SISTEM SUMBER MANUSIA

User Guide

For Employee

Front End User (SSM FIORI)

Performance Appraisal

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**.
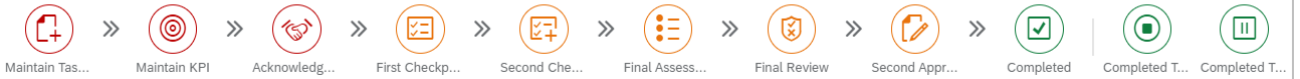
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Performance Appraisal Status

Appraisee Worklist

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

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.

Sistem Sumber Manusia - Performance Appraisal

Process Overview

Maintain Task & Responsibility

Start → Log on SAP Fiori → Click on Input as Appraisee tile → Select employee with status Maintain KPI → Tambah Tugas Utama → Click on Save button

Tambah Tugas Tambahan → Click on Save button → Click on Save Task and Responsibility → End

Maintain KPI

Start → Log on SAP Fiori → Click on Input as Appraiser tile → Select employee with status Maintain KPI → Enter Butiran KPI → Click on Save button

Acknowledge KPI

Start → Log on SAP Fiori → Click on Input as Appraisee tile → Select employee with status Acknowledge KPI → Review KPI → Click on Acknowledge KPI → End

Final Review

Start → Log on SAP Fiori → Click on Input as Appraisee tile → Select employee with status Final Review → Review Assessment → Fill in Ulasan Pegawai yang Dinilai

Tick the Checkbox → Setuju?
- YES → Enter Ulasan → Click on Setuju button → End
- NO → Enter Ulasan → Click on Tidak Setuju button → End

Print Completed Appraisal Document

Start → Log on SAP Fiori → Click on Input as Appraisee tile → Select employee with status Completed → Click on Print icon → End

Sistem Sumber Manusia - Performance Appraisal

| MAINTAIN TASK AND RESPONSIBILITIES	Frontend User
	Employee

Log into SAP Fiori (Front End) and proceed with the following steps.
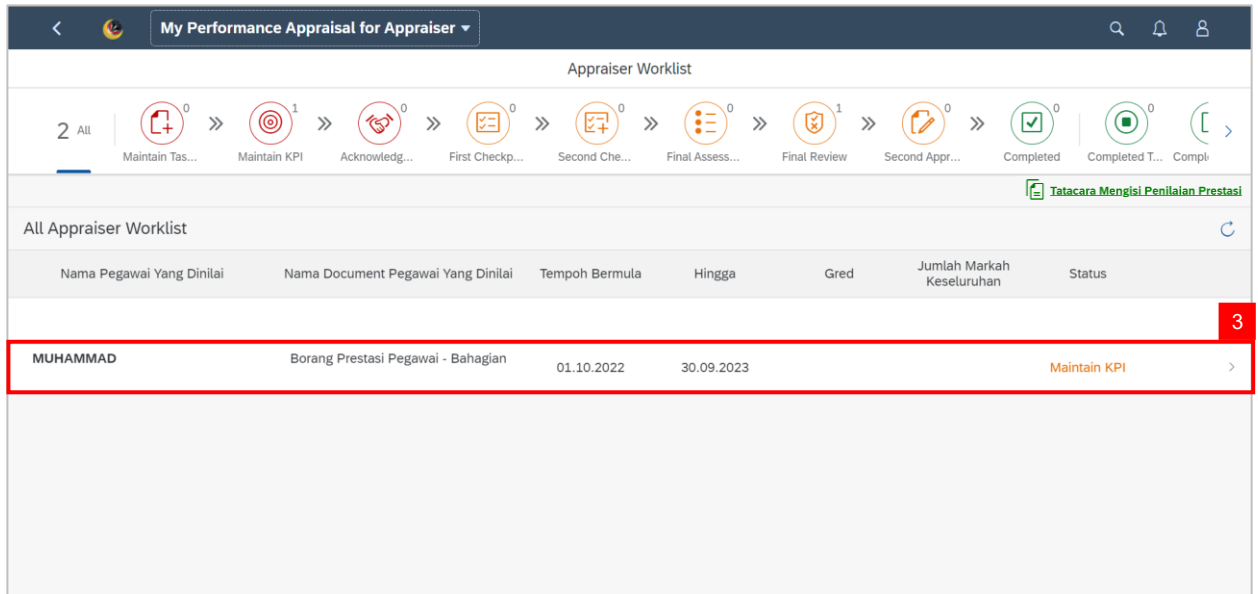
1. Click on **Employee Appraisal** tab.

