

OVPR Minute

March / April 2025

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Apr-25						
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Submit [Timecard](#)

Pay Day

Holiday

March 16-23 – Spring Recess

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

Career Paths Progression Nomination Period (UCPEA members) is March 1 to March 31

Whetten Graduate Center Update – The 3rd floor renovations of Whetten Graduate Center are being finalized for the week of April 28, with the exception of office door installations at the end of May. Staff may begin reserving workspace beginning May 5 through the [online scheduling system](#).

Upcoming Deadlines

Actual or Estimated Date	Activity	Group	Applies to
1-Mar	A notice of Annual Report of Activity and Achievement will be published in the UConn Daily Digest in accordance with UCPEA CBA Article 21.2.b. OVPR UCPEA staff are required to submit the reports to their supervisors within 2 weeks of the posted notice and no later than April 15, whichever is earlier.	UCPEA	All UCPEA Members
1-Mar	UCPEA Supervisor Performance Evaluation Training	UCPEA	Supervisor (required for new supervisors or optional as a refresher training)
1-Mar	List of staff and guidelines for completion of Service Ratings/Performance Appraisals are distributed via email to directors by UConn Health Department of Human Resources in accordance with collective bargaining agreements (from Lawrence Pittman, Director of HRIM)	UConn Health	All Staff
30-Mar	UConn Mandatory Annual Compliance Training Deadline	UConn Health	All Staff as indicated
31-Mar (or Last Friday in March)	Classified Staff Performance Evaluations due in HR per <i>Compensation Schedule</i>	UConn Health	Classified Staff
1-Apr	An Annual Report of Activity and Achievement should be electronically submitted to your immediate supervisor within 2 weeks of notice	UCPEA	OVPR UCPEA Staff

	(UCPEA CBA Article 21.2.b), or by April 15, whichever is earlier.		
30-Apr (or Last Friday in April}	UHP Performance Evaluations due in HR per <i>Compensation Schedule</i>	UConn Health	UConn Health Professional Staff
30-Apr (or Last Friday in April)	Postdoctoral Fellows Performance Evaluations due in HR	UConn Health	Postdoctoral Fellows