Employee User Manual – KPA Setting

Summary

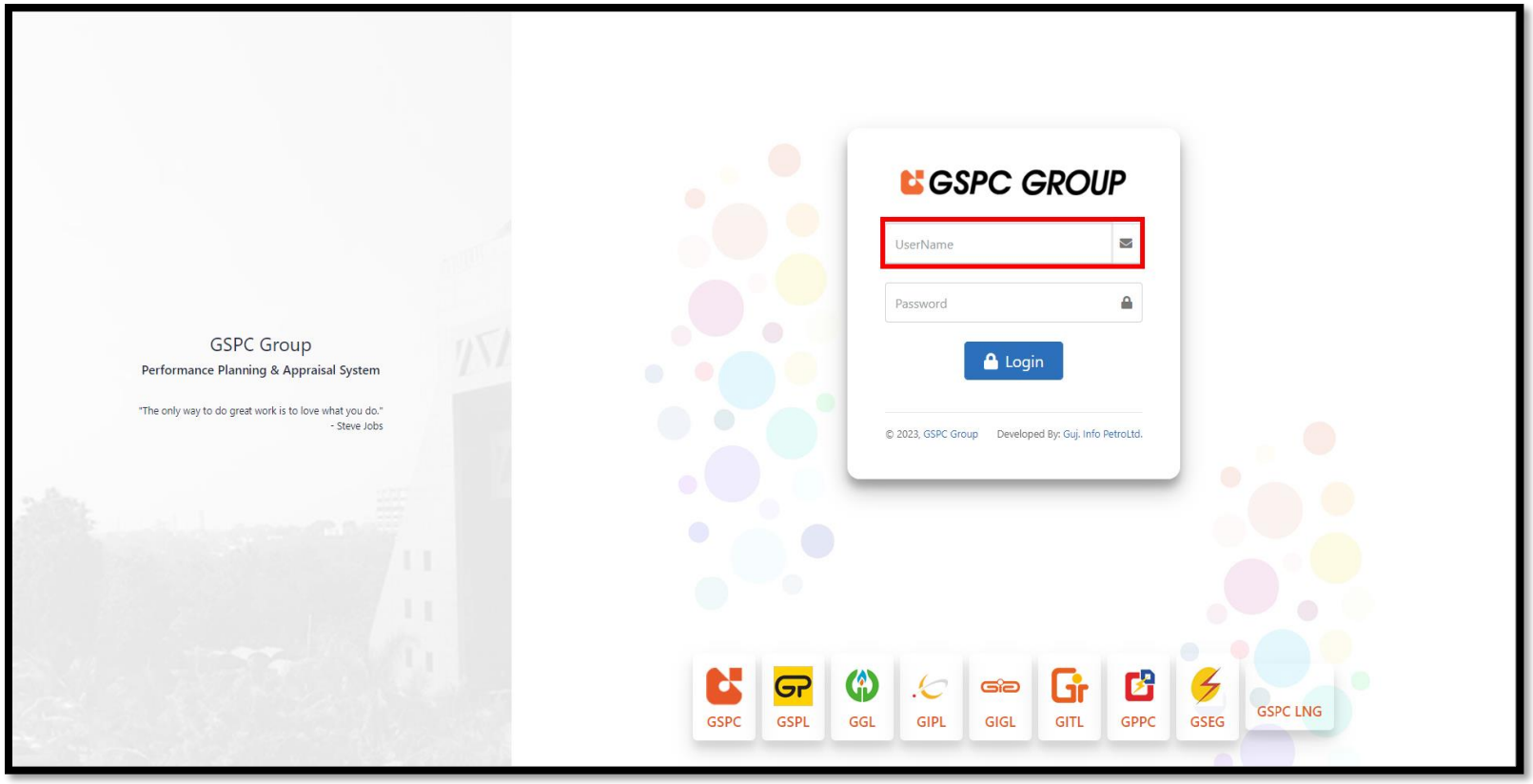
Login	User can login via shared link.
	Username: Email ID Password: gspc123 (Default for first time)
	Enter OTP - received on registered Email ID
	Click on Login Button
Dashboard	Directed to change password Pop-up
	Enter Current Password
	Enter New Password
	Enter Confirm New Password
	Click on Submit Button.
Login with New credentials	Username: Email ID
	Password: Enter New Password
	Enter Newly Generated OTP - received on registered Email ID
	Click on Login Button
Planning Phase Details	Appraisal form is generated
	Appraisal form is released for setting of KPA.
	Appraisee fills KPA's, save and submit the appraisal form to Reporting Officer (RO).
	RO approves KPAs and forwards the same to HR / PMS Administration.
	Note: Green colour indicates the completed process and Red colour indicates pending items

Employee User Manual – KPA Setting

To fill Appraisal Form	Click on: Fill Appraisal Form
	Check pre-filled Employee details in Key Performance Area Section
	Provide **Date of discussion** with regards to KPA
	Fill KPAs as discussed with RO along with Performance Indicators. If employee wants to add Performance indicators in Numbers only, then needs to select "**Is Numeric**" field checkbox. E.g. To achieve 100 connections for the year, employee needs to Select (Is Numeric) checkbox.
	Enter Marks: that needs to be divided equally among total KPA's (Minimum 05 KPA's and maximum 07 KPA's)
	Click on Generate KPA Quarterly Basis Button
	In display Employee will be able to view all KPAs into the Available Quarters
	For numeric performance Indicators: As per the process, employee is required to allocate numeric performance indicators into the available quarters. In the case of Four Quarters, Indicators can be divided into Four Quarters. E.g., 100 connections during the year can be as Q1: 30, Q2: 30, Q3: 20 and Q4:20 connections
	Click on Save button
	Success Message!
	View Form: Employee can review the form by clicking on view button
	Numeric KPA is highlighted in different colour
	Button: Click on Forward Appraisal Form to Reporting Officer.
	Enter Remarks
	Success Message!
	RO forwards to HR / PMS Administrator.

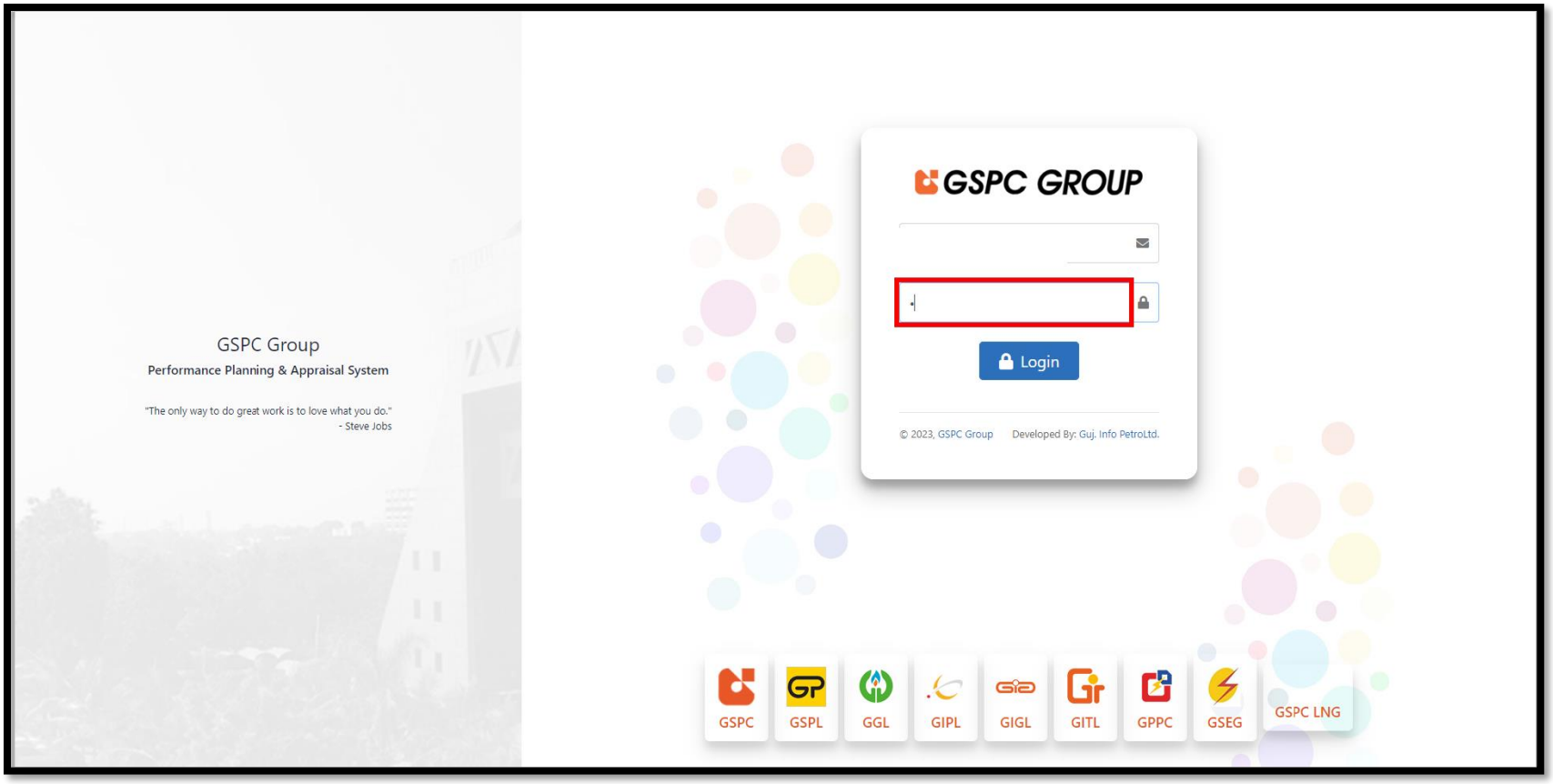
Employee User Manual – KPA Setting

- Employee login in the portal via shared link.
- Now, Employee enter registered Email ID in username field.



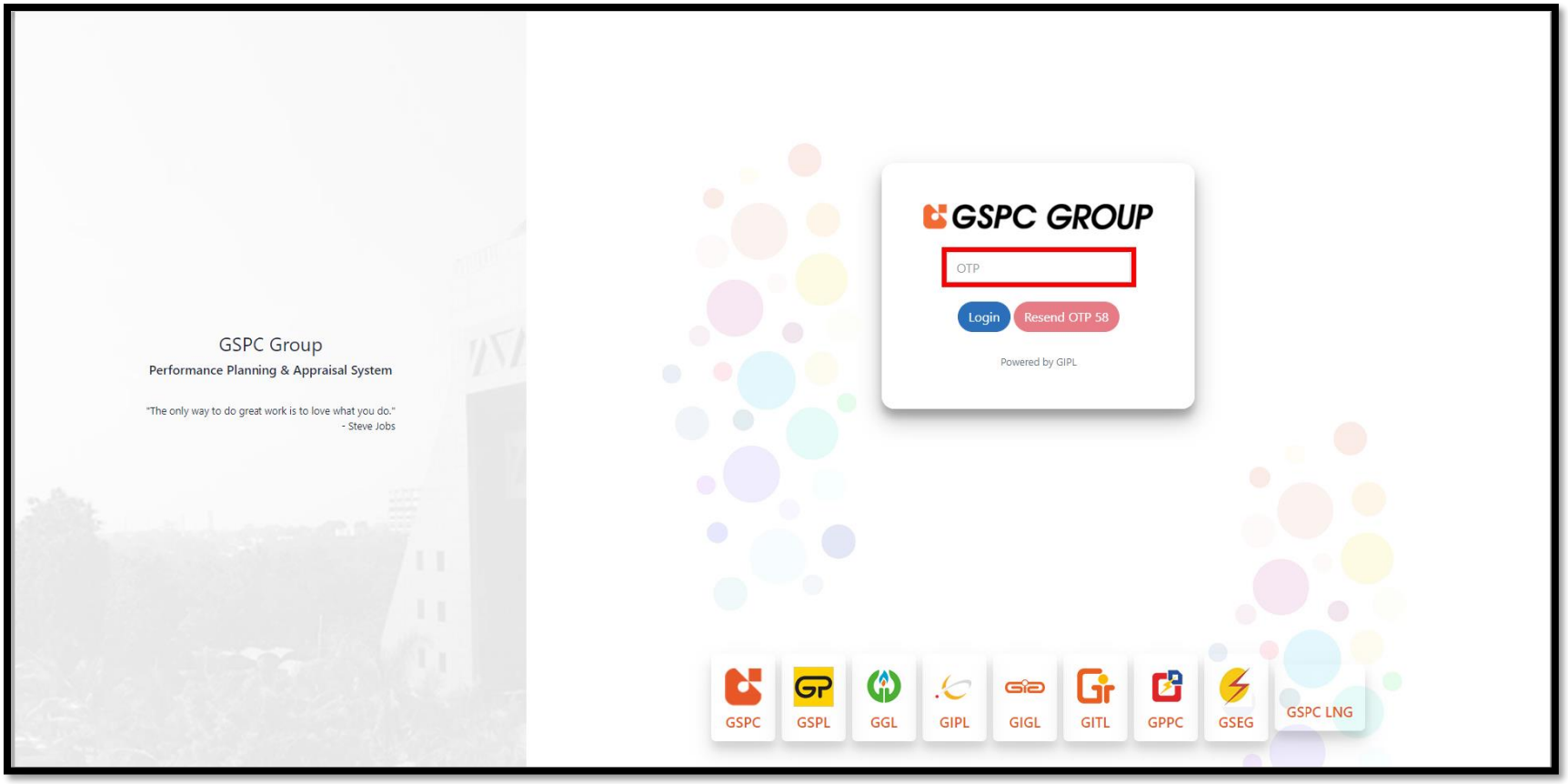
Employee User Manual – KPA Setting

- Employee enter default password (‘**gspc123’**) in password field.



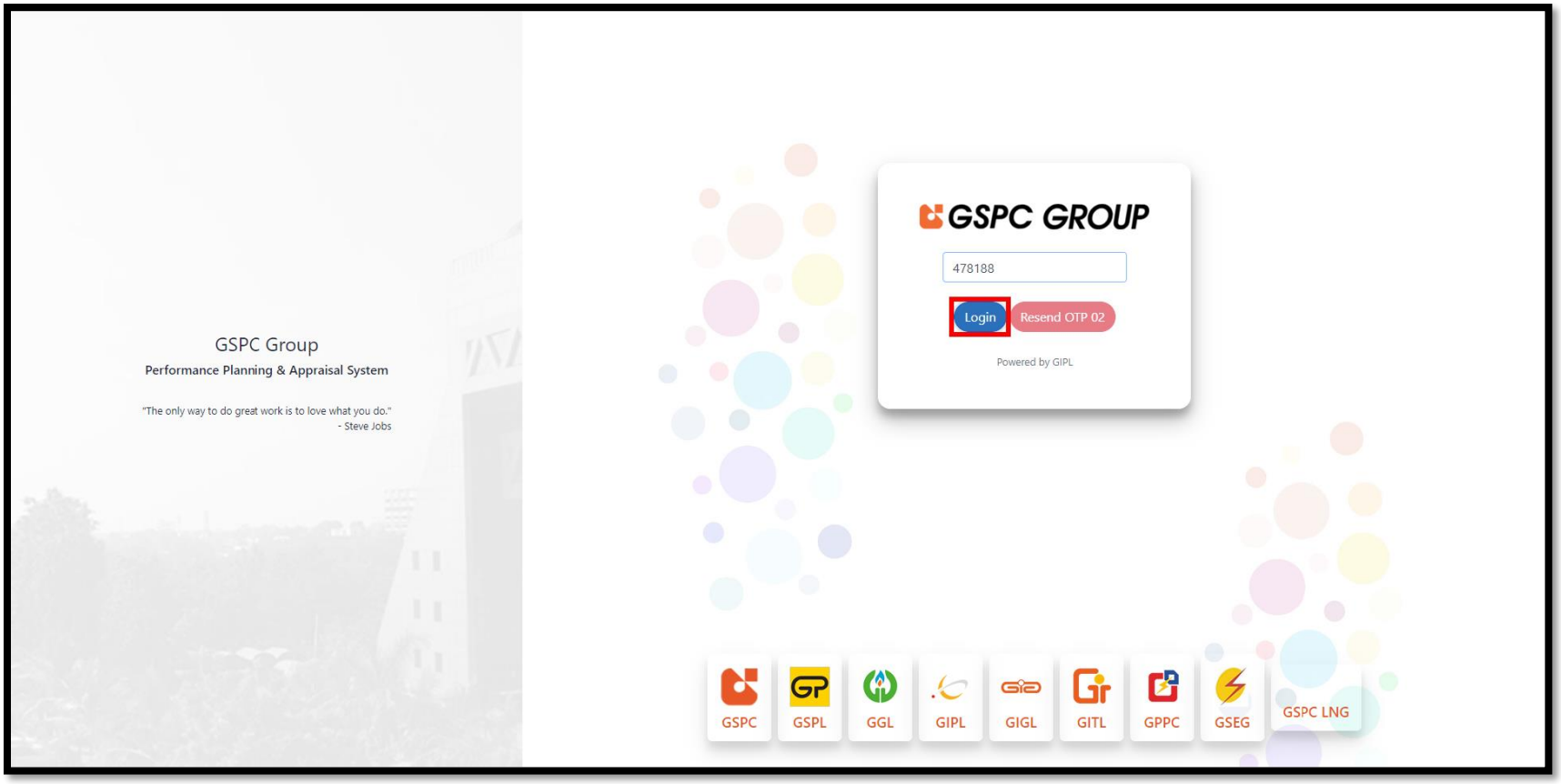
Employee User Manual – KPA Setting

- Now, the Employee enters the OTP that is received on the registered Email ID.