2. Click on **Input as Appraisee** tile.

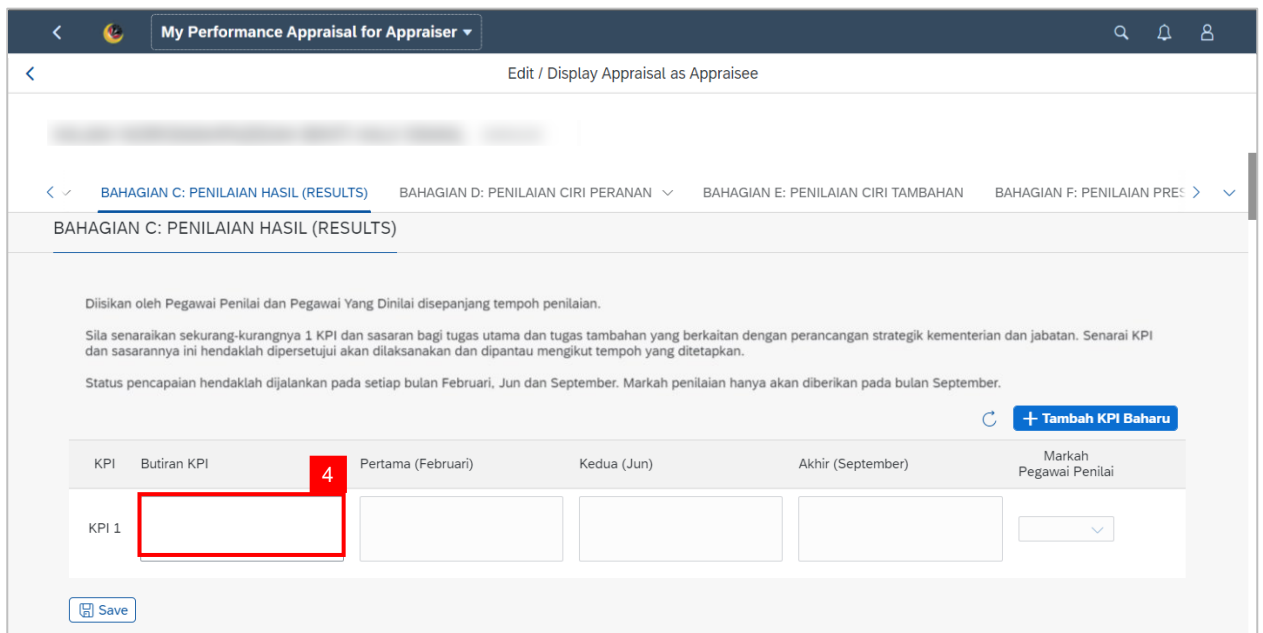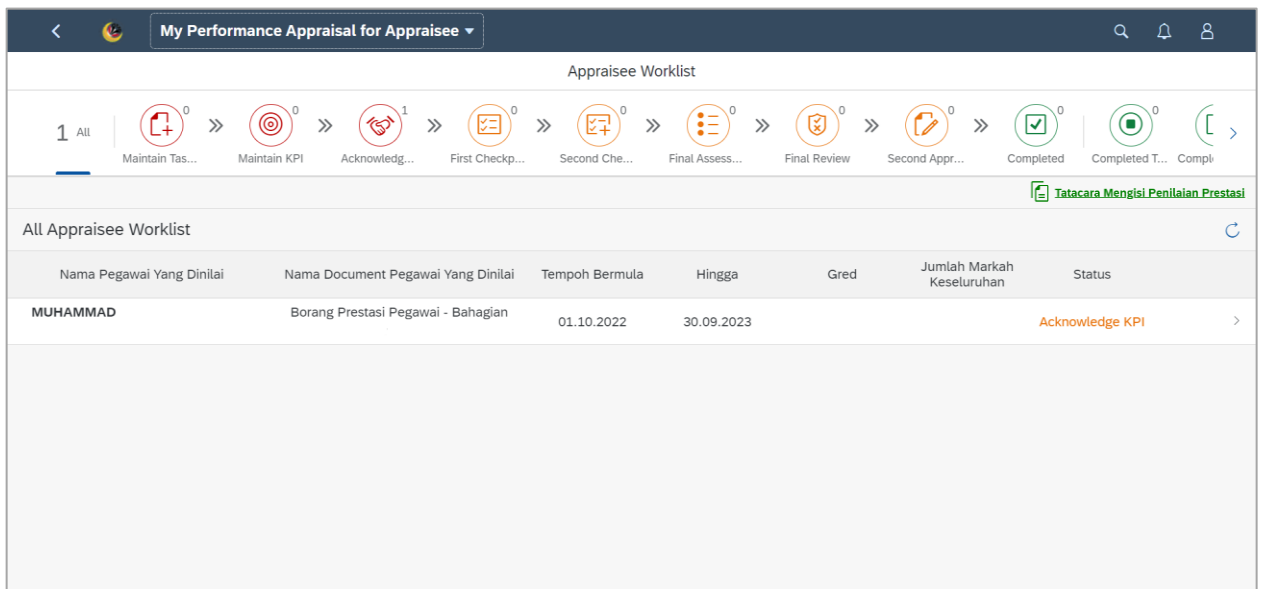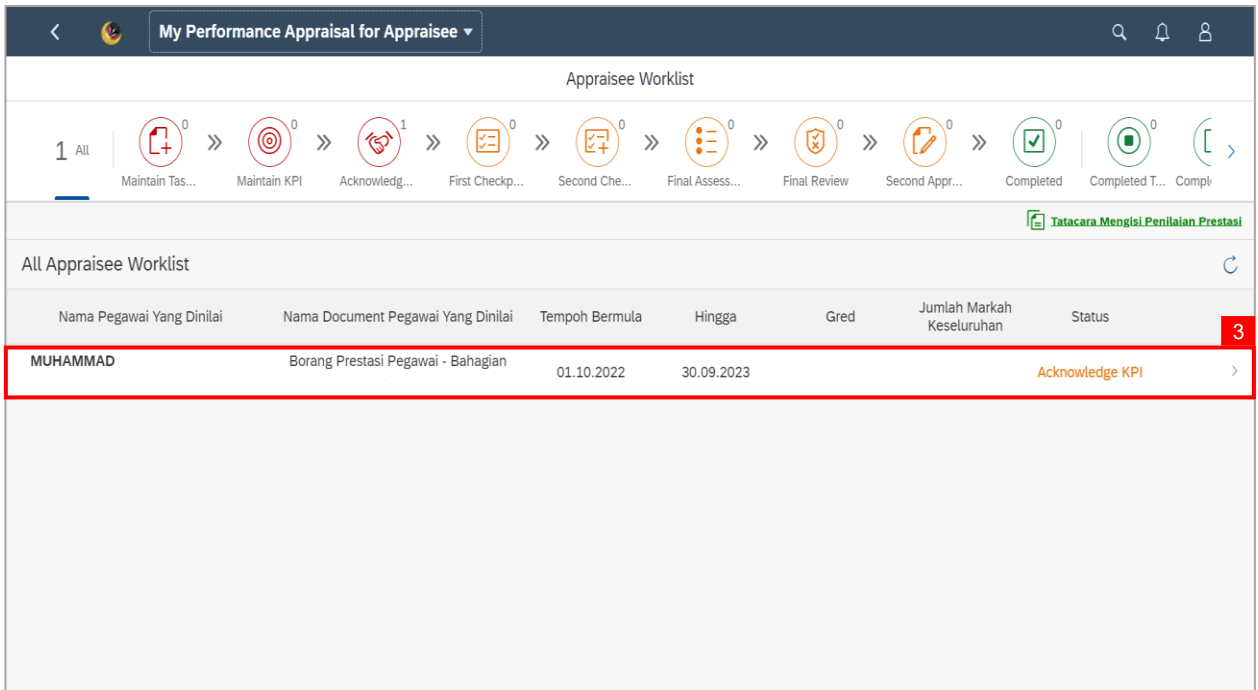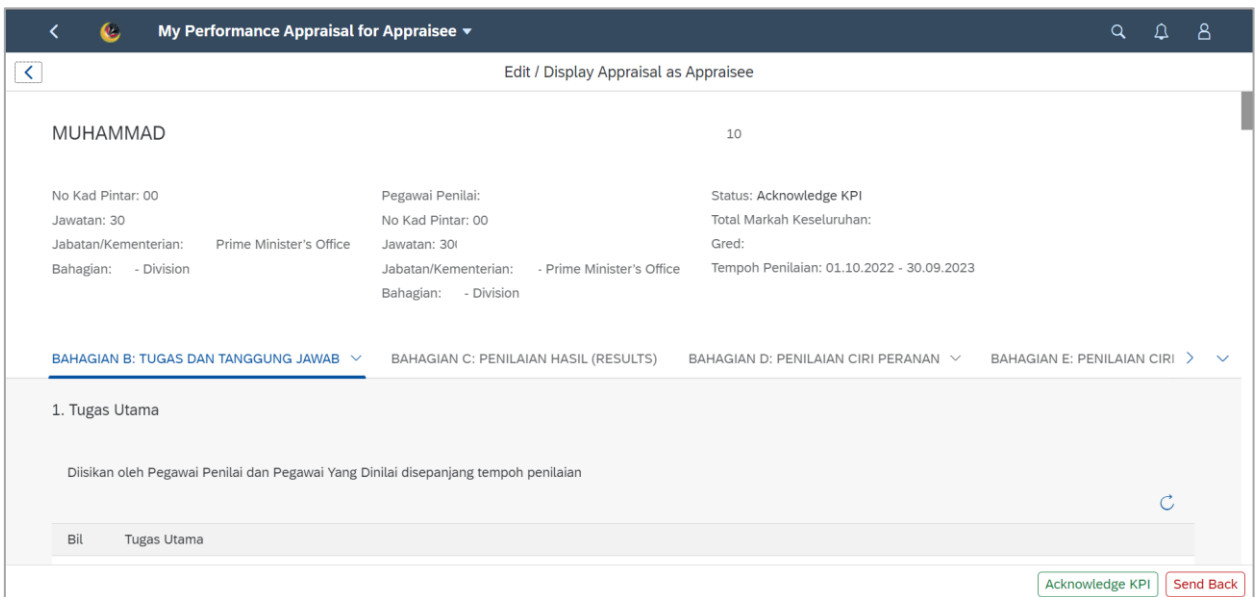**Note: Appraisee Worklist** page will be displayed.

