



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	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**.



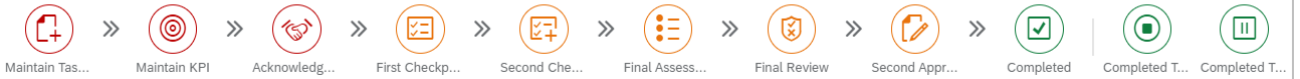
Table of Content

Topics	Page
Introduction	2
Further Assistance	2
Performance Appraisal Status	4
Process Overview	5
Maintain Task & Responsibility	6
Maintain KPI	12
Acknowledge KPI	15
Final Review	19
Print Completed Appraisal Document	24



Performance Appraisal Status

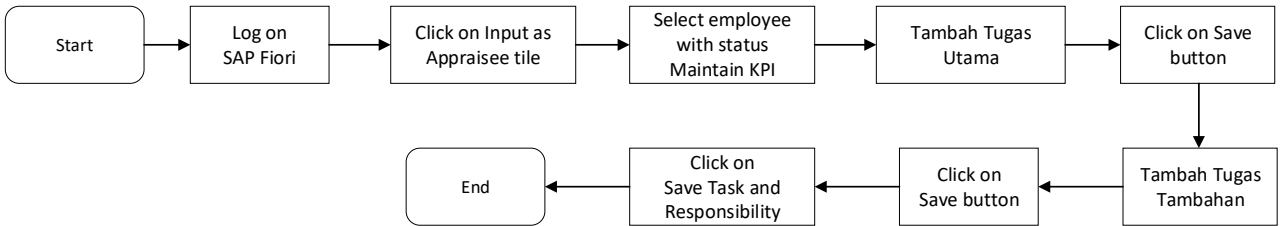
Appraisee Worklist



Status	Role	Description
Maintain Task and Responsibility	Employee	Employee fill in their tasks and responsibilities.
Maintain KPI	Employee/Manager	<ul style="list-style-type: none"> 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

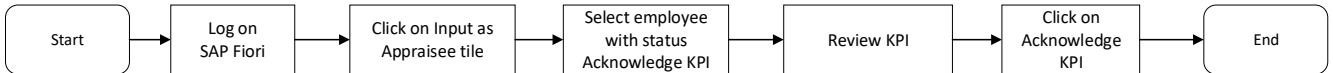
Maintain Task & Responsibility



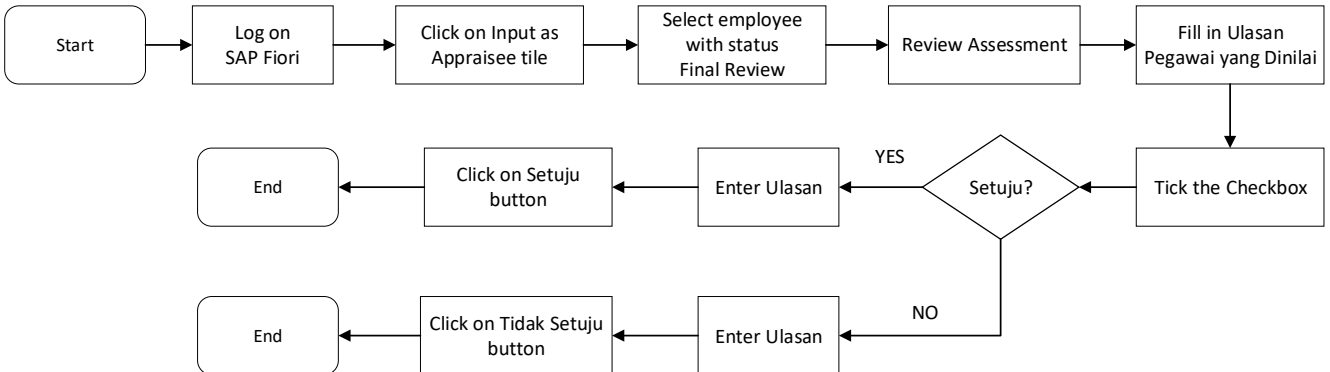
Maintain KPI



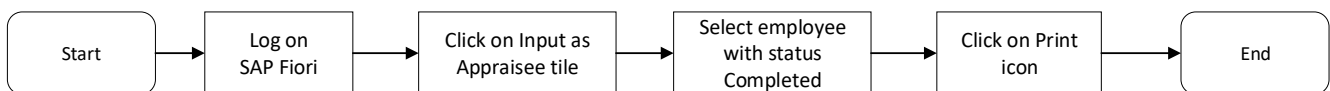
Acknowledge KPI



Final Review



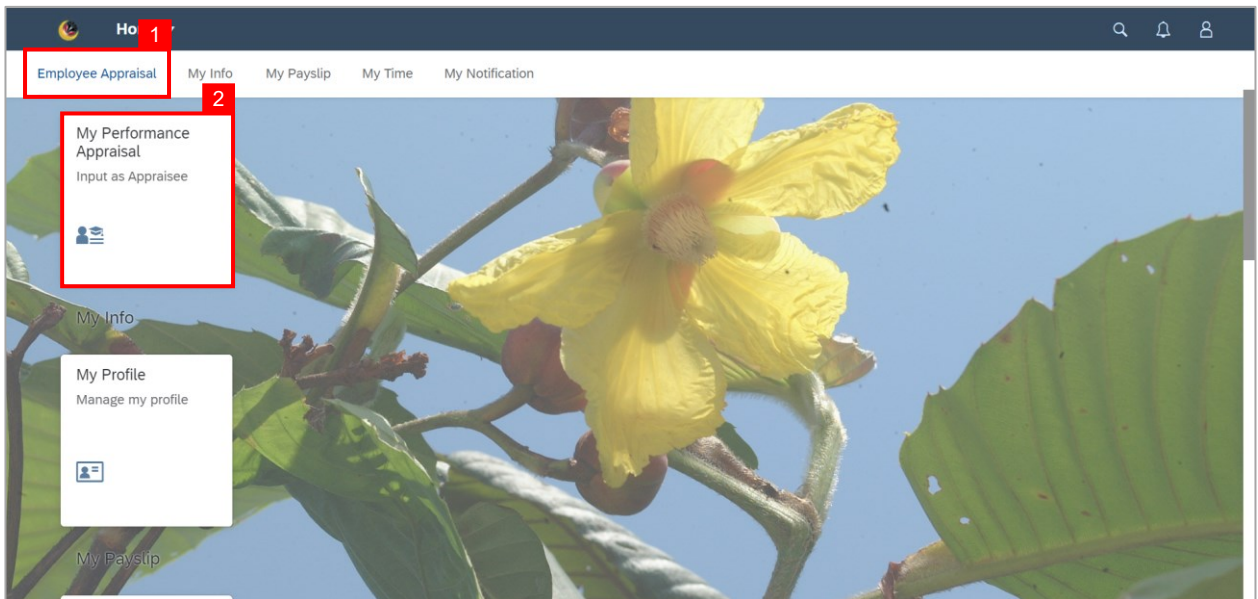
Print Completed Appraisal Document



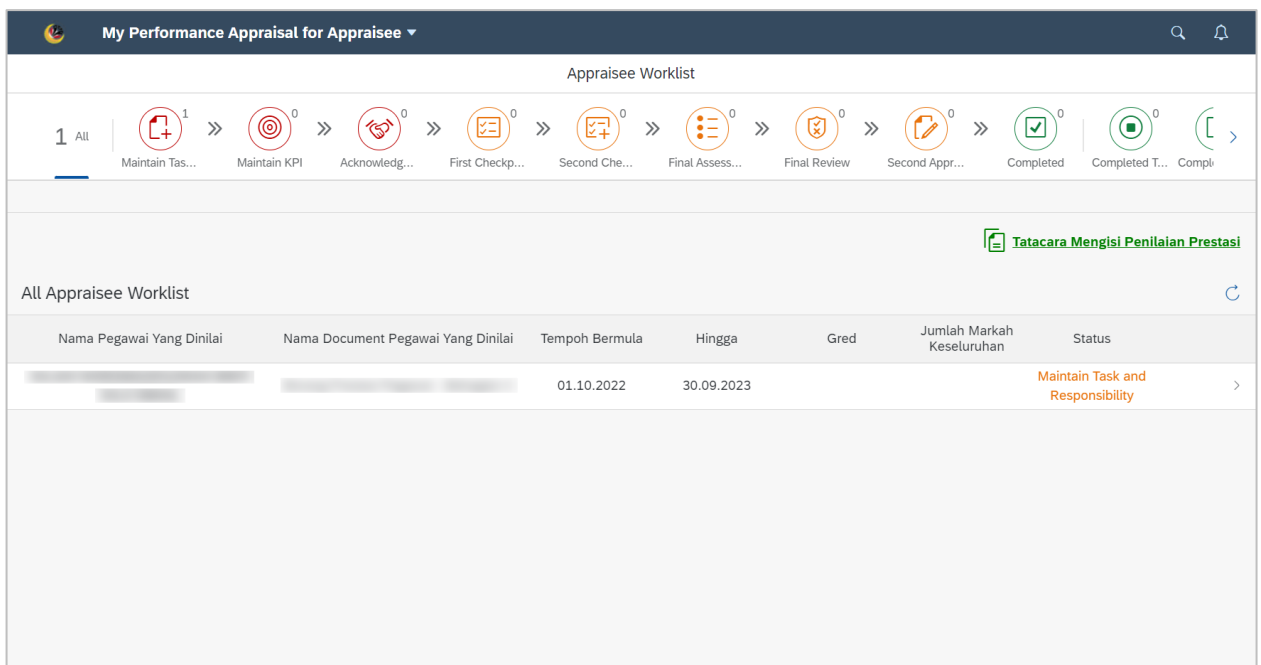
MAINTAIN TASK AND RESPONSIBILITIES	Frontend User
	Employee

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

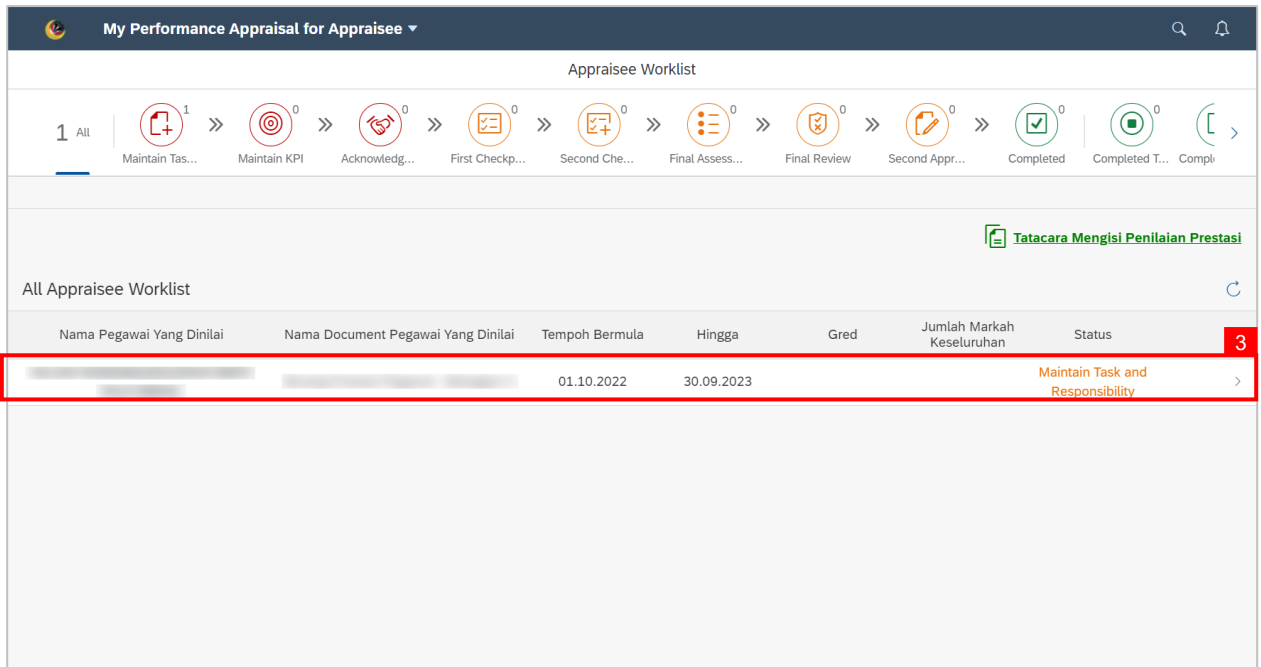
1. Click on **Employee Appraisal** tab.
2. Click on **Input as Appraisee** tile.



