

ERP - PROJECT

SUGAMYA

END USER DOCUMENT

FOR

HUMAN CAPITAL MANAGEMENT

PERFORMANCE MANAGEMENT SYSTEM

TABLE OF CONTENTS

1	DOCUMENT CONTROL.....	1
1.1	DOCUMENT HISTORY	1
1.2	DISTRIBUTION	1
2	CREATE APPRAISAL DOCUMENT.....	ERROR!
	BOOKMARK NOT DEFINED.	
2.1	PURPOSE.....	4
2.2	PROCEDURAL STEPS	4
2.3	RESULTS	6
2.4	COMMENTS	6
3	SUBMIT OBJECTIVES.....	ERROR! BOOKMARK NOT DEFINED.
	
3.1	PURPOSE.....	4
3.2	PROCEDURAL STEPS	4
3.3	RESULTS	6
3.4	COMMENTS	6
4	REVIEW OBJECTIVES (CONTROLLING OFFICER, APPRAISER, REVIEWER.....	ERROR! BOOKMARK NOT DEFINED.
	
4.1	PURPOSE.....	4
4.2	PROCEDURAL STEPS	4
4.3	RESULTS	6
4.4	COMMENTS	6
5	CHANGE APPRAISAL DOCUMENT STATUS.....	ERROR!
	BOOKMARK NOT DEFINED.	
5.1	PURPOSE.....	4
5.2	PROCEDURAL STEPS	4
5.3	RESULTS	6
5.4	COMMENTS	6
6	SUBMIT SELF INPUT.....	ERROR! BOOKMARK NOT DEFINED.
	
6.1	PURPOSE.....	4
6.2	PROCEDURAL STEPS	4
6.3	RESULTS	6
6.4	COMMENTS	6
7	REVIEW SELF INPUT.....	ERROR! BOOKMARK NOT DEFINED.
	
7.1	PURPOSE.....	4
7.2	PROCEDURAL STEPS	4

7.3 RESULTS.....	6
7.4 COMMENTS	6
8 CHANGE APPRAISAL DOCUMENT STATUS.....	ERROR!
BOOKMARK NOT DEFINED.	
8.1 PURPOSE.....	4
8.2 PROCEDURAL STEPS.....	4
8.3 RESULTS.....	6
8.4 COMMENTS	6
9 SUBMIT FEEDBACK.....	ERROR! BOOKMARK NOT
DEFINED.	
9.1 PURPOSE.....	4
9.2 PROCEDURAL STEPS.....	4
9.3 RESULTS.....	6
9.4 COMMENTS	6
10 CREATE MASS APPRAISAL DOCUMENT	ERROR!
BOOKMARK NOT DEFINED.	
10.1 PURPOSE.....	4
10.2 PROCEDURAL STEPS.....	4
10.3 RESULTS.....	6
10.4 COMMENTS	6

1 DOCUMENT CONTROL

This is a controlled document and will be maintained on UJVNL portal.

Changes to this document will be recorded below and must be published to all interested parties.

1.1 DOCUMENT HISTORY

Version	Date	Author	VERSION DETAILS
V01	15.02.2018	Vinay Kumar	First ISSUE

1.2 DISTRIBUTION

Date	Name	Purpose

2 CREATE APPRAISAL DOCUMENT

2.1 PURPOSE

UJVN Process appraisals for employees annually from July to Jun month. There will be three phases of the appraisal process, within each phase of the cycle, we will create further sub stages (statuses and sub statuses) in the system to track the process and pending list of employees with the activity in the reports. As PMS Administrator creates appraisal forms during start of year, system will read controlling, reviewing and final authority from the organogram and maintain data in the forms automatically.

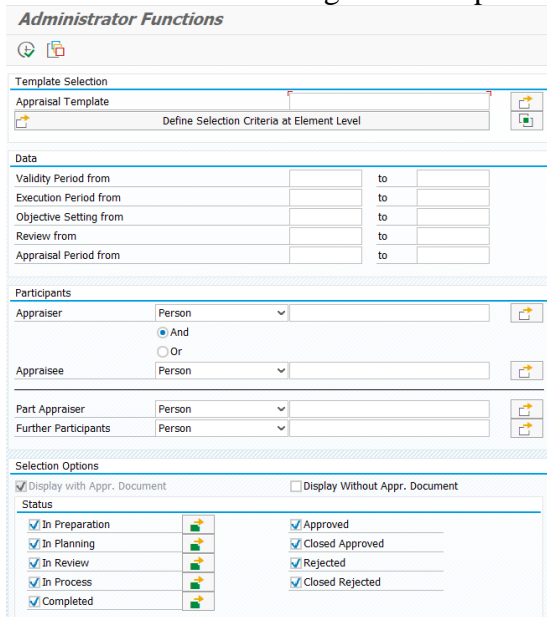
2.2 HELPFUL HINTS

- Press F1 for help
- Press F4 for getting input values
- R – Required
- O – Optional
- C – Conditional

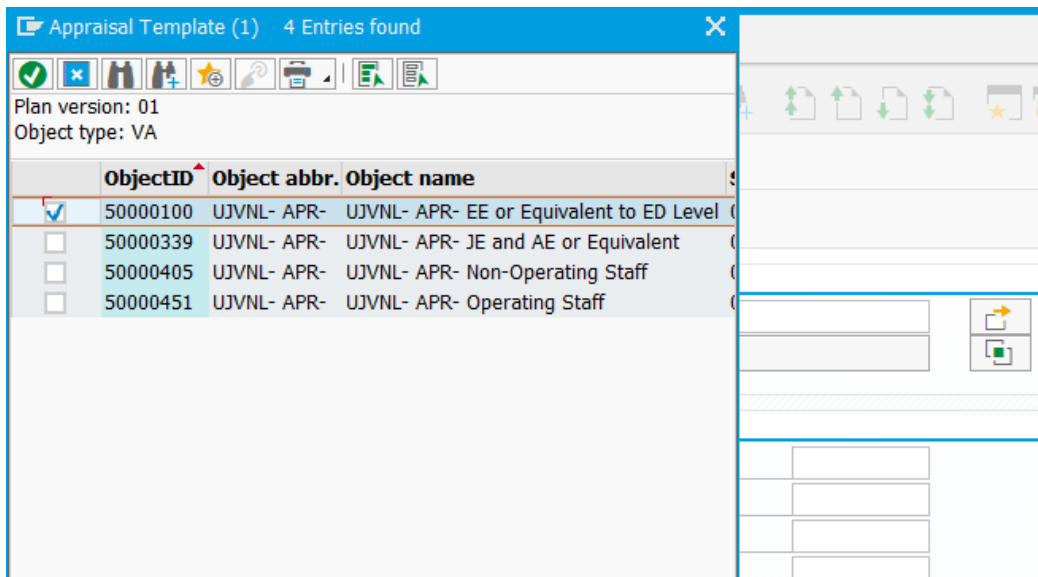
2.3 PROCEDURAL STEPS

Menu Path	ZHR_PMS-> Create Appraisal Document
Transaction Code	PHAP_ADMIN

Start the transaction using the menu path or transaction code below screen will appear -



Select form from help as per the requirement -



ObjectID	Object abbr.	Object name
50000100	UJVNL- APR-	UJVNL- APR- EE or Equivalent to ED Level
50000339	UJVNL- APR-	UJVNL- APR- JE and AE or Equivalent
50000405	UJVNL- APR-	UJVNL- APR- Non-Operating Staff
50000451	UJVNL- APR-	UJVNL- APR- Operating Staff

Below report will appear -

Administrator Functions - Selection Result

Administrator Functions

Reporting Options

Number of Documents	4
Selected Template(s):	UJVNL- APR- EE or Equivalent to ED Level
Selected Appraiser(s):	All
Option	AND
Selected Appraisee(s):	All
Selected Statuses	All

Selection Result

Number	Appraisal Document Name	App.Document Type	Type	Name	Type	Appraisee	App. Stat	Period	To	Date	Date Date	Last Changed	ChangeTime	Changed by
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Payroll Test2	Person	Chitra Singh	In Process	01.04.2016	31.03.2017	31.01.2018		01.02.2018	20:29:03	ED_HR
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Satya Murti	Person	Chitra Singh	In Planning	01.04.2017	31.03.2018	01.02.2018		01.02.2018	19:52:02	EMPLOYEE3
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Chitra Singh	Person	User 5	In Planning	01.04.2016	31.03.2017	09.04.2018		09.04.2018	15:39:11	MITULR
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Satya Murti	Person	Payroll Test	In Planning	01.04.2018	31.03.2019	12.04.2018		12.04.2018	12:07:49	EMPLOYEE2

Click on create button to create appraisal document -

Administrator Functions













Enter Reporting Manager, Appraisee and appraisal period –


New UJVNL- APR- EE or Equivalent to ED Level

End Preparation


 Attachments

Status	In Preparation		
Reporting Manager	Satya Murti		
Appraisee	Payroll Test		
Reviewing Manager			
Validity Period	01.04.2018	to	31.03.2019 
Execution Period		to	



Dynamic Appraisal Document

You have selected a dynamic appraisal document.


The layout of the appraisal document is dependent on the header data of the appraisal document. Therefore, the SAP system can only depict the appraisal template after you have entered the necessary data.


Proceed as follows:

1. Enter the required header data.
2. Choose *End Preparation*.

☐ Do Not Display Dynamic Appraisal Document Info Again

Enter Reviewing officer and final authority


New UJVNL- APR- EE or Equivalent to ED Level

End Preparation

Attachments

Status	In Preparation
Reporting Manager	Satya Murti
Appraisee	Payroll Test
Reviewing Manager	2 Reviewing Manager
Validity Period	01.04.20
Execution Period	

Dynamic Appraisal

You have selected a dynamic appraisal

The layout of the appraisal document is system can only depict the appraisal te

Proceed as follows:

1. Enter the required header data.
2. Choose *End Preparation*.


Further Participants Selection


















Participant Type
Participant ID

Name of Further Participa...	Role
ChairMan Test	Final Authority
Chitra Singh	Reviewing Manager

Click on save button to save the appraisal document -


Appraisal Document
Edit
Goto
Settings
System
Help








































Click on End Preparation button to release the document for employee objective setting -

Appraisal Document
Edit
Goto
Settings
System
Help




Change UJVNL- APR- EE or Equivalent to ED Level

End Preparation

Attachments
















Report will show the sub status as “In planning Pending w/ Appraiser – Set Objectives” –

Administrator Functions - Selection Result

Administrator Functions     

Reporting Options

Number of Documents	7
Selected Template(s):	All
Selected Appraiser(s):	All
Option	AND
Selected Appraisee(s):	All
Selected Statuses	All

Selection Result

Number	Appraisal Document Name	App.Document Type	Type	Name	Type	Appraiser	App. Stat	Appraisal Substatus	Period	To	Date	Date	Date	Last Changed	ChangeTime	Changed by
1	UJVNL- APR- JE and AE or Equivalent	Appraisal Document	Person	Payroll Test	Person	Satya Murti	In Process	Pending w/ Appraiser - Annual Feedback	01.04.2017	31.03.2018	23.01.2018			01.02.2018	20:33:18	MD_HR
1	UJVNL- APR- Non-Operating Staff	Appraisal Document	Person	Payroll Test	Person	Satya Murti	In Planning	Pending w/ Appraiser - Set Objectives	01.04.2017	31.03.2018	24.01.2018			24.01.2018	19:11:30	MD_HR
1	UJVNL- APR- Operating Staff	Appraisal Document	Person	Payroll Test	Person	Satya Murti	In Planning	Pending w/ Appraiser - Set Objectives	01.04.2017	31.03.2018	30.01.2018			30.01.2018	10:27:49	MD_HR
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Payroll Test	Person	Chitra Singh	In Process	Pending w/ Appraiser - Annual Self Input	01.04.2016	31.03.2017	31.01.2018			01.02.2018	20:29:03	ED_HR
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Satya Murti	Person	Chitra Singh	In Planning	Pending w/ Reviewer - Approve Objectives	01.04.2017	31.03.2018	01.02.2018			01.02.2018	19:52:02	EMPLOYEE3
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Chitra Singh	Person	User 5	In Planning	Pending w/ Appraiser - Set Objectives	01.04.2016	31.03.2017	08.04.2018			08.04.2018	15:38:11	MTIHR
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Satya Murti	Person	Payroll Test	In Planning	Pending w/ Appraiser - Set Objectives	01.04.2018	31.03.2019	13.04.2018			13.04.2018	11:16:24	VINAY

2.4 RESULT

Appraisal document is released for objective setting for employee.

2.5 COMMENTS

None.

3 SUBMIT OBJECTIVES

3.1 PURPOSE

This process allows employees to set objective for their Annual workplan.

3.2 HELPFUL HINTS

- Press F1 for help
- Press F4 for getting input values
- R – Required
- O – Optional
- C – Conditional

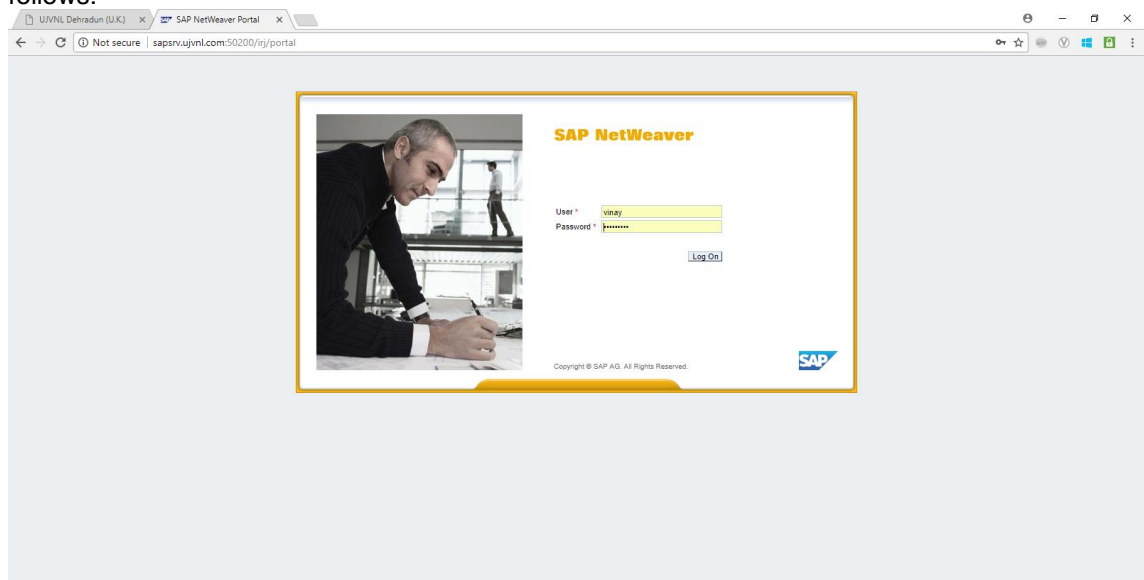
3.3 PROCEDURAL STEPS

Menu Path	Employee Self Service - > Career Development - > Appraisal Documents
Transaction Code	NA

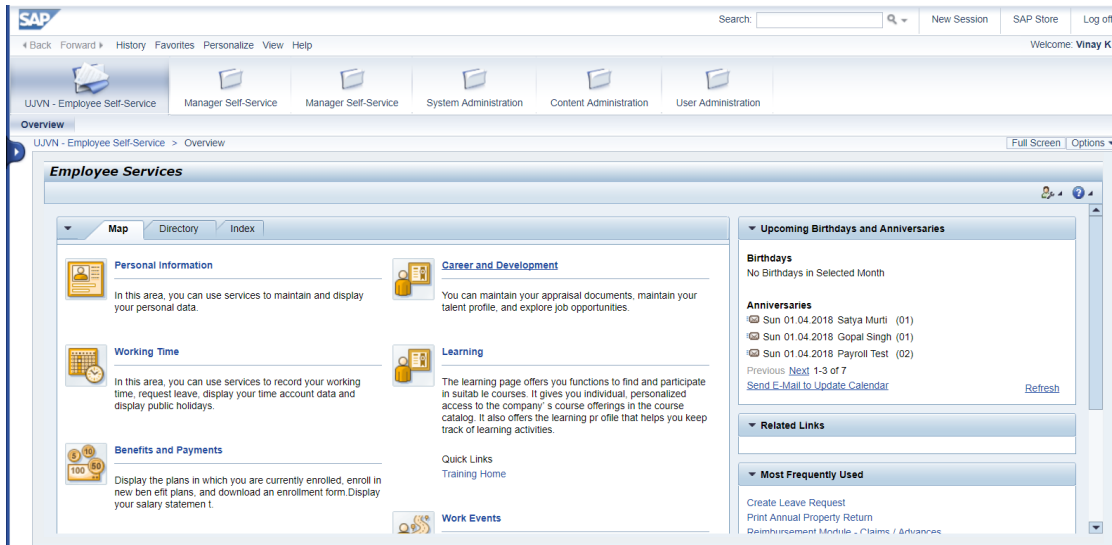
LOGON TO PORTAL:

The Employee should follow the steps below to enter into portal

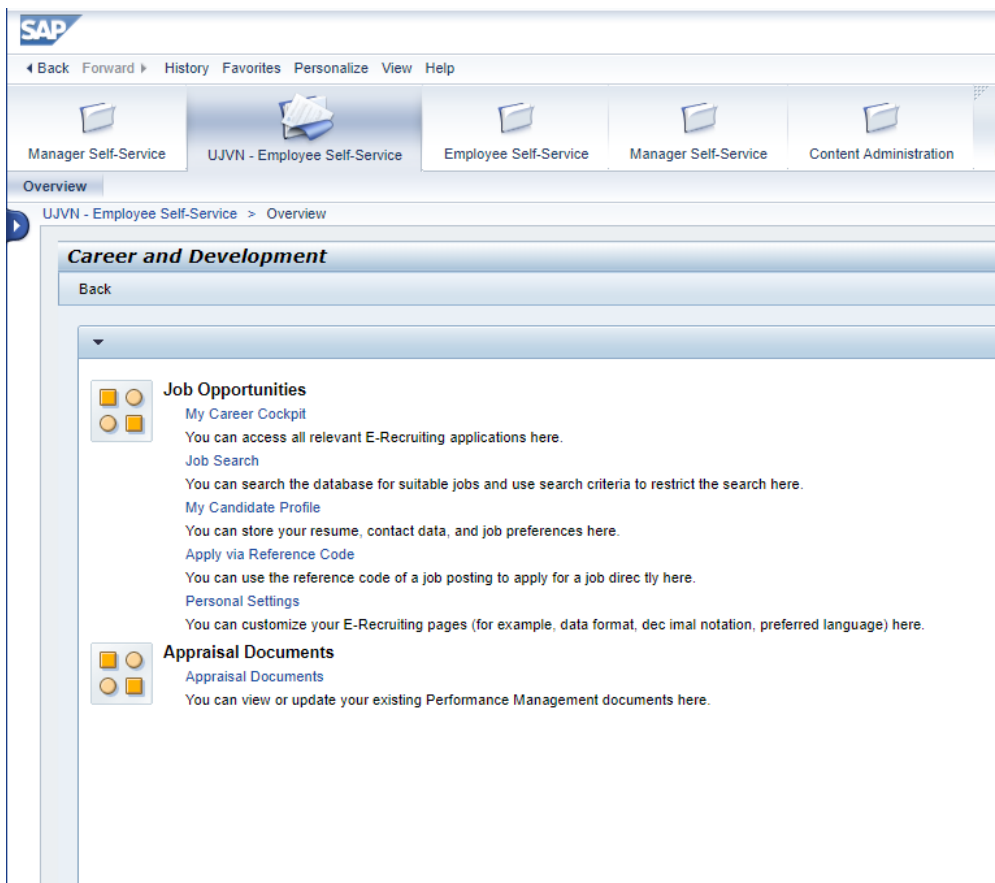
- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



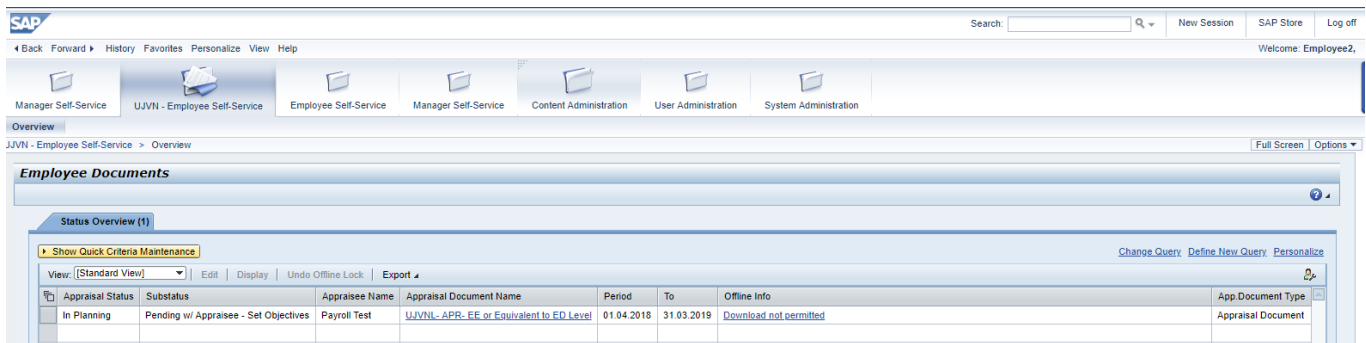
- Enter the EP user ID given (Ex: vinay), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.



Click on Career and Development –



Click on Appraisal Document, below screen will appear –



The screenshot shows the SAP Employee Documents overview screen. The top navigation bar includes links for Manager Self-Service, UJVNL - Employee Self-Service, Employee Self-Service, Manager Self-Service, Content Administration, User Administration, and System Administration. The main content area displays a table of appraisal documents.

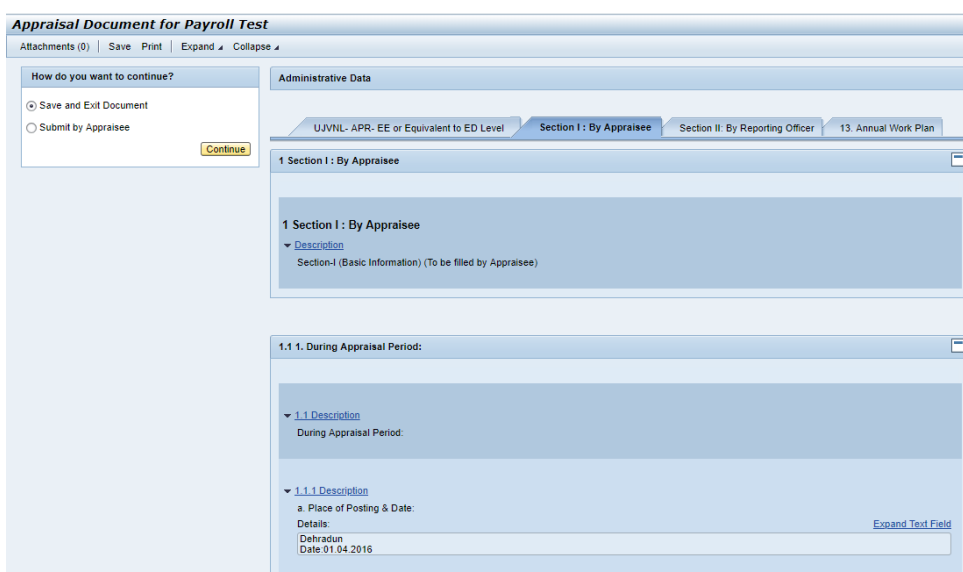
Appraisal Status	Substatus	Appraisee Name	Appraisal Document Name	Period	To	Offline Info	App. Document Type
In Planning	Pending w/ Appraisee - Set Objectives	Payroll Test	UJVNL-APR-EE or Equivalent to ED Level	01.04.2018	31.03.2019	Download not permitted	Appraisal Document

Click on Appraisal document name to submit the objectives -



The screenshot shows the SAP Appraisal Document for Payroll Test screen. The left sidebar contains a 'How do you want to continue?' section with options 'Save and Exit Document' and 'Submit by Appraisee'. The main content area displays the 'Administrative Data' section, which includes a tab for 'UJVNL-APR-EE or Equivalent to ED Level' and a section for 'Section I: By Appraisee'.

Section – I details –



The screenshot shows the SAP Appraisal Document for Payroll Test screen, specifically the 'Section I: By Appraisee' details. The left sidebar contains a 'How do you want to continue?' section with options 'Save and Exit Document' and 'Submit by Appraisee'. The main content area displays the 'Administrative Data' section, which includes a tab for 'UJVNL-APR-EE or Equivalent to ED Level' and a section for 'Section I: By Appraisee'.

1 Section I : By Appraisee

1 Section I : By Appraisee

1.1 During Appraisal Period:

1.1 Description

During Appraisal Period:

1.1.1 Description

a. Place of Posting & Date:

Details:

Dehradun

Date 01.04.2016

[Expand Text Field](#)

Appraisal Document for Payroll Test

Attachments (0) | Save | Print | Expand | Collapse

1.1.2 Description

b. Name of Circle/ Valley/ Office:

Details: [Expand Text Field](#)

Dehradun

1.2.2 Educational Qualification

1.2 Description

Educational Qualification:

1.2.1 Description

a. At the time of initial joining in the UJVNL Ltd:

Details: [Expand Text Field](#)

Primary school - 1st Class Mine Manager : PY: 2019
Primary school - Anaesthetist : PY: 2019
University - Administrative Law : PY: 2014

1.2.2 Description

b. Qualification acquired during service of the UJVNL Ltd:

Details: [Expand Text Field](#)

Primary school - Advance Diploma : PY: 2019
University - 9th : PY: 2015

Appraisal Document for Payroll Test

Attachments (0) | Save | Print | Expand | Collapse

How do you want to continue?

☒ Save and Exit Document

☐ Submit by Appraisee

[Continue](#)

Administrative Data

UJVNL- APR- EE or Equivalent to ED Level | Section I : By Appraisee | **Section II: By Reporting Officer** | 13. Annual Work Plan

2 Section II: By Reporting Officer

2 Section II: By Reporting Officer

Description

Section-II (To be filled by Reporting Officer)

Create Annual Workplan –

Appraisal Document for Payroll Test

Attachments (0) | Save | Print | Expand | Collapse

How do you want to continue?

☒ Save and Exit Document

☐ Submit by Appraisee

[Continue](#)

Administrative Data

UJVNL- APR- EE or Equivalent to ED Level | Section I : By Appraisee | Section II: By Reporting Officer | **13. Annual Work Plan**

2.1 13. Annual Work Plan

2.1 13. Annual Work Plan

Maximum Marks





70.000

Click on add objective button to add new objective –

2.1.1.2 Description

Other Objectives

[Add Objective](#)

<p>▼ 2.1.1.2.1 Description </p> <p>Objective</p> <p>Details: Expand Text Field</p> <p>SAP Training</p>	<input type="text" value="30.000"/>	<input type="text" value="2.000"/>	<input type="text" value="31.05.2018"/> 
<p>▼ 2.1.1.2.2 Description </p> <p>Objective</p> <p>Details: Expand Text Field</p> <p>SAP Training 2</p>	<input type="text" value="37"/>	<input type="text" value="10"/>	<input type="text" value="31.05.2018"/> 

Click on Submit by appraiser and click on continue –

Appraisal Document for Payroll Test

Attachments (0) | Save | Print | Expand ▲ | Collapse ▼

How do you want to continue?

☐ Save and Exit Document

☒ Submit by Appraiser

[Continue](#)

Administrative Data

UJVNL- APR- EE or Equivalent to ED Level

2.1 13. Annual Work Plan

2.1 13. Annual Work Plan

3.4 RESULT

Objective submitted and status set to Pending with appraiser –

Employee Documents		
Status Overview (1)		
Show Quick Criteria Maintenance		
View: [Standard View] Edit Display Undo Offline Lock Export		
Appraisal Status	Substatus	Appraiser Name
In Planning	Pending w/ Appraiser - Review Objectives	Payroll Test



END USER DOCUMENT



3.5 COMMENTS

None.

4 REVIEW OBJECTIVES

4.1 PURPOSE

4.2 HELPFUL HINTS

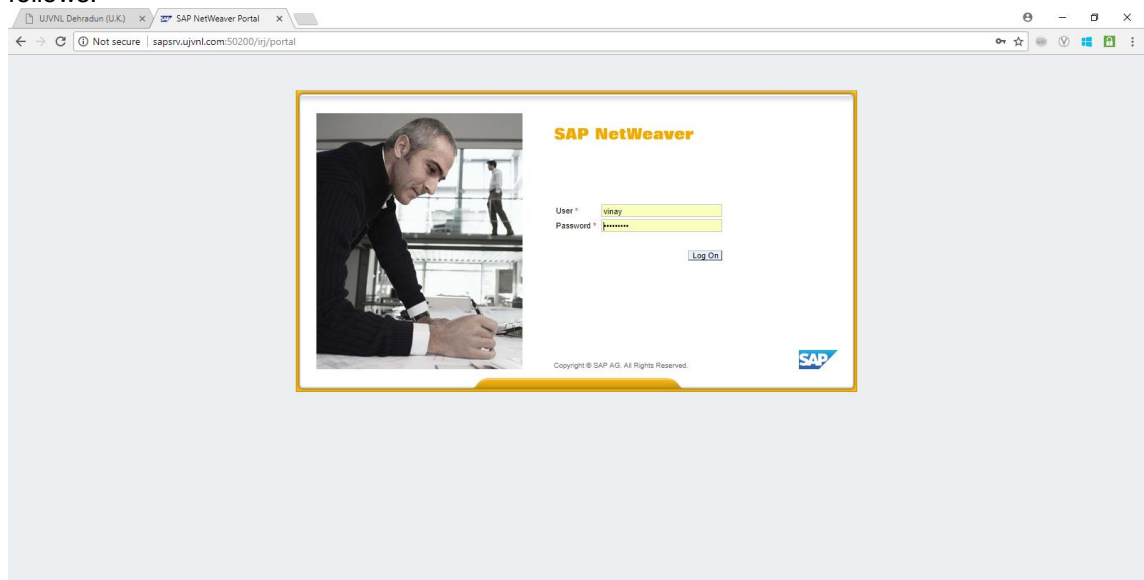
- Press F1 for help
- Press F4 for getting input values
- R – Required
- O – Optional
- C – Conditional

4.3 PROCEDURAL STEPS

LOGON TO PORTAL:

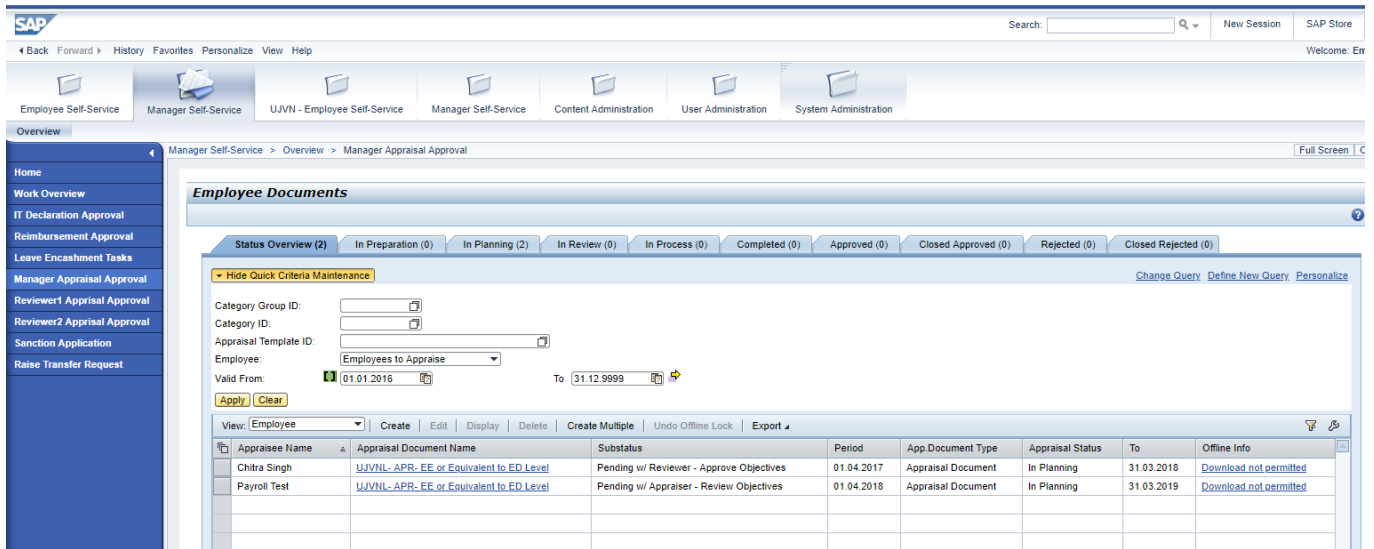
The Employee should follow the steps below to enter portal

- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



- Enter the EP user ID given (Ex: employee3), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.

