

Employee User Manual – KPA Setting

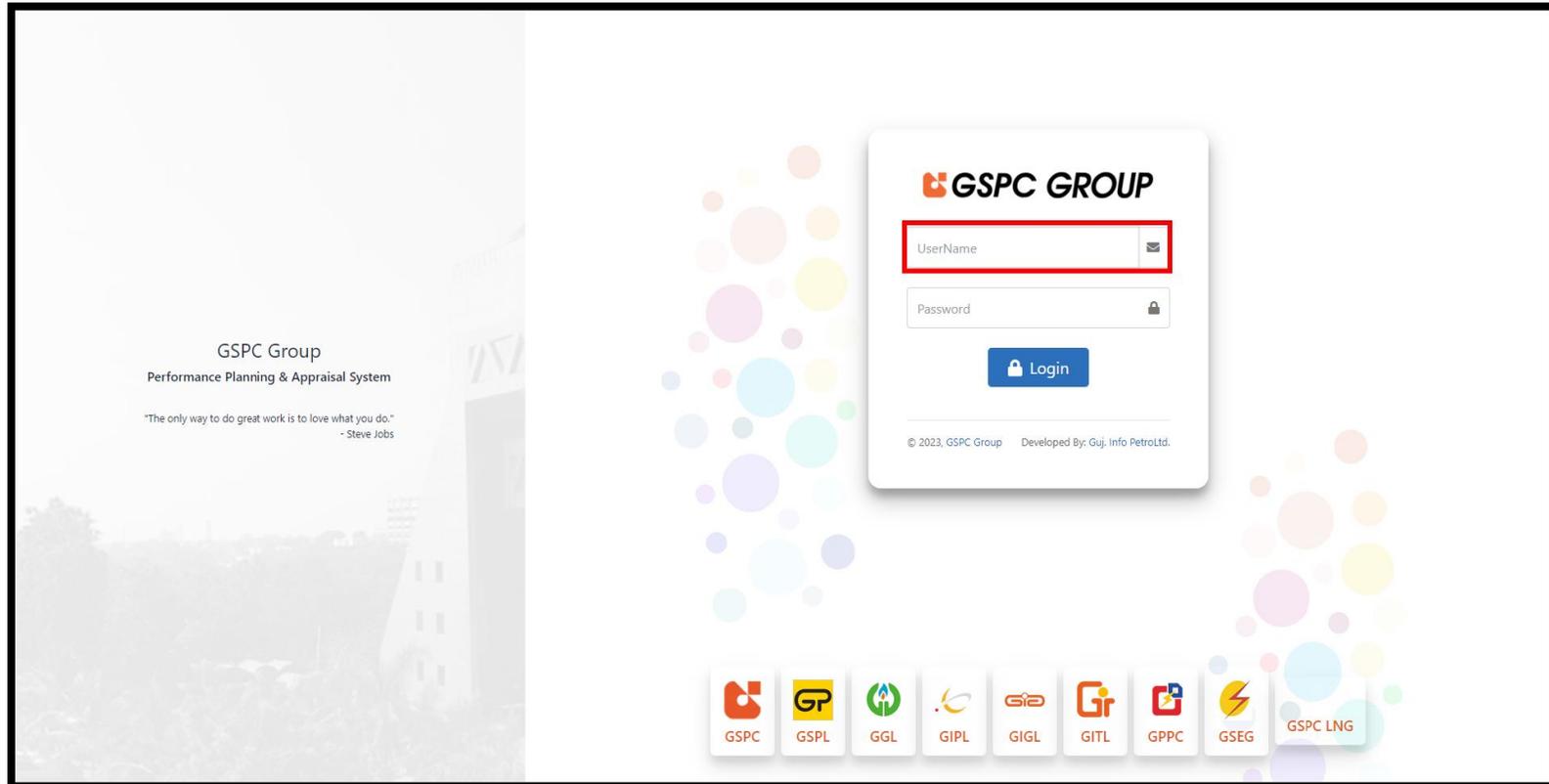
<u>Summary</u>	
Login	User can login via shared link.
	Username: Email ID Password: gspc123 (Default for first time)
	Enter OTP - received on registered Email ID
	Click on Login Button
Dashboard	Directed to change password Pop-up
	Enter Current Password
	Enter New Password
	Enter Confirm New Password
	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.
	Appraiser 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

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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.	

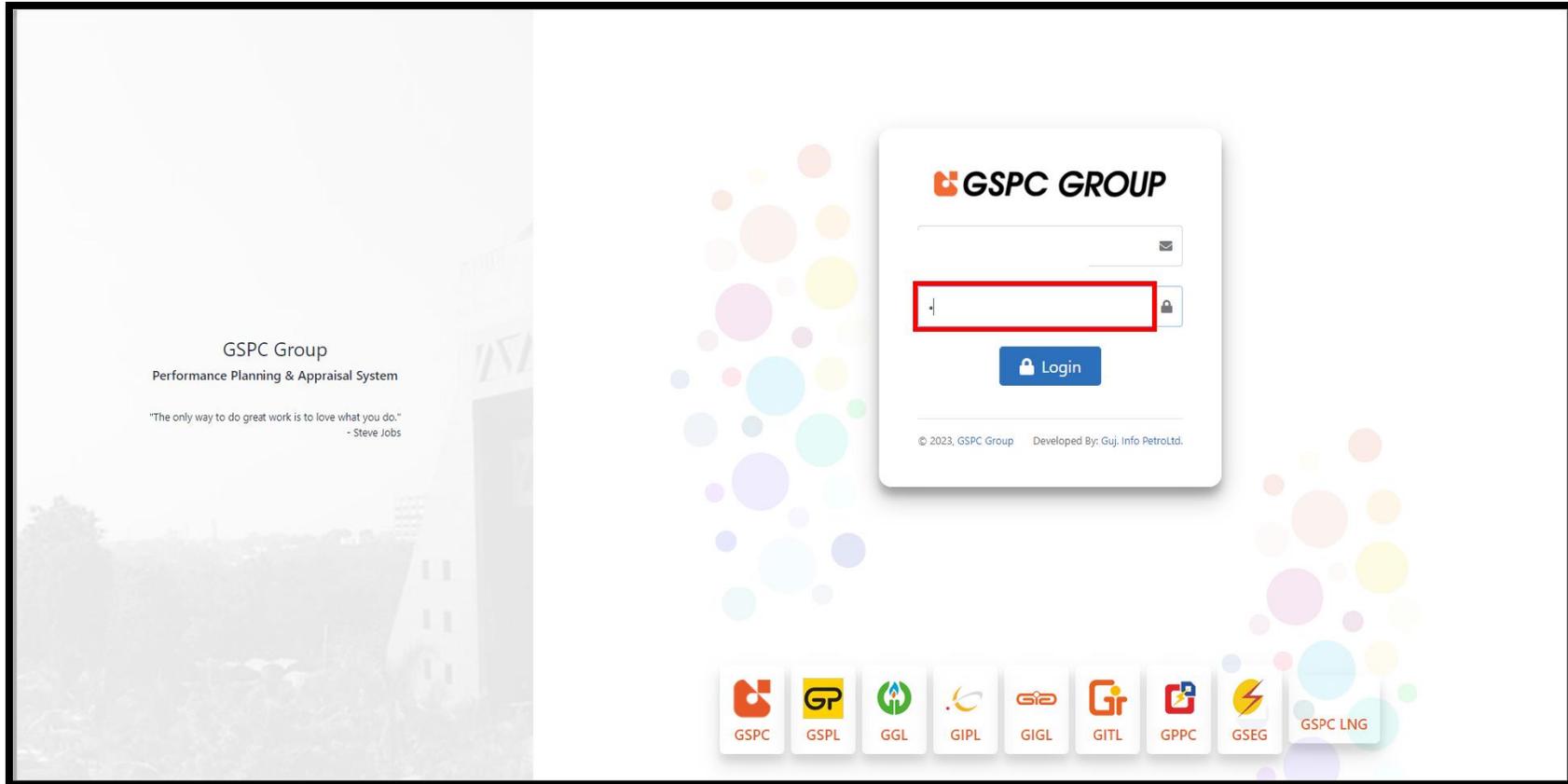
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- Employee login in the portal via shared link.
- Now, Employee enter registered Email ID in username field.



