EDS

Employee Dialogue System

General User Guide

Contents

1 Introduction

This is the general user guide of the Employee Dialogue System (EDS).

The Employee Dialogue System is developed to support VGC and its subsidiaries' HR department to manage an e-version of the Employee and Management dialogue including all its components (MBO, Performance evaluation, Development planning).

2 User Roles

All EDS users are imported from SAP via orga import function by the IT super administrator.

Overview of the user roles:

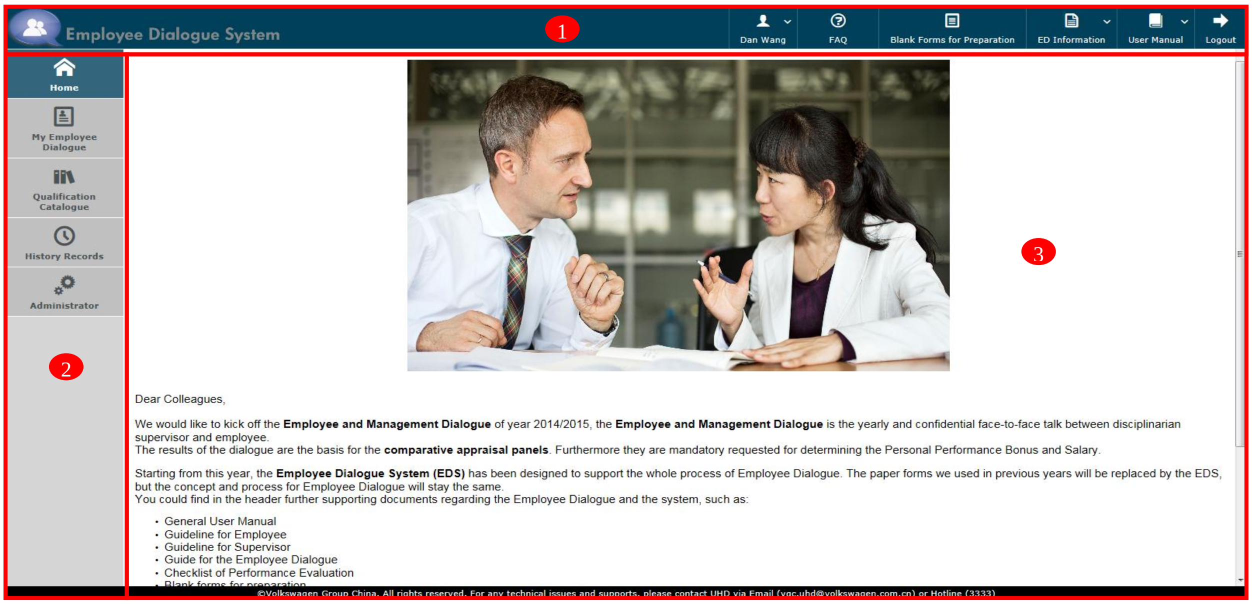
Business User Role	Business Organization	Description
IT super administrator	VGC	VGC IT Web Application Service team (WAS) is responsible for defining and maintaining the application level control and reference data within the employee dialogue system. This user would be an SME for the application and has access to most areas of the system to allow for first and second level problem investigation and resolution. This user is also able to add or delete HR super administrator and HR administrator user.
HR super administrator	VGC	Employee is part of the HR department who can administrate the functionalities and manipulate the master data of the system. Only super administrator can edit home page, enable/disable ED and import organization structure.
HR administrator	VGC & subsidiaries	Employee is part of the HR department who can administrate the functionalities and manipulate the master data of the system.
Tariff employee	VGC & subsidiaries	Employee of VCIC/VGIC/Audi China/VCRA. For tariff employee, MBO review and new MBO of the employee dialogue is optional, and employee dialog period is usually from Mid. Nov. to end of Jan. next year.

Business User Role	Business Organization	Description
Management employee	VGC & subsidiaries	Employee of VCIC/VGIC/Audi China/VCRA. For management employee, MBO review and new MBO of the employee dialogue is mandatory and the employee dialog period is usually from Mid. Nov. to 1st March next year.
Supervisor	VGC & subsidiaries	The team leader or manager who approves the Employee Dialogue requests for his/her employees.

3 Business Functions

This section describes the EDS functions in detail. All functions are grouped by the user roles. Please follow the corresponding sub-sections for specific user roles.

