

EMPLOYEES PERFORMANCE MANAGEMENT SYSTEM

USER MANUAL (STAFF MODULE) – ENGLISH

Table of Contents

INTRODUCTION	2
1 – EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM	3
1.1 LOGIN	4
1.2 CHANGE PASSWORD.....	5
2 – TO DO	7
2.1 UPDATE KPI MEASURE	7
2.2 SUBMIT CONTRIBUTION.....	8
2.3 PENDING APPRAISALS	10
3 – MY PERFORMANCE	11
3.1 MY KPI	11
3.2 MY COMPETENCIES.....	13
3.3 MY CONTRIBUTIONS	15
4 – DASHBOARD MODULE	17
4.1 HOME.....	17
4.2 PERSONAL	18
4.2.1 PERFORMANCE	18
4.2.2 TREND.....	18
4.2.3 COMPETENCIES GAP ANALYSIS	19

INTRODUCTION

Employee Performance Management System is a cloud-based software and consists of important modules to manage employees Performance Management using Balanced Scorecard, Appraisal and Other Contributions.

OfficeCentral Employee Performance Management System has been designed and developed specially for businesses and organizations to help them manage their companies and employees' performance easily, effectively and timely.

This user manual has been written as Systems Administrator User Manual, focusing on functionalities that are used by System Administrators in setting up and using this system.

Contact Us

Authentic Venture Sdn. Bhd. (470336-H)
906B, Level 2, Block D
Diamond Complex, Bangi Business Park
43650 Bandar Baru Bangi
Selangor, Malaysia.
P: +603-2724 3826
E: support@ventures.com.my

If you have any questions or support enquiries, please contact us at support@ventures.com.my.

Our support site is <http://help.OfficeCentralCloud.com>, containing:

- Download link to PDF version of our manual
- Tutorials
- Help Articles
- Frequently Asked Questions

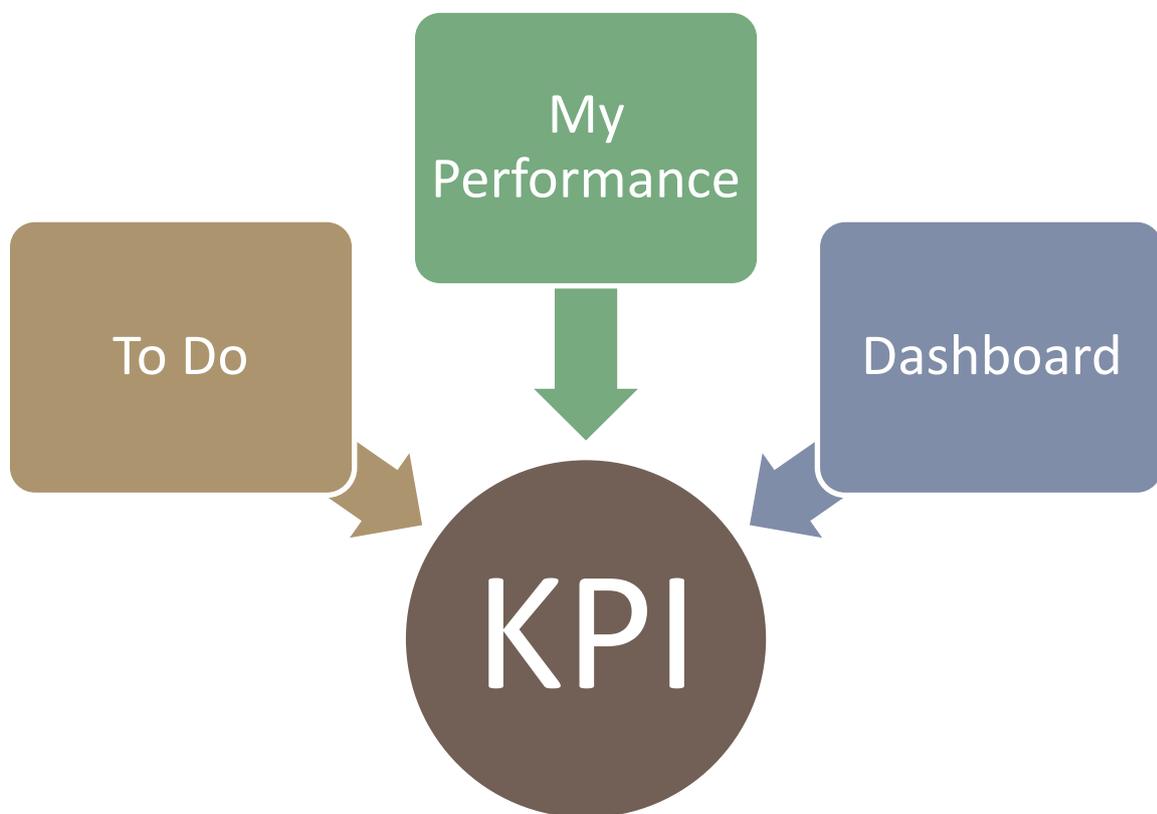
All Rights Reserved

©2019 -Authentic Venture Sdn Bhd. All Rights Reserved.

1 – EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM

Employee Performance Management System is used to manage Employees' Performance. There are three types of performance that we track in the system which is KPIs, Appraisals and Other Contributions.