Note: Appraiser Worklist page will be displayed.

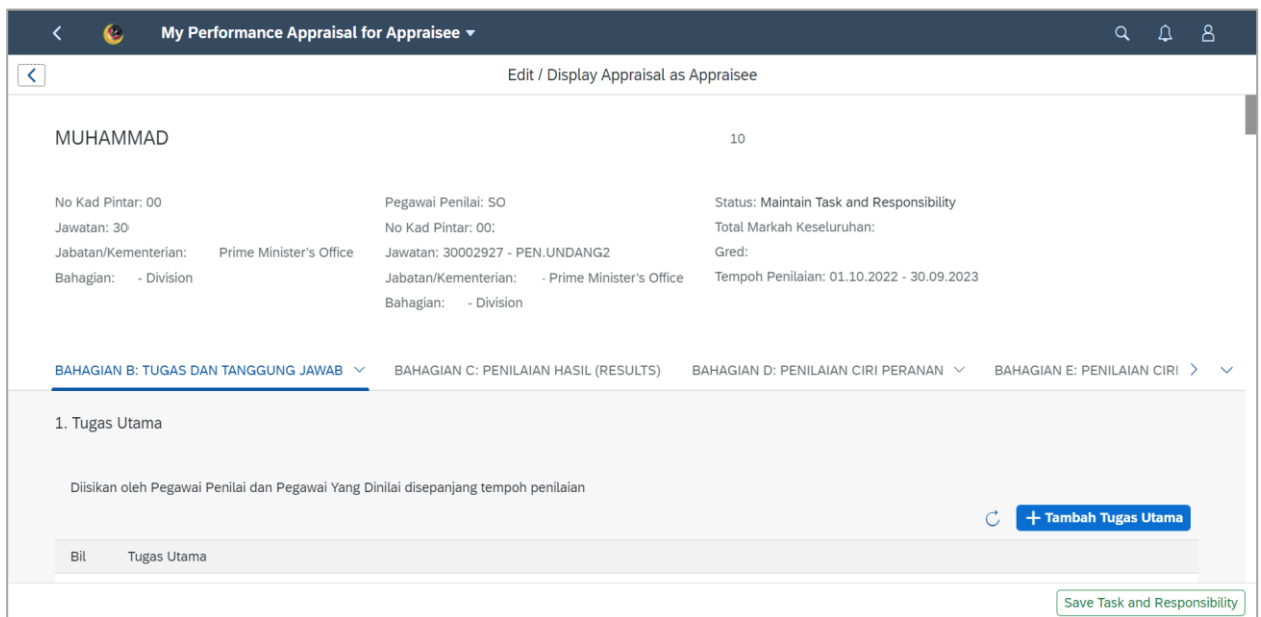


3. Click on an employee with the status **Maintain KPI**.



Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Tempoh Bermula	Hingga	Gred	Jumlah Markah Keseluruhan	Status
[Redacted]	[Redacted]	01.10.2022	30.09.2023			Maintain Task and Responsibility

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



MUHAMMAD 10

No Kad Pintar: 00 Pegawai Penilai: SO Status: Maintain Task and Responsibility
 Jawatan: 30 No Kad Pintar: 00: Total Markah Keseluruhan:
 Jabatan/Kementerian: Prime Minister's Office Jawatan: 30002927 - PEN.UNDANG2 Gred:
 Bahagian: - Division Bahagian/Kementerian: - Prime Minister's Office Tempoh Penilaian: 01.10.2022 - 30.09.2023
 Bahagian: - Division Bahagian: - Division

BAHAGIAN B: TUGAS DAN TANGGUNG JAWAB BAHAGIAN C: PENILAIAN HASIL (RESULTS) BAHAGIAN D: PENILAIAN CIRI PERANAN BAHAGIAN E: PENILAIAN CIRI

1. Tugas Utama

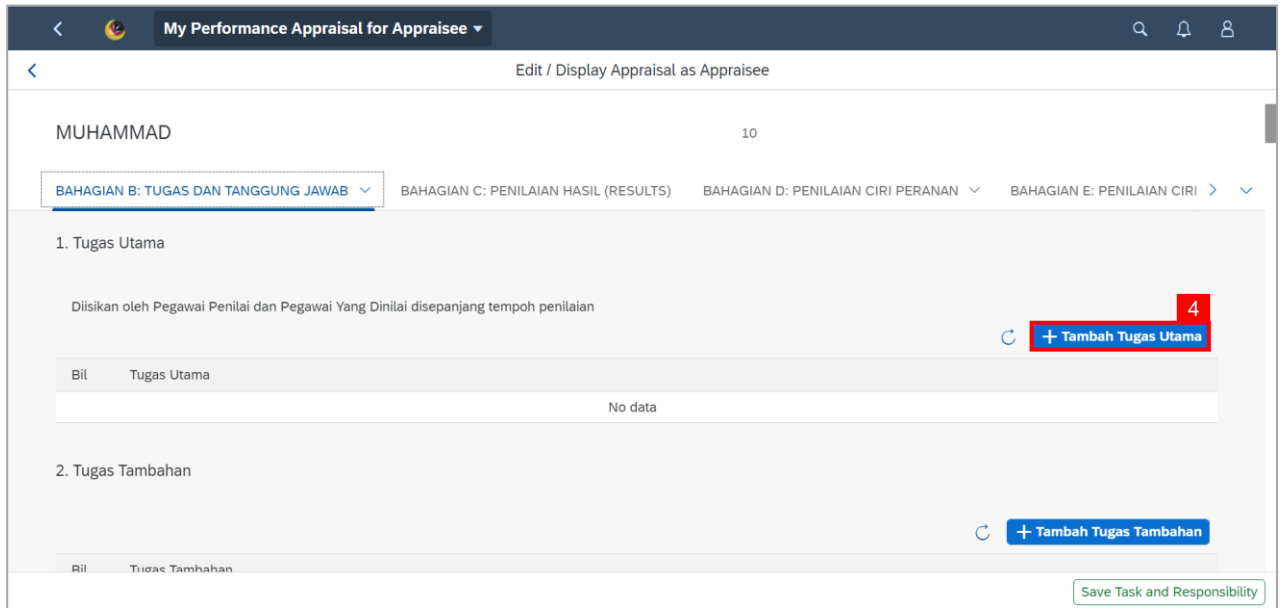
Diisikan oleh Pegawai Penilai dan Pegawai Yang Dinilai disepanjang tempoh penilaian

+ Tambah Tugas Utama

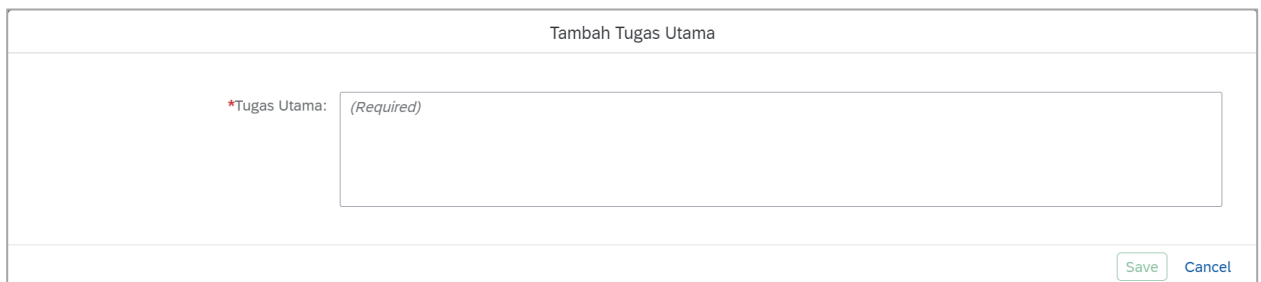
Bil	Tugas Utama

Save Task and Responsibility

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

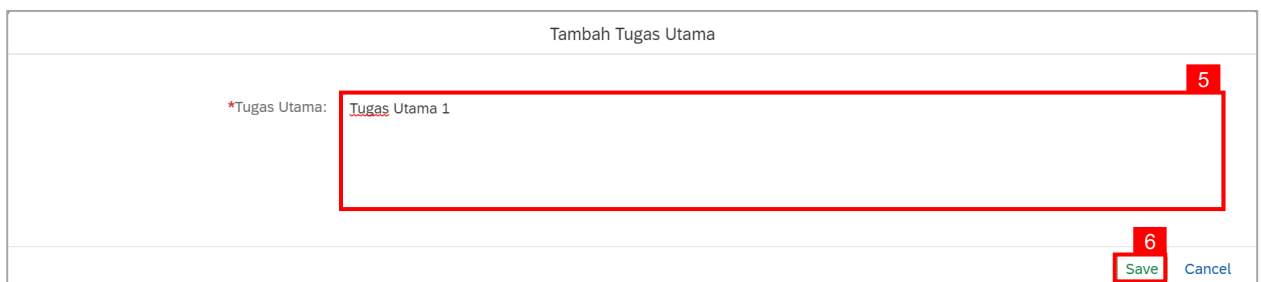


Note: **Tambah Tugas Utama** window will appear.



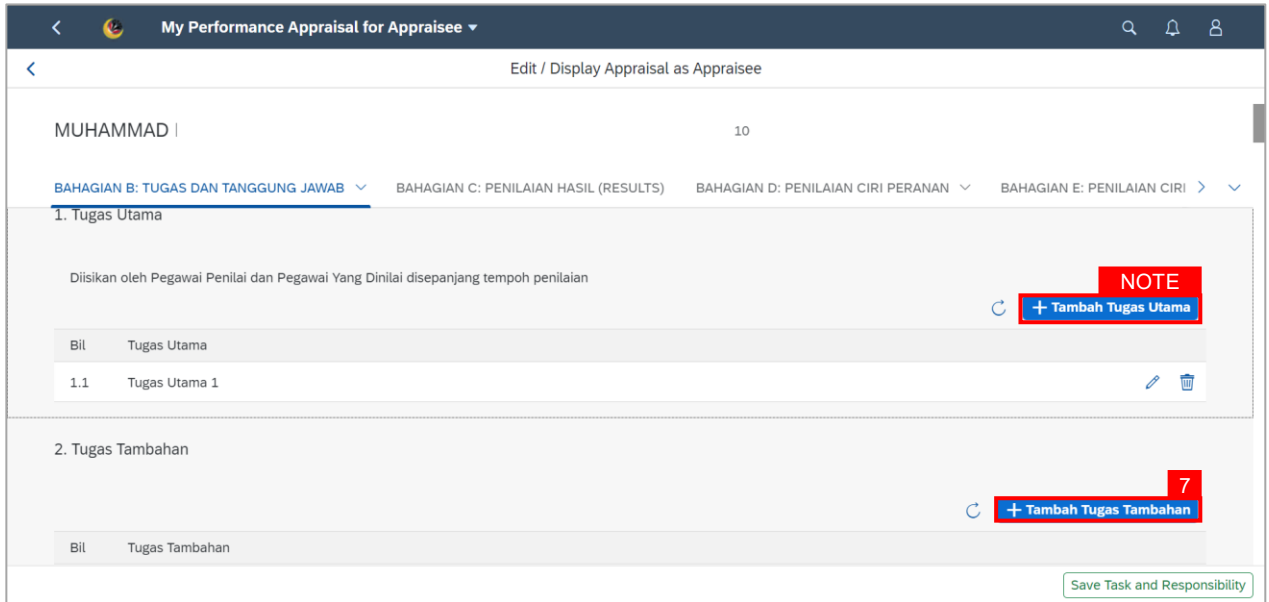
5. Fill in the **Tugas Utama**.

