

SISTEM SUMBER MANUSIA

User Guide For Employee Front End User (SSM FIORI)

Performance Appraisal

VERSION: 2.0



INTRODUCTION

This user guide acts as a reference for **Employee** (Front-End User) to manage **Performance Appraisal**. In this user guide, it will show:

All Company and Individual names used in this user guide have been created for guidance on using SSM.

Where possible; user guide developers have attempted to avoid using actual Companies and Individuals; any similarities are coincidental.

Changes and updates to the system may lead to updates to the user guide from time to time.

Should you have any questions or require additional assistance with the user guide materials, please contact the **SSM Help Desk**.

GLOSSARY

The following acronyms will be used frequently:

Term	Meaning		
SSM	Sistem Sumber Manusia		
SAP GUI	GUI SAP Graphical User Interface/Back End		
FIORI	Front End/Web Portal		
ESS Employee Self Service			
MSS	Manager Self Service		

FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.



Table of Content

Topics	Page		
Introduction			
Further Assistance			
Performance Appraisal Status			
Process Overview			
Maintain Task & Responsibility	<u>6</u>		
Maintain KPI	<u>12</u>		
Acknowledge KPI	<u>15</u>		
Final Review	<u>19</u>		
Print Completed Appraisal Document	<u>24</u>		



Performance Appraisal Status							
	Appraisee Worklist						
Maintain Tas » () Maintain KPI » Acknowledg » First Ch	Image: Approximation Tas Maintain KPI Maintain KPI Maintain Checkp Maintain Checkp Maintain Checkp Maintain Assess Maintain Review Maintain Checkp Maintain Checkp Maintain Assess Maintain Review Maintain Checkp Maintain Checkp						
Status	Role	Description					
Maintain Task and Responsibility	Employee	Employee fill in their tasks and responsibilities.					
Maintain KPI	Employee/Manager	 Employee and Manager may fill in the employee's KPIs. Manager is required to click Maintain KPIs once KPIs are confirmed. 					
Acknowledge KPI	Employee	Employee acknowledge the KPIs entered by the Manager.					
First Checkpoint	Manager	Manager fill in the KPIs review for first checkpoint.					
Second Checkpoint	Manager	Manager fill in the KPIs review for second checkpoint.					
Final Assessment	Manager	Manager fill in the KPIs review for final assessment checkpoint and grade the employee.					
Final Review	Employee	Employee agree or disagree with the grades given.					
Second Appraiser Appraisal	Manager (Second Appraiser)	If the employee disagree, the Appraisal form will be assigned to second appraiser by the HR Admin.					
Completed	-	Finalised grading once the employee agree with the grades.					
Completed due to Termination	_	HR Admin enter from backend that the employee appraisal has been completed due to Termination.					
Completed due to Transfer	_	HR Admin enter from backend that the employee appraisal has been completed due to Transfer.					



Process Overview

Maintain Task & Responsibility



Acknowledge KPI



Final Review



Print Completed Appraisal Document





MAINTAIN TASK AND RESPONSIBILITIES

Frontend User Employee

Log into SAP Fiori (Front End) and proceed with the following steps.

- 1. Click on Employee Appraisal tab.
- 2. Click on Input as Appraisee tile.

	Ho <mark>1</mark>	۹	Ω	8
Em	ee Appraisal My Info My Payslip My Time My Notification			
	Av Performance hppraisal hput as Appraisee iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	•	1	
1	Ay Profile Manage my profile			
	La		1. MA	N N

Appraisee Worklist						
(L >						
Prestasi						
C						
>						



3. Click on an employee with the status Maintain KPI.

My Performance A	Appraisal for Appraisee 🔻						ς Ω
	Appraisee Worklist						
1 All Maintain Tas »	Maintain KPI Acknowledg SFirst Checkp	Second Che	Final Assess	Final Review	Second Appr Co	mpleted Completed T	Comple >
	🗐 Tatacara Mengisi Penilaian Prestasi						
All Appraisee Worklist							C
Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Tempoh Bermula	Hingga	Gred	Jumlah Markah Keseluruhan	Status	3
		01.10.2022	30.09.2023			Maintain Task and Responsibility	>

Note: Edit / Display Appraisal as Appraisee page will be displayed.

