



Agency Performance Administrator Calendar Reminders
For July 2020



July 2020

Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1				1 Mid-Year Interim Review task launches to the employee to complete the Self Review step (optional step)	2	3 Holiday	4 Holiday
2	5 Self-Review due date Agency Administrators should run a (standard) Performance Review Step Status, Task User Status or (custom) Step Status report to ensure all agency employees received the Mid-Year Interim Review task	6 The Mid-Year Interim Review should be with the evaluator to complete the Evaluator Review step	7	8	9	10	11
3	12	13	14	15 Evaluator Review Due Date Agency Administrators should run a (standard) Performance Review Step Status, Task User Status or (custom) Step Status report to monitor the Evaluator Review step progress send reminders as needed	16 The Mid-Year Interim Review should be with the next line supervisor to complete the Next Line Review step (optional step)	17	18

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4	19	20 Next-Line Review Due Date	21 The Mid-Year Interim Review task should be with the evaluator to complete the Evaluator Discussion and Acknowledgment step	22	23	24	25 Evaluator Discussion and Acknowledgment due date Agency Administrators should run a (standard) Performance Review Step Status, Task User Status or (custom) Step Status report to monitor Annual Performance Planning step progress and send agency reminders as needed
5	26 Mid-Year Interim Review task should be with the employee to complete the Employee Acknowledgment step. This is the last step in the Mid-Year Interim Review task Last day for agency administrators to submit an extension request for any step in the Mid-Year Interim Review task	27	28	29	30	31 Employee Acknowledgment due date All steps of the Mid-Year Interim Review task must be completed on or prior to July 31 to meet compliance to 101 KAR 2:190	