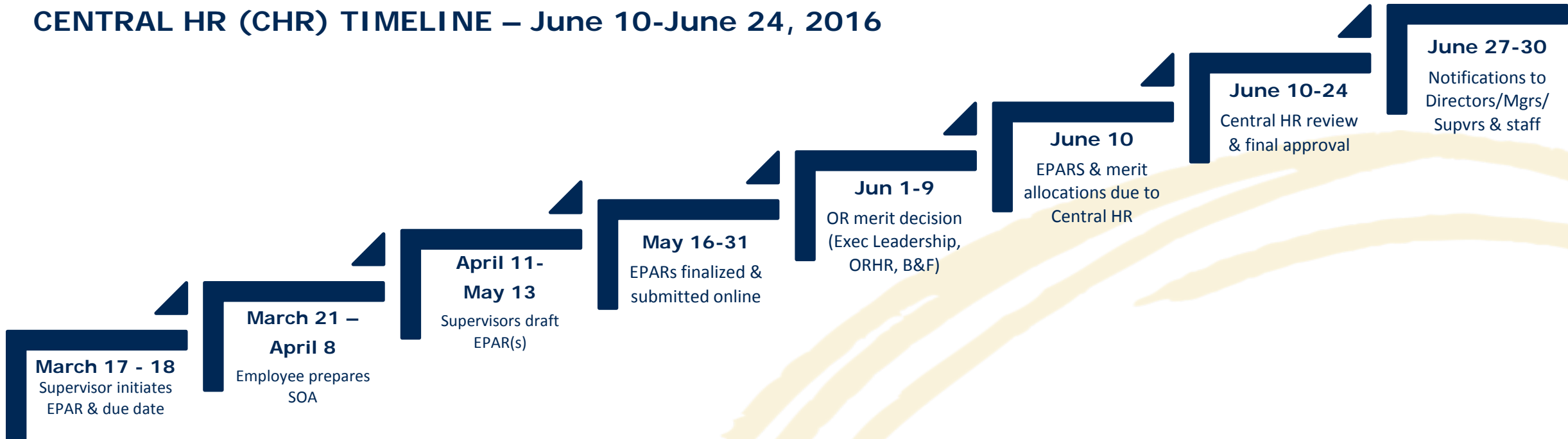


OFFICE OF RESEARCH 2015-16 PAY FOR PERFORMANCE (P4P) – **PROPOSED TIMELINE**

OR TIMELINE – March 17th – June 10 & June 27-30
CENTRAL HR (CHR) TIMELINE – June 10-June 24, 2016



EPAR PROCESS 2015-16 - *Proposed Timeline*

Thursday, March 17 – Friday, March 18	Supervisor initiates the Performance Appraisal process and provides employees with a due date for SOAs.
Monday, March 21 – Friday, April 8	Non-represented employees prepare draft Summary of Accomplishment (SOA) and submit to supervisor via online EPAR system.
Monday, April 11 – Friday, May 13	Supervisor prepares draft EPAR(s) and submits to Reviewer(s). Allow time for calibration meetings. <i>(Drafts should not be discussed or shared with employees prior to calibration meetings and/or reviewer/approver feedback)</i>
Monday, May 16 – Tuesday, May 31	Supervisor finalizes draft and submits to employee for review. <i>(Additional time should be allowed for routing to Approvers for signature.)</i> Supervisor and employee(s) meet to complete EPAR. Final EPAR submitted to employee for signature. <i>(timeline may be adjusted by managers participating in OR's internal budget process)</i> Employee signs EPAR and submits to supervisor. Supervisor submits final EPAR <i>(timeline may be adjusted by managers participating in OR's internal budget process)</i>
Wednesday, June 1 – Thursday, June 9	OR Merit Decisions <i>(Executive Leadership, ORHR, Business and Finance)</i>
Friday, June 10 – <i>(hard deadline due to payroll)</i>	All EPARS and Merit Allocations due to Central HR
Friday, June 10 – Friday, June 24	Central HR Reviews & Approves application of Merit
Monday, June 27 – Thursday, June 30	Directors, Managers and Supervisors then employees notified about merit decisions