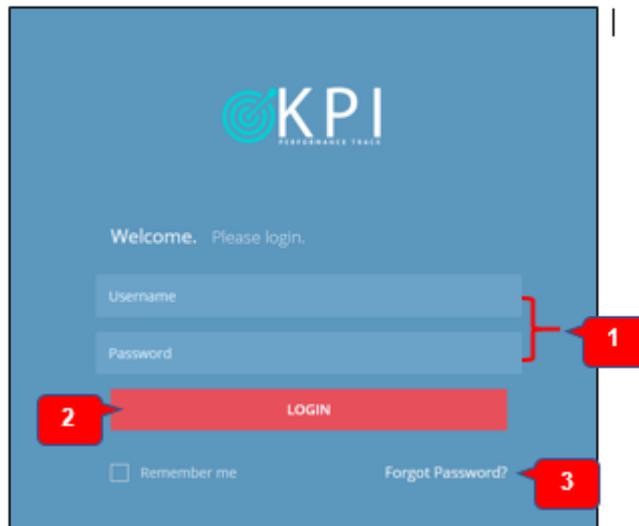
There are a few modules available in the Employee Performance Management System, arranged to ensure that it is easy for you to navigate. This modules for staff used.



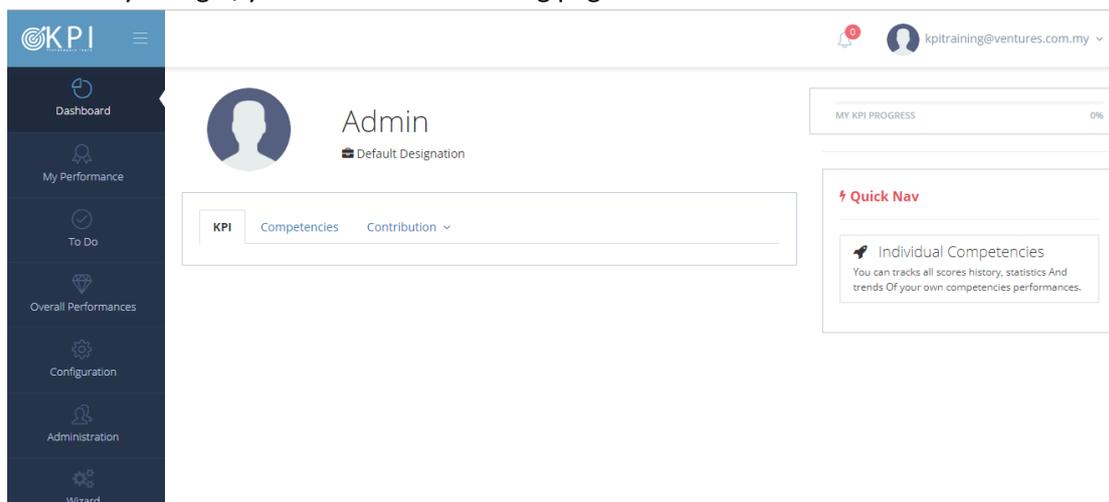
1.1 LOGIN

There are two way on how to log in into KPI system. First from the HR Click system and another one is from the KPI system URL which is kpi.officecentral.asia. Before we proceed to the system's configurations and details, firstly you need to have your own account

1. Please enter your **username** and **password** given.
2. Please click on the **“Login”** button to login to the system.
3. If you forgot your password, do not worry, you will just need to click on the **“Forgot Password”** link to reset your password.



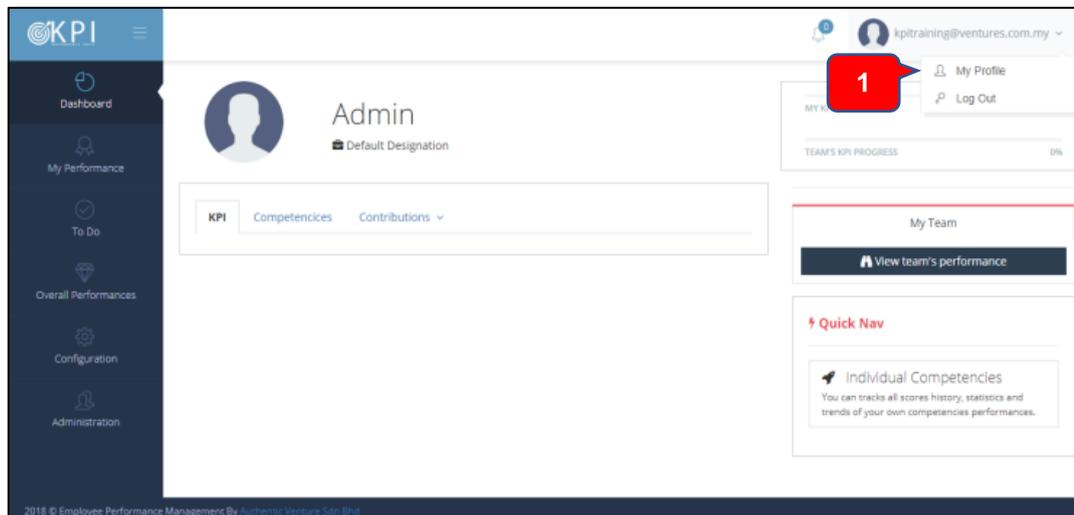
4. After you login, you will see the following page:



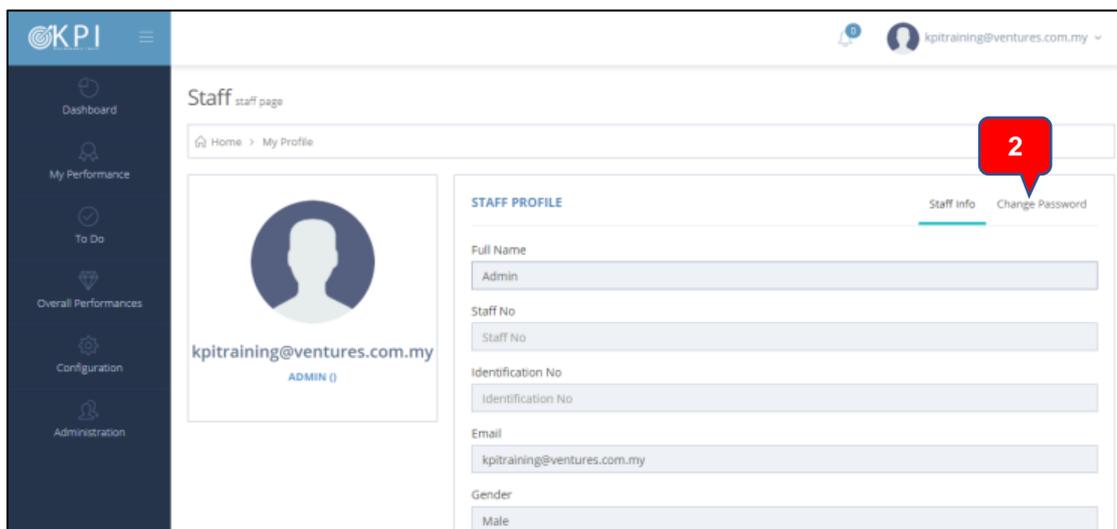
1.2 CHANGE PASSWORD

You may change your own password to access this system.

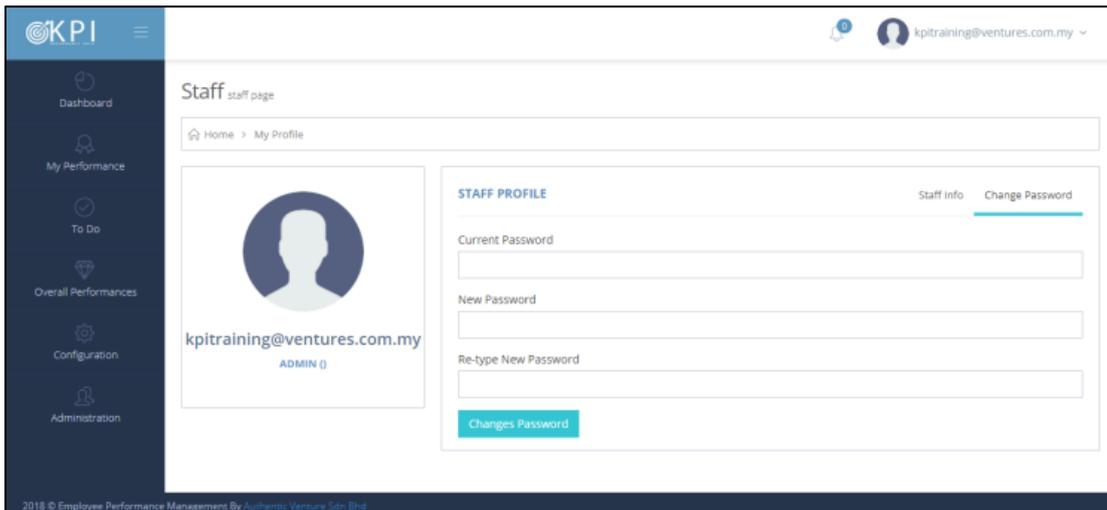
1. In the **Home page**, go to right corner and click on the username button. Then click on **My profile**.



2. The page shows the **Staff Profile**. Here, you may not able to change the information. To change the password. Click on **Change Password** button.



3. Fill the information needed and click on **Save Changes**.



Note: You may try to log out and log in again to the system.

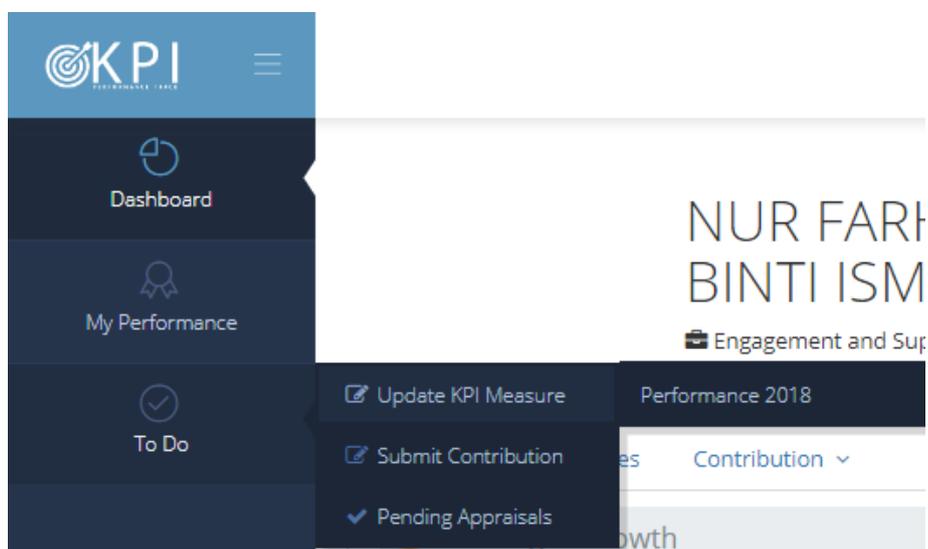
2 – TO DO

In To Do you can access Update Measure, Submit Contribution, Pending KPIs, Pending Appraisals and Pending Contributions.

2.1 UPDATE KPI MEASURE

In this sub-module, usually the staff that become the supervisor will access to this function. This function is to show the performance by each of the staff within their team.

1. Go to “To Do”, move your cursor to “Update KPI Measure” and click on “Performance name”.



2. After you click the button, you will see the following page. You can key in the result at actual measure column.

Information

Please ensure you write **evidence** of your updated measure and give **reason** for unachieved KPI by click on  in table.