< 🙆 My Performance Appraisal fo	r Appraisee 🔻	٩	¢	8
<	Edit / Display Appraisal as Appraisee			
MUHAMMAD	10			
No Kad Pintar: 00 Jawatan: 30 Jabatan/Kementerian: Prime Minister's Office Bahagian: - Division	Pegawai Penilai: SO Status: Maintain Task and Responsibility No Kad Pintar: 00: Total Markah Keseluruhan: Jawatan: 30002927 - PEN.UNDANG2 Gred: Jabatan/Kementerian: - Prime Minister's Office Bahagian: - Division			
BAHAGIAN B: TUGAS DAN TANGGUNG JAWAB 🗸	BAHAGIAN C: PENILAIAN HASIL (RESULTS) BAHAGIAN D: PENILAIAN CIRI PERANAN \vee BAHAGIAN E: PEI	VILAIAN	I CIRI	> ~
Diisikan oleh Pegawai Penilai dan Pegawai Yang Di Bil Tugas Utama	nilai disepanjang tempoh penilaian C 🕇 Tambah	Tugas L	Jtama	
	Save	ask and	l Respo	nsibility



4. Go to BAHAGIAN B: TUGAS DAN TANGGUNG JAWAB and click on the Tambah

Tugas Utama button.

< 🌜 My Performance Appraisal for	Appraisee 🔻			٩	Û	8
<	Edit / Display Appraisal a	s Appraisee				
MUHAMMAD		10				
BAHAGIAN B: TUGAS DAN TANGGUNG JAWAB \vee	BAHAGIAN C: PENILAIAN HASIL (RESULTS)	BAHAGIAN D: PENILAIAN CIRI PERANAN	BAHAGIAN E: PEI	NILAIAN	CIRI	> ~
1. Tugas Utama						
Diisikan oleh Pegawai Penilai dan Pegawai Yang Di	ilai disepanjang tempoh penilaian		C + Tambah	Tugas U	4 Itama	
Bil Tugas Utama						
	No data					
2. Tugas Tambahan			→			
		(+ Tambah Tuga	as Tamb	ahan	
Ril Tugas Tambahan			Save 1	īask and	l Respo	nsibility

Note: Tambah Tugas Utama window will appear.

	Tambah Tugas Utama
*Tugas Utama:	(Required)
	Save Cancel

5. Fill in the Tugas Utama.

6. Click on the **Save** button.

	Tambah Tugas Utama
*Tugas Utama:	5 Tugas Utama 1
	6 Save Cancel



Note: Employee may add Tugas Utama by clicking on the Tambah Tugas Utama button.

7. Click on the Tambah Tugas Tambahan button.

	< (My Performance Appraisal fo	r Appraisee 🔻			٩	¢	8
<			Edit / Display Appraisal a	as Appraisee				
	MUHA	MMAD		10				
-	BAHAGIA 1. Tugas	an B: Tugas dan Tanggung Jawab 🖂	BAHAGIAN C: PENILAIAN HASIL (RESULTS)	BAHAGIAN D: PENILAIAN CIRI PERANAN $\ \ \lor$	BAHAGIAN E: PEI	NILAIAN	CIRI	> ~
	Diisikar	n oleh Pegawai Penilai dan Pegawai Yang Di	nilai disepanjang tempoh penilaian		C + Tambah	NOT Tugas U	E tama	
	Bil	Tugas Utama						
	1.1	Tugas Utama 1				Ø		
	2. Tugas	s Tambahan		c	+ Tambah Tug	as Tamb	7 ahan	
	Bil	Tugas Tambahan						
					Save	Task and	Respo	nsibility

Note: Tambah Tugas Tambahan window will appear.

