



PMS

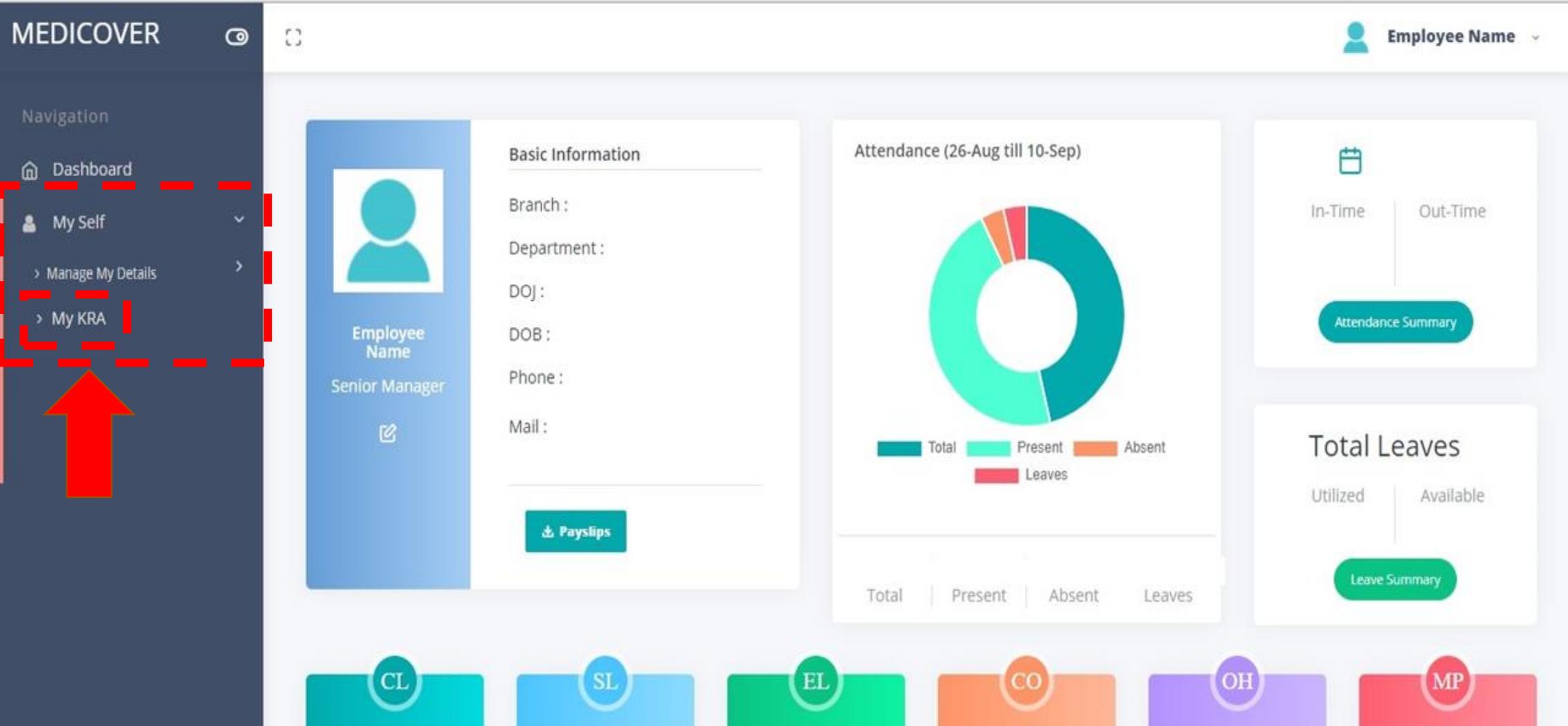
User Guide

Login & Initial Navigation

Link: HRMS link (<http://3.7.119.125/hrms/>)

User ID: Employee ID

Password: HRMS password



The screenshot displays the HRMS dashboard interface. On the left, a dark navigation sidebar contains the following items: "MEDICOVER" (with camera and refresh icons), "Navigation", "Dashboard", "My Self" (with a dropdown arrow), "Manage My Details" (with a right-pointing arrow), and "My KRA" (with a right-pointing arrow). A red dashed box highlights the "My KRA" item, with a red arrow pointing to it from below. The main content area features a top right header with a user profile icon and the text "Employee Name". Below this, the dashboard is divided into several sections: 1. A left sidebar for the user profile, showing a placeholder for a profile picture, the text "Employee Name" and "Senior Manager", and a "Payslips" download button. 2. A "Basic Information" section with fields for Branch, Department, DOJ, DOB, Phone, and Mail. 3. An "Attendance (26-Aug till 10-Sep)" section featuring a donut chart with a legend for Total (dark teal), Present (light teal), Absent (orange), and Leaves (red). Below the chart is a table with columns for Total, Present, Absent, and Leaves. 4. An "In-Time | Out-Time" section with an "Attendance Summary" button. 5. A "Total Leaves" section with "Utilized | Available" sub-sections and a "Leave Summary" button. At the bottom of the dashboard, there is a row of six colored buttons labeled with initials: CL (teal), SL (light blue), EL (green), CO (orange), OH (purple), and MP (red).

Adding KRAs

My Self > My KRA > Add New KRA

*** Note:** Minimum 5 & Maximum 8 KRAs can be added in a year.

Navigation

- Dashboard
- My Self
 - Manage My Details
 - My KRA
 - Attendance Summary
 - Leave Management
 - Change Password
- My Team
- HR Policy

My KRA

Home / My KRA

[Add KRAs](#) [My KRAs](#) [Enter Achievements](#) [View Rating](#)

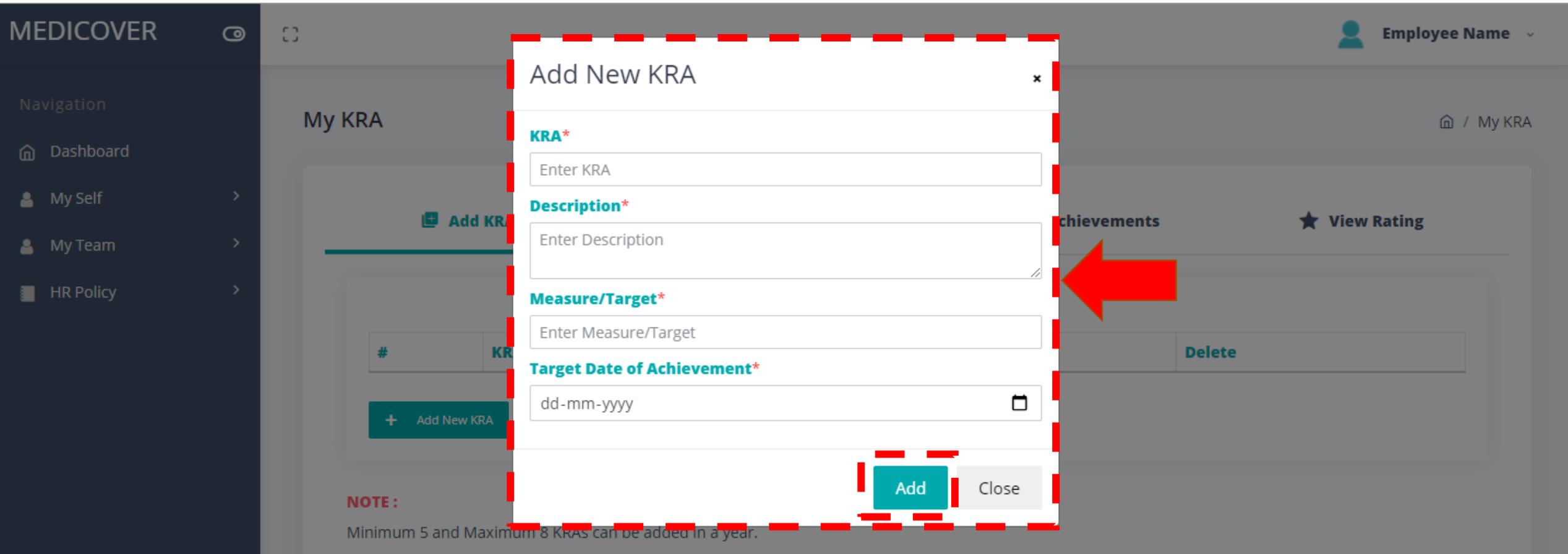
#	KRA	View Details	Delete
+ Add New KRA			

NOTE:
Minimum 5 and Maximum 8 KRAs can be added in a year.

