

OVPR Minute - July 2025

Official Information and Action Items for OVPR Staff

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

[Submit Timecard](#)

Pay Day

Holiday

July 4 – Independence Day Holiday Observed



If you will be out of the office during a pay week, timecards should be submitted in advance. Correct cards = correct pay!

August 25 – Academic Year Starts

Other

Performance Evaluations

Actual or Estimated Date	Activity	Group	Applies to
July 31	UCH Management/Confidential Evaluations Due https://health.uconn.edu/human-resources/managers/	UCH management/confidential	Supervisor
July 31	Storrs Management/Confidential Evaluations Due https://hr.uconn.edu/performance-management/	Storrs management/confidential	Supervisor
Aug 31	<u>NP-2 and NP- Performance Evaluations Completed</u> . Supervisor prepares the service rating (SR) by completing the form.	NP-2, NP-3	Supervisor

Whetten 3rd Floor Updates

The security hardware has been installed on the OVPR suite doors, and badges are currently required for access, *except* between the hours of 8AM and 5PM, Monday-Friday. Also the AV system in 300A is now operational; however chair delivery is still pending. Please email [Andrew Rittner](#) if you need access to the calendar for “~VP for Research - Whetten 300A” or chairs.

Kudoboard – OVPR Virtual Bulletin Board

Remember those days when everyone was in the office at the same time? And if you went into the break room you would see notices and catalogs to place an order, donate to support a fundraiser, or read an article about a colleague’s achievement? The *OVPR Bulletin Board (Kudoboard)* is a virtual tool to encourage staff to share milestones, activities, and connect. Please note that this space cannot be used for activities or interests that would conflict with [UConn](#) or [State of CT](#) guidelines. Please email the [OVPR HR Team](#) if you have questions.

OVPR Forms and Documents

The OVPR Staff Resources webpage contains links to several useful forms and documents. Recent additions include:

- Account Permissions Form (New hires, Separations, etc.)
- (OVPR) Business Meals Form
- Staffing Change Request

Updated Website for OVPR Staff Resources

The OVPR Staff Resources webpage has a new look! You can now navigate to [Staff Resources](#) through the [About the OVPR](#) webpage, or bookmark: <https://research.uconn.edu/staff/>

Search Committee Training

All OVPR staff who will be serving on a search committee for a Storrs-based position must participate in the Office of Institutional Equity’s (OIE) Search Committee Training, if you have not yet already done so. There is a [self-paced, online version](#).

State In-Service Training

Professional development opportunities are offered to state employees twice a year (Fall and Spring). Be on the watch for updates from the Department of Human Resources. ([UConn](#) / [UCH](#))