



RESP and FND Announcements
Employee Performance Evaluations
June 19, 2019

Good Afternoon Supervisors, Managers, PIs & Directors:

As we rapidly approach the Research Foundation fiscal year end, it's the time of year some projects, grants and administrative units complete annual performance evaluations (<https://csuchico.app.box.com/s/mzez7ndgg4a1wucs6p7srmu1tb6pqih>) for employees. If you plan to process performance appraisals with any compensation adjustments effective July 1, 2019, I would like to provide you some reminders:

1. Submit completed performance appraisal and Personnel Action forms (PAFs - <https://www.csuchico.edu/rfdn/assets/documents/hr-supervisors/paf.pdf>) to Human Resources for pre-approval **prior** to reviewing with employee. Forms will be reviewed for complying with organizational policy regarding merit increases.
2. Human Resources/Payroll must receive completed and signed forms on or before Friday July 12th to be in effect with the July 1 – 15 pay period.
3. Retroactive pay adjustments can only be dated within the past 60 days prior to the current pay period (<https://www.csuchico.edu/rfdn/assets/documents/announcements/resp-and-fnd-announcements-2019-3-8.pdf>).

I'm also providing you a link to the "Supervisors Guide to Performance Evaluations" for additional assistance (<https://csuchico.app.box.com/s/62vha52m2bu1c6qj48d4mhlhc6gqhja>).

Please contact Human Resources if you have any questions regarding performance evaluations, PAFs or merit increases.

Thank You,



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