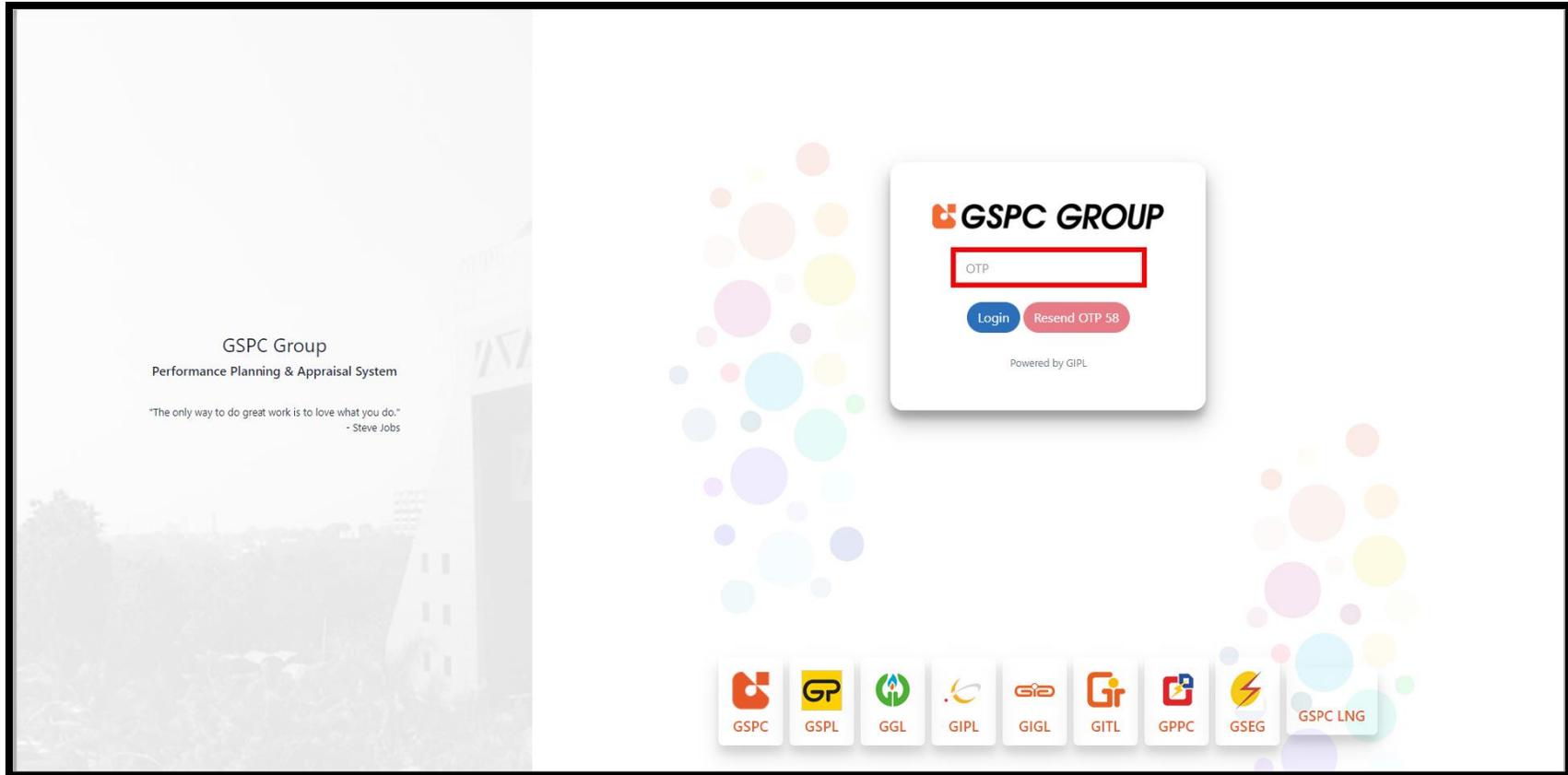
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- Employee enter default password ('**gspc123**') in password field.



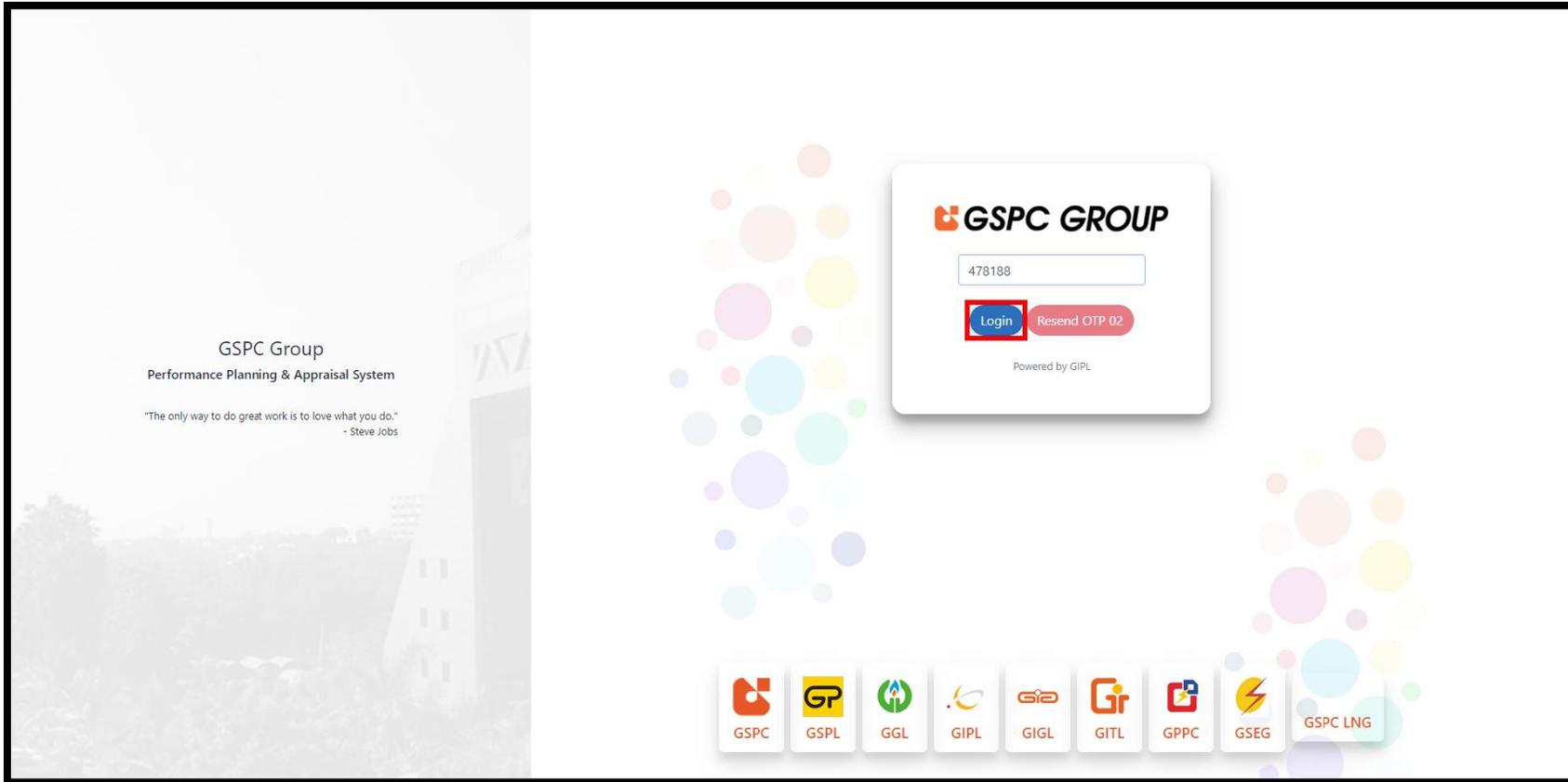
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- Now, the Employee enters the OTP that is received on the registered Email ID.



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➤ And click on Login Button.



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- 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.

The screenshot shows a web application interface with a dark blue header. On the left, there is a navigation menu with a 'Home' link. On the right, there is a user profile icon. A white modal window titled 'Change Password' is centered on the screen. Inside the modal, there is a red note: 'Note: After changing password system will automatically logged you out.' Below the note are three input fields: 'Current Password *', 'New Password *', and 'Confirm Password *'. The 'Current Password' field is highlighted with a red border. At the bottom of the modal is a blue 'Submit' button with a checkmark icon.

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- And Click on the Submit button for further operation.

Change Password

Note: After changing password system will automatically logged you out.