Below is an overview of the EDS user interface:



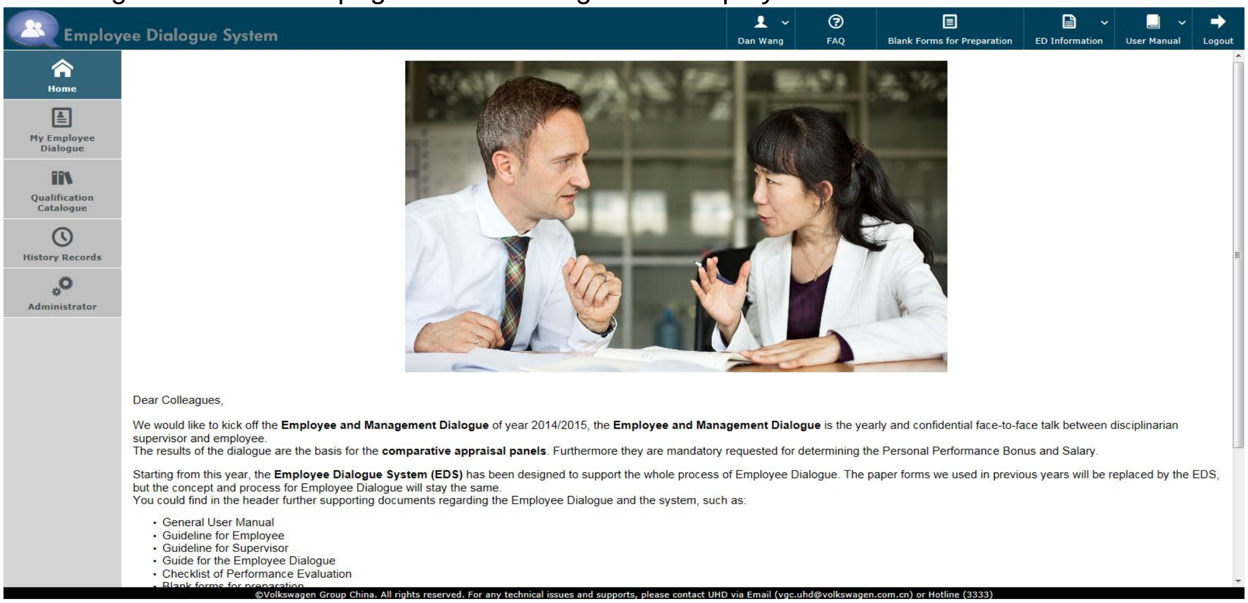
The screen area is divided into three panels:
1. Top panel. This panel contains the EDS logo, user summary information, FAQ, Blank Forms for Preparation, ED Information, User Manual, and Logout.

2. Side panel. This panel contains the tabs for different function groups. Tabs are displayed based on the login user roles. For example, the supervisor user is able to view “My Employees”.

3. Content panel. This panel displays the content for each tab.

3.1 Management Employee User

Following is the welcome page for the management employee user:

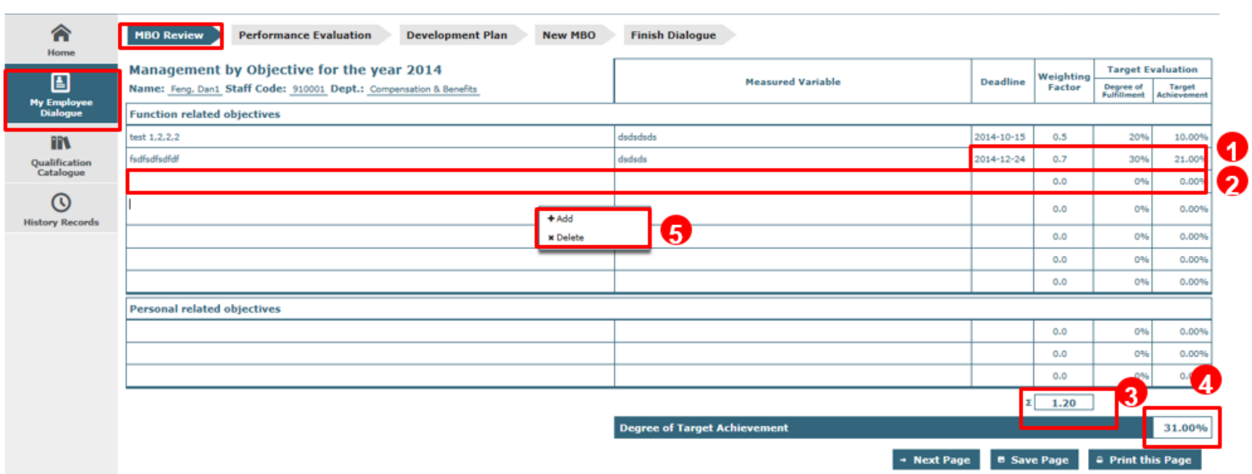


The management employee user is able to manage own employee dialogue, search for qualification catalogue and view own employee dialogue history.