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

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

4. Go to **BAHAGIAN B: TUGAS DAN TANGGUNG JAWAB** and click on the **Tambah Tugas Utama** button.
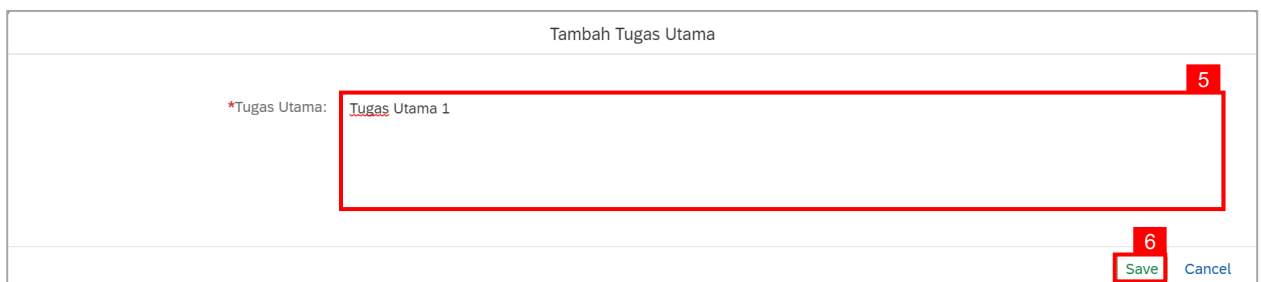
Note: Tambah Tugas Utama window will appear.
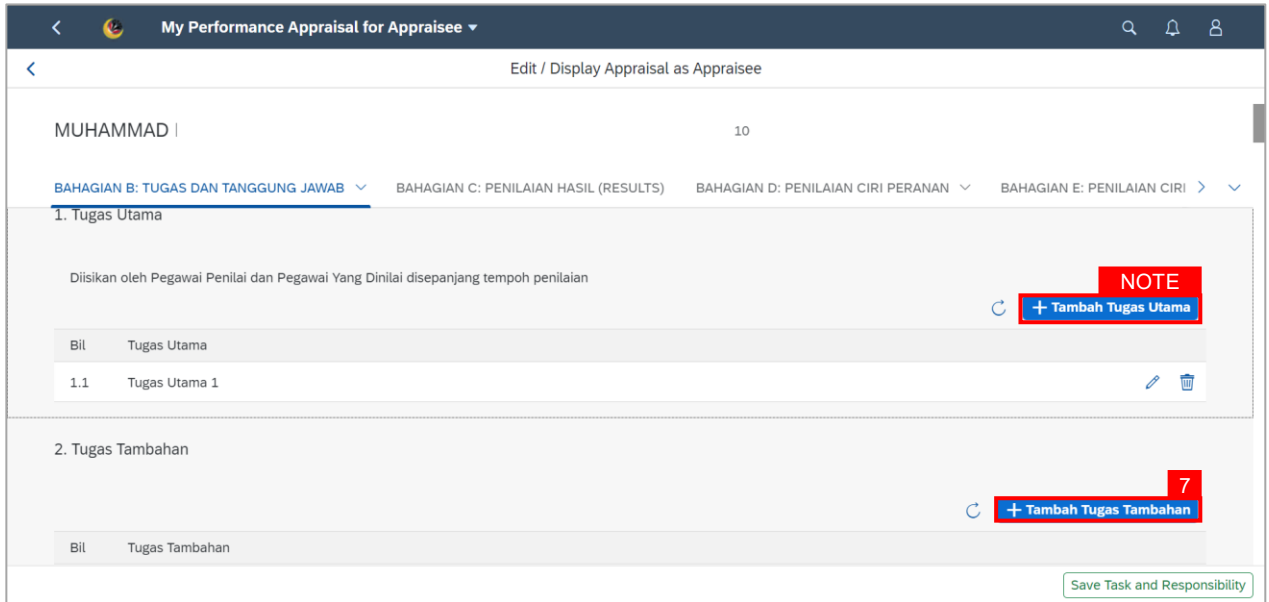
5. Fill in the **Tugas Utama.**

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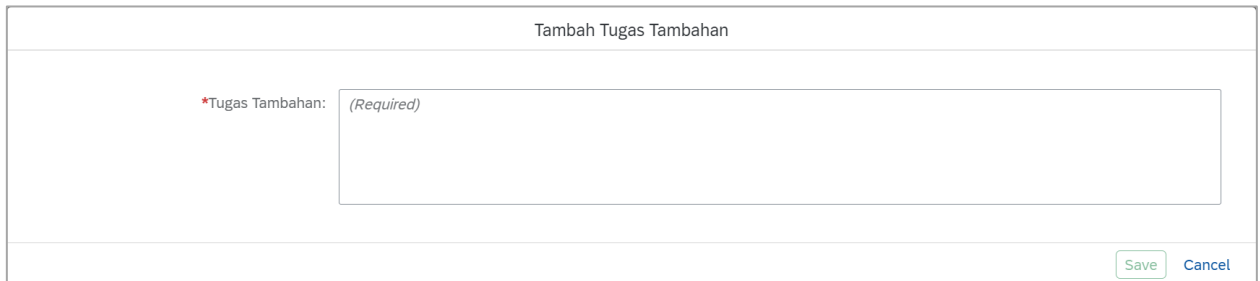
Note: Employee may add **Tugas Utama** by clicking on the **Tambah Tugas Utama** button.