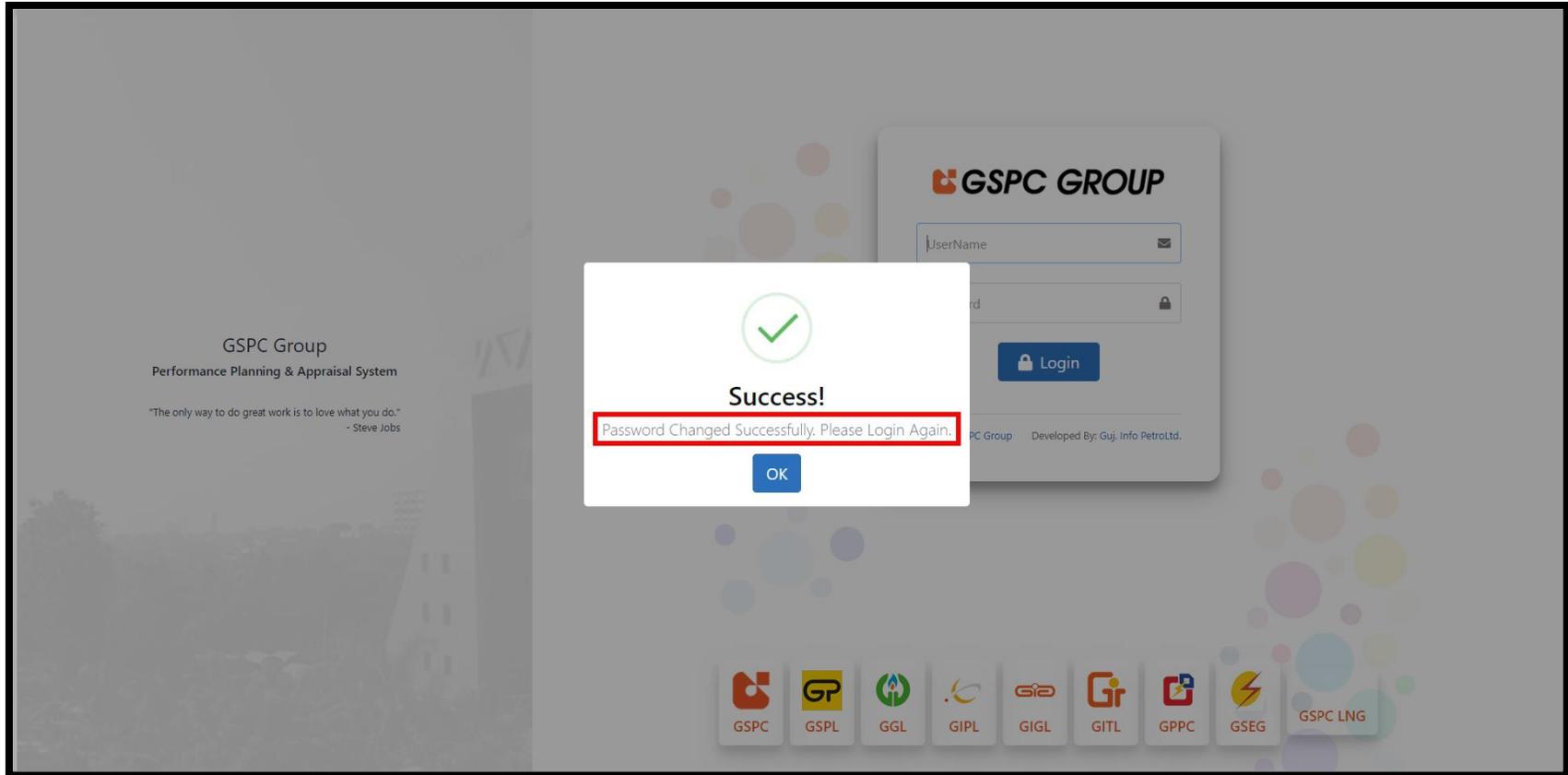
Current Password *

New Password *

Confirm Password *

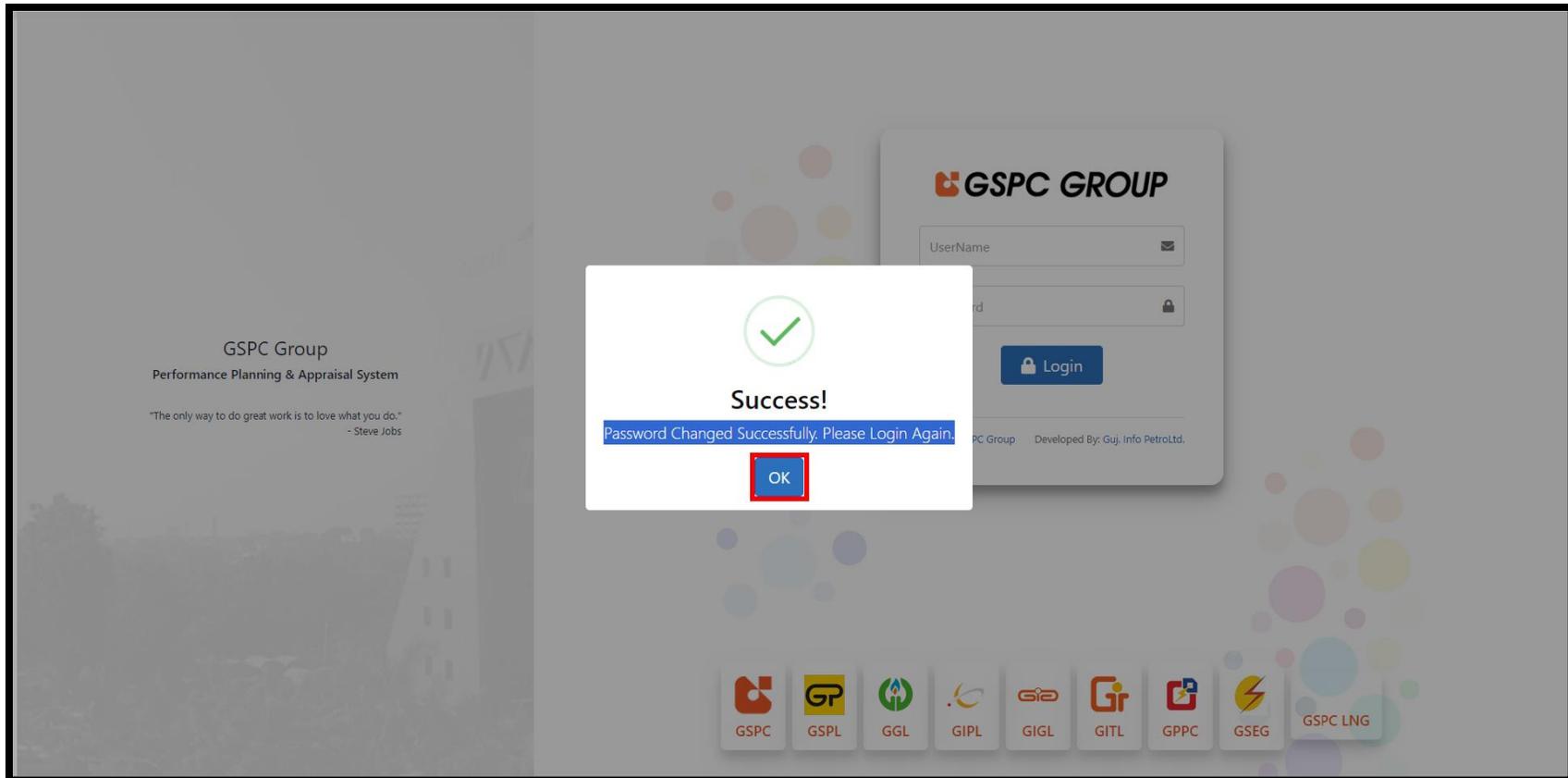
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- Now, Employee will get the Pop up with Success Message.