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

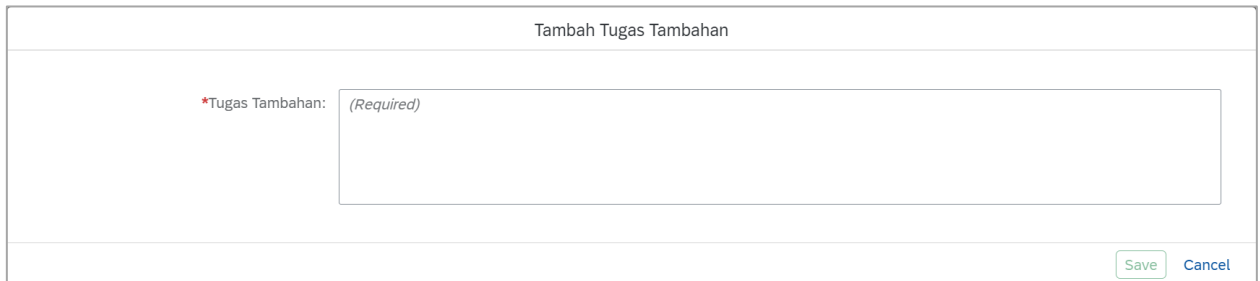


Note: Employee may add **Tugas Utama** by clicking on the **Tambah Tugas Utama** button.

7. Click on the **Tambah Tugas Tambahan** button.

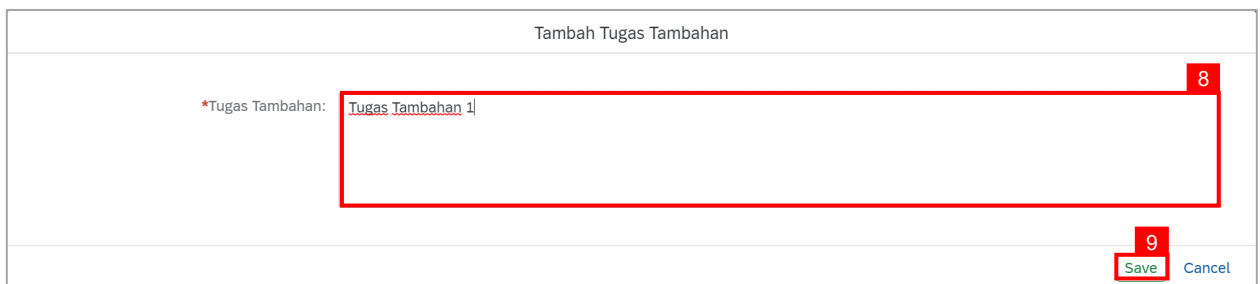


Note: **Tambah Tugas Tambahan** window will appear.



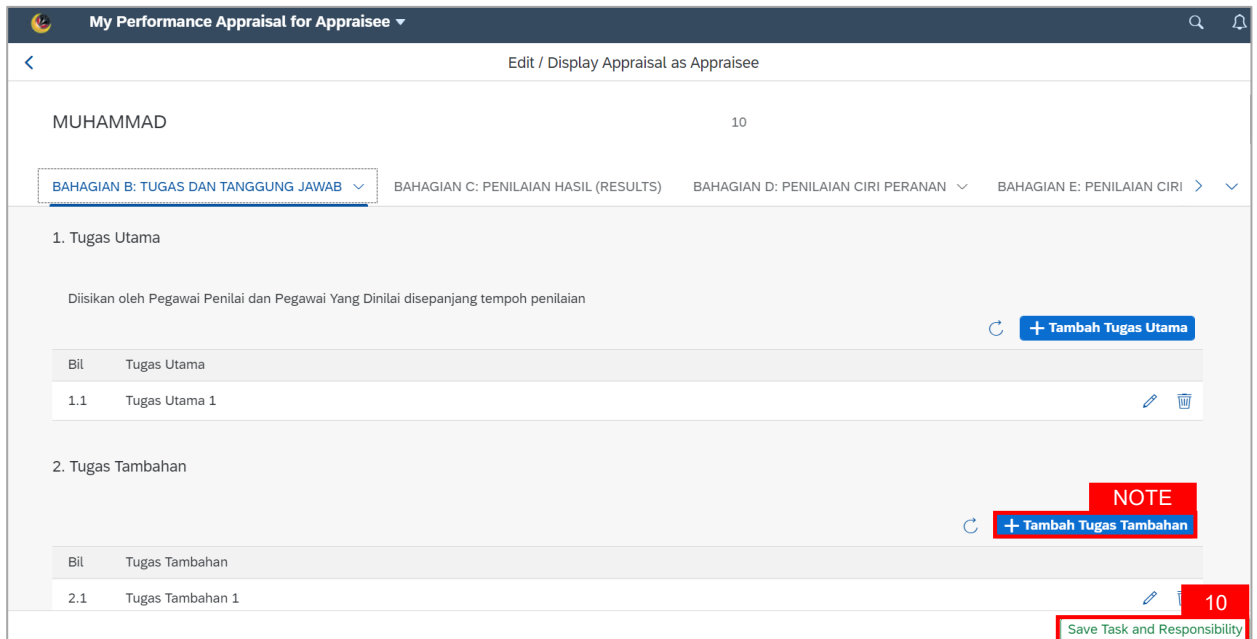
8. Fill in the **Tugas Tambahan**.

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



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

10. Click on the **Save Task and Responsibility** button.



My Performance Appraisal for Appraisee

Edit / Display Appraisal as Appraisee

MUHAMMAD 10

BAHAGIAN B: TUGAS DAN TANGGUNG JAWAB BAHAGIAN C: PENILAIAN HASIL (RESULTS) BAHAGIAN D: PENILAIAN CIRI PERANAN BAHAGIAN E: PENILAIAN CIRI

1. Tugas Utama

Diisikan oleh Pegawai Penilai dan Pegawai Yang Dinilai disepanjang tempoh penilaian

+ Tugas Utama

Bil	Tugas Utama
1.1	Tugas Utama 1

2. Tugas Tambahan

NOTE

+ Tugas Tambahan

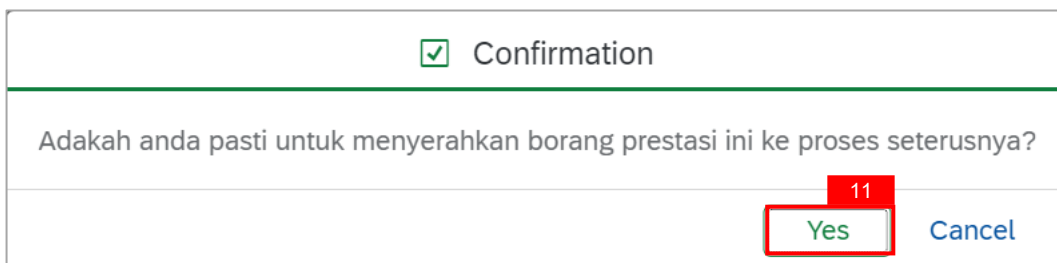
Bil	Tugas Tambahan
2.1	Tugas Tambahan 1

10

Save Task and Responsibility

A confirmation message will appear.

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



Confirmation

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

11

Yes Cancel



Outcome: Status has been changed to **Maintain KPI**.

< My Performance Appraisal for Appraisee >
🔍 🔔 👤

Appraisee Worklist

1 All

Maintain Tas...

Maintain KPI

Acknowledg...

First Checkp...

Second Che...

Final Assess...

Final Review

Second Appr...

Completed

Completed T...