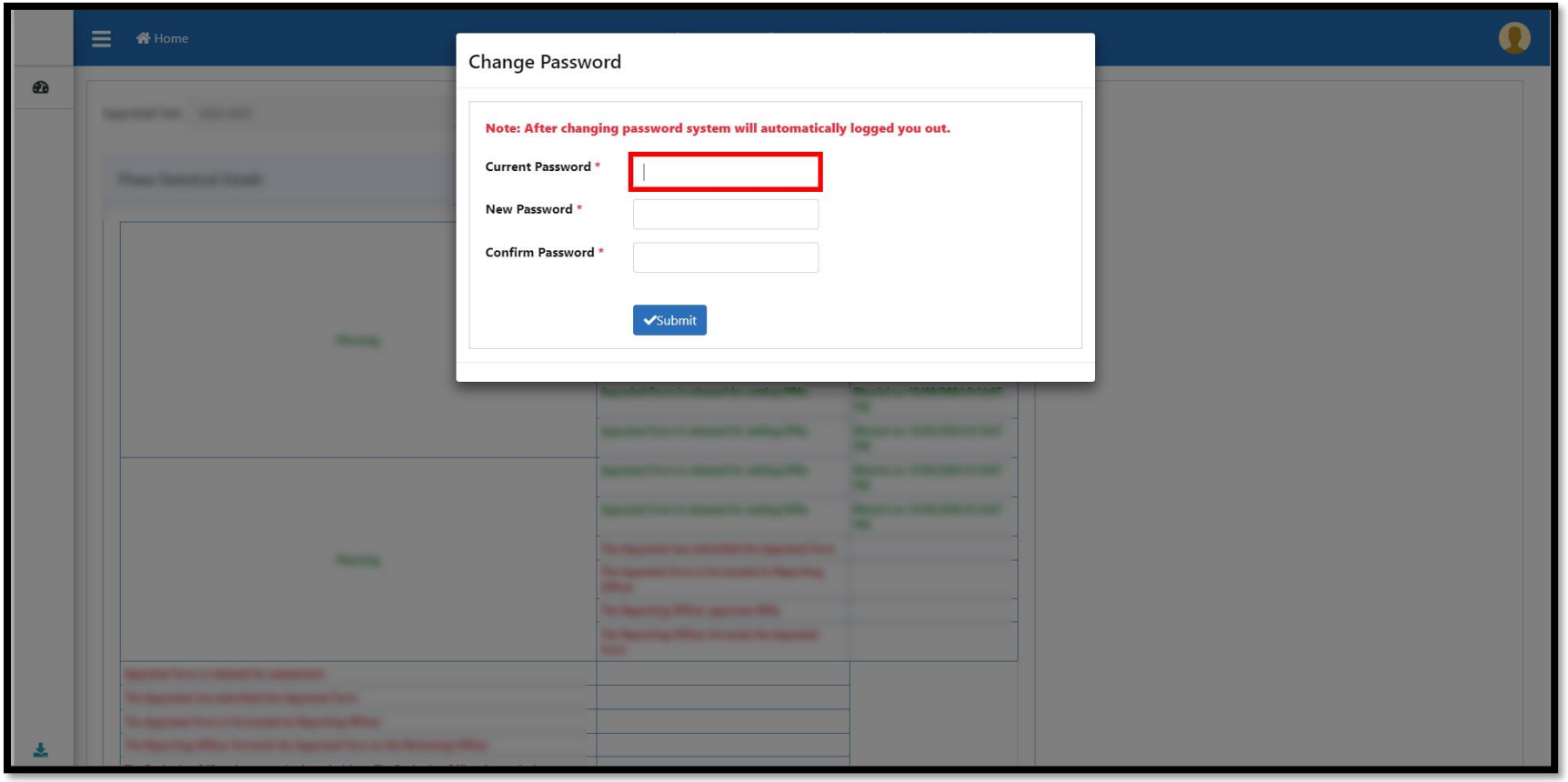
Employee User Manual – KPA Setting

- And click on Login Button.



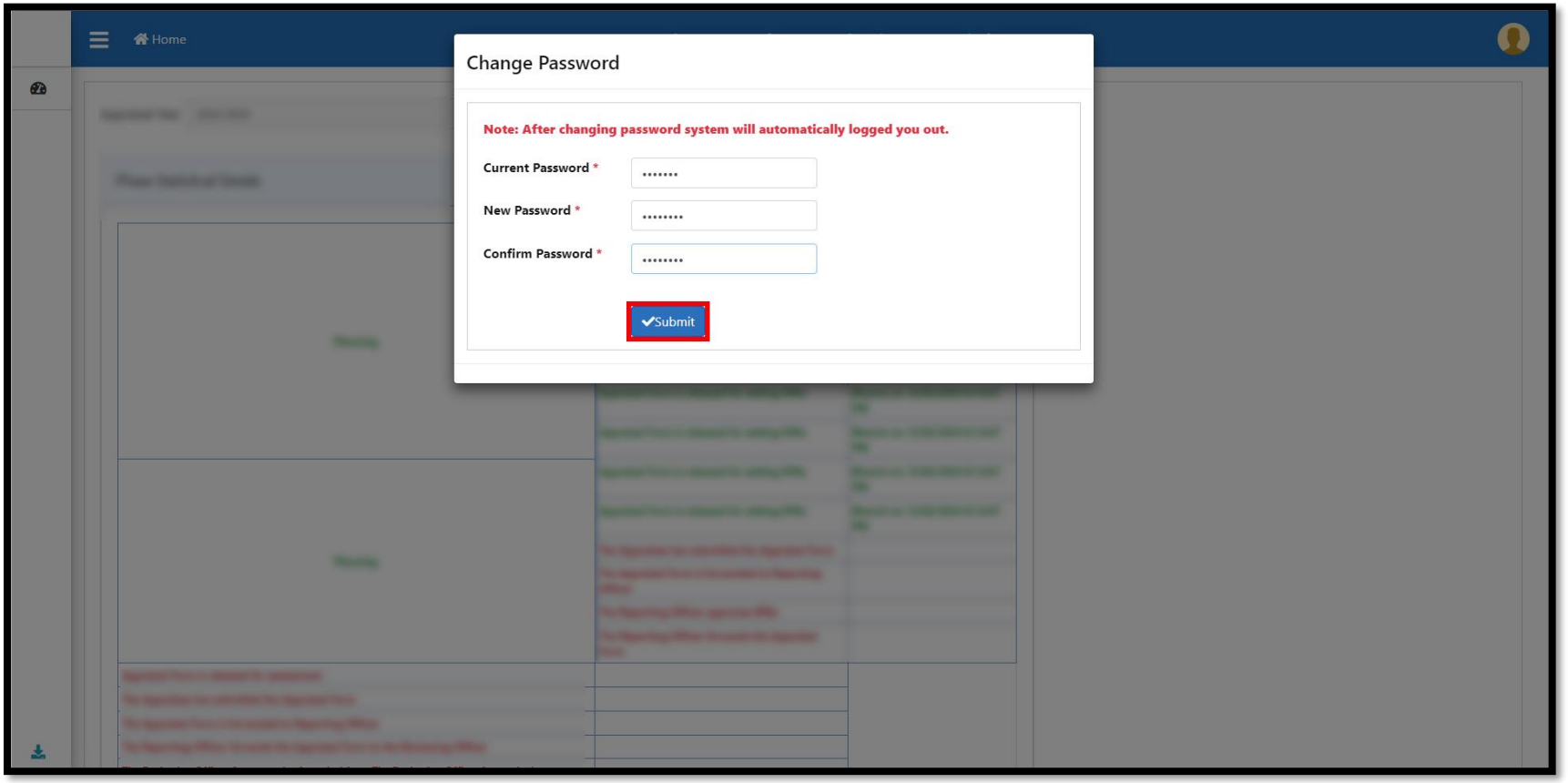
Employee User Manual – KPA Setting

- Now, the Employee automatically redirects to the Change Password popup.
- Employee needs to enter their current password and enter the new password twice time for confirmation.



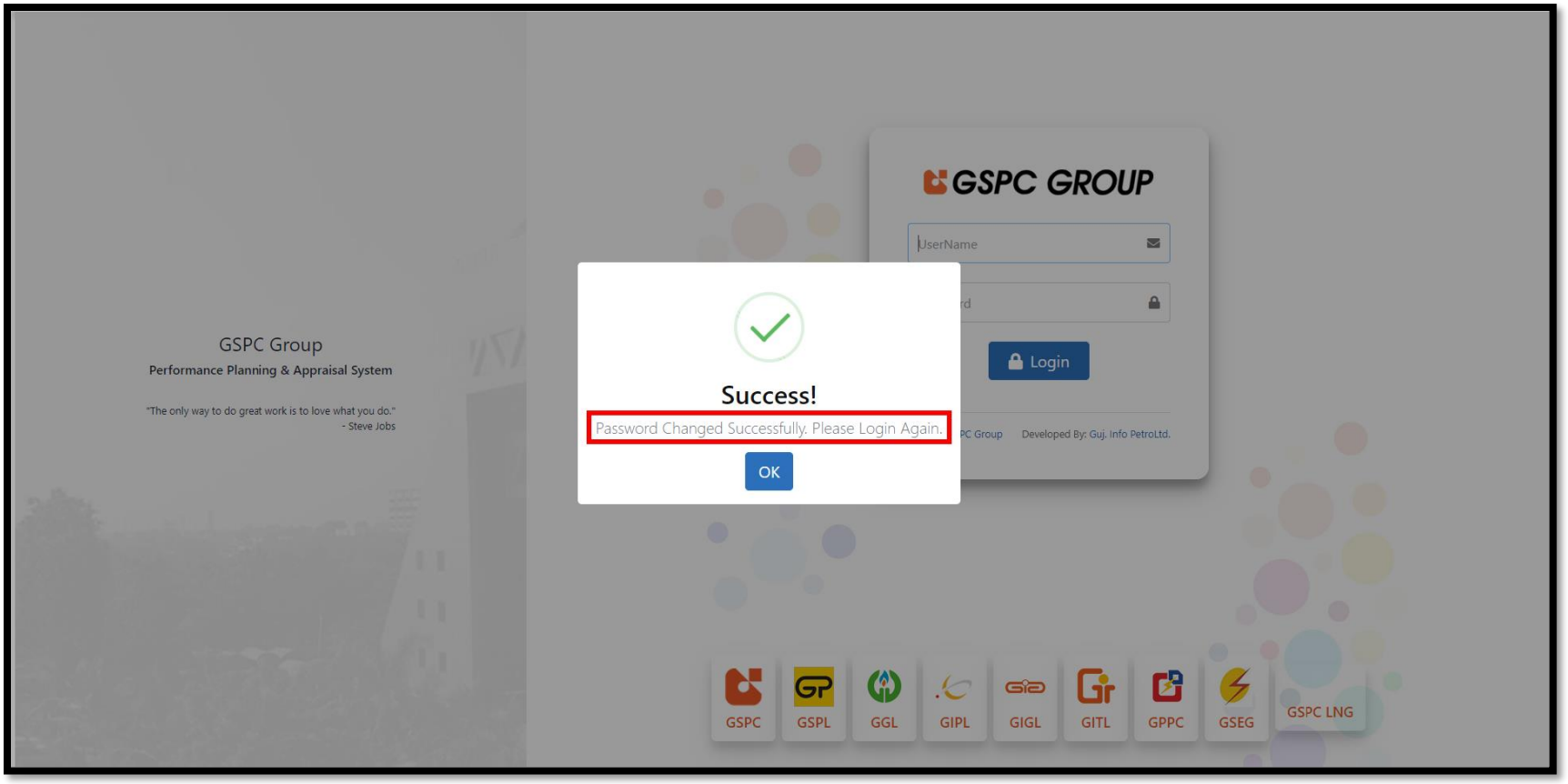
Employee User Manual – KPA Setting

- And Click on the Submit button for further operation.



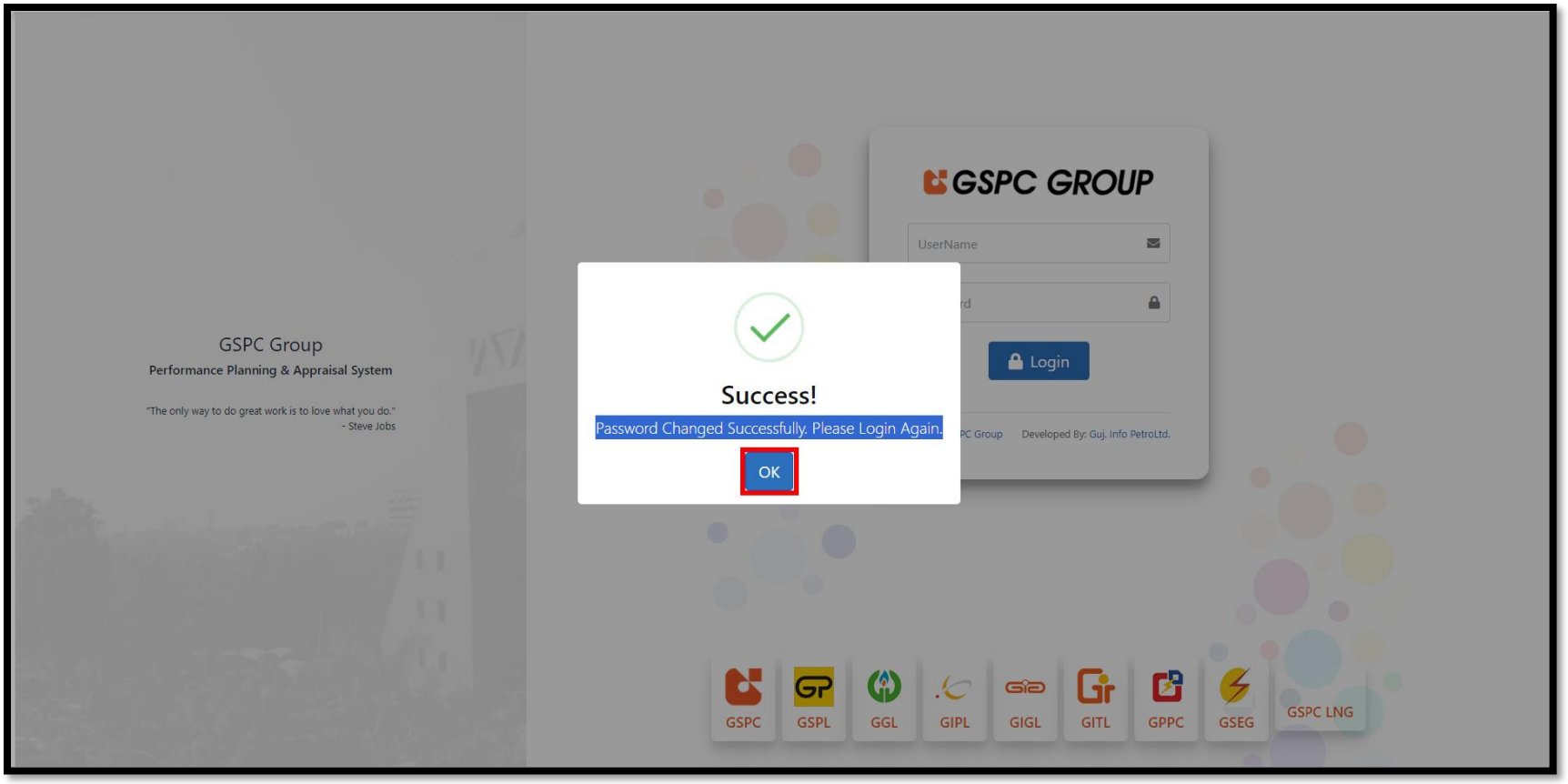
Employee User Manual – KPA Setting

- Now, Employee will get the Pop up with Success Message.



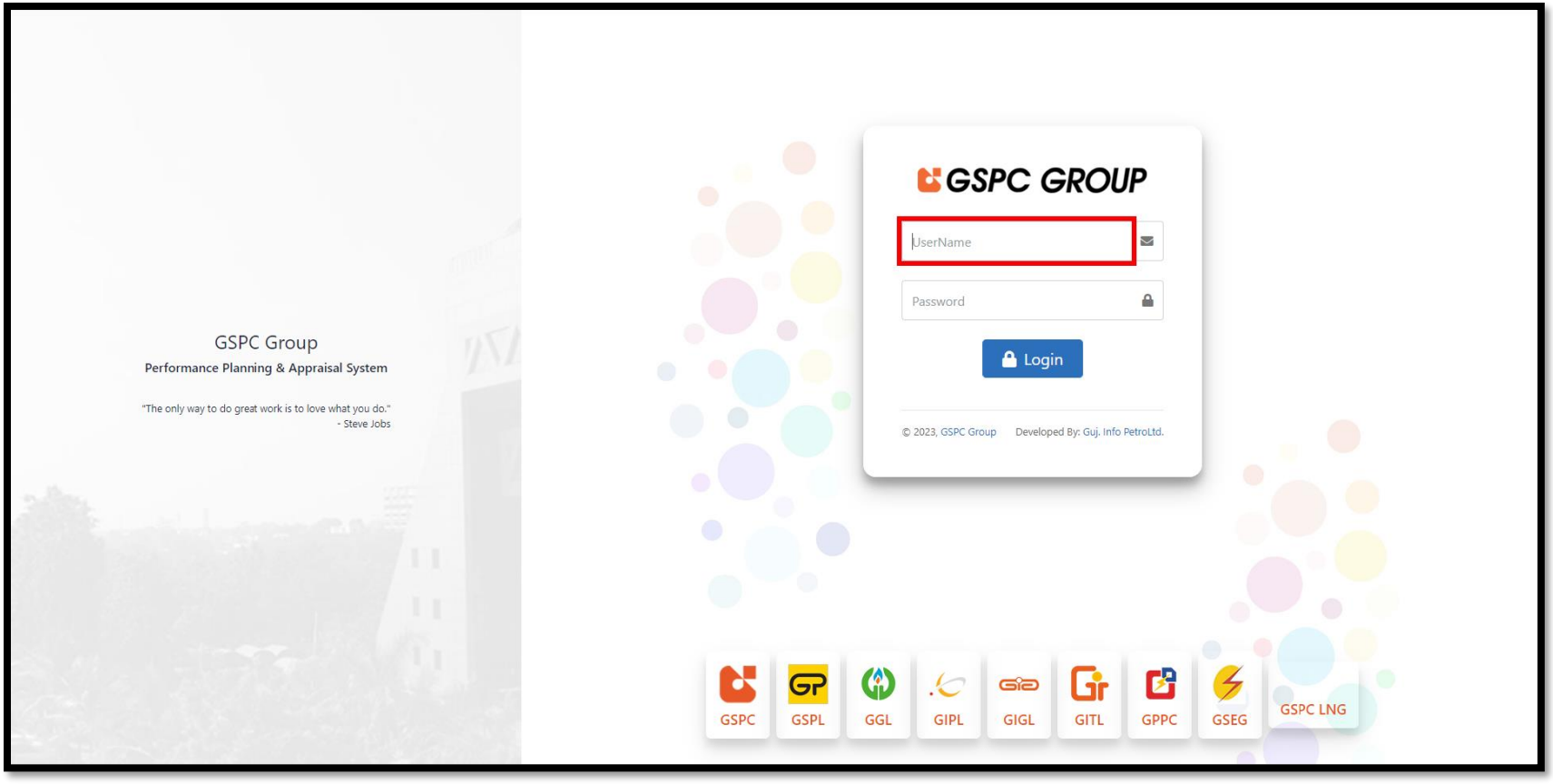
Employee User Manual – KPA Setting

- Click on OK Button.