Click on Manager Self-Service and Manager Appraisal Approval, below screen will appear –



Employee Documents

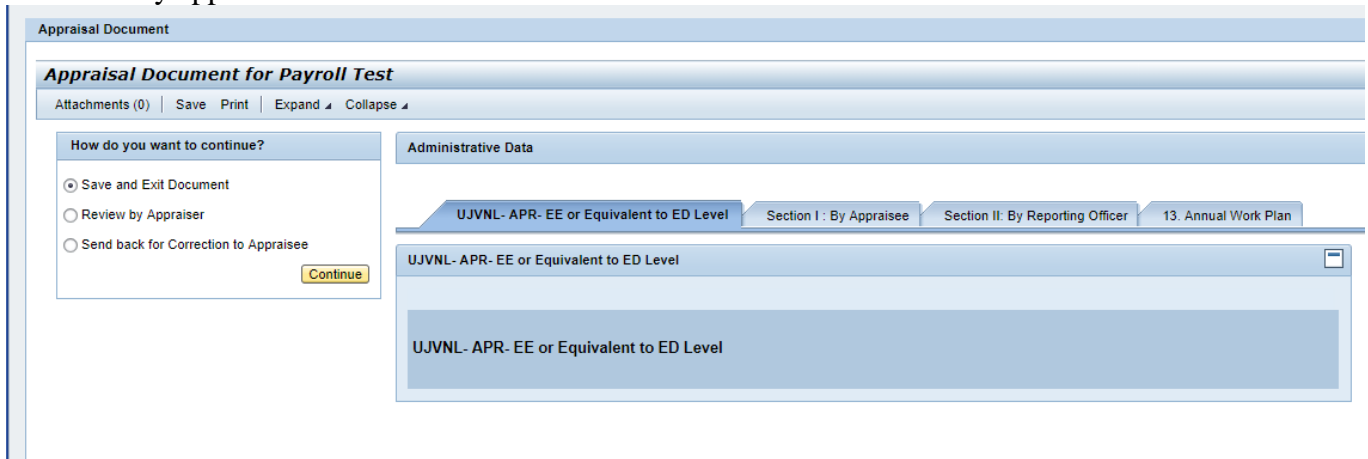
Status Overview (2) | In Preparation (0) | In Planning (2) | In Review (0) | In Process (0) | Completed (0) | Approved (0) | Closed Approved (0) | Rejected (0) | Closed Rejected (0)

Category Group ID:
 Category ID:
 Appraisal Template ID:
 Employee:
 Valid From: To:

[Apply](#) [Clear](#)

Appraisee Name	Appraisal Document Name	Substatus	Period	App Document Type	Appraisal Status	To	Offline Info
Chitra Singh	UJVNL- APR- EE or Equivalent to ED Level	Pending w/ Reviewer - Approve Objectives	01.04.2017	Appraisal Document	In Planning	31.03.2018	Download not permitted
Payroll Test	UJVNL- APR- EE or Equivalent to ED Level	Pending w/ Appraiser - Review Objectives	01.04.2018	Appraisal Document	In Planning	31.03.2019	Download not permitted

System will show all the pending appraisal document to be reviewed -
 Click on any appraisal document for review -



Appraisal Document for Payroll Test

Attachments (0) | [Save](#) | [Print](#) | [Expand](#) | [Collapse](#)

How do you want to continue?

- ☒ Save and Exit Document
- ☐ Review by Appraiser
- ☐ Send back for Correction to Appraisee

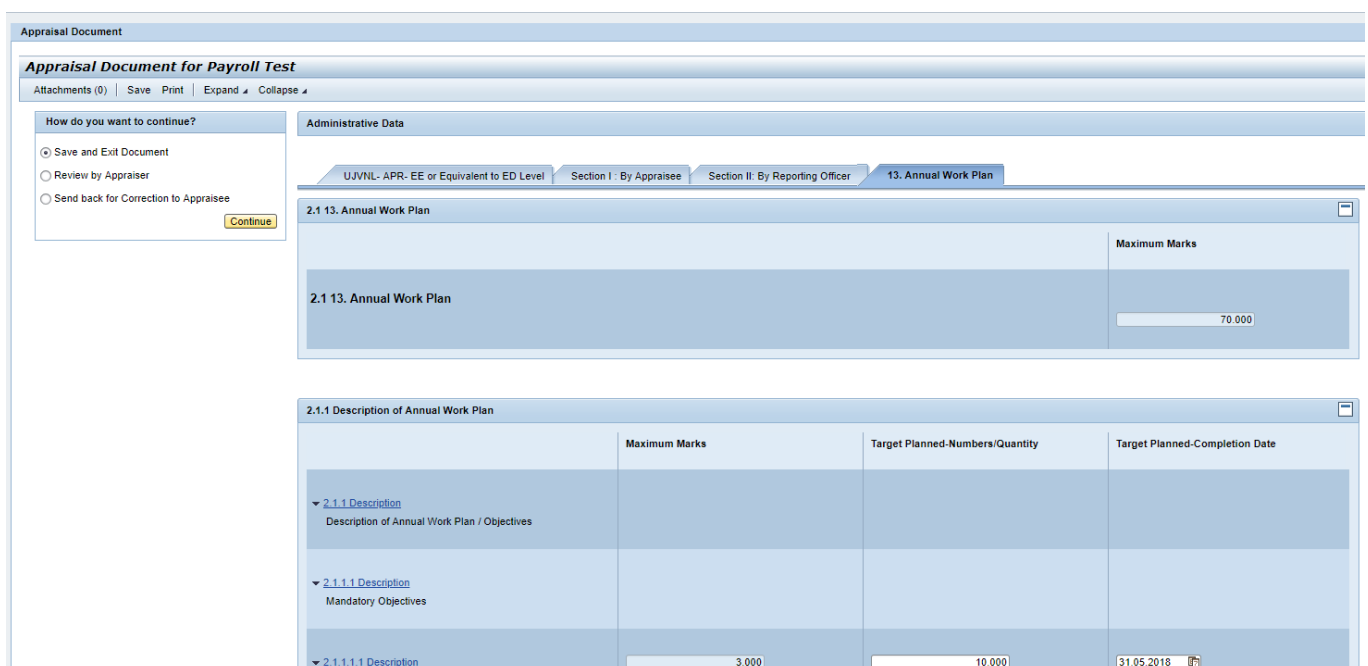
[Continue](#)

Administrative Data

UJVNL- APR- EE or Equivalent to ED Level | Section I : By Appraisee | Section II: By Reporting Officer | 13. Annual Work Plan

UJVNL- APR- EE or Equivalent to ED Level

UJVNL- APR- EE or Equivalent to ED Level



Appraisal Document for Payroll Test

Attachments (0) | [Save](#) | [Print](#) | [Expand](#) | [Collapse](#)

How do you want to continue?

- ☒ Save and Exit Document
- ☐ Review by Appraiser
- ☐ Send back for Correction to Appraisee

[Continue](#)

Administrative Data

UJVNL- APR- EE or Equivalent to ED Level | Section I : By Appraisee | Section II: By Reporting Officer | 13. Annual Work Plan

2.1.13. Annual Work Plan






Maximum Marks

2.1.13. Annual Work Plan

70.000

2.1.1 Description of Annual Work Plan

	Maximum Marks	Target Planned-Numbers/Quantity	Target Planned-Completion Date
2.1.1 Description Description of Annual Work Plan / Objectives			
2.1.1.1 Description Mandatory Objectives			
2.1.1.1.1 Description	3.000	10.000	31.05.2018

<p>▼ 2.1.1.2 Description </p> <p>Other Objectives</p>			
<p>▼ 2.1.1.2.1 Description </p> <p>Objective</p> <p>Details: Expand Text Field</p> <p>SAP Training</p>	<p>30.000</p>	<p>2.000</p>	<p>31.05.2018 </p>
<p>▼ 2.1.1.2.2 Description </p> <p>Objective</p> <p>Details: Expand Text Field</p> <p>SAP Training 2</p>	<p>37.000</p>	<p>10.000</p>	<p>31.05.2018 </p>

Review all the objectives set by appraisee –

Appraisal Document

Appraisal Document for Payroll Test

Attachments (0) | Save | Print | Expand ▲ | Collapse ▼

How do you want to continue?

☒ Save and Exit Document

☐ Review by Appraiser

☐ Send back for Correction to Appraisee

[Continue](#)

Administrative Data

UJVNL- APR- EE or Equivalent to ED Level | Section I : By Appraisee | Section II: By Reporting Officer | **13. Annual Work Plan**

2.1 13. Annual Work Plan

2.1 13. Annual Work Plan

Maximum Marks

70.000

Appraiser can send back the appraisal document for any modification,if required.

To review appraisal document click on Review by appraiser, and click on continue –

Appraisal Document

Appraisal Document for Payroll Test

Attachments (0) | Save | Print | Expand ▲ | Collapse ▼

How do you want to continue?

☐ Save and Exit Document

☐ Review by Appraiser

☒ Send back for Correction to Appraisee

[Continue](#)

Administrative Data

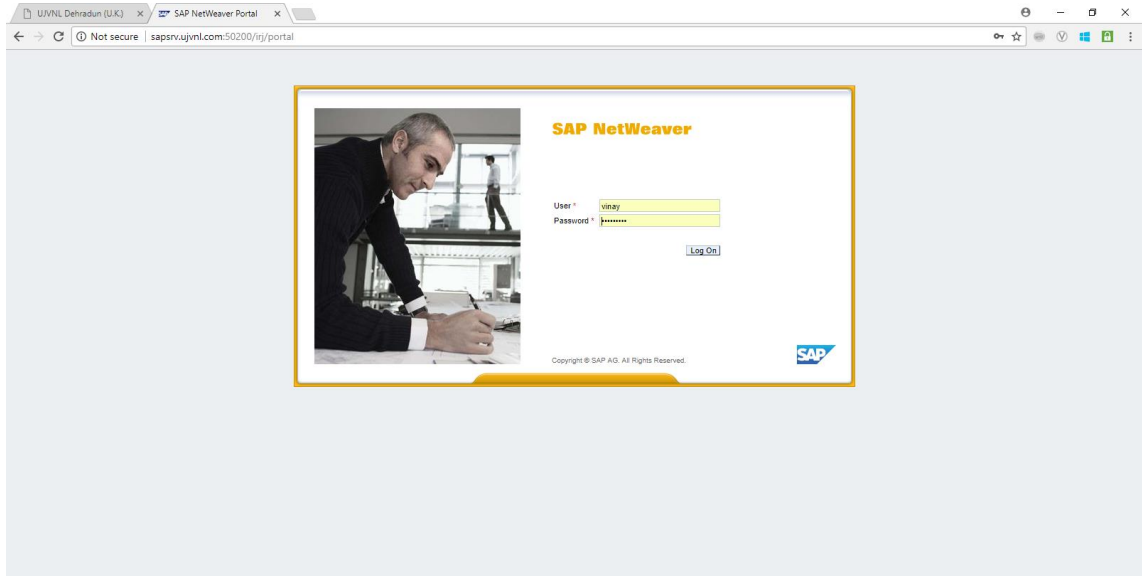
UJVNL- APR- EE or Equivalent to ED Level | **Section I : By Appraisee** | Section II: By Reporting Officer

2.1 13. Annual Work Plan

2.1 13. Annual Work Plan

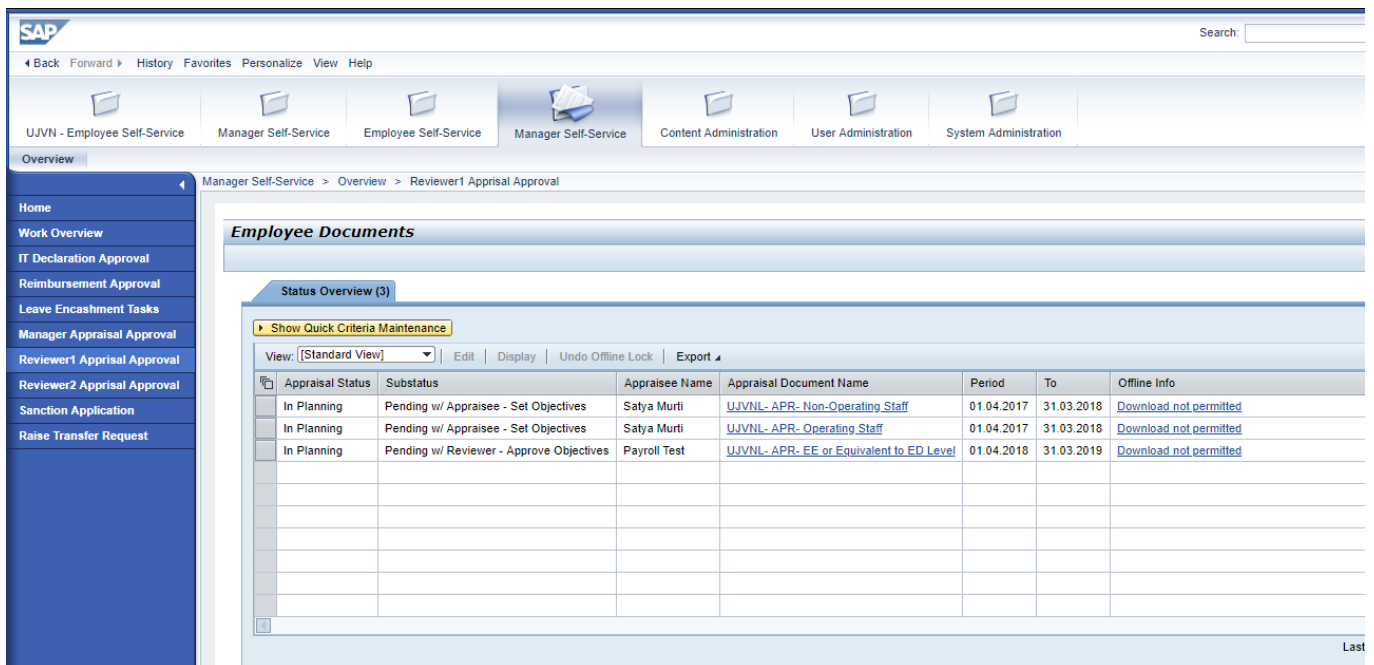
The Employee should follow the steps below to enter portal

- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



- Enter the EP user ID given (Ex: employee3), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.

Click on Manager Self-Service and Reviewer1 Appraisal Approval to approve the objective set by appraisee, below screen will appear. Select the appraisal document to approve the objectives –



Appraisal Status	Substatus	Appraisee Name	Appraisal Document Name	Period	To	Offline Info
In Planning	Pending w/ Appraisee - Set Objectives	Satya Murti	UJVNL- APR- Non-Operating Staff	01.04.2017	31.03.2018	Download not permitted
In Planning	Pending w/ Appraisee - Set Objectives	Satya Murti	UJVNL- APR- Operating Staff	01.04.2017	31.03.2018	Download not permitted
In Planning	Pending w/ Reviewer - Approve Objectives	Payroll Test	UJVNL- APR- EE or Equivalent to ED Level	01.04.2018	31.03.2019	Download not permitted

C

Appraisal Document

Appraisal Document for Payroll Test

Attachments (0) | Save | Print | Expand | Collapse

How do you want to continue?

☐ Save and Exit Document
☒ Approve by Reviewer
☐ Send back for Correction to Appraiser

Continue

Administrative Data

UJVNL- APR- EE or Equivalent to ED Level | Section I - By Appraisee | Section II: By Reporting Officer | **13. Annual Work Plan**

2.1 13. Annual Work Plan

	Maximum Marks
2.1 13. Annual Work Plan	70.000

2.1.1 Description of Annual Work Plan

	Maximum Marks	Target Planned-Numbers/Quantity	Target Planned-Completion Date
2.1.1 Description Description of Annual Work Plan / Objectives			
2.1.1.1 Description Mandatory Objectives			
2.1.1.1.1 Description	3.000	10.000	31.05.2018

Click on Approve by Reviewer.

