

# OVPR Minute

## April / May 2025

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

May-25						
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	Hol	27	28	29	30	31

Timecard

Pay Day

Holiday

### Holiday Information for OVPR Staff

**April 18 – Good Friday (Holiday).** Please submit timecards early this week because of the holiday. Pay attention to emails from the [UConn](#) / [UCH](#) Payroll Department for deadlines. **Correct cards = correct pay!**

**April 28-May 2 – Whetten Graduate Center OVPR Offices Unavailable.** The OVPR Offices in Whetten Graduate Center on the Storrs campus will not be available for use during the week of April 28 through May 2, due to scheduled work and construction.

**May 5 – OVPR Offices Reopening Potluck Get-Together** – The newly refurbished OVPR offices on the Whetten Graduate Center 3<sup>rd</sup> Floor will be reopening on Monday, May 5, and OVPR staff are invited to tour the suite and join us at noon for a potluck get-together. To participate, please sign up to bring a potluck dish [HERE](#) by April 25, 2025.

**May 1-31** – The Annual Healthcare Open Enrollment Period information will be available on the Human Resources website when it becomes available. ([UConn](#) / [UCH](#))

**May 26** – *Memorial Day* Holiday Observed

### Upcoming Deadlines

Actual or Estimated Date	Activity	Group	Applies to
April 15	An <u>Annual Report of Activity and Achievement</u> should be electronically submitted to your immediate supervisor within 2 weeks of notice (UCPEA CBA Article 21.2.b), or by April 15, whichever is earlier.	UCPEA	OVPR UCPEA Staff
April 23	UCH Mandatory Annual Compliance Training	UConn Health	All UCH Staff
April 30 (or Last Friday in April)	UHP Performance Evaluations due in HR per <i>Compensation Schedule</i>	UConn Health	UConn Health Professional Staff
April 30 (or Last Friday in April)	Postdoctoral Fellows Performance Evaluations due in HR	UConn Health	Postdoctoral Fellows
May 1	<u>UCPEA Performance Evaluations Completed via Kualibuild</u>	UCPEA	Supervisor
May 10	<u>AAUP Guidance in Matters Pertaining to Merit, Workload, Bylaws, and Promotion and Tenure</u>	AAUP	OVPR AAUP Staff
May 15	<u>Deadline for completed UCPEA evaluations to be sent to HR</u>	UCPEA	Supervisor or Designated Unit

			Evaluation Coordinator
May 31	UConn Mandatory Annual Compliance Training	Storrs/Regional Staff	All Storrs Staff
Late May or Early June	Storrs and UCH HR will issue Management/Confidential staff performance evaluation forms and guidance	MGMT/CONF Staff	Management and Confidential Staff at UCH and Storrs

### Other

[UCPEA Annual Report of Activity & Achievement Guide](#)  
[UCPEA Performance Evaluations Human Resources Page](#)  
[UCPEA Performance Evaluation Training \(video\)](#)  
[UCPEA Performance Evaluation Training \(PDF\)](#)  
[Kualibuild Evaluation Guidance](#)