



Performance Review Timeline & Merit Timeline - 2019 (For P&A, Civil Service, and Labor-represented Employees)

Activity - Performance Review Timeline	Responsibility	Due Date
1. HR initiates appraisals	HR	January
2. Employee provides self-evaluation	Employee	2/15/19
3. Supervisor reviews employee evaluation, prepares performance review documents and comments, and completes the AHC PAT online review process	Supervisor	3/29/19

Activity - Merit Timeline	Responsibility	Due Date
4. HR sends proposed merit spreadsheets to Department Chairs and Administrative Directors*	HR	April
7. Communication to Employees and Supervisors on merit pool distribution	HR/Directors/Chairs	Pending Board of Regents approval
8. Department merit spreadsheets due to HR	HR/Directors/Chairs	6/05/19
9. HR complete data entry in payroll system	HR	June
10. Last pay period for merit entry and payroll entry deadline FY20 PP01: 6/10/19 - 6/23/18	HR	6/26/19

*Final compensation budget subject to Board of Regents approval which may be as late as June Board of Regents meeting