4.4 RESULT

Appraisal document is successfully reviewed by the appraiser and forwarded for reviewer. Objective set by appraisee is approved by the Reporting officer and the Reviewing authority.

4.5 COMMENTS

None.

Appraisal Document Edit Goto Utilities System Help

Administrator Functions - Selection Result

Administrator Functions

Reporting Options

Number of Documents	7
Selected Template(s):	All
Selected Appraiser(s):	All
Option	AND
Selected Appraisee(s):	All
Selected Statuses	All

Selection Result

Number	Appraisal Document Name	App.Document Type	Type	Name	Type	Appraiser	App. Stat	Period	To	Date	Date	Date	Date	Last Changed	ChangeTime	Changed by
1	UJVNL- APR- JE and AE or Equivalent	Appraisal Document	Person	Payroll Test	Person	Satya Murti	In Process	01.04.2017	31.03.2018	23.01.2018				01.02.2018	20:33:18	MD_HR
1	UJVNL- APR- Non-Operating Staff	Appraisal Document	Person	Payroll Test	Person	Satya Murti	In Planning	01.04.2017	31.03.2018	24.01.2018				24.01.2018	19:11:30	MD_HR
1	UJVNL- APR- Operating Staff	Appraisal Document	Person	Payroll Test	Person	Satya Murti	In Planning	01.04.2017	31.03.2018	30.01.2018				30.01.2018	10:27:49	MD_HR
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Payroll Test2	Person	Chitra Singh	In Process	01.04.2016	31.03.2017	31.01.2018				01.02.2018	20:29:03	ED_HR
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Satya Murti	Person	Chitra Singh	In Planning	01.04.2017	31.03.2018	01.02.2018				01.02.2018	19:52:02	EMPLOYEE3
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Chitra Singh	Person	User 5	In Planning	01.04.2016	31.03.2017	09.04.2018				09.04.2018	15:39:11	MITULR
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Satya Murti	Person	Payroll Test	In Planning	01.04.2018	31.03.2019	13.04.2018				16.04.2018	17:59:37	EMPLOYEE3

Select the appraisal document, and click on appraisal document from the top menu bar

Appraisal Document Edit Goto Utilities System Help






Create F8
Prepare
Change F2
Display F6
Delete Shift+F2
Download Shift+F6
Upload Shift+F7
Change Status
Start Follow-Up
Administrator Functions Ctrl+F12
Exit Shift+F3

Selection Result

Number	Appraisal Document Name	App.Document Type	Type	Name	Type	Appraiser	App. Stat	Period	To	Date	Date	Date	Date	Last Changed	ChangeTime	Changed by
1	UJVNL- APR- JE and AE or Equivalent	Appraisal Document	Person	Payroll Test	Person	Satya Murti	In Process	01.04.2017	31.03.2018	23.01.2018				01.02.2018	20:33:18	MD_HR
1	UJVNL- APR- Non-Operating Staff	Appraisal Document	Person	Payroll Test	Person	Satya Murti	In Planning	01.04.2017	31.03.2018	24.01.2018				24.01.2018	19:11:30	MD_HR
1	UJVNL- APR- Operating Staff	Appraisal Document	Person	Payroll Test	Person	Satya Murti	In Planning	01.04.2017	31.03.2018	30.01.2018				30.01.2018	10:27:49	MD_HR
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Payroll Test2	Person	Chitra Singh	In Process	01.04.2016	31.03.2017	31.01.2018				01.02.2018	20:29:03	ED_HR
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Satya Murti	Person	Chitra Singh	In Planning	01.04.2017	31.03.2018	01.02.2018				01.02.2018	19:52:02	EMPLOYEE3
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Chitra Singh	Person	User 5	In Planning	01.04.2016	31.03.2017	09.04.2018				09.04.2018	15:39:11	MITULR
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Satya Murti	Person	Payroll Test	In Planning	01.04.2018	31.03.2019	13.04.2018				16.04.2018	17:59:37	EMPLOYEE3

Click on change status and Select the status as shown below –

Administrator Functions - Selection Result

Administrator Functions     

Reporting Options

Number of Documents	7
Selected Template(s):	All
Selected Appraiser(s):	
Option	
Selected Appraisee(s):	
Selected Statuses	

Status Flow

Target Status	In Process
Target Substatus	Pending w/ Appraisee - Annual Self Input
Reset Workflow	Keep Existing Workflows Active
Workflow Event	

☐ Check Workflow Event

Selection Result

Number	Appraisal Document Name	Appraisal Document	Person	Payroll Test	Person	Stat	Period
1	UJVNL- APR- JE and AE or E					In Process	01.04.2017
1	UJVNL- APR- Non-Operating Staff	Appraisal Document	Person	Payroll Test	Person Satya Murti	In Planning	01.04.2017
1	UJVNL- APR- Operating Staff	Appraisal Document	Person	Payroll Test	Person Satya Murti	In Planning	01.04.2017
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Payroll Test2	Person Chitra Singh	In Process	01.04.2016
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Satya Murti	Person Chitra Singh	In Planning	01.04.2017
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Chitra Singh	Person User 5	In Planning	01.04.2016
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Satya Murti	Person Payroll Test	In Planning	01.04.2018

5.4 RESULT

Status updated as Pending with Appraisee for Annual Self input submission.

5.5 COMMENTS

None.

6 SUBMIT SELF INPUTS

6.1 PURPOSE

6.2 HELPFUL HINTS

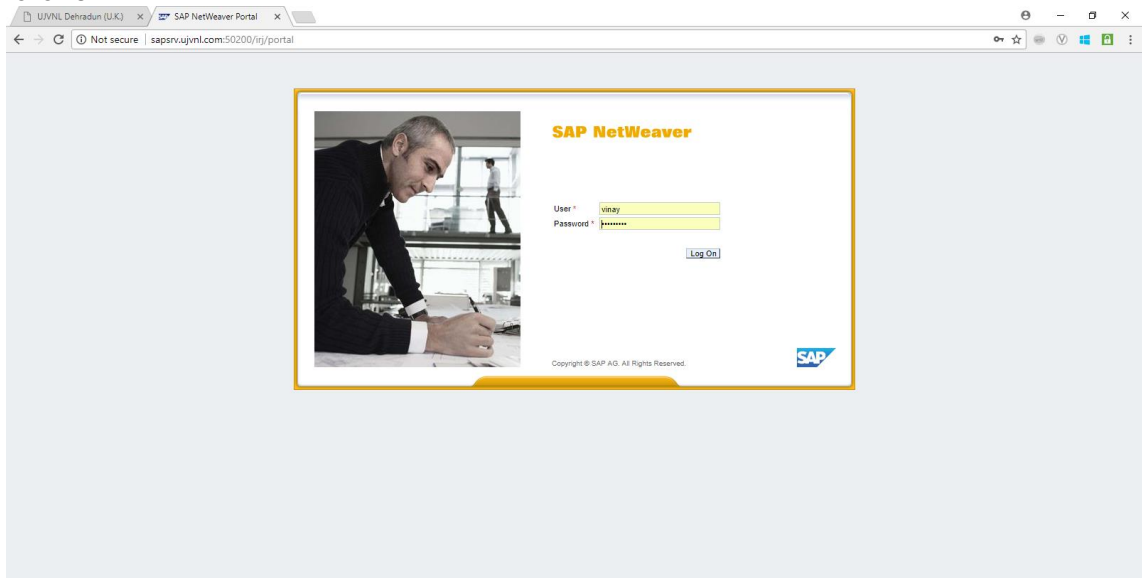
- Press F1 for help
- Press F4 for getting input values
- R – Required
- O – Optional
- C – Conditional

6.3 PROCEDURAL STEPS

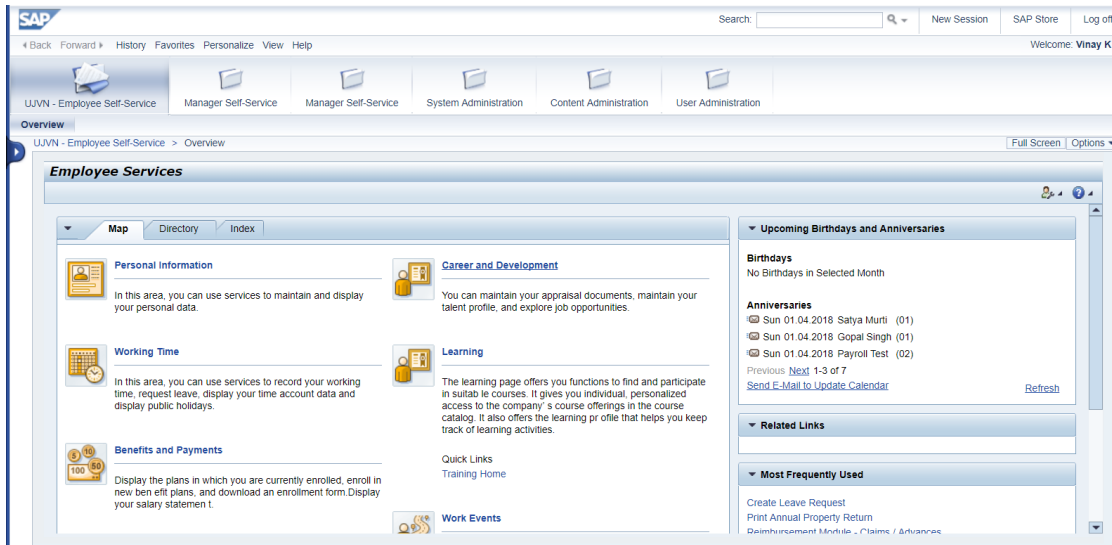
LOGON TO PORTAL:

The Employee should follow the steps below to enter into portal

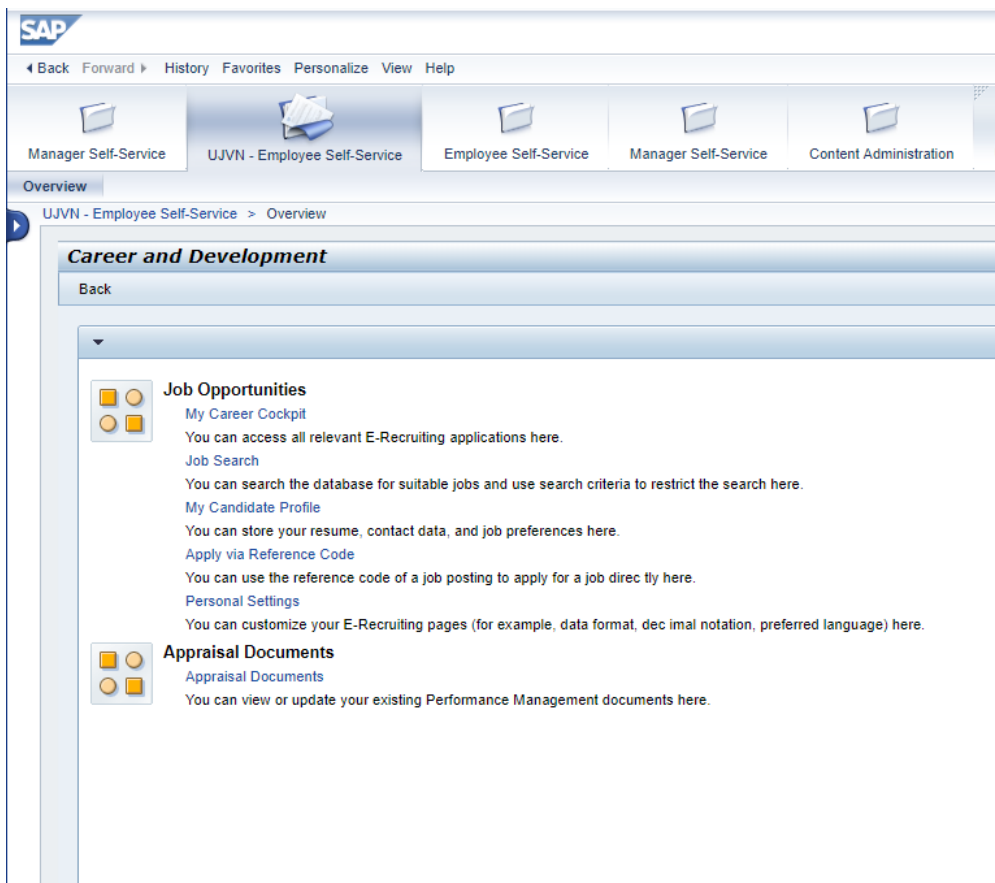
- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



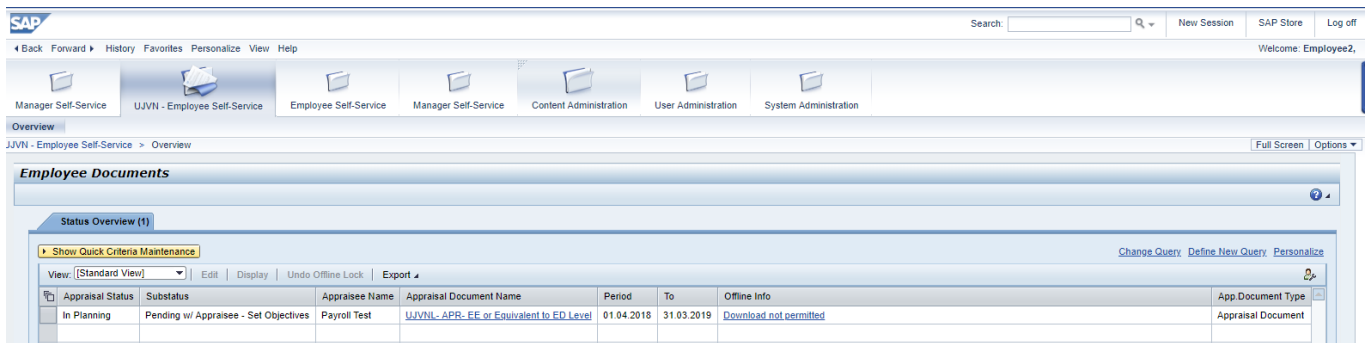
- Enter the EP user ID given (Ex: vinay), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.



Click on Career and Development –



Click on Appraisal Document, below screen will appear –



The screenshot shows the SAP Employee Documents Overview screen. The top navigation bar includes 'Manager Self-Service', 'UJVNL - Employee Self-Service', 'Employee Self-Service', 'Manager Self-Service', 'Content Administration', 'User Administration', and 'System Administration'. The main content area is titled 'Employee Documents' and includes a 'Status Overview (1)' section. A table lists appraisal documents with columns for Appraisal Status, Substatus, Appraisee Name, Appraisal Document Name, Period, To, Offline Info, and App. Document Type. The table shows one entry: 'In Planning', 'Pending w/ Appraisee - Set Objectives', 'Payroll Test', 'UJVNL- APR- EE or Equivalent to ED Level', '01.04.2018', '31.03.2019', 'Download not permitted', and 'Appraisal Document'.

