



Training

Documentation  
Required

# Time Task Calendar FY10

FYI Dates

DUE Date	Respondent	Task/Event	Contact Person
08/10/09	Area Supts Principals	Submission of final FY09 evaluations of Principals and Assistant Principals	HR Customer Relations Melinda Wong PX 47530 <a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>
		Send or deliver to FHESC A-152	
09/01 AND 9/4/2009	Principals	11th Day Count Staffing Adjustments	Recruitment and Retention Pat Kaupe PX 48043 <a href="mailto:kaupe@palmbeach.k12.fl.us">kaupe@palmbeach.k12.fl.us</a> Wallis Sherman PX 48150 <a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
09/09 AND 09/17/09 8:00 am-12:30 pm FHESC IBIS LAB 1 BLDG E	School & Dept. Secretaries, School-based Admin., District Directors & Mgrs.	An HR Overview of PeopleSoft (Session1) & PeopleSoft Extra (Session 2) Mandatory for new users. Register via Course Registration for this two-day workshop	HR Customer Relations Melinda Wong PX 47530 <a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>
10/01/09	Principals School Secretaries	YEARLY SUPPLEMENTS - screens open for online submission <b>DUE October 31, 2009</b>	Compensation & HR Planning Rebecca Robinson PX 47620 <a href="mailto:rrobinso@palmbeach.k12.fl.us">rrobinso@palmbeach.k12.fl.us</a>
10/07 AND 10/15/09 8:00 am-12:30 pm FHESC IBIS LAB 3 BLDG E	School & Dept. Secretaries, School-based Admin., District Directors & Mgrs.	An HR Overview of PeopleSoft (Session1) & PeopleSoft Extra (Session 2) Mandatory for new users. Register via Course Registration for this two-day workshop	HR Customer Relations Melinda Wong PX 47530 <a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>
Week of 10/26/09	Principals Dept. Heads	Distribution of FY10 Employee Contracts for Teachers, Principals, Assistant Principals and Confidential Employees. <b>Deadline 11/20/09</b>	HR Customer Relations Melinda Wong PX 47530 <a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>

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11/04 AND 11/12/09 8:00 am-1:00 pm FHESC IBIS LAB 2 BLDG E	School & Dept. Secretaries, School- based Admin., District Directors & Mgrs.	An HR Overview of PeopleSoft (Session1) & PeopleSoft Extra (Session 2) Mandatory for new users. Register via Course Registration for this two-day workshop	HR Customer Relations Melinda Wong PX 47530 <a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>
11/16 THROUGH 11/23/09	Principals Area Supts	2nd Semester Staffing Adjustments	Recruitment and Retention Pat Kaupe PX 48043 <a href="mailto:kaupe@palmbeach.k12.fl.us">kaupe@palmbeach.k12.fl.us</a> Wallis Sherman PX 48150 <a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
11/20/09	Principals Dept. Heads	Return signed FY10 Instructional, School-Based Administrative and Confidential Employee Contracts Refer to Bulletin	HR Customer Relations Melinda Wong PX 47530 <a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>
11/26/09	Principals Dept. Heads	<b>75th Day for Instructional Probationary for Personnel who began work on 8/12/09</b>	HR Customer Relations Melinda Wong PX 47530 <a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>
12/04/09	Principals School Secretaries	FALL SUPPLEMENTS - completion of online submissions. <b>Paid on 12-11-09</b>	Compensation & HR Planning Rebecca Robinson PX 47620 <a href="mailto:rrobinso@palmbeach.k12.fl.us">rrobinso@palmbeach.k12.fl.us</a>
01/04 THROUGH 01/29/10	Principals Dept Heads	<b>Voluntary Transfer Period for current, eligible employees (internal applicants)</b> Refer to Bulletin	Recruitment and Retention Wallis Sherman PX 48150 <a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
01/06 AND 01/15/10 8:00 am-1:00 pm FHESC IBIS LAB 3 BLDG E	School & Dept. Secretaries, School- based Admin., District Directors & Mgrs.	An HR Overview of PeopleSoft (Session1) & PeopleSoft Extra (Session 2) Mandatory for new users. Register via Course Registration for this two-day workshop	HR Customer Relations Melinda Wong PX 47530 <a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>
01/08/10	Principals Directors	<b>97th Day (last day) for Instructional Probationary Personnel who began work on 8/12/09 - Refer to Bulletin</b>	HR Customer Relations Melinda Wong PX 47530 <a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>