Adding KRAs

Add your KRA, its Description, Measure/Target & Target Date of Achievement.

** **Note:** Use “Enter” if you want to go to the next line in Description or Measure/Target.*



The screenshot displays the 'My KRA' section of the MEDICOVER HOSPITALS application. A modal window titled 'Add New KRA' is open, featuring four input fields: 'KRA*', 'Description*', 'Measure/Target*', and 'Target Date of Achievement*'. The 'Target Date of Achievement*' field includes a calendar icon. At the bottom of the modal are 'Add' and 'Close' buttons. A red dashed border highlights the modal, and a red arrow points to the 'Add' button. The background shows a navigation menu on the left and a 'My KRA' table with columns for '#', 'KRA', 'Achievements', and 'View Rating'. A 'Delete' button is visible in the table. A note at the bottom states: 'NOTE : Minimum 5 and Maximum 8 KRAs can be added in a year.'

View details/Delete KRAs

Repeat the same to add more KRAs.

*** Note:** An employee can View/Delete KRAs before saving them.

Navigation

- Dashboard
- My Self >
- My Team >
- HR Policy >

My KRA

Home / My KRA

[Add KRAs](#) [My KRAs](#) [Enter Achievements](#) [View Rating](#)

#	KRA	View Details	Delete
<input type="checkbox"/>	Test		

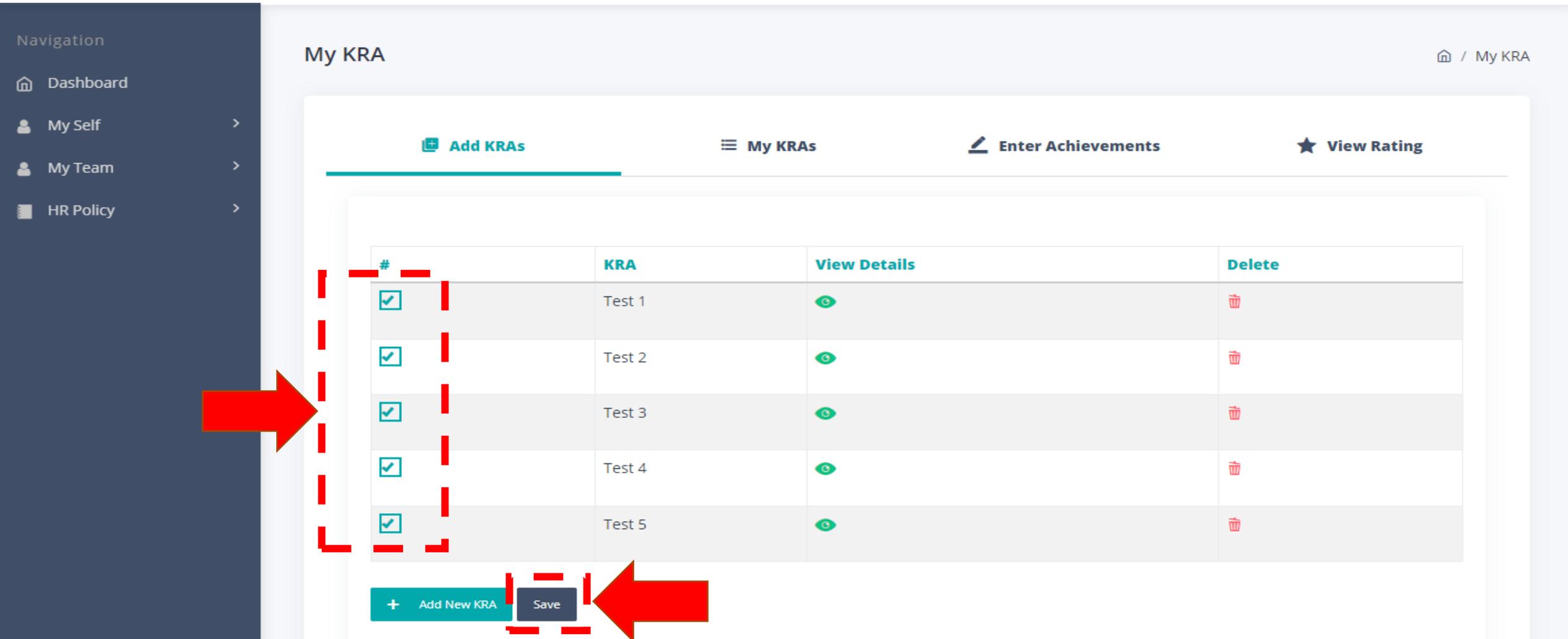
[+ Add New KRA](#) [Save](#)

NOTE :
Minimum 5 and Maximum 8 KRAs can be added in a year.

Saving KRAs

Select 5-8 Added KRAs and Save

** **Note:** An employee can add KRAs here & can save later.*



The screenshot shows a web interface for managing Key Result Areas (KRAs). On the left is a dark navigation sidebar with the following items: 'Navigation', 'Dashboard', 'My Self', 'My Team', and 'HR Policy'. The main content area is titled 'My KRA' and contains a header with four tabs: 'Add KRAs' (active), 'My KRAs', 'Enter Achievements', and 'View Rating'. Below the tabs is a table with the following structure:

#	KRA	View Details	Delete
<input checked="" type="checkbox"/>	Test 1		
<input checked="" type="checkbox"/>	Test 2		
<input checked="" type="checkbox"/>	Test 3		
<input checked="" type="checkbox"/>	Test 4		
<input checked="" type="checkbox"/>	Test 5		

At the bottom of the interface, there are two buttons: '+ Add New KRA' and 'Save'. A red dashed box highlights the checkboxes in the table and the 'Save' button. A large red arrow points from the left towards the checkboxes, and another large red arrow points from the 'Save' button towards the left.

Editing KRAs

Click on the tab, My KRAs

Edit a KRA if required, before approval. Once approved, a KRA cannot be deleted.

