**Workday 2020 Performance Management Update**

The Workday 2020 Project is preparing to launch Workday Performance Management on January 6, 2020. The teams are entering the final round of testing and putting the finishing touches on the end-user training program to roll out in November, 2019.

**What Does the Move to Workday Performance Management Mean for Montclair State University Staff?**

The transition to Workday Performance Management and the use of electronic workflows will impact Managerial, Civil Service and Professional Staff reviews at different times, based on the individual review cycles. A simple rule of thumb is - if your evaluation is initiated prior to December 31, 2019, you will continue to use paper-based forms; if your evaluation is initiated after January 1, 2020, you will use Workday Performance Management workflows. An overview of key dates and activities is listed below. [**View a Comprehensive List of Performance Management Cutover Dates and Activities**](https://www.montclair.edu/information-technology/performance-management/)**.**

**The Review Process**

Certain reviews will now be conducted via Workday. Some will not. Please review the following list carefully:

**Paper-based Reviews NOT within Workday in 2019**

**Professional Staff (October 2019 Initiation)**

* Employees who are between one and two years of service (annual)
* Employees who are between two and five years (annual)
* Employees eligible for their first multi-year contract (three-year)

**Civil Service Staff (2019 PARs) (December 2019 Final Review)**

* All 2019 PAR-Final reviews will continue to follow the existing paper process, to be submitted to Human Resources no later than January 31.

**Reviews within WorkDay in 2020**

**Managerial Staff (January 2020 Initiation)**

* **January:** Managerial Staff will receive notification to begin their 2019/2020 review process in Workday, starting with the self-evaluation.
* **February:** Deadline to submit the self-evaluation in Workday, including attachments.

Remaining performance review activities and dates will be posted in the [**Managerial Reappointment Calendar on the Human Resources website**](https://www.montclair.edu/human-resources/learning-and-development/performance-evaluation-managers/).

**Professional Staff (February 2020 Initiation)**

* Employees who are in their first year of service (annual)
* Employees going from a multi-year contract to another multi-year contract (multi)

**Civil Service Staff (2020 PARs) (January 2020 Initiation)**

* January: Human Resources will kick off the 2020 PAR-Initial Agreement process in Workday to be completed by the immediate supervisor, employee and reviewer.
* January 31: Deadline for reviewer to submit the Workday PAR-Initial Agreement to Human Resources.

Remaining PAR Interim and Final assessment activities and dates will be posted on the [**Human Resources website**](https://www.montclair.edu/human-resources/learning-and-development/performance-assessment-review-par-civil-service-employees/).

**Performance Management Training**

[**Reserve your seat now**](https://itdstraining.montclair.edu/) for one of the in-person training sessions listed below:

**PM101: Workday Managerial Performance Reviews**

* Monday, November 4, 2:30-4:30 p.m., University Hall, Room 1030
* Wednesday, November 13, 2:30-4:30 p.m., University Hall, Room 1050
* Friday, December 6, 10:30am-12:30 p.m., University Hall, Room 1050
* Monday, December 9, 2:30-4:30 p.m., University Hall, Room 1030

**PM102: Workday Professional Staff Performance Reviews (AFT members)**

* Wednesday, November 6, 2:30-4:30 p.m., University Hall, Room 1050
* Friday, November 15, 10:30am-12:30 p.m., University Hall, Room 1050
* Monday, December 2, 2:30-4:30 p.m., University Hall, Room 1030
* Wednesday, December 11, 2:30-4:30 p.m., University Hall, Room 1050

**PM103: Workday Civil Service Staff Performance Reviews**

* Friday, November 8, 10:30am-12:30 p.m., University Hall, Room 1050
* Monday, November 11, 2:30-4:30 p.m., University Hall, Room 1030
* Wednesday, December 4, 2:30-4:30 p.m., University Hall, Room 1050
* Friday, December 13, 10:30am-12:30 p.m., University Hall, Room 1050

**Questions?**

For additional information, including cutover activities for Workday Financials, please visit the [**Workday 2020 website.**](https://www.montclair.edu/information-technology/workday-2020-project/)