Tambah Tugas Tambahan				
*Tugas Tambahan:	(Required)			
	s	ave Cancel		

8. Fill in the **Tugas Tambahan.**

9. Click on the **Save** button.

	Tambah Tugas Tambahan
*Tugas Tambahan:	8 Tugas Tambahan 1
	9 Save Cancel



Note: Employee may add Tugas Tambahan by clicking on the Tambah Tugas Tambahan

button.

10. Click on the Save Task and Responsibility button.

۲	Му	y Performance Appraisal for Appraisee 🔻				q	Û
<			Edit / Display Appraisal a	as Appraisee			
	MUHA	MMAD		10			
	BAHAGIA	AN B: TUGAS DAN TANGGUNG JAWAB 🗸 🛛 BAHAGIAN C: PEN	VILAIAN HASIL (RESULTS)	BAHAGIAN D: PENILAIAN CIRI PERANAN \sim	 BAHAGIAN E: PENILAIAN CIF 	si >	\sim
	1. Tugas	s Utama					
	Diisikar	n oleh Pegawai Penilai dan Pegawai Yang Dinilai disepanjang tem	poh penilaian		C + Tambah Tugas Utan	а	
	Bil	Tugas Utama					
	1.1	Tugas Utama 1			Ø	Ŵ	
	2. Tugas	s Tambahan			NOTE	in	
	Bil	Tugas Tambahan					
	2.1	Tugas Tambahan 1			I	1	0
					Save Task and Re	sponsi	bility

A confirmation message will appear.

11. Click on the **Yes** button.

Confirmation					
Adakah anda pasti untuk menyerahkan borang prestasi ini ke proses seterusnya?					
Yes	Cancel				



Outcome: Status has been changed to Maintain KPI.

< 🙆 My Perfor	mance Appraisal for Appraisee 🔻					م ۱	28
		Appraisee Wo	orklist				
1 All Maintain Tas	Maintain KPI Acknowledg » First Checkp	Second Che	Final Assess	Final Review	Second Appr C	ompleted Completed T.	Comple >
						Tatacara Mengisi Per	nilaian Prestasi
All Appraisee Worklist							C
Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Tempoh Bermula	Hingga	Gred	Jumlah Markah Keseluruhan	Status	
MUHAMMAD	Borang Prestasi Pegawai - Bahagian	01.10.2022	30.09.2023			Maintain KPI	>



MAINTAIN KPI

Frontend User Employee

Log into SAP Fiori (Front End) and proceed with the following steps.

- 1. Click on Employee Appraisal tab.
- 2. Click on Input as Appraisee tile.

<u>е</u> но <mark>1</mark>	٩	₽	8
Employee Appraisal My Info My Payslip My Time My Notification			
My Performance Appraisae Input as Appraisee			
My Profile Manage my profile			
Ny Paysip			

< 🙆 My Perfo	rmance Appraisal for Appraisee 👻					٩ ۵	<u>р</u> 8
		Appraisee W	orklist				
1 All Maintain Tas	Maintain KPI Acknowledg First Checkp	Second Che	Final Assess	Final Review	Second Appr	Completed Completed T.	C >
						Tatacara Mengisi Pe	enilaian Prestasi
All Appraisee Worklist							C
Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Tempoh Bermula	Hingga	Gred	Jumlah Markah Keseluruhan	Status	
MUHAMMAD	Borang Prestasi Pegawai - Bahagian	01.10.2022	30.09.2023			Maintain KPI	>



3. Click on an employee with the status Maintain KPI.

1 A
Comple >
nilaian Prestasi
\mathcal{C}
3
>

4. Go to BAHAGIAN C: PENILAIAN HASIL (RESULTS) and fill in Butiran KPI 1.

Note: To add more KPI, simply click on the Tambah KPI Baru button.

