**503 – Email notifications cc HR staff**

**Date: 03/03/2020**

**Category**: Structural Fact **Type**: Static

**Description**: Supervisors are required to complete all employee reviews within the first 30 days of each quarter. Supervisors are emailed reminders and HR staff are carbon copied on email reminders when reviews are not completed within the first 30 days of each quarter,

**Discovery Details:** Interview with project sponsor: Chris Cusack