7. Click on the **Tambah Tugas Tambahan** button.
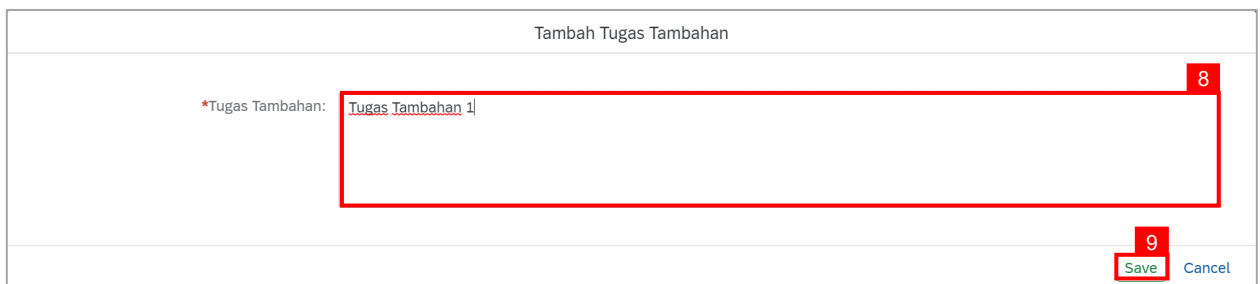
Note: Tambah Tugas Tambahan window will appear.
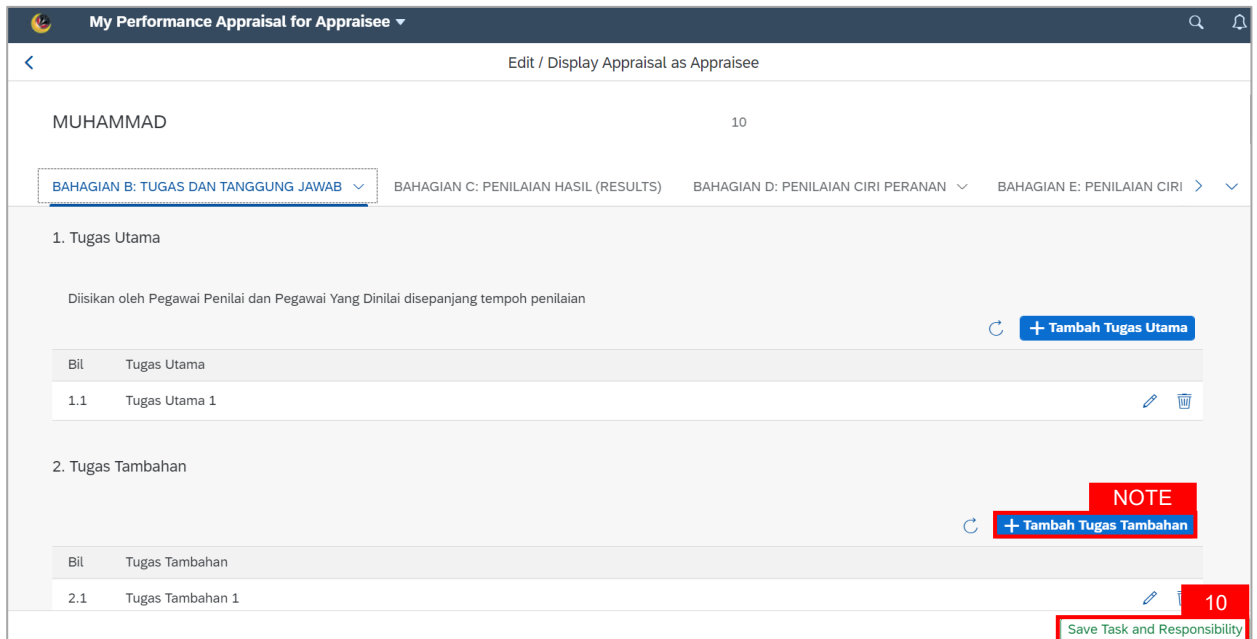
8. Fill in the **Tugas Tambahan.**

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.

A confirmation message will appear.

