

## 2023- 2024 EPAT Timeline

	Timeline	Requirement			
Pre-Conference	September 22	Employee Completes Self- Reflection			
	September 29	Supervisor Conducts Pre-Conference and Goal Setting			
October 20	Reminder to departments reminding of required 100% completion of all Pre-Conference items				
Mid-Year	January 26	<b>Employees Complete Mid-Year Self-Appraisal</b> <ul style="list-style-type: none"> <li>Core Values</li> <li>Leading and Managing Others (Managers Only)</li> <li>Performance Goals</li> </ul>			
	February 16	<b>Supervisors complete Mid-Year Appraisal and Conference</b> <ul style="list-style-type: none"> <li>Core Values</li> <li>Leading and Managing Others (Managers Only)</li> <li>Performance Goals</li> </ul>			
	Employees starting between December 1, 2023, and February 29, 2024 will complete the Pre-Conference Section and End-of-Year Only.				
March 1	Reminder to departments reminding of required 100% completion of all Mid-Year Appraisals				
End-of-Year	*Between May 1 and June 3	<b>Employees complete End-of-Year Self-Appraisal</b> <ul style="list-style-type: none"> <li>End-of-Year Self-Reflection</li> <li>Core Values</li> <li>Leading and Managing Others (Managers Only)</li> <li>Performance Goals</li> </ul>			
	**Between May 20 and June 21	<b>Supervisors complete End-of-Year Self-Appraisal and Conference</b> <ul style="list-style-type: none"> <li>Core Values</li> <li>Leading and Managing Others (Managers Only)</li> <li>Performance Goals</li> </ul>			
June 17	Reminder to departments reminding of required 100% completion of all components				
End-of-Year Work Schedule Timelines	Work Schedule	<u>201/202</u>	<u>211</u>	<u>231</u>	<u>252/261</u>
	*Employee Timeline	May 3	May 10	May 17	May 24
	**Supervisor Deadline	May 17	May 24	June 7	June 10

EPAT is not used by employees using a state-mandated tool, such as TKES, LKES, GMSEP/SLEI, or CKES