<	۹	My Performance	e Appraisal for A	Appraiser 🔻			ς φ	8
<				Ec	lit / Display Appraisal as	Appraisee		
<	∽ ВАН	IAGIAN C: PENILAIAN HA	ASIL (RESULTS)	BAHAGIAN D: PENIL	aian ciri peranan $$	BAHAGIAN E: PENILAIAN CIRI TAMBAH	HAN BAHAGIAN F: PENILAIAN PRE	s> 🗸
E	BAHAGIA	N C: PENILAIAN HA	ASIL (RESULTS)				
-								
	Diisika	n oleh Pegawai Penilai da	an Pegawai Yang Di	nilai disepanjang temp	oh penilaian.			
	Sila se	naraikan sekurang-kurang	gnya 1 KPI dan sasa	aran bagi tugas utama	dan tugas tambahan yang b	erkaitan dengan perancangan strategik ke	menterian dan jabatan. Senarai KPI	
	dan sa	sarannya ini hendaklah di	ipersetujui akan dila	aksanakan dan dipanta	au mengikut tempoh yang di	tetapkan. nilaian hanya akan diberikan nada hulan S	entember	
	Status	pencapalan nendaktan di	jatarikan pada seta	ip butan rebraan, san	dan September, Markan pe	nalari hanya akan diberikan pada balari 5	C + Tambab KPI Babaru	
							Markab	
	KPI	Butiran KPI	4 Perta	ıma (Februari)	Kedua (Jun)	Akhir (September)	Pegawai Penilai	
	KDL4							
	KPI I							
		_						
	Save							



5. Click on the **Save** button.

<	۲	My Performance	Appraisal for Appraiser 🔻			Q L	8
<			Edi	t / Display Appraisal as Ap	praisee		
< ~	BAH	AGIAN C: PENILAIAN HAS	IL (RESULTS) BAHAGIAN D: PENILA	AIAN CIRI PERANAN $ imes $ E	AHAGIAN E: PENILAIAN CIRI TAMBAHAN	BAHAGIAN F: PENILAIAN PRES	> ~
B	AHAGIA	N C: PENILAIAN HAS	SIL (RESULTS)				
	Diisikar	ı oleh Pegawai Penilai dan	Pegawai Yang Dinilai disepanjang tempo	h penilaian.			
	Sila ser dan sas	araikan sekurang-kurangn arannya ini hendaklah dip	ya 1 KPI dan sasaran bagi tugas utama d ersetujui akan dilaksanakan dan dipantau	lan tugas tambahan yang berk u mengikut tempoh yang diteta	aitan dengan perancangan strategik kemen Ipkan.	terian dan jabatan. Senarai KPI	
	Status	pencapaian hendaklah dija	lankan pada setiap bulan Februari, Jun d	lan September. Markah penila	ian hanya akan diberikan pada bulan Septe	mber.	
						C + Tambah KPI Baharu	
	KPI	Butiran KPI	Pertama (Februari)	Kedua (Jun)	Akhir (September)	Markah Pegawai Penilai	
	KDLA						
	KPI I						
	5						
	🖫 Save						

Note:

- Employee are required to informed their respective Manager regarding the updated KPIs.
- Manager are required to click Maintain KPI button in their access to process into the next status 'Acknowledge KPI'.

Outcome: Butiran KPI has been filled by employee.



ACKNOWLEDGE KPI

Frontend User Employee

Log into SAP Fiori (Front End) and proceed with the following steps.

- 1. Click on Employee Appraisal tab.
- 2. Click on Input as Appraisee tile.



8
E >
n Prestasi
\mathcal{C}
>



3. Click on an employee with the status Acknowledge KPI.

< 🙆 My Perfor	mance Appraisal for Appraisee 🔻					C	λ	8
		Appraisee W	orklist					
1 All Maintain Tas	Maintain KPI Acknowledg First Checkp	Second Che	Final Assess	Final Review	Second Appr C	Completed Comp	0 Ileted T	Compli >
						Tatacara Mer	igisi Peni	laian Prestasi
All Appraisee Worklist								\mathcal{C}
Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Tempoh Bermula	Hingga	Gred	Jumlah Markah Keseluruhan	Status		3
MUHAMMAD	Borang Prestasi Pegawai - Bahagian	01.10.2022	30.09.2023			Acknowledge	KPI	>

Note: Edit / Display Appraisal as Appraisee page will be displayed.

