MANUAL BAGI MENGEMASKINI PENILAIAN PRESTASI SECARA KEBELAKANGAN

- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Global Payroll & Absence Mgmt
- Workforce Development
  - Profile Management
  - Performance Management
  - Career Planning
- Organizational Development
- Set Up HRMS
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations
- My System Profile

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Workforce Development

Perform Profile Management and Performance Management, maintain Faculty Events and Career Planning.

Profile Management
Manage profiles and interest lists, search and compare profiles, match competencies to roles, and generate reports.
- Profiles
- Match Competencies to Roles
- Reports
- Manage NVQ GBR
- NVQ Reports GBR

Performance Management
Create and manage performance and development documents.
- Historical Appraisals
- Performance Documents
- Reports
- View Document Creation Results
- Approve Documents
- Calculation Debug/Trace Result

1. Klik "*Workforce Development*"

GEMS

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Performance Management

Create and manage performance and development documents.

Historical Appraisals
BCS_EPHIST_CMP_GBL

Performance Documents
Create, view and perform administrative tasks on performance documents.

- Create Documents
- View Documents
- Administrative Tasks

View Document Creation Results
View the results of the create documents process.

Approve Documents
Approve or Deny performance or developmental documents submitted by managers.

2. Klik *"Performance Management"*

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BCS_EPHIST_CMP

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Search by: Employee ID ▾ begins with _____

Search | Advanced Search

Find an Existing Value | Add a New Value

3. Klik *"Historical Appraisals"*

4. Klik *"Add a New Value"*

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BCS_EPHIST_CMP

Find an Existing Value | Add a New Value

Employee ID: [ ] 🔍

Period Begin Date: [ ] 📅

Period End Date: [ ] 📅

Add

Find an Existing Value | Add a New Value

5. Masukkan No. Kad Pengenalan di ruang *"EmplID"*

6. Klik *"Calendar"* bagi tempoh tarikh penilaian prestasi secara kebelakangan di ruang *"Period Begin Date"* dan *"Period End Date"*

7. Klik *"Add"*

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Historical Appraisals

Note:
- All appraisal information entered below must be for previous financial years.
- Ensure that "Document Type" is selected before selecting a "Division".
- All fields are mandatory.

*Employee ID: 70000001 🔍 ABDUL RAHMAN BIN ABDUL RAHIM

*Period Begin Date: 03/10/2010 📅

*Period End Date: 25/10/2010 📅

*Document Type: Annual ▾

*Division: Division 3 & 4 ▾

*Marks: 090 ▾ B - Sangat Baik

Appraisal ID: 10

8. Pilih Jenis Dokumen: "*Document Type: Annual* bagi penilaian tahunan

9. Pilih bahagian tanggagaji Pegawai / Kakitangan yang dinilai

10. Pilih Markah Pegawai / Kakitangan yang dinilai **(Grad akan terpapar mengikut markah yang dipilih)**

💾 Save   📧 Notify

📇 Add   📄 Update/Display

11. Klik *"Save"*

Klik *"Add"* bagi menyambung memasukkan prestasi seterusnya atau **Bagi Pegawai / Kakitangan lain**