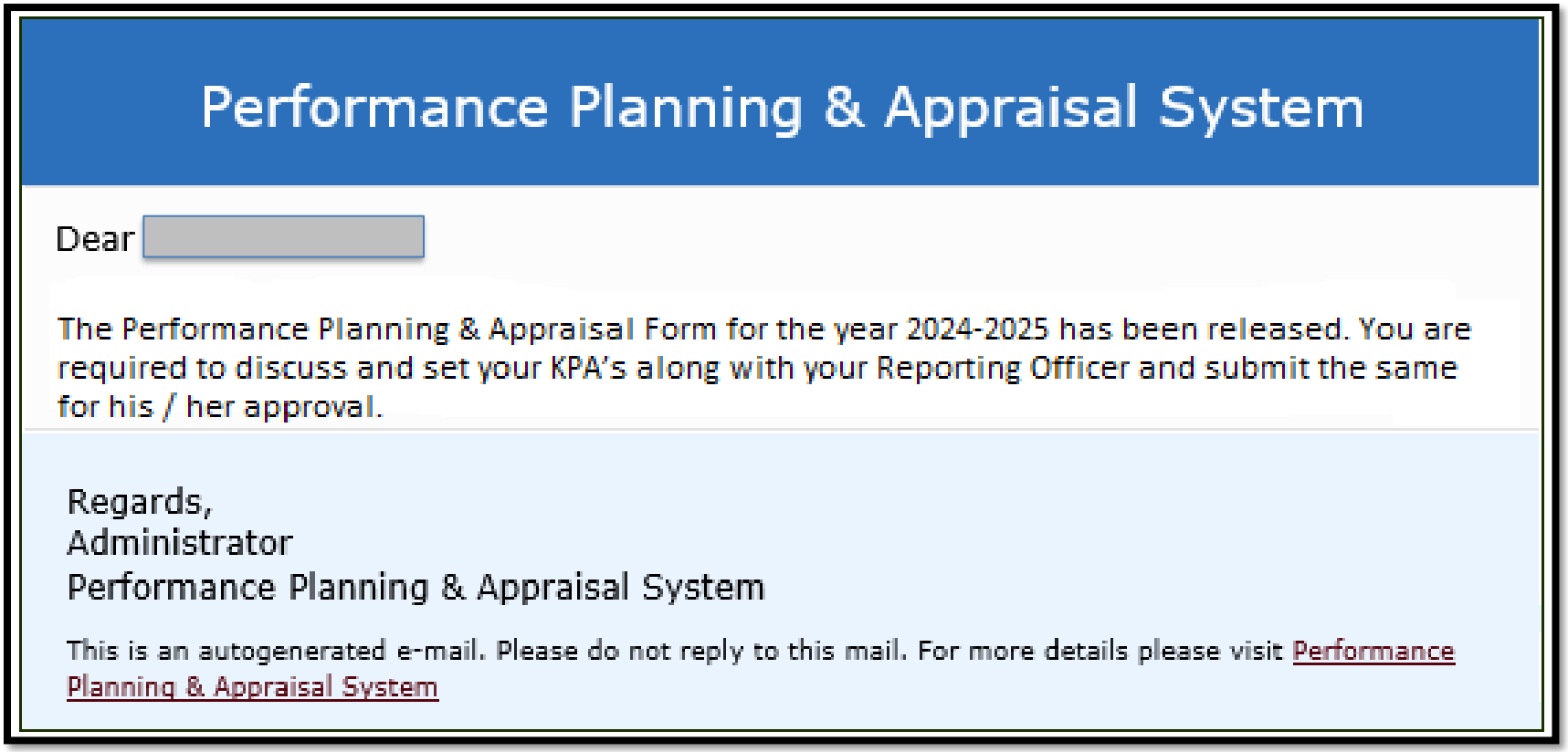
Employee User Manual – KPA Setting

- Now, the Employee enters a username and new password to access the portal and once again employee needs to enter newly received OTP for successful authentication.



Employee User Manual – KPA Setting

- Once the employee receives the following email, they can start the KPA filling process.



Performance Planning & Appraisal System

Dear [redacted]

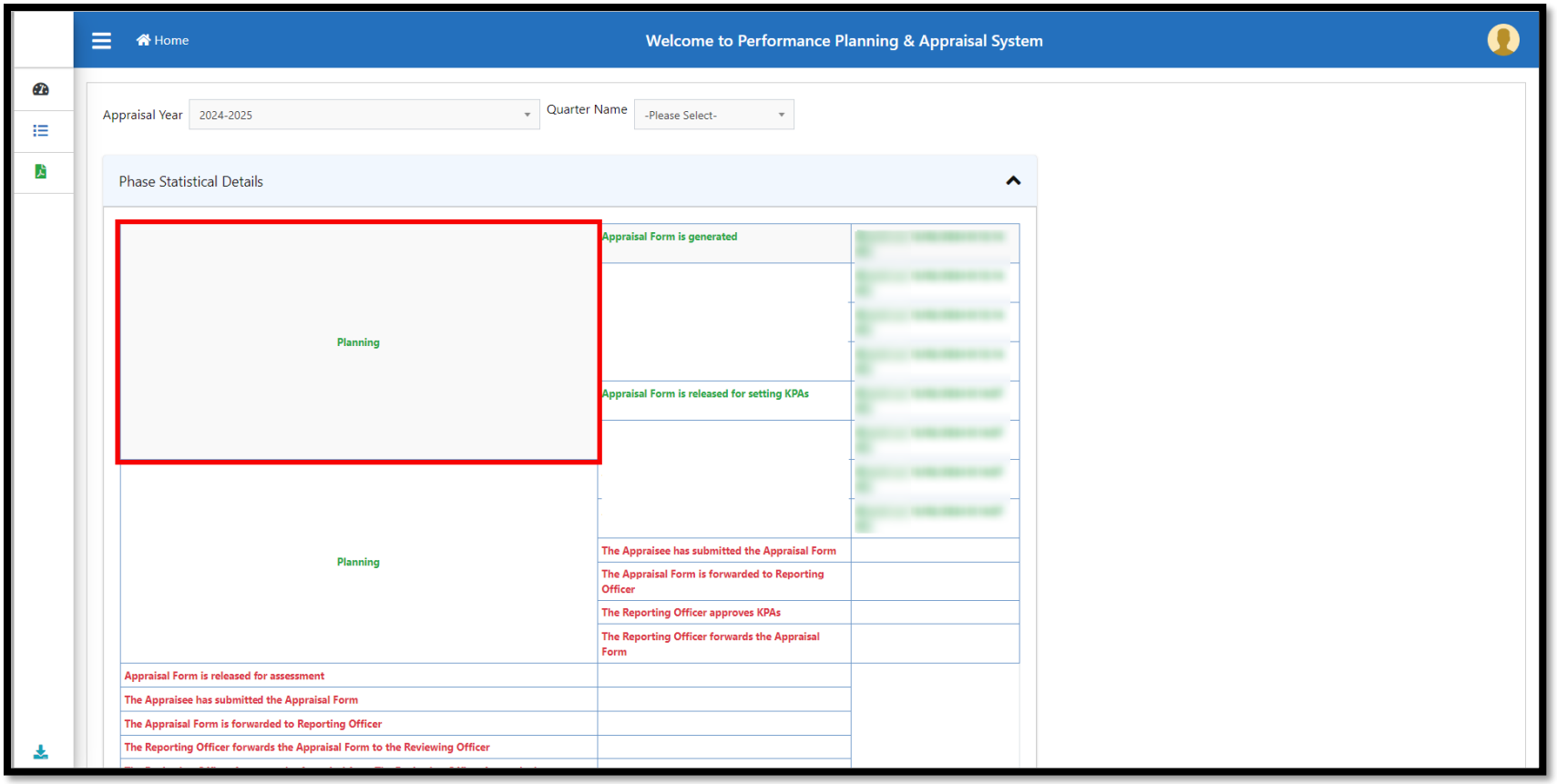
The Performance Planning & Appraisal Form for the year 2024-2025 has been released. You are required to discuss and set your KPA's along with your Reporting Officer and submit the same for his / her approval.

Regards,
Administrator
Performance Planning & Appraisal System

This is an autogenerated e-mail. Please do not reply to this mail. For more details please visit Performance Planning & Appraisal System

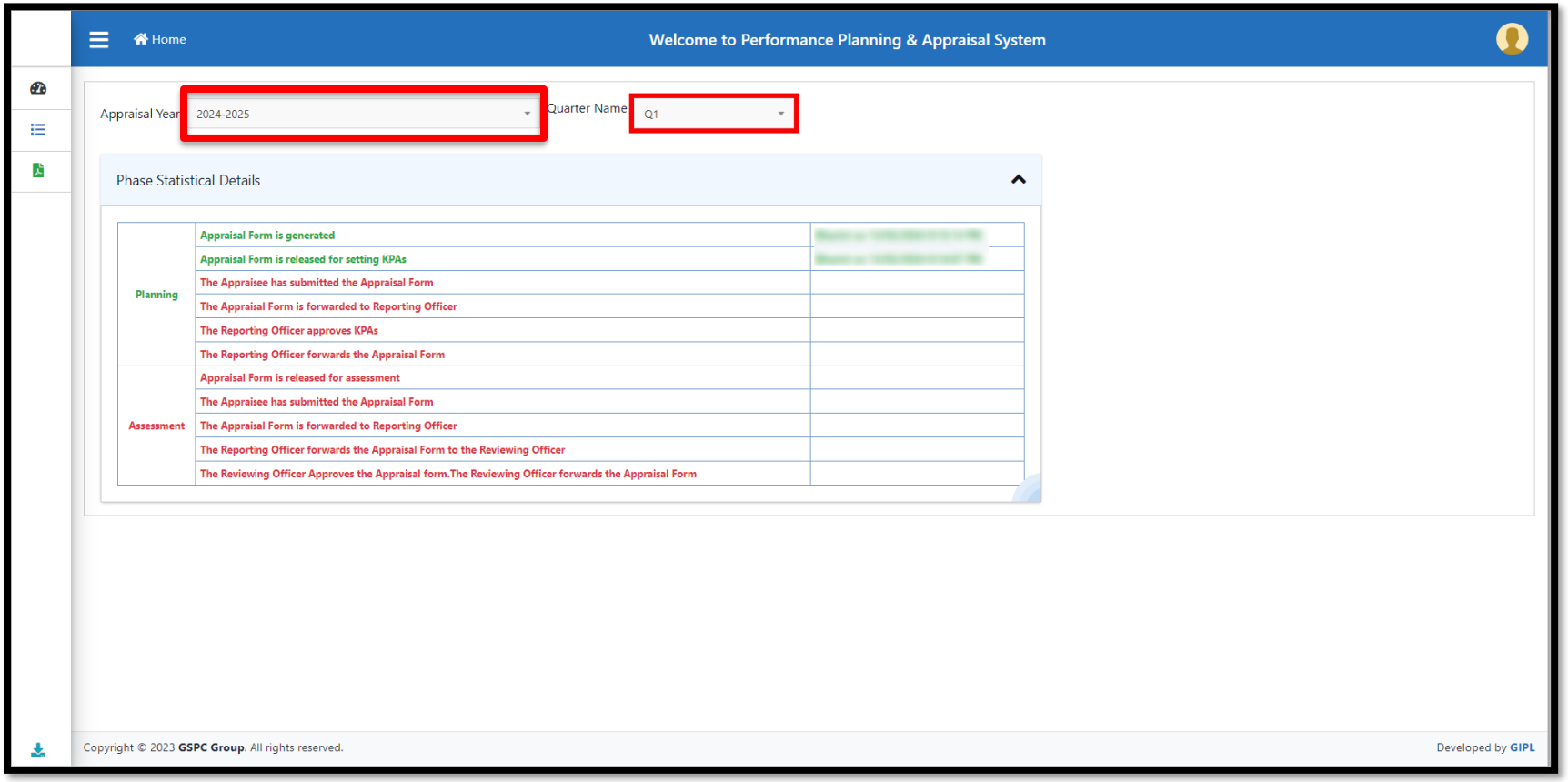
Employee User Manual – KPA Setting

- Employee view the Planning process, in which Green color indicates the completed process and Red color indicates pending items.



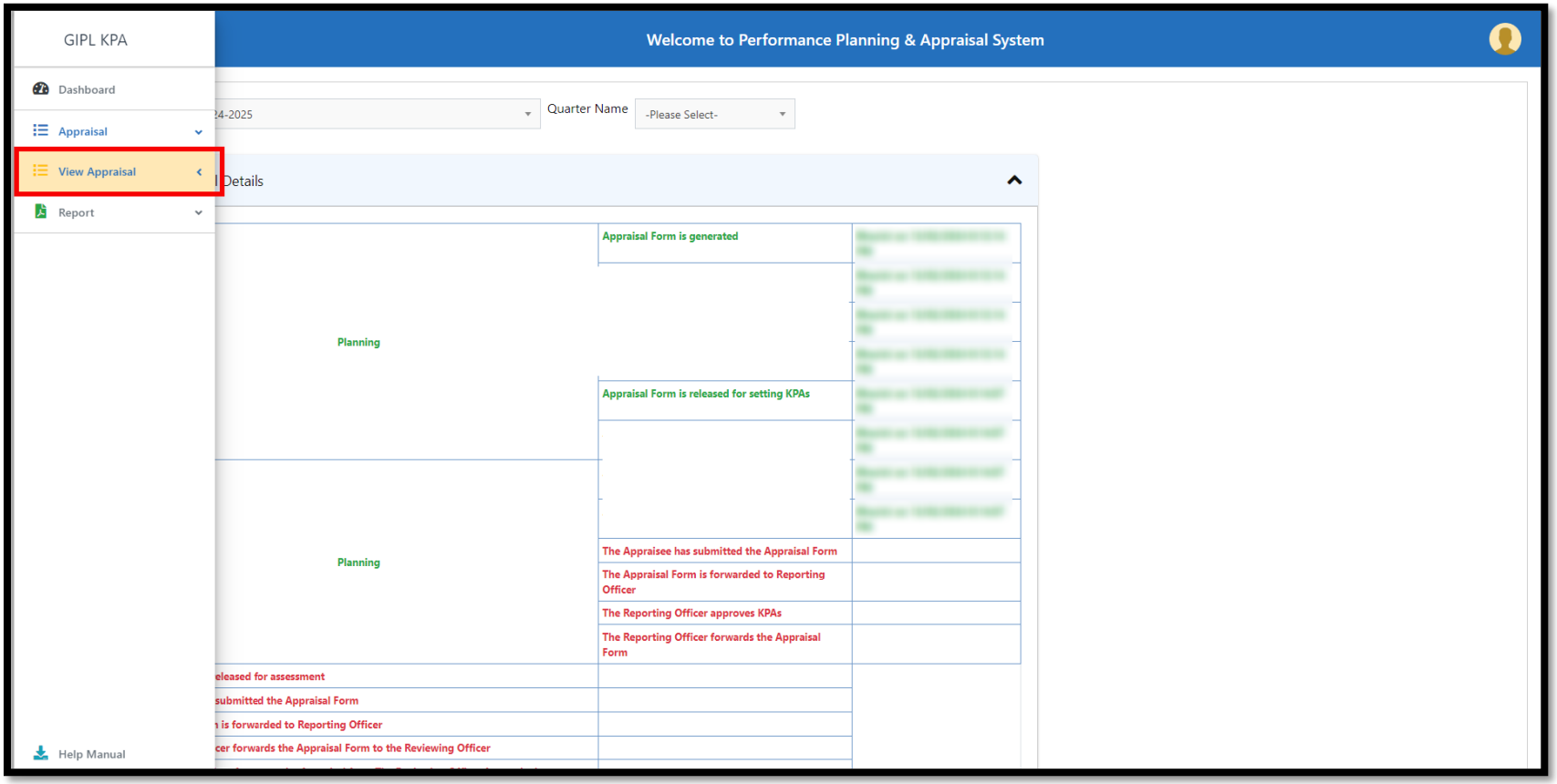
Employee User Manual – KPA Setting

- Additionally, Employees can also filter the data by Appraisal year and Quarter-wise.



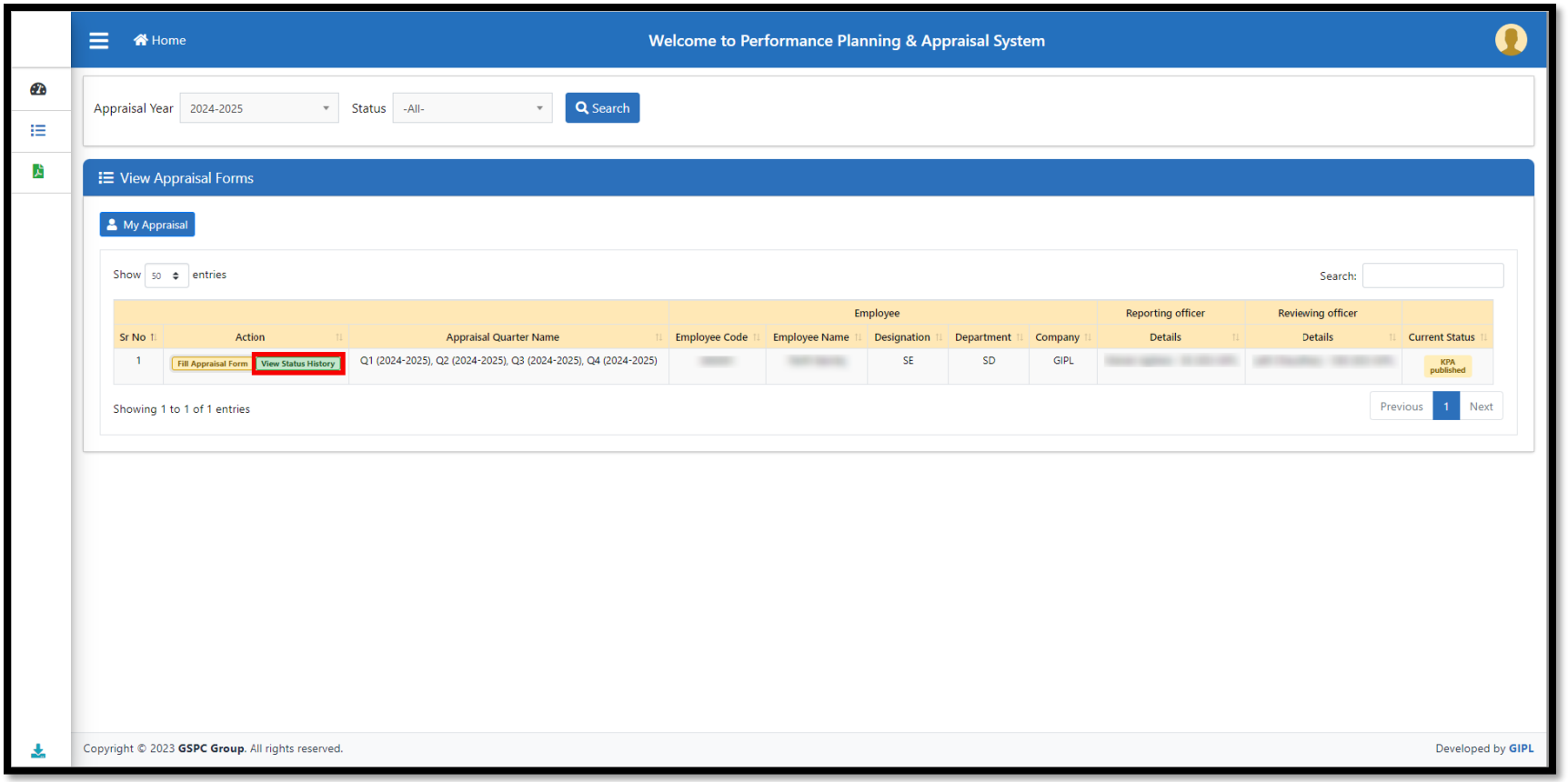
Employee User Manual – KPA Setting

- Now, Employee click on Menu Bar and view appraisal.