3.1.1 Manage My Employee Dialogue

MBO Review

1. Go to My Employee Dialogue, then MBO Review. The MBO review carried from last year will be displayed in the content area. If there is no MBO review for last year, a blank form will be displayed.



1) For objectives carried from last year, user is able to modify the weighting factor and degree of fulfillment, but the user couldn't delete these objectives;

2) To add a new objective, click the empty row to enter text. Different from the objectives carried from last year, the new objectives can be deleted.

3) The "Deadline" for objectives should be filled with the date within the year

4) Sum of the weighting factors will be automatically calculated, the sum of weighting factors have to be 1;

5) Degree of target achievement will be automatically calculated;

6) User is able to add or delete a functional/personal object by right clicking the table rows. Please note that only newly added objectives can be deleted!

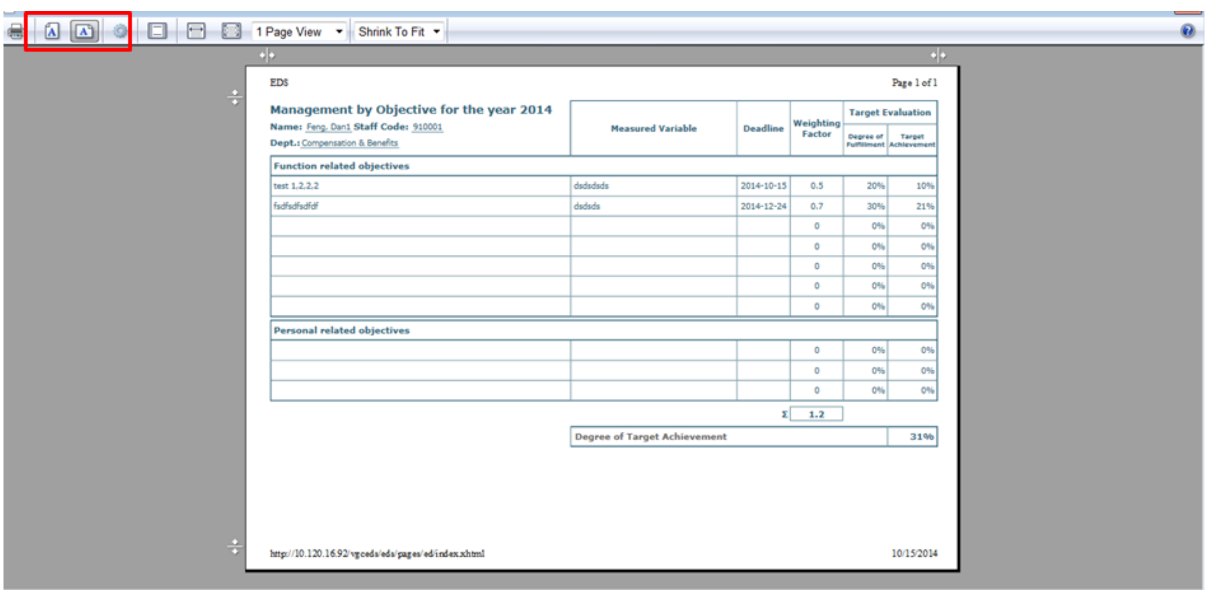
**Important: how to input data in MBO Review page

Since this is the first year we use EDS, there will be no data for MBO of year 2014 in the "MBO Review" page. Please just fill in "Targets from 2014" for Function related objective and measured variable. Fill in the date in 2014 for deadline and the weighting factor have to be "1". Please fill in the result of your "Degree of Fulfillment" in 2014 which you align with your supervisor in the dialogue. Then you got the result of "Degree of Target Achievement".

For next year, the "New MBO" content will transfer to "MBO review" page automatically.