MONTHLY 1 May (2019) < >

KPI	Period	Annual Actual VS Target	Actual Measure	Target Range	
Hana- #Mentoring / Coaching sessions	May of 2019	Number 17 / 4	<input type="text"/> Number	3 From ↔ To 8	
Hana- % of completion of the procurement process	May of 2019	% 35 / 75	<input type="text"/> %	70 From ↔ To 90	
Hana - # Companies profile up-to-date	May of 2019	Number 8 / 18	<input type="text"/> Number	16 From ↔ To 24	
Hana - # Follow up and engagement programmes with targeted companies	May of 2019	Number 6 / 4	<input type="text"/> Number	3 From ↔ To 7	
Training program to SME's	May	Training	<input type="text"/> Training	4 From ↔ To 5	

QUARTERLY Quarter 2(2019) < >

KPI	Period	Annual Actual VS Target	Actual Measure	Target Range	
Hana - \$ Approved investment in manufacturing sectors (resources)	Quarter 2 of 2019	RM bil 12.30 / 24.70	RM bil <input type="text"/>	20.60 From ↔ To 27.60	

YEARLY 2019 < >

KPI	Period	Annual Actual VS Target	Actual Measure	Target Range	
Hana - Research on Company Investment Techniqes	2019	NO 2 / 4	NO <input type="text"/>	2 From ↔ To 12	

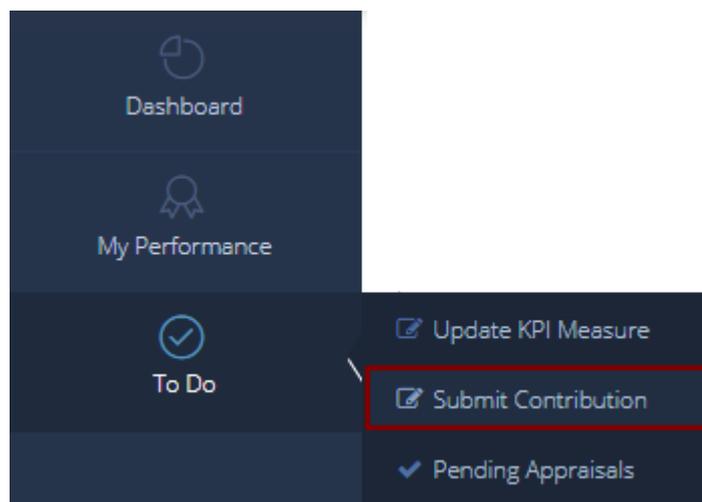
Descriptions:

1	Here you can change month.
2	Here you can key in actual measure.

2.2 SUBMIT CONTRIBUTION

By each of the staff can submit their own contribution that will contribute some percent to the company KPI. The admin already add the contribution categories that will be calculate with the company KPI. As user we just need to submit our own contributions.

1. Go to **To do**, and click on **Submit Contribution**.



2. After you click on **“Submit Contribution”**, you will see the following page. This is the lists of your submitted contribution.

My Contributions

Home > My Performance > My Contributions

MY CONTRIBUTIONS Index **A** [+ Submit](#)

Page < 1 > of 1 | View 10 records | Found total 6 records [Q](#)

Activities	Period	Start	End	Description	Expected Score	Actual Score
Aktiviti Sukarelawan Bencana	KPI 2019	1/1/2019	31/12/2019	Belajar teori untuk menjadi sukarelawan bencana	3	Pending
Aktiviti Sukarelawan Program	KPI 2019	1/1/2019	31/12/2019	Menjadi urusetia bagi program kem ibadah musafir anjuran AVSB	3	Pending
Aktiviti Anjuran Kelab (Dalaman)	KPI 2019	1/1/2019	31/12/2019	Menyertai training "Train the Trainer" pada 22 Mei	3	Pending
Engagement Booth	KPI 2019	1/1/2019	31/12/2019	Booth di Putrajaya pada 2 Mei 2018	3	Pending
Charity Run KL 2018	KPI 2019	1/1/2019	31/12/2019	PELARI	1	1
AJK Persatuan	KPI 2019	1/1/2019	31/12/2019	Naib Pengerusi	3	3

Page < 1 > of 1 | View 10 records | Found total 6 records

- To add new contribution, click on **"Submit"** at **"A"**. After you click **"Submit"**, you will see the following page.

My Contribution Submission

AJK Persatuan **B**

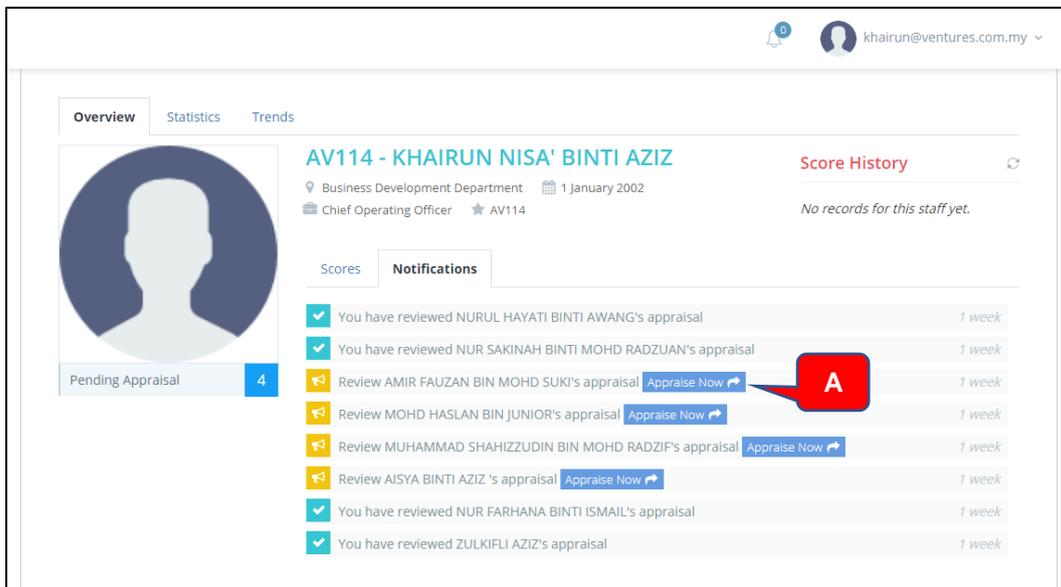
[Close](#) [Submit Contribution](#)

- Choose your contribution at B, and click on **"Submit Contribution"**.

