LOYOLA UNIVERSITY MARYLAND
PERFORMANCE APPRAISAL AND COMPENSATION PLANNING TIMETABLE 2013

DATE / TIME	LOCATION	ACTIVITY	PURPOSE	CONTACT
March 1, 2012–March 1 2013		Performance evaluation cycle	This is the period for which performance is reviewed.	Amy Butwin, Ext. 1367 Amy Mantegna, Ext. 1364
February 26, 2013 9:00 am – 12 noon	Columbia Campus Grad Center 259	Performance Management and Online Software Training for New Supervisors	Performance Management and use of eAppraisal and eCompensation for supervisors	Amy Butwin, Ext. 1367 Amy Mantegna, Ext. 1364
February 26, 2013 1:00 p.m.-2:00 p.m.	Columbia Campus Grad Center 259	Online Software Refresher for Employees	Using eAppraisal for non-supervisors	Amy Mantegna, Ext. 1364
February 27, 2013 1:30pm – 4:30 p	Main Campus College Center Room 107	Performance Management and Online Software Training for New Supervisors	Performance Management and use of eAppraisal and eCompensation for supervisors	Amy Butwin, Ext. 1367 Amy Mantegna, Ext. 1364
March 1, 2013 10:00 am – 12 noon	Main Campus College Center Room 114	Performance Management for Non-Supervisors	Loyola's performance management process, self-appraisal, goal-setting and feedback	Amy Butwin, Ext. 1367
March 4, 2013 9:00 am – 12 noon	Timonium Campus Grad Center Room 66	Performance Management and Online Software Training for New Supervisors	Performance Management and use of eAppraisal and eCompensation for supervisors	Amy Butwin, Ext. 1367 Amy Mantegna, Ext. 1364
March 4, 2013 1:00 pm – 2:00 pm	Timonium Campus Grad Center Room 66	Online Software Refresher for Employees	Using eAppraisal for non-supervisors	Amy Mantegna, Ext. 1364
March 5, 2013 1:00 pm – 4:00 pm	Main Campus College Center Room 114	Performance Management and Online Software Training for New Supervisors	Performance Management and use of eAppraisal and eCompensation for supervisors	Amy Butwin, Ext. 1367 Amy Mantegna, Ext. 1364
March 6, 2013 10:00 am – 11:00 am	Main Campus College Center Room 114	Online Software Refresher for Employees	Using eAppraisal for non-supervisors	Amy Mantegna, Ext. 1364
March 6, 2013		Performance evaluation system "go live" date	Supervisors begin to review their notes and assigns self-evaluations to direct reports.	Amy Butwin, Ext. 1367 Amy Mantegna, Ext. 1364
March 13, 2013		Employee self-evaluations completed	On-line self-evaluations are due by this date. Supervisors may require employees to complete self-evaluations. If it is not required, employees may submit paper self-evaluations by this date.	Amy Butwin, Ext. 1367 Amy Mantegna, Ext. 1364
March 28, 2013		*Due date:* Supervisors will have completed evaluations for their employees, and forwarded them to the next level for approval.	Supervisors review employee self-evaluations and determine how they will incorporate the input into the final evaluations. Supervisors refer to their notes, finalize evaluations and set goals for the upcoming year.	Amy Butwin, Ext. 1367 Amy Mantegna, Ext. 1364

DATE / TIME	LOCATION	ACTIVITY	PURPOSE	CONTACT
Due April 8, 2013		Next level supervisor approval completed.	Next level supervisors must review and approve evaluations before supervisors discuss with employees.	Amy Butwin, Ext. 1367 Amy Mantegna, Ext. 1364
Due April 22, 2013		Supervisors and employees complete performance discussions.	Supervisors are expected to meet with employees to review the evaluations, discuss goals and respond to employee questions or concerns. Supervisors add their comments to the form at this time.	Amy Butwin, Ext. 1367 Amy Mantegna, Ext. 1364
Due April 29, 2013		Employees complete comments and electronically sign evaluations.	Employees are not required to make comments on the evaluation, but are required to sign to acknowledge they received an evaluation.	Amy Butwin, Ext. 1367 Amy Mantegna, Ext. 1364
Due May 2, 2013		Supervisors electronically sign evaluations.	Supervisors are not required to make final comments but must finalize evaluations with their electronic signatures.	Amy Butwin, Ext. 1367 Amy Mantegna, Ext. 1364
April 29 to May 31, 2013 (Finalized May 31)		Compensation planning and preparation *(to be determined)*	Merit pay *(to be determined)*.	HR Generalists Amy Butwin, Ext. 1367 Amy Mantegna, Ext. 1364
July 1, 2013		First FY14 pay date for administrators (7/15/13) First FY14 pay date for staff (7/19/13)		Julie Golden Ext. 2622

Practices, procedures and suggested tools are available in the Performance Management Program Guidebook, which can be found on the HR website at http://www.loyola.edu/department/hr/programs/performance/annual.aspx