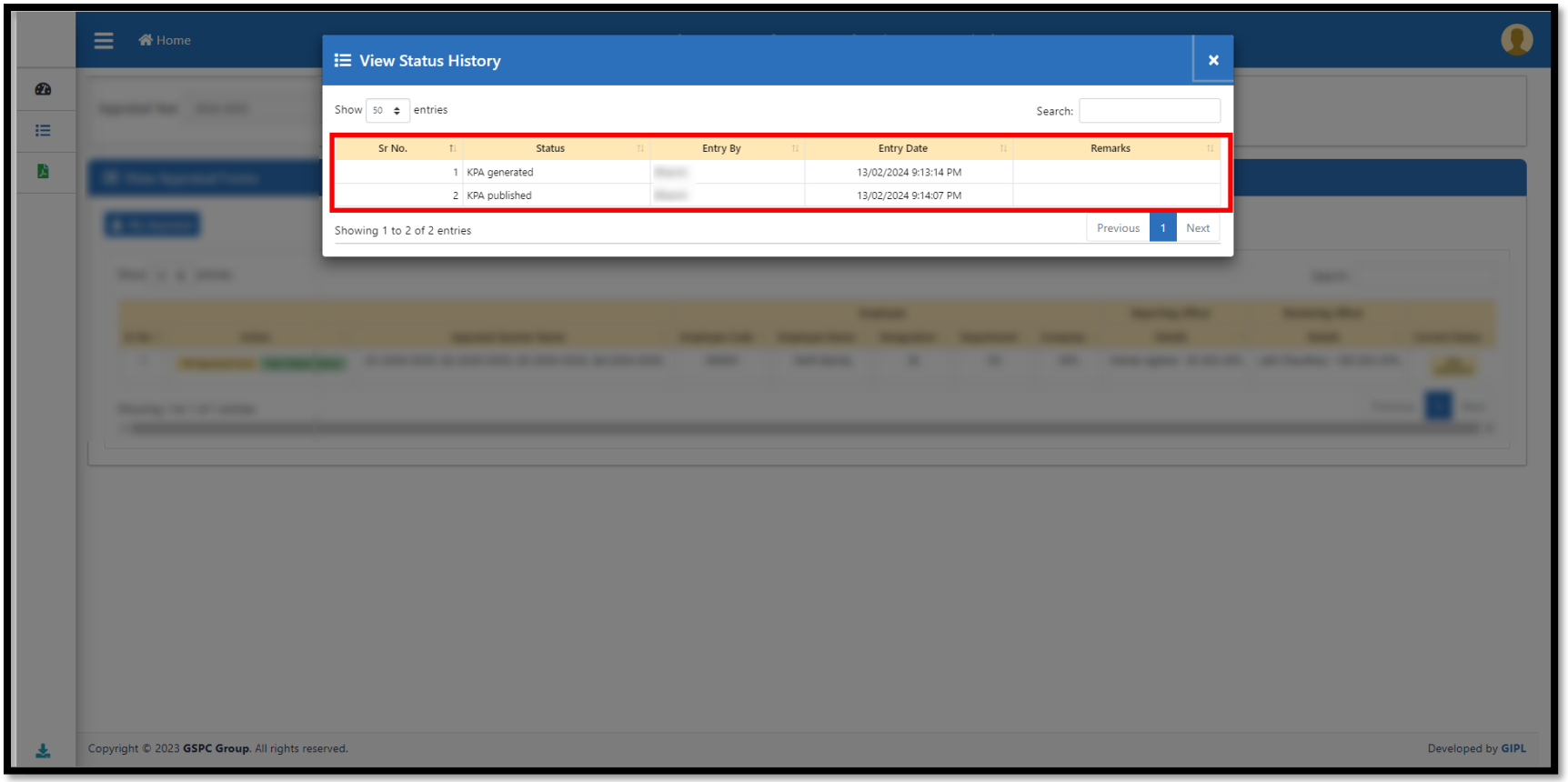
Employee User Manual – KPA Setting

- Here, Employee view the Appraisal details in terms of View Status History.



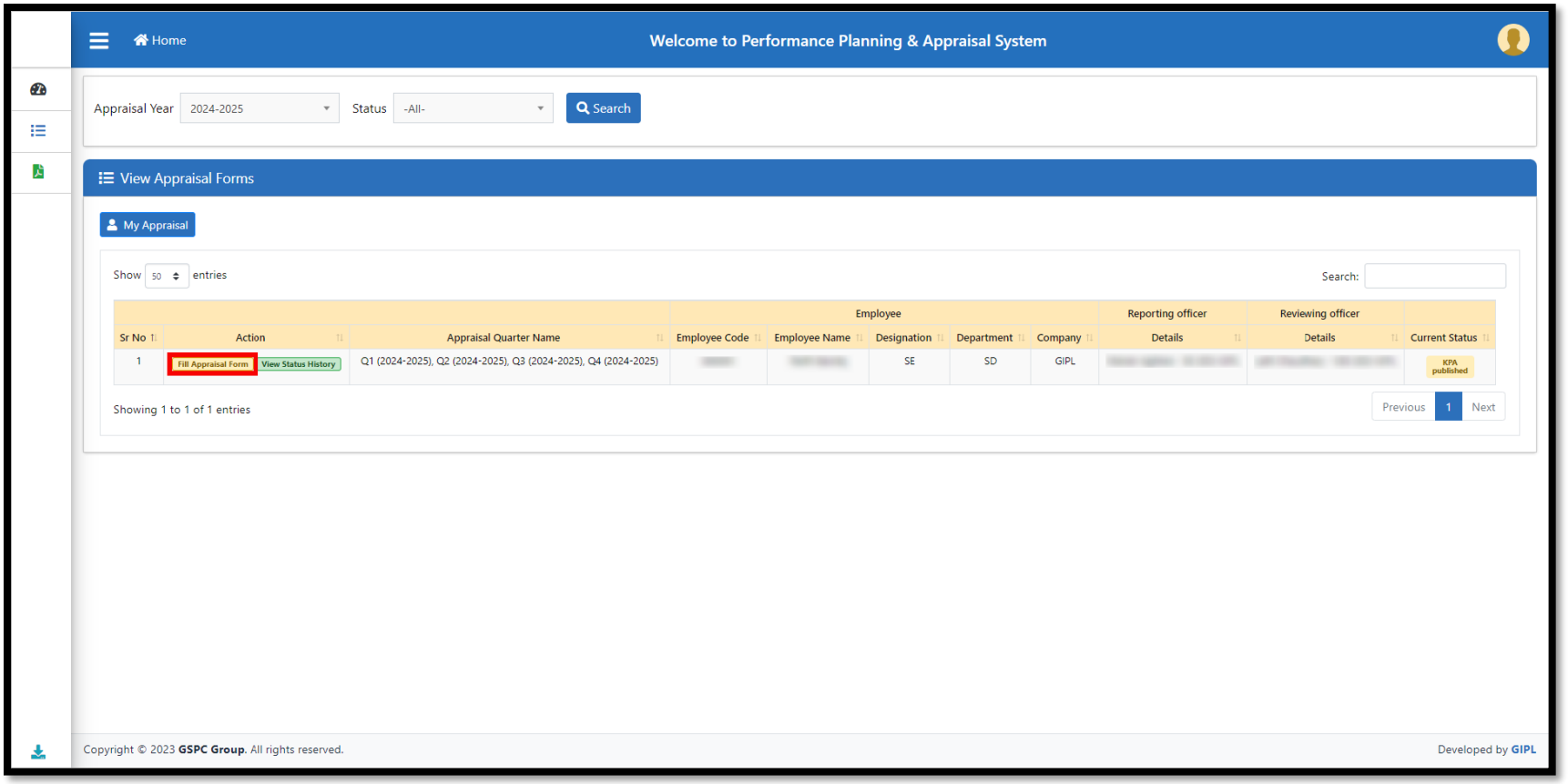
Employee User Manual – KPA Setting

- In Pop up, Employee view the Status, Entry By, Entry Date and Further remarks.



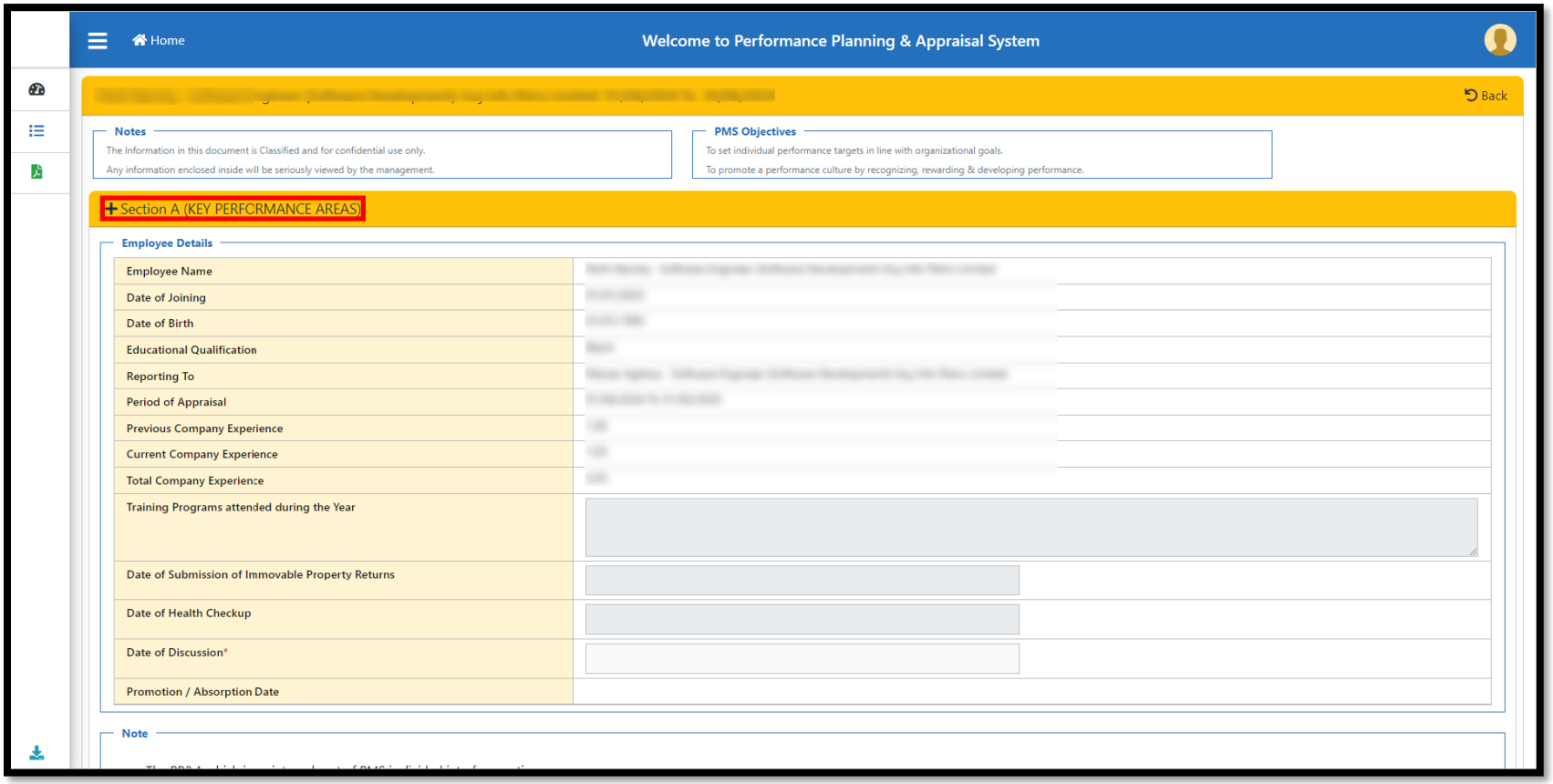
Employee User Manual – KPA Setting

- For Filling the Appraisal Form, Employee needs to click on Fill Appraisal Form button.



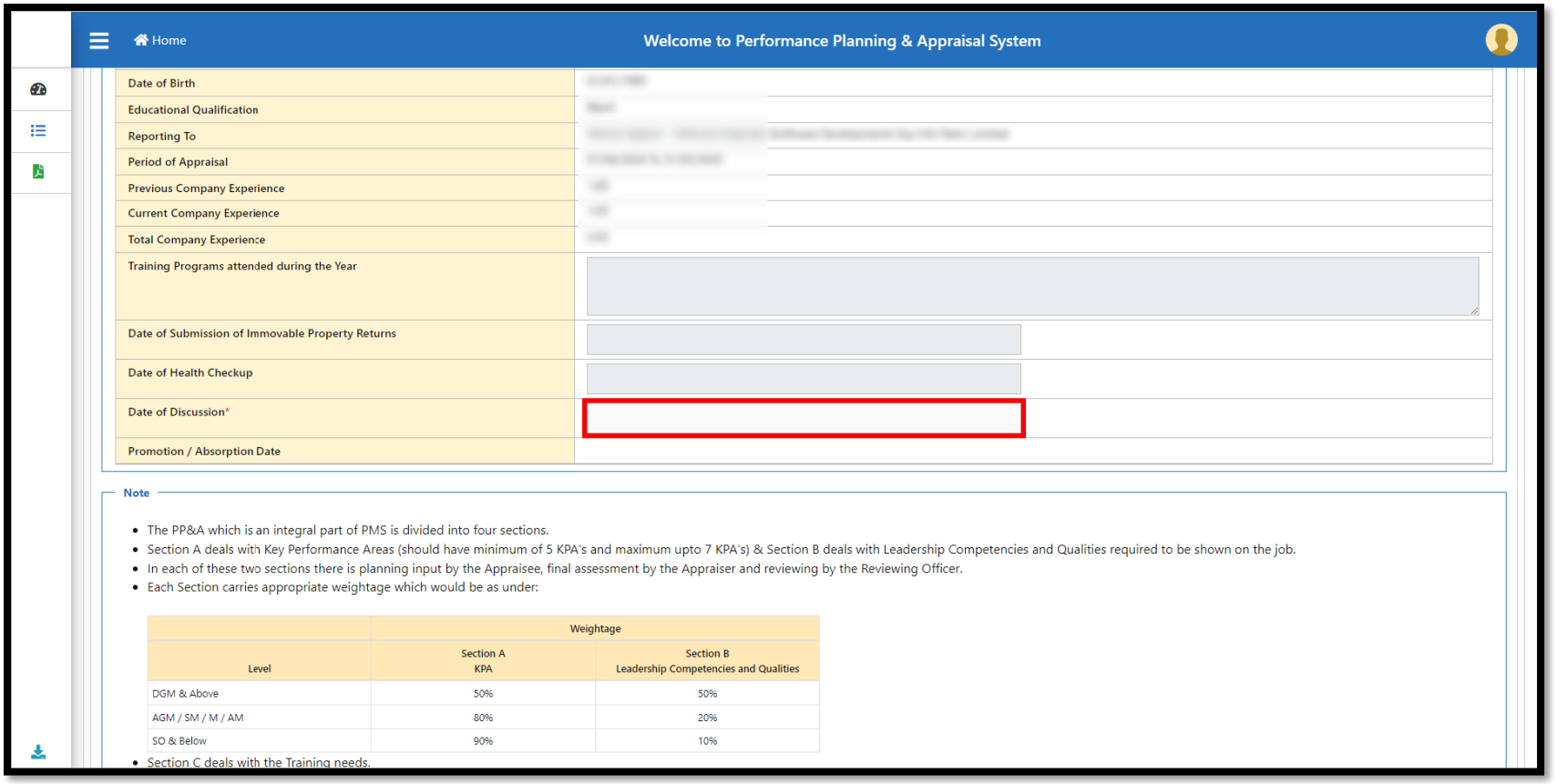
Employee User Manual – KPA Setting

- Here, Employee view the all predefined Employee details in Key performance areas.