Navigation

- Dashboard
- My Self >
- My Team >
- HR Policy >

My KRA

Home / My KRA

+ Add KRAs

☰ My KRAs

✎ Enter Achievements

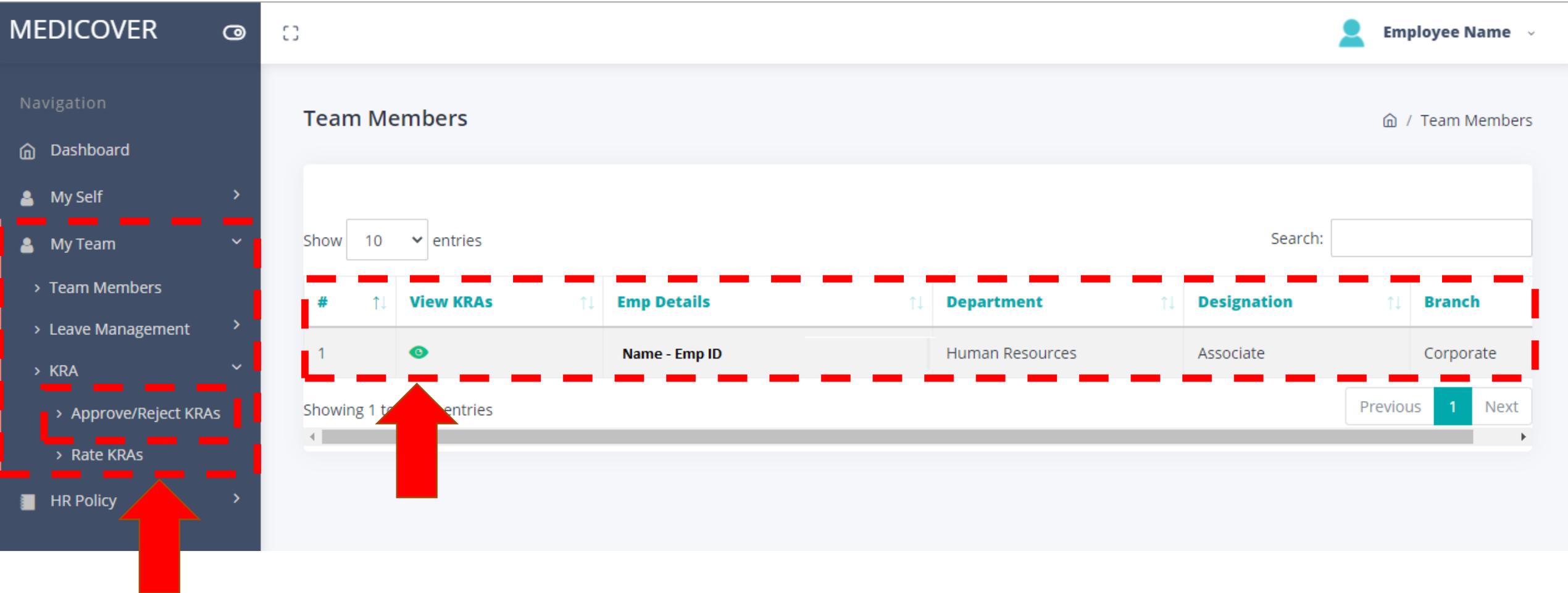
★ View Rating

SNO.	KRA	Status	Edit	View Details
1	Test 1	Saved	✎	👁️
2	Test 2	Saved	✎	👁️
3	Test 3	Saved	✎	👁️
4	Test 4	Saved	✎	👁️
5	Test 5	Saved	✎	👁️



Manager Approving/Rejecting KRAs

My Team > KRA > Approve/Reject KRAs



The screenshot displays the Medicover HR system interface. On the left is a dark navigation sidebar with the following items: MEDICOVER, Navigation, Dashboard, My Self, My Team (highlighted with a red dashed box), Team Members, Leave Management, KRA (highlighted with a red dashed box), Approve/Reject KRAs (highlighted with a red dashed box), Rate KRAs, and HR Policy. A red arrow points to the 'Approve/Reject KRAs' option in the sidebar. The main content area is titled 'Team Members' and shows a table of KRA entries. The table has columns for '#', 'View KRAs', 'Emp Details', 'Department', 'Designation', and 'Branch'. A single entry is visible with a 'View KRAs' icon (a green eye) highlighted by a red arrow. The table also includes a search bar, a 'Show 10 entries' dropdown, and pagination controls (Previous, 1, Next).

#	View KRAs	Emp Details	Department	Designation	Branch
1		Name - Emp ID	Human Resources	Associate	Corporate

Manager Approving/Rejecting KRA

My Team > KRA > Approve/Reject KRAs > View Details (before approving or rejecting KRAs)

Navigation

- Dashboard
- My Self
- My Team
- HR Policy

Approve/Reject KRAs

Home / Approve/Reject KRAs

[Go Back](#)  Approved |  Rejected

[Approve](#) [Reject](#)

Emp Deatils :

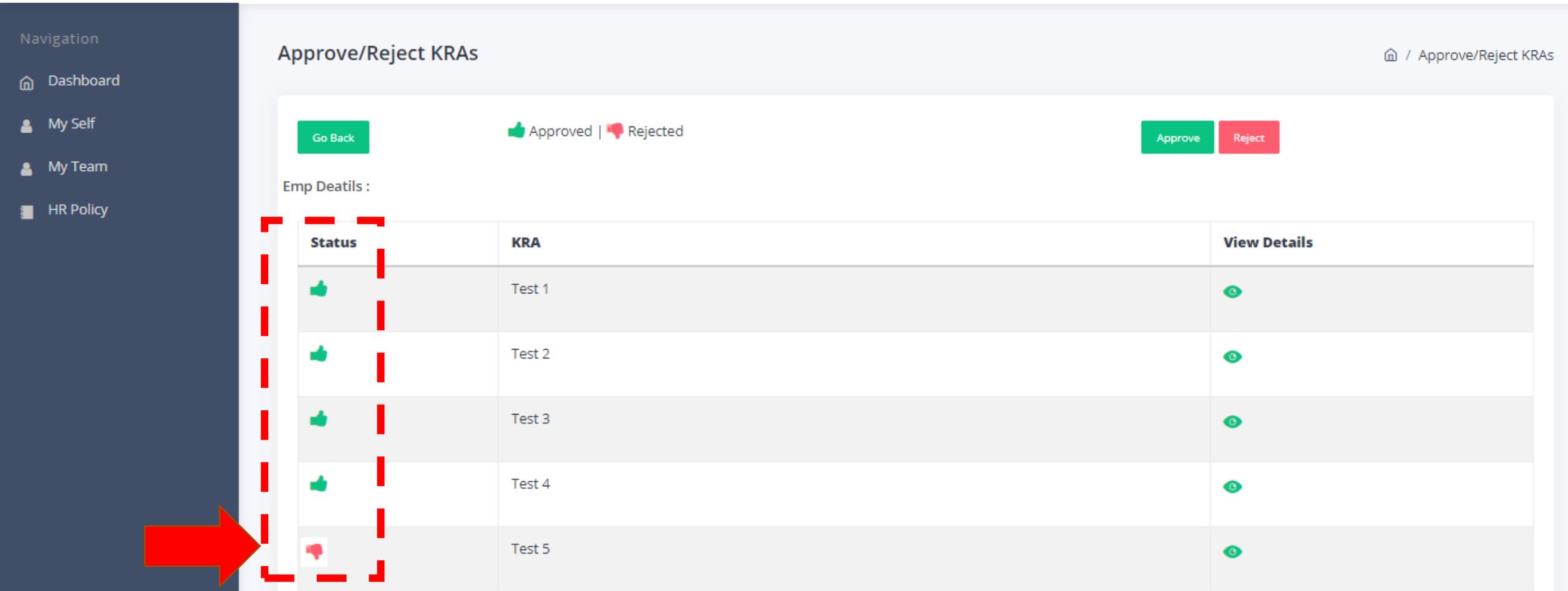
Status	KRA	View Details
<input checked="" type="checkbox"/>	Test 1	
<input checked="" type="checkbox"/>	Test 2	
<input checked="" type="checkbox"/>	Test 3	
<input checked="" type="checkbox"/>	Test 4	
<input checked="" type="checkbox"/>	Test 5	



Approval Status – Manager’s Account

Manager approved the first 4 KRAs and rejected the 5th KRA.