<	6 My Performance Appraisal fo	r Appraisee 🔻			q	۵	8
<		Edit / Display Appraisal as a	Appraisee				
MUHA	MMAD		10				
No Kad Jawatar Jabatan Bahagia	Pintar: 00 : 30 Kementerian: Prime Minister's Office n: - Division	Pegawai Penilai: No Kad Pintar: 00 Jawatan: 30(Jabatan/Kementerian: - Prime Minister's Office Bahagian: - Division	Status: Acknowledge KPI Total Markah Keseluruhan: Gred: Tempoh Penilaian: 01.10.2022 - 30.09.2023				
BAHAGI 1. Tuga	AN B: TUGAS DAN TANGGUNG JAWAB \vee	BAHAGIAN C: PENILAIAN HASIL (RESULTS)	BAHAGIAN D: PENILAIAN CIRI PERANAN $\ \!$	BAHAGIAN E: PEN	ILAIAN	CIRI	> ~
Diisik	Diisikan oleh Pegawai Penilai dan Pegawai Yang Dinilai disepanjang tempoh penilaian						
Bil	Tugas Utama						
				Acknowle	dge KP	I Se	nd Back



4. Go to BAHAGIAN C: PENILAIAN HASIL (RESULTS) and ensure the KPI entered by

Manager is correct.

5. Click on the Acknowledge KPI button.

<	۲	My Performance Appraisal for	r Appraisee 🔻			م	Û	8	
<	K Edit / Display Appraisal as Appraisee								
Ν	MUHAMMAD 10								
<	∽ ВАН	AGIAN C: PENILAIAN HASIL (RESULTS)	BAHAGIAN D: PENILAIAN CIRI F	PERANAN \vee	BAHAGIAN E: PENILAIAN CIRI TAMBAHAN	BAHAGIAN F: PENILAIAN F	PRES		
	Diisikar Sila ser dan sa: Status	n oleh Pegawai Penilai dan Pegawai Yang naraikan sekurang-kurangnya 1 KPI dan si sarannya ini hendaklah dipersetujui akan o pencapaian hendaklah dijalankan pada se	Dinilai disepanjang tempoh penilaia asaran bagi tugas utama dan tugas t dilaksanakan dan dipantau mengikut tiap bulan Februari, Jun dan Septer	n. ambahan yang t t tempoh yang d nber. Markah pe	verkaitan dengan perancangan strategik kemente tetapkan. nilaian hanya akan diberikan pada bulan Septen	rrian dan jabatan. Senarai KP Iber.	ı ر		
	KPI	Butiran KPI	Pertama (Februari)	Kedua (Jun)	Akhir (September)	Markah Pegawai Peni	lai		
	KPI 1	Butiran KPI 1							
						5 Acknowledge KPI	Ser	nd Back	

A confirmation message will appear.

6. Click on the **Yes** button.

Confirmation
Adakah anda pasti untuk menyerahkan borang prestasi ini ke proses seterusnya?
Yes Cancel



Outcome: Status has been changed to First Check Point.

< 🧐 My Perform	mance Appraisal for Appraisee 👻					Q D	8
		Appraisee W	orklist				
1 All Maintain Tas »	Maintain KPI Acknowledg Sirst Checkp	Second Che	Final Assess	Final Review S	Second Appr Compl	eted Completed T	Comple >
					ſ	Tatacara Mengisi Pen	ilaian Prestasi
All Appraisee Worklist							C
Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Tempoh Bermula	Hingga	Gred	Jumlah Markah Keseluruhan	Status	
MUHAMMAD	Borang Prestasi Pegawai - Bahagian	01.10.2022	30.09.2023			First Check Point	>



FINAL REVIEW

Frontend User Employee

Log into SAP Fiori (Front End) and proceed with the following steps.

