

—SPS ALERT—

SPS Alert 267: Timekeeping, Payroll and Benefits Updates

Release Date: 3/12/2026

NEWS

SPMS ONLY

- **Update for Online PEP Process, Cycles ending December 31, 2025**

We are going over the data for the new Online PEP Process. We appreciate all of the agencies and supervisors that made the transition to the new process and look forward to more widespread use for the next cycle.

We had some supervisors start/complete old rating only events and start the online events. We have emailed agencies that have this situation.

We have also discovered a need for a reassignment process when the employee is not available or refuses to complete their step in the process. See the instructions below for that situation.

Please review the attached FAQs, and complete the Feedback form with any feedback you may have for us. Link to Feedback Form: [Online PEP Feedback](#)

- **Online PEP Process FAQ**

The attached Frequently Asked Questions (FAQ) document has been created to address the questions on the new Online PEP process.

- **Online PEP Reporting**

Agencies HR staff that have implemented the new online PEP Process for their employees should be running the SPMS PEP Online In-progress Status report. This report will allow the HR support staff to follow up on the events that have been started but not completed in SPS/Workday. Please encourage your supervisors and employees to complete any in-progress events.

- **Reassigning PEPS for Employee Comments or Manager's Manager review**

What if the employee is unavailable to complete the employee comments and acknowledgement or refuses to do so?

If after 5 days, the employee has not completed the acknowledgement step, the supervisor should print a copy of the PEP and deliver it to the employee. The supervisor should remind the employee to complete the step and if necessary, also point out to the employee there is an option for them (employee) that simply states "Employee Only - I have reviewed my performance evaluation (PEP) and I refuse to sign it".

If the employee still refuses to complete the acknowledgement step, or is unavailable to do so, please submit a ticket to the SPS Help Center with the details below. Make sure to include if the Manager or HR will be completing the step in lieu of the employee (including the specific name of this person). This step can then be reassigned to either the manager, an HR Coordinator, or HR Partner for the employee's supervisory organization.

Example of SPS Support Ticket Submission:

Subject of Support Ticket: Reassign Online PEP

Employee name and W#, that is not available or refuses to acknowledge the PEP online

Employee was given 5 days or more to acknowledge the online PEP, and was given a printed copy of the PEP document.

Name and W# of the person that will be reassigned the online PEP step (select one):

Manager;
HR Coordinator;
HR Partner;

When completing the step, the appropriate acknowledgement option should be used:

Employee Refuses to Acknowledge

Employee Unavailable to Acknowledge

What if the Manager's Manager is not available to complete the final review/approval of the full process mid PEP before the end of the cycle?

The PEP templates remain accessible after the deadline, and an updated due date will be given from DBM. Supervisors may also be given further instructions by their Agency HR office.

However, if the Manager's Manager will be unavailable for an extended period of time, please submit a ticket to the SPS Help Center explaining the situation. This step can then be reassigned to either an Appointing Authority, HR Coordinator, or HR Partner for the employee's supervisory organization.

Example of SPS Support Ticket Submission:

Subject of Support Ticket: Reassign Online PEP

Employee name and W#, that is not available to approve

Name and W# of the person that will be reassigned the online PEP step (select one):

Appointing Authority/PEP Appointing Authority;

HR Coordinator;

HR Partner;

- [PEP FAQ Final.pdf](#)