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

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

Sistem Sumber Manusia - Performance Appraisal

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.
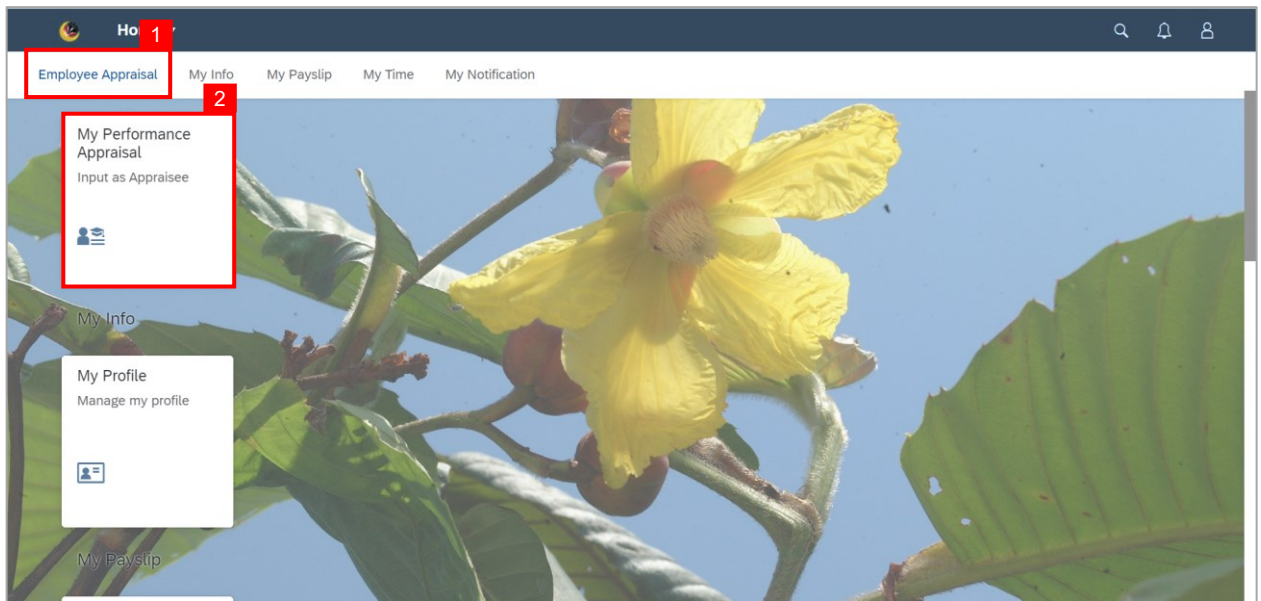
Note: Appraisee Worklist page will be displayed.
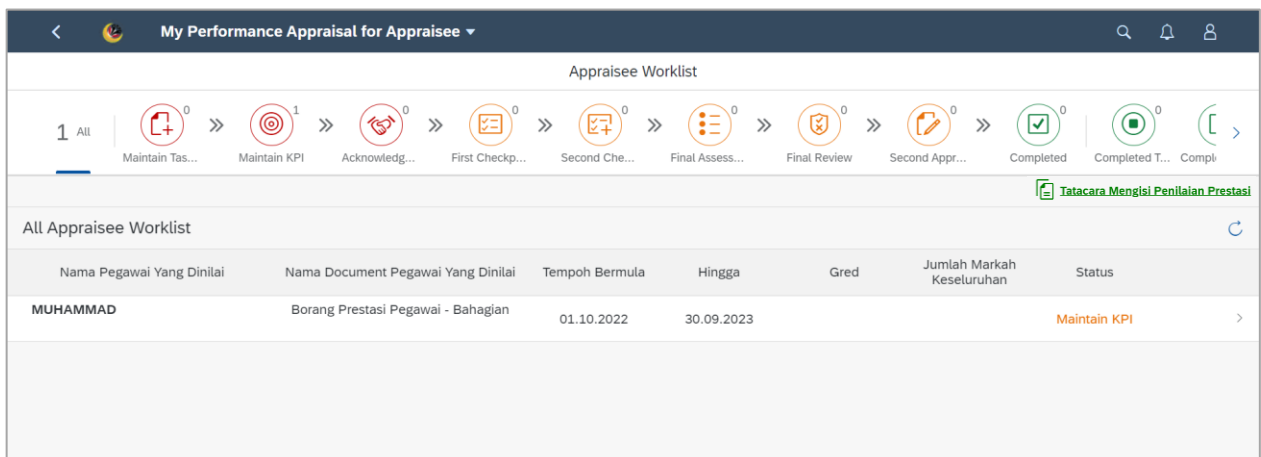
3. Click on an employee with the status **Maintain KPI.**
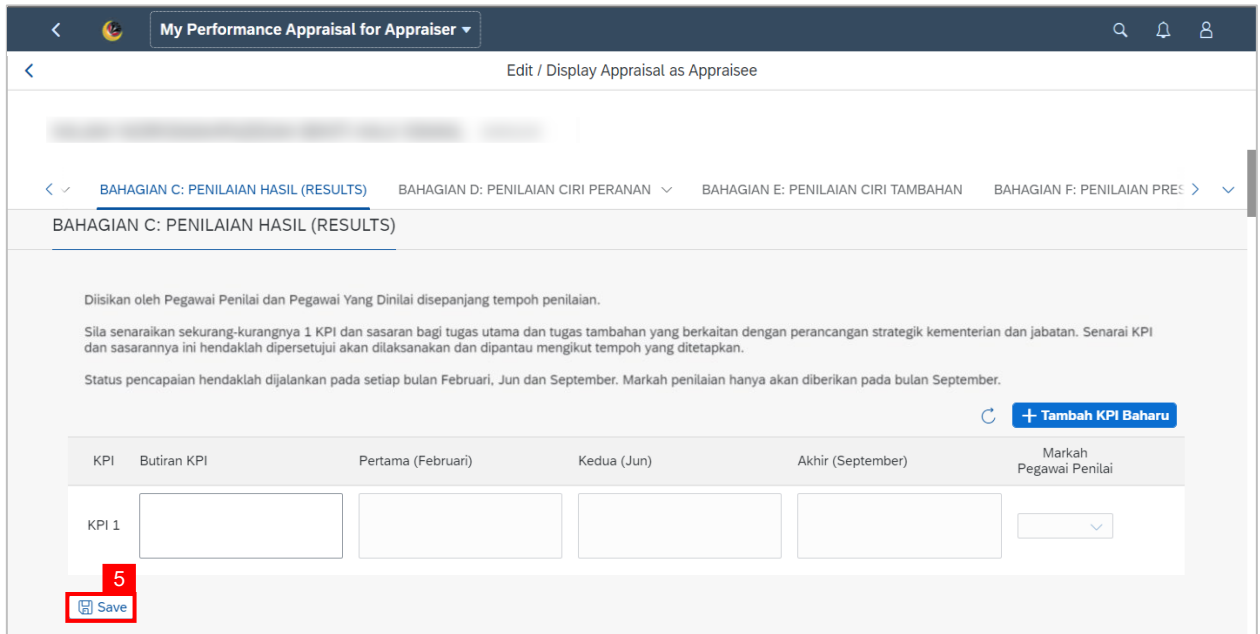
4. Go to **BAHAGIAN C: PENILAIAN HASIL (RESULTS)** and fill in **Butiran KPI 1.**

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

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

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.**

Sistem Sumber Manusia - Performance Appraisal

| ACKNOWLEDGE KPI	Frontend User
	Employee

Log into SAP Fiori (Front End) and proceed with the following steps.
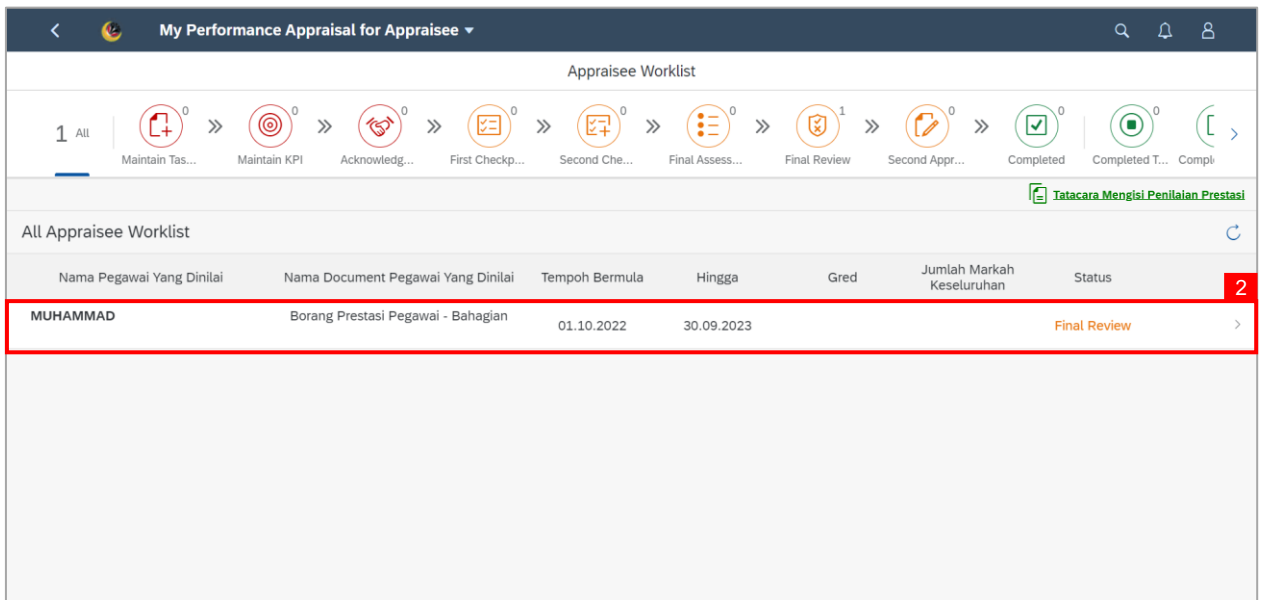
1. Click on **Employee Appraisal** tab.