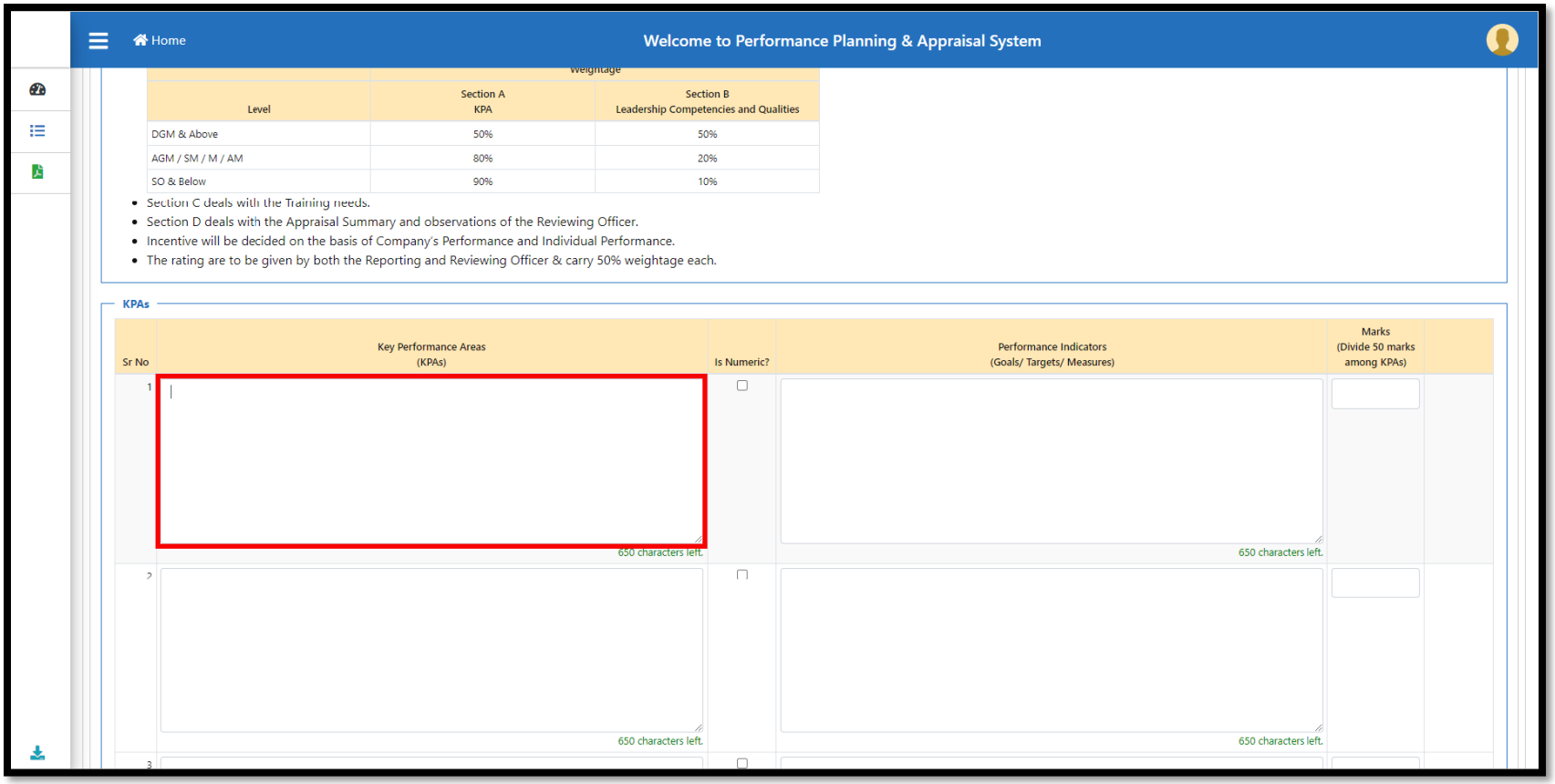
Employee User Manual – KPA Setting

- Furthermore, Employee needs to select Date to Discuss with Reporting officer.



Employee User Manual – KPA Setting

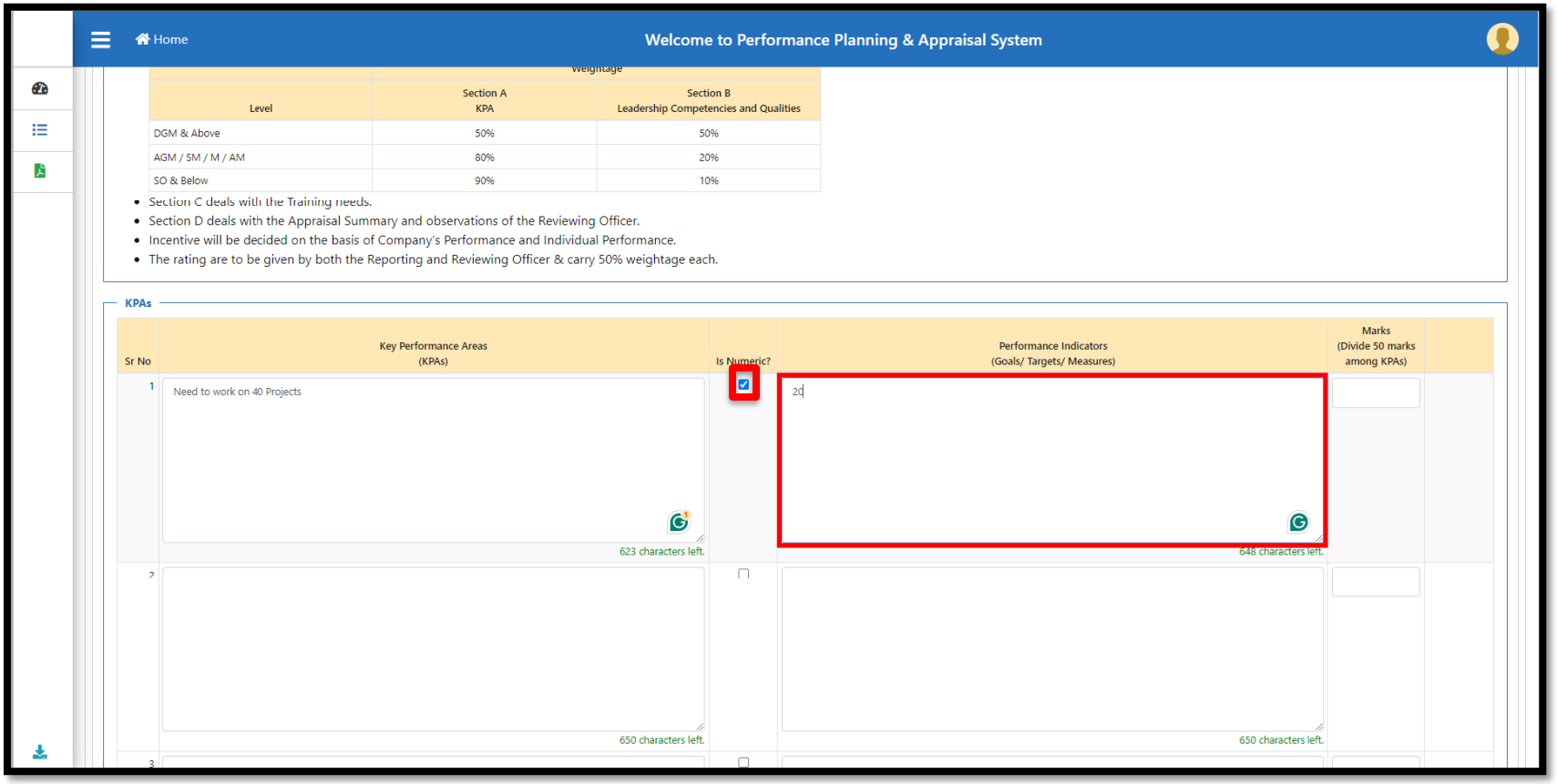
- Now, Employee needs to enter Key Performance Areas that are being discussed with Reporting Officer (RO).



Employee User Manual – KPA Setting

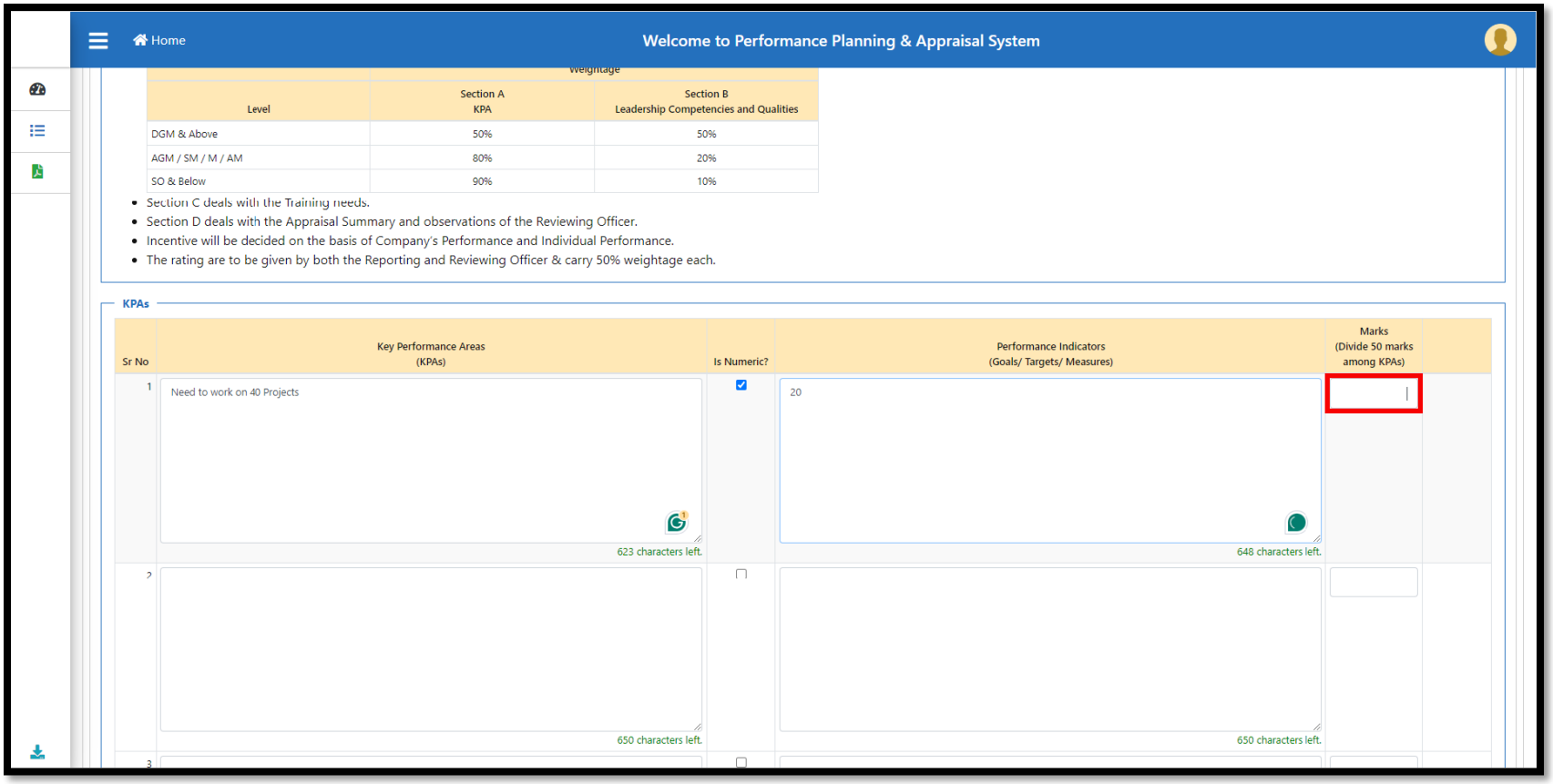
- Next Step, employee needs to add Performance indicators in terms of Goals, Targets and Measures.

- If employee wants to add Performance indicators in Numbers only, then needs to select **"Is Numeric"** field checkbox.
  E.g. To achieve 100 connections for the year, employee needs to Select (Is Numeric) checkbox.



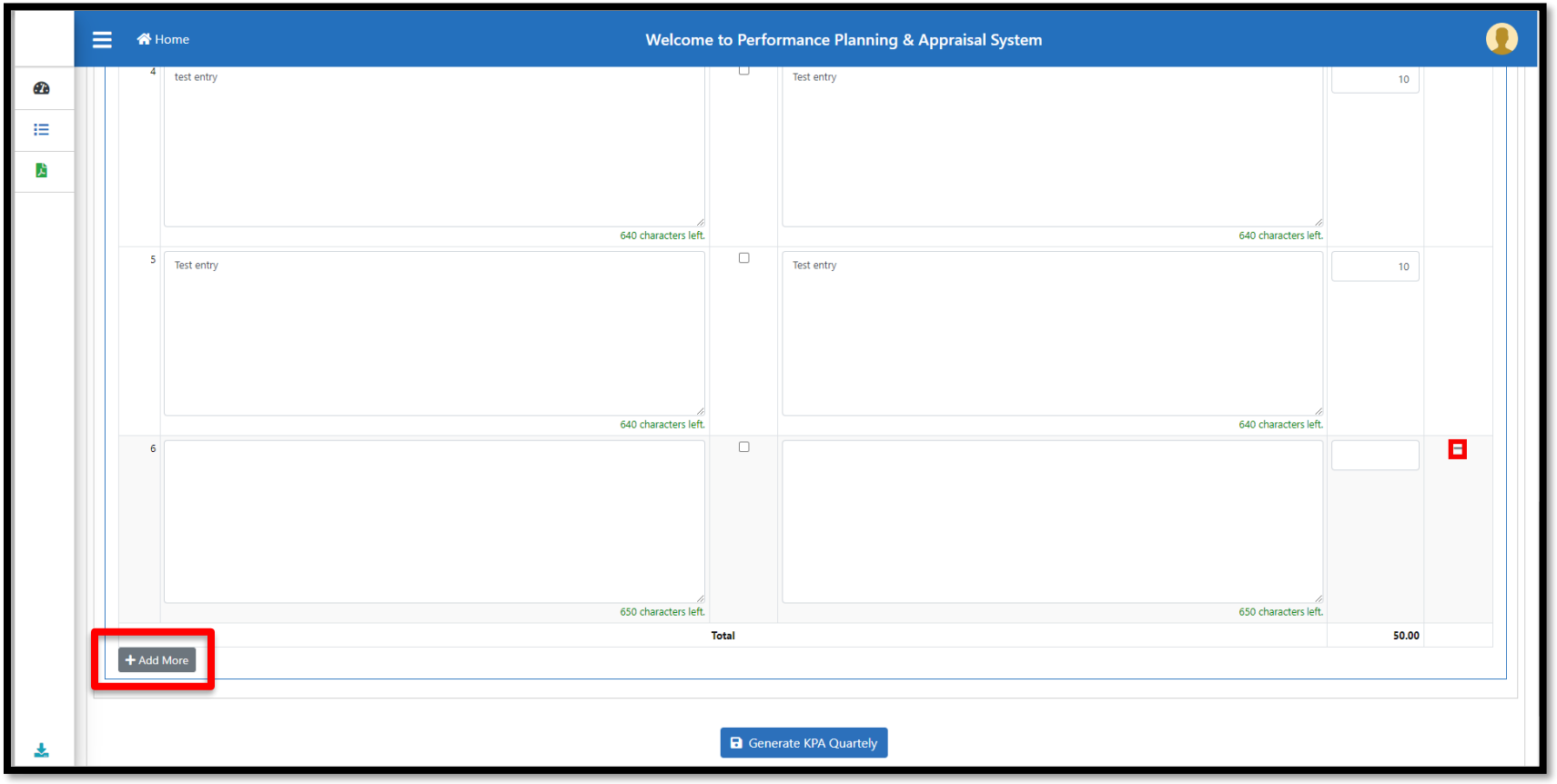
Employee User Manual – KPA Setting

- Now, Employee needs to enter Marks that should be divide among total KPAs.
- The total Marks should not more or less then 50. That means employee needs to divide 50 Marks among set KPAs.



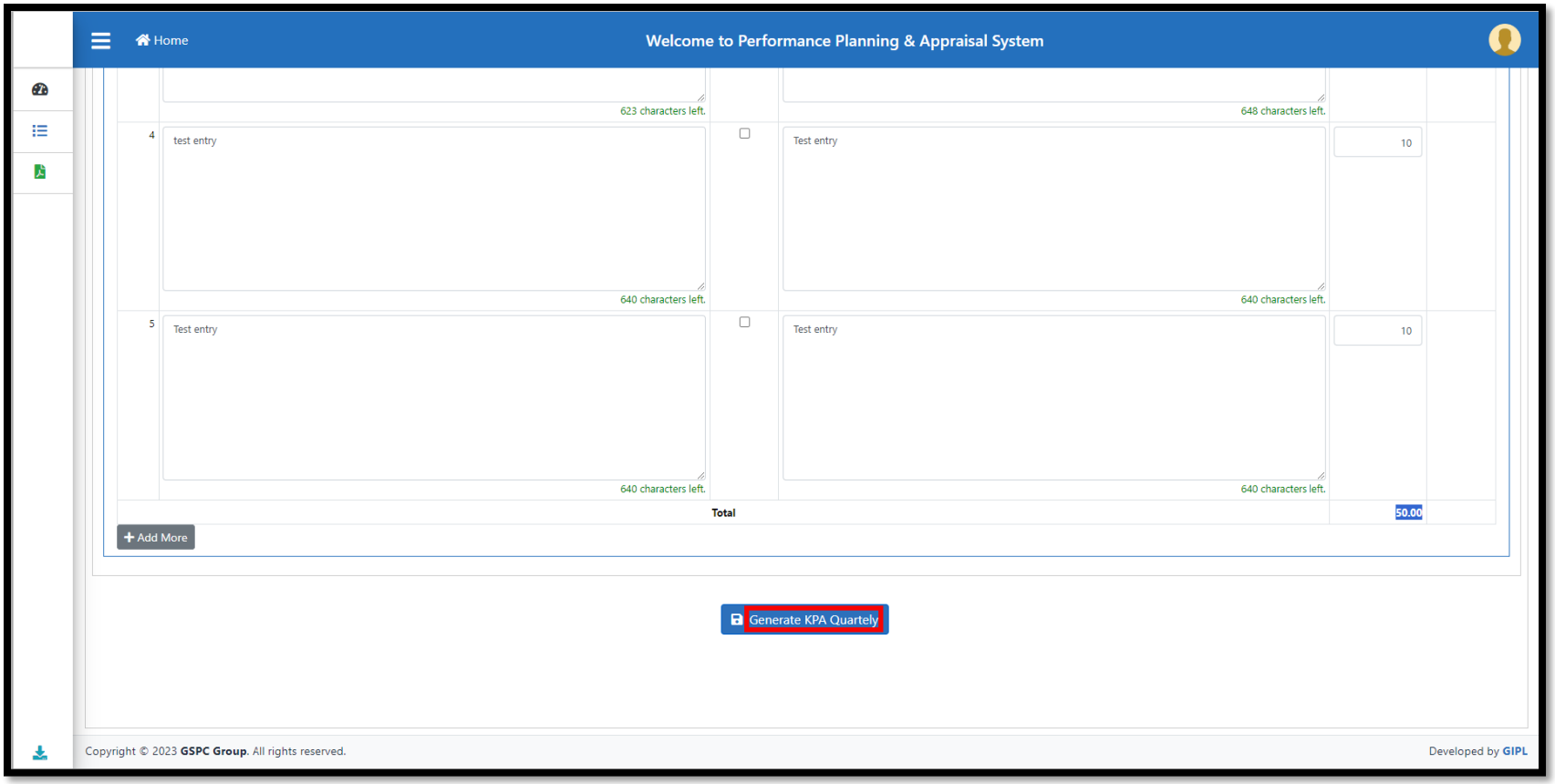
Employee User Manual – KPA Setting

- As per Functionality, Employee needs to enter Minimum 5 KPAs or Maximum 7 KPAs. For performing this action, employee will be able to Add and Remove KPAs with help of **Add More button and minus signs**.



