

2022-2023 PDP Performance Timeline

1 JUN 2023	G1 sends email to workforce informing PAT will be requesting Employee's accomplishments 15 June. Recommend compiling accomplishments early.
15 JUN 23	PAT sends notification to Employee to submit accomplishments.
22 JUN 23	Rater reviews accomplishments and completes Performance Review Meetings.
30 JUN 23	End of the Annual Performance Rating Cycle.
30 JUN 23	All Supervisor Bonus must be processed with effective date of 1 JUL 2023
01 JUL 23	Beginning of Rating Cycle (1 JUL 2023 to 30 JUN 2024).
11 JUL 23	Annual performance appraisals and evaluation feedback meetings completed. Supervisor completes Performance Appraisal with rating points assigned to each element, overall rating assigned, type of rating noted (e.g., annual), and number of shares recommended (Superior = 2, Exceptional = 1) in PAT. Total Dollar Value of Shares, Base Increase/Bonus sections of Performance Appraisal are left blank. Senior rater reviews, signs, and may provide optional comments. Rater informs ratee of his/her appraisal during evaluation feedback meeting.
14 JUL 23	Pay Pool Managers verify and review all appraisals in PAT. Pay Pool Managers provide Commander/Director with memorandum certifying that all appraisals for their pay pool have been completed and reviewed for administrative accuracy. Command/Director and Summary Spreadsheet will be uploaded to the SharePoint https://mrdc-intranet.health.mil/performancemanagement/SitePages/Home.aspx
14 JUL 23	Locality Pay Cap Decision memo due to G1
17 JUL 23	MRDC verifies that all performance appraisals have been completed in PAT. MRDC provides the Summary Spreadsheets to the Evaluation Payout System (EPOS) operator.
19 JUL 23	EPOS operator calculates performance payout data and provides MRDC with a Summary Report reflecting performance payout data to include : Employee Name, SSN, Total Dollar Value of Shares, Base Increase/Bonus determinations.
21 JUL 23	MRDC completes review of the Summary Report and sends it to the respective Pay Pool Manager for review of the Dollar Value of a Share and the amount of payout designated for each employee in terms of Base Pay and/or Bonus.
26 JUL 23	Pay Pool Manager verifies the performance payout data reflected on the Summary Report, identifies any required corrections, and forwards them to MRDC.
28 JUL 23	The Summary Report information (camera-ready copy) is finalized by the EPOS operator, and G-1 forwards the report electronically to Processing Division.
NLT 1 AUG 23	Employee/Rater/Senior Rater complete new Performance Objective in PAT.
10 SEP 23	Effective date of the Mass Pay for Performance payouts.
14 SEP 2023	POA RPAs Submitted to CPAC; all bonuses processed before 24 SEP 2023 w/ effective date of 24 Sep 2023.
15 SEP 23	CHRA, NER completes final quality control check on Summary Report and processes payouts.
24 SEP 2023	Effective date of Pay Out Above
NLT 26 JAN 2024	Completion of Mid-Points

***SPECIAL NOTE:** Specific requirements reflected above must be completed. The schedule dates are NLT dates that must be met to ensure timely processing utilizing FY23 monies.*