

October 1st
 Rating period begins
 Establish performance expectations

Midway through Cycle
 Interim Performance Review
 ongoing feedback occurs throughout cycle

**NSPS Performance Management Timeline
 October 2008 – December 2008**



1st Pay Period in January
 Performance payout occurs

September 30th
 Rating period ends

**October – December
 Rating/Pay Pool process**

Oct-08						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Nov-08						
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23	24	25	26	27	28	29
30						

Dec-08						
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28	29	30	31			

- 1 Oct - 2008-2009** Performance cycle begins.

- 6 Oct** - Employees complete self-assessments in PAA for **2007-2008** cycle.

- 14 Oct** - Supervisors conduct end-of-cycle review conversation for **2007-2008** cycle.

- 21 Oct** - Supervisors complete supervisory assessment and input recommend rating, shares and distribution into PAA for **2007-2008** cycle.

- 30 Oct** - By this date, Higher-level reviews and approves **2008-2009** performance plan and supervisors required to have formal communication of plan with employee.

- 31 Oct** - Higher-level review recommended rating for **2007-2008** Performance cycle.

- 31 Oct** - Extracts can now be pulled from the PAA into the Compensation workbench.

- 3 Nov** - By this date, pay pool begin to meet to review and reconcile performance evaluations and payout.

- 19 Nov** - Pay pool panel process should be completed. Results of pay pay pool panel deliberations captured in PAA and CWB.

- 26 Nov** - By this date, pay pool manager should have coordinated payout results and supporting analysis with PRA as necessary.

- 1 Dec** - Organizations will forward CWB data extract for upload and data quality check. **MANAGERS MUST BE AVAILABLE FOR CORRECTIONS.**

- 15 Dec** - Supervisors begin to communicate final ratings of record and performance payout to employees after receiving the "all clear" from Servicing HRO.

- 19 Dec** - Data quality review process should be complete.

NSPS Performance Management Timeline January 2009 – March 2009

Jan-09						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
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25	26	27	28	29	30	31

2 Jan - Supervisors **must** have communicated final ratings of record and performance payout to employees.

4 Jan - Effective date of payout for **2007-2008** appraisal cycle.

5 Jan - Payouts process begins in DCPDS.

23 Jan - Employees should start to see payout in paychecks.

30 Jan - Certification of Pay Pool funding for Heads of Organizations with Independent Budget Authorities

Average Rating Range	Rating of Record	Rating of Record Descriptor	Share Range	Employees are eligible to receive...
4.51 to 5.00	5	Role Model	5 or 6	<ul style="list-style-type: none"> • Performance-based pay increases • Rate range adjustments • Local market supplement increases
3.51 to 4.50	4	Exceeds Expectations	3 or 4	<ul style="list-style-type: none"> • Performance-based pay increases • Rate range adjustments • Local market supplement increases
2.51 to 3.50	3	Valued Performer	1 or 2	<ul style="list-style-type: none"> • Performance-based pay increases • Rate range adjustments • Local market supplement increases
2.00 to 2.50	2	Fair	0	<ul style="list-style-type: none"> • Rate range adjustments • Local market supplement increases
1 (on any objective)	1	Unacceptable	0	No increase

Feb-09						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

3 Feb - By this date, communicate aggregate payout results to workforce from **2007-2008** appraisal cycle.

20 Feb - By this date, pay pool managers and advisors assess prior cycle best practices and lessons learned.

27 Feb - (OPTIONAL) By this date, pay pool manager and advisors should determine timelines/schedule of events/plan logistics for **mock pay pool** (if your organization plans to have mock, pay pool leadership should be defined).

Mar-09						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

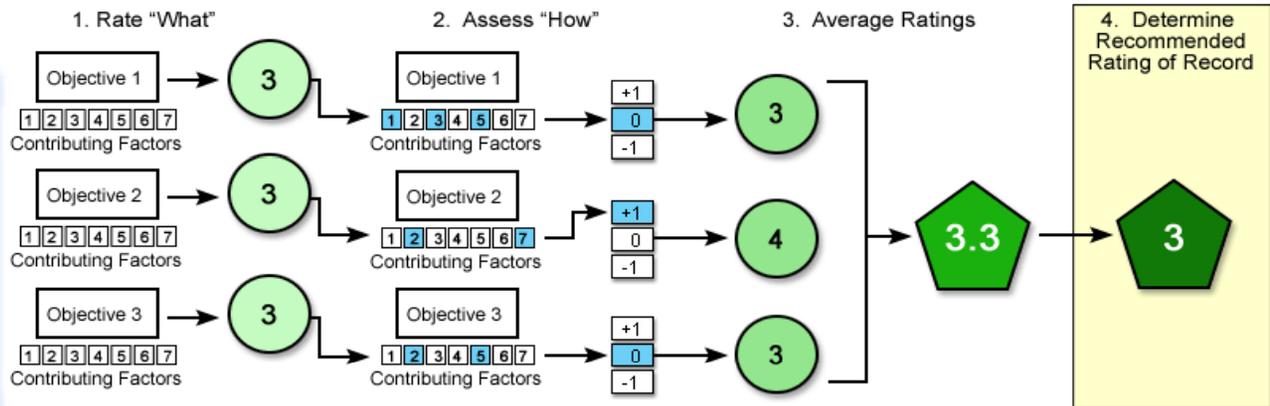
6 Mar - (OPTIONAL) By this date, pay pool managers should have gathered and validated personnel and salary data (including budget/financial) to support **mock pay pool exercise**.

