# FY 2022 Performance Awards and Instructions for FPPS

Please use the directions provided in the [HR Guide](https://ibc.doi.gov/HRD/hr-guide-generating-performance-award-actions) linked below to generate your performance award actions in FPPS. These directions will help ensure timeliness and accuracy in completing this process.

## Important Dates to Remember

HR will process awards received in the HR Operations Division by close of business November 18, 2022, for payout by December 13, 2022. Awards received after the close of business November 18, 2022, will be processed accordingly.

## Please Note

FPPS will be unavailable from Friday, **December 9**, through Monday, **December 12**.

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## Resources

[HR Guide - Generating Performance Award Actions](https://ibc.doi.gov/HRD/hr-guide-generating-performance-award-actions)

## Questions?

If you have questions, please contact your [servicing HR Specialist](https://ibc.doi.gov/HRD/hr-services-contacts).

Contact your [servicing HR Specialist](https://ibc.doi.gov/HRD/hr-services-contacts) if you have an employee who is separating prior to the performance processing deadline.