



SHARED SERVICES



FACULTY/STAFF
VISA SERVICES

INFORMATION
TECHNOLOGY

CONTROLLERSHIP
AND FINANCE

JANUARY 2019

2019 Annual Performance Review: Self Evaluations Launched
2019 Annual Performance Review: Appraisal Training Delivered
Salary Equity Review Analysis with Executive Leaders

FEBRUARY 2019

Performance Rating calibration reviews with managers
APR drafts
Submit Equity Adjustments

MARCH 2019

Conduct Performance Evaluation discussions with employees
Merit Planning process begins

APRIL 2019

Pulse Survey Launches
Merit Recommendation Calibration sessions with leaders
Finalize merit recommendations
Goal Setting for FY20

MAY 2019

Distribute and communicate merit awards to employees

Student Hiring prep for Summer 2019

JUNE 2019

Pulse Survey Action Plan
Quarterly Check-in

Student Hiring prep for Fall 2019

JULY 2019

Workforce Planning begins for FY21
Equity Review

AUGUST 2019

FY21 Budget Preparation begins

SEPTEMBER 2019

Workforce Planning ends for FY21
Quarterly Check-in

OCTOBER 2019

2020 Open Enrollment

NOVEMBER 2019

Performance Evaluation

DECEMBER 2019

Quarterly Check-in

HR

FINANCE
PAYROLL

HR

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