20 Mar - (OPTIONAL) By this date, pay pools should have defined pay pool panel ground rules and protocols for **mock pay pool**.



Ongoing feedback drives performance.

NSPS Performance Management Timeline April 2009 – June 2009



Apr-09						
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14 Apr - (OPTIONAL) Continued preparations as necessary for mock pay pool exercise preparation.

20 Apr - By this date, employees should have completed interim self-assessments in PAA.

May-09						
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11 May - Rating officials complete supervisory interim assessments in PAA and communicate formal interim feedback to employees not later than this date.

18 May - (OPTIONAL) Pay pool panel meet, review and reconcile mock performance evaluation and payout no later than this date. Upon completion of exercise, pay pool managers and panel members analyze results, document lessons learned and best practices to be used in year-end pay pool reconciliation. Communicate mock pay pool exercise results to PRA and workforce.

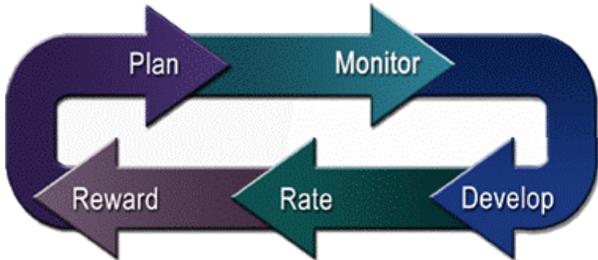
29 May - Pay pool managers and advisors discuss anticipated resource requirements, schedules, blocks calendars and leadership expectations for year-end reconciliation and payout.

Jun-09						
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28	29	30				

29 Jun - Pay pool managers and advisors make any necessary revisions to pay pool panel ground rules, communicate with pay pool panel members expectations for reconciliation process and effect any adjustments necessary as a result of lessons learned.

29 Jun - Remind rating officials and pay pool advisors that employees with less than 90-days under an NSPS performance plan are not eligible for a rating or payout.

29 Jun - Finalize communications to the workforce, as needed, identifying changes to pay pool constructs, and changes to pay pool manager, performance review authority and/or pay pool panel representation.



NSPS Performance Management Timeline July 2009 – September 2009

Jul-09						
S	M	T	W	T	F	S
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26	27	28	29	30	31	

2 Jul - NSPS-covered employees must be on approved performance plans not later than this date to ensure that employees are entitled to a rating.

2 Jul - After this date job objectives should be altered **ONLY** if there is a material change in mission, budget or business needs.

2 Jul - Final date to notify employees of pay pool constructs and general policies.

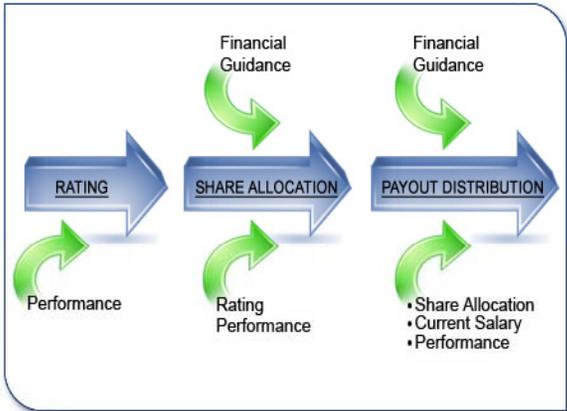
Aug-09						
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23	24	25	26	27	28	29
30	31					

3 Aug - NSPS pay pool managers begin to validate pay pool data. Finalize financial management analysis to the extent decisions are available. Refines pay pool ground rules, protocol and develop shared understanding of performance levels.

31 Aug - Pay pool advisors finalize logistics and scheduling for pay pool panel meetings no later than this date.

31 Aug - Pay pool advisors should review enhancements to PAA and CWB to ensure familiarity with these tools.

31 Aug - Advisors should also begin tracking "specially situated" employee categories.



Employee	Final Rating of Record	Base Salary	Number of Shares	Share Value	Payout Total
Joe	3	89,000	x 1	x 2.31%	2,056
Lynn	2	75,000	x 0	x 2.31%	0
Sara	3	68,000	x 2	x 2.31%	3,142
Pat	3	42,000	x 2	x 2.31%	1,940
Peter	3	50,000	x 2	x 2.31%	2,310
Stephanie	4	75,000	x 4	x 2.31%	6,930
Tony	4	55,000	x 3	x 2.31%	3,812
Francis	3	89,000	x 2	x 2.31%	4,112
Kay	3	75,000	x 2	x 2.31%	3,465
TOTAL		618,000			27,767

PAY POOL FUND (4.50% x total base salaries).....27,767 ←

divided by

SALARY x SHARES (for each employee).....1,202,000

equals

SHARE VALUE2.31%

PAYOUT (salary x number of shares x share value)

Sep-09						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

14 Sep - NSPS pay pool managers and rating officials remind employees to begin preparing self-assessments. Also remind Higher-level Reviewers of their role in the review process.

30 Sep - 2008-2009 Performance cycle ends for NSPS employees.