2. Click "*Save Page*" to save the changes.

3. User can also click "*Print this Page*" to print the draft.



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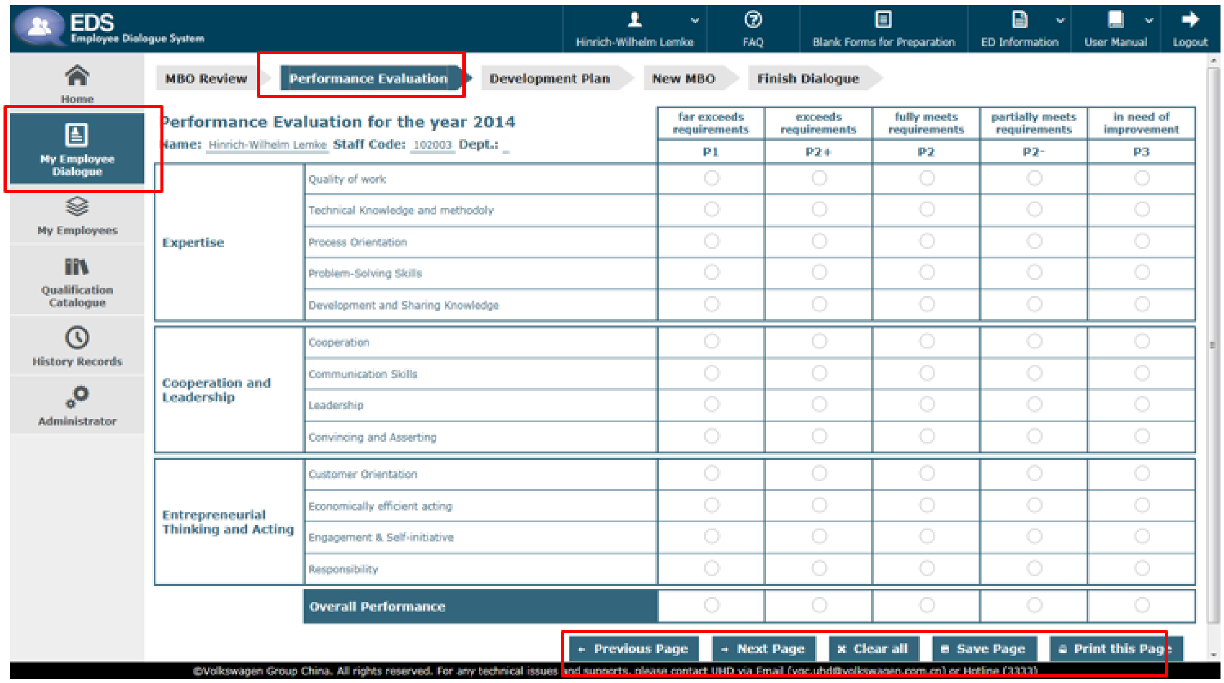
Management by Objective for the year 2014
Name: Feng, Dan1 Staff Code: 910001
Dept.: Compensation & Benefits

	Measured Variable	Deadline	Weighting Factor	Target Evaluation	
				Degree of Fulfillment	Target Achievement
Function related objectives					
test 1,2,2,2	dsdsdsds	2014-10-15	0.5	20%	10%
fsdfsdfsdfdf	dsdsds	2014-12-24	0.7	30%	21%
			0	0%	0%
			0	0%	0%
			0	0%	0%
			0	0%	0%
			0	0%	0%
Personal related objectives					
			0	0%	0%
			0	0%	0%
			0	0%	0%
		Σ	1.2		
	Degree of Target Achievement				31%

http://10.120.16.92/vgceds/eds/pages/ed/index.xhtml 10/15/2014

Performance Evaluation

1. Click the “Performance Evaluation” tab and fill in the performance for each competence.



2. Click “Save Page” to save the changes.

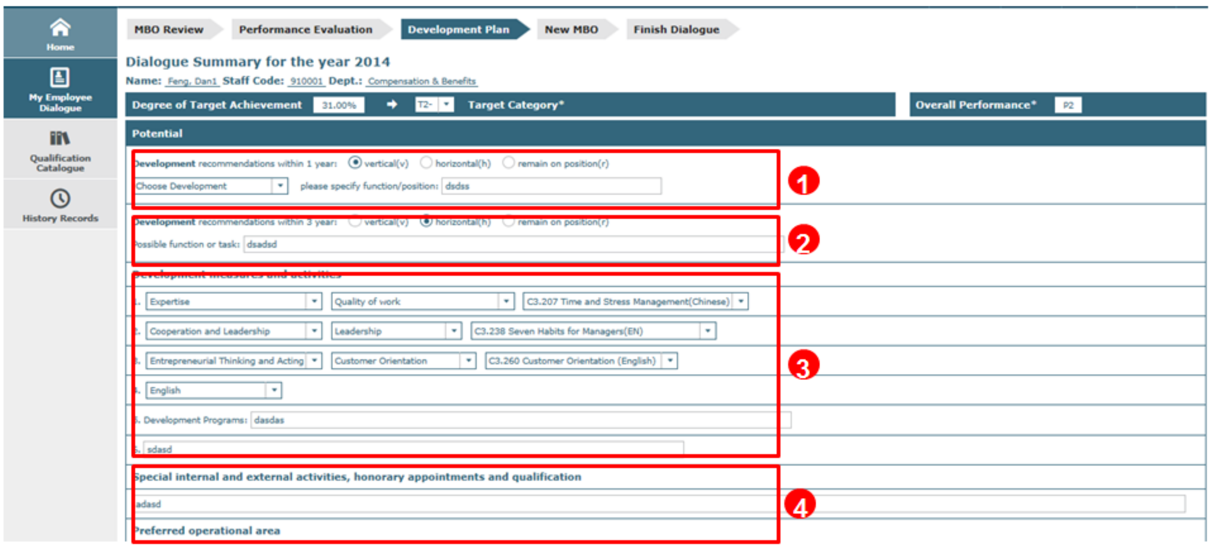
3. User can also click “Print this Page” to print the draft.