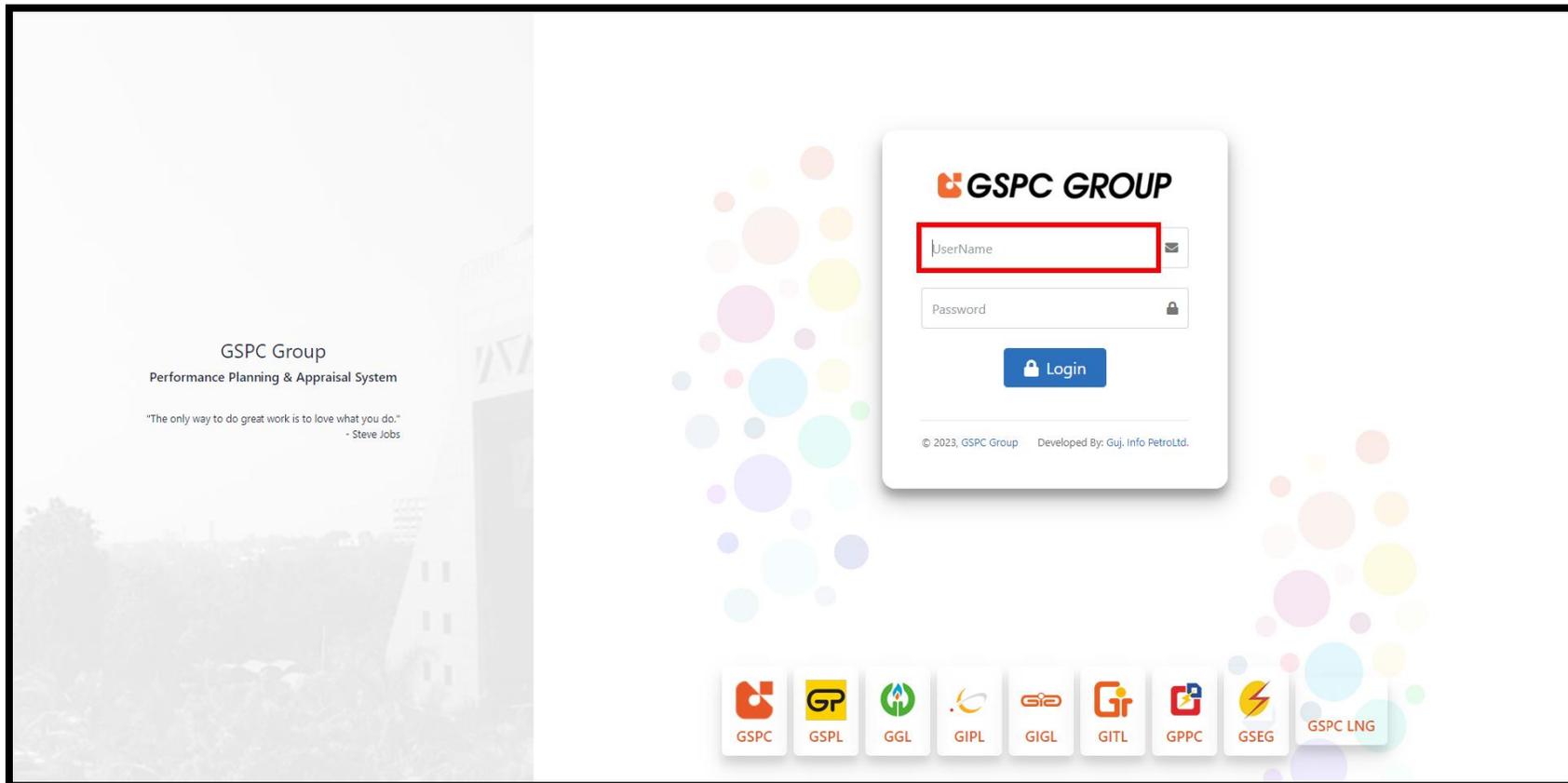
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- Click on OK Button.



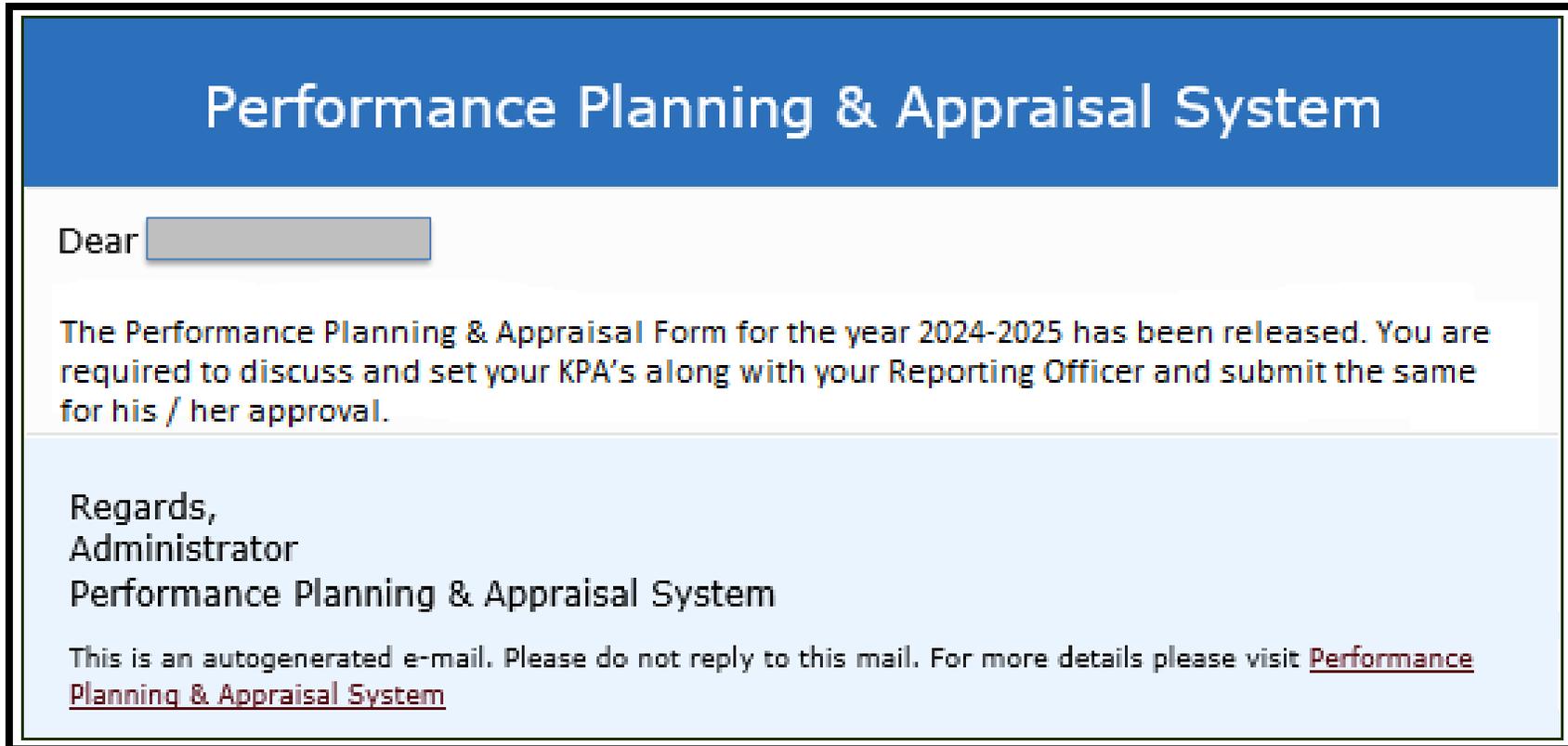
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- Now, the Employee enters a username and new password to access the portal and once again employee needs to enter newly received OTP for successful authentication.



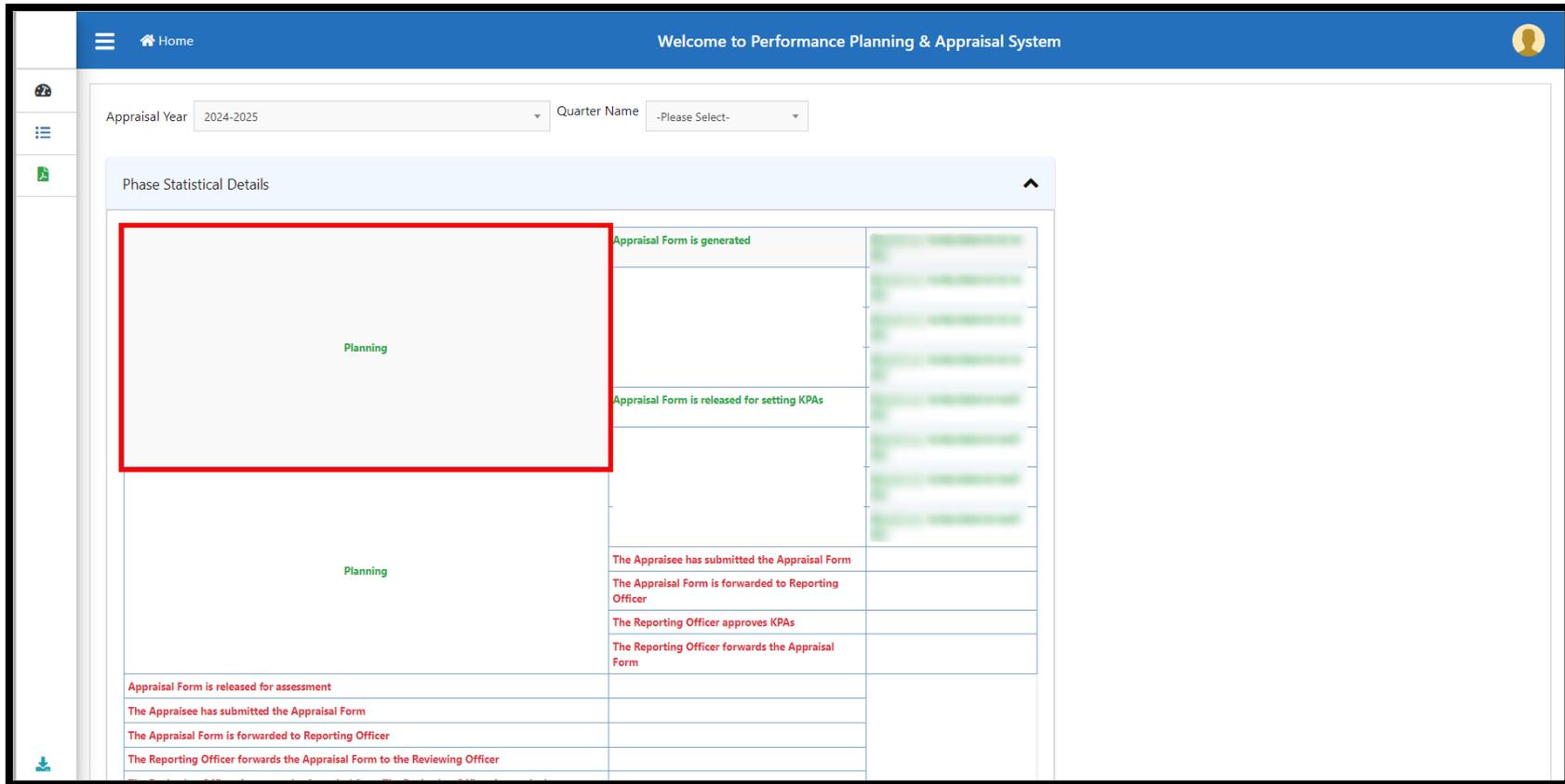
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- Once the employee receives the following email, they can start the KPA filling process.



