

OVPR Minute – July 2026

Official Information and Action Items for OVPR Staff

July 2026						
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
26	27	28	29	30	31	

**CORRECT CARDS =
CORRECT PAY**

**Holiday
Payday**

- Timecards may be due early for a few pay periods because of the Holidays.
- Please pay attention to emails from the UConn/UCH Payroll Department changes to deadlines.
- Remember – you can submit cards in advance if you will be out for a block of time.

July 3

Independence Day

Holiday Observed

! Important Notice to OVPR Managers and Supervisors:

As a reminder, we ask managers and supervisors to please notify ovprhr@uconn.edu as soon as they become aware of employee retirements, resignations, or other leave notices. Timely communication helps us ensure accurate processing, provide appropriate support, and assist with smooth workforce transitions.

! Important Notice to OVPR Managers and Supervisors:

Due to the upcoming Fourth of July holiday (observed on July 3rd), Supervisors (or their alternates) who are required to approve timesheets submitted by their employees **must do so no later than the close of business Friday, June 26th for the pay cycle running June 12th through June 25th.**

OVPR Summer Photobook:

As a part of the summer fun, we are adding a Summer Photobook at the end of the OVPR Minute for the months of August, and September! If you would like to contribute a fun photo from your summer shenanigans, please send it to the OVPRHR inbox through August 31, 2026. The last photobook will be posted under the September OVPR Minute.

**Time off Requests:**

Taking time off this summer? Submit your timecard in advance for one less item on your to-do list when you return.

OVPR Kudos:

Please take a moment to check out the OVPR kudos page [OVPR Kudoboard](#). Email the OVPR HR team at OVPRHR@uconn.edu if you'd like to post.

Manager Toolkit:

Storrs HR announced a comprehensive resource designed to equip managers with practical tools, templates, and guidance to lead teams with confidence and effectiveness.

You can access the **UConn Storrs** [Manager Toolkit](#) via the [OSD website](#).

UConn Health HR already has something similar HR Management Toolkit which can be found at: [Man/Con Annual Evaluations](#)

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](#))

Performance Evaluation Cycles

Date	Activity	Group	Applies to
July 11	<u>Payroll Black Out Period</u> Any reduction in compensation effective 8/23/26 needs to be submitted and approved by 8/14/26. This includes removing an additional month, or removing/reducing an administrative supplement, for any reason. Addition of any compensation effective 8/23/26 will need to be processed by the unit after the FY27 cycle is complete, to avoid being overridden. This will result in a retroactive payment for FY27 increases to this Population for all 8/23/26 increases (including promotions, new administrative appointments, etc.)	UConn Storrs	Storrs Staff

Date	Activity	Group	Applies to
August 31	<u>NP-2 and NP-Performance Evaluations</u> Supervisor prepares the service rating (SR) by completing the Kuali Form .	UConn Storrs	Storrs Staff
September 30	<u>NP-2 and NP-Performance Evaluations</u> Please keep an eye out for an email from UCHC HR with information regarding the evaluation process and links to the evaluations in August.	UConn Health	UConn Health Staff

OVPR's Summer Photobook



Leif Posing – Submitted by Kelley Bilodeau