2. Click on **Input as Appraisee** tile.
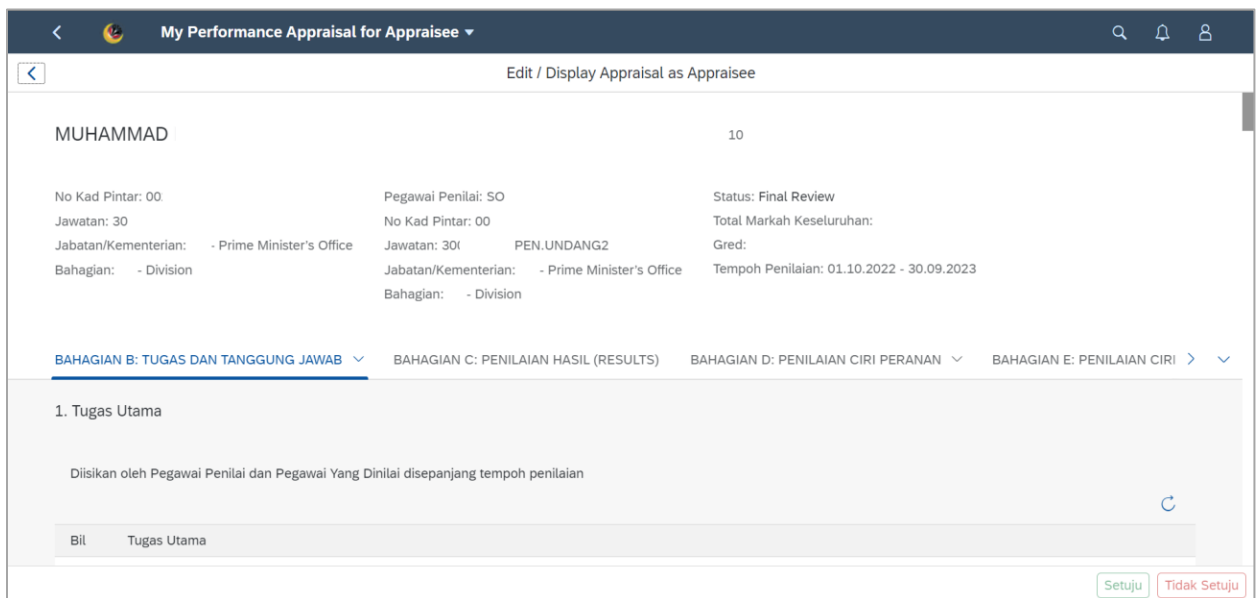

Note: Appraisee Worklist page will be displayed.

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

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

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

Manager is correct.

5. Click on the **Acknowledge KPI** button.

A confirmation message will appear.

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

Outcome: Status has been changed to **First Check Point.**

Sistem Sumber Manusia - Performance Appraisal

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.
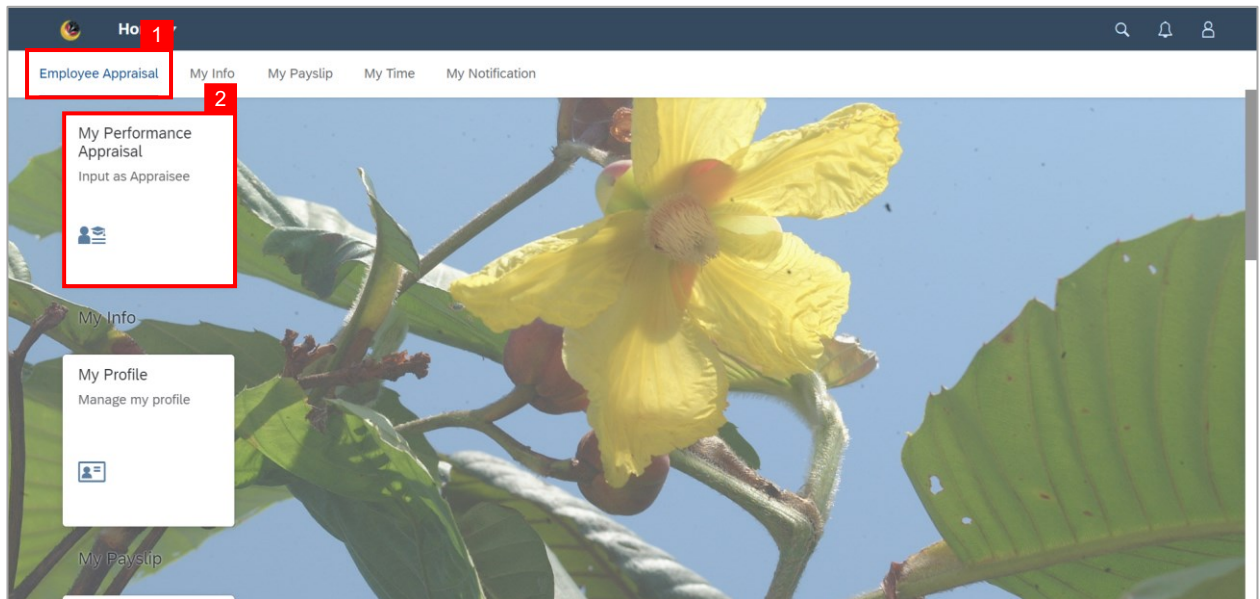
Note: Appraisee Worklist page will be displayed.
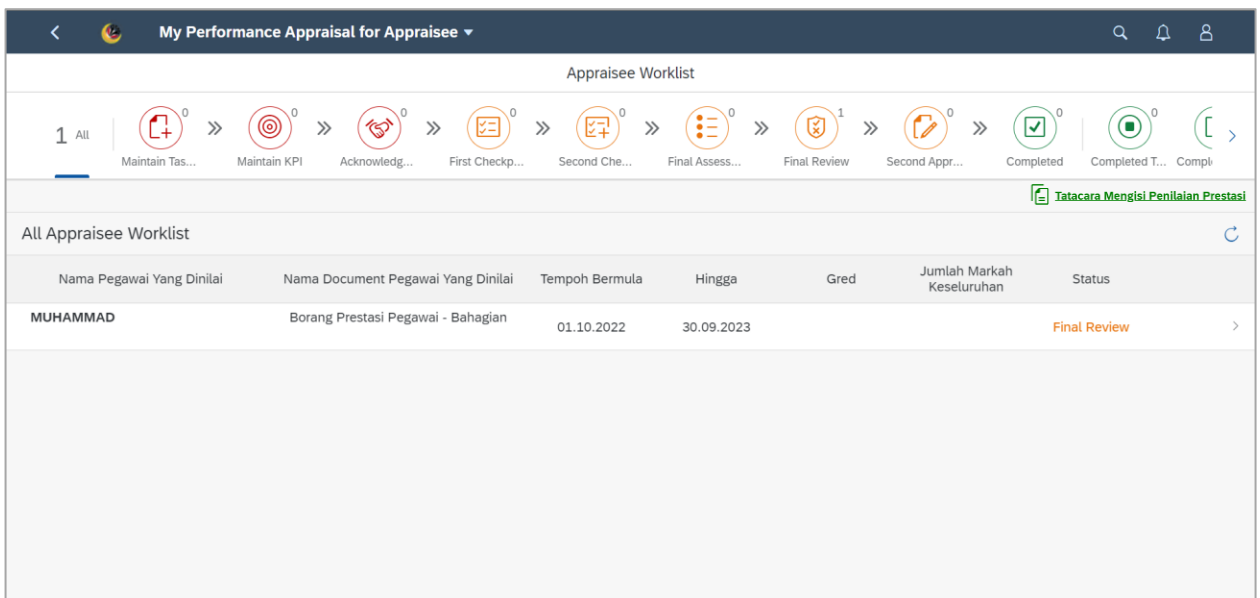
3. Click on an employee with the status **Final Review.**

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

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

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

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.

