



Training

FYI Dates

# Time Task Calendar FY12

Documentation  
Required

DUE Date	Respondent	Task/Event	Contact Person
07/20/11	New or fairly new School and Department Secretaries and their back-ups	PeopleSoft Overview of HR Functions. Mandatory for new HR PeopleSoft users. Register via Course Registration.	HR Customer Relations
8:00 am-4:30 pm			Melinda Wong PX 47530
FHESC IBIS LAB 3 BLDG E			
08/31/11	Area Supts.	<b>Submission of final <u>FY11</u> evaluations on Principals and Assistant Principals.</b>	HR Customer Relations
	Principals		Melinda Wong PX 47530
09/06/11	Principals	11th Day Count Staffing Adjustments	Recruitment and Retention
			Mayra Stafford PX 48043
			Wallis Sherman PX 48150
09/13/11	New or fairly new School and Department Secretaries and their back-ups	PeopleSoft Overview of HR Functions. Mandatory for new HR PeopleSoft users. Register via Course Registration.	HR Customer Relations
8:00 am-4:30 pm			Melinda Wong PX 47530
FHESC IBIS LAB 3 BLDG E			
10/01/11	Principals	YEARLY SUPPLEMENTS - screens open for online submission 10/01 through 10/31/11 <b>DUE 11/4/11 (paid on 11/11/11)</b>	Compensation & HR Planning
	School Secretaries		Rebeca Robinson PX 47620
10/14/01	Principals	Collect IPDP and retain at work site for completion of FY12 Evaluations.	Professional Growth
	Dept. Heads		Kathleen Weigel PX 48004
11/08/11	New or fairly new School and Department Secretaries and	PeopleSoft Overview of HR Functions. Mandatory for new HR PeopleSoft users. Register via Course Registration.	HR Customer Relations
8:00 am-4:30 pm			Melinda Wong PX 47530
FHESC IBIS LAB 3 BLDG E			
Week of	Principals and Dept. Heads	Distribution of FY12 Employee Contracts for Teachers, Principals, Assistant Principals and Confidential Employees. Deadline 12/22/11	HR Customer Relations
11/28/11			Melinda Wong PX 47530
12/05/11	Principals	2nd Semester Staffing Adjustments	Recruitment and Retention
	Area Supts		Mayra Stafford PX 48043
			Wallis Sherman PX 48150
12/16/11	Principals	FALL SUPPLEMENTS - completion of online submissions. <b>DUE 12/16/11 (paid on 12/23/11)</b>	Compensation & HR Planning
	School Secretaries		Rebecca Robinson PX 47620