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01/11 THROUGH	Chiefs	Personnel Meeting/Review of FY11 Staffing	Division of Human Resources
01/15/10	Area Supts.		Darron Davis PX 48953
	Asst. Supts.		<a href="mailto:davisda@palmbeach.k12.fl.us">davisda@palmbeach.k12.fl.us</a>
02/01 THROUGH	Principals	Voluntary Transfer/External hiring for FY11 begins	Recruitment and Retention
05/05/10	Dept. Heads	Refer to Bulletin	Wallis Sherman PX 48150
			<a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
02/02/10	Teachers	Job Sharing Informational Meeting	Recruitment and Retention
		FHEC - Main Café, FHEC- refer to Bulletin	Wallis Sherman PX 48150
			<a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
03/09/10	Chiefs	<b>Written notification of any Involuntary Transfers given to CAO and Chief of HR</b>	Division of Human Resources
	Area Supts.		Darron Davis PX 48953
			<a href="mailto:davisda@palmbeach.k12.fl.us">davisda@palmbeach.k12.fl.us</a>
03/12/10	Principals	WINTER SUPPLEMENTS - completion of online submissions.	Compensation & HR Planning
	School Secretaries	<b>Paid on 03/19/10</b>	Rebecca Robinson PX 47620
			<a href="mailto:rrobinso@palmbeach.k12.fl.us">rrobinso@palmbeach.k12.fl.us</a>
04/05/10	Principals	Job Sharing Forms for FY10 due	Recruitment and Retention
	Dept. Heads	Refer to Bulletin	Wallis Sherman PX 48150
	Area Supts.		<a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
3/22-4/23/10	Principals	<b>REAPPOINTMENTS</b> of personnel - online system available (refer to Bulletin P-13411-HR/CP) <b>DEADLINE 04/23/10</b> <a href="#">click here for letters</a>	Compensation & HR Planning
	Dept. Heads		Mark Mitchell PX 48911
			<a href="mailto:johanse@palmbeach.k12.fl.us">johanse@palmbeach.k12.fl.us</a>
04/06/10	School/ Dept.	<b>CANCELLED</b> Reappointment Process Training-- Register through Course Registration (search word: Reappointment)	Compensation & HR Planning
8:30 - 11:00 <b>OR</b>	Head Secretary		Mark Mitchell PX 48911
1:00 - 4:00			<a href="mailto:johanse@palmbeach.k12.fl.us">johanse@palmbeach.k12.fl.us</a>
04/06 AND	School & Dept. Secretaries, School-based Admin., District Directors & Mgrs.	An HR Overview of PeopleSoft (Session1) & PeopleSoft Extra (Session 2) Mandatory for new users. Register via Course Registration for this two-day workshop	HR Customer Relations
04/16/10			Melinda Wong PX 47530
8:00 am-1:00 pm			<a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>
FHESC IBIS LAB 3 BLDG E			

