

# —SPS ALERT—

## SPS Alert 264: New Online PEP Jan 2<sup>nd</sup>!

Release Date: 12/31/2025

The new Online PEP Process templates will be available January 2, 2026!

A few things to remember:

Each agency has decided if their Managers/Supervisors will use the new Online PEP Process. Please check with your HR Director if you are not sure of your agency determination.

The Online PEP Process is for agencies that are using the standard PEP process only. See attached listing.

If the Manager or HR Coordinator have already completed a paper PEP form, but **have not** completed the current **Rating Only** process in Workday, you may enter the PEP as part of the new online process using the templates below. **Please do not complete both options in Workday.**

Supervisors and Managers should check in with their employees to make sure they are checking the SPS/Workday Tasks to complete their part of the online PEP if they are using the new online options.

If you have any issues, please check the Guides listed below or discuss with your HR staff.

Managers and Supervisors should start this process with gathering the MS-22 and Next PEP Due report before starting the PEP process.

Review Type	Template
a. PEP – Rating Only	FY 2026 Annual PEP (December 2025)
	FY 2026 Mid Cycle PEP (December 2025)
b. PEP Online Mid Cycle Process	FY 2026 MID Non-Supervisory employees (Dec 2025)
	FY 2026 MID Supervisory Employees (Dec 2025)
	FY 2026 MID Management Employees (Dec 2025)
	FY 2026 ANNUAL Non-Supervisory employees (Dec 2025)

c. PEP Online Annual/End Cycle Process	
	FY 2026 ANNUAL Supervisory Employees (Dec 2025)
	FY 2026 ANNUAL Management Employees (Dec 2025)
d. PEP MID Rating Memo Only	FY 2026 Mid Cycle MEMO ONLY PEP (Dec 2025)

NOTES:

1. The PEP Online Process allows Managers/Supervisors to enter ratings for a full evaluation that mirrors the original paper PEP forms.
  2. The available templates match the available paper forms:
    1. Non-Supervisor
    2. Supervisory
    3. Management
- [Supervisor Guide to online PEP Process.pdf](#)
  - [Employee Guide to online PEP Process.pdf](#)
  - [Standard PEP Agencies.docx](#)