2.3 PENDING APPRAISALS

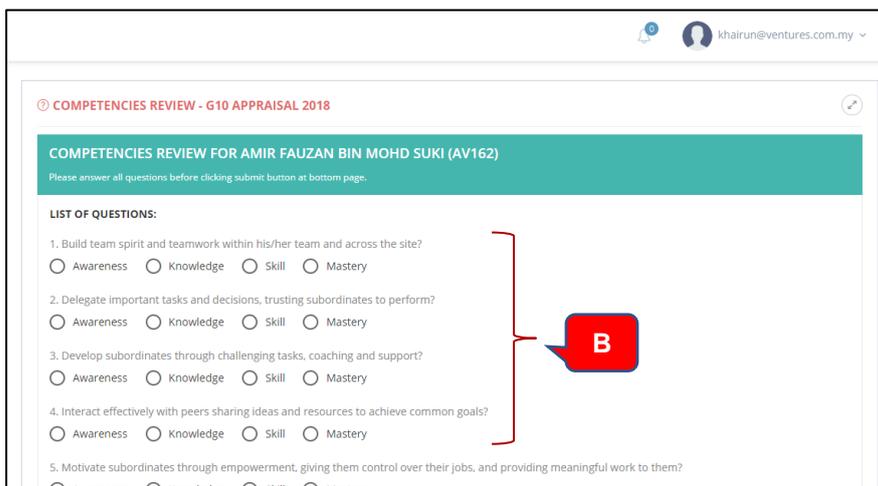
For the Pending Appraisal also only the supervisor will receive this notification. The supervisor need to appraise all of their team's members or called as supervisee.

1. To access this page, go to "To Do" and click on "Pending Appraisals". After click on "Pending Appraisal", you will see the following page:



The screenshot displays the 'Pending Appraisals' interface for user AV114 - KHAIRUN NISA' BINTI AZIZ. The page includes a profile card with a 'Pending Appraisal' indicator showing 4 items. Below this, a list of notifications shows appraisals that have been reviewed and those that are pending. The pending appraisals list includes names like AMIR FAUZAN BIN MOHD SUKI, MOHD HASLAN BIN JUNIOR, MUHAMMAD SHAHIZZUDIN BIN MOHD RADZIF, and AISYA BINTI AZIZ, each with an 'Appraise Now' button. A red callout box labeled 'A' points to the 'Appraise Now' button for AMIR FAUZAN BIN MOHD SUKI.

- A Here, the supervisor will get the list of the staff that he / she need to appraise. Click on **Appraise Now** and will direct to appraise page. The supervisor need appraise each of staff member in the team.



The screenshot shows the 'COMPETENCIES REVIEW - G10 APPRAISAL 2018' for AMIR FAUZAN BIN MOHD SUKI (AV162). The page contains a 'LIST OF QUESTIONS' section with five questions, each followed by four radio button options: Awareness, Knowledge, Skill, and Mastery. A red callout box labeled 'B' points to the 'Submit' button at the bottom of the page.

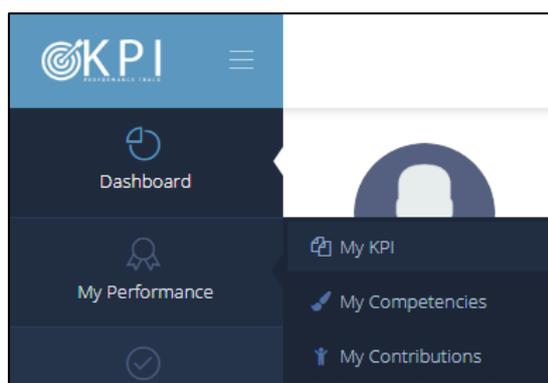
- B The supervisor need to answer all the questions and click on **Submit** button.

3 – MY PERFORMANCE

In this submodule, you be able to view your own current result of your KPI, update KPI measure and also view your Personal KPIs setting. In Personal KPIs setting is where you may update or change your KPI. You will be allowed to update or change the KPI if the admin Unfinalized and Allow for Modify your KPI. Supervisor will received the new KPI if you Finalized the new KPI and it will automatically sent notification to the supervisor.

3.1 MY KPI

1. Go to “**My Performance**” and click on “**My KPI**”. After that you will see the following page:



2. After that, you will see the following page:

Personal Staff KPI Groups List down all KPI Groups assigned to staff.

Home > My Performance > My KPI

Information

This is list of staff's KPI Groups. Please click on item in KPI Groups column to see details of assigned KPI.