4. The field of “Leadership” is optional for employees who are not on leadership position, only employees on leadership position have to fill in the performance for this component.

If you are not on leadership position, but you input performance in the component of “Leadership” accidentally, you can click “Clear all” button to clear it. Note: this action will delete all values in this page.

Development Plans

1. Click Development Plans tab, the development plans form is displayed.



1) Fill in development recommendations within 1 year;

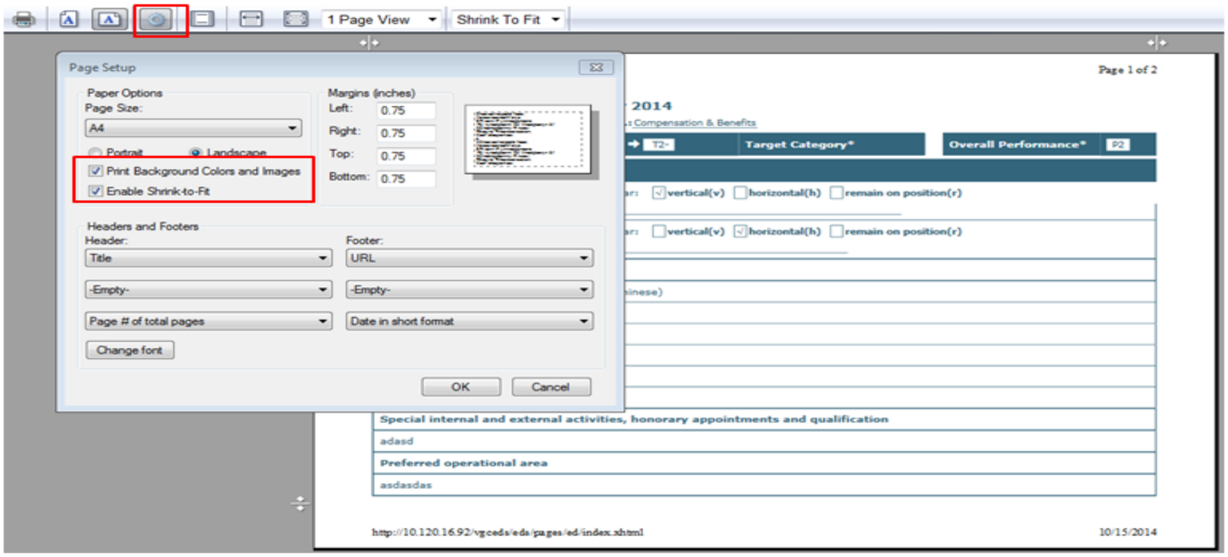
2) Fill in development recommendations within 3 years;

3) Select the trainings and the language training fill in the development programs, Assessment Center and other planned trainings if there are any;

4) Fill in the fields of “Special internal and external activities, honorary appointments and qualification” and “Preferred operational area”, if there are any.

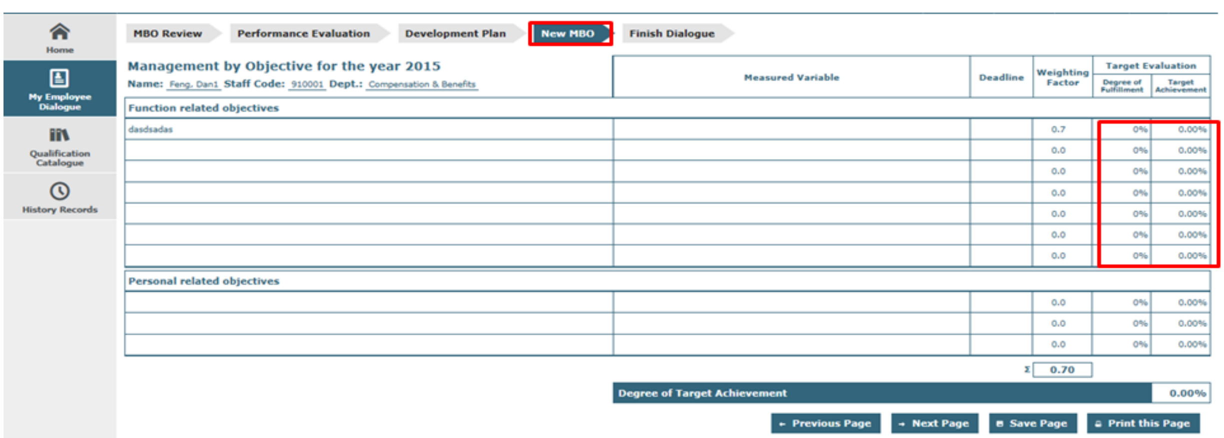
2. Click “Save Page” to save the changes.