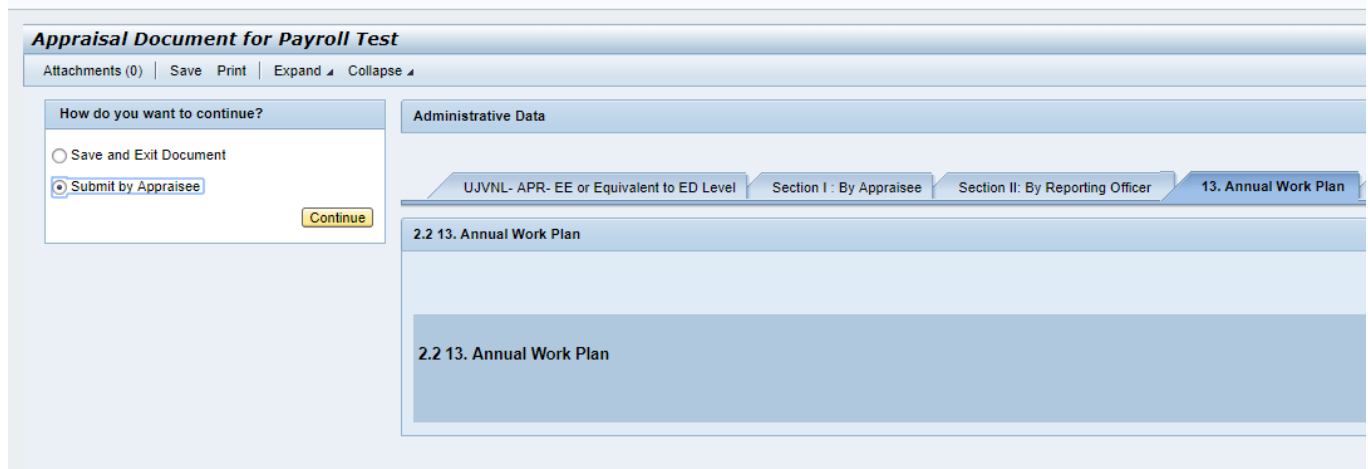
Click on Appraisal document name to submit the Self Input -



The screenshot shows the SAP Appraisal Document for Payroll Test screen. The top navigation bar includes 'Attachments (0)', 'Save', 'Print', 'Expand', and 'Collapse'. The main content area is titled 'Appraisal Document for Payroll Test' and includes a 'How do you want to continue?' section with options 'Save and Exit Document' (selected) and 'Submit by Appraisee'. The 'Administrative Data' section shows the appraisal document name 'UJVNL- APR- EE or Equivalent to ED Level' and the period '01.04.2018' to '31.03.2019'.

Target Planned-Numbers/Quantity	Target Planned-Completion Date	Target Achieved- Numbers/Quantity	Target Achieved-Completed On	% of Achievement	Marks by Reporting Officer
10.000	31.05.2018				
2.000	31.05.2018				

Enter the Self input against all the objective set.



Press on Continue.

6.4 RESULT

Self-input submitted by the Appraisal document.

6.5 COMMENTS

None.

7 REVIEW SELF INPUTS

7.1 PURPOSE

7.2 HELPFUL HINTS

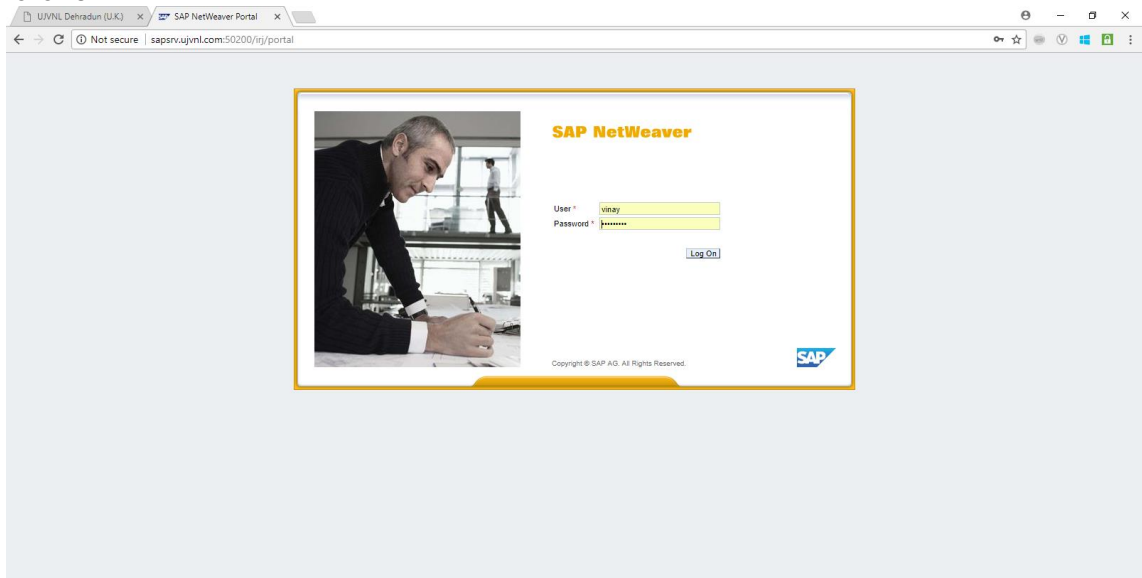
- Press F1 for help
- Press F4 for getting input values
- R – Required
- O – Optional
- C – Conditional

7.3 PROCEDURAL STEPS

LOGON TO PORTAL:

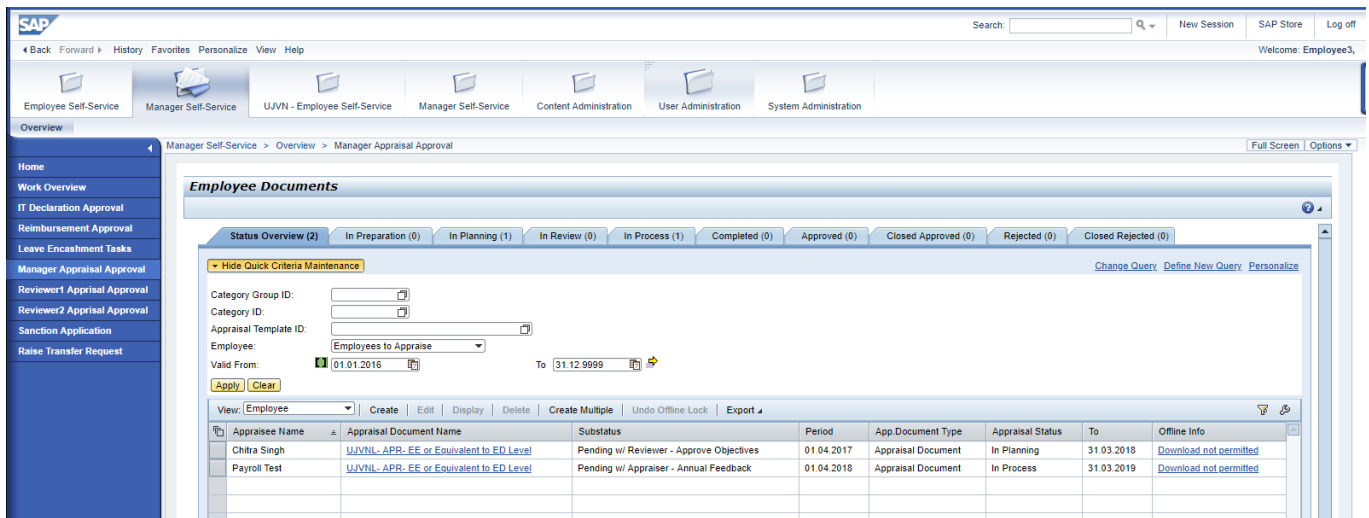
The Employee should follow the steps below to enter portal

- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



- Enter the EP user ID given (Ex: employee3), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.

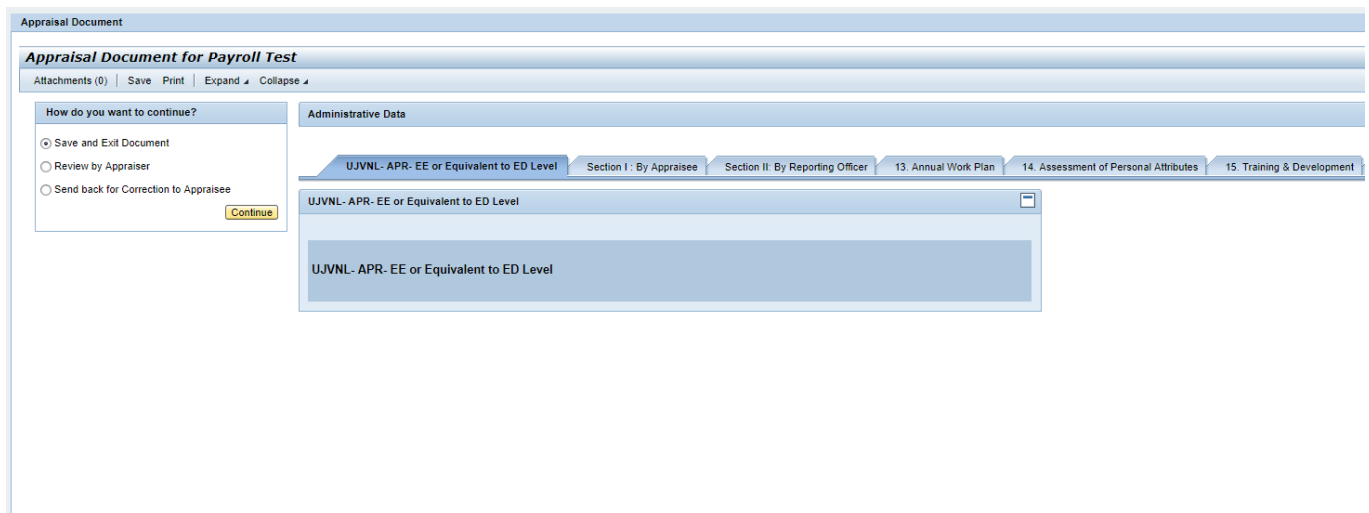
Click on Manager Self-Service and Manager Appraisal Approval, below screen will appear –



The screenshot shows the SAP Manager Appraisal Approval interface. The top navigation bar includes links for Employee Self-Service, Manager Self-Service, UJVNL - Employee Self-Service, Manager Self-Service, Content Administration, User Administration, and System Administration. The main content area is titled "Employee Documents" and displays a table of appraisal documents. The table has columns for Appraisee Name, Appraisal Document Name, Substatus, Period, App Document Type, Appraisal Status, To, and Offline Info. The data rows show appraisal documents for Chitra Singh and Payroll Test.

Appraisee Name	Appraisal Document Name	Substatus	Period	App Document Type	Appraisal Status	To	Offline Info
Chitra Singh	UJVNL- APR- EE or Equivalent to ED Level	Pending w/ Reviewer - Approve Objectives	01.04.2017	Appraisal Document	In Planning	31.03.2018	Download not permitted
Payroll Test	UJVNL- APR- EE or Equivalent to ED Level	Pending w/ Appraiser - Annual Feedback	01.04.2018	Appraisal Document	In Process	31.03.2019	Download not permitted

Click on any appraisal document to review the self-input –



The screenshot shows the SAP Appraisal Document for Payroll Test. The left sidebar contains a "How do you want to continue?" section with options: "Save and Exit Document", "Review by Appraiser", and "Send back for Correction to Appraisee". The main content area is titled "Appraisal Document for Payroll Test" and displays a table of appraisal documents. The table has columns for Appraisee Name, Appraisal Document Name, Substatus, Period, App Document Type, Appraisal Status, To, and Offline Info. The data rows show appraisal documents for Chitra Singh and Payroll Test.

Appraisee Name	Appraisal Document Name	Substatus	Period	App Document Type	Appraisal Status	To	Offline Info
Chitra Singh	UJVNL- APR- EE or Equivalent to ED Level	Pending w/ Reviewer - Approve Objectives	01.04.2017	Appraisal Document	In Planning	31.03.2018	Download not permitted
Payroll Test	UJVNL- APR- EE or Equivalent to ED Level	Pending w/ Appraiser - Annual Feedback	01.04.2018	Appraisal Document	In Process	31.03.2019	Download not permitted

Click on Section – II : By Reporting Officer –



The screenshot shows the SAP Appraisal Document for Payroll Test. The left sidebar contains a "How do you want to continue?" section with options: "Save and Exit Document", "Review by Appraiser", and "Send back for Correction to Appraisee". The main content area is titled "Appraisal Document for Payroll Test" and displays a table of appraisal documents. The table has columns for Appraisee Name, Appraisal Document Name, Substatus, Period, App Document Type, Appraisal Status, To, and Offline Info. The data rows show appraisal documents for Chitra Singh and Payroll Test.

Appraisee Name	Appraisal Document Name	Substatus	Period	App Document Type	Appraisal Status	To	Offline Info
Chitra Singh	UJVNL- APR- EE or Equivalent to ED Level	Pending w/ Reviewer - Approve Objectives	01.04.2017	Appraisal Document	In Planning	31.03.2018	Download not permitted
Payroll Test	UJVNL- APR- EE or Equivalent to ED Level	Pending w/ Appraiser - Annual Feedback	01.04.2018	Appraisal Document	In Process	31.03.2019	Download not permitted

Click on the valid option – (Yes/No) for General reputation of the Appraisee for honestly is Good –

2.1 12. Integrity Certificate

2.1 Description

12. Integrity Certificate

2.1.1 Description

12.1 The general reputation of Appraisee for honesty is Good and I certify his/her integrity

2.1.2 Description

12.2 The general reputation of Appraisee for honesty is Not Good and I withhold his/her integrity on account of the following reasons:
Details: [Expand Text Field](#)

Certify Integrity

No value

Yes

No

And Enter the comments.

Completion Date	Target Achieved- Numbers/Quantity	Target Achieved-Completed On	% of Achievement	Marks by Reporting Officer	Marks by Reviewing Officer
	3.000	31.05.2018	100.000		
	30.000	31.05.2018	100.000		

Enter the Marks by Reporting Officer.

Appraisal Document

Appraisal Document for Payroll Test

Attachments (0) | Save | Print | Expand | Collapse

How do you want to continue?

☐ Save and Exit Document
 ☒ Review by Appraiser
 ☐ Send back for Correction to Appraisee

Continue

Administrative Data

UJVNL- APR- EE or Equivalent to ED Level

2.2 13. Annual Work Plan

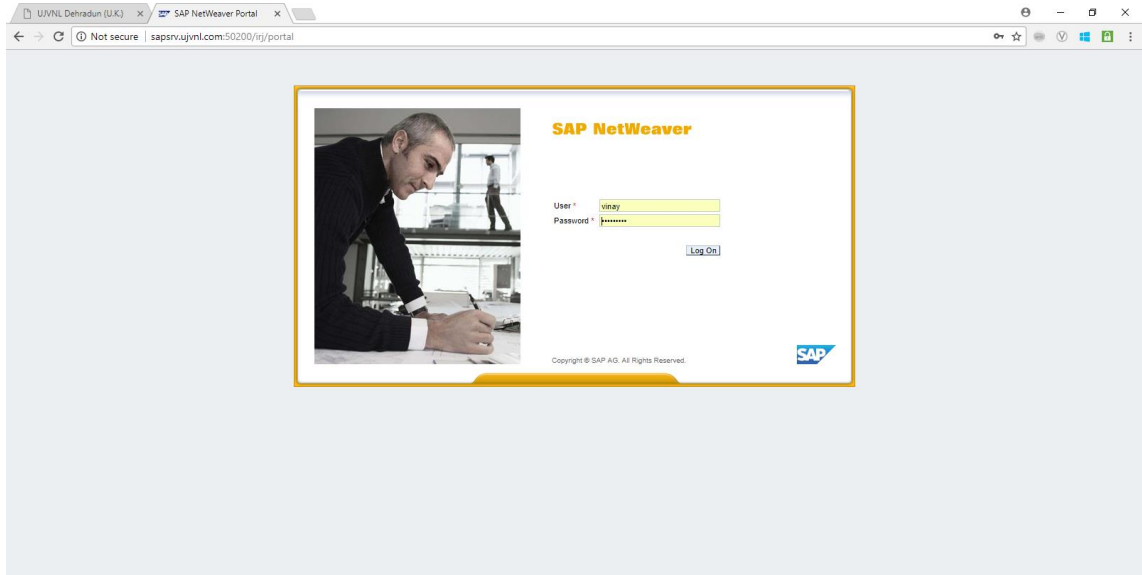
2.2 13. Annual Work Plan

Click on Review by appraiser.