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



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

The screenshot shows the 'Performance Planning & Appraisal System' interface. At the top, there is a blue header with 'Home' and 'Welcome to Performance Planning & Appraisal System'. Below the header, there are two dropdown menus: 'Appraisal Year' set to '2024-2025' and 'Quarter Name' set to 'Q1'. Both dropdowns are highlighted with red boxes. Below the filters is a section titled 'Phase Statistical Details' which contains a table with the following data:

Phase	Statistical Details	Count
Planning	Appraisal Form is generated	1
	Appraisal Form is released for setting KPAs	1
	The Appraisee has submitted the Appraisal Form	0
	The Appraisal Form is forwarded to Reporting Officer	0
	The Reporting Officer approves KPAs	0
Assessment	The Reporting Officer forwards the Appraisal Form	0
	Appraisal Form is released for assessment	0
	The Appraisee has submitted the Appraisal Form	0
	The Appraisal Form is forwarded to Reporting Officer	0
	The Reporting Officer forwards the Appraisal Form to the Reviewing Officer	0
The Reviewing Officer Approves the Appraisal form.The Reviewing Officer forwards the Appraisal Form		0

At the bottom of the page, there is a footer with 'Copyright © 2023 GSPC Group. All rights reserved.' on the left and 'Developed by GIPL' on the right.

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

The screenshot displays the user interface of the Performance Planning & Appraisal System. At the top, a blue header bar contains the text "Welcome to Performance Planning & Appraisal System" and a user profile icon. Below the header, there is a navigation menu on the left side with the following items: "Dashboard", "Appraisal", "View Appraisal" (highlighted with a red box), and "Report". The main content area shows a "Details" view for an appraisal form. The form is titled "Appraisal Form is generated" and "Appraisal Form is released for setting KPAs". The form is divided into two sections: "Planning" and "Assessment". The "Assessment" section contains a list of actions: "The Appraisee has submitted the Appraisal Form", "The Appraisal Form is forwarded to Reporting Officer", "The Reporting Officer approves KPAs", and "The Reporting Officer forwards the Appraisal Form".

Employee User Manual – KPA Setting

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

The screenshot displays the 'View Appraisal Forms' section of the Performance Planning & Appraisal System. At the top, there is a navigation bar with 'Home' and a welcome message. Below this, there are filters for 'Appraisal Year' (2024-2025) and 'Status' (-All-), along with a search button. The main content area is titled 'View Appraisal Forms' and includes a 'My Appraisal' tab. A table lists appraisal entries, with the first entry highlighted. The table columns include Sr No, Action, Appraisal Quarter Name, Employee Code, Employee Name, Designation, Department, Company, Reporting officer, Reviewing officer, and Current Status. The 'View Status History' button in the 'Action' column of the first row is highlighted with a red box. The footer contains copyright information for GSPC Group and the developer GIPL.

Sr No	Action	Appraisal Quarter Name	Employee Code	Employee Name	Designation	Department	Company	Reporting officer	Reviewing officer	Current Status
1	Fill Appraisal Form View Status History	Q1 (2024-2025), Q2 (2024-2025), Q3 (2024-2025), Q4 (2024-2025)			SE	SD	GIPL			KPA published

Employee User Manual – KPA Setting

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

The screenshot shows a 'View Status History' pop-up window. At the top, it says 'View Status History' with a close button. Below that, there is a 'Show 50 entries' dropdown and a search box. The main content is a table with the following data:

Sr No.	Status	Entry By	Entry Date	Remarks
1	KPA generated		13/02/2024 9:13:14 PM	
2	KPA published		13/02/2024 9:14:07 PM	

Below the table, it says 'Showing 1 to 2 of 2 entries' and has 'Previous', '1', and 'Next' navigation buttons.

Employee User Manual – KPA Setting

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

The screenshot displays the 'My Appraisal' section of the Performance Planning & Appraisal System. At the top, there are filters for 'Appraisal Year' (2024-2025) and 'Status' (-All-), along with a search button. Below this is a 'View Appraisal Forms' header and a 'My Appraisal' sub-header. A table lists appraisal entries, with the first entry having a 'Fill Appraisal Form' button highlighted in red. The table columns include Sr No, Action, Appraisal Quarter Name, Employee Code, Employee Name, Designation, Department, Company, Reporting officer, Reviewing officer, and Current Status. The footer contains copyright information for GSPC Group and a note that the system was developed by GIPL.

Sr No	Action	Appraisal Quarter Name	Employee				Reporting officer	Reviewing officer	Current Status	
			Employee Code	Employee Name	Designation	Department	Company	Details		Details
1	Fill Appraisal Form	Q1 (2024-2025), Q2 (2024-2025), Q3 (2024-2025), Q4 (2024-2025)			SE	SD	GIPL			KPA published

Employee User Manual – KPA Setting

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

The screenshot displays the 'Employee Details' form within the 'Performance Planning & Appraisal System'. The interface includes a navigation bar with 'Home' and a user profile icon, and a 'Welcome to Performance Planning & Appraisal System' message. Below the navigation bar, there are sections for 'Notes' and 'PMS Objectives'. The main content area is titled '+ Section A (KEY PERFORMANCE AREAS)' and contains the 'Employee Details' form. The form fields are as follows:

Employee Details	
Employee Name	<input type="text"/>
Date of Joining	<input type="text"/>
Date of Birth	<input type="text"/>
Educational Qualification	<input type="text"/>
Reporting To	<input type="text"/>
Period of Appraisal	<input type="text"/>
Previous Company Experience	<input type="text"/>
Current Company Experience	<input type="text"/>
Total Company Experience	<input type="text"/>
Training Programs attended during the Year	<input type="text"/>
Date of Submission of Immovable Property Returns	<input type="text"/>
Date of Health Checkup	<input type="text"/>
Date of Discussion*	<input type="text"/>
Promotion / Absorption Date	<input type="text"/>

Below the form, there is a 'Note' section with a text area and a 'Back' button in the top right corner of the main content area.

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

The screenshot shows the 'Performance Planning & Appraisal System' interface. The top navigation bar includes a 'Home' button and a user profile icon. The main content area contains a form with the following fields:

- Date of Birth
- Educational Qualification
- Reporting To
- Period of Appraisal
- Previous Company Experience
- Current Company Experience
- Total Company Experience
- Training Programs attended during the Year
- Date of Submission of Immovable Property Returns
- Date of Health Checkup
- Date of Discussion* (highlighted with a red box)
- Promotion / Absorption Date

Below the form is a 'Note' section with the following text:

- The PP&A which is an integral part of PMS is divided into four sections.
- Section A deals with Key Performance Areas (should have minimum of 5 KPA's and maximum upto 7 KPA's) & Section B deals with Leadership Competencies and Qualities required to be shown on the job.
- In each of these two sections there is planning input by the Appraisee, final assessment by the Appraiser and reviewing by the Reviewing Officer.
- Each Section carries appropriate weightage which would be as under:

Level	Weightage	
	Section A KPA	Section B Leadership Competencies and Qualities
DGM & Above	50%	50%
AGM / SM / M / AM	80%	20%
SO & Below	90%	10%

Below the table, it states: Section C deals with the Training needs.

