November 2025

2025 YEAR END EVALUATION TIMELINE & COMMUNICATIONS

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					31 Close out 2025 Mid-Year in WorkDay	1
2	**3**	4	5	6	7	8
9	10	**11** Company Holiday	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	**27** Company Holiday	28	29
30						

December 2025

2025 YEAR END EVALUATION TIMELINE & COMMUNICATIONS

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Launch self-assessment in WorkDay	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	**25** Company Holiday	26	27
28	29	30	31 Final day to complete self-assessment.			

January 2026

2025 YEAR END EVALUATION TIMELINE & COMMUNICATIONS

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Company Holiday	2 First day Supervisors enter preliminary 2025 performance ratings in Workday. Save for later	3
4	5	6	7	8	9	10
11	12 Conduct calibration sessions. Draft performance reviews are written but not submitted. Leave at Complete Manager Evaluation step.	13	14	15	16 Managers enter preliminary rating into Workday for calibration.	17
18 Freeze of monetary and organizational changes in Workday	**19** Company Holiday	20 Conduct calibration sessions. Draft performance reviews are written but not submitted. Leave at Complete Manager Evaluation step.	21	22	23	24
25	26	27	28 Approval of ratings from President/COO. Supervisors ensure final approved performance rating and verbiage is in Workday.	29	**30** Employees can begin to enter 2026 goals in Workday.	31

February 2026

2025 YEAR END EVALUATION TIMELINE & COMMUNICATIONS

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Launch of compensation worksheets	5	6	7
8	9	10	11	12	13	14
15	16 Company Holiday	17	18 Close of compensation worksheets	19	20	21
22	23	24	25	26	27	28

Conduct performance discussions

Conduct performance discussions

Discuss Merit & Incentive

March 2026

2025 YEAR END EVALUATION TIMELINE & COMMUNICATIONS

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	**4** Final day to conduct 2025 performance evaluation/comp discussions	**5** Incentive Payout	6	7
8	9	10	11	12	13	14
15 Merit effective date (4/2/26 check)	16	17	18	19	20	21
22	23	24	25	26	27	28

Discuss Merit & Incentive

2025 YEAR END EVALUATION TIMELINE & COMMUNICATIONS

29	30	31				

2025 YEAR END EVALUATION TIMELINE & COMMUNICATIONS

2025 Year-End Performance Review Process & Timeline	Due Date
- Close out all 2025 Mid-Year reviews in Workday.	10/31/25
- Launch year end self-assessment forms in Workday for all non-represented employees. Employees access the form via Workday.	12/1/25
- All non-represented employees complete their 2025 self-assessments in Workday and click "Submit" to move the form into their manager's Workday inbox.	12/31/25
- Managers will follow the Workday process for entering their assessments and ratings for each employee. - Managers complete preliminary rating into Workday for calibration. - Managers complete performance reviews for each employee in Workday. - Managers confirm FINAL ratings in Workday following calibration.	1/2/26 - 2/2/26 1/16/26 1/23/26 2/2/26
- Managers conduct 2025 year-end performance discussions with employees. - Managers finalize the review process in Workday for each employee following their performance discussion.	2/4/26 - 3/4/26
2026 Merit and Incentive Process	**Due Date**
- Managers enter merit and incentive recommendations into Compensation tool (note: start date dependent on approval from Finance)	2/4/26 -2/18/26
- *Tentative Date:* Managers communicate 2025 year-end performance discussions, approved merit and incentives to employees.	2/25/26 – 3/4/26
- Target date for incentive payout.	3/5/26
- Merit effective date (note: merit and lump sum awards will be seen on Thursday, 4/2/26 payroll)	3/15/26
2026 Goal Setting Process	**Due Date**
- Employees enter 2026 goals in Workday.	1/30/26

MID-YEAR CLOSE OUT

2025 YEAR END EVALUATION TIMELINE & COMMUNICATIONS

To: Supervisors & Above
From: HRConnect
Cc: HR Business Partners
Date: Wednesday, October 29, 2025
Re: Action Required: Submit Outstanding 2025 Mid-Year Performance Reviews

Thank you for your continued dedication throughout the mid-year review process. Your thoughtful feedback plays a vital role in supporting employee development and driving our organizational goals.

Please note, **Workday will officially close for mid-year submissions on Friday, October 31st**. To ensure all reviews are completed and recorded, please submit any outstanding mid-year reviews by the end of the day. As a reminder, the original submission deadline was August 29th.

Your attention to this final deadline is greatly appreciated and helps ensure consistency and alignment across the company.

If you have any questions or need assistance, please contact your HR Business Partner.