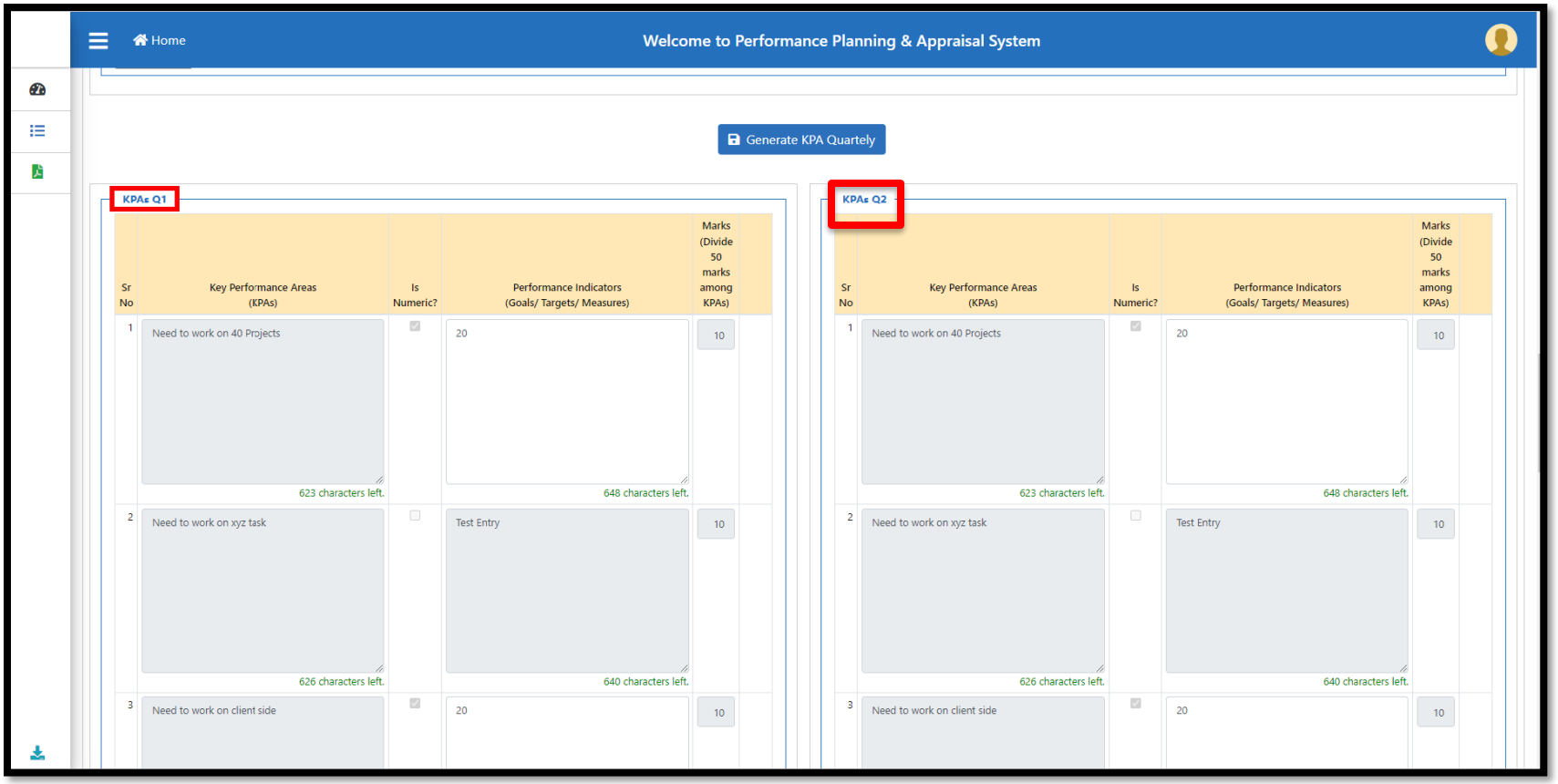
Employee User Manual – KPA Setting

- After filling up the all the details click on **Generate KPA Quarterly button.**



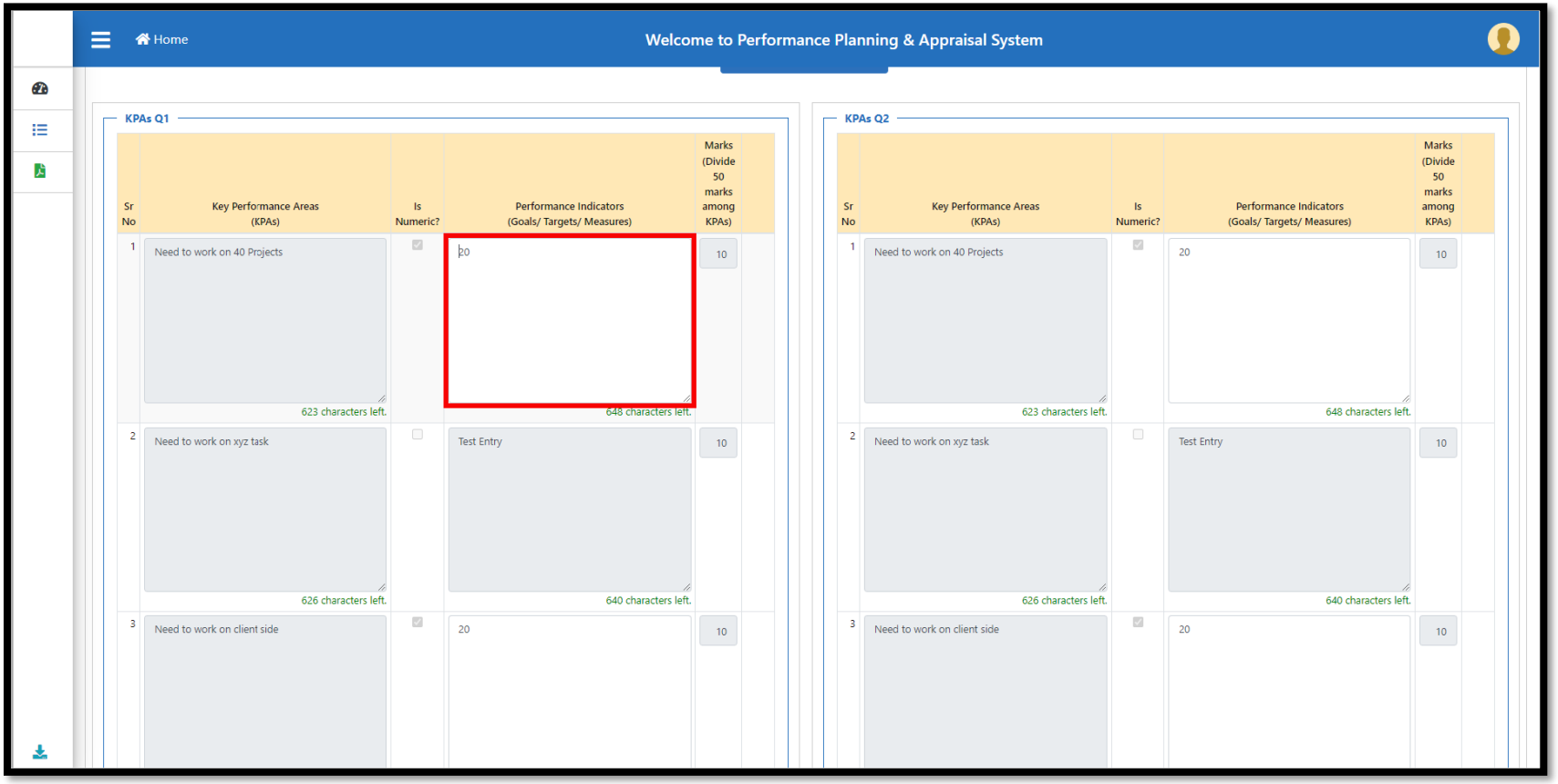
Employee User Manual – KPA Setting

- Now, Employee will be able to view the KPAs into the Available Quarters.



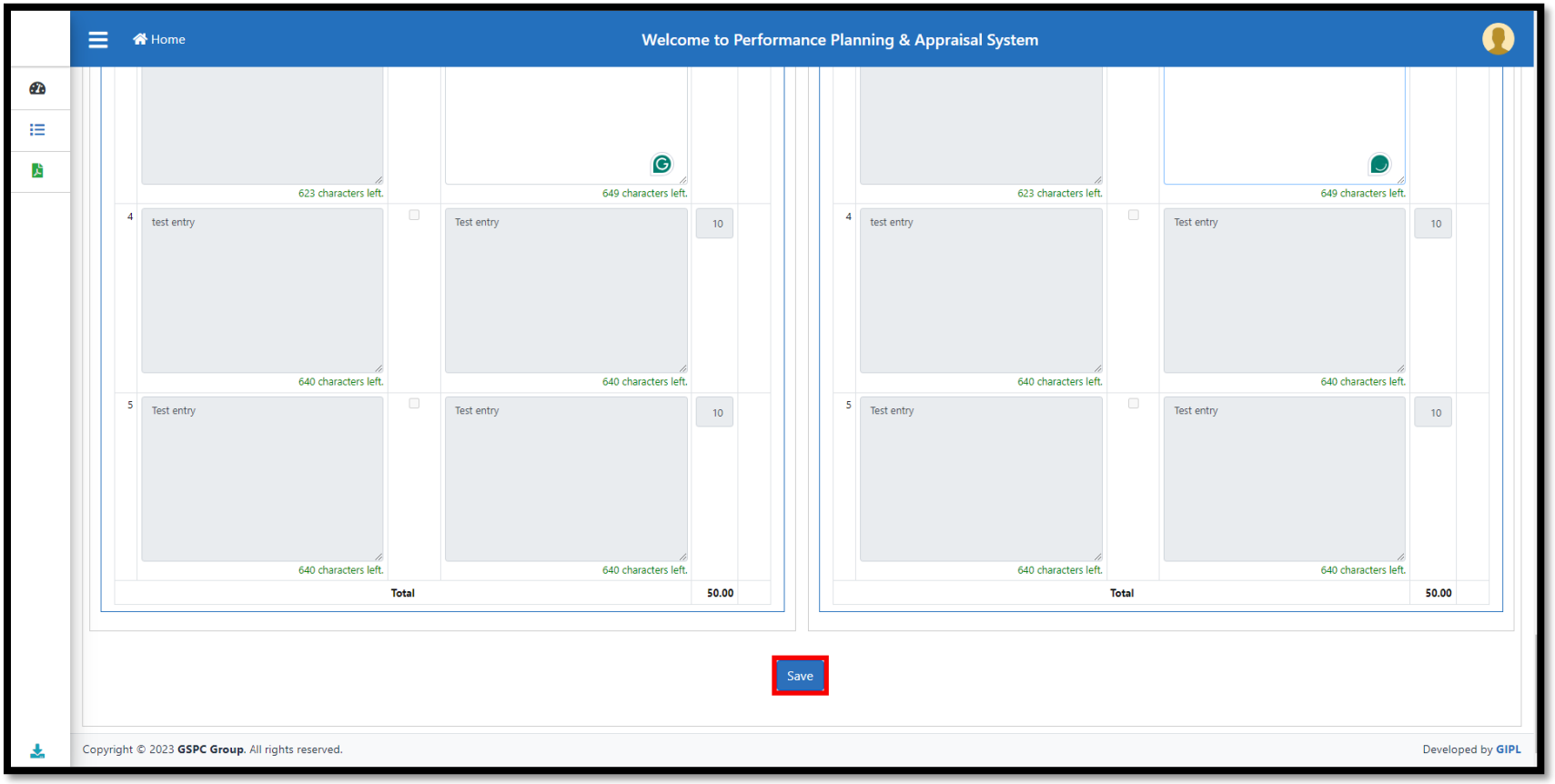
Employee User Manual – KPA Setting

- Now, as per the process, employee is required to allocate numeric performance indicators into the available quarters. In the case of Four Quarters, Indicators can be divided into Four Quarters. E.g., 100 connections during the year can be as Q1: 30, Q2: 30, Q3: 20 and Q4:20 connections.