- 1. Click on Employee Appraisal tab.
- 2. Click on Input as Appraisee tile.

<u> </u>	٩	¢	8
Employee Appraisal My Info My Payslip My Time My Notification			
My Performance Appraisal Input as Appraisee			
My Info My Profile Manage my profile			
My Pavsip	1		

< 🙆 My Perform	mance Appraisal for Appraisee 🔻					م ړ	28
		Appraisee Wo	orklist				
1 All Maintain Tas »	Maintain KPI Acknowledg SFirst Checkp	Second Che	Final Assess	Final Review	Gecond Appr Com	pleted Completed T.	C >
						Tatacara Mengisi Pe	nilaian Prestasi
All Appraisee Worklist							C
Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Tempoh Bermula	Hingga	Gred	Jumlah Markah Keseluruhan	Status	
MUHAMMAD	Borang Prestasi Pegawai - Bahagian	01.10.2022	30.09.2023			Final Review	>



3. Click on an employee with the status Final Review.

< 💩 My Perfor	mance Appraisal for Appraisee 🝷					۹	<u>д</u> 8
		Appraisee W	orklist				
1 All Maintain Tas	Maintain KPI Acknowledg Sirst Checkp	Second Che	Final Assess >>	Final Review	Second Appr	Completed Completed T	Comple >
						Tatacara Mengisi Pe	enilaian Prestasi
All Appraisee Worklist							C
Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Tempoh Bermula	Hingga	Gred	Jumlah Markah Keseluruhan	Status	2
MUHAMMAD	Borang Prestasi Pegawai - Bahagian	01.10.2022	30.09.2023			Final Review	>

Note: Edit / Display Appraisal as Appraisee page will be displayed.

< 🧐 My Performance Appraisal fo	or Appraisee 🔻			q	Ω	ප
$\overline{\mathbf{X}}$	Edit / Display Appraisal as A	ppraisee				
MUHAMMAD		10				
No Kad Pintar: 00. Jawatan: 30 Jabatan/Kementerian: - Prime Minister's Office Bahagian: - Division	Pegawai Penilai: SO No Kad Pintar: 00 Jawatan: 30(PEN.UNDANG2 Jabatan/Kementerian: - Prime Minister's Office Bahagian: - Division	Status: Final Review Total Markah Keseluruhan: Gred: Tempoh Penilaian: 01.10.2022 - 30.09.2023				
BAHAGIAN B: TUGAS DAN TANGGUNG JAWAB ~	BAHAGIAN C: PENILAIAN HASIL (RESULTS) B	AHAGIAN D: PENILAIAN CIRI PERANAN $\ arsigma$	BAHAGIAN E: PENI	LAIAN	CIRI	~ ~
Diisikan oleh Pegawai Penilai dan Pegawai Yang D	inilai disepanjang tempoh penilaian				C	
Bil Tugas Utama						
			9	Setuju	Tida	k Setuju



Note: Review Bahagian B: TUGAS DAN TANGGUNG JAWAB until Bahagian G:

PEMBANGUNAN KAPASITI.

< 🌜 My Performance Appraisal fo	r Appraisee 🔻	q	¢	ප
<	Edit / Display Appraisal as Appraisee			
MUHAMMAD	10			
No Kad Pintar: 00. Jawatan: 30 Jabatan/Kementerian: - Prime Minister's Office Bahagian: - Division	Pegawai Penilai: SO Status: Final Review No Kad Pintar: 00 Total Markah Keseluruhan: Jawatan: 30(PEN.UNDANG2 Gred: Jabatan/Kementerian: - Prime Minister's Office Tempoh Penilaian: 01.10.2022 - 30.09.2023 Bahagian: - Division	NC	DTE	
BAHAGIAN B: TUGAS DAN TANGGUNG JAWAB V	BAHAGIAN C: PENILAIAN HASIL (RESULTS) BAHAGIAN D: PENILAIAN CIRI PERANAN \vee BAHAGIAN E: PEI	NILAIAN	I CIRI	> ~
Diisikan oleh Pegawai Penilai dan Pegawai Yang D	nilai disepanjang tempoh penilaian		C	
Bil Tugas Utama				
		Setuju	Tida	k Setuju

4. Under BAHAGIAN H: ULASAN PEGAWAI YANG DINILAI TERHADAP PENILAIAN, fill

in Ulasan Pegawai yang Dinilai.

