



## Performance & Salary Planning Key Dates

### Key Dates:

April 01, 2020 Effective date of increases

- February 20 & 24: Performance Management Training (materials will be posted on Ultipro)
- February 20: Performance Management Session Live
- March 3 : Employee Self-Evaluation due to managers
- March 16: Manager assessments due (not sent to Employee – prepare for face to face)
- March 27 : Session will close for assessments (Managers meet with employees on reviews and send for acknowledgement)
- April 2 & 3: Training for Salary Planning (materials will be posted on UltiPro)
- April 3: Salary Planning Live
- April 10: Level 1 Manager (CM's) to submit worksheets to Level 2 (CM's & CMD's need to work together for clinical)
- April 17: Level 2 Manager (RDO's) to submit worksheets to Level 3
- April 17: Level 3 Manager (EVP's) to submit worksheets to CHRO/CEO
- April 20: Reconcile for Payroll – all has to be approved by noon on the 20th - to make the 5/08 pay date.
- May 8: Payday when salary increases appear in paychecks, with retro to April 01, 2020