*** Note:** If Manager rejects a KRA, employee will have to edit it again.



Navigation

- Dashboard
- My Self
- My Team
- HR Policy

Approve/Reject KRAs Home / Approve/Reject KRAs

[Go Back](#)  Approved |  Rejected [Approve](#) [Reject](#)

Emp Deatils :

Status	KRA	View Details
	Test 1	
	Test 2	
	Test 3	
	Test 4	
	Test 5	

Approval Status – Employee's Account

* Manager approved the first 4 KRAs and rejected the 5th KRA. So, employee can edit the 5th KRA.

Navigation

- Dashboard
- My Self >
- My Team >
- HR Policy >

My KRA

Home / My KRA

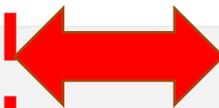
Add KRAs

My KRAs

Enter Achievements

View Rating

SNO.	KRA	Status	Edit	View Details
1	Test 1	Approved	-	
2	Test 2	Approved	-	
3	Test 3	Approved	-	
4	Test 4	Approved	-	
5	Test 5	Rejected		



Employee editing a rejected KRA

MEDICOVER

Navigation

- Dashboard
- My Self
- My Team
- HR Policy

Employee Name

My KRA

Home / My KRA

+

Add KRAs

Achievements

★ View Rating

View Details

SNO.				
1				
2				
3				
4				
5	Test 555	Saved		

Edit KRA

KRA*

Test 555

Description*

Test 555

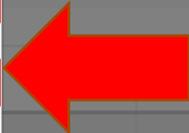
Measure/Target*

Test 555

Target Date of Achievement*

30-11-2021

Update Close



Manager approving an edited KRA

Navigation

Dashboard

My Self

My Team

HR Policy

Approve/Reject KRAs

Home / Approve/Reject KRAs

Go Back

Approved | Rejected

Approve

Reject

Emp Deatils : Employee Name

Show 10 entries

Status	KRA	Description	Measure/Target	Target Date	Month
	Test 1	Test 1	Test 1	31 Mar,2022	Sep-2021
	Test 2	Test 2	Test	28 Feb,2022	Sep-2021
	Test 3	Test 3	Test 3	31 Jan,2022	Sep-2021
	Test 4	Test 4	Test 4	31 Dec,2021	Sep-2021
	Test 555	Test 555	Test 555	30 Nov,2021	Sep-2021



Manager approving a newly added KRA

*** Note:** An employee can add a KRA anytime in a year. If a Manager approves those new KRAs, an employee can record achievements. If a Manager does not approve, an employee cannot record achievements.

Navigation

Dashboard

My Self

My Team

HR Policy

Approve/Reject KRAs

Home / Approve/Reject KRAs

Go Back

Approved | Rejected

Approve

Reject

Emp Deatils : Employee Name

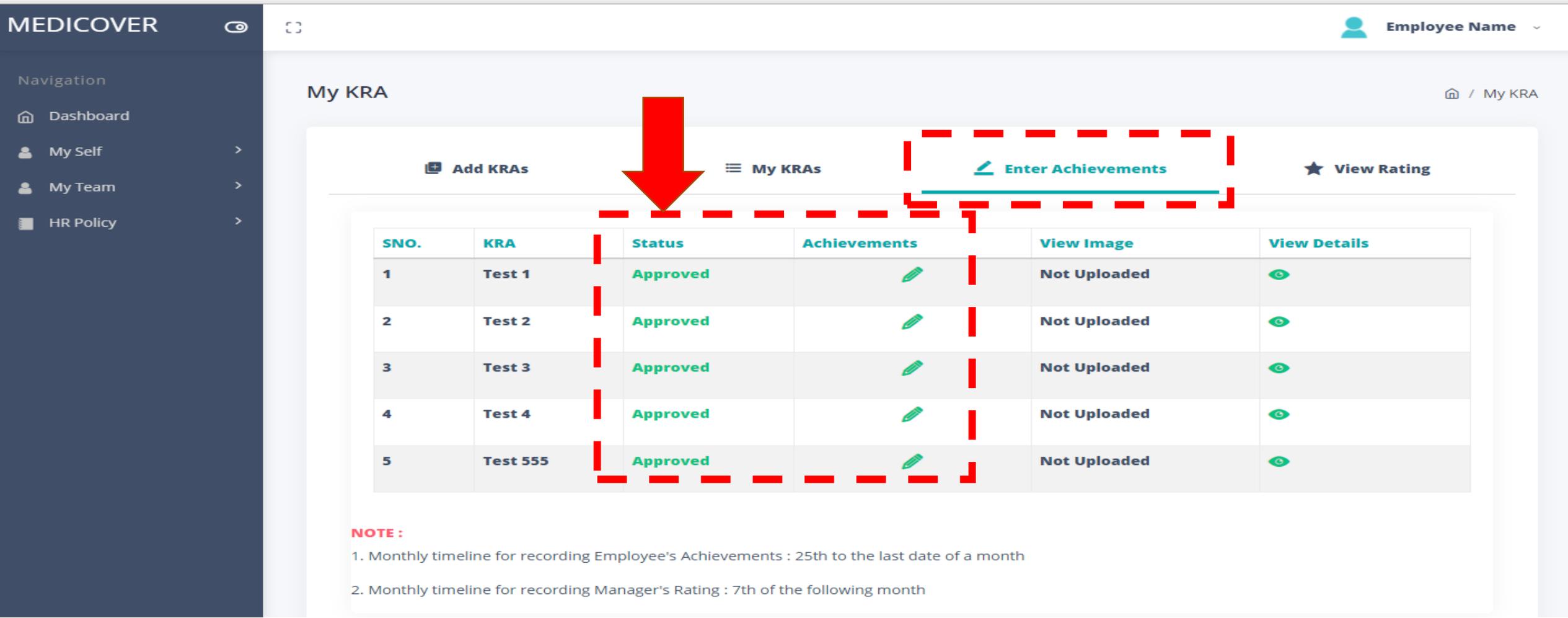
Status	KRA	View Details
	Test 1	
	Test 2	
	Test 3	
	Test 4	
	Test 555	
	Test 6	
	Test 7	



Employee recording Achievements

Click on the tab, Enter Achievements

*** Note:** A minimum of 5 KRAs to be approved by a Manager, without which, an employee cannot record his/her achievements.