	<	۲	My Performance App	oraisal for Apprais	see 🔻		۹	۵	ප
<					Edit / Display Appraisal as Ap	praisee			
	MUH	AMMA	AD			10		4	
	< HAGIA	AN F: PEI	NILAIAN PRESTASI SECAR	A KESELURUHAN	BAHAGIAN G: PEMBANGUNAN KAPASITI	BAHAGIAN H: ULASAN PEGAWAI YANG DINILAI TERHADAP	PENILA	IAN	~
	Diisi	kan oleh	Pegawai Yang Dinilai pada	akhir tempoh penilaia	an.			C	
		Bil	Item	Ulasan					
		1	Ulasan Pegawai yang Dinilai						
		1.1	Setuju						
							Setuju	Tida	ak Setuju



- 5. Tick the box on 1.1 Setuju if employee agree with the assessment.
- 6. Fill in the Ulasan.
- 7. Click on the Setuju button.

	< 📀	My Performance Ap	opraisal for Apprais	see 🔻		٩	۵	8
<				Edit / Display Appraisal as App	raisee			
	MUHAM	MAD			10			
	AGIAN F:	PENILAIAN PRESTASI SECAR	RA KESELURUHAN	BAHAGIAN G: PEMBANGUNAN KAPASITI	BAHAGIAN H: ULASAN PEGAWAI YANG DINILAI TERHADAP	PENILA	IAN	\sim
	Bil	Item	Ulasan					
	1	Ulasan Pegawai yang Dinilai	Sentiasa berusal	ha untuk menjadi yang lebih baik dalam melak	sanakan tugas dan tanggunglawab.		6	
	5 🔽 1.1	Setuju						
	1.2	Tidak Setuju				7 Setuju	Tida	ak Setuju

Note: A confirmation message will appear.

8. Click on the **Yes** button.

Confirmation	
Adakah anda pasti untuk menyerahkan borang prestasi ini ke proses s	seterusnya?
8 Yes	Cancel

Outcome: Appraisal Document is completed.

< 🧐 My Perforr	nance Appraisal for Appraisee 👻					a, i	<u>¢</u> 8
		Appraisee W	orklist				
1 All Maintain Tas »	Maintain KPI Acknowledg » (5) Acknowledg	Second Che	Final Assess >>	Final Review	Second Appr Comp	leted Completed T.	Compl
					ſ	<u>Tatacara Mengisi Pe</u>	<u>nilaian Prestasi</u>
All Appraisee Worklist							C
Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Tempoh Bermula	Hingga	Gred	Jumlah Markah Keseluruhan	Status	
MUHAMMAD	Borang Prestasi Pegawai - Bahagian	01.10.2022	30.09.2023	A	100	Completed	>



- 9. Tick the box on 1.2 Tidak Setuju if employee disagree with the assessment.
- 10. Fill in the Ulasan.
- 11. Click on the Tidak Setuju button.

	<	۲	My Performance Appra	isal for Apprai	see ▼		q	٩	8
<					Edit / Display Appraisal as App	raisee			
	NOF	2		10					
	< HAGI	IAN F: PE	NILAIAN PRESTASI SECARA K	ESELURUHAN	BAHAGIAN G: PEMBANGUNAN KAPASITI	BAHAGIAN H: ULASAN PEGAWAI YANG DINILAI TERHADAF	PENILA	JAN	\sim
		1	Ulasan Pegawai yang Dinilai	Sentiasa berusa	<u>aha</u> untuk <u>menjad</u> i yang <u>lebih baik dalam melak</u>	sanakan tugas dan tanggungjawab.			
	C] 1.1	Setuju					10	
	9 ⊻	1.2	Tidak Setuju						
							Setuju	Tida	ak Setuju

Note: A confirmation message will appear.