LOGON TO PORTAL:

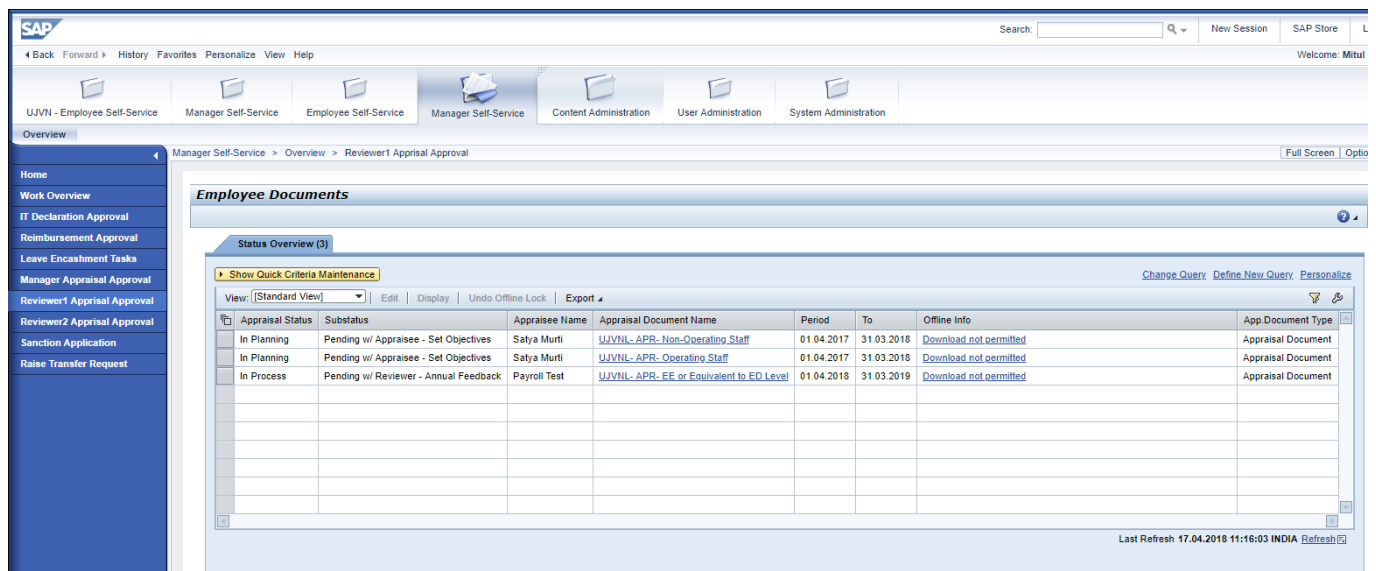
The Employee should follow the steps below to enter portal

- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



- Enter the EP user ID given (Ex: employee3), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.

Click on Manager Self-Service and Reviewer1 Appraisal Approval, below screen will appear –



Appraisal Status	Substatus	Appraiser Name	Appraisal Document Name	Period	To	Offline Info	App Document Type
In Planning	Pending w/ Appraiser - Set Objectives	Satya Murli	UJVNL-APR-Non-Operating Staff	01.04.2017	31.03.2018	Download not permitted	Appraisal Document
In Planning	Pending w/ Appraiser - Set Objectives	Satya Murli	UJVNL-APR-Operating Staff	01.04.2017	31.03.2018	Download not permitted	Appraisal Document
In Process	Pending w/ Reviewer - Annual Feedback	Payroll Test	UJVNL-APR-EE or Equivalent to ED Level	01.04.2018	31.03.2019	Download not permitted	Appraisal Document

Click on any appraisal document to review the self-input –

Appraisal Document

Appraisal Document for Payroll Test

Attachments (0) | Save | Print | Expand | Collapse

How do you want to continue?

☐ Save and Exit Document

☒ Approve by Reviewer

☐ Send back for Correction to Appraiser

[Continue](#)

Administrative Data

UJVNL- APR- EE or Equivalent to ED Level

Section I : By Appraisee

Section II: By Reporting Officer

13. Annual Work Plan

14. Assessment of Personal Attributes

15. Training & Development

UJVNL- APR- EE or Equivalent to ED Level

UJVNL- APR- EE or Equivalent to ED Level

Review as Reviewer –

Review the Section II : Reporting officer, Annual workplan (Marks given by Reporting officer will be copied to the fields of reviewer) change the annual workplan marks as per the feedback by Reviewing authority.

Appraisal Document

Appraisal Document for Payroll Test

Attachments (0) | Save | Print | Expand | Collapse

Completion Date	Target Achieved- Numbers/Quantity	Target Achieved-Completed On	% of Achievement	Marks by Reporting Officer	Marks by Reviewing Officer
	3.000	31.05.2018	100.000	3.000	3.000
	30.000	31.05.2018	100.000	30.000	30.000

Enter the Marks for Personal Attributes –

Appraisal Document

Appraisal Document for Payroll Test

Attachments (0) | Save | Print | Expand | Collapse

How do you want to continue?

☐ Save and Exit Document

☒ Approve by Reviewer

☐ Send back for Correction to Appraiser

[Continue](#)

Administrative Data

UJVNL- APR- EE or Equivalent to ED Level | Section I : By Appraiser | Section II: By Reporting Officer | 13. Annual Work Plan | **14. Assessment of Personal Attributes** | 15. Training & Development | 16. Overall Assessment

2.3 14. Assessment of Personal Attributes

	Maximum Marks	Marks by Reporting Officer	Marks by Reviewing Officer
2.3 Description 14. Assessment of Personal Attributes	20,000	0,000	20,000

2.3.1 Parameters

	Maximum Marks	Marks by Reporting Officer	Marks by Reviewing Officer
2.3.1 Description Parameters			
2.3.1.1 Description Timely Submission of Appraisal Report	2,000		2,000

Enter the Marks for Training and development –

Appraisal Document for Payroll Test

Attachments (0) | Save | Print | Expand | Collapse

Administrative Data

UJVNL- APR- EE or Equivalent to ED Level | Section I : By Appraiser | Section II: By Reporting Officer | 13. Annual Work Plan | 14. Assessment of Personal Attributes | **15. Training & Development** | 16. Overall Assessment | Section III: By Final Authority

2.4 15. Training & Development

	Maximum Marks	Marks by Reporting Officer	Marks by Reviewing Officer
2.4 Description 15. Training & Development (Initiatives for Self and Sub-ordinate development)	10,000	0,000	

2.4.1 Self Development

	No. of Trainings-Nominated	No. of Trainings-Attended	Maximum Marks	Marks by Reporting Officer	Marks by Reviewing Officer
2.4.1 Description Self Development	2	1	5,000		

2.4.2 Subordinates' Development

	No. of Sessions Organized	Maximum Marks	Marks by Reporting Officer	Marks by Reviewing Officer

Review the over all assessment details –

Appraisal Document for Payroll Test

Attachments (0) | Save | Print | Expand | Collapse

Administrative Data

UJVNL- APR- EE or Equivalent to ED Level

Section I: By Appraiser

Section II: By Reporting Officer

13. Annual Work Plan

14. Assessment of Personal Attributes

15. Training & Development

16

2.5 16. Overall Assessment

	Maximum Marks	Marks by Reporting Officer	Marks by Reviewing Officer
2.5 Description 16. Overall Assessment by Reporting and Reviewing Officers	100.000	70.000	100.000
2.5.1 Description A (Performance)	70.000	70.000	70.000
2.5.2 Description B (Personal Attributes)	20.000	0.000	20.000
2.5.3 Description C (Training and Development)	10.000	0.000	10.000

Click on approve by Reviewer, and Click on continue –

Appraisal Document

Appraisal Document for Payroll Test

Attachments (0) | Save | Print | Expand | Collapse

How do you want to continue?

☐ Save and Exit Document
☒ Approve by Reviewer
☐ Send back for Correction to Appraiser

Continue

Administrative Data

UJVNL- APR- EE or Equivalent to ED Level

3 Section III: By Final Authority

[3 Description](#)
 Section III: By Final Authority Assessment by Acc

7.4 RESULT

Appraisal document is reviewed by the appraiser and reviewing authority.

7.5 COMMENTS

None.

8 CHANGE APPRAISAL DOCUMENT STATUS

8.1 PURPOSE

8.2 HELPFUL HINTS



- Press F1 for help
- Press F4 for getting input values
- R – Required
- O – Optional
- C – Conditional





8.3 PROCEDURAL STEPS

Menu Path	PHAP_ADMIN
Transaction Code	PHAP_ADMIN

Start the transaction using the menu path or transaction code.

Administrator Functions








Template Selection
 Appraisal Template  
 Define Selection Criteria at Element Level 






Data

Validity Period from	<input type="text"/>	to	<input type="text"/>
Execution Period from	<input type="text"/>	to	<input type="text"/>
Objective Setting from	<input type="text"/>	to	<input type="text"/>
Review from	<input type="text"/>	to	<input type="text"/>
Appraisal Period from	<input type="text"/>	to	<input type="text"/>

Participants

Appraiser	Person	<input type="text"/>	
	<input checked="" type="radio"/> And <input type="radio"/> Or		
Appraisee	Person	<input type="text"/>	
Part Appraiser	Person	<input type="text"/>	
Further Participants	Person	<input type="text"/>	

Selection Options
☒ Display with Appr. Document ☐ Display Without Appr. Document
Status

<input checked="" type="checkbox"/> In Preparation 	<input checked="" type="checkbox"/> Approved
<input checked="" type="checkbox"/> In Planning 	<input checked="" type="checkbox"/> Closed Approved
<input checked="" type="checkbox"/> In Review 	<input checked="" type="checkbox"/> Rejected
<input checked="" type="checkbox"/> In Process 	<input checked="" type="checkbox"/> Closed Rejected
<input checked="" type="checkbox"/> Completed 	

Appraisal Document

Edit

Goto

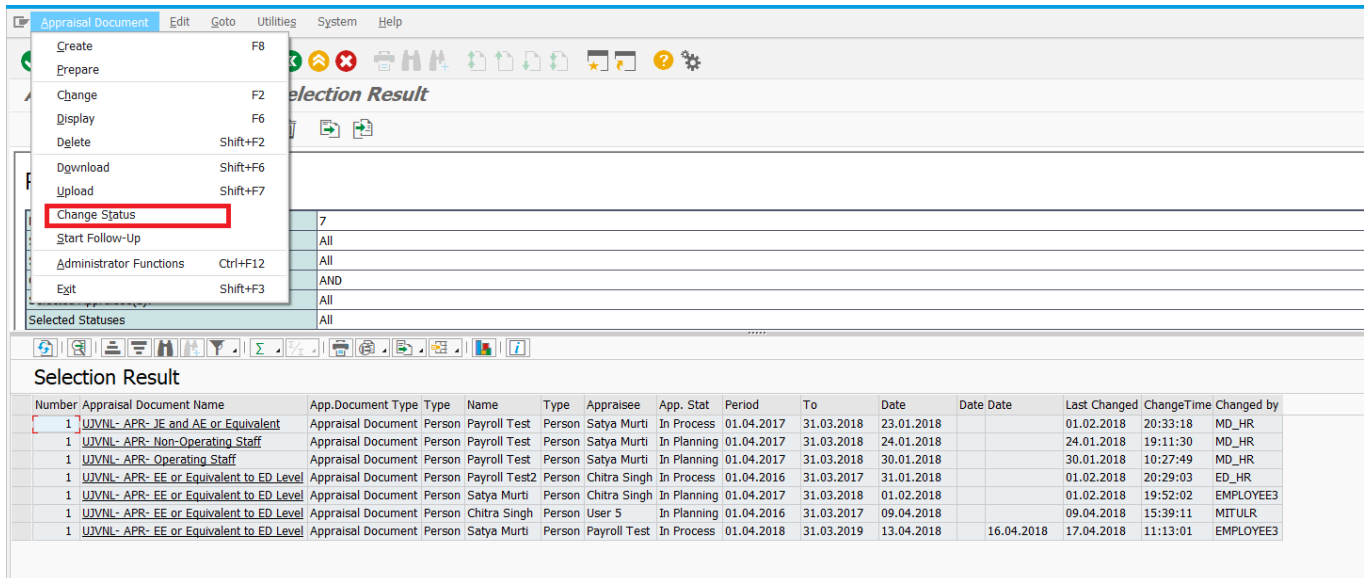
Utilities

System

Help

<

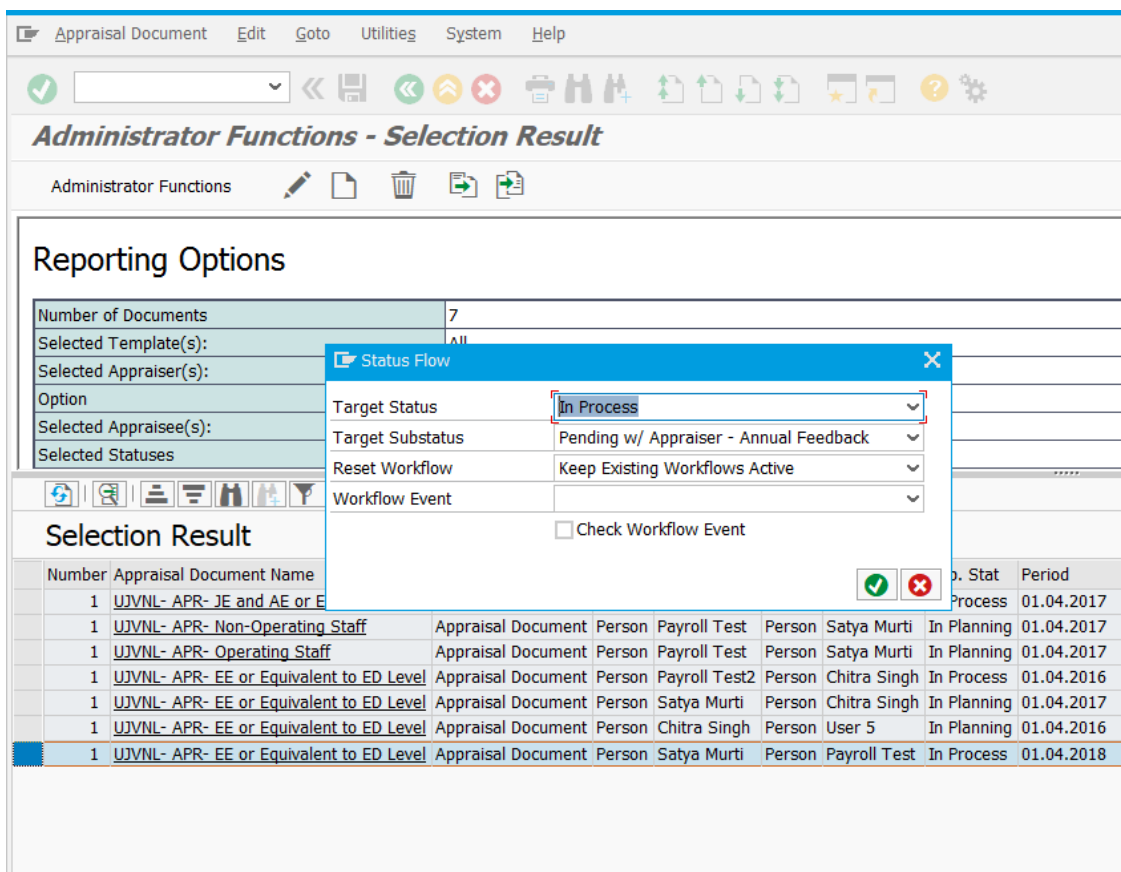
Click on Appraisal Document as highlighted in above snap shot.



Selection Result

Number	Appraisal Document Name	App.Document Type	Type	Name	Type	Appraiser	App. Stat	Period	To	Date	Date Date	Last Changed	ChangeTime	Changed by
1	UJVNL- APR- JE and AE or Equivalent	Appraisal Document	Person	Payroll Test	Person	Satya Murti	In Process	01.04.2017	31.03.2018	23.01.2018		01.02.2018	20:33:18	MD_HR
1	UJVNL- APR- Non-Operating Staff	Appraisal Document	Person	Payroll Test	Person	Satya Murti	In Planning	01.04.2017	31.03.2018	24.01.2018		24.01.2018	19:11:30	MD_HR
1	UJVNL- APR- Operating Staff	Appraisal Document	Person	Payroll Test	Person	Satya Murti	In Planning	01.04.2017	31.03.2018	30.01.2018		30.01.2018	10:27:49	MD_HR
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Payroll Test2	Person	Chitra Singh	In Process	01.04.2016	31.03.2017	31.01.2018		01.02.2018	20:29:03	ED_HR
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Satya Murti	Person	Chitra Singh	In Planning	01.04.2017	31.03.2018	01.02.2018		01.02.2018	19:52:02	EMPLOYEE3
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Chitra Singh	Person	User 5	In Planning	01.04.2016	31.03.2017	09.04.2018		09.04.2018	15:39:11	MITULR
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Satya Murti	Person	Payroll Test	In Process	01.04.2018	31.03.2019	13.04.2018	16.04.2018	17.04.2018	11:13:01	EMPLOYEE3

Select the appraisal document to change the status and click Click on change status, Enter the status as shown below –



Administrator Functions - Selection Result

Administrator Functions

Reporting Options

Number of Documents: 7
 Selected Template(s): All
 Selected Appraiser(s):
 Option:
 Selected Appraiser(s):
 Selected Statuses:

Status Flow

Target Status: **In Process**
 Target Substatus: Pending w/ Appraiser - Annual Feedback
 Reset Workflow: Keep Existing Workflows Active
 Workflow Event: ☐ Check Workflow Event

Selection Result

Number	Appraisal Document Name	App.Document Type	Type	Name	Type	Appraiser	App. Stat	Period
1	UJVNL- APR- JE and AE or E	Appraisal Document	Person	Payroll Test	Person	Satya Murti	In Process	01.04.2017
1	UJVNL- APR- Non-Operating Staff	Appraisal Document	Person	Payroll Test	Person	Satya Murti	In Planning	01.04.2017
1	UJVNL- APR- Operating Staff	Appraisal Document	Person	Payroll Test	Person	Satya Murti	In Planning	01.04.2017
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Payroll Test2	Person	Chitra Singh	In Process	01.04.2016
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Satya Murti	Person	Chitra Singh	In Planning	01.04.2017
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Chitra Singh	Person	User 5	In Planning	01.04.2016
1	UJVNL- APR- EE or Equivalent to ED Level	Appraisal Document	Person	Satya Murti	Person	Payroll Test	In Process	01.04.2018

8.4 RESULT

Appraisal document status changed to Pending with Appraiser for Final Feedback.

