Setting the Performance and Development Check-in Frequency

Department heads, financial officers or business managers all have access to change the department frequency. The department frequency is set for the entire department. The frequency can be changed at any time.

To change the frequency go to the system site: https://usu.service-now.com/aggies?id=sc_category&sys_id=fe753c7c1b6ba0d0e479326edc4bcb36

Step 1: Select the performance management notifications button as shown below.

Step 2: Select the desired frequency in the drop menu as shown below.
Step 3: Select the desired months you want the reminder notifications to be sent to your employees.

Check the months to send notifications

The months checked below will send a reminder notification to the employees within the specified department. You may update and change the frequency as often as desired. A record will also be created to track which employees have initiated and completed their performance check-ins.

- [X] January
- [ ] February
- [ ] March
- [ ] April
- [x] May
- [ ] June
- [ ] July
- [ ] August
- [ ] September
- [ ] October
- [ ] November
- [ ] December

Use the following chart for reference.

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Default Notifications</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly 4 times per yr</td>
<td>January 1st, April 1st, July 1st, October 1st</td>
<td>March 31st, June 30th, September 30th, December 31st</td>
</tr>
<tr>
<td>Semester 3 times per yr</td>
<td>January 1st, May 1st, September 1st</td>
<td>April 30th, August 31st, December 31st</td>
</tr>
<tr>
<td>Semi-Annual 2 times per yr</td>
<td>January 1st, July 1st</td>
<td>June 30th, December 31st</td>
</tr>
<tr>
<td>Annual</td>
<td>January 1st</td>
<td>June 30th</td>
</tr>
</tbody>
</table>

Step 4: Select Submit.