KPI Groups	Period of Evaluation	No of Assigned KPI	Status	Quick Action
Performance 2018	KPI 2019 (1 Jan 19 - 31 Dec 19)	10	Ongoing	

Page < 1 > of 1 | View 10 records | Found total 1 records

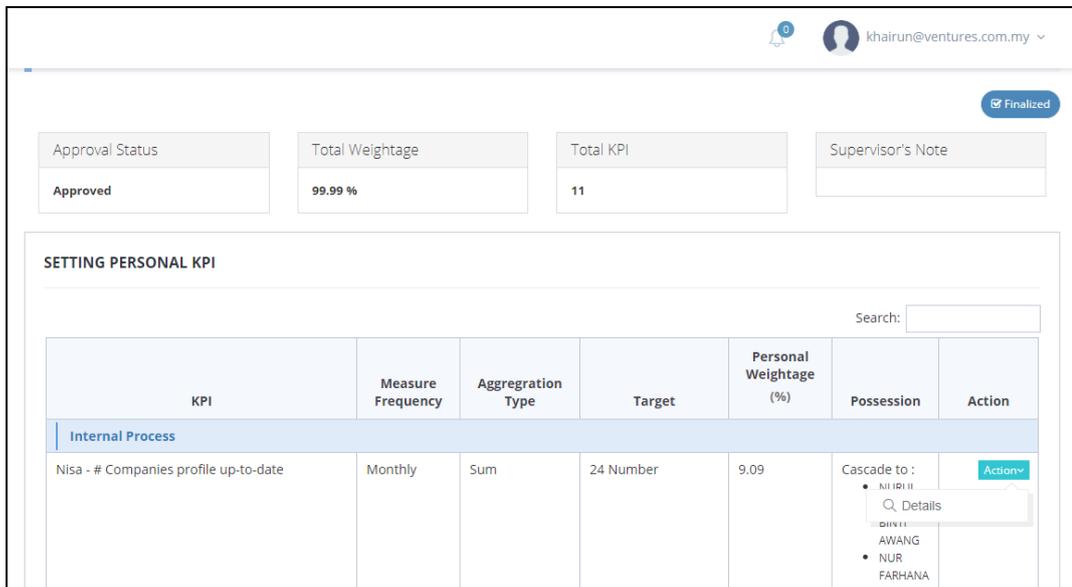
Descriptions:

A	You may go the the Quick Action column to choose the view. You may click on to view your current KPI result.
---	---

You may click on  to update the KPI measure. To update KPI measure, please refer to 2.1.

You may click on  to view your personal KPI setting.

- You may click on this button  to view or update your KPI settings. After you click on this button, you will see the following page. This is view if the admin already **Finalized** and **Disallow for Modify the KPI**.



khairun@ventures.com.my

Finalized

Approval Status: Approved

Total Weightage: 99.99 %

Total KPI: 11

Supervisor's Note

SETTING PERSONAL KPI

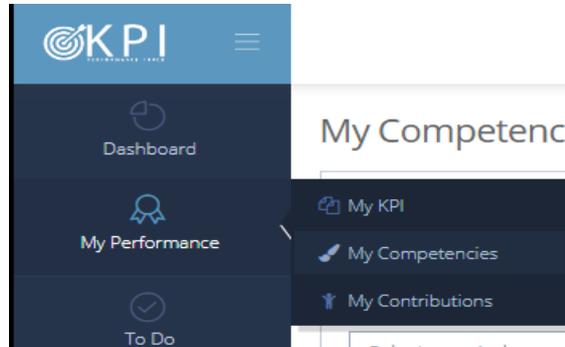
Search:

KPI	Measure Frequency	Aggregation Type	Target	Personal Weightage (%)	Possession	Action
Internal Process						
Nisa - # Companies profile up-to-date	Monthly	Sum	24 Number	9.09	Cascade to :	Action
					<ul style="list-style-type: none"> • NUR HIL • Details • AWANG • NUR FARHANA 	

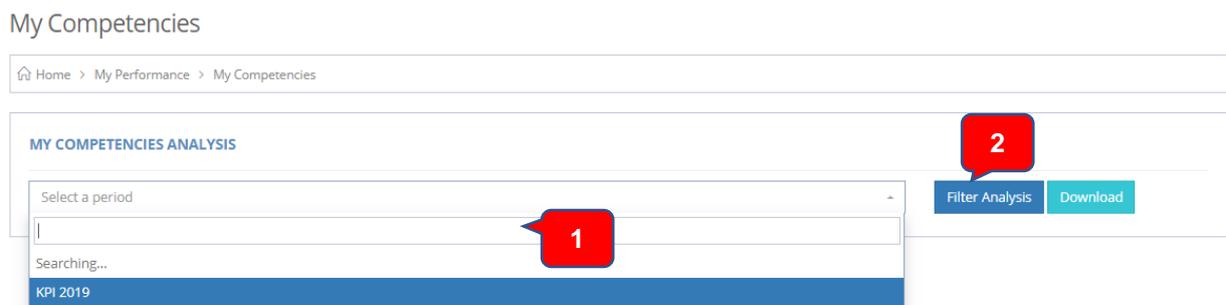
3.2 MY COMPETENCIES

In this My Competencies will view your score that give by the supervisor. You may download that report by your own.

1. Go to **My Performance** and click on **My Competencies**.



2. After click on “**My Competencies**”, you will see the following page:



Descriptions:

1	Select period here.
2	After that, click on “ Filter Analysis ”.

3. You will see the following page after click on “**Filter Analysis**”. You may click at “**A**”, if you want to download a chart.

