

SGO - Mid-Year Revision (Employee)

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When the time comes for you to have a mid-year revision of your SGO, your approver will be the one to open up the form for changes.

A copy of your original SGO form is saved in the system and you can view it at any point. Use the drop down navigation bar at the top left of your form to view all forms and original copies.



All fields will be available for you to make revisions to. Once you are done with the revisions, you will go through the same sign and submit process for approval.

