

OVPR Minute - May 2025

Official Information and Action Items for OVPR Staff

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

May 1-31 – Annual Healthcare Open Enrollment Period (UConn / UCH)

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 3rd 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](#).

IMPORTANT - Timecard Submission / Approval Date Change\$

The following changes will be made to timesheet submission and approval deadlines, as well as Core-CT system availability, to accommodate an upcoming Core-CT upgrade on Monday, May 12. Please plan accordingly if you will need to print your paycheck (pay advice statement) or access Employee Self-Service.

- Timecards **MUST BE SUBMITTED** on Thursday, May 1, 2025.
- Timecards **MUST BE APPROVED** on Friday, Friday, May 2, 2025.
- Wednesday, May 7, 2025 – Core-CT will be unavailable for Pay-Confirm activities.
- Thursday, May 8, 2025 – Core-CT will be available briefly, approximately 7:30 a.m. until noon, and then the system will be unavailable through Monday morning.
- Monday, May 12, 2025 – Core-CT availability will be reinstated at approximately 7:30 a.m.

May 26 – Memorial 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!

May 31 – Annual Mandatory Compliance Training Deadline (Storrs / Regional Employees)

June 3 – Technology Day

Save the date! This year's **Technology Day** will be held on **Tuesday, June 3rd in McHugh Hall**. This conference-style event features a day of workshops, demos, presentations, and panels on the IT systems and services you use at UConn. All UConn staff are welcome to attend. Session descriptions will be available soon, and registration opens the first week of May. For more information, contact: ITS Events at ITSEvents@uconn.edu

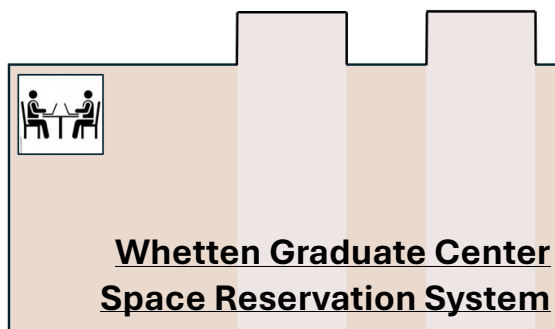
June 19 – Juneteenth Holiday Observed

June 30 – Personal Leave Balances Expire

Personal Leave Time for some staff expires on June 30. Personal Leave varies by collective bargaining agreement and may be different across UConn and UConn Health campuses. Personal Leave balances cannot be carried forward. For more information, please review your collective bargaining agreement or the Leave Benefits for Managerial and Confidential Exempt Employees if you are not a member of a union.

Other

Check Your Health Enhancement Program (HEP) Status



Performance Evaluation Cycles

Actual or Estimated Date	Activity	Group	Applies to
1-May	<u>UCPEA Performance Evaluations Completed</u> via Kualibuild	UCPEA	Supervisor

10-May	<u>AAUP Guidance in Matters Pertaining to Merit, Workload, Bylaws, and Promotion and Tenure</u>	AAUP	OVPR AAUP Staff
15-May	Deadline for completed UCPEA evaluations to be sent to HR via Kualibuild	UCPEA	Unit Head Outside of the Bargaining Unit
Mid-May	<u>Mandatory Annual Compliance Training</u> required to be completed.	UConn / UConn Health	All Staff
Late May Or Early June	The UCH Communications/Operations unit will forward evaluation guidance in late May or early June. The evaluation period will be 7/1/24 through 6/30/25.	UConn Health	UCH Managerial and Confidential Staff
Late May Or Early June	<u>Employees complete their self-evaluation</u> and identify up to four job-related goals and submit to their manager.	MGMT/CONF for Storrs/Regional	Employee
June	<u>Managers complete the manager review</u> and provide feedback on the goals submitted by the employee. Manager sends the evaluation to their employees 1-2 days before holding the performance evaluation session to discuss the previous year's performance and goals for the upcoming year.	MGMT/CONF for Storrs/Regional	Supervisor / Manager
July	<u>Employees acknowledge receipt</u> of the electronic evaluation form (including goals) and, if applicable, may add additional information as an addendum. Final copy of evaluation is sent to manager and employee.	MGMT/CONF for Storrs/Regional	Employee