3. User can also click “Print this Page” to print the draft. For printing this page correctly, please enable the parameter of “print Background Color Images” in Print Preview Settings. Otherwise, all the selections of “Development recommendations” will be ticked in printing page.



New MBO

1. The format of “New MBO” page is identical with the “MBO Review” page. But users can only set up the objectives; the degree of fulfillment is not editable in “New MBO” page.
   1) To add a new objective, click the empty row to enter text, the new objectives can be deleted by right clicking on the table rows.
   2) The “Deadline” for objectives should be filled with the date within the year.
   3) Sum of the weighting factors will be automatically calculated, the sum of weighting factors have to be 1;
   4) User is able to add or delete a functional/personal object by right clicking the table rows.



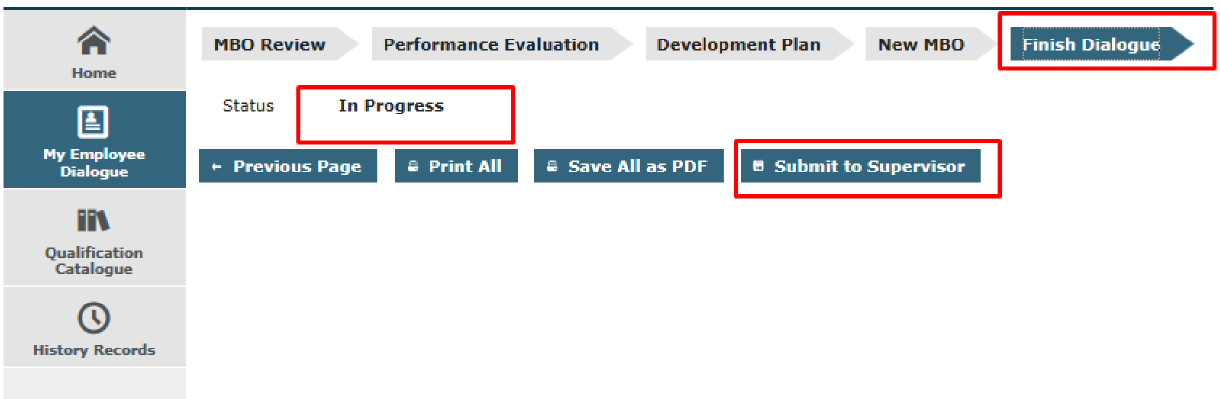
2. Click “Save Page” to save the changes

3. User can also click “Print this Page” to print the draft

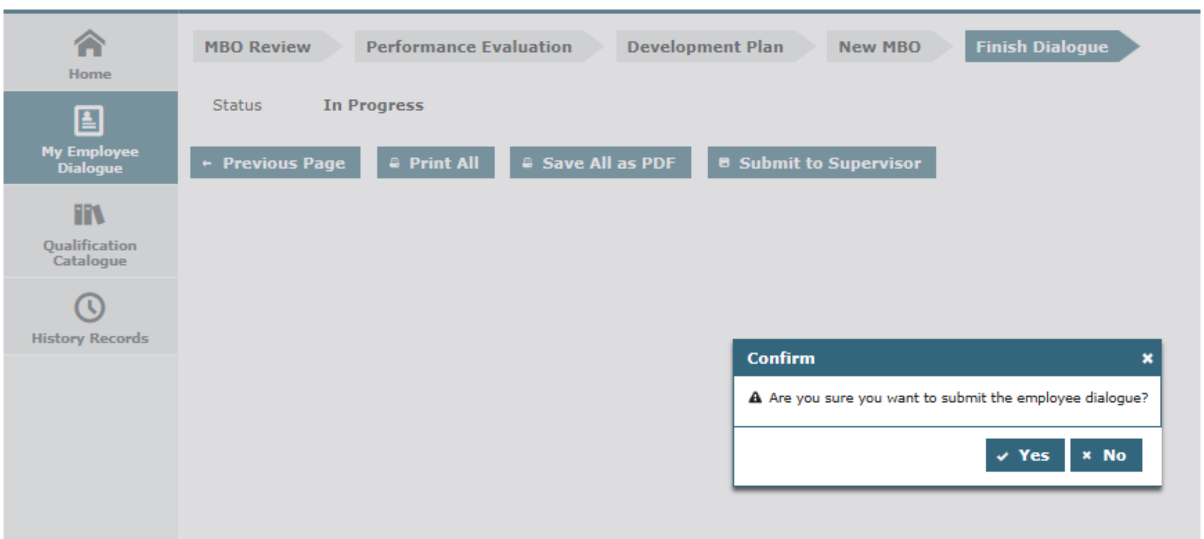
3.1.2 Submit Employee Dialogue

Once the employee dialogue is filled and reviewed by the employee, it can be submitted to the supervisor for approval.