8.5 COMMENTS

None.

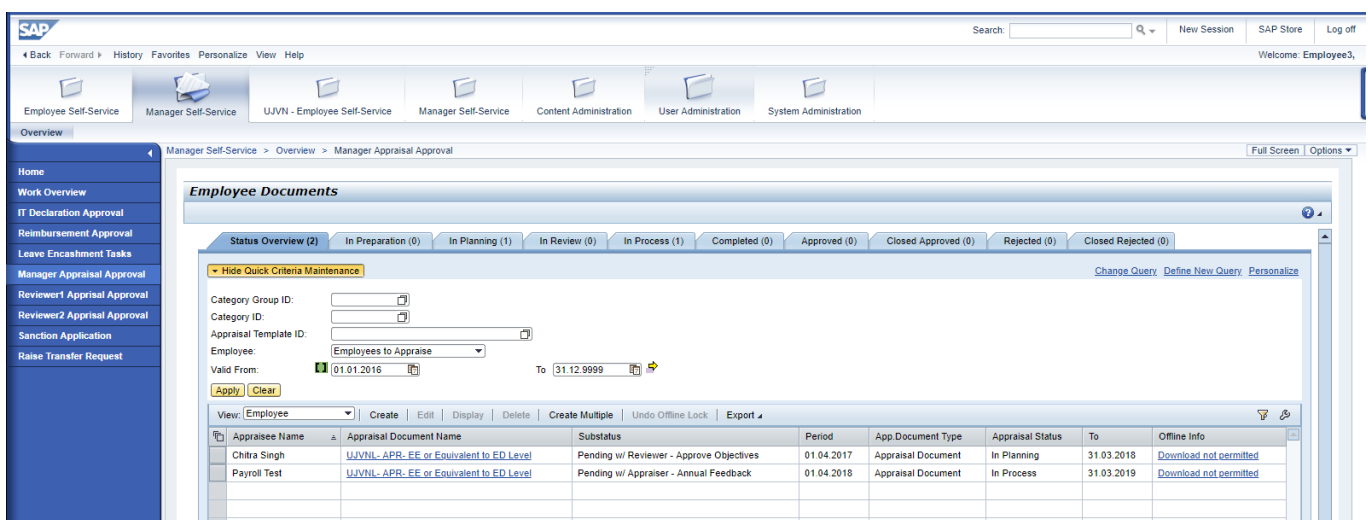
9 SUBMIT FEEDBACK

9.1 PURPOSE

9.2 HELPFUL HINTS

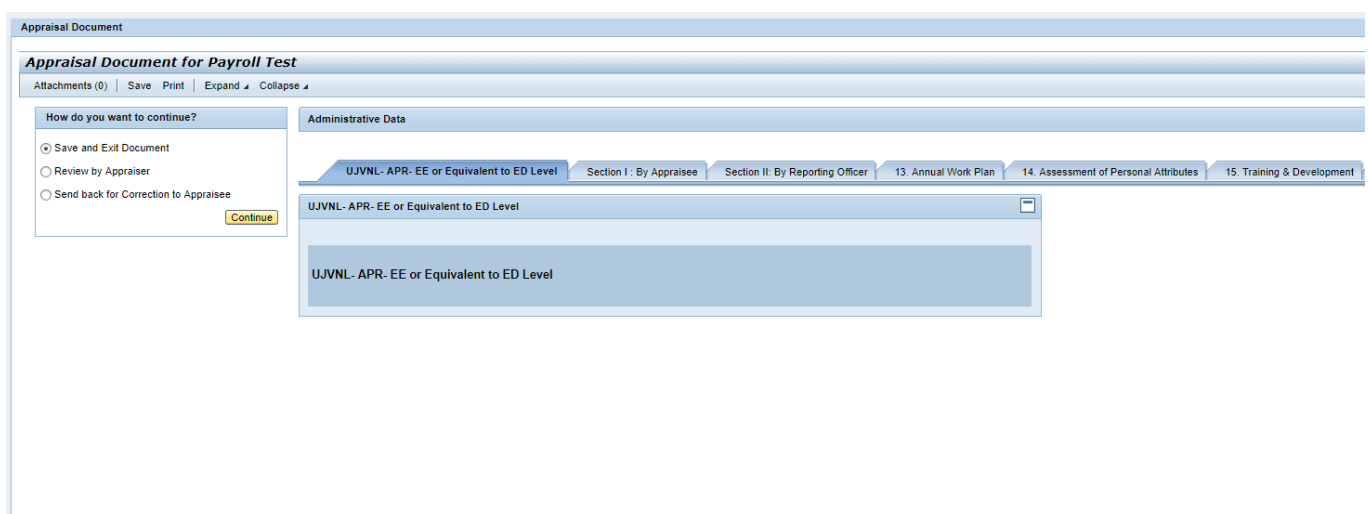
- Press F1 for help
- Press F4 for getting input values
- R – Required
- O – Optional
- C – Conditional

9.3 PROCEDURAL STEPS



The screenshot shows the SAP Manager Appraisal Approval interface. The left sidebar contains a navigation menu with options like Home, Work Overview, IT Declaration Approval, Reimbursement Approval, Leave Encashment Tasks, Manager Appraisal Approval, Reviewer1 Appraisal Approval, Reviewer2 Appraisal Approval, Sanction Application, and Raise Transfer Request. The main area displays the 'Employee Documents' status overview. It includes filters for Category Group ID, Category ID, Appraisal Template ID, Employee, and Valid From/To dates. A table lists appraisal documents with columns for Appraisee Name, Appraisal Document Name, Substatus, Period, App Document Type, Appraisal Status, To, and Offline Info. The table shows two entries: Chitra Singh and Payroll Test, both with a status of 'In Planning' and 'In Process' respectively.

Click on any appraisal document to review the self-input –



The screenshot shows the 'Appraisal Document for Payroll Test' interface. It includes a 'How do you want to continue?' section with options: 'Save and Exit Document', 'Review by Appraiser', and 'Send back for Correction to Appraisee'. The 'Administrative Data' section shows the appraisal document details, including the Appraisal Document Name 'UJVNL- APR- EE or Equivalent to ED Level' and the Appraisal Status 'In Planning'. The interface also displays a list of sections: 'Section I : By Appraisee', 'Section II : By Reporting Officer', '13. Annual Work Plan', '14. Assessment of Personal Attributes', and '15. Training & Development'.

Click on Section – II : By Reporting Officer –

Appraisal Document

Appraisal Document for Payroll Test

Attachments (0) | Save | Print | Expand | Collapse

How do you want to continue?

☐ Save and Exit Document

☒ Review by Appraiser

☐ Send back for Correction to Appraisee

[Continue](#)

Administrative Data

UJVNL- APR- EE or Equivalent to ED Level | Section I : By Appraisee | **Section II: By Reporting Officer** | 13. Annual Work Plan | 14. Assessment of Personal Attributes

2 Section II: By Reporting Officer

2 Section II: By Reporting Officer

[Description](#)

Section-II (To be filled by Reporting Officer)

Click on the valid option – (Yes/No) for General reputation of the Appraisee for honestly is Good –

2.1 12. Integrity Certificate

Certify Integrity

[2.1 Description](#)

12. Integrity Certificate

[2.1.1 Description](#)

12.1 The general reputation of Appraisee for honesty is Good and I certify his/her integrity

No value | Yes | No

☒ | ☐ | ☐

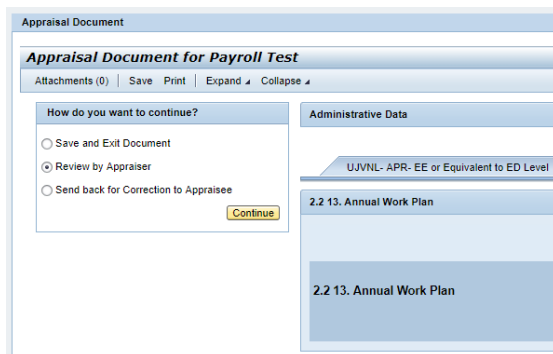
[2.1.2 Description](#)

12.2 The general reputation of Appraisee for honesty is Not Good and I withhold his/her integrity on account of the following reasons:
Details: [Expand Text Field](#)

And Enter the comments.

Completion Date	Target Achieved- Numbers/Quantity	Target Achieved-Completed On	% of Achievement	Marks by Reporting Officer	Marks by Reviewing Officer
	3.000	31.05.2018	100.000		
	30.000	31.05.2018	100.000		

Enter the Marks by Reporting Officer.

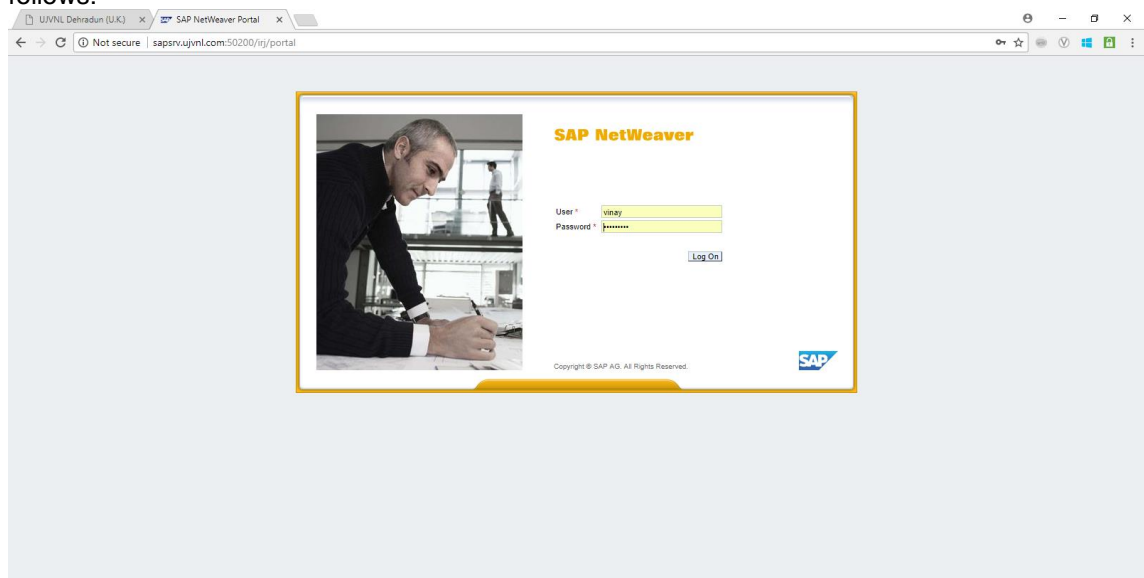


Click on Review by appraiser.

LOGON TO PORTAL:

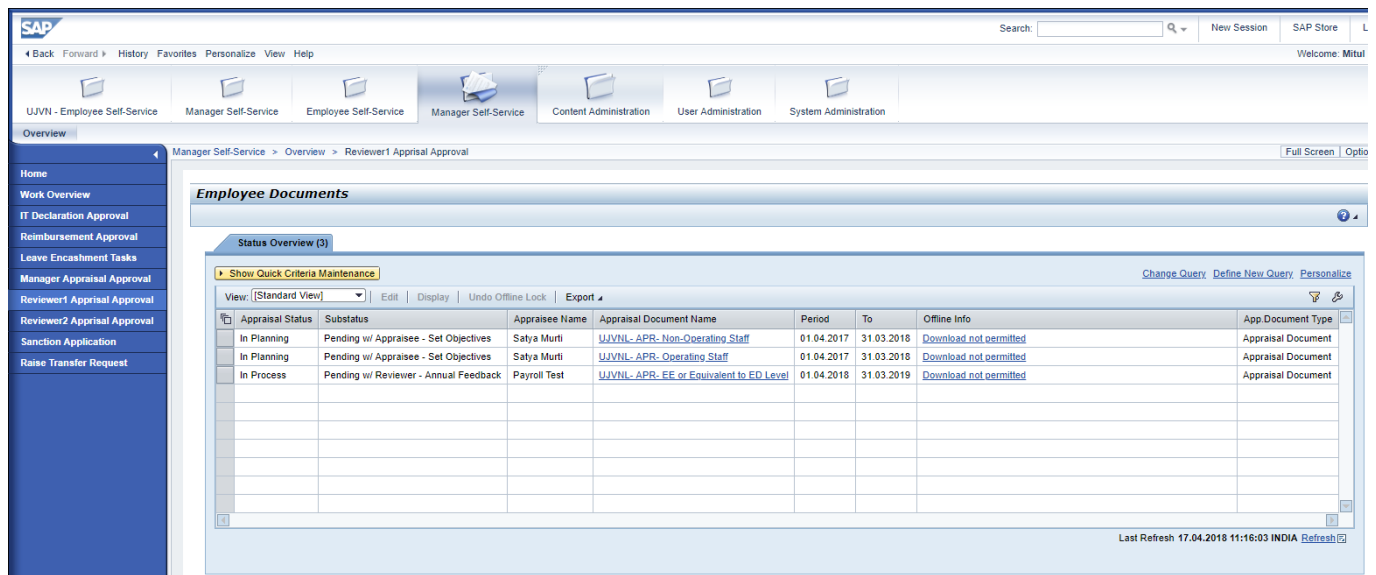
The Employee should follow the steps below to enter portal

- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



- Enter the EP user ID given (Ex: employee3), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.

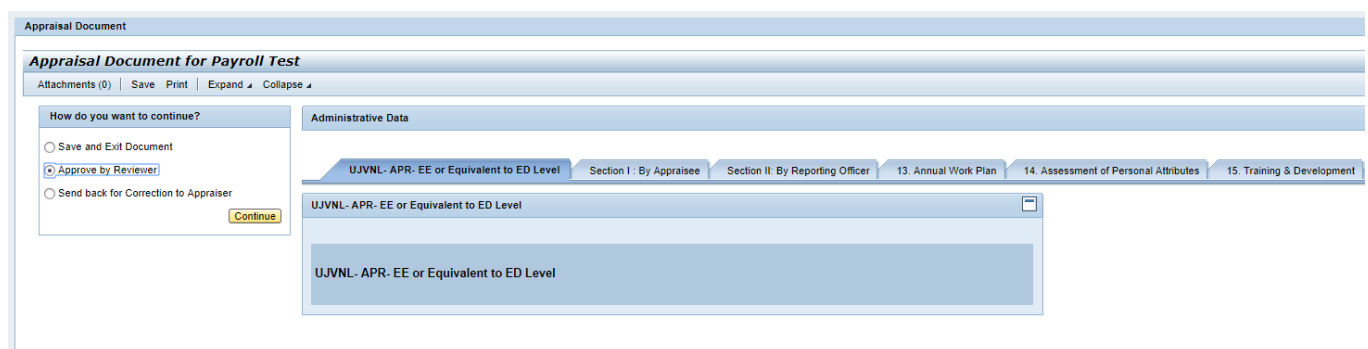
Click on Manager Self-Service and Reviewer1 Appraisal Approval, below screen will appear –



The screenshot shows the SAP Manager Self-Service interface. The left sidebar contains navigation options like Home, Work Overview, IT Declaration Approval, Reimbursement Approval, Leave Encashment Tasks, Manager Appraisal Approval, Reviewer1 Appraisal Approval, Reviewer2 Appraisal Approval, Sanction Application, and Raise Transfer Request. The main area displays the 'Employee Documents' status overview for 'Reviewer1 Appraisal Approval'. It shows a table with columns: Appraisal Status, Substatus, Appraisee Name, Appraisal Document Name, Period, To, Offline Info, and App.Document Type. The table lists three appraisal documents for 'Satya Murti' and 'Payroll Test'.

