

Message Developer



From: myHR Communications

Sent: Thu 9/19/2013 10:19 AM

To:

Cc:

Subject: Add Year-End Performance Management and Compensation Reminders to Your Calendar



## Add Outlook Reminders to Your Calendar

You can add reminders for the Year-End Performance Process and compensation deadlines to your Outlook calendar by clicking on the "Add Reminders to Your Calendar" button at the top of this email. After clicking the button, select "Yes" to add. The reminders read as follows:

- 11/11/13-12/13/13: Managers enter preliminary performance ratings and comments in the Performance System (SuccessFactors) and attend calibration sessions. Final performance ratings must be entered into the Performance System by Friday, December 6. Final goal and Global Leadership Behavior comments must be entered in the Performance System and final compensation decisions must be entered in the Compensation Portal by 4:30 p.m. ET, on Friday, December 13. An additional comment box will be available for managers to provide supplementary performance documentation after December 13
- 2/27/14-3/7/14: Managers meet with employees for Year-End Performance and Compensation discussions

When you add the reminders, they are displayed at the top of your calendar and appear as "Free" time.

### Questions

For questions about the Year-End Performance Process:

- Review [Hershey's Performance Process: Review & Reward](#) resources
- Contact myHR
  - [myHR@hersheys.com](mailto:myHR@hersheys.com)
  - U.S.: 1-800-878-0440; International: IDD+1-717-534-8170

For technical assistance with the Performance System or the Compensation Portal, contact the IS Support Center

- U.S.: 1-800-233-2170 or 717-534-5630; Mexico: 001-800-609-0354; International: IDD+1-717-534-5630