Compli

Tatacara Mengisi Penilaian Prestasi

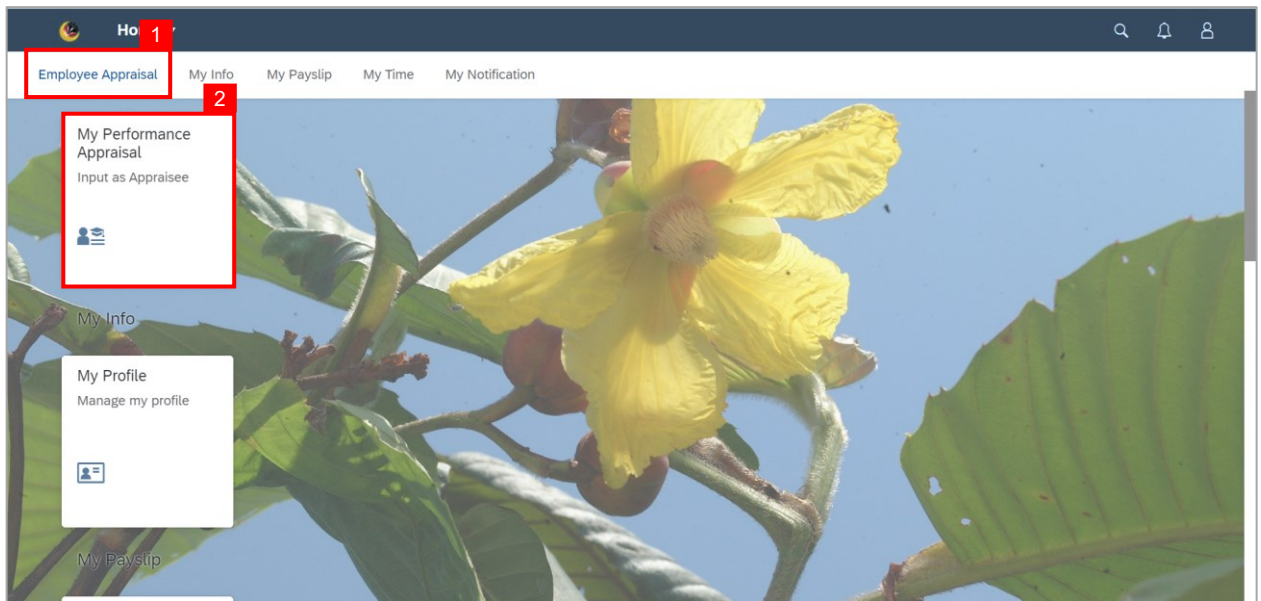
All Appraisee Worklist 🔄

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

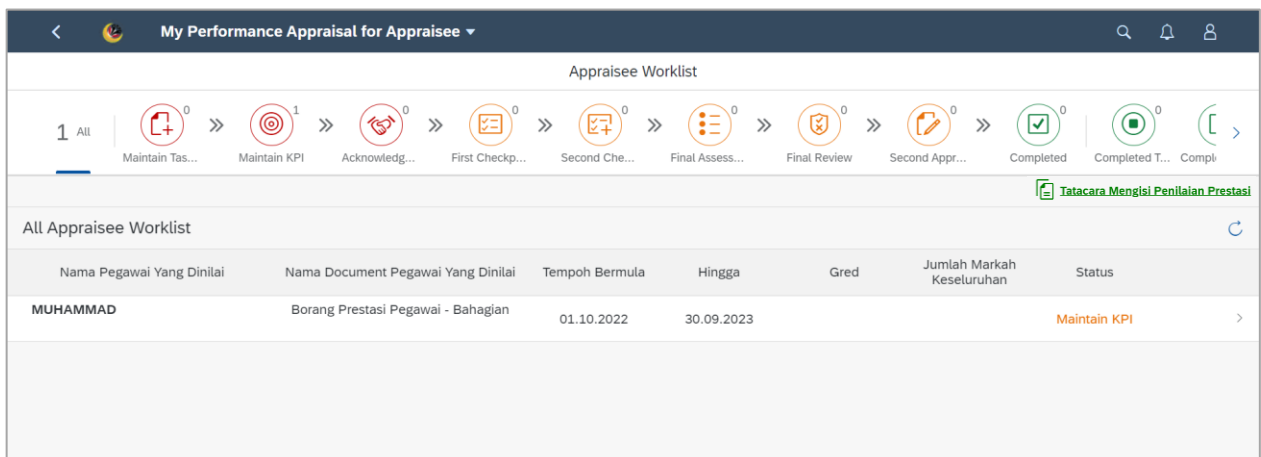
MAINTAIN KPI	Frontend User
	Employee

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

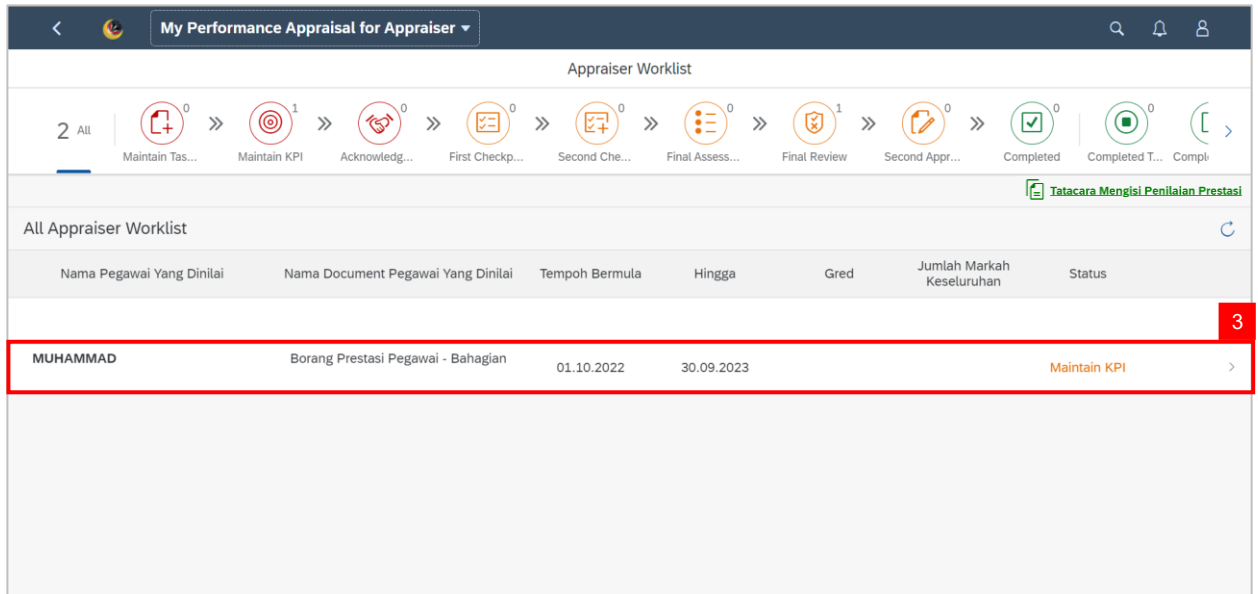
1. Click on **Employee Appraisal** tab.
2. Click on **Input as Appraisee** tile.



Note: Appraiser Worklist page will be displayed.



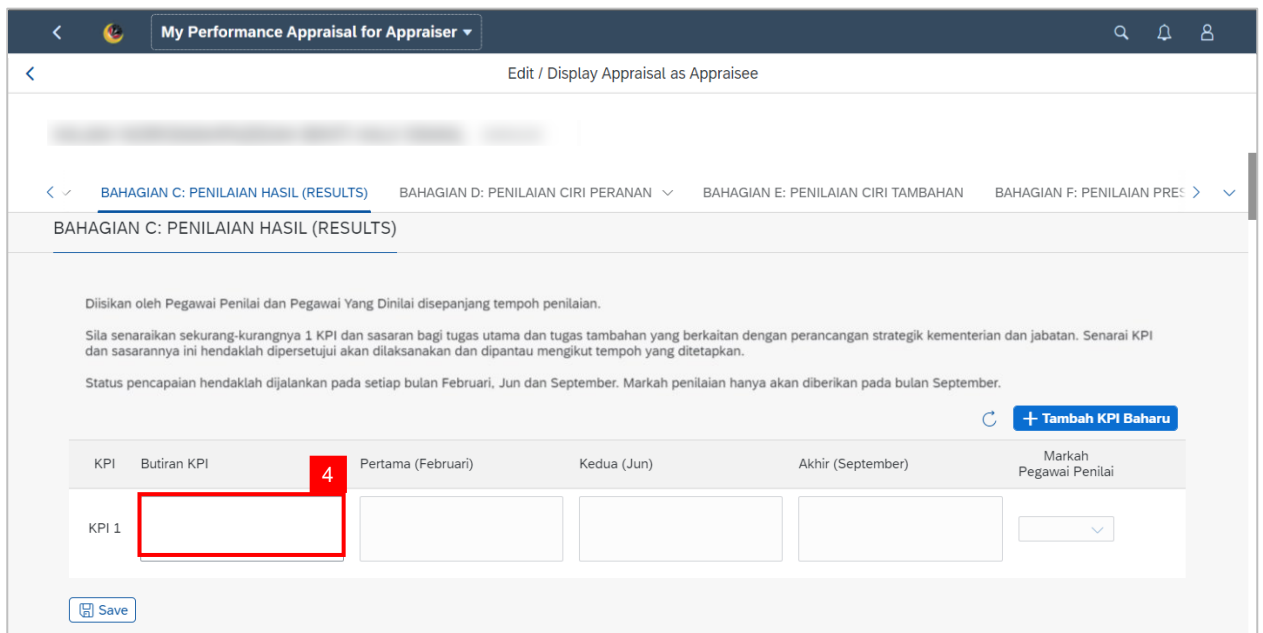
3. Click on an employee with the status **Maintain KPI**.



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

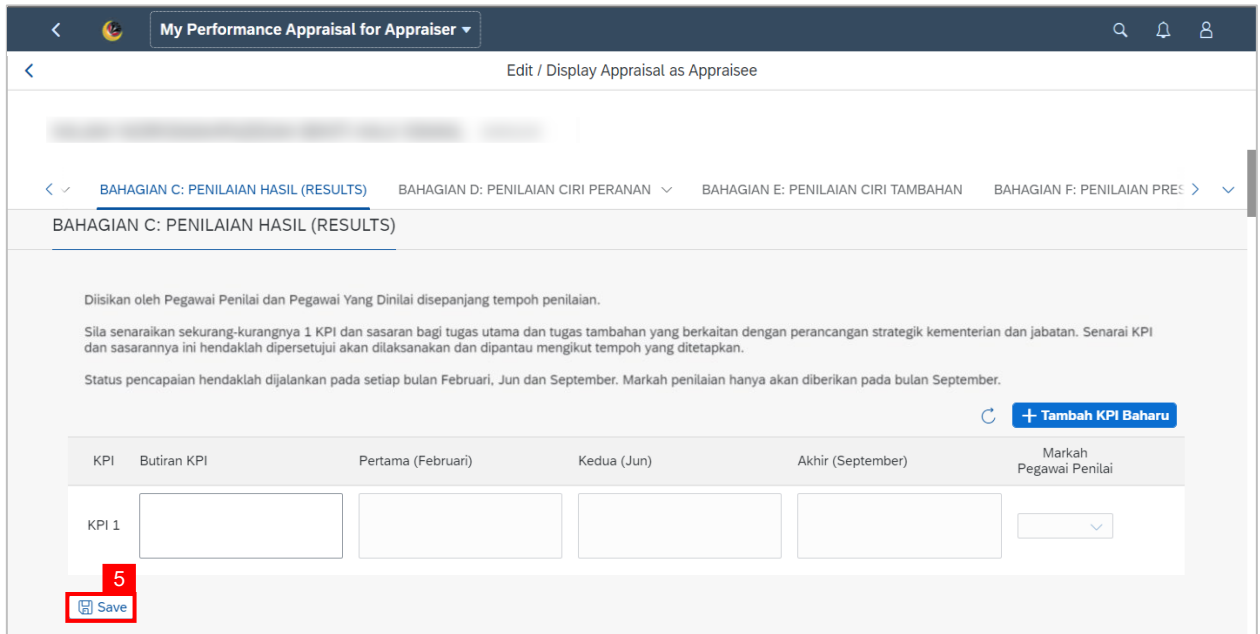
4. Go to **BAHAGIAN C: PENILAIAN HASIL (RESULTS)** and fill in **Butiran KPI 1**.

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



KPI	Butiran KPI	Pertama (Februari)	Kedua (Jun)	Akhir (September)	Markah Pegawai Penilai
KPI 1					

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



My Performance Appraisal for Appraiser

Edit / Display Appraisal as Appraisee

BAHAGIAN C: PENILAIAN HASIL (RESULTS) BAHAGIAN D: PENILAIAN CIRI PERANAN BAHAGIAN E: PENILAIAN CIRI TAMBAHAN BAHAGIAN F: PENILAIAN PRE

BAHAGIAN C: PENILAIAN HASIL (RESULTS)

Diisikan oleh Pegawai Penilai dan Pegawai Yang Dinilai disepanjang tempoh penilaian.

Sila senaraikan sekurang-kurangnya 1 KPI dan sasaran bagi tugas utama dan tugas tambahan yang berkaitan dengan perancangan strategik Kementerian dan jabatan. Senarai KPI dan sasarannya ini hendaklah dipersetujui akan dilaksanakan dan dipantau mengikut tempoh yang ditetapkan.

Status pencapaian hendaklah dijalankan pada setiap bulan Februari, Jun dan September. Markah penilaian hanya akan diberikan pada bulan September.

+ Tambah KPI Baharu

KPI	Butiran KPI	Pertama (Februari)	Kedua (Jun)	Akhir (September)	Markah Pegawai Penilai
KPI 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5 Save

Note:

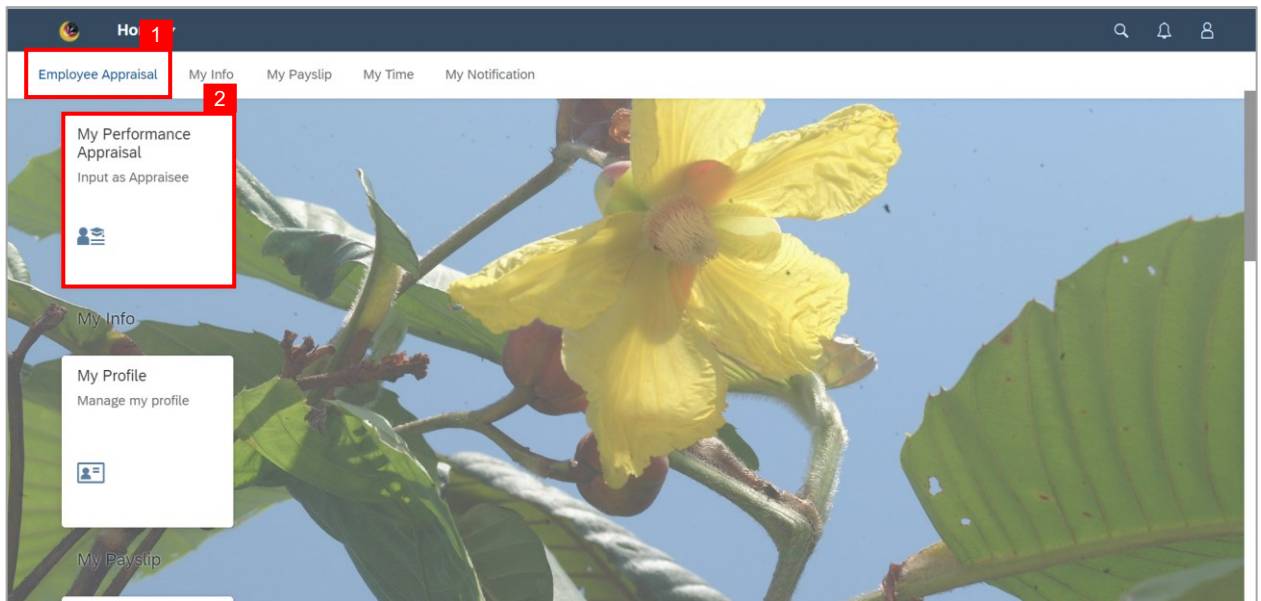
- Employee are required to inform their respective Manager regarding the updated KPIs.
- Manager are required to click Maintain KPI button in their access to process into the next status 'Acknowledge KPI'.

Outcome: *Butiran KPI* has been filled by **employee**.

