

EDC Annual Performance Management System Very Important Tips

Please see below for some key points to keep in mind regarding the Annual Performance Review process.

- All reviews **“expire”** at the end of the 62 day timeframe of the lifecycle of the review. The 62nd day of the cycle is the employee’s continuous service date. If you are unable to access your review, or if you are a supervisor and you are unable to **“re-open”** an employee’s steps, this is likely the issue. Please check the service date of the employee receiving the review first to see if this is the issue. Steps can be **“re-opened”** while the review is active, and has not expired.
- If the review is **“expired”**, please contact Debbie Pester at Debbie.pester@nebraska.gov, and she will work to **“re-initiate”** the review.
- When a review is **“reinitiated”** additional days are given for the review to be completed. This timeframe depends on which step the review was at when it expired, because each step is allotted a specific number of days, as follows:
 - Employee Self-Review 14 days
 - Direct Manager/Supervisor 21 days
 - Indirect Manager 8 days
 - Manager Presentation 10 days
 - Employee Sign Off 7 days
 - Manager Sign Off 2 days

The days allowed for the incomplete steps are added up by the system, which determines the timeframe the parties have to complete the review.

For example, using the timeframes listed above if the review **“expired”** at the Manager Presentation step, and a request is made to **“re-initiate”** the review, it will be extended 19 days. The review will then **“expire”** again if it is not completed within the extended 19 day timeframe.

- Always remember, **“re-opening”** a step sends the review back to the previous person and is done by either the supervisor or in-direct supervisor. After an evaluation has been **“re-opened”**, there will NOT be a system generated email notification, so the supervisor or in-direct supervisor should be reminding others they took this action.
- A **“re-initiation”** occurs via actions taken by the HR office, usually at the request of the supervisor, and sometimes the employee. If Debbie **“re-initiates”** (extends) the review for additional days for completion based on the last step it was on, she will notify you via email or by phone. There will be no system generated notification email in this circumstance. It is up to the person receiving the notification from Debbie to communicate to all necessary parties that the review has been re-initiated.

- - *Karen Gray can be contacted at Karen.gray@nebraska.gov regarding off-cycle (end of probation) performance reviews.