Note: A confirmation message will appear.

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

Outcome: Appraisal Document is **completed.**

9. **Tick** the box on **1.2 Tidak Setuju** if employee **disagree** with the assessment.
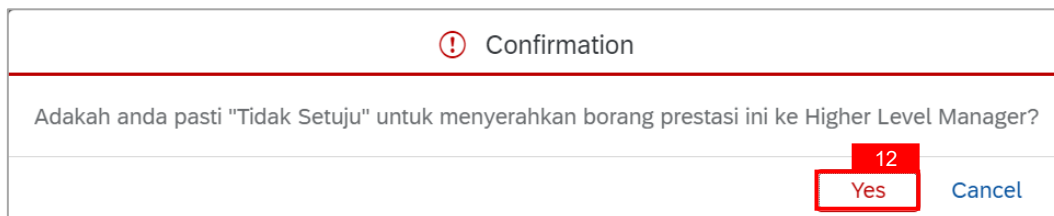
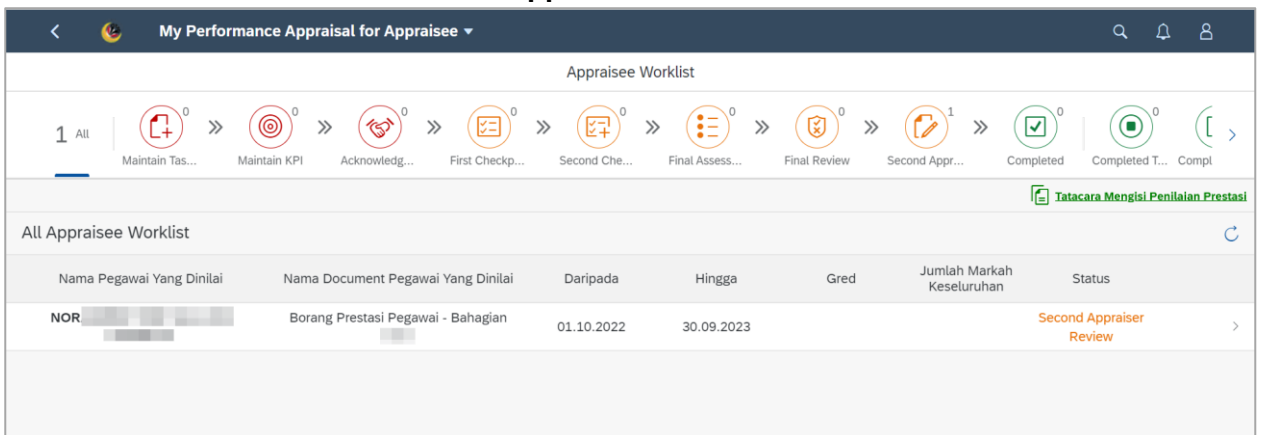10. Fill in the **Ulasan.**

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.**

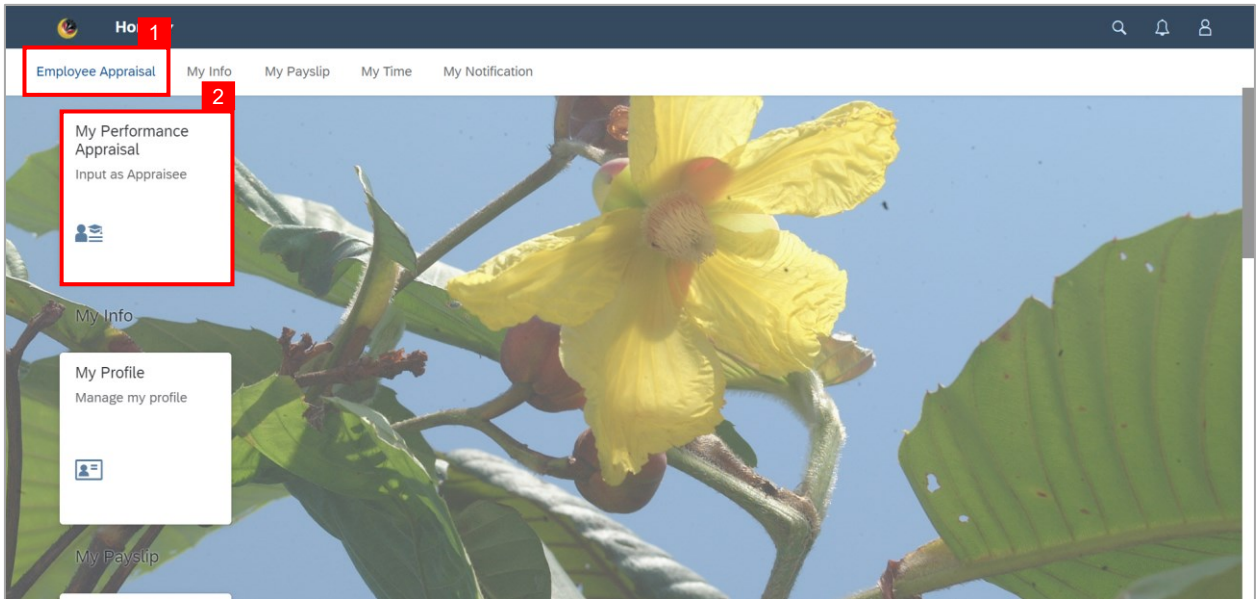**Note: Employee** is required to inform **HR Admin** to assign the Second Appraiser (Higher Level Manager).