MEDICOVER Employee Name

Navigation

- Dashboard
- My Self
- My Team
- HR Policy

My KRA My KRA

[Add KRAs](#) [My KRAs](#) [Enter Achievements](#) [View Rating](#)

SNO.	KRA	Status	Achievements	View Image	View Details
1	Test 1	Approved		Not Uploaded	
2	Test 2	Approved		Not Uploaded	
3	Test 3	Approved		Not Uploaded	
4	Test 4	Approved		Not Uploaded	
5	Test 555	Approved		Not Uploaded	

NOTE :

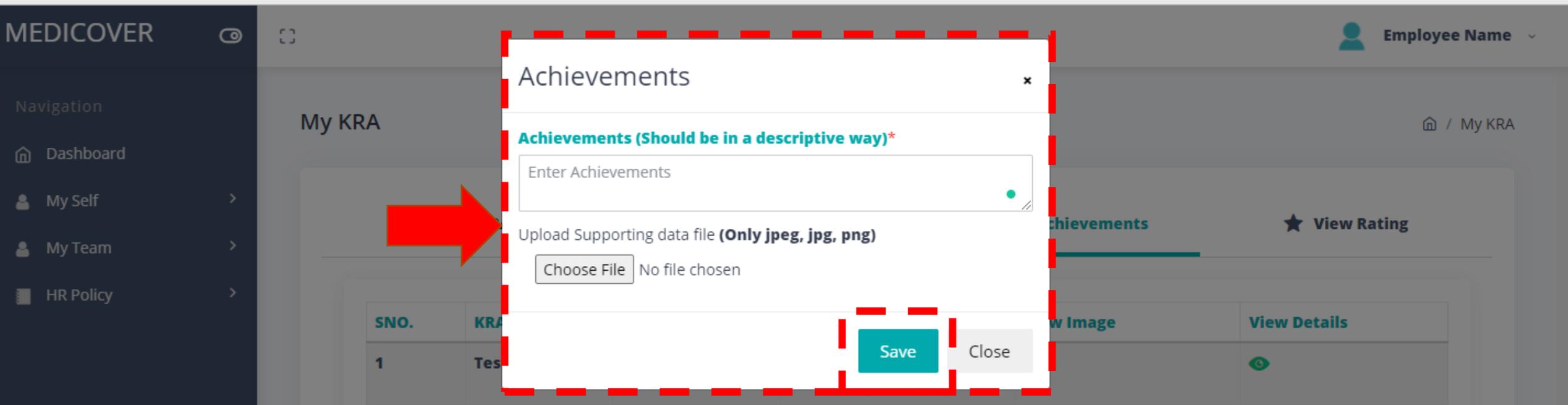
1. Monthly timeline for recording Employee's Achievements : 25th to the last date of a month
2. Monthly timeline for recording Manager's Rating : 7th of the following month

Employee recording Achievements

Monthly timeline for recording employee's Achievements: 25th to last date of a month

*** Note:**

- A minimum of 5 KRAs to be approved by a Manager, without which, an employee cannot record his/her achievements.
- Upload Supporting data file/image in the jpeg/jpg/png format only.



The screenshot displays the 'My KRA' section of the MEDICOVER HOSPITALS application. A modal window titled 'Achievements' is open, allowing users to record their achievements. The modal contains a text input field labeled 'Enter Achievements' with a red asterisk indicating it is required. Below the input field is a file upload section with the label 'Upload Supporting data file (Only jpeg, jpg, png)' and a 'Choose File' button. At the bottom of the modal are 'Save' and 'Close' buttons. A red arrow points from the 'My KRA' section to the modal. The background shows a navigation menu on the left with options like 'Dashboard', 'My Self', 'My Team', and 'HR Policy'. The top right corner shows the user's name and a dropdown arrow.

SNO.	KRA
1	Test

Achievements – Employee's account

Navigation

Dashboard

My Self >

My Team >

HR Policy >

My KRA

Add KRAs

My KRAs

Enter Achievements

View Rating

SNO.	KRA	Status	Achievements	View Image	View Details
1	Test 1	Achieved	Recorded	Not Uploaded	
2	Test 2	Achieved	Recorded	Not Uploaded	
3	Test 3	Achieved	Recorded	Not Uploaded	
4	Test 4	Achieved	Recorded	Not Uploaded	
5	Test 555	Achieved	Recorded		

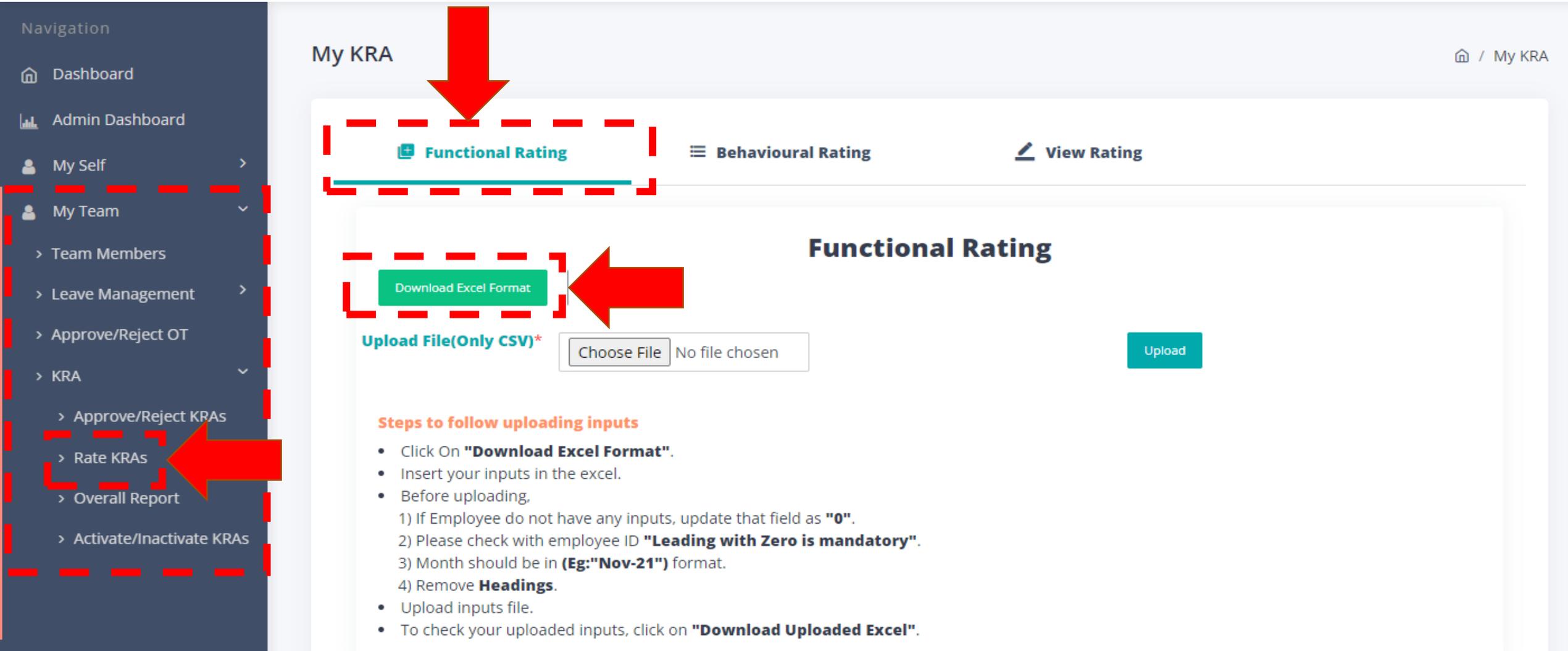
NOTE :

1. Monthly timeline for recording Employee's Achievements : 25th to the last date of a month
2. Monthly timeline for recording Manager's Rating : 7th of the following month

Manager Rating achieved KRAs

My Team > KRA > Rate KRA

Step 1: Functional Rating Process (Download CSV Format to give ratings for Employees' KRA achievements)



Navigation

- Dashboard
- Admin Dashboard
- My Self >
- My Team >
 - Team Members >
 - Leave Management >
 - Approve/Reject OT >
 - KRA >
 - Approve/Reject KRAs
 - Rate KRAs
 - Overall Report
 - Activate/Inactivate KRAs

My KRA Home / My KRA

Functional Rating Behavioural Rating View Rating

Functional Rating

Download Excel Format

Upload File(Only CSV)* No file chosen

Steps to follow uploading inputs

- Click On "**Download Excel Format**".
- Insert your inputs in the excel.
- Before uploading,
 - 1) If Employee do not have any inputs, update that field as "**0**".
 - 2) Please check with employee ID "**Leading with Zero is mandatory**".
 - 3) Month should be in (**Eg:"Nov-21"**) format.
 - 4) Remove **Headings**.
- Upload inputs file.
- To check your uploaded inputs, click on "**Download Uploaded Excel**".