1. In Finish Dialogue tab, click “Submit to Supervisor”.



2. Press “Yes” to confirm



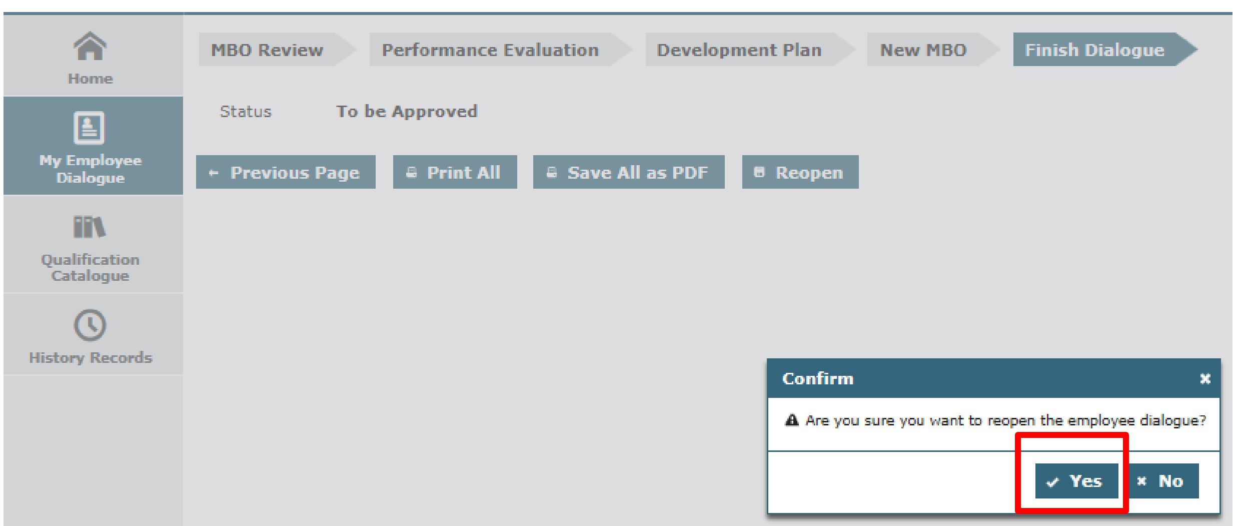
3. A pop up window is displayed to indicate the submission is successful. The status of the employee dialogue changed to “To be approved”. Once an employee dialogue is submitted, it can only be read. But the employee is able to reopen the dialogue for editing before supervisor reject or approve it.

3.1.3 Reopen Employee Dialogue

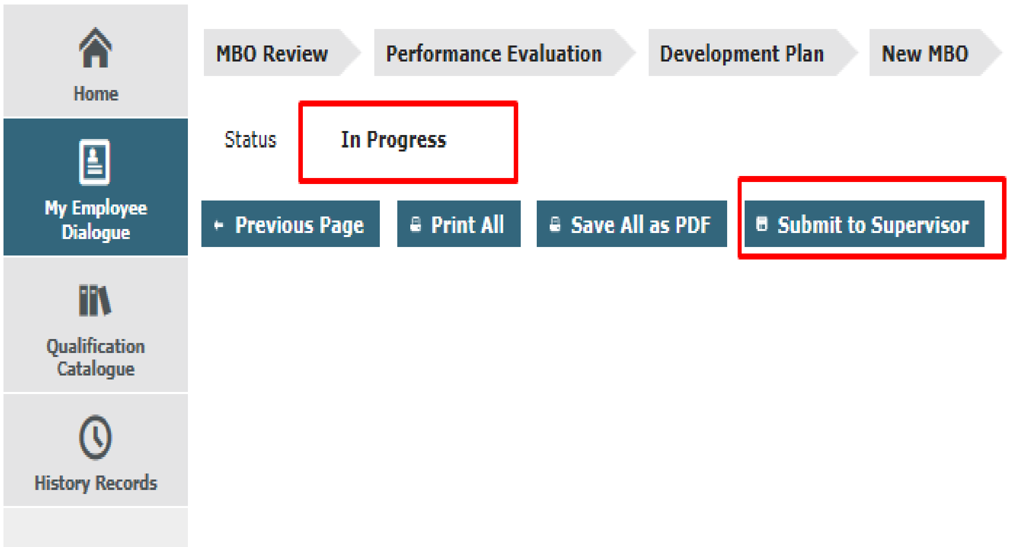
Before supervisor approves the employee dialogue, the employee is able to reopen it and make adjustments.