12. Click on the Yes button.

① Confirmation	
Adakah anda pasti "Tidak Setuju" untuk menyerahkan borang prestasi ini ke Higher Leve	l Manager?
12 Yes	Cancel

Outcome: Status is now in Second Appraiser Review.

< 🧕 My Performance Appraisal for Appraisee 👻							
Appraisee Worklist							
1 All Maintain Tas	Maintain KPI Acknowledg > First Checkp	Second Che	Final Assess	Final Review	Second Appr C	Completed Completed T.	Compl
						Tatacara Mengisi Pe	enilaian Prestasi
All Appraisee Worklist						C	
Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Daripada	Hingga	Gred	Jumlah Markah Keseluruhan	Status	
NOR	Borang Prestasi Pegawai - Bahagian	01.10.2022	30.09.2023			Second Appraiser Review	>

Note: Employee is required to inform **HR Admin** to assign the Second Appraiser (Higher Level Manager).



PRINT COMPLETED	Frontend User
APPRAISAL DOCUMENT	Employee

Log into SAP Fiori (Front End) and proceed with the following steps.

- 1. Click on Employee Appraisal tab.
- 2. Click on Input as Appraisee tile.

<u>е но 1 г</u>	٩	۵	8
Employee Appraisal My Info My Payslip My Time My Notification			
Average of the second s			
My Profile Manage my profile			
My Pavstip	L N J		

< 😢 My Perfor	mance Appraisal for Appraisee 🝷					٩ ي	<u>р</u> 8	
Appraisee Worklist								
1 All Maintain Tas Maintain KPI Acknowledg First Checkp Second Che Final Assess Final Assess Final Assess Final Assess Completed Com							Compl >	
						Tatacara Mengisi Pe	enilaian Prestasi	
All Appraisee Worklist							\mathcal{C}	
Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Daripada	Hingga	Gred	Jumlah Markah Keseluruhan	Status		
NOR	Borang Prestasi Pegawai - Bahagian	01.10.2022	30.09.2023	В	87.3	Completed	>	



3. Click on an employee with the status **Completed.**

< 🌜 My Performance Appraisal for Appraisee 🕶								
Appraisee Worklist								
1 All Maintain Tas M	Aaintain KPI Acknowledg First Checkp	Second Che	Final Assess >>	Final Review	Second Appr Cr	ompleted Completed T.	Compl	
						Tatacara Mengisi Pe	nilaian Prestasi	
All Appraisee Worklist							\mathcal{C}	
Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Daripada	Hingga	Gred	Jumlah Markah Keseluruhan	Status	3	
NOR	Borang Prestasi Pegawai - Bahagian	01.10.2022	30.09.2023	В	87.3	Completed	>	

Note: Edit / Display Appraisal as Appraisee page will be displayed.

4. Click on the **Print** icon.

	< 🧐 My Performance Appraisal for Appraisee 👻 Q 🗘								
<		Edit / Display Appraisal as Appraisee							
	NOR	10			1		ļ		
	No Kad Pintar: 00 Jawatan: 30 Jabatan/Kementerian: - Prime Minister's Office Bahagian: - Division	Pegawai Penilai: SOF Status: Completed No Kad Pintar: 00 Total Markah Keseluruhan: 87.330 Jawatan: 30 - Gred: B Gred: B Jabatan/Kementerian: - Prime Minister's Office Bahagian: - Division							
BAHAGIAN B: TUGAS DAN TANGGUNG JAWAB V BAHAGIAN C: PENILAIAN HASIL (RESULTS) BAHAGIAN D: PENILAIAN CIRI PERANAN DAN BAHAGIAN E: PENILAIAN CIRI T									
Diisikan oleh Pegawai Penilai dan Pegawai Yang Dinilai disepanjang tempoh penilaian									
	Bit Tugas Otama								



Outcome: A Print layout of the report has been generated.