Training

FYI Dates

# Time Task Calendar FY12

Documentation  
Required

DUE Date	Respondent	Task/Event	Contact Person
12/22/11	Principals	Return signed FY12 Instructional, School-Based Administrative and Confidential Employee Contracts. (refer to bulletin)	HR Customer Relations
	Dept. Heads		Melinda Wong PX 47530
01/09 THROUGH	Principals	Voluntary Transfer Period for current, eligible employees (internal applicants) (refer to bulletin)	Recruitment and Retention
05/07/12	Dept Heads		Matthew Temple PX 47638
DATE TO BE DETERMINED	Chiefs	Personnel Meeting/Review of FY13 Staffing	Division of Human Resources
	Area Supts.		Darron Davis PX 48953
	Asst. Supts.		
02/01 through	Principals	Voluntary Transfer/External hiring for FY12 begins. (refer to bulletin)	Recruitment and Retention
05/07/12	Dept. Heads		Matthew Temple PX 47638
02/01/12	Teachers	Job Sharing Informational Meeting	Recruitment and Retention
4-6:00 PM		(refer to bulletin) - Location FHESC Café	Elaine Gallagher PX 46830
DATE TO BE DETERMINED	Chiefs	Written notification of any Involuntary Transfers submitted to CAO and Chief of HR	Division of Human Resources
	Area Supts.		Darron Davis PX 48953
03/09/12	Principals	WINTER SUPPLEMENTS - completion of online submissions. <b>DUE 3/9/12 (paid on 3/16/12)</b>	Compensation & HR Planning
	School Secretaries		Rebecca Robinson PX 47620
04/02/12	Principals	Job Sharing Forms for FY13 due	Recruitment and Retention
	Dept. Heads	(refer to bulletin)	Elaine Gallagher PX 46830
	Area Supts.		
5/2/12 through	Principals	REAPPOINTMENTS of personnel - online system available (refer to bulletin) DEADLINE 5/18/12	Compensation & HR Planning
05/18/12	Dept. Heads		Mark Mitchell PX 48911
	<a href="#">Letters</a>		<a href="#">click here for letters</a>
05/07/12	School/ Dept.	<b>Reappointment Process Training</b> - Register through <b>Course Registration</b> for AM or for PM class (choose: Compensation) Location: Thurber A&B	Compensation & HR Planning
	Head Secretaries		Mark Mitchell PX 48911
			<a href="mailto:jody.johansen@palmbeachschools.org">jody.johansen@palmbeachschools.org</a>
05/08/12 through	School/Dept.	Review for accuracy all job postings for schools/departments.	Recruitment and Retention
05/15/12	Secretaries		Mayra Stafford PX 48043
05/07/12	Principals	<b>Voluntary Transfer Period Ends</b>	Recruitment and Retention
	Dept. Heads	(refer to bulletin)	Matthew Temple PX 47638
05/08/12 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. (refer to bulletin)</b>	Recruitment and Retention
05/17/12	Area Supts.		Tim Kubrick PX 46832
	Dept. Heads		Maryse Glaze PX 48432

Training

FYI Dates

# Time Task Calendar FY12

Documentation  
Required

DUE Date	Respondent	Task/Event	Contact Person
05/18/12	Principals	Deadline to notify employees of non-reappointment status for FY13  (refer to bulletin)	Compensation & HR Planning
	Dept. Heads		Mark Mitchell PX 48911
05/16/12	Principals	<b>IF</b> you have an employee VOLUNTEER to be a UAT/excess employee, fax the PB_HR_RR_UAT_SURPLUS_SIG_FORM to Tim Kubrick PX 48561	Recruitment and Retention
	Dept. Heads		Tim Kubrick PX 46832
05/17/12	Principals	Remaining PSC/CC UATs complete and submit Instructional Placement Preference form (IPP) on <b>MAY 17</b> . Please note IPP form is to be submitted <b>ONLY</b> on May 17. <b>Do not submit before or after May 17.</b>	Recruitment and Retention
	Dept. Heads		Tim Kubrick PX 46832
	Teachers		
DATE TO BE DETERMINED	Principals	PSC/CC UAT teachers placed via PeopleSoft	Recruitment and Retention
	Dept. Heads		Tim Kubrick PX 46832
DATE TO BE DETERMINED	Principals	Annual Contract UAT teachers placed with Area.	Recruitment and Retention
	Dept. Heads		Tim Kubrick PX 46832
DATE TO BE DETERMINED	Area Supts.	Placement of remaining UAT's	Recruitment and Retention
			Tim Kubrick PX 46832
			Kelly D'Aoust PX47637
05/18/12	Principals	SPRING AND SUMMER SUPPLEMENTS - completion of online submissions. Due 5/18/12 (paid on 5/25/12)	Compensation & HR Planning
	School Secretaries		Rebecca Robinson PX 47620
TBD	Principals	Submission of evaluations on all Instructional Employees	HR Customer Relations
	Dept Heads		Melinda Wong PX 47530
05/18/12	Principals	Submission of evaluations on all Non-Instructional Employees (AESOP, PBA, FPSU, Misc., and Confidential)	HR Customer Relations
	Dept Heads		Melinda Wong PX 47530
06/28/12	Chiefs	<b>Submission of final FY12 evaluations on District Administrators - Levels 1-13.</b>	HR Customer Relations
	Area Supts.		Melinda Wong PX 47530
	Directors		
08/31/12	Area Supts.	<b>Submission of final FY12 evaluations on Principals and Assistant Principals.</b>	HR Customer Relations
(TENTATIVE DATE)	Principals		Melinda Wong PX 47530