

**Subject:** Instant HR/Payroll: Workforce Planning

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### **New Compensation Review Schedule for Salary Increases**

As recently announced at the President's Council, Workforce Planning is implementing a new quarterly review process to provide a more holistic compensation review. The new schedule will start on Monday, April 3, 2017. For more information, please see the [Quarterly Out-of-Cycle Salary Review Procedure](#) or email [workplan@gmu.edu](mailto:workplan@gmu.edu).

### **Performance Evaluations**

A friendly reminder that Workforce Planning is still accepting the 2016 performance appraisals, which are required for all Commonwealth increases. Workforce Planning has been reaching out to the head HR Liaisons of all schools and units that have employees without evaluations on file for the performance period ending 10/25/16. All evaluation forms can be found on the [HR & Payroll forms page](#). For more information, please email [workplan@gmu.edu](mailto:workplan@gmu.edu).