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04/08/10	Principals	Reappointment Q&A for Principals	Compensation & HR Planning
3:00 - 4:30 pm			Mark Mitchel PX 4891
FHESC Board Room			<a href="mailto:mitchellmark@palmbeach.k12.fl.us">mitchellmark@palmbeach.k12.fl.us</a>
04/23/10	Principals	Deadline to notify employees of non-reappointment status for FY11 (refer to Bulletin #P-13411-HR/CP)	Compensation & HR Planning
	Dept. Heads		Mark Mitchel PX 4891
			<a href="mailto:mitchellmark@palmbeach.k12.fl.us">mitchellmark@palmbeach.k12.fl.us</a>
05/03/10	School/Dept. Secretaries	Review for accuracy all job postings for schools/departments.	Recruitment and Retention Pat Kaupe PX 48043 <a href="mailto:kaupe@palmbeach.k12.fl.us">kaupe@palmbeach.k12.fl.us</a>
05/10/10	Principals	<b>Voluntary Transfer Period Ends</b>	Recruitment and Retention
	Dept. Heads	Refer to Bulletin	Wallis Sherman PX 48150 <a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
05/10 THROUGH	Principals	<b>UAT period begins for those who have not secured a position on their own. Hiring freeze, instructional and non-instructional, in place until notified otherwise.</b>	Recruitment and Retention
05/19/10	Area Supts.		Tim Kubrick PX 46832 <a href="mailto:Kubrickt@palmbeach.k12.fl.us">Kubrickt@palmbeach.k12.fl.us</a>
	Dept. Heads		Wallis Sherman PX 48150 <a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
		Refer to Bulletin	Maryse Glaze <a href="mailto:glaze@palmbeach.k12.fl.us">glaze@palmbeach.k12.fl.us</a>
05/07/10	Principals	<b>Submission of CTAS evaluations on all K-12 Instructional Employees AND evaluations on all Non-Instructional Employees (AESOP, PBA, FPSU, Misc., and Confidential)</b>	HR Customer Relations
	Dept. Head		Melinda Wong PX 47530 <a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>
05/11 AND	School & Dept. Secretaries, School-based Admin., District Directors & Mgrs.	An HR Overview of PeopleSoft (Session1) & PeopleSoft Extra (Session 2) Mandatory for new users. Register via Course Registration for this two-day workshop	HR Customer Relations
05/20/10			Melinda Wong PX 47530 <a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>
8:00 am-1:00 pm			
FHESC IBIS LAB 1			
05/21/10	Principals	SPRING AND FINAL SUPPLEMENTS - completion of online submissions. <b>Paid on 05/28/10</b>	Compensation & HR Planning
	School Secretaries		Rebecca Robinson PX 47620 <a href="mailto:rrobinso@palmbeach.k12.fl.us">rrobinso@palmbeach.k12.fl.us</a>
05/19/10	Principals	Evaluations for all identified UAT teachers are due to Wallis Sherman by 4:00 pm.	Recruitment and Retention
	Dept. Heads		Wallis Sherman PX 48150

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05/19/10	Principals	IF you have an employee VOLUNTEER to be a UAT/excess employee fax the	Recruitment and Retention
	Dept. Heads	PB_HR_RR_UAT_SURPLUS_SIG_FORM to Wallis Sherman.	Wallis Sherman PX 48150 <a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
05/19/10	Principals	Remaining PSC/CC UATs complete and submit IPP	Recruitment and Retention
	Dept. Heads	forms	Wallis Sherman PX 48150
	Teachers	IPP Forms due by 05/21/10 at 3:00 pm	<a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
05/25/10	Principals	PSC/CC UAT teachers placed via PeopleSoft	Recruitment and Retention
	Dept. Heads		Wallis Sherman PX 48150 <a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
06/01/10	Principals	Annual Contract UAT teachers placed with Area.	Recruitment and Retention
	Dept. Heads		Wallis Sherman PX 48150 <a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
06/14/10	Area Supts.	Placement of remaining UAT's	Recruitment and Retention
			Tim Kubrick PX 46832 <a href="mailto:Kubrickt@palmbeach.k12.fl.us">Kubrickt@palmbeach.k12.fl.us</a>
			Wallis Sherman PX 48150 <a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
06/30/10	Chiefs	<b>Submission of final FY10 evaluations on District Administrators - Levels 1-13.</b>	HR Customer Relations
	Area Supts.		Melinda Wong PX 47530 <a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>
	Directors		
08/09/10	Area Supts.	<b>Submission of final FY10 evaluations on Principals and Assistant Principals.</b>	HR Customer Relations
	Principals		Melinda Wong PX 47530 <a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>