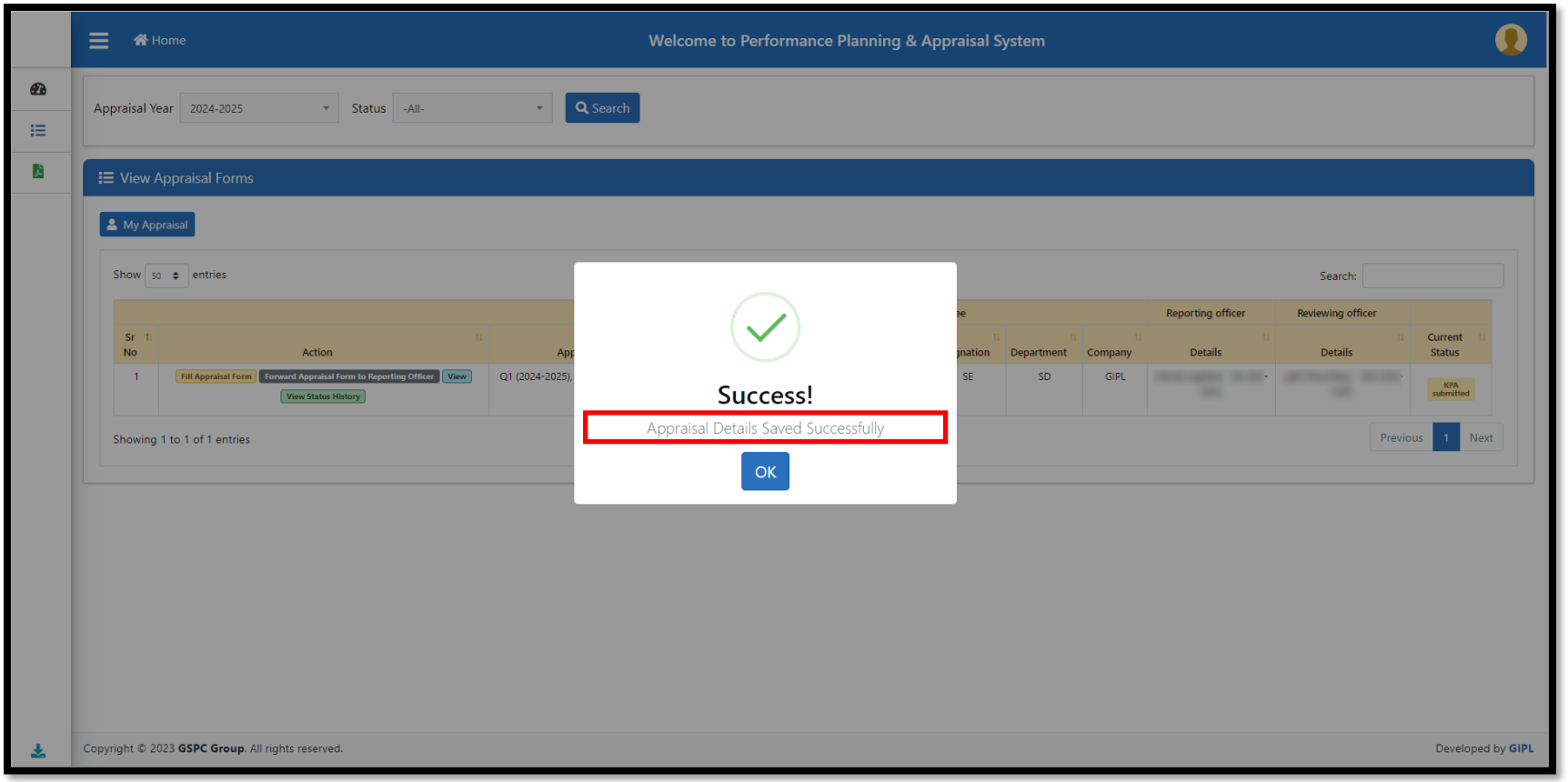
Employee User Manual – KPA Setting

- Then after, click on save button for submitting final KPA



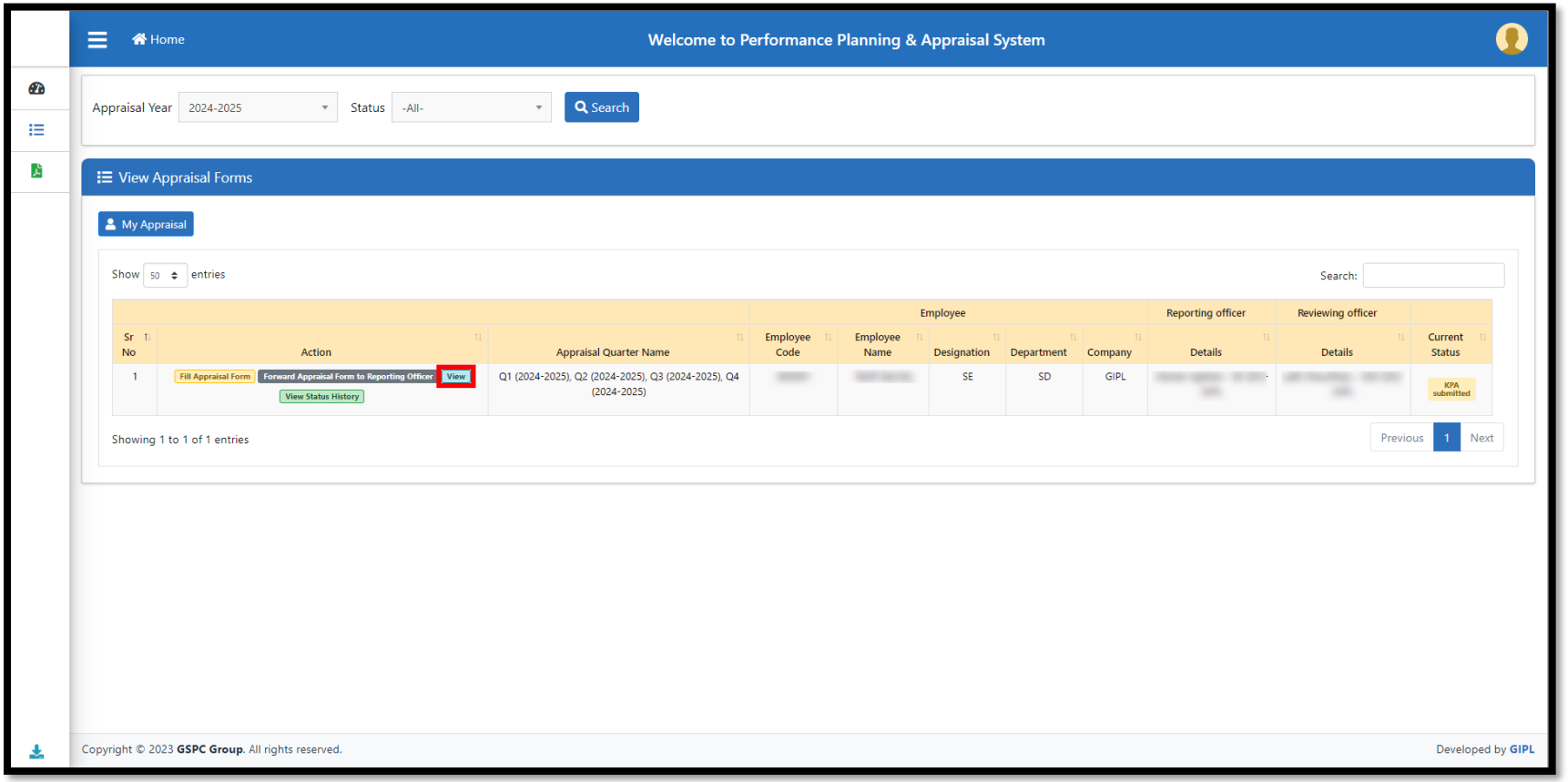
Employee User Manual – KPA Setting

- Success message shall be prompted



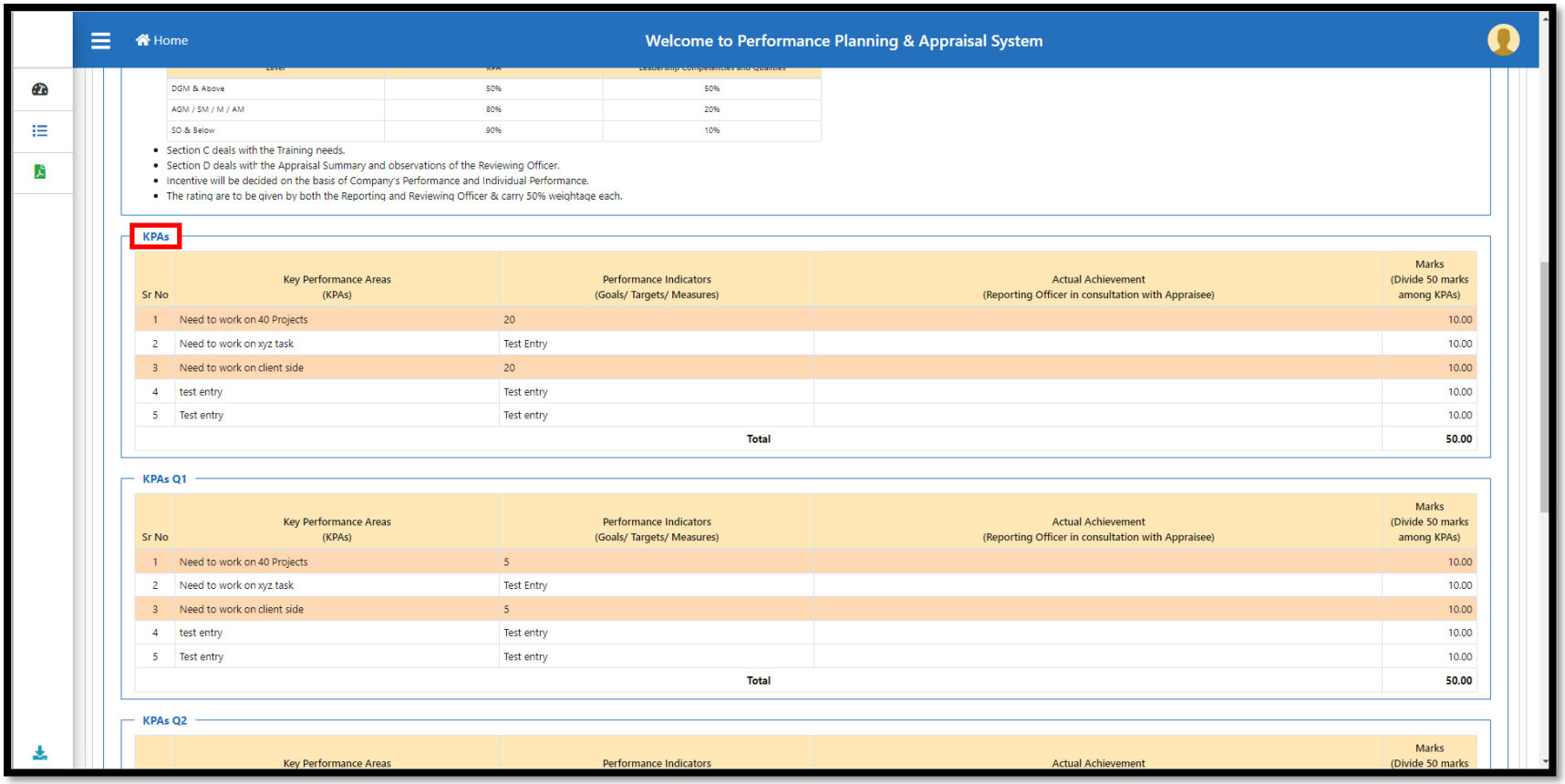
Employee User Manual – KPA Setting

- After Submitting the appraisal form, employee can review the form by clicking on view button.



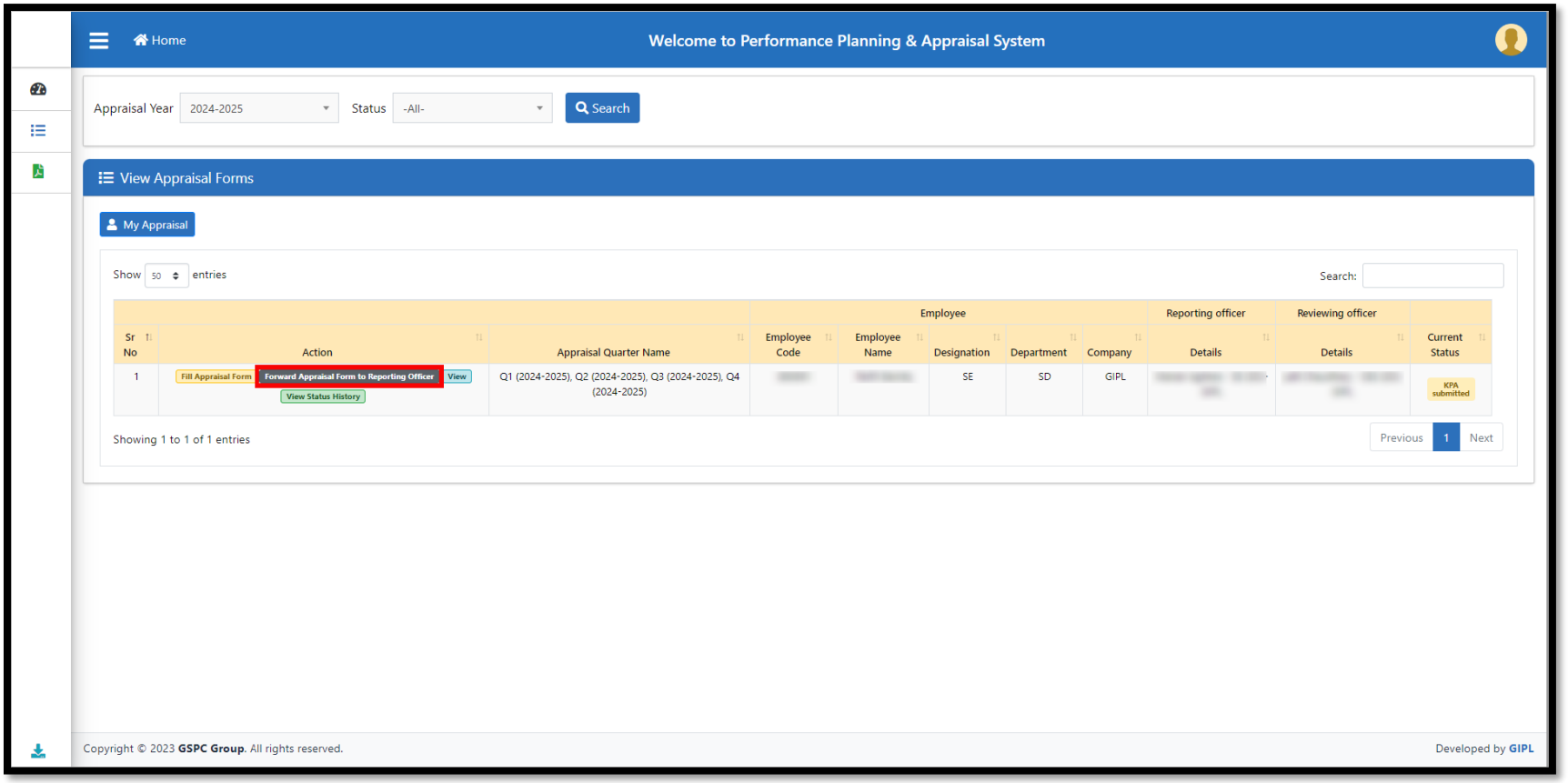
Employee User Manual – KPA Setting

- Now, Employee will be able to view filled in KPAs Quarters wise and Is numeric targets are highlighted with different color.



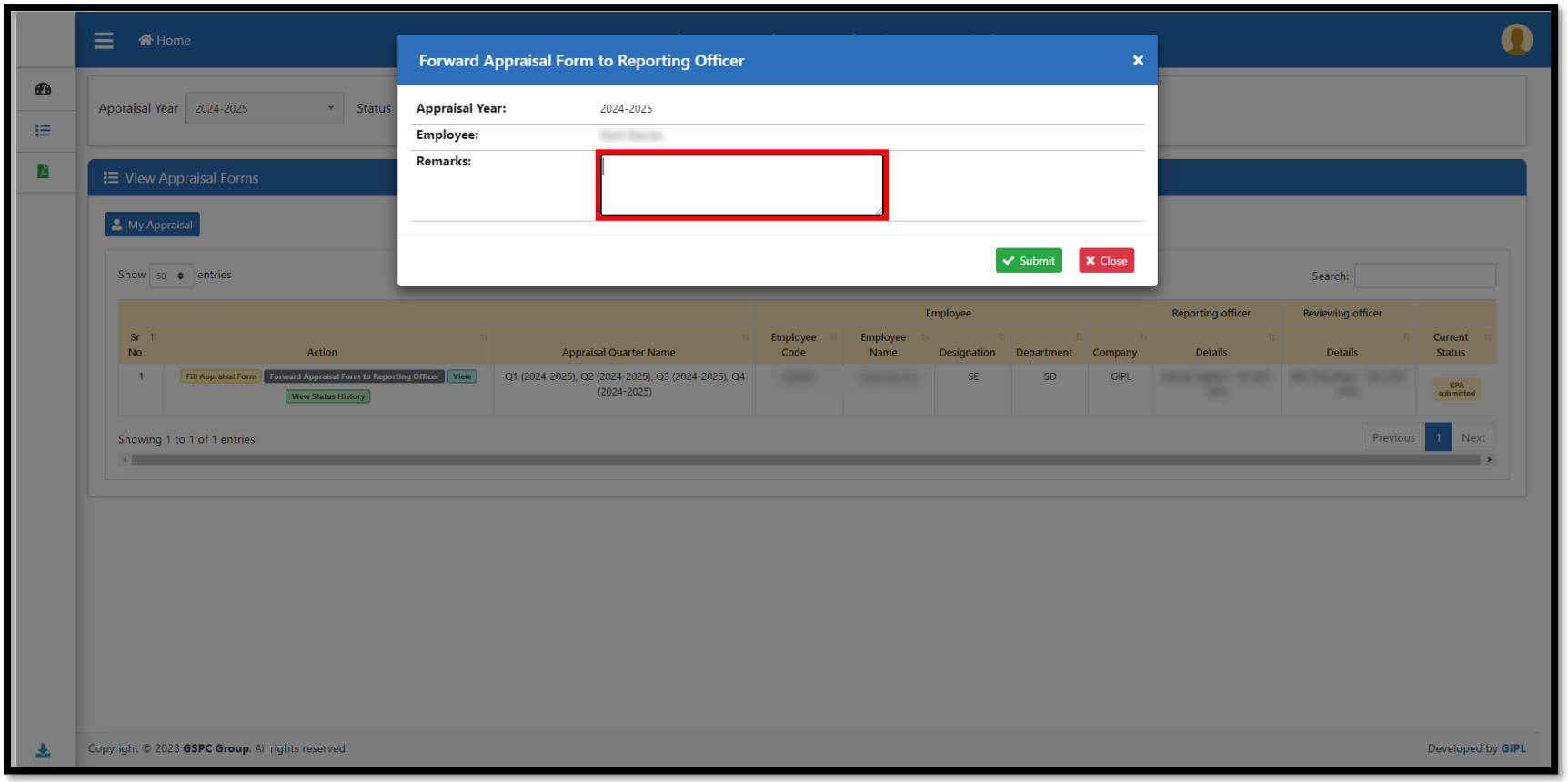
Employee User Manual – KPA Setting

- Forward appraisal form to Reporting Officer.



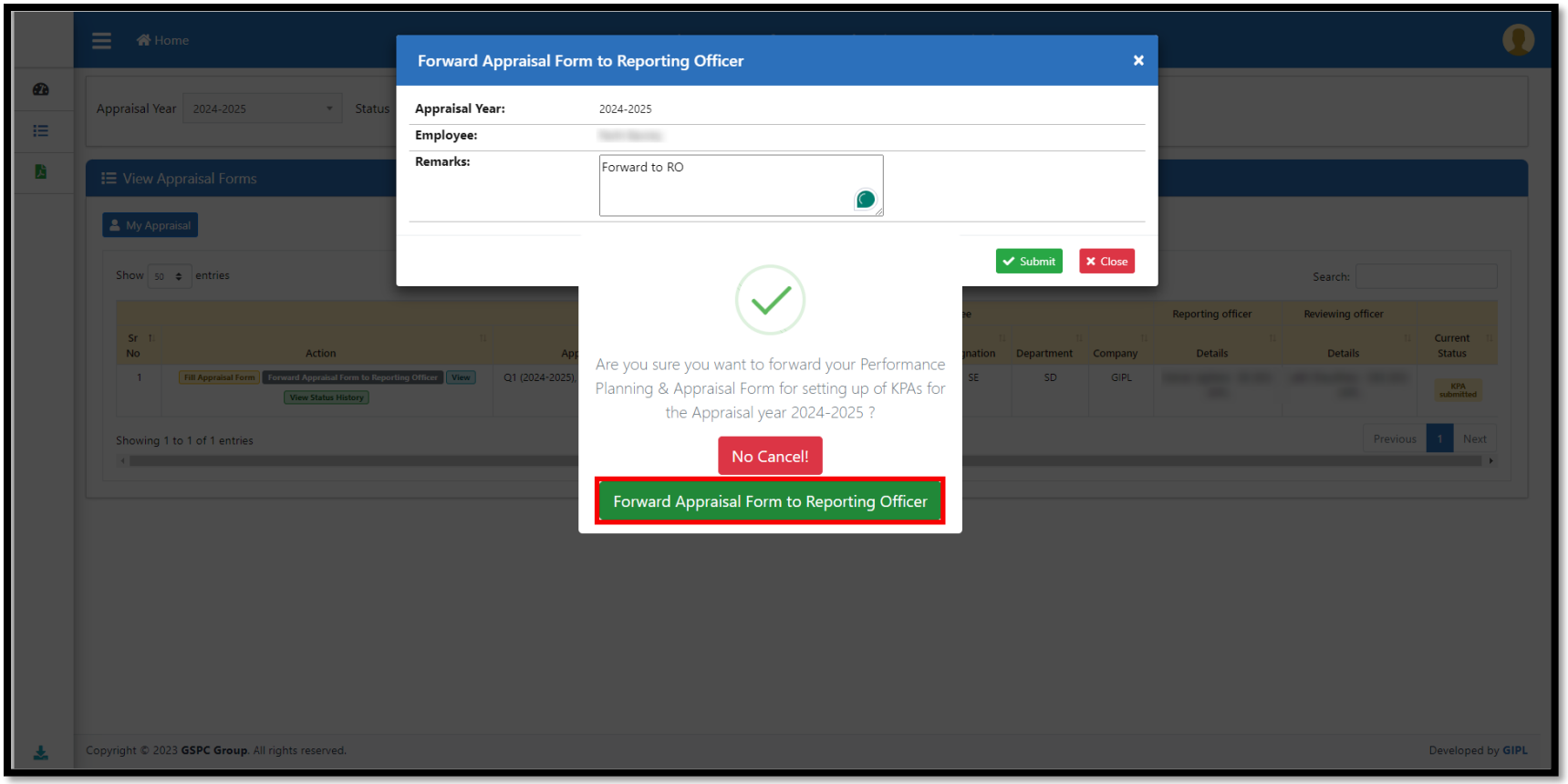
Employee User Manual – KPA Setting

- Add remarks.