Sistem Sumber Manusia - Performance Appraisal

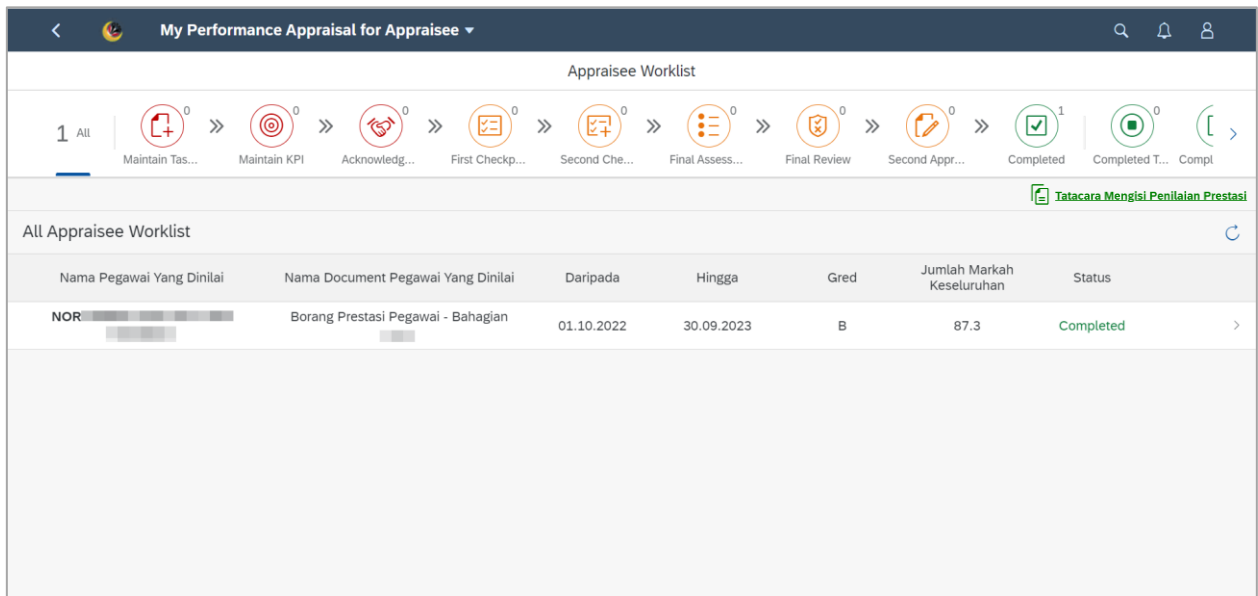| PRINT COMPLETED APPRAISAL DOCUMENT	Frontend User
	Employee

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

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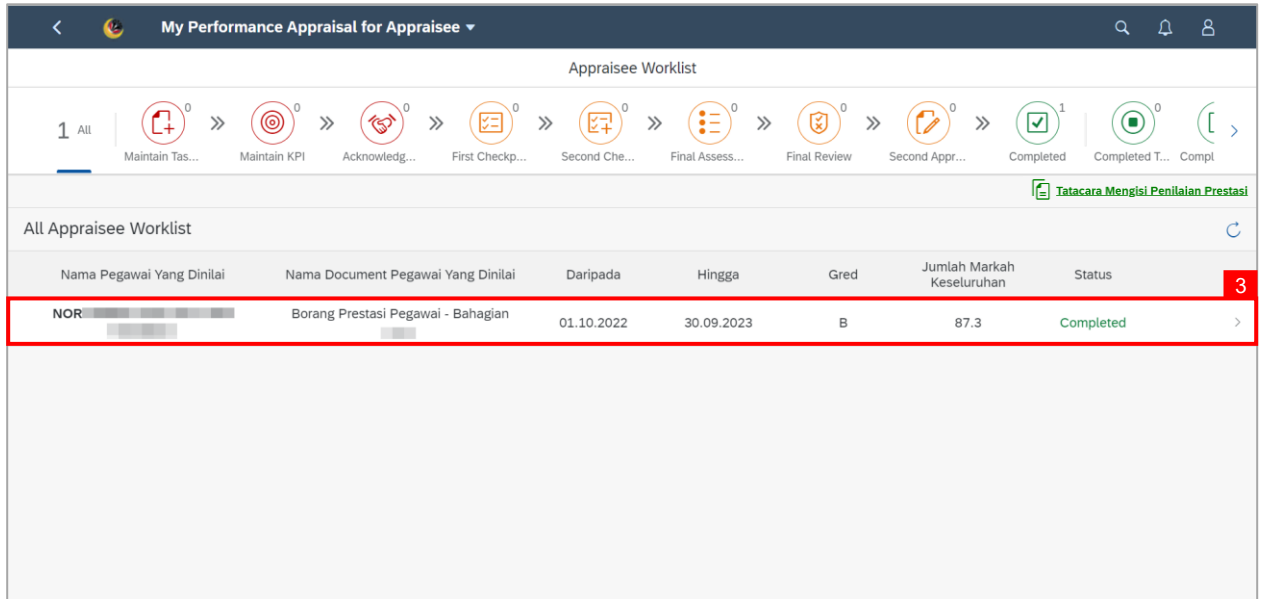
2. Click on **Input as Appraisee** tile.

Note: Appraisee Worklist page will be displayed.
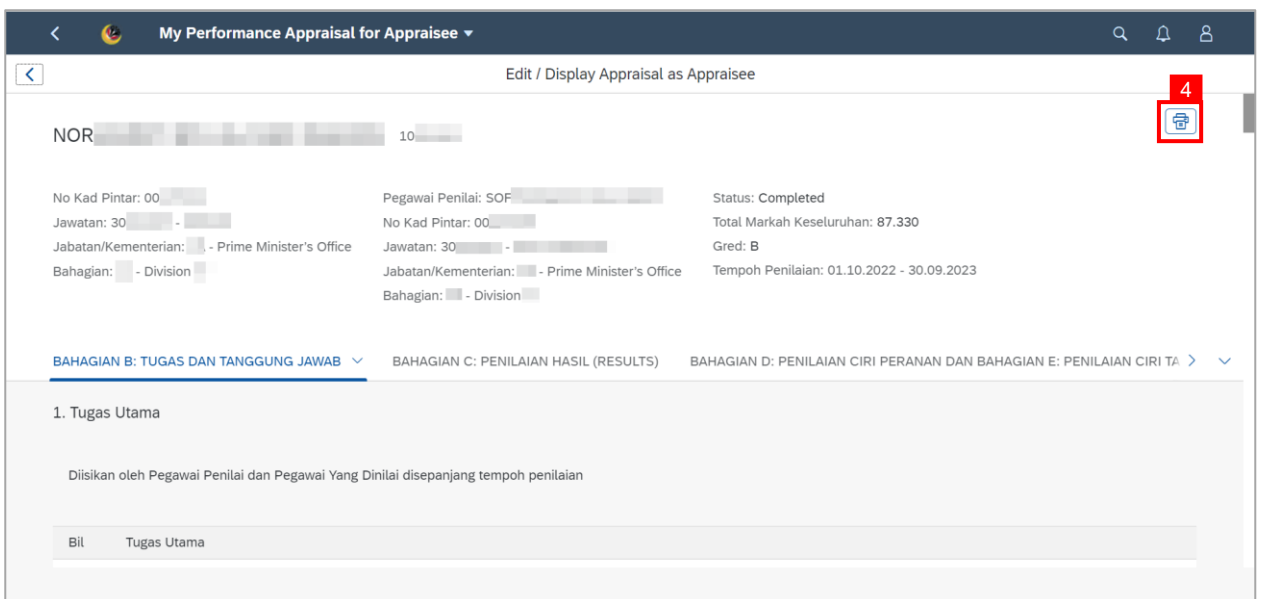
3. Click on an employee with the status **Completed.**

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

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

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