

FY22 Performance Management and Merit Timeline

Timeline for FY22	Length	Performance Feedback and Management Process
3/21 – 4/8	3 weeks	Manager requests self-assessment and list of clients to provide holistic feedback
		Employee sends a list of clients for feedback and then completes self-assessment and submits by April 8th
4/1 – 4/15	2 weeks	Lead Administrators and HRGs review the salary planner list and send changes to the ESC
4/9 – 5/1	3 weeks	Manager collects feedback from employee’s list of colleagues and clients
		Manager rates employee
		Manager writes initial performance appraisal (continues refining until employee meeting) and rates employee
5/2 – 5/22	4 weeks	The staff merit pre- planning tool opens May 2nd
		Manager works with their supervisor and HRG to calibrate ratings, merit increases and finalize appraisals
5/23 – 6/17*	4 weeks	Workday Merit opens May 23rd. Merit recommendations are entered into Workday. Merit closes on June 17 th
*there will be one week of overlap of entry and university review		Manager begins drafting next fiscal year’s goals for discussion with their own manager and staff
6/10 – 7/1	3 weeks	Ratings and merit are reviewed and approved by HR and University leadership (access to merit tool for HR only 6/18-7/2)
7/2 – 7/29	1 month	Manager and employee meet to discuss FY22 performance results and merit
7/29		M&P salary changes and ratings are visible in Workday
August		Manager and employee meet to discuss new fiscal year goals and expectations