Manager Rating achieved KRAs

Step 2: Feed-in Manager's Ratings & Remarks in downloaded CSV file.

*** Note:** Employees who have updated their **KRA achievements within the timelines** will only be appearing in the Manager's Rating file.

S. No	Emp ID	Name	Department	Designation	DOJ	Branch	KRA	Description	Measure/Target	Target Date	Month	Achievements	Manager Rating	Manager Remarks
1	123	Name	Test	Associate	01-01-2020	Corporate	Test 1	Test 1	Test 1	31-03-2023	Nov-22	Test 1		
2	123	Name	Test	Associate	01-01-2020	Corporate	Test 2	Test 2	Test 2	31-03-2023	Nov-22	Test 2		
3	123	Name	Test	Associate	01-01-2020	Corporate	Test 3	Test 3	Test 3	31-03-2023	Nov-22	Test 3		
4	123	Name	Test	Associate	01-01-2020	Corporate	Test 4	Test 4	Test 4	31-03-2023	Nov-22	Test 4		
5	123	Name	Test	Associate	01-01-2020	Corporate	Test 5	Test 5	Test 5	31-03-2023	Nov-22	Test 5		



These employees updated their achievements. Hence Reporting Manager can give ratings for these employees only.



Manager's Ratings and Remarks to be mentioned here

Note: Ensure no blanks, no duplication of KRA & no multiple submissions

Manager Rating achieved KRAs

Step 3: Upload CSV File

***Note:** Ensure no multiple submissions

Navigation

- Dashboard
- Admin Dashboard
- My Self >
- My Team >
 - Team Members
 - Leave Management
 - Approve/Reject OT
 - KRA >
 - Approve/Reject KRAs
 - Rate KRAs
 - Overall Report
 - Activate/Inactivate KRAs

My KRA

Home / My KRA

Functional Rating

Behavioural Rating

View Rating

Functional Rating

Download Excel Format

Upload File(Only CSV)*

Choose File No file chosen

Upload

Steps to follow uploading inputs

- Click On "**Download Excel Format**".
- Insert your inputs in the excel.
- Before uploading,
 - 1) If Employee do not have any inputs, update that field as "**0**".
 - 2) Please check with employee ID "**Leading with Zero is mandatory**".
 - 3) Month should be in (**Eg:"Nov-21"**) format.
 - 4) Remove **Headings**.
- Upload inputs file.
- To check your uploaded inputs, click on "**Download Uploaded Excel**".

Manager Rating achieved KRAs

Step 4: Manager's Rating for Behavioural Attributes

Navigation

- Dashboard
- Admin Dashboard
- My Self >
- My Team >
 - Team Members >
 - Leave Management >
 - Approve/Reject OT >
 - KRA >
 - Approve/Reject KRAs
 - Rate KRAs
 - Overall Report
 - Activate/Inactivate KRAs

My KRA Home / My KRA

+ Functional Rating
☰ Behavioural Rating
View Rating

Functional Rating

Download Excel Format

No file chosen

Upload

Steps to follow uploading inputs

- Click On "**Download Excel Format**".
- Insert your inputs in the excel.
- Before uploading,
 - If Employee do not have any inputs, update that field as "**0**".
 - Please check with employee ID "**Leading with Zero is mandatory**".
 - Month should be in (**Eg:"Nov-21"**) format.
 - Remove **Headings**.
- Upload inputs file.
- To check your uploaded inputs, click on "**Download Unuploaded Excel**".

Manager Rating achieved KRAs

Step 5: Feed-in Manager's Ratings & Remarks in downloaded CSV file.

*** Note:** Employees who have updated their **KRA achievements within the timelines** will only be appearing in the Manager's Rating file.

Emp ID	Name	Department	Designation	DOJ	Branch	Month	Dependability	Communication Skills	Human Relations	Initiative and Creativity	Learning Plan
12	Name 1	Test 1	Test 1	01-01-2020	Corporate	Nov-22					
123	Name 2	Test 2	Test 2	01-01-2020	Corporate	Nov-22					
1234	Name3	Test 3	Test 3	01-01-2020	Corporate	Nov-22					



These employees updated their achievements. Hence Reporting Manager can give ratings for these employees only.



Manager's Ratings and Learning Plan to be mentioned here

Note: Ensure no blanks, no duplication of KRA & no multiple submissions

Manager Rating achieved KRAs

Step 6: Upload CSV File

***Note:** Ensure no multiple submissions

Navigation

- Dashboard
- Admin Dashboard
- My Self >
- My Team >
 - Team Members
 - Leave Management
 - Approve/Reject OT
 - KRA >
 - Approve/Reject KRAs
 - Rate KRAs
 - Overall Report
 - Activate/Inactivate KRAs

