

Mid-Year ePerformance Documents

- PSS-class employees are required to complete a Probationary Period upon hire. In keeping with this practice, the ePerformance HR Administrator creates Probationary Performance Documents, for each Probationary PSS employee on campus based on their probation dates in UCPATH. *Departments should enter Probationary dates accurately upon hire and ensure they are only for PSS employees.* PSS employees who complete probation between April and October can expect to receive notification of an Annual Document creation by the 2nd week of the upcoming month.
- If a Probation extension is required and approved by Employee and Labor Relations, the department must submit an HR ServiceNow ticket requesting the ePerformance HR Administrator extend the end date on the Probationary Performance Document.
- MSP employees are at will and are not required to complete a probationary period. Those MSP-class employees hired between April and October can expect to receive notification of Performance Document creation by the 2nd week of any given calendar month.
- If any employee transfers mid-year, depts must submit an HR ServiceNow ticket requesting the ePerformance HR Administrator transfer the Performance Document to the new supervisor.

Mid-year documents are created based on the following template-selection calendar.

- MSP HIRE DATE - PSS PROBATION PERIOD ENDS IN	TEMPLATE FOR ANNUAL PERFORMANCE DOC	CHECK-IN 1 (DUE: OCTOBER 1)	CHECK-IN 2 (DUE: DECEMBER 18)
April	Two check-ins	Check-in 1	Check-in 2
May	Two check-ins	Check-in 1	Check-in 2
June	Two check-ins	Check-in 1	Check-in 2
July	Two check-ins	Check-in 1	Check-in 2
August	One check-in		Check-in 2 ONLY
September	One check-in		Check-in 2 ONLY
October	One check-in		Check-in 2 ONLY
November	One check-in		Check-in 2 ONLY
December	One check-in		Check-in 2 ONLY
January	One check-in		Check-in 2 ONLY
February	No Performance Document Created until the start of the 4/1 PY Cycle		
March	No Performance Document Created until the start of the 4/1 PY Cycle		