

2010 Commerce Alternative Personnel System Performance Cycle Timeline

Date	Action
August – Early September	Employees provide written accomplishments to rating official
September (Date TBD)	Performance Review Meetings are held
September 30, 2010	2010 Performance Cycle ends
October 1, 2010	2011 Performance Cycle begins
October (Date TBD by Pay Pool Manager)	Rating Official Recommendations to Pay Pool Manager
NLT November 3, 2010	Ratings must be entered into the Pay for Performance System (PPS), except NMFS
November 4, 2010	PPS Database is frozen, except NMFS
Morning of November 5, 2010	Operating Units conduct final review of data in PPS, except NMFS
November (Date TBD)	Evaluation Feedback Meetings conducted
November 5 (Noon) – November 8, 2010	Batch files created and reviewed, except NMFS
November 7, 2010	Effective date for Performance Increases and Bonuses
November 9, 2010	Rating Batch files submitted to NFC, except NMFS
November 12, 2010	NMFS ratings must be entered into the PPS system
November 14, 2010	PPS Database is frozen for NMFS
November 15, 2010	NMFS batch files are created and reviewed
November 16, 2010	NMFS rating batch files are submitted to NFC
November 17, 2010	Increase and Bonus Batch files submitted to NFC, except NMFS
November 19, 2010	NMFS increase and bonus batch files are submitted to NFC
November 30, 2010	Official Pay Date for salary increases and bonuses
November 30, 2010	2011 Performance Plans must be in place

NOTE: Performance Appraisals must be signed prior to the effective date of the Increases and Bonuses