YEAR-END MESSAGE TO EMPLOYEES

To: All Non-Represented Employees

2025 YEAR END EVALUATION TIMELINE & COMMUNICATIONS

From: HRConnect
Cc: HR Business Partners
Date: Monday, November 24, 2025
Re: 2025 Year-End Review Process Begins Soon

As we approach the end of the year, we're preparing to launch the **2025 year-end review process**. This is a valuable opportunity to reflect on your accomplishments, assess progress toward goals, and engage in meaningful conversations about performance and development.

The process begins with your self-assessment in Workday, followed by a 1:1 meeting with your manager to discuss your performance and growth over the past year.

Key Dates:

- Self-assessment opens: **Monday, December 1st**
- Submission deadline: **Wednesday, December 31st**

Tips for Writing a Strong Self-Assessment:
When completing your self-assessment, consider including the following:

- **Key accomplishments:** Highlight your most impactful contributions and achievements.
- **Progress toward goals:** Reflect on the goals set earlier in the year and describe the progress you've made.
- **Challenges and learnings:** Share any obstacles you faced, and how you overcame them or what you learned.
- **Collaboration and impact:** Describe how you've worked with others and contributed to team or company success.
- **Development and growth:** Note any skills you've developed or areas where you've grown professionally.

Your self-assessment is an important part of the performance review process and helps guide meaningful conversations with your manager.

Please view *Employee Guide* for additional resources on the Performance Management process.

For questions, please submit an **AskHR Ticket** or call HRConnect at 1-800-841-8684.

Thank you for your continued contributions!

2025 YEAR END EVALUATION TIMELINE & COMMUNICATIONS

GOALS COMMUNICATION TO LEADERS

2025 YEAR END EVALUATION TIMELINE & COMMUNICATIONS

To: All Supervisors & Above
From: HRConnect
Cc: HR Business Partners
Date: November 24, 2025
Re: Action Required: Enter Employee Goals Before December 1st

The 2025 Year-End Self-Assessment process will launch on **Monday, December 1st**. Please ensure that all employees have their goals entered in Workday **prior to this date**.

Goals entered after the launch will not appear on the employee's self-assessment form, which may impact the completeness of the review process.

If your team's goals have already been entered, please disregard this message.

For assistance, please refer to the Creating Employee Goals job aid for detailed instructions.

Thank you for prioritizing this step to support a smooth and accurate assessment cycle.

YEAR-END SOURCE ARTICLE

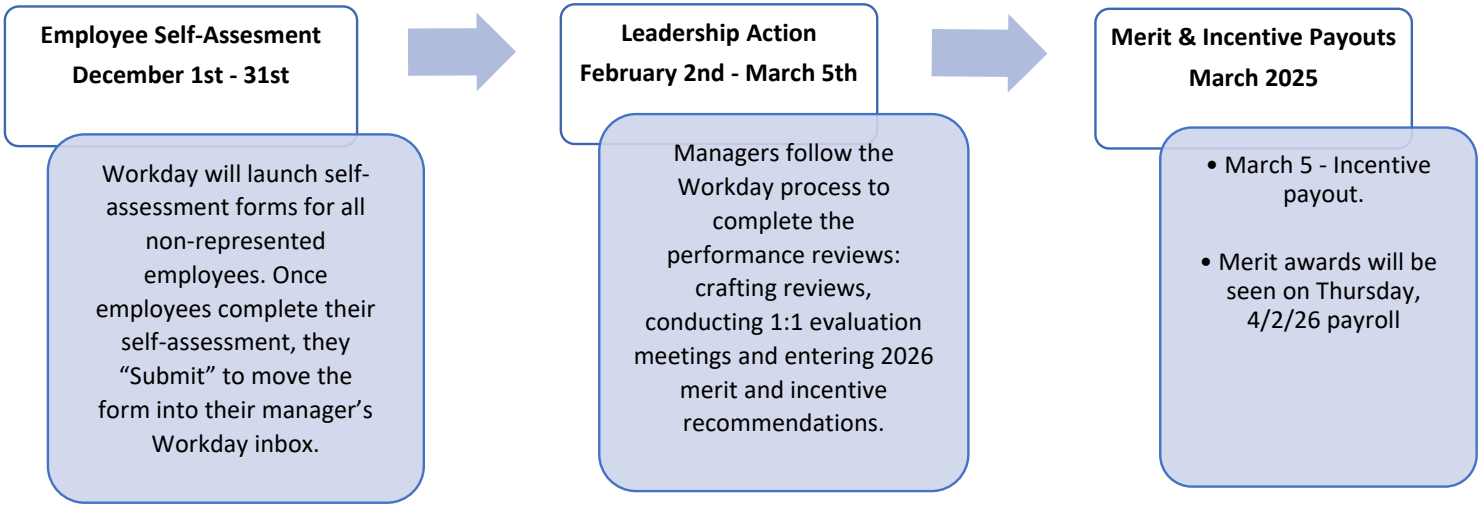
To run the week of December 1st - Source

2025 YEAR END EVALUATION TIMELINE & COMMUNICATIONS

The 2025 annual performance review process for all non-represented employees is now underway. You should see an alert in your Workday inbox prompting you to begin the first step: completing your self-assessment. This will be followed by a conversation with your manager early next year.