Employee User Manual – KPA Setting

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

The screenshot displays the 'Performance Planning & Appraisal System' interface. At the top, a blue header contains a home icon, the text 'Welcome to Performance Planning & Appraisal System', and a user profile icon. Below the header, there is a table titled 'weightage' with the following data:

Level	Section A KPA	Section B Leadership Competencies and Qualities
DGM & Above	50%	50%
AGM / SM / M / AM	80%	20%
SO & Below	90%	10%

Below the table, there are four bullet points:

- Section C deals with the Training needs.
- Section D deals with the Appraisal Summary and observations of the Reviewing Officer.
- Incentive will be decided on the basis of Company's Performance and Individual Performance.
- The rating are to be given by both the Reporting and Reviewing Officer & carry 50% weightage each.

The main section is titled 'KPA's' and contains a table for entering Key Performance Areas:

Sr No	Key Performance Areas (KPA's)	Is Numeric?	Performance Indicators (Goals/ Targets/ Measures)	Marks (Divide 50 marks among KPA's)
1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

A red rectangle highlights the first row's 'Key Performance Areas' input field. Each input field has a '650 characters left' indicator at the bottom right.

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.

The screenshot displays the 'Performance Planning & Appraisal System' interface. At the top, a blue header bar contains a 'Home' button, the system name, and a user profile icon. Below the header, a table shows the weightage distribution for different levels:

Level	Section A KPA	Section B Leadership Competencies and Qualities
DGM & Above	50%	50%
AGM / SM / M / AM	80%	20%
SO & Below	90%	10%

Below the table, there are several bullet points providing additional information:

- Section C deals with the Training needs.
- Section D deals with the Appraisal Summary and observations of the Reviewing Officer.
- Incentive will be decided on the basis of Company's Performance and Individual Performance.
- The rating are to be given by both the Reporting and Reviewing Officer & carry 50% weightage each.

The main section is titled 'KPAs' and contains a table for setting Key Performance Areas:

Sr No	Key Performance Areas (KPAs)	Is Numeric?	Performance Indicators (Goals/ Targets/ Measures)	Marks (Divide 50 marks among KPAs)
1	Need to work on 40 Projects	<input checked="" type="checkbox"/>	20	
2		<input type="checkbox"/>		
3		<input type="checkbox"/>		

In the first row, the 'Is Numeric?' checkbox is checked, and the 'Performance Indicators' field contains the value '20'. A red box highlights the 'Is Numeric?' checkbox and the 'Performance Indicators' field. Character counts are visible at the bottom of each KPA cell: 623 characters left for KPA 1, 648 characters left for KPA 2, and 650 characters left for KPA 3.

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.

The screenshot displays the 'KPA Setting' interface. At the top, there is a blue header with 'Home' and 'Welcome to Performance Planning & Appraisal System'. Below the header, a table shows the weightage for different levels:

Level	Section A KPA	Section B Leadership Competencies and Qualities
DGM & Above	50%	50%
AGM / SM / M / AM	80%	20%
SO & Below	90%	10%

Below the table, there are instructions:

- Section C deals with the Training needs.
- Section D deals with the Appraisal Summary and observations of the Reviewing Officer.
- Incentive will be decided on the basis of Company's Performance and Individual Performance.
- The rating are to be given by both the Reporting and Reviewing Officer & carry 50% weightage each.

The main section is titled 'KPAs' and contains a table for configuration:

Sr No	Key Performance Areas (KPAs)	Is Numeric?	Performance Indicators (Goals/ Targets/ Measures)	Marks (Divide 50 marks among KPAs)
1	Need to work on 40 Projects	<input checked="" type="checkbox"/>	20	<input type="text"/>
2		<input type="checkbox"/>		<input type="text"/>
3		<input type="checkbox"/>		<input type="text"/>

The 'Marks' column for the first row is highlighted with a red box, indicating where the user should enter the mark value.

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**.

The screenshot displays the 'Performance Planning & Appraisal System' interface. At the top, there is a blue header with a 'Home' button, the text 'Welcome to Performance Planning & Appraisal System', and a user profile icon. Below the header is a table with three rows of KPA entries. Each row contains a text area for 'Test entry', a checkbox, and a numerical value. The first two rows have a value of '10', and the third row has a red minus sign. A 'Total' row at the bottom shows a value of '50.00'. A red box highlights the '+ Add More' button at the bottom left of the table. A 'Generate KPA Quarterly' button is located at the bottom center of the interface.

4	test entry	<input type="checkbox"/>	Test entry	10
5	Test entry	<input type="checkbox"/>	Test entry	10
6		<input type="checkbox"/>		<input type="button" value="−"/>
Total				50.00

Employee User Manual – KPA Setting

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

The screenshot displays the Performance Planning & Appraisal System interface. At the top, a blue header bar contains a home icon, the text "Home", the title "Welcome to Performance Planning & Appraisal System", and a user profile icon. Below the header is a table with two rows of input fields. Each row contains a text area for "test entry" (with character counts like "623 characters left." and "640 characters left."), a checkbox, another text area for "Test entry" (with character counts like "648 characters left." and "640 characters left."), and a numeric input field with the value "10". A "Total" row at the bottom shows a value of "50.00". A "+ Add More" button is located below the table. At the bottom center, a blue button labeled "Generate KPA Quarterly" is highlighted with a red box. The footer contains copyright information for GSPC Group and the developer GIPL.

4	test entry 623 characters left.	<input type="checkbox"/>	Test entry 648 characters left.	10
5	Test entry 640 characters left.	<input type="checkbox"/>	Test entry 640 characters left.	10
Total				50.00

[+ Add More](#)

[Generate KPA Quarterly](#)

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Employee User Manual – KPA Setting

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

The screenshot displays the 'Performance Planning & Appraisal System' interface. At the top, there is a blue header with a 'Home' button and a user profile icon. Below the header, a 'Generate KPA Quarterly' button is visible. The main content area is divided into two side-by-side panels, 'KPA Q1' and 'KPA Q2', both highlighted with red boxes. Each panel contains a table with the following columns: 'Sr No', 'Key Performance Areas (KPAs)', 'Is Numeric?', 'Performance Indicators (Goals/ Targets/ Measures)', and 'Marks (Divide 50 marks among KPAs)'. The data in both panels is identical.

Sr No	Key Performance Areas (KPAs)	Is Numeric?	Performance Indicators (Goals/ Targets/ Measures)	Marks (Divide 50 marks among KPAs)
1	Need to work on 40 Projects <small>623 characters left.</small>	<input checked="" type="checkbox"/>	20 <small>648 characters left.</small>	10
2	Need to work on xyz task <small>626 characters left.</small>	<input type="checkbox"/>	Test Entry <small>640 characters left.</small>	10
3	Need to work on client side	<input checked="" type="checkbox"/>	20	10

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.

The screenshot displays the 'Performance Planning & Appraisal System' interface. It features a blue header with a home icon, the text 'Welcome to Performance Planning & Appraisal System', and a user profile icon. Below the header, there are two side-by-side tables for 'KPA: Q1' and 'KPA: Q2'. Each table has four columns: 'Sr No', 'Key Performance Areas (KPAs)', 'Is Numeric?', and 'Performance Indicators (Goals/ Targets/ Measures)'. The 'KPA: Q1' table has three rows. The first row has 'Need to work on 40 Projects' in the KPA column, a checked 'Is Numeric?' checkbox, and '20' in the Performance Indicators column. A red box highlights the '20' value. The 'KPA: Q2' table has three rows with identical data to the Q1 table. The 'Marks (Divide 50 marks among KPAs)' column for all rows in both tables contains the value '10'. The interface also includes a sidebar with navigation icons and a download icon at the bottom left.

Sr No	Key Performance Areas (KPAs)	Is Numeric?	Performance Indicators (Goals/ Targets/ Measures)	Marks (Divide 50 marks among KPAs)
1	Need to work on 40 Projects	<input checked="" type="checkbox"/>	20	10
2	Need to work on xyz task	<input type="checkbox"/>	Test Entry	10
3	Need to work on client side	<input checked="" type="checkbox"/>	20	10