Functional Rating

Behavioural Rating

View Rating

Behavioural Rating

Download Excel Format

Upload File(Only CSV)*

Choose File No file chosen

Upload

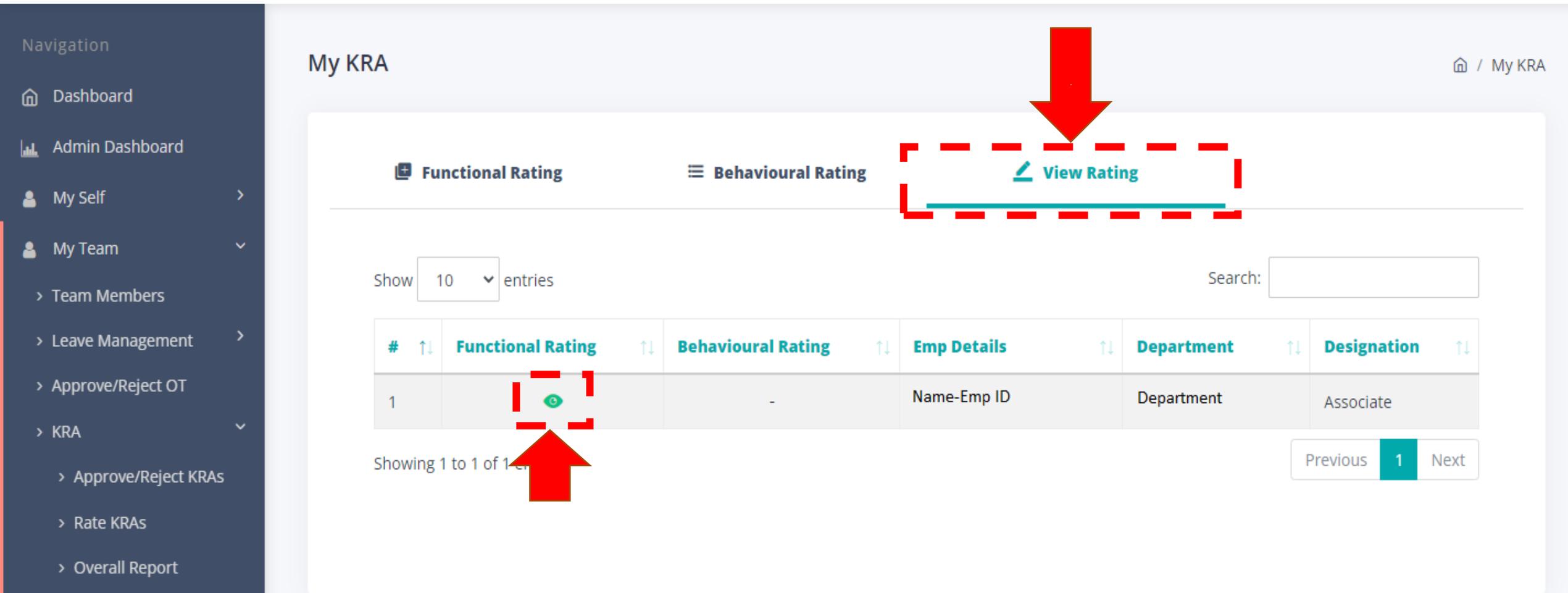
Steps to follow uploading inputs

- Click On **"Download Excel Format"**.
- Insert your inputs in the excel.
- Before uploading,
 - 1) If Employee do not have any inputs, update that field as **"0"**.
 - 2) Please check with employee ID **"Leading with Zero is mandatory"**.
 - 3) Month should be in **(Eg:"Nov-21")** format.
 - 4) Remove **Headings**.
- Upload inputs file.
- To check your uploaded inputs, click on **"Download Uploaded Excel"**.
- *To check your upload Behavioural Rating before **Functional Rating is Uploaded or Not** .

Manager viewing Ratings or rating single employee

If a Manager has only 1 direct reportee, he/she can give Functional & Behavioural ratings directly (and avoid 6 steps mentioned earlier).

A Manager can also view his/her team member's ratings here.



The screenshot displays the 'My KRA' interface. On the left is a dark navigation sidebar with the following items: Dashboard, Admin Dashboard, My Self, My Team (with sub-items: Team Members, Leave Management, Approve/Reject OT, KRA, Approve/Reject KRAs, Rate KRAs, Overall Report), and Overall Report. The main content area is titled 'My KRA' and includes a breadcrumb 'Home / My KRA'. It features two tabs: 'Functional Rating' and 'Behavioural Rating'. A 'View Rating' button is highlighted with a red dashed box and a large red arrow pointing down to it. Below the tabs, there is a 'Show 10 entries' dropdown and a search box. A table with the following columns is shown: #, Functional Rating, Behavioural Rating, Emp Details, Department, and Designation. The first row contains the values: 1, a green eye icon (highlighted with a red dashed box and a red arrow pointing up), -, Name-Emp ID, Department, and Associate. At the bottom, there is a pagination control showing 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

Manager rating achieved KRAs

MEDICOVER

Navigation

- Dashboard
- My Self >
- My Team >
- HR Policy >

Rate KRAs

Go Back

Rating Scale

- ★★★★★
- ★★★★☆
- ★★★☆☆
- ★★★☆☆
- ★★☆☆☆
- ★☆☆☆☆

Status

Name - 01810

Rate KRAs

KRA : Test 1

Description : Test 1

Measure/Target : Test 1

Target Date : 30-Sep-2022

Achievements : Test 1

Rating

★★★★☆

Your rating:
3 - SATISFACTORY

Manager's Comments*

Test 1

Rate Close

Manager rating achieved KRAs

Navigation

Dashboard

My Self

My Team

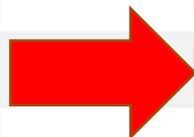
HR Policy

Go Back

Employee Name - 0181

Rating Scale	Rating Description
★★★★★	OUTSTANDING - Nearing perfection / Exceptionally high contribution to business
★★★★	GOOD - Performance above expectations / Contributes significantly as an individual performer
★★★	SATISFACTORY - Performance meets Expectations
★★	NEEDS IMPROVEMENT - Performance below the expected level but could improve
★	UNSATISFACTORY - Performance to improve drastically in the next 3 months to continue in organization

Status	Supporting data file	KRA
3	Not Uploaded	Test 1
4	Not Uploaded	Test 2
2	Not Uploaded	Test 3
5	Not Uploaded	Test 4
3		Test 555



Manager giving Behavioural Rating

- Navigation
- Dashboard
 - My Self >
 - My Team >
 - Team Members
 - Leave Management >
 - KRA >
 - Approve/Reject KRAs
 - Rate KRAs

Team Members

Home / Team Members

Show entries Search:

#	Functional Rating	Behavioural Rating	Emp Details	Department	Designation
1			Employee Name-0181	Human Resources	Senior Manager
2			Employee Name - ID	Human Resources	Assistant General Manager



Manager giving Behavioural Rating

MEDICOVER

Navigation

- Dashboard
- My Self
- My Team
- HR Policy

Team Memb

Show 10

#	Name	Performance
1		
2		
3		
4		
5		
6		
7		

Monthly Behavioural Rating

Behavioural Rating need to be given based on mentioned parameters

Dependability (Attendance, Punctuality, Reliability, Commitment to departmental Goals, Followup on Progress of Work Instructions)*

--Select--

--Select--

5: (OUTSTANDING - Nearing perfection / Exceptionally high contribution to business)

4: (GOOD - Performance above expectations / Contributes significantly as an individual performer)

3: (SATISFACTORY - Performance meets Expectations)

2: (NEEDS IMPROVEMENT - Performance below the expected level but could improve)

1: (UNSATISFACTORY - Performance to improve drastically in the next 3 months to continue in organization)

--Select--

Initiative & Creativity (Self Starter, Develop and Initiate New Methods, Accepting additional Challenges.)*

--Select--

Learning Plan

Test 1

[Rate](#) [Close](#)

Overall Rating - Manager's account

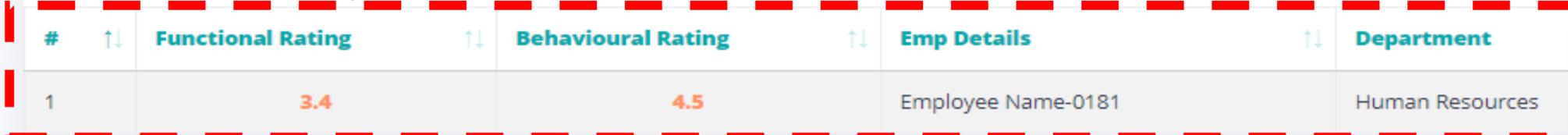
Navigation

- Dashboard
- My Self
- My Team
- HR Policy

Team Members

Show 10 entries

#	Functional Rating	Behavioural Rating	Emp Details	Department
1	3.4	4.5	Employee Name-0181	Human Resources



Managers can download their team's report (excel)

Navigation

- Dashboard
- My Self
- My Team
 - Team Members
 - Leave Management
 - KRA
 - Approve/Reject KRAs
 - Rate KRAs
 - Overall Report

Overall Report

Overall Report

Search By Employee Name* Search By Month*

Enter Employee ID/Name --Select Month--

Download



Manager's KRA Rating Report

My Team > KRA > Overall Report

Navigation

- Dashboard
- My Self >
- My Team >
 - Team Members >
 - Leave Management >
 - KRA >
 - Approve/Reject KRAs
 - Rate KRAs
 - Overall Report