To get started, open your Workday inbox and select the Year-End Performance Evaluation task. Workday will guide you through the self-assessment process, which must be completed and submitted by **Wednesday, December 31st**.

2025 Year-End Performance Review Process & Timeline:



For questions regarding the Workday process, please submit an AskHR Ticket or call HRConnect at 1-800-841-8684.

YEAR-END MESSAGE TO LEADERS

To: All Supervisors & Above

2025 YEAR END EVALUATION TIMELINE & COMMUNICATIONS

From: HRConnect
Cc: HR Business Partners
Date: December 29, 2025
Re: Launch of the 2025 Year-End Performance Review Process

We're officially kicking off the **2025 annual performance review process** for all non-represented employees.

The process begins with employees completing their self-assessments in Workday, where they'll reflect on key accomplishments and progress toward their goals. Leaders will then conduct **1:1 performance conversations** to provide feedback, assess performance, and support employee development.

As leaders, your role is essential in ensuring the process is meaningful, consistent, and aligned with our performance philosophy.

What You Need to Know:

- Self-assessments launch: **December 1st**
- Employee submission deadline. Employee must submit for the manager to begin evaluation: **December 31st**
- Leadership action is required: **January 2nd – March 5th**

Your Role in the Process:

- Encourage employees to thoughtfully complete their self-assessments.
- Be prepared to participate in calibration discussions within your organization.
- Schedule and conduct meaningful 1:1 performance conversations, providing clear, actionable feedback and assessing progress against goals.
- Submit performance ratings and compensation recommendations in Workday by the designated deadlines.
- Partner with your HR Business Partner to review performance distribution and support calibration efforts as needed.

Eversource's "pay for performance" philosophy is central to this process. Differentiating performance fairly and consistently ensures we recognize and reward top contributors across the organization.

Detailed Timeline:

2025 Year-End Performance Review Process & Timeline	Due Date
• All 2025 Mid-Year reviews closed out in Workday. • Workday will launch self-assessment forms for all non-represented employees	10/31/25 12/1/25
• Self-assessments submission deadline. Once employees complete their self-assessment, they "Submit" to move the form into their manager's Workday inbox. Manager cannot begin the evaluation until the employee submits.	12/31/25
• Managers follow the Workday process and complete the performance evaluations, entering preliminary overall rating for each employee. ○ Managers enter preliminary rating into Workday for calibration. ○ Managers write performance reviews for each employee in Workday. Save for later until calibration is complete. ○ Managers confirm FINAL ratings in WorkDay following calibration.	1/2/26 – 2/2/26 1/16/26 1/23/26 2/2/26
• Managers forward evaluation in Workday to employees and begin conducting 2025 Year-End performance discussions with employees Managers finalizes the review process in Workday for each employee following their review conversation.	2/4/26 - 3/4/26
2026 Merit and Incentive Process	**Due Date**
• HR Business Partners - Finalize Compensation changes taking place at the end of January.	1/9/26
• Freeze of non-union monetary and organizational changes in Workday begins.	1/18/26
• Merit and incentive recommendations are input into Compensation tool. *Note: Start date dependent on approval from Finance*	2/4/26 -2/18/26
• Compensation reviews and closes out remaining cycle items. *Note: Start date dependent on approval from Finance*	2/19/26 – 2/24/26
• *Tentative Date:* Managers communicate 2025 year-end performance discussions, approved merit and incentives to employees.	2/25/26 - 3/4/26
• Target date for incentive payout.	3/5/26
• Merit Effective Date (NOTE: Merit and lump sum awards will be seen on Thursday, 4/2/26 payroll.)	3/15/26
2026 Goal Setting Process	**Due Date**
• 2026 goals entered and/or updated in Workday	1/31/26

2025 YEAR END EVALUATION TIMELINE & COMMUNICATIONS

Resources for you:

- Performance Management Process Resources
- Job Aid: Complete Manager Evaluation
- AskHR Ticket or call HRConnect at 1-800-841-8684

More detailed guidance and tools will be shared in the coming weeks. In the meantime, please reach out to your HR Business Partner with any questions or support needs.

Thank you for your continued leadership and commitment to employee development.

