



HR Newsletter for HR Administrators

February, 2018

Mid-Year Employee Performance Evaluations

A memo was distributed to employees in December regarding Mid-year Performance Evaluations. The evaluation is to be completed using the simplified MS Word Performance Evaluation Form in the Performance Management SOP. Evaluations must be completed and approved by the reviewing manager by **February 8, 2018**. All completed Mid-year evaluations are to be filed in the Division Office, not the Office of Human Resources. Division Offices will monitor the evaluation process and notify OHR when they are complete. The Mid-year Evaluation form and Memo are located on the DNR Intranet at <http://dnrintranet.org/hr/performance-management>.

2018 Tax Cuts and Jobs Act Payroll Impact

On December 22, 2017, President Trump signed the 2018 Tax Cuts and Jobs Act which impacts multiple components of personal and corporate income tax law.

One of these changes lowered personal income tax rates which will have a direct impact on employee paychecks. The new tax rates will become effective February 1, 2018 therefore employees will see this change reflected on their February 15 paycheck.

Employees may begin questioning why the differing amounts in their January 15 and February 15 paycheck, inform them that this is due to the new 2018 Tax Cuts and Jobs Act implemented by President Trump.

February Holidays

February 19 – Washington's Birthday (Observed on Monday, December 24)