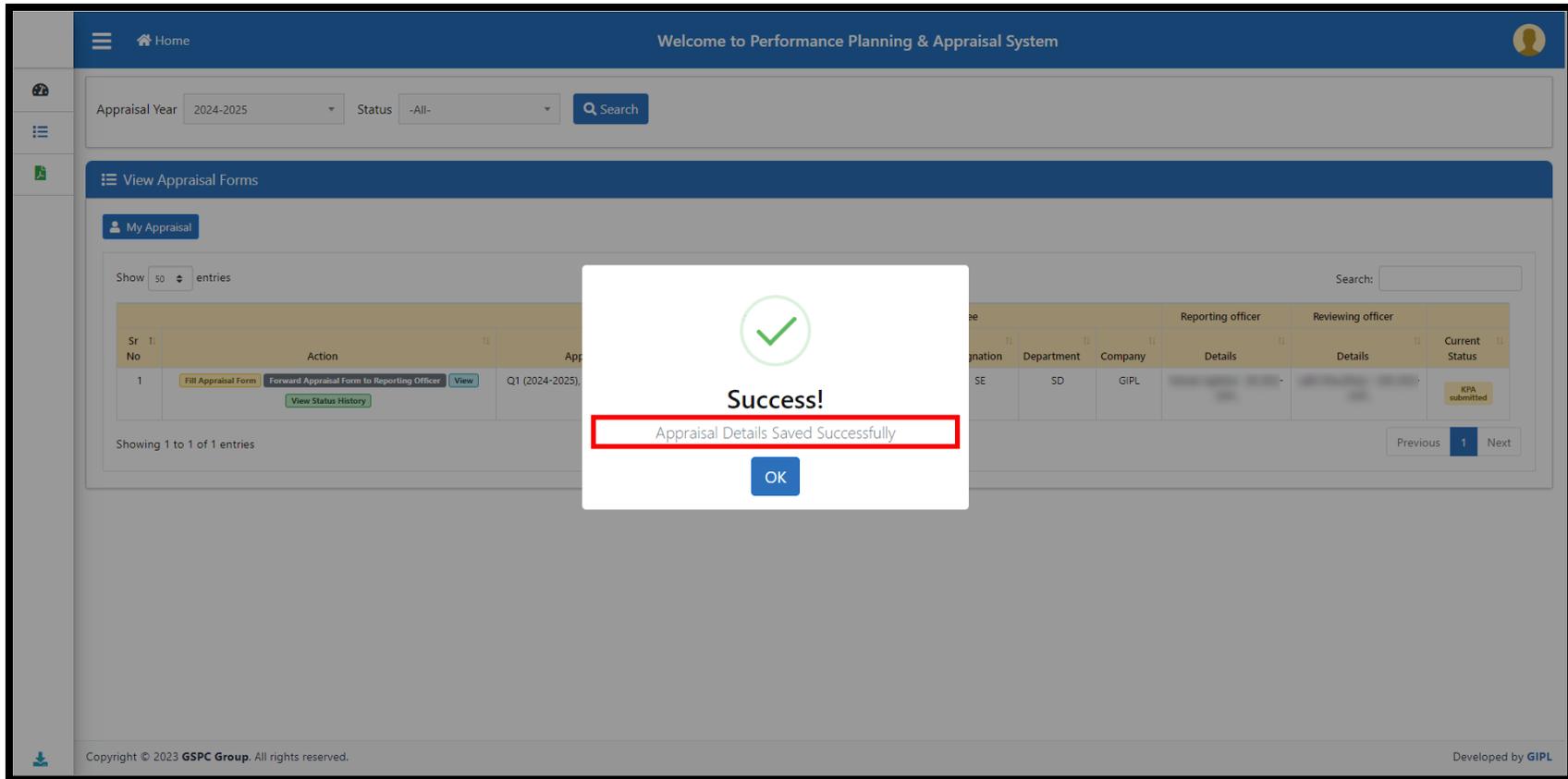
Employee User Manual – KPA Setting

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

The screenshot displays the 'Performance Planning & Appraisal System' interface. At the top, a blue header bar contains a 'Home' link, the system title 'Welcome to Performance Planning & Appraisal System', and a user profile icon. The main content area is divided into two side-by-side panels, each containing a table with two columns for 'Test entry' and a 'Total' column. Each 'Test entry' cell includes a text area with a character count (e.g., '623 characters left.', '649 characters left.', '640 characters left.') and a small input field with the value '10'. The 'Total' column for each panel shows the value '50.00'. A red box highlights a 'Save' button located at the bottom center of the interface. The footer contains the copyright notice 'Copyright © 2023 GSPC Group. All rights reserved.' and the developer information 'Developed by GIPL'.

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- 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.

The screenshot displays the 'View Appraisal Forms' section of the system. At the top, there is a navigation bar with 'Home' and a user profile icon. Below this, a search bar contains 'Appraisal Year' set to '2024-2025' and 'Status' set to '-All-'. A 'View Appraisal Forms' header is followed by a 'My Appraisal' tab. A table lists appraisal entries, with the first entry highlighted. The 'View' button in the 'Action' column of this entry is highlighted with a red box. The footer contains copyright information for GSPC Group and the developer GIPL.

Sr No	Action	Appraisal Quarter Name	Employee				Reporting officer	Reviewing officer	Current Status	
			Employee Code	Employee Name	Designation	Department	Company	Details		Details
1	Fill Appraisal Form Forward Appraisal Form to Reporting Officer View View Status History	Q1 (2024-2025), Q2 (2024-2025), Q3 (2024-2025), Q4 (2024-2025)			SE	SD	GIPL			KPA submitted

Showing 1 to 1 of 1 entries

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

The screenshot displays the 'Performance Planning & Appraisal System' interface. At the top, there is a navigation bar with 'Home' and a user profile icon. Below the navigation bar, there is a table for 'Setting Competence and Quality' with the following data:

Level	Competence	Quality
DGM & Above	50%	50%
AGM / SM / M / AM	80%	20%
SO & Below	90%	10%

Below this table, there are bullet points:

- Section C deals with the Training needs.
- Section D deals with the Appraisal Summary and observations of the Reviewing Officer.
- Incentive will be decided on the basis of Company's Performance and Individual Performance.
- The rating are to be given by both the Reporting and Reviewing Officer & carry 50% weightage each.

The main section is titled 'KPAs' (highlighted in a red box) and contains three tables:

KPAs

Sr No	Key Performance Areas (KPAs)	Performance Indicators (Goals/ Targets/ Measures)	Actual Achievement (Reporting Officer in consultation with Appraisee)	Marks (Divide 50 marks among KPAs)
1	Need to work on 40 Projects	20		10.00
2	Need to work on xyz task	Test Entry		10.00
3	Need to work on client side	20		10.00
4	test entry	Test entry		10.00
5	Test entry	Test entry		10.00
Total				50.00

KPAs Q1

Sr No	Key Performance Areas (KPAs)	Performance Indicators (Goals/ Targets/ Measures)	Actual Achievement (Reporting Officer in consultation with Appraisee)	Marks (Divide 50 marks among KPAs)
1	Need to work on 40 Projects	5		10.00
2	Need to work on xyz task	Test Entry		10.00
3	Need to work on client side	5		10.00
4	test entry	Test entry		10.00
5	Test entry	Test entry		10.00
Total				50.00

KPAs Q2

Sr No	Key Performance Areas (KPAs)	Performance Indicators (Goals/ Targets/ Measures)	Actual Achievement (Reporting Officer in consultation with Appraisee)	Marks (Divide 50 marks among KPAs)
1	Need to work on 40 Projects	5		10.00
2	Need to work on xyz task	Test Entry		10.00
3	Need to work on client side	5		10.00
4	test entry	Test entry		10.00
5	Test entry	Test entry		10.00
Total				50.00

Employee User Manual – KPA Setting

- Forward appraisal form to Reporting Officer.

The screenshot displays the 'View Appraisal Forms' section of the system. At the top, there is a navigation bar with 'Home' and a welcome message. Below this, there are filters for 'Appraisal Year' (2024-2025) and 'Status' (-All-), along with a search button. The main content area is titled 'View Appraisal Forms' and includes a 'My Appraisal' tab. A table lists appraisal forms, with the first entry highlighted. The 'Action' column for this entry contains three buttons: 'Fill Appraisal Form', 'Forward Appraisal Form to Reporting Officer' (highlighted with a red box), and 'View'. The 'Current Status' column shows 'KPA submitted'. The footer contains copyright information for GSPC Group and the developer GIPL.

Sr No	Action	Appraisal Quarter Name	Employee				Reporting officer	Reviewing officer	Current Status	
			Employee Code	Employee Name	Designation	Department	Company	Details		Details
1	Fill Appraisal Form Forward Appraisal Form to Reporting Officer View View Status History	Q1 (2024-2025), Q2 (2024-2025), Q3 (2024-2025), Q4 (2024-2025)			SE	SD	GIPL			KPA submitted

Showing 1 to 1 of 1 entries

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Employee User Manual – KPA Setting

➤ Add remarks.

The screenshot displays the 'Forward Appraisal Form to Reporting Officer' dialog box. The 'Remarks' field is highlighted with a red rectangle. Below the dialog box, a table lists appraisal forms. The table has the following columns: Sr No, Action, Appraisal Quarter Name, Employee Code, Employee Name, Designation, Department, Company, Reporting officer, Reviewing officer, and Current Status. The table contains one entry with a 'KPA submitted' status.

