail • What is the Initial Review End Date? **Currently Assigned** Reviewe Intermediate Required What is the **Reviewer Role** Explanation Amended date and Reviewer Type Review Dates Signatures how does it differ from the Submitted DATUAN MOSLEY Supervisor Organization ***** Date? When should an Additional Reviewer Supervisor SLC Ryan R Raborg Organization be added? Ethics Counselo GHT Assistant LEKISCHA ALBRIGHT Glossary Assistant





Editing An Extension

- 1. Go to My Reviews | Review Reports page
 - Note: If the report has a National Emergency/Combat Zone extension, go to the Review Reports | Manage Exceptions page.
- 2. Select the appropriate role from the My Roles and select **All** in the Action drop-down lists.
- **3.** Type the Filer's name in the Last Name and/or First Name fields and click Search.
- 4. Click **Review Status** beside the appropriate report.
- 5. Click View Due Date Information.
- 6. Click Edit
- Make the appropriate changes, click Save and Save again

Deleting an Extension

- 1. On either My Reviews | Review Reports or My Reviews| Manage Exceptions page
- 2. Select the appropriate role from the My Roles and select **All** in the Action drop-down lists.
- **3.** Type the Filer's name in the Last Name and/or First Name fields and click **Search**.
- 4. Click **Review Status** beside the appropriate report.
- 5. Click View Due Date Information.
- 6. Click **Delete and OK** to confirm the extension deletion
- 7. Click Save

450 Certifier			Under Revie	ew - Amendment in Pro	gress - Sadie O. Doodles, 2023 New Entran	t OGE 450 Report	
Report Data	Report Due Date Info						
Attachments							
Comments							
Flags				Year :	2023		
Audit Trail				Current Due Date :	05/21/2023 i		
View/Print				Assignment Date :	MM 4 DD 11	YYYY 2023	
Review Status					i		
Previous Reports		Total Extension Days: 10 i					
Notes				Due Date :	MM 05 DD 11	YYYY 2023	
				Override Due Date :			
				Admin Due Date :	MM DD	YYYY	
Save							
	Record Extension						dit Trail
Creat		ate Date Type		Length of Extension Days		Reason	Click Edit
	8/25/202	23	Agency Extension	10		Other (TDY)	