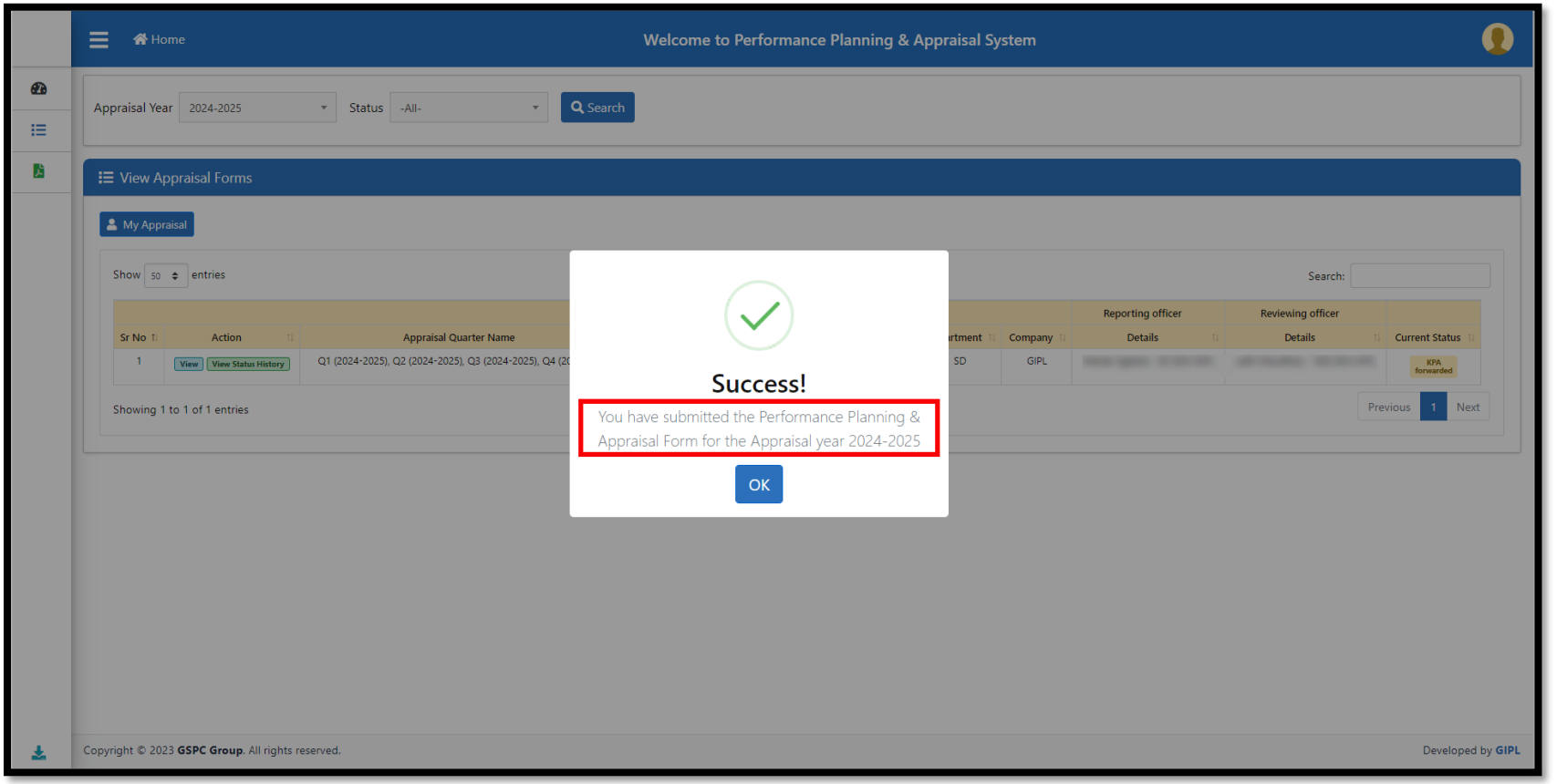
Employee User Manual – KPA Setting

- After entering remarks, employee needs to click on **submit** button and then click on **forward appraisal form to Reporting Officer**



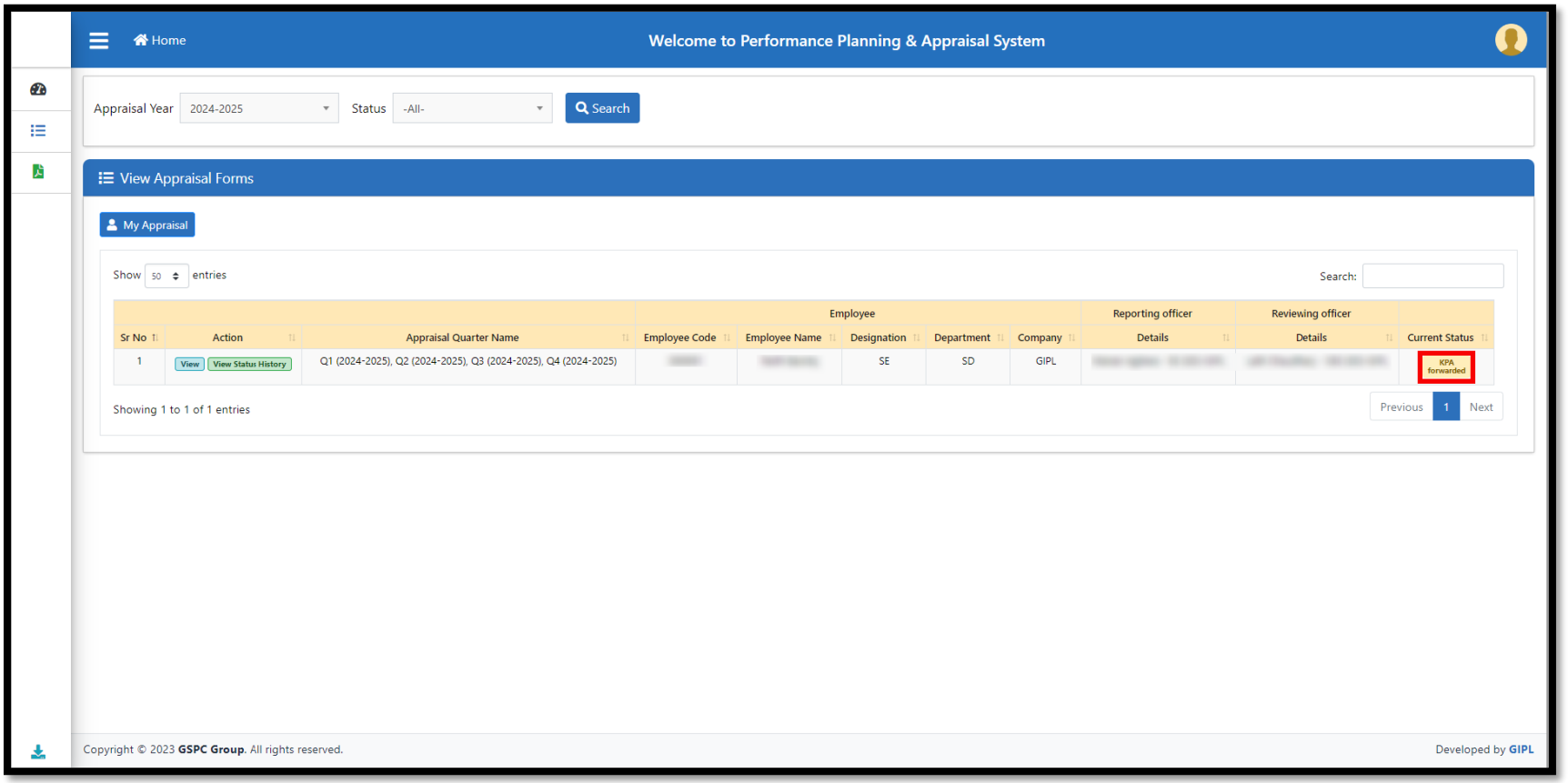
Employee User Manual – KPA Setting

- Success message shall be prompted



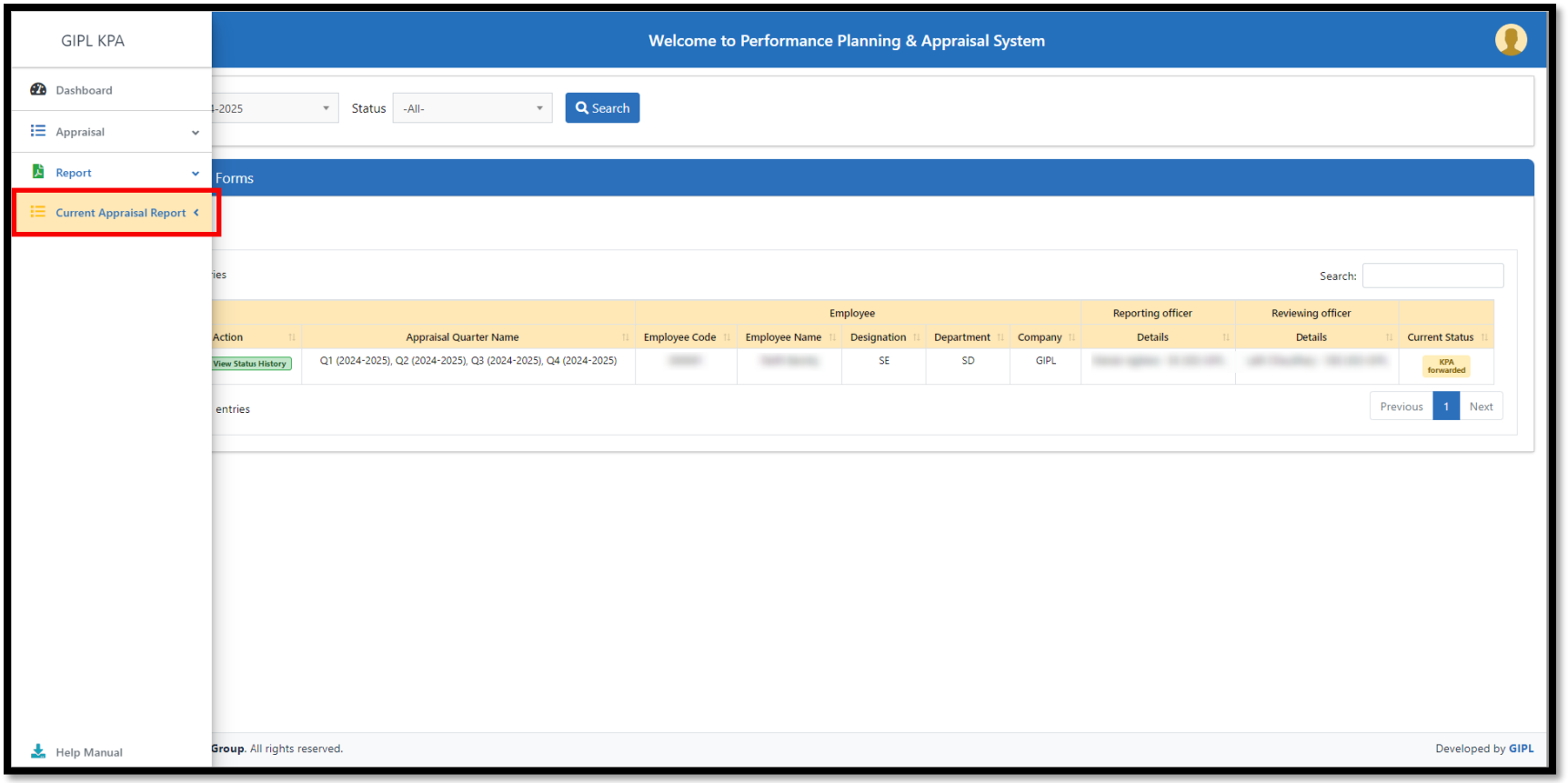
Employee User Manual – KPA Setting

- Employee will be able to view the current status as "**KPA being forwarded**".



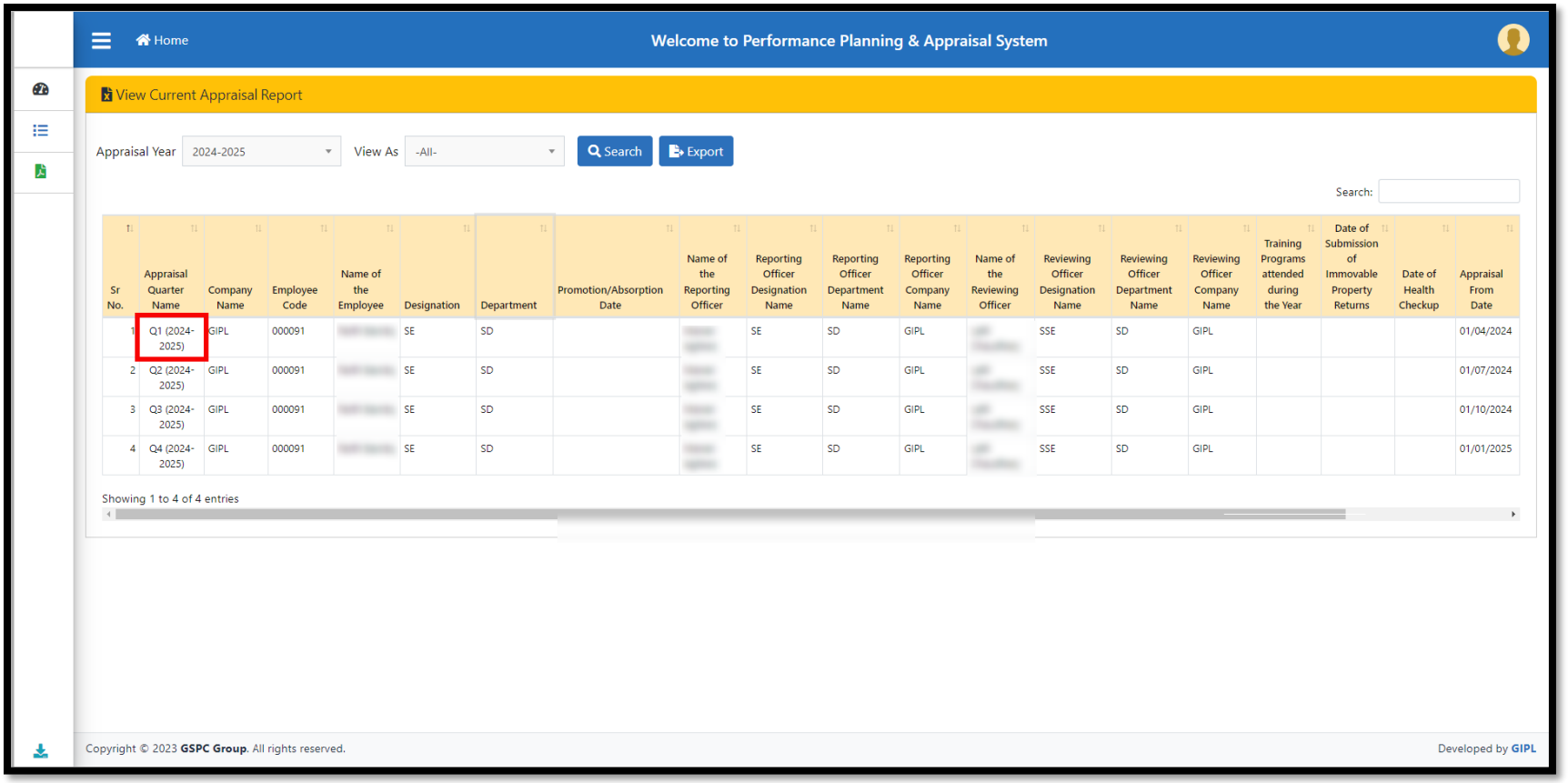
Employee User Manual – KPA Setting

- Employee will be able to view the duly filled in KPAs Quarter wise.



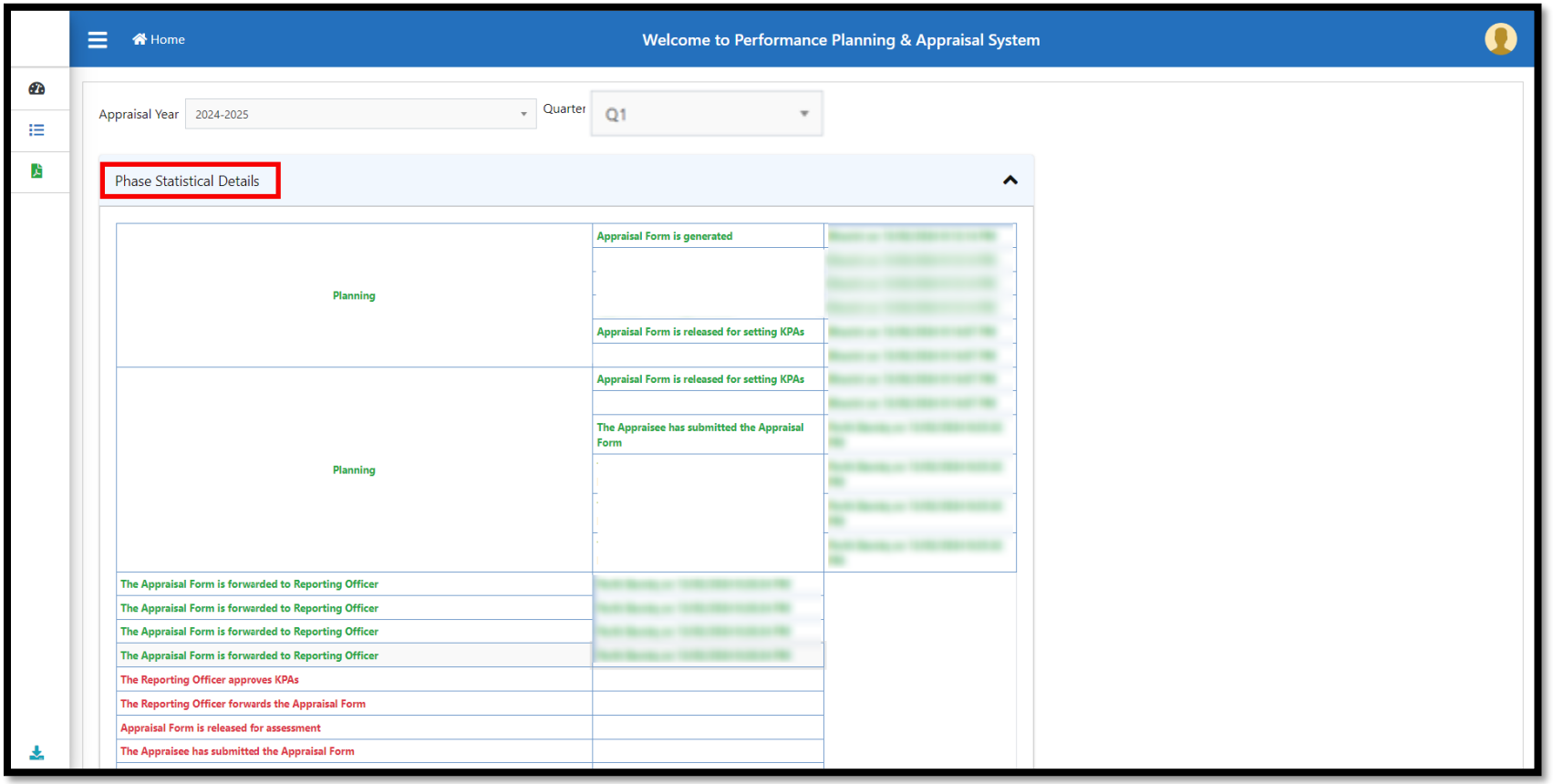
Employee User Manual – KPA Setting

- Employee view the own appraisal details with appraisal year and view as filter.



Employee User Manual – KPA Setting

- After Completion of the Appraisal Planning KPAs, statistical details displays in green color.



- For Further, support and details email on **support@gipl.net**.