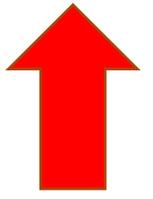
Overall Report

Home / Overall Report

Search By Employee Name* Search By Month*

Employee Name - 0181 Sep-2021

Download



Manager's KRA Rating Report

Excel Report

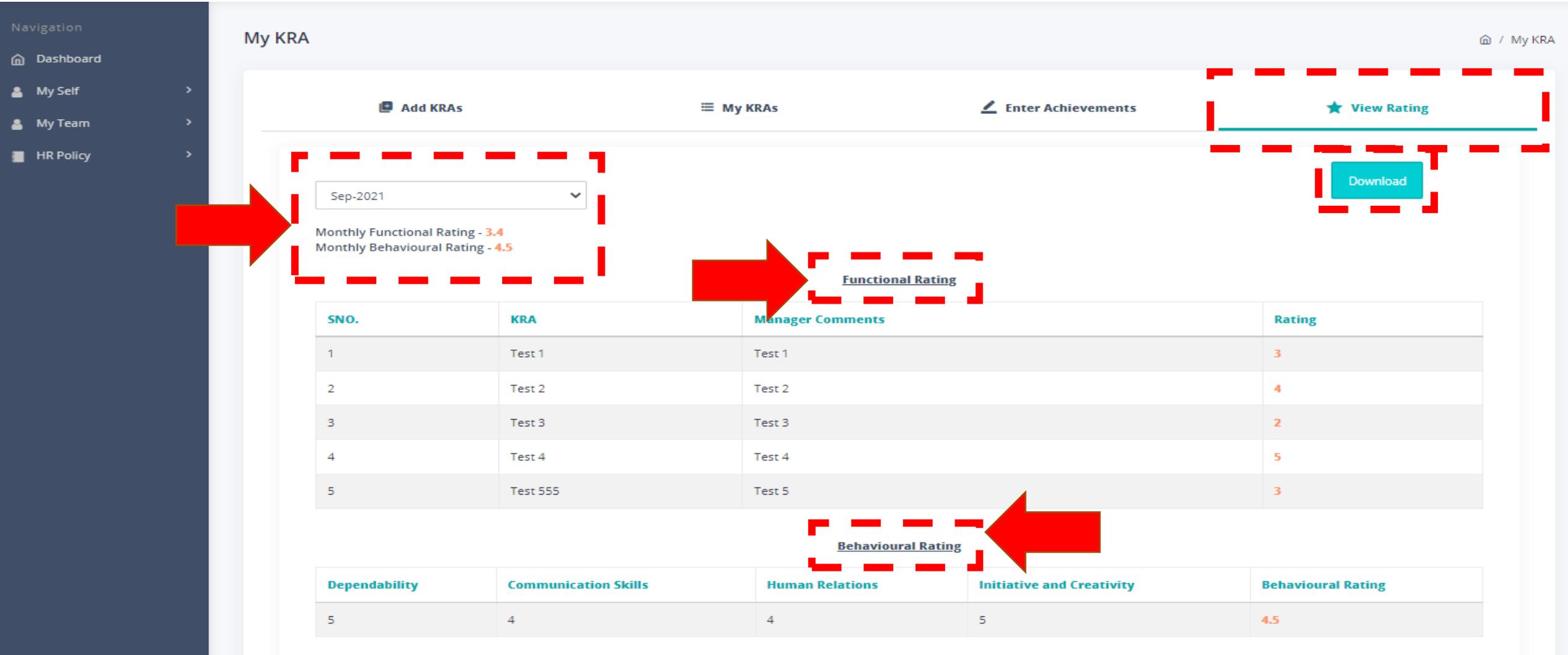
Emp ID	Emp Name	Department	Designation	DOJ	Branch	Manager's Emp ID	Manager's Name	KRA	Description	Measure/Target	Target Date of Achievement	Month	Achievements	Functional Rating
181	Employee Name	HR	Senior Manager	01-Jan-21	Corporate	123	Manager's Name	Test 1	Test 1	Test 1	Test 1	Sep-21	Test 1	3
								Test 2	Test 2	Test 2	Test 2	Sep-21	Test 2	4
								Test 3	Test 3	Test 3	Test 3	Sep-21	Test 3	2
								Test 4	Test 4	Test 4	Test 4	Sep-21	Test 4	5
								Test 5	Test 5	Test 5	Test 5	Sep-21	Test 5	3
191	Employee Name	HR	Manager	01-Jun-21	Corporate	123	Manager's Name	Test 1	Test 1	Test 1	Test 1	Sep-21	Test 1	3
								Test 2	Test 2	Test 2	Test 2	Sep-21	Test 2	4
								Test 3	Test 3	Test 3	Test 3	Sep-21	Test 3	2
								Test 4	Test 4	Test 4	Test 4	Sep-21	Test 4	5
								Test 5	Test 5	Test 5	Test 5	Sep-21	Test 5	3

Emp ID	Emp Name	Functional Rating	Manager's Comments	Dependability	Communication Skills	Human Relations	Initiative and Creativity	Learning Plan	Overall Functional Rating	Overall Behavioural Rating
181	Employee Name	3	Test 1	5	4	4	5	Test	3.4	4.5
		4	Test 2							
		2	Test 3							
		5	Test 4							
		3	Test 5							
191	Employee Name	3	Test 1	5	3	2	4	Test	3.4	3.5
		4	Test 2							
		2	Test 3							
		5	Test 4							
		3	Test 5							

Overall Rating – Employee's account

Click on the tab, View Rating

Employee have an option to download this report as a pdf file, just as they download their payslips.



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My KRA Home / My KRA

[Add KRAs](#) [My KRAs](#) [Enter Achievements](#) [★ View Rating](#)

Sep-2021

Monthly Functional Rating - 3.4
Monthly Behavioural Rating - 4.5

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Functional Rating

SNO.	KRA	Manager Comments	Rating
1	Test 1	Test 1	3
2	Test 2	Test 2	4
3	Test 3	Test 3	2
4	Test 4	Test 4	5
5	Test 555	Test 5	3

Behavioural Rating

Dependability	Communication Skills	Human Relations	Initiative and Creativity	Behavioural Rating
5	4	4	5	4.5

Overall Rating – Employee's account

Pdf Report

kra-pdf.php

1 / 1 | - 100% +



1



Rating For Sep-2021

Emp ID : Department :
Emp Name : Designation :
DOJ : Branch :

Manager Details :

Monthly Functional Rating : 3.5
Monthly Behavioural Rating : 4

Functional Rating

SNO.	KRA	Manager Comments	Rating
1	Test 1	Test 1	3
2	Test 2	Test 2	4
3	Test 3	Test 3	2
4	Test 4	Test 4	5
5	Test 555	Test 5	3
6	Test 6	Test 6	4

Behavioural Rating

Dependability	Communication Skills	Human Relations	Initiative and Creativity
3	5	4	4



Activate/Inactivate KRAs

My Team > KRA > Activate/Inactivate KRA

*** Note:** Please Inactivate all the KRAs, in case of Role Changes of an employee. The new Manager will assign new KRAs.

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Activate/Inactivate KRAs

Home / Activate/Inactivate KRAs

#	Emp Details	KRA	View Details	Activate	Inactivate
1	Employee Name - Emp ID	Test 1		-	Inactivate
2	Employee Name - Emp ID	Test 2		-	Inactivate
3	Employee Name - Emp ID	Test 3		-	Inactivate
4	Employee Name - Emp ID	Test 4		-	Inactivate
5	Employee Name - Emp ID	Test 5		-	Inactivate



Thank you!