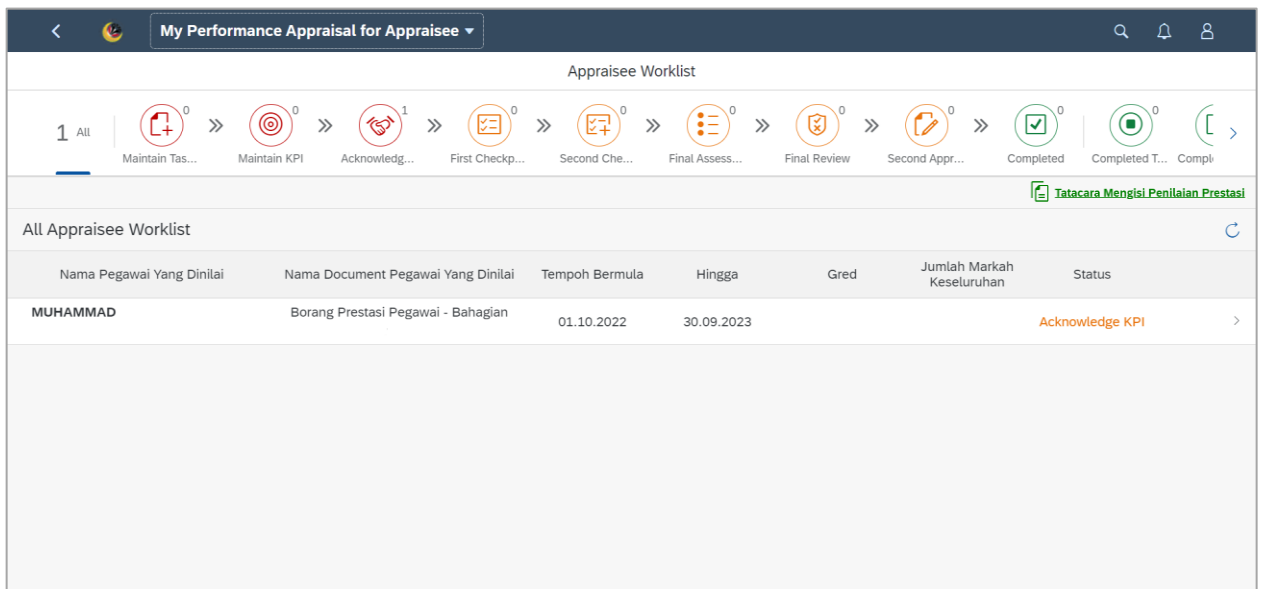
ACKNOWLEDGE KPI	Frontend User
	Employee

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

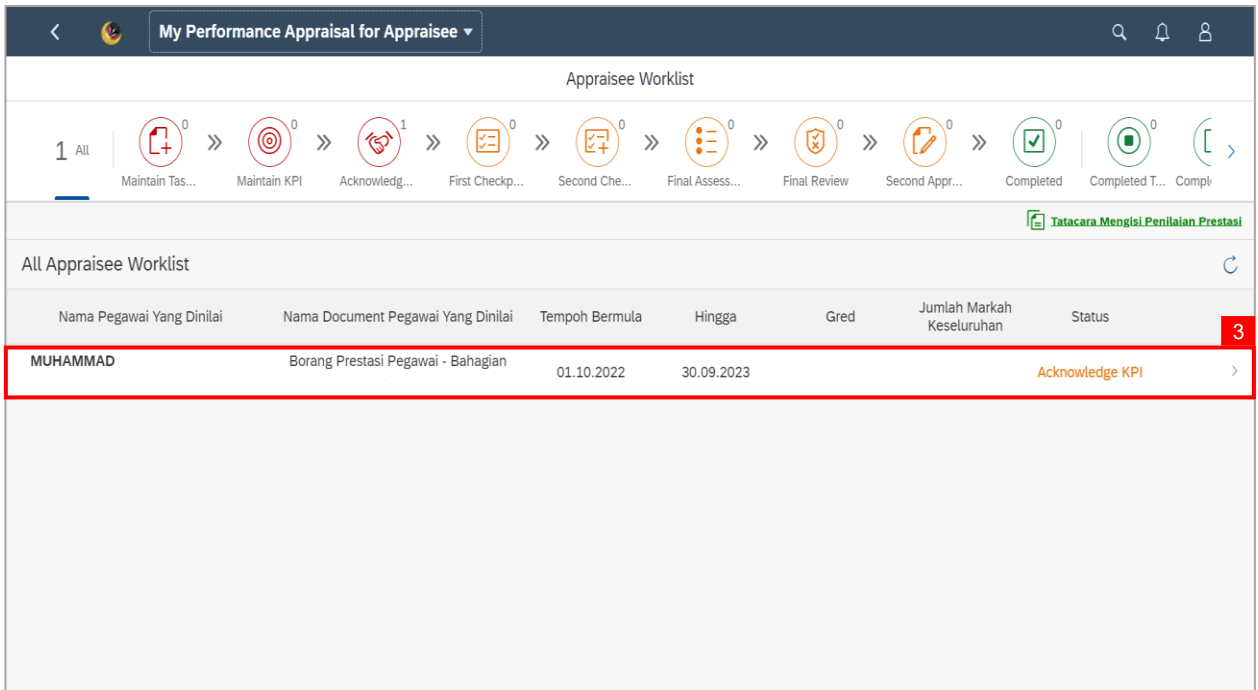
1. Click on **Employee Appraisal** tab.
2. Click on **Input as Appraisee** tile.



Note: Appraiser Worklist page will be displayed.



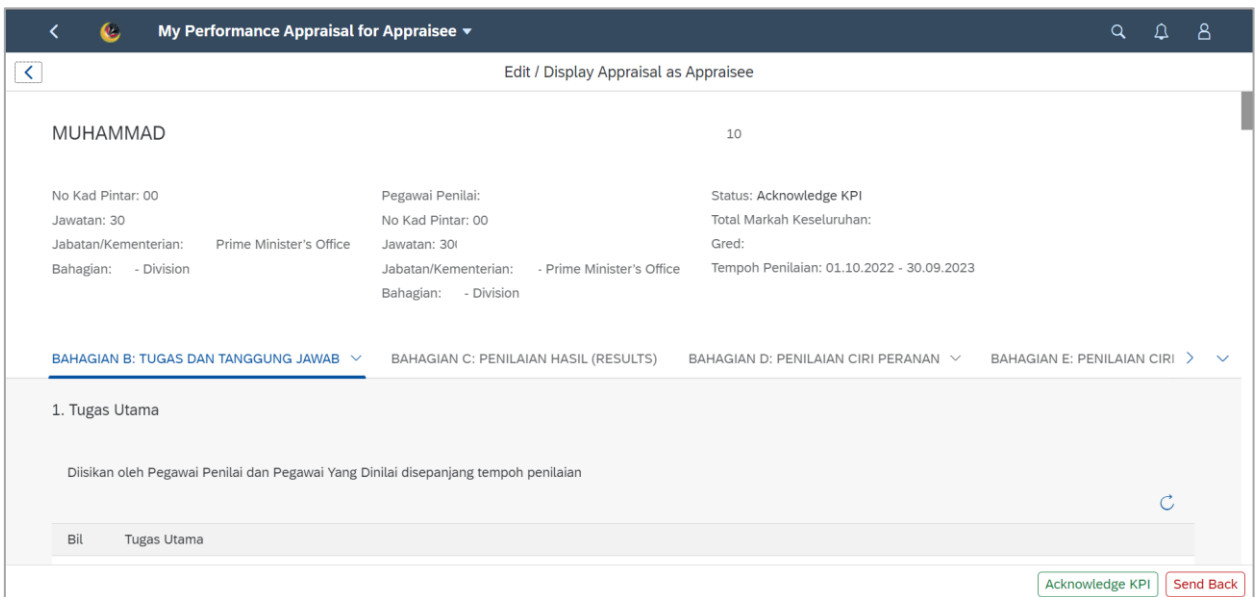
3. Click on an employee with the status **Acknowledge KPI**.



The dashboard shows a progress bar for the appraisal process with steps: Maintain Tas..., Maintain KPI, Acknowledg..., First Check..., Second Che..., Final Assess..., Final Review, Second Appr..., Completed, Completed T..., and Compli. The 'Acknowledge KPI' step is currently active.

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			Acknowledge KPI

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



The page displays the following information for employee MUHAMMAD:

- No Kad Pintar: 00
- Jawatan: 30
- Jabatan/Kementerian: Prime Minister's Office
- Bahagian: - Division
- Pegawai Penilai: No Kad Pintar: 00
- Jawatan: 30i
- Jabatan/Kementerian: - Prime Minister's Office
- Bahagian: - Division
- Status: Acknowledge KPI
- Total Markah Keseluruhan:
- Gred:
- Tempoh Penilaian: 01.10.2022 - 30.09.2023

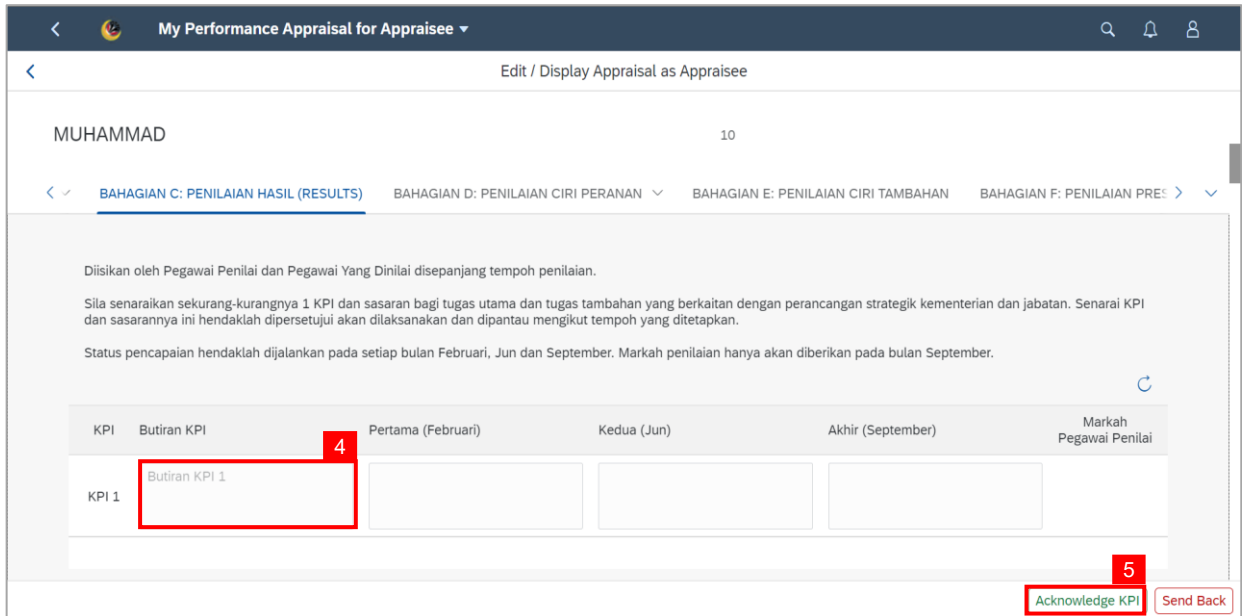
The page is divided into sections: BAHAGIAN B: TUGAS DAN TANGGUNG JAWAB, BAHAGIAN C: PENILAIAN HASIL (RESULTS), BAHAGIAN D: PENILAIAN CIRI PERANAN, and BAHAGIAN E: PENILAIAN CIRI. The current view is '1. Tugas Utama'.

Diisikan oleh Pegawai Penilai dan Pegawai Yang Dinilai disepanjang tempoh penilaian

Buttons: Acknowledge KPI, Send 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.



My Performance Appraisal for Appraisee

Edit / Display Appraisal as Appraisee

MUHAMMAD 10

BAHAGIAN C: PENILAIAN HASIL (RESULTS) BAHAGIAN D: PENILAIAN CIRI PERANAN BAHAGIAN E: PENILAIAN CIRI TAMBAHAN BAHAGIAN F: PENILAIAN PRE

Diisikan oleh Pegawai Penilai dan Pegawai Yang Dinilai disepanjang tempoh penilaian.

Sila senaraikan sekurang-kurangnya 1 KPI dan sasaran bagi tugas utama dan tugas tambahan yang berkaitan dengan perancangan strategik kementerian dan jabatan. Senarai KPI dan sasarannya ini hendaklah dipersetujui akan dilaksanakan dan dipantau mengikut tempoh yang ditetapkan.