YEAR-END CLOSE OUT MESSAGE TO LEADERS

To: Supervisors & Above

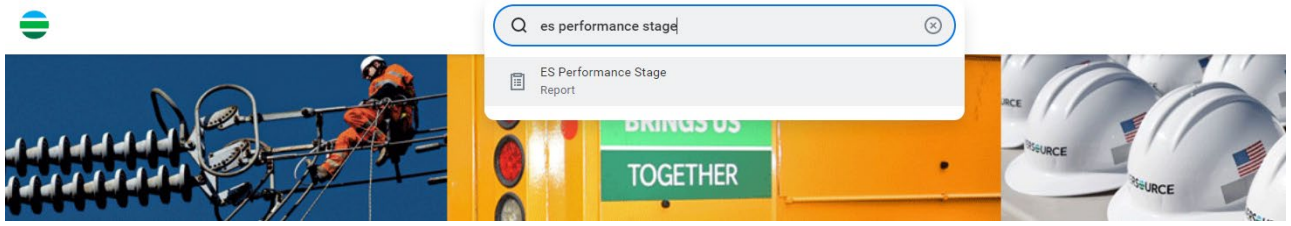
2025 YEAR END EVALUATION TIMELINE & COMMUNICATIONS

From: HRConnect
Cc: HR Business Partners
Date: Friday, March 13, 2026
Re: Action Required: Submit Outstanding 2025 Year-End Reviews

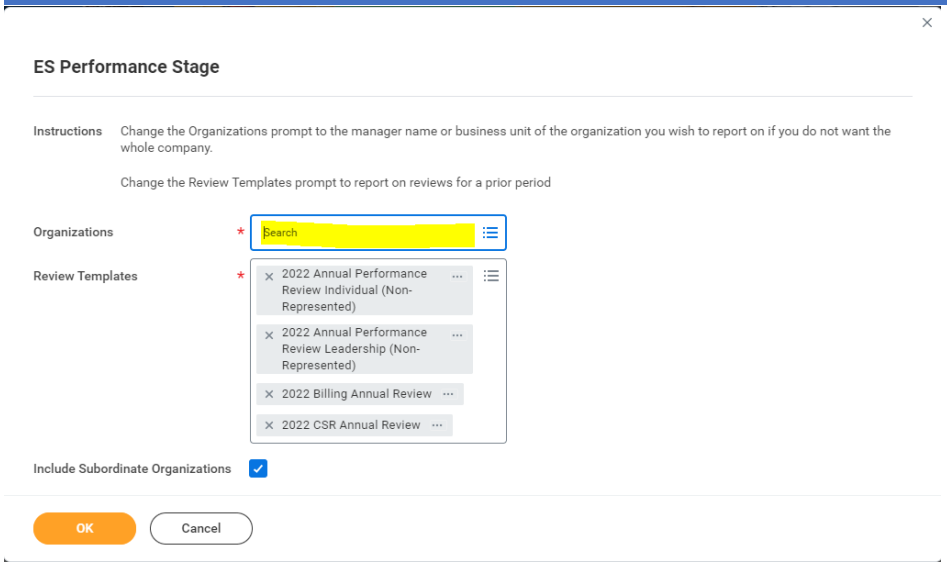
Thank you! Your commitment to your employees has been evident throughout the Performance Review and Compensation Cycle. Your dedication helps to set employees up for success in the year ahead.

Our corporate goal is to achieve a **completion rate of 85% or higher**. For reviews to be recognized as complete, leaders must submit them to employees in Workday. Please ensure any outstanding 2025 Year-End Reviews are submitted in Workday by **Monday, March 30, 2026**.

To see the status of your organization's reviews, you can run the "ES Performance Stage" report in WorkDay.



2025 YEAR END EVALUATION TIMELINE & COMMUNICATIONS



"X" out the name listed in *"Organizations"* and type in your name. When you download the report *"Business Process Step or To Do Awaiting Action"* (Column N) will tell you what stage the review is in.

Definitions of each stage are below:

- *Blank* - means the review is fully completed
- *Complete Manager Evaluation for Performance Review* – means the review is still with the Manager to submit to the employee
- *To Do: Discuss Performance Review Results with Employee* – means the Manager submitted to the employee but need to click submit 1 more time to get it to the employee's inbox.
- *Provide Employee Review Comments* – means the revie is with the employee and they need to acknowledge with or without comments

Your attention to this deadline is critical for maintaining consistency and supporting our performance philosophy. If you have questions or need assistance, please reach out to your **HR Business Partner**.

For questions regarding the Workday process, please submit an **AskHR Ticket** or call HRConnect at 1-800-841-8684.

Thank you for your continued leadership!

2025 YEAR END EVALUATION TIMELINE & COMMUNICATIONS