Appraisal Status	Substatus	Appraisee Name	Appraisal Document Name	Period	To	Offline Info	App.Document Type
In Planning	Pending w/ Appraisee - Set Objectives	Satya Murti	UJVNL- APR- Non-Operating Staff	01.04.2017	31.03.2018	Download not permitted	Appraisal Document
In Planning	Pending w/ Appraisee - Set Objectives	Satya Murti	UJVNL- APR- Operating Staff	01.04.2017	31.03.2018	Download not permitted	Appraisal Document
In Process	Pending w/ Reviewer - Annual Feedback	Payroll Test	UJVNL- APR- EE or Equivalent to ED Level	01.04.2018	31.03.2019	Download not permitted	Appraisal Document

Click on any appraisal document to review the self-input –



The screenshot shows the 'Appraisal Document for Payroll Test' in SAP. It includes a 'How do you want to continue?' dialog with options: 'Save and Exit Document', 'Approve by Reviewer' (selected), and 'Send back for Correction to Appraiser'. The 'Administrative Data' section shows the document name 'UJVNL- APR- EE or Equivalent to ED Level' and a list of sections: 'Section I: By Appraisee', 'Section II: By Reporting Officer', '13. Annual Work Plan', '14. Assessment of Personal Attributes', and '15. Training & Development'.

Review as Reviewer –

Review the Section II : Reporting officer, Annual workplan (Marks given by Reporting officer will be copied to the fields of reviewer) change the annual workplan marks as per the feedback by Reviewing authority.

Appraisal Document

Appraisal Document for Payroll Test

Attachments (0) | Save | Print | Expand | Collapse

Completion Date	Target Achieved- Numbers/Quantity	Target Achieved-Completed On	% of Achievement	Marks by Reporting Officer	Marks by Reviewing Officer
	3.000	31.05.2018	100.000	3.000	3.000
	30.000	31.05.2018	100.000	30.000	30.000

Enter the Marks for Personal Attributes –

Appraisal Document

Appraisal Document for Payroll Test

Attachments (0) | Save | Print | Expand | Collapse

How do you want to continue?

☐ Save and Exit Document

☒ Approve by Reviewer

☐ Send back for Correction to Appraiser

[Continue](#)

Administrative Data

UJVNL- APR- EE or Equivalent to ED Level | Section I: By Appraiser | Section II: By Reporting Officer | 13. Annual Work Plan | **14. Assessment of Personal Attributes** | 15. Training & Development | 16. Overall

2.3 14. Assessment of Personal Attributes

	Maximum Marks	Marks by Reporting Officer	Marks by Reviewing Officer
2.3 Description 14. Assessment of Personal Attributes	20.000	0.000	20.000

2.3.1 Parameters

	Maximum Marks	Marks by Reporting Officer	Marks by Reviewing Officer
2.3.1 Description Parameters			
2.3.1.1 Description Timely Submission of Appraisal Report	2.000		2.000

Enter the Marks for Training and development –

Appraisal Document for Payroll Test

Attachments (0) | Save | Print | Expand | Collapse

Administrative Data

UJVNL- APR- EE or Equivalent to ED Level | Section I : By Appraisee | Section II: By Reporting Officer | 13. Annual Work Plan | 14. Assessment of Personal Attributes | **15. Training & Development** | 16. Overall Assessment | Section III: By Final Authority

2.4 15. Training & Development

	Maximum Marks	Marks by Reporting Officer	Marks by Re
2.4 Description 15. Training & Development (Initiatives for Self and Sub-ordinate development)	10.000	0.000	

2.4.1 Self Development

	No. of Trainings-Nominated	No. of Trainings-Attended	Maximum Marks	Marks by Reporting Officer	Marks by Re
2.4.1 Description Self Development	2	1	5.000		

2.4.2 Subordinates' Development

	No. of Sessions Organized	Maximum Marks	Marks by Reporting Officer	Marks by Re

Review the over all assessment details –

Appraisal Document for Payroll Test

Attachments (0) | Save | Print | Expand | Collapse

Administrative Data

UJVNL- APR- EE or Equivalent to ED Level | Section I : By Appraisee | Section II: By Reporting Officer | 13. Annual Work Plan | 14. Assessment of Personal Attributes | 15. Training & Development | **16. Overall Assessment**

2.5 16. Overall Assessment

	Maximum Marks	Marks by Reporting Officer	Marks by Reviewing Officer
2.5 Description 16. Overall Assessment by Reporting and Reviewing Officers	100.000	70.000	100.000
2.5.1 Description A (Performance)	70.000	70.000	70.000
2.5.2 Description B (Personal Attributes)	20.000	0.000	20.000
2.5.3 Description C (Training and Development)	10.000	0.000	10.000

Click on approve by Reviewer, and Click on continue –

Appraisal Document

Appraisal Document for Payroll Test

Attachments (0) | Save | Print | Expand | Collapse

How do you want to continue?

☐ Save and Exit Document
☒ Approve by Reviewer
☐ Send back for Correction to Appraiser

Continue

Administrative Data

UJVNL- APR- EE or Equivalent to ED Level

3 Section III: By Final Authority

3 Description

Section III: By Final Authority Assessment by Acco

SAP

Back Forward History Favorites Personalize View Help

Employee Self-Service Manager Self-Service UJVNL - Employee Self-Service Manager Self-Service Content Administration User Administration System Administration

Overview

Manager Self-Service > Overview > Manager Appraisal Approval

Home

Work Overview

IT Declaration Approval

Reimbursement Approval

Leave Encashment Tasks

Manager Appraisal Approval

Reviewer1 Appraisal Approval

Reviewer2 Appraisal Approval

Sanction Application

Raise Transfer Request

Employee Documents

Status Overview (2) In Preparation (0) In Planning (1) In Review (0) In Process (1) Completed (0) Approved (0) Closed Approved (0) Rejected (0) Closed Rejected (0)

Hide Quick Criteria Maintenance

Category Group ID:
Category ID:
Appraisal Template ID:
Employee:
Valid From: 01.01.2016 To: 31.12.9999

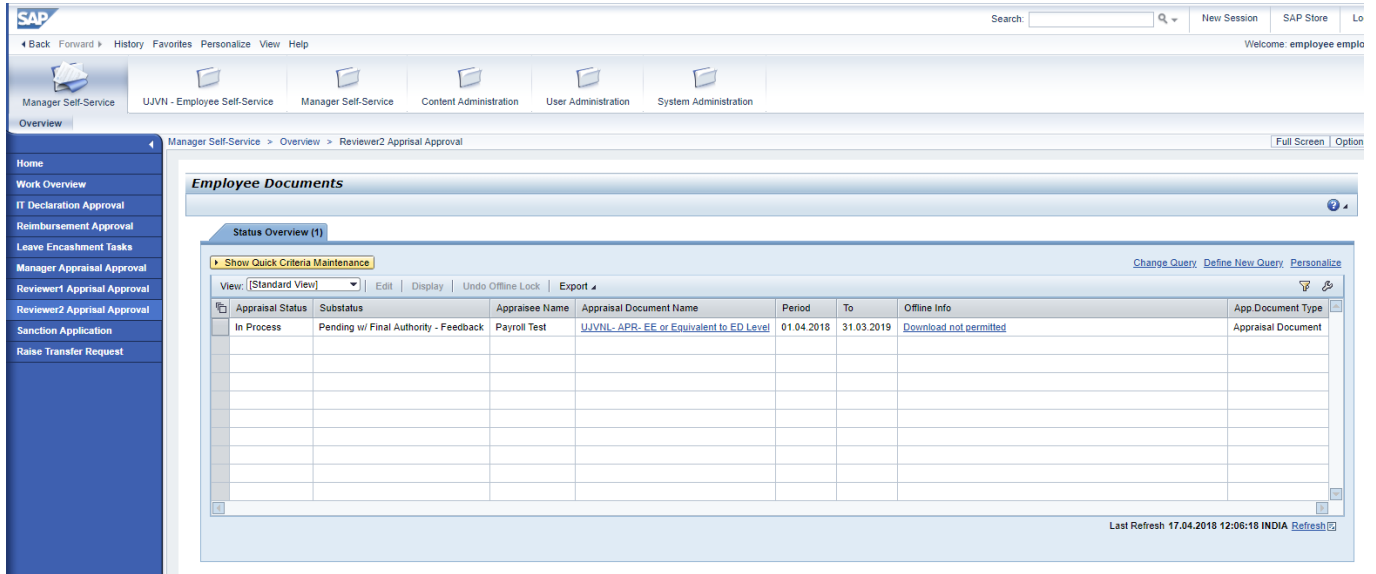
Apply Clear

View: Employee

Create | Edit | Display | Delete | Create Multiple | Undo Offline Lock | Export

Appraisee Name	Appraisal Document Name	Substatus	Period	App.Document Type	Appraisal Status	To	Offline Info
Chitra Singh	UJVNL- APR- EE or Equivalent to ED Level	Pending w/ Reviewer - Approve Objectives	01.04.2017	Appraisal Document	In Planning	31.03.2018	Download not permitted
Payroll Test	UJVNL- APR- EE or Equivalent to ED Level	Pending w/ Appraiser - Annual Feedback	01.04.2018	Appraisal Document	In Process	31.03.2019	Download not permitted

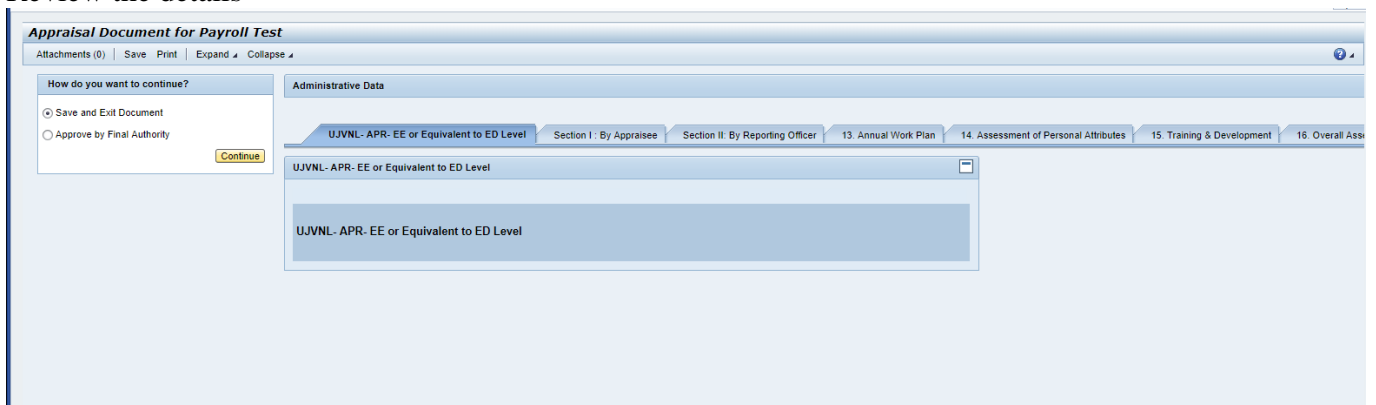
Final authority Annual feedback –
 Logon to MSS and click on Reviewer2 Appraisal Approval –



The screenshot shows the SAP Manager Self-Service interface. The top navigation bar includes links for Back, Forward, History, Favorites, Personalize, View, and Help. Below this is a search bar and a welcome message. The main menu on the left lists various self-service options, including Manager Self-Service, UJVNL - Employee Self-Service, Manager Self-Service, Content Administration, User Administration, and System Administration. The central area displays the 'Employee Documents' status overview for a specific user. It includes a table with columns for Appraisal Status, Substatus, Appraisee Name, Appraisal Document Name, Period, To, Offline Info, and App Document Type. The table shows one entry in the 'In Process' status with a substatus of 'Pending w/ Final Authority - Feedback'.

Appraisal Status	Substatus	Appraisee Name	Appraisal Document Name	Period	To	Offline Info	App Document Type
In Process	Pending w/ Final Authority - Feedback	Payroll Test	UJVNL- APR- EE or Equivalent to ED Level	01.04.2018	31.03.2019	Download not permitted	Appraisal Document

Click on Appraisal document to submit the final feedback –
Review the details -



The screenshot shows the 'Appraisal Document for Payroll Test' interface. It includes a sidebar with options to 'Save and Exit Document' or 'Approve by Final Authority'. The main area displays 'Administrative Data' for the document. The document title is 'UJVNL- APR- EE or Equivalent to ED Level'. Below the title, there are several tabs for navigating through the appraisal process, including 'Section I: By Appraisee', 'Section II: By Reporting Officer', '13. Annual Work Plan', '14. Assessment of Personal Attributes', '15. Training & Development', and '16. Overall Assessment'.

Appraisal Document for Payroll Test

Attachments (0) | Save | Print | Expand ▲ | Collapse ▼

▼ [3 Description](#)
Section III: By Final Authority Assessment by Accepting/ Final Authority

3.1 18. Accepting/ Final Authority Comments

▼ [3.1 Description](#)
18. Accepting / Final Authority will provide detailed & convincing reasons, if he/she gives marks more than 10% or less than -10% as compared to Reviewing Officers.
Details: [Expand Text Field](#)
Final assessment .

3.2 Marks by Accepting/Final Authority

	Final Appraisal
▼ 3.2 Description Overall Marks by Accepting/Final Authority	<input type="text" value="70"/>

Enter the Final authority remarks.

Appraisal Document for Payroll Test

Attachments (0) | Save | Print | Expand ▲ | Collapse ▼

How do you want to continue?

☐ Save and Exit Document

☒ Approve by Final Authority

[Continue](#)

Administrative Data

UJVNL- APR- EE or Equivalent to ED Level

3 Section III: By Final Authority

▼ [3 Description](#)
Section III: By Final Authority Assessment by Accepting/ Final Authority

Click on Approve by Final Authority.

9.4 RESULT

Final feedback submitted by Final authority.

9.5 COMMENTS

None.

10 CREATE MASS APPRAISAL DOCUMENT

10.1 PURPOSE

10.2 HELPFUL HINTS

- Press F1 for help
- Press F4 for getting input values
- R – Required
- O – Optional
- C – Conditional

10.3 PROCEDURAL STEPS

Menu Path	ZHR_PMS - > Create Appraisal Documents
Transaction Code	ZHR_PMS

Start the transaction using the menu path or transaction code.



The screenshot displays the SAP PMS interface. On the left, the 'Reports' menu is expanded, showing a list of options: 'Create Appraisal Documents', 'PMS Training Report', 'View Appraisal Docs Status & Forms', 'PMS Reminder Mail Report (HR)', 'Appraisal History & Rating Communication', 'PMS Score and Rating Report', 'Upload Competencies Mapping', and 'Upload Training Types Mapping'. In the center, the UJVNL logo is prominently displayed. On the right, the 'Tables' menu is expanded, showing a list of options: 'Maintain Competencies', 'Maintain Training Types', 'Maintain Weightages', 'PMS Elements & Columns Avail.', 'Maintain PMS Rating', 'Status Update For Same Participants', 'Decision Status For Notifi./Reminders', 'Template Visibility Control', and 'Status for "Send Back for Correction"'. The 'Create Appraisal Documents' option in the Reports menu is the first item and is highlighted.

Click on Create Appraisal Documents –

Mass Appraisal Document Creation

Template ID

50000100

Excel File Path

C:\Users\vinay.ksingh\Desktop\Appraisal_document.xlsx

☒ Test Run

Select the Template ID and browse the File. Click on execute all the appraisal document will be created in the system.

10.4 RESULT

Appraisal document created for the employee mentioned in the template.

10.5 COMMENTS

None.