My Competencies

Home > My Performance > My Competencies

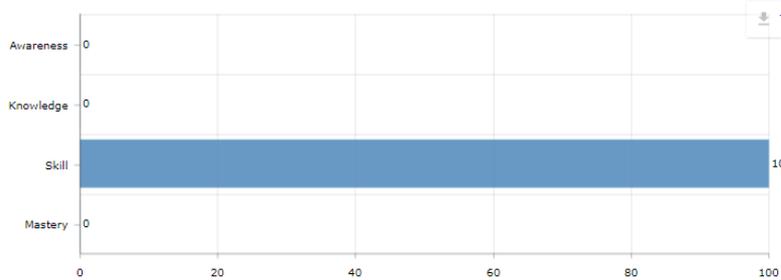
MY COMPETENCIES ANALYSIS

KPI 2019

Filter Analysis

Download

1. Build team spirit and teamwork within his/her team and across the site?



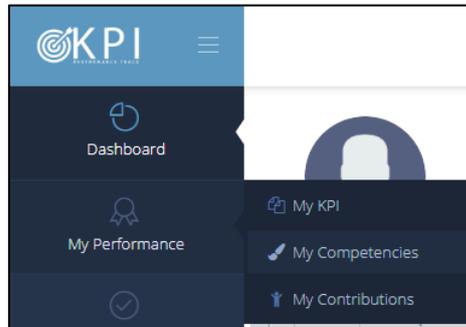
Choices	Response	Percentage
Awareness	0	0%
Knowledge	0	0%
Skill	1	100%
Mastery	0	0%

2. Delegate important tasks and decisions, trusting subordinates to perform?

3.3 MY CONTRIBUTIONS

In this sub-module, you get access to your own list of contributions. Here, you may also to submit your contributions.

1. Go to “**My Performance**” and click on “**My Contributions**”.



2. You may see the list of your **own contributions** and the **actual score** given by your supervisor. To submit new contributions, you may click on “**+ Submit**” button.

My Contributions

Home > My Performance > My Contributions

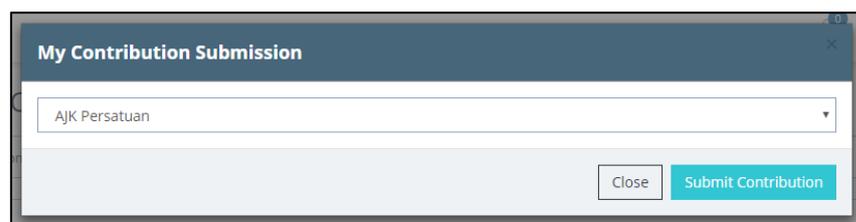
MY CONTRIBUTIONS Index + Submit

Page < 1 > of 1 | View 10 records | Found total 6 records

Activities	Period	Start	End	Description	Expected Score	Actual Score
Aktiviti Sukarelawan Bencana	KPI 2019	1/1/2019	31/12/2019	Belajar teori untuk menjadi sukarelawan bencana	3	Pending
Aktiviti Sukarelawan Program	KPI 2019	1/1/2019	31/12/2019	Menjadi urusetia bagi program kem ibadah musafir anjuran AVSB	3	Pending
Aktiviti Anjuran Kelab (Dalaman)	KPI 2019	1/1/2019	31/12/2019	Menyertai training “Train the Trainer” pada 22 Mei	3	Pending
Engagement Booth	KPI 2019	1/1/2019	31/12/2019	Booth di Putrajaya pada 2 Mei 2018	3	Pending
Charity Run KL 2018	KPI 2019	1/1/2019	31/12/2019	PELARI	1	1
AJK Persatuan	KPI 2019	1/1/2019	31/12/2019	Naib Pengerusi	3	3

Page < 1 > of 1 | View 10 records | Found total 6 records

3. After click “**+Submit**”, you may see the page as follow. You may choose the contributions categories and click on **Submit Contributions** button.



4. Here, you may give the Description and give the score to your contribution. And click on **Submit** button.

MY CONTRIBUTIONS [Submit](#)

Activities **AJK Persatuan**

Description

Expected Score

1 / Aktif [Show Details](#)

2 / Sederhana Aktif [Show Details](#)

3 / Sangat Aktif [Show Details](#)

[Submit](#)

Descriptions:

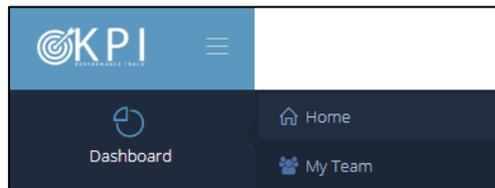
1	Enter your description of a contribution here.
2	Choose expected score.
3	Lastly, click on “ Submit ” button.

4 – DASHBOARD MODULE

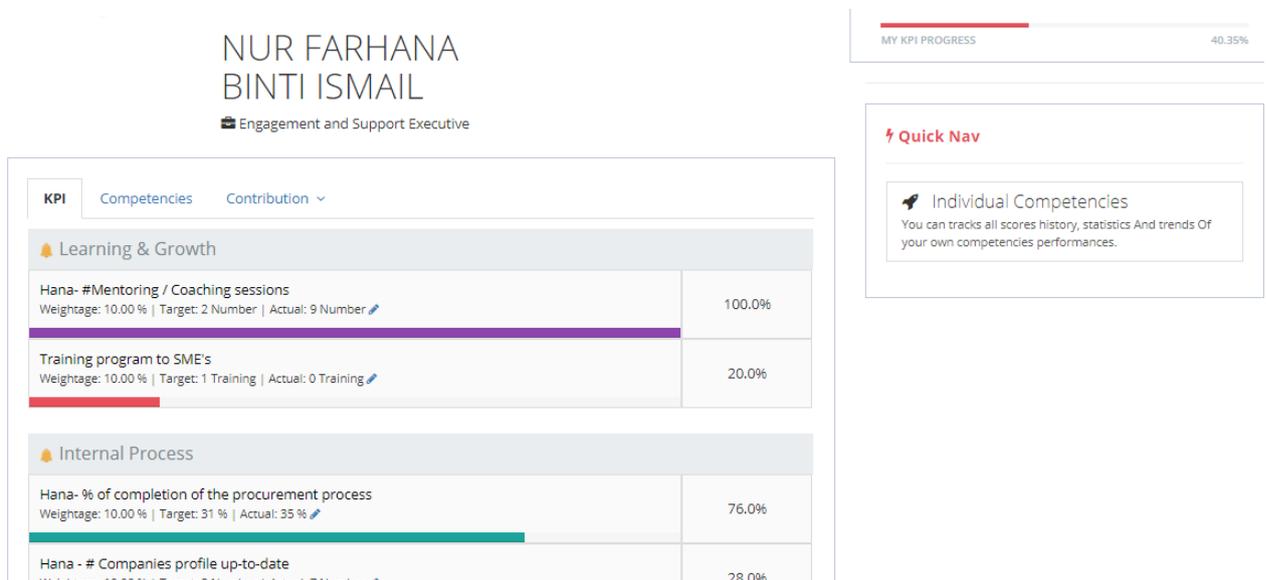
In the dashboard module, you will see the dashboard of your personal KPI, your own competencies and also your contribution.

