

# Performance Reports Submission User Resource Guide

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## Performance Reports Submission User Resource Guide

### NJ SMART Timeline – October 2020

DATE	EVENT
Monday, October 19, 2020	Open: Performance Reports Submissions

### October Action Items

Task	Recommended Completion Date	Task Completed?
Download and review the Handbook, FAQ document, and Template	October 19, 2020	<input type="checkbox"/> Completed
Export and review data from the Last Year's Data page	October 19, 2020	<input type="checkbox"/> Completed
Attend a Performance Reports Submission webinar training	See the <a href="#">eLearning Videos &amp; Webinars</a> for training dates	<input type="checkbox"/> Completed
Complete a full file upload to the submission	October 26, 2020	<input type="checkbox"/> Completed

# Performance Reports Submission User Resource Guide

## NJ SMART Timeline – November 2020

DATE	EVENT
Monday, November 23, 2020	Deadline: Performance Reports Submission

## November Action Items

Task	Recommended Completion Date	Task Completed?
Verify that the report is free of errors and records in the warnings field are entered accurately	November 9, 2020	<input type="checkbox"/> Completed
View the Sample Reports page to ensure the proper look of the report	November 9, 2020	<input type="checkbox"/> Completed
Verify that the Sum Of Days Present For All Faculty and Sum Of Contracted Number Of Days For All Faculty are calculated accurately	November 9, 2020	<input type="checkbox"/> Completed
Attend a Performance Reports Submission webinar	See the <a href="#">eLearning Videos &amp; Webinars</a> for training dates	<input type="checkbox"/> Completed
Certify or Certify with Errors to meet the November 23 <sup>rd</sup> at 5PM submission deadline	November 23, 2020	<input type="checkbox"/> Completed