1. Go to “My Employee Dialogue”, click “Finish Dialogue” tab and click “Reopen” button.

2. Press “Yes”.

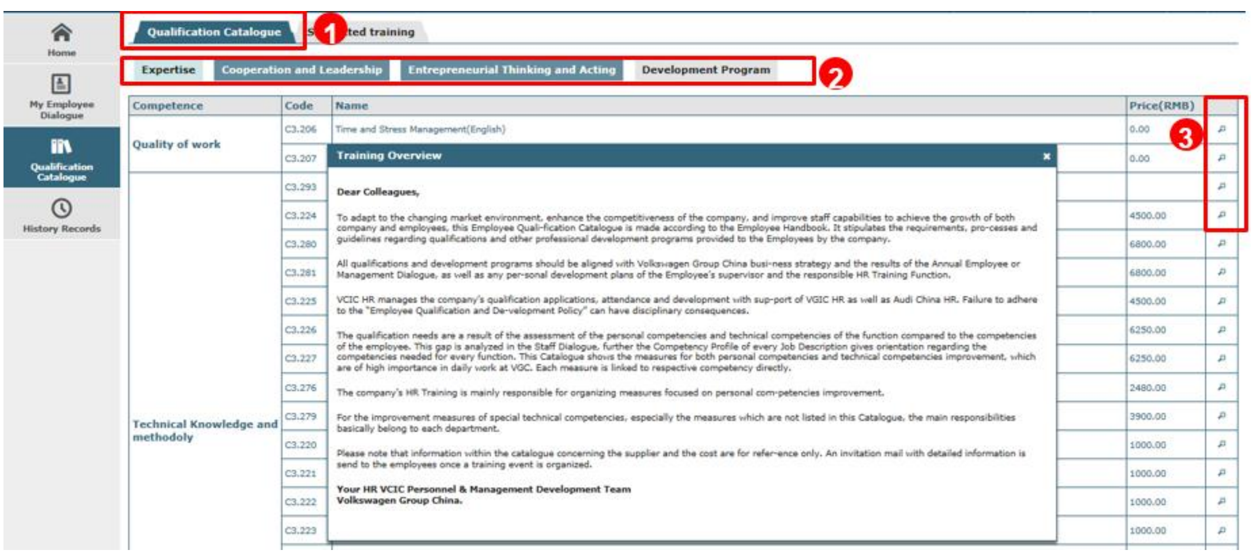


4. A pop up window is displayed to indicate the submission is successful. Now the status of the employee dialogue is “In Progress”. The user is able to submit the ED again after editing by clicking “Submit to Supervisor” button.



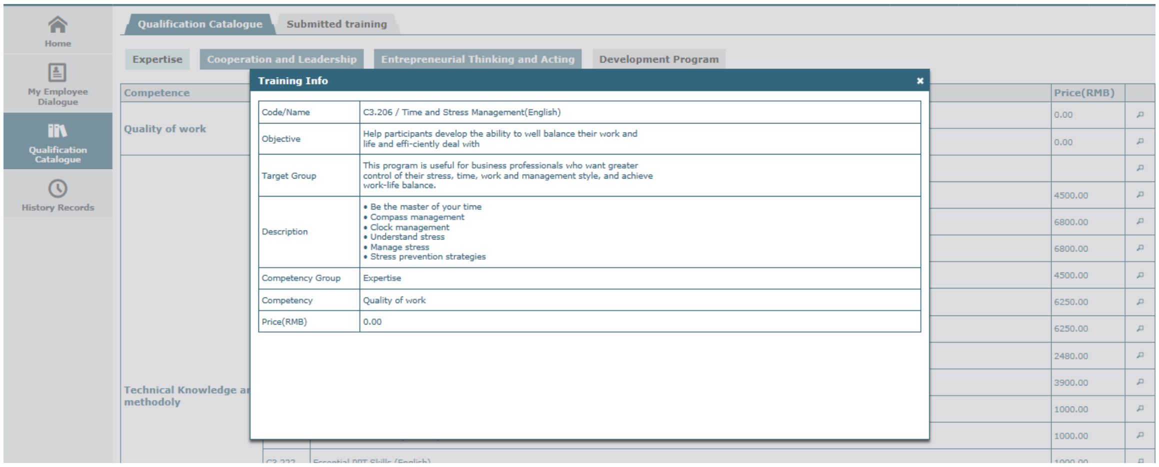
3.1.4 View Trainings

1. To view trainings, go to “Qualification Catalogue”, then click “Qualification Catalogue” tab.



