

## Procedures for PEP Entry

Each employee should receive a Mid or End cycle PEP in the month of June and December based on the employee's Hire/Adjusted Hire Date, if applicable. The On-Line PEP system is no longer active. **All PEP data must be entered in the new Statewide Personnel System (SPS – Workday).**

The PEP data deadline is January 31 of each year for PEP cycles completed in December and July 31 of each year for PEP cycles completed in June.