

One Stop Shop Timeline

Performance Appraisals

EFNEP

MAY 15 - JUN 15	<ul style="list-style-type: none">• Mid-Year Review
NOV 1	<ul style="list-style-type: none">• Self-Ratings and Supplemental Documentation Packet to supervisor
NOV 15 - DEC 15	<ul style="list-style-type: none">• Year End/Final Review & Planning Session• CED to create new EPAT for new year

AGENT / PA / AG TECH

JAN 15	<ul style="list-style-type: none">• Self-Ratings and Supplemental Documentation Packet to supervisor
FEB 1 - FEB 28	<ul style="list-style-type: none">• Year End/Final Review & Planning Session• CED to create new EPAT for new year
JUN 15 - JUL 15	<ul style="list-style-type: none">• Mid-Year Review

CED

FEB 15	<ul style="list-style-type: none">• Self-Ratings and Supplemental Documentation Packet to DED
MAR 1 - APR 15	<ul style="list-style-type: none">• Year End/Final Review & Planning Session• DED to create new EPAT for new year
JUL 15 - SEP 1	<ul style="list-style-type: none">• Mid-Year Review

County and Individual Plans

JAN 31	<ul style="list-style-type: none"> • CED submits Program Impact Report from previous years County Plan of Work • CED submits new County Plan of Work for current year to be approved by DED • You submit Year End Report from previous years Individual Plan of Action
FEB 15	<ul style="list-style-type: none"> • You submit your new Individual Plan of Action to be approved by CED/DED (available for entry after County Plan of Work is approved by DED)

Other Items

ALL YEAR	<ul style="list-style-type: none"> • Enter ERS data
FEB 1	<ul style="list-style-type: none"> • Personal Development Plan due
MAR 1	<ul style="list-style-type: none"> • Title Promotions due
DEC 31	<ul style="list-style-type: none"> • All ERS entry must be completed

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Need Help? ces_help@ncsu.edu or 919-513-7000