4.1 HOME

1. Go to **Dashboard** click on **Home**. You may see your own KPI.



2. Here you will see the achievement of your own.



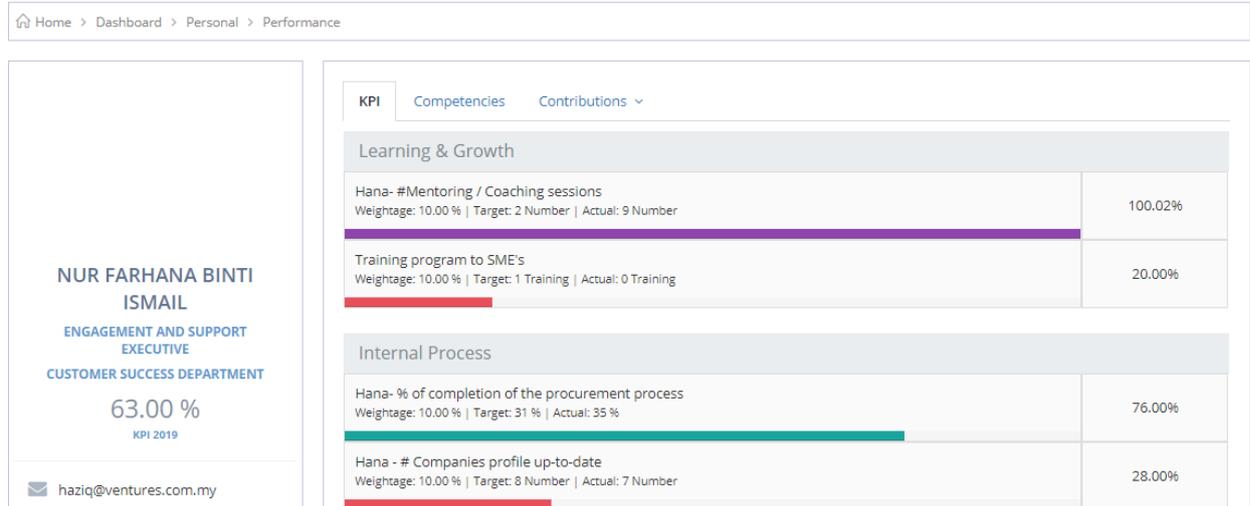
4.2 PERSONAL

In personal, you can see performance, trend and competencies gap analysis.

4.2.1 PERFORMANCE

In performance, you can see the progress of current performance.

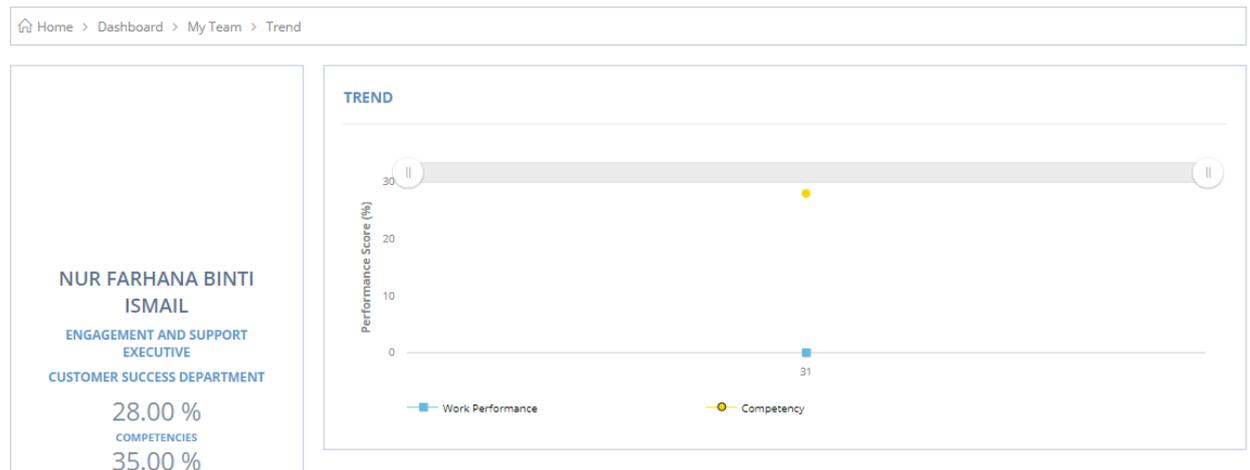
Performance



4.2.2 TREND

In trend you can see trend of your performance.

Trend



4.2.3 COMPETENCIES GAP ANALYSIS

In competencies gap analysis, you will see the expected result with the current result.

Competencies Gap Analysis