Sr No	Action	Appraisal Quarter Name	Employee Code	Employee Name	Designation	Department	Company	Reporting officer	Reviewing officer	Current Status
1	Fill Appraisal Form Forward Appraisal Form to Reporting Officer View View Status History	Q1 (2024-2025), Q2 (2024-2025), Q3 (2024-2025), Q4 (2024-2025)			SE	SD	GIPL			KPA submitted

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**

The screenshot displays the 'Forward Appraisal Form to Reporting Officer' dialog box. The dialog box contains the following information:

- Appraisal Year:** 2024-2025
- Employee:** [Redacted]
- Remarks:** Forward to RO

Below the dialog box, a confirmation message is displayed:

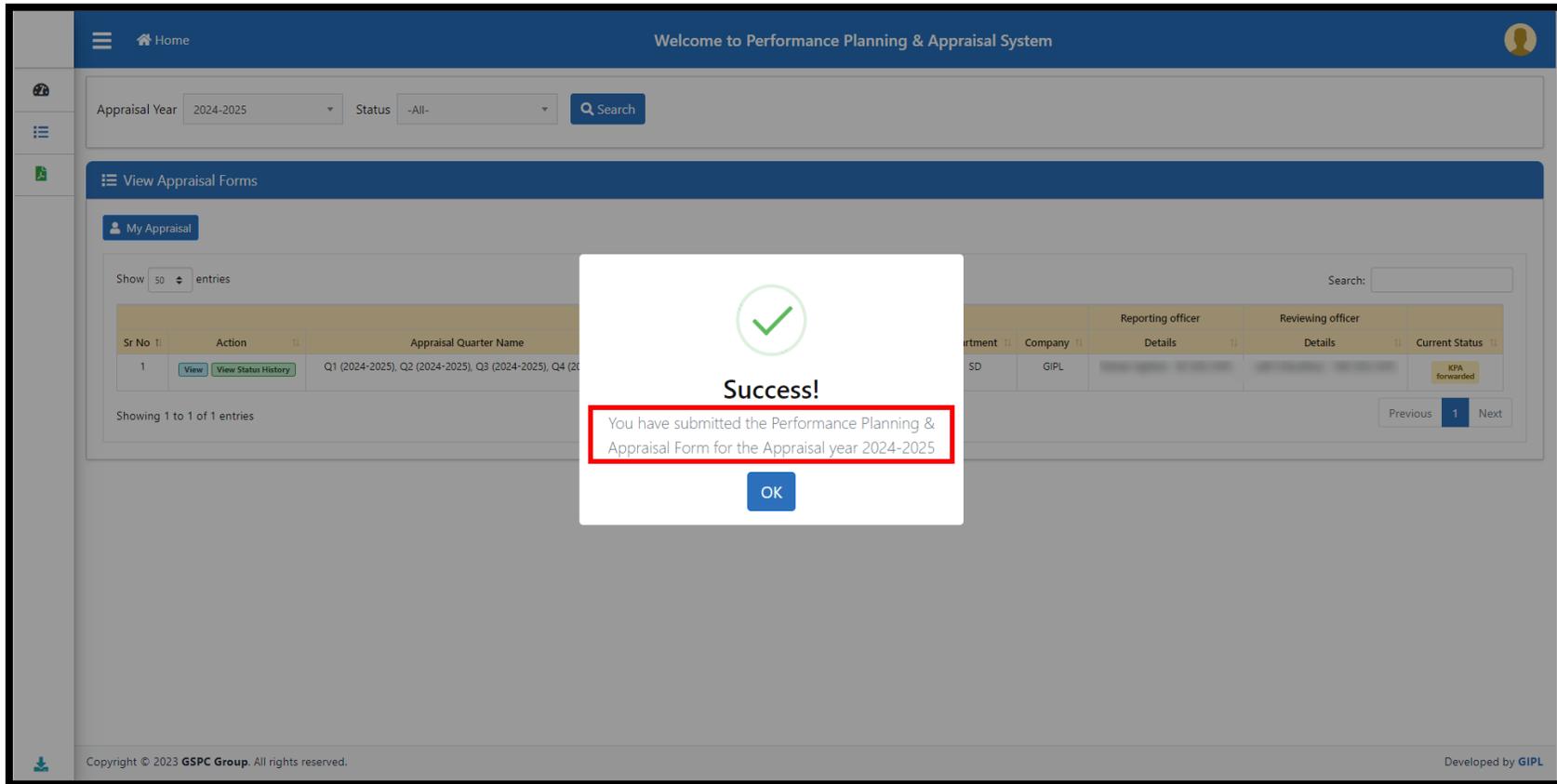
Are you sure you want to forward your Performance Planning & Appraisal Form for setting up of KPAs for the Appraisal year 2024-2025 ?

The message includes a 'No Cancel!' button and a 'Forward Appraisal Form to Reporting Officer' button, which is highlighted with a red border.

The background interface shows the 'View Appraisal Forms' section with a table of appraisal forms. The table has columns for 'Sr No', 'Action', 'Appraisal Year', 'Reporting officer', 'Reviewing officer', and 'Current Status'. The first row shows '1', 'Fill Appraisal Form', 'Forward Appraisal Form to Reporting Officer', 'Q1 (2024-2025)', and 'KPA submitted'.

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”.

The screenshot displays the 'View Appraisal Forms' section of the system. At the top, there is a navigation bar with 'Home' and a welcome message. Below it, filters for 'Appraisal Year' (2024-2025) and 'Status' (-All-) are visible. The main content area shows a 'My Appraisal' section with a table of appraisal entries. The table has columns for 'Sr No', 'Action', 'Appraisal Quarter Name', 'Employee Code', 'Employee Name', 'Designation', 'Department', 'Company', 'Reporting officer', 'Reviewing officer', and 'Current Status'. The first entry (Sr No 1) has a 'Current Status' of 'KPA forwarded', which is highlighted with a red box. The footer contains copyright information for GSPC Group and the developer GIPL.

Sr No	Action	Appraisal Quarter Name	Employee				Reporting officer		Reviewing officer		Current Status
			Employee Code	Employee Name	Designation	Department	Company	Details	Details		
1	View View Status History	Q1 (2024-2025), Q2 (2024-2025), Q3 (2024-2025), Q4 (2024-2025)			SE	SD	GIPL				KPA forwarded

Employee User Manual – KPA Setting

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

The screenshot displays the 'GIPL KPA' interface. The top navigation bar includes 'Dashboard', 'Appraisal', 'Report', and 'Current Appraisal Report' (highlighted with a red box). The main content area shows a table with columns for 'Action', 'Appraisal Quarter Name', 'Employee Code', 'Employee Name', 'Designation', 'Department', 'Company', 'Reporting officer', 'Reviewing officer', and 'Current Status'. The table contains one row with a 'View Status History' link and a 'KPA forwarded' status. The footer includes 'Help Manual', 'Group. All rights reserved.', and 'Developed by GIPL'.

Employee User Manual – KPA Setting

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

View Current Appraisal Report

Appraisal Year: 2024-2025 View As: -All- Search Export

Sr No.	Appraisal Quarter Name	Company Name	Employee Code	Name of the Employee	Designation	Department	Promotion/Absorption Date	Name of the Reporting Officer	Reporting Officer Designation Name	Reporting Officer Department Name	Reporting Officer Company Name	Name of the Reviewing Officer	Reviewing Officer Designation Name	Reviewing Officer Department Name	Reviewing Officer Company Name	Training Programs attended during the Year	Date of Submission of Immovable Property Returns	Date of Health Checkup	Appraisal From Date
1	Q1 (2024-2025)	GIPL	000091		SE	SD			SE	SD	GIPL		SSE	SD	GIPL				01/04/2024
2	Q2 (2024-2025)	GIPL	000091		SE	SD			SE	SD	GIPL		SSE	SD	GIPL				01/07/2024
3	Q3 (2024-2025)	GIPL	000091		SE	SD			SE	SD	GIPL		SSE	SD	GIPL				01/10/2024
4	Q4 (2024-2025)	GIPL	000091		SE	SD			SE	SD	GIPL		SSE	SD	GIPL				01/01/2025

Showing 1 to 4 of 4 entries

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Employee User Manual – KPA Setting

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

The screenshot shows the 'Phase Statistical Details' section of the system. At the top, there are filters for 'Appraisal Year' (2024-2025) and 'Quarter' (Q1). The table below lists various stages of the appraisal process, with completed steps highlighted in green.

Phase	Statistical Details	Color
Planning	Appraisal Form is generated	Green
Planning	Appraisal Form is released for setting KPAs	Green
Planning	Appraisal Form is released for setting KPAs	Green
Planning	The Appraisee has submitted the Appraisal Form	Green
	The Appraisal Form is forwarded to Reporting Officer	Green
	The Appraisal Form is forwarded to Reporting Officer	Green
	The Appraisal Form is forwarded to Reporting Officer	Green
	The Appraisal Form is forwarded to Reporting Officer	Green
	The Reporting Officer approves KPAs	Red
	The Reporting Officer forwards the Appraisal Form	Red
	Appraisal Form is released for assessment	Red
	The Appraisee has submitted the Appraisal Form	Red

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