

Process Timeline for Payment Pay for Performance Incentive Program

DEADLINE	ACTIVITY	RESPONSIBLE
June 30	Validate acceptable PDAS rating Validate two classroom observations ¹	Tambria Barnes
June 30	Validate employees with >95% attendance	Tambria Barnes
September 30	Generate CEI's & SEI's	Dash Weerasinghe
October 7	Send out communication of CEI & SEI to participants (include steps for appeal)	Dash Weerasinghe/Laura Allen
October 7-30	Appeal "window"	Dash Weerasinghe
November 7	Final QA by compensation	Carlos Tapia/Laura Allen
November 8	Send out notification of payment based on data	Carlos Tapia/Laura Allen
November 11	Final determination and communication of awards	Laura Allen
	Upload into oracle for payment	Carlos Tapia
December 15	Pay out with December pay check	PAY CHECK
January 31, 2009	Determination of payments awarded based on appeals forwarded to Compensation	Dash Weerasinghe
January 27	Uploaded into Oracle for payment	Carlos Tapia
February 15	Final payment based on appeals	PAY CHECK

Note: Tammy Barnes is working update to oracle appraisal system so that second classroom observation documentation can be entered into the system.