



FISCAL YEAR CALENDAR

	Quarter 1 Sept – Nov	Quarter 2 Dec- Feb	Quarter 3 Mar- May	Quarter 4 Jun – Aug
PEX PHASE	SET GOALS Staff members and Managers should collaborate to jointly set two to four goals that are Specific, Important and Meaningful	ENHANCE PERFORMANCE Throughout the year, staff members and their supervisors are mutually accountable for enhancing performance, supported by conversations, feedback and coaching through <ul style="list-style-type: none"> • 1:1 Discussions to reflect on current progress to Goals and path forward • 1:1 Discussions focused on Career Conversations and Development 		REVIEW RESULTS At year-end, Staff members and supervisors engage in a performance review conversation focused on growth and development.
PEX (staff milestones)	<i>Set Annual Goals in myHR Learn (by Nov 1)</i>	<i>PEX Form Assigned to Staff in myHR Learn (at end of Q2/ beginning of Q3)</i>	<ul style="list-style-type: none"> • Staff Members start gathering Year end Materials to write Self-Review • Staff members submit Self-Review in myHR Learn by 5/31 	<i>Staff member Finalizes Review by 8/31</i>
PEX (supervisor milestones)		<i>PEX Form Assigned to Review Owners in myHR Learn (at end of Q2/ beginning of Q3)</i>		<ul style="list-style-type: none"> • Supervisors Draft/Enter Ratings and Review in myHR learn (in July) • End of year Performance Conversation with Staff member • Release Ratings and Review
COMPENSATION / MERIT PHASE			SALARY MANAGEMENT Annual process to assign merit increases, salary adjustments, reappointments, and promotions for staff and faculty members	
COMPENSATION Key milestones	<ul style="list-style-type: none"> • Salary/Merit Increases Take Effect for new FY (Sept) 		<ul style="list-style-type: none"> • Salary Management Tool Opens for Salary Planners for FSM (May) and Closes (June) 	<ul style="list-style-type: none"> • Salary Management Tool Opens for Salary Planners for non- FSM (Jun) and Closes (July) • Merit Conversations Begin with Staff (Aug)