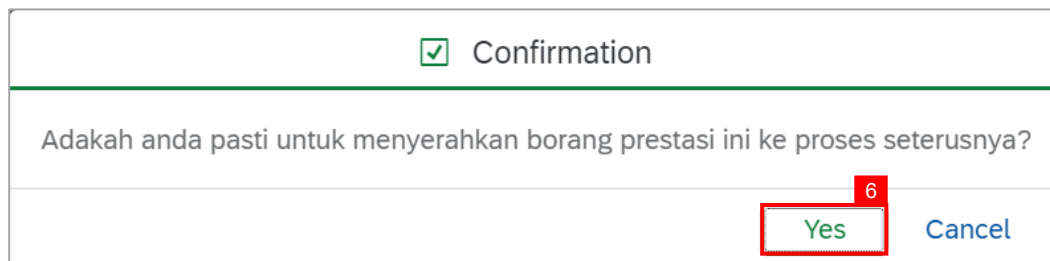
Status pencapaian hendaklah dijalankan pada setiap bulan Februari, Jun dan September. Markah penilaian hanya akan diberikan pada bulan September.

KPI	Butiran KPI	Pertama (Februari)	Kedua (Jun)	Akhir (September)	Markah Pegawai Penilai
KPI 1	Butiran KPI 1				

Acknowledge KPI Send 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 Performance Appraisal for Appraisee ▾

Appraisee Worklist

1 All | Maintain Tas... | Maintain KPI | Acknowledg... | First Checkp... | Second Che... | Final Assess... | Final Review | Second Appr... | Completed | Completed T... | Compl

Tatacara Mengisi Penilaian Prestasi

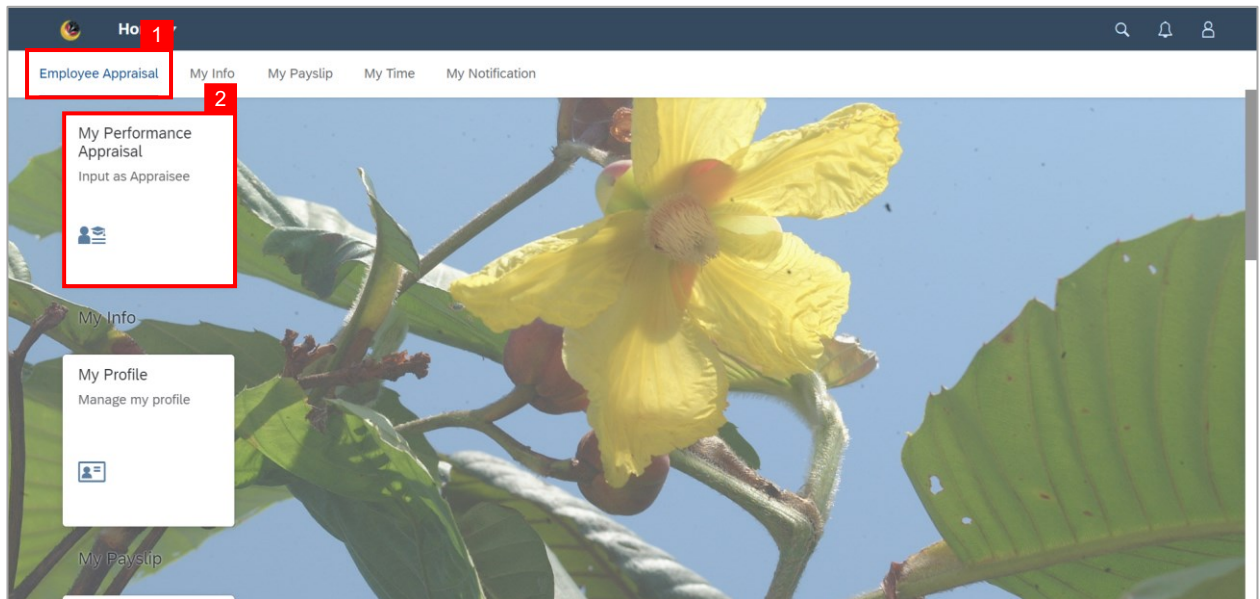
All Appraisee Worklist

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

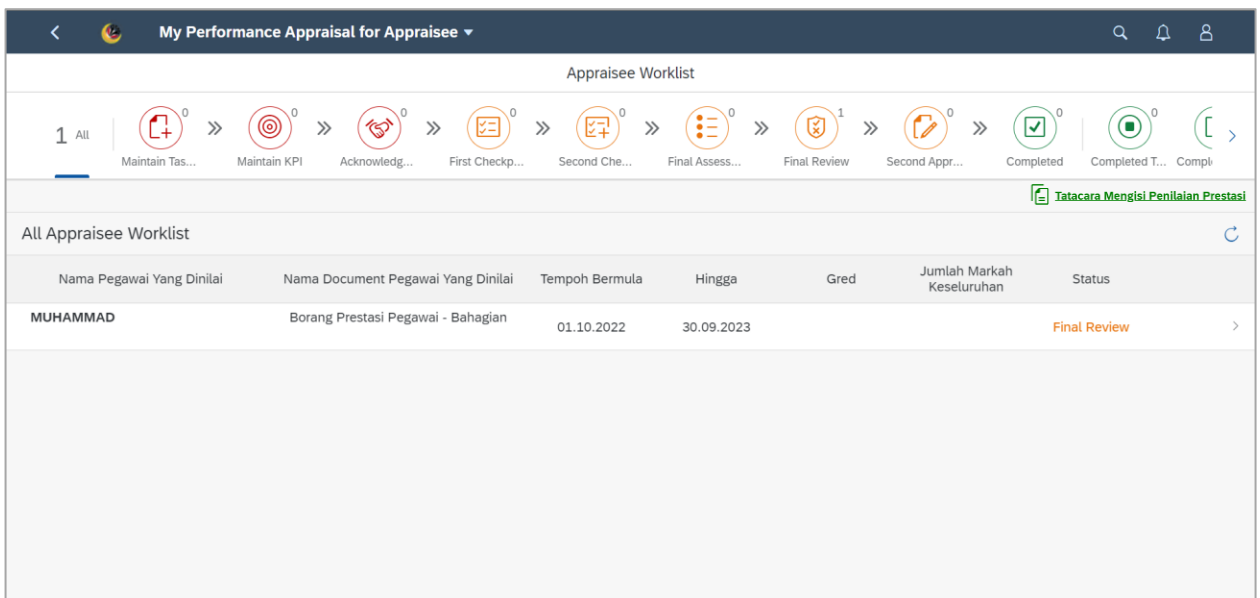
FINAL REVIEW	Frontend User
	Employee

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

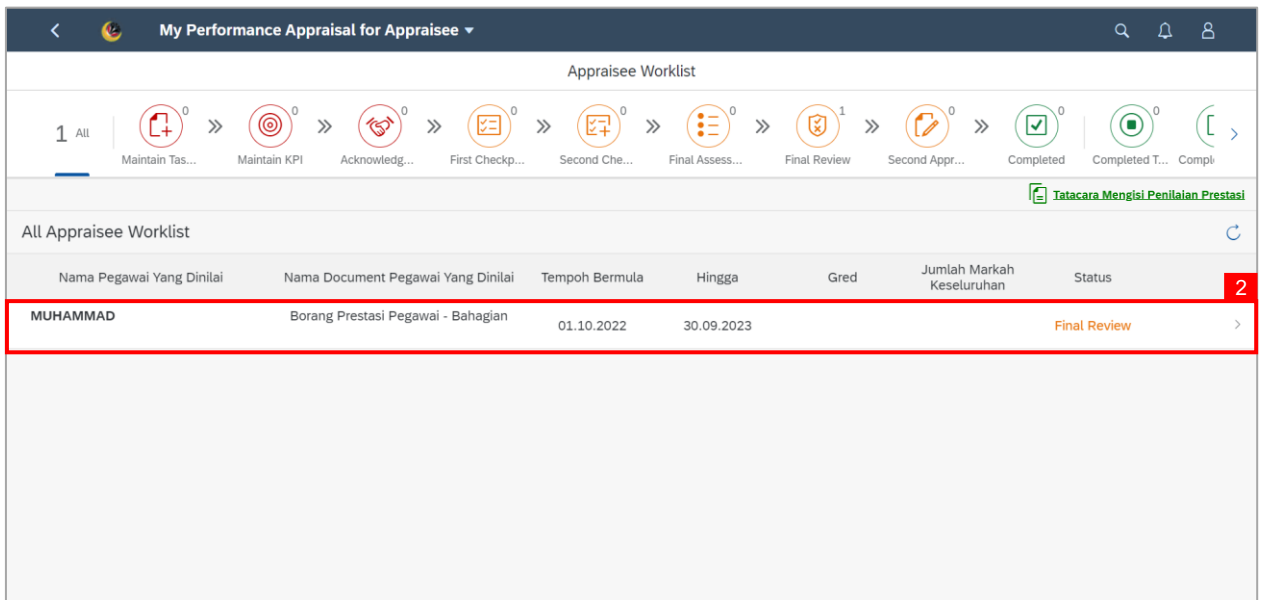
1. Click on **Employee Appraisal** tab.
2. Click on **Input as Appraisee** tile.



Note: Appraiser Worklist page will be displayed.

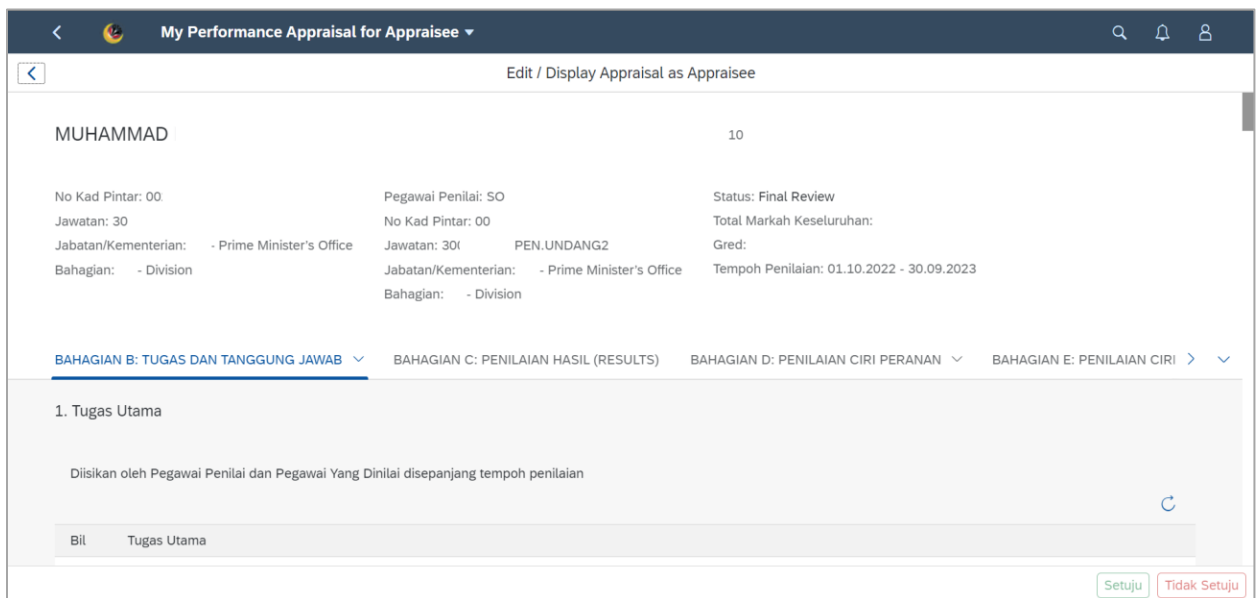


3. Click on an employee with the status **Final Review**.



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

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



MUHAMMAD 10

No Kad Pintar: 00 Pegawai Penilai: SO Status: Final Review
 Jawatan: 30 No Kad Pintar: 00 Total Markah Keseluruhan:
 Jabatan/Kementerian: - Prime Minister's Office Jawatan: 30t PEN.UNDANG2 Gred:
 Bahagian: - Division Jabatan/Kementerian: - Prime Minister's Office Tempoh Penilaian: 01.10.2022 - 30.09.2023
 Bahagian: - Division

BAHAGIAN B: TUGAS DAN TANGGUNG JAWAB BAHAGIAN C: PENILAIAN HASIL (RESULTS) BAHAGIAN D: PENILAIAN CIRI PERANAN BAHAGIAN E: PENILAIAN CIRI

1. Tugas Utama

Disikan oleh Pegawai Penilai dan Pegawai Yang Dinilai disepanjang tempoh penilaian

Bil	Tugas Utama

Setuju Tidak Setuju

Note: Review **Bahagian B: TUGAS DAN TANGGUNG JAWAB** until **Bahagian G: PEMBANGUNAN KAPASITI**.

My Performance Appraisal for Appraisee

Edit / Display Appraisal as Appraisee

MUHAMMAD 10

No Kad Pintar: 00 Pegawai Penilai: SO Status: Final Review
Jawatan: 30 No Kad Pintar: 00 Total Markah Keseluruhan:
Jabatan/Kementerian: - Prime Minister's Office Jawatan: 30 PEN.UNDANG2 Gred:
Bahagian: - Division Jabatan/Kementerian: - Prime Minister's Office Tempoh Penilaian: 01.10.2022 - 30.09.2023
Bahagian: - Division

NOTE

BAHAGIAN B: TUGAS DAN TANGGUNG JAWAB BAHAGIAN C: PENILAIAN HASIL (RESULTS) BAHAGIAN D: PENILAIAN CIRI PERANAN BAHAGIAN E: PENILAIAN CIRI

1. Tugas Utama

Disikan oleh Pegawai Penilai dan Pegawai Yang Dinilai disepanjang tempoh penilaian

Bil	Tugas Utama

Setuju Tidak Setuju

4. Under **BAHAGIAN H: ULASAN PEGAWAI YANG DINILAI TERHADAP PENILAIAN**, fill in **Ulasan Pegawai yang Dinilai**.

My Performance Appraisal for Appraisee

Edit / Display Appraisal as Appraisee

MUHAMMAD 10

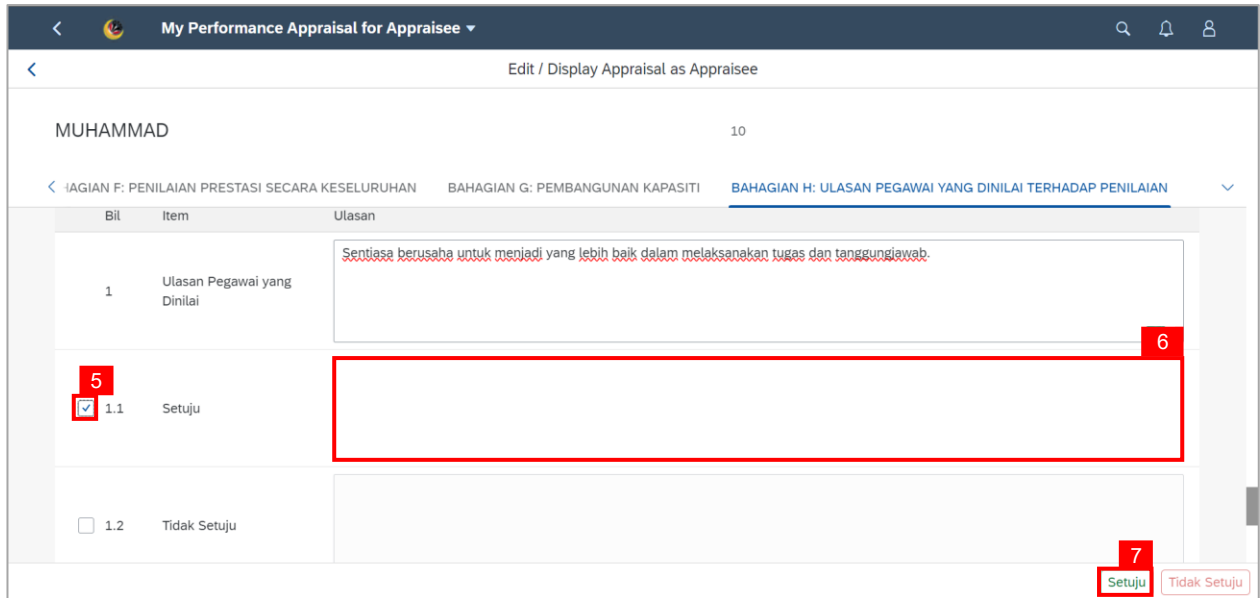
BAHAGIAN F: PENILAIAN PRESTASI SECARA KESELURUHAN BAHAGIAN G: PEMBANGUNAN KAPASITI **BAHAGIAN H: ULASAN PEGAWAI YANG DINILAI TERHADAP PENILAIAN**

Disikan oleh Pegawai Yang Dinilai pada akhir tempoh penilaian.

Bil	Item	Ulasan
1	Ulasan Pegawai yang Dinilai	
<input type="checkbox"/> 1.1	Setuju	

Setuju Tidak 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 Appraisal for Appraisee

Edit / Display Appraisal as Appraisee

MUHAMMAD 10

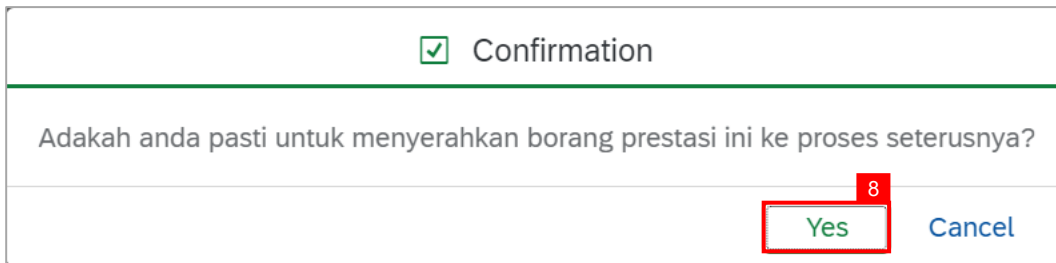
BAHAGIAN F: PENILAIAN PRESTASI SECARA KESELURUHAN BAHAGIAN G: PEMBANGUNAN KAPASITI BAHAGIAN H: ULASAN PEGAWAI YANG DINILAI TERHADAP PENILAIAN

Bil	Item	Ulasan
1	Ulasan Pegawai yang Dinilai	Sentiasa berusaha untuk menjadi yang lebih baik dalam melaksanakan tugas dan tanggungjawab.
<input checked="" type="checkbox"/> 1.1	Setuju	
<input type="checkbox"/> 1.2	Tidak Setuju	

Setuju Tidak Setuju

Note: A confirmation message will appear.

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

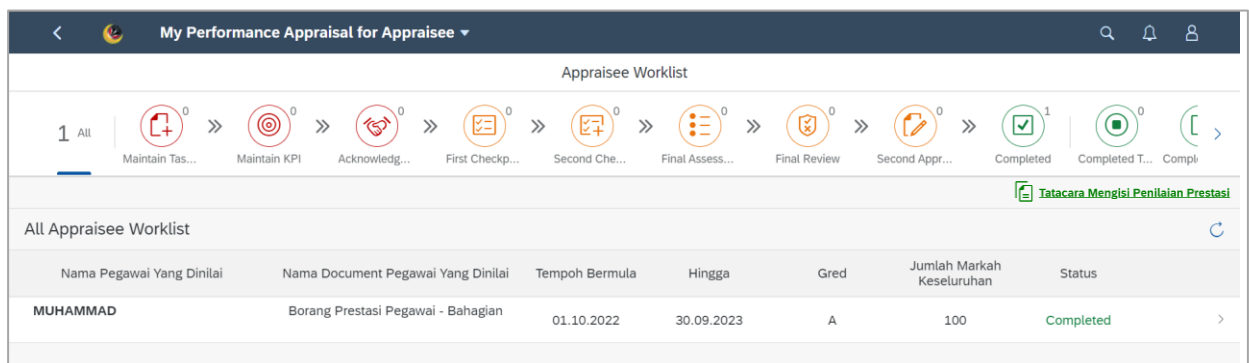


Confirmation

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

Yes Cancel

Outcome: Appraisal Document is **completed**.



My Performance Appraisal for Appraisee

Appraisee Worklist

1 All | Maintain Tas... | Maintain KPI | Acknowledg... | First Checkp... | Second Che... | Final Assess... | Final Review | Second Appr... | Completed | Completed T... | Compli

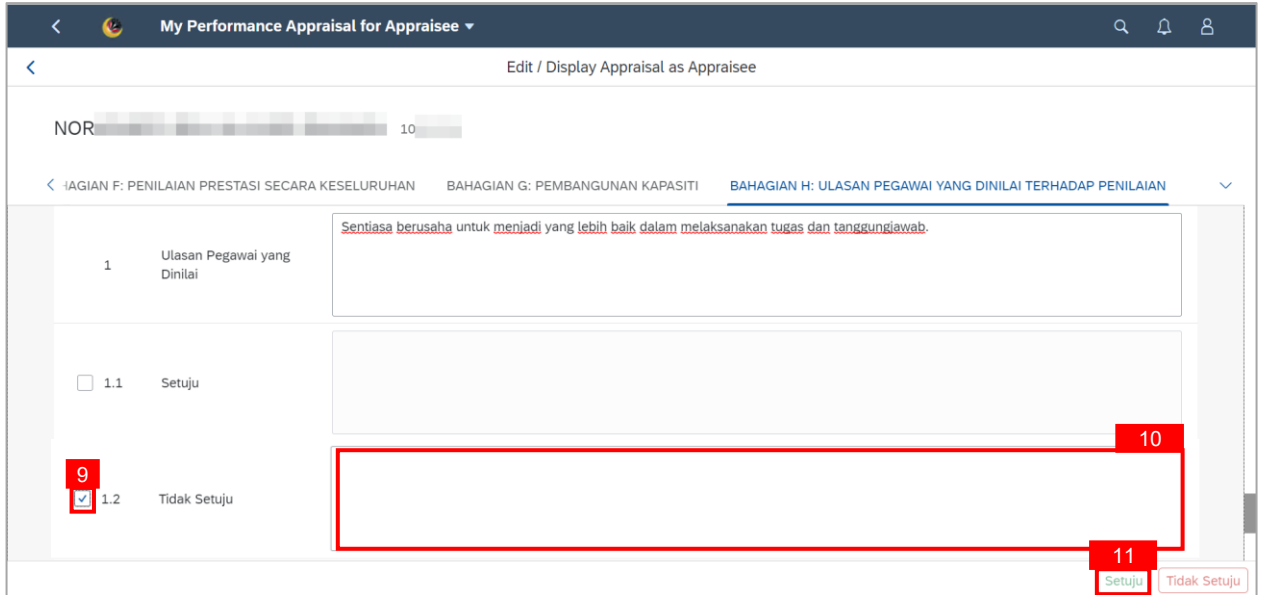
Tatacara Mengisi Penilaian Prestasi

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.

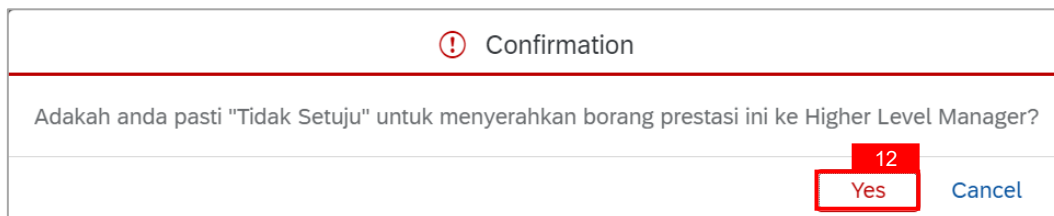
10. Fill in the **Ulasan**.

11. Click on the **Tidak Setuju** button.

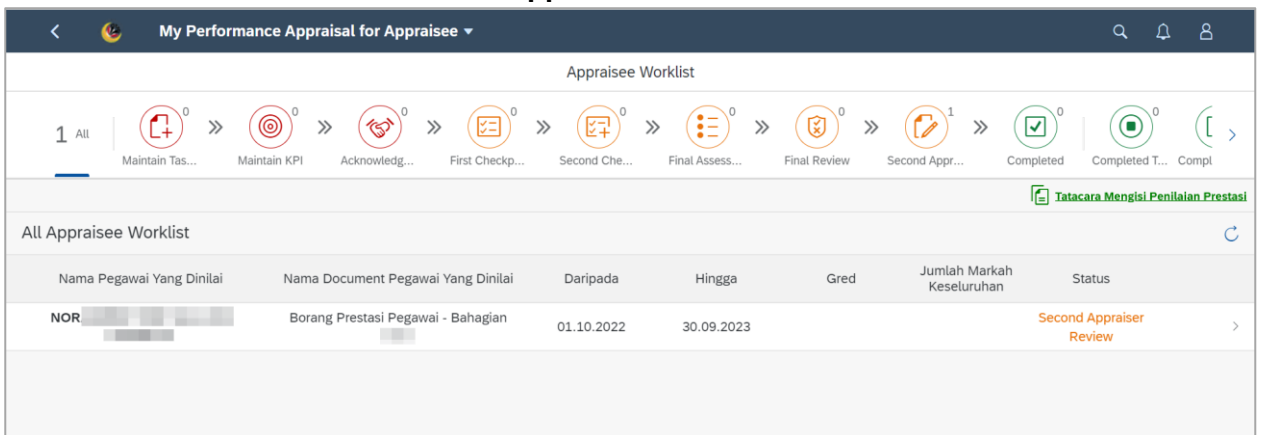


Note: A confirmation message will appear.

12. Click on the **Yes** button.



Outcome: Status is now in **Second Appraiser Review**.



Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Daripada	Hingga	Gred	Jumlah Markah Keseluruhan	Status
NOR [redacted]	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).

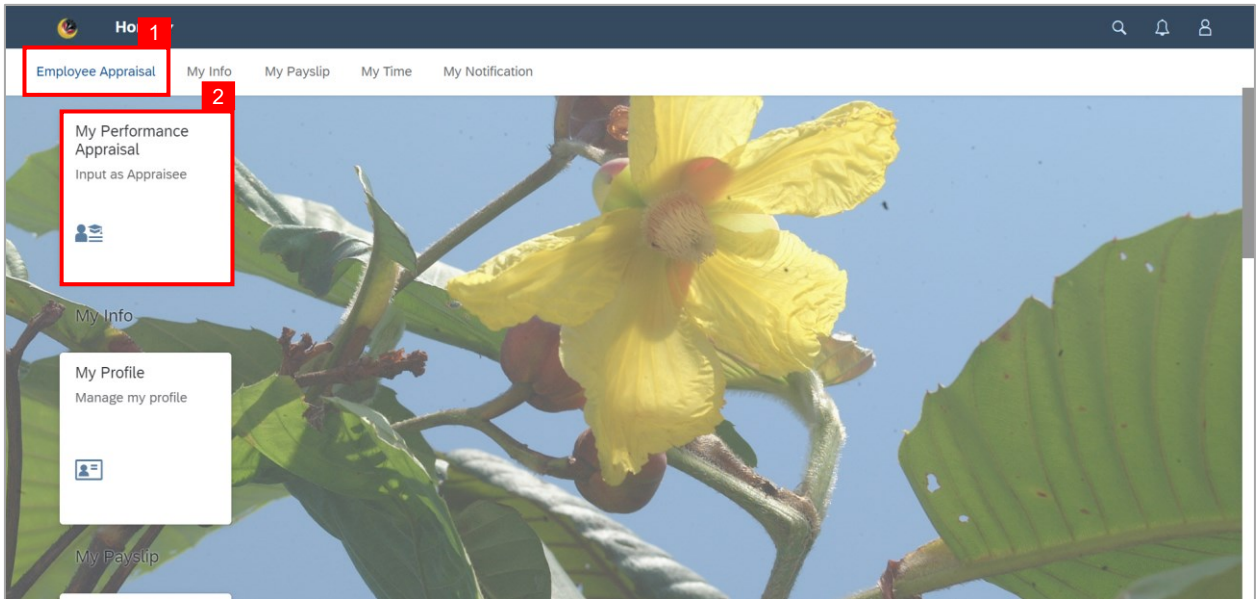
**PRINT COMPLETED
APPRAISAL DOCUMENT**

Frontend User

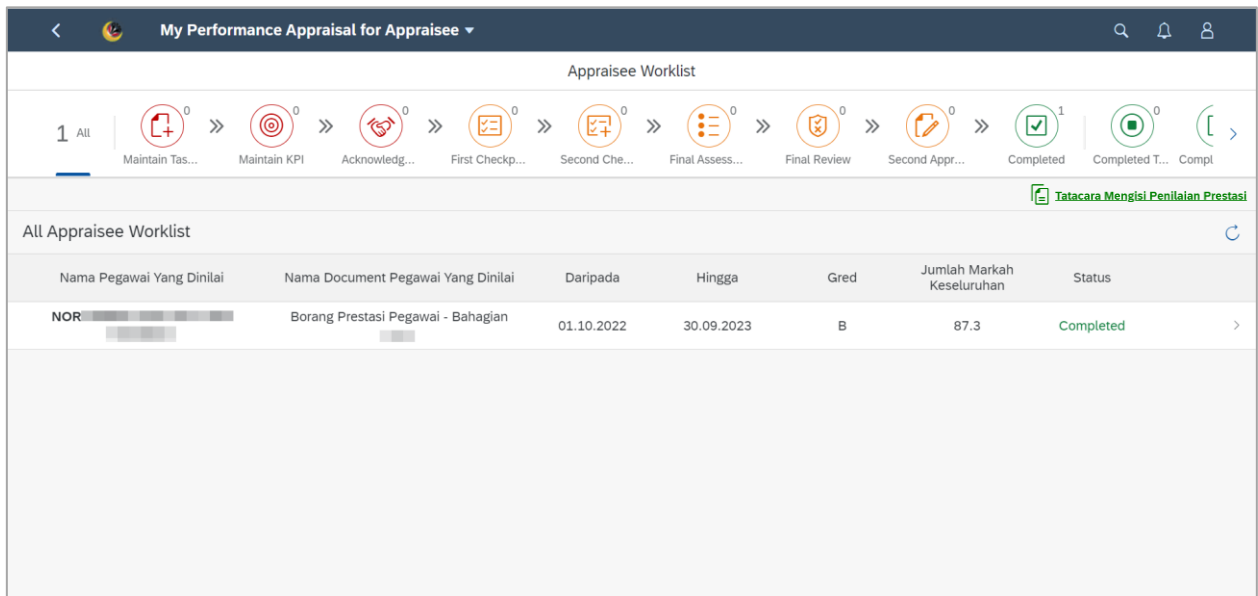
Employee

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.

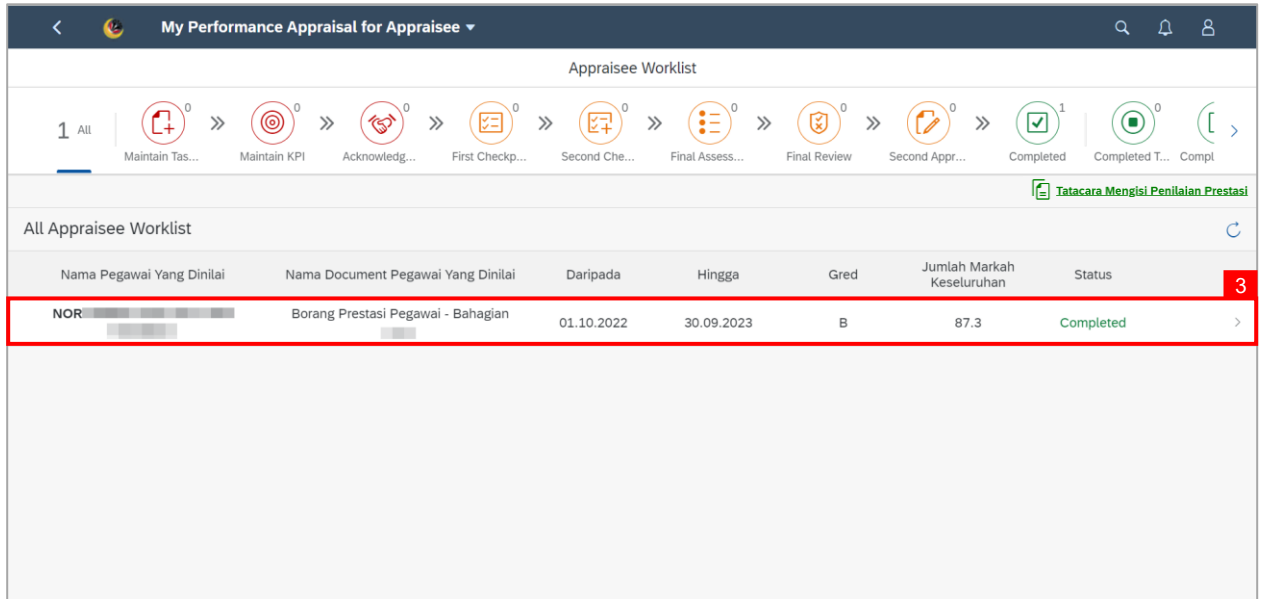


Note: Appraisee Worklist page will be displayed.



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	B	87.3	Completed

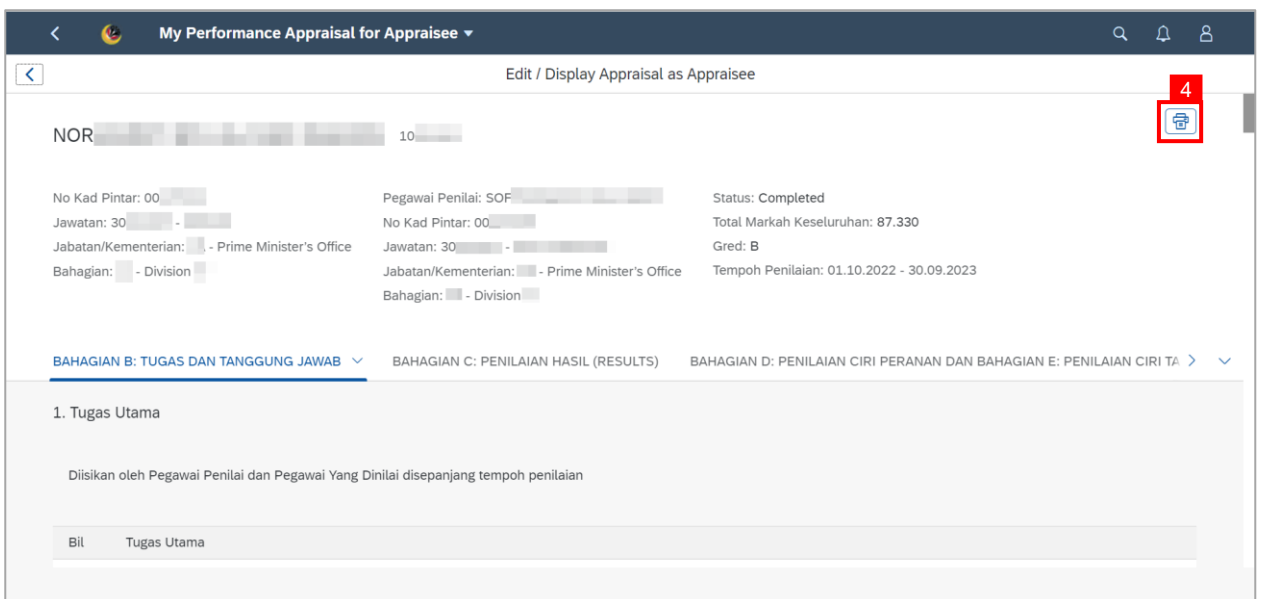
3. Click on an employee with the status **Completed**.



Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Daripada	Hingga	Gred	Jumlah Markah Keseluruhan	Status
NOR [REDACTED]	Borang Prestasi Pegawai - Bahagian [REDACTED]	01.10.2022	30.09.2023	B	87.3	Completed

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

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



Print icon highlighted with a red box and '4'.

1. Tugas Utama

Diisikan oleh Pegawai Penilai dan Pegawai Yang Dinilai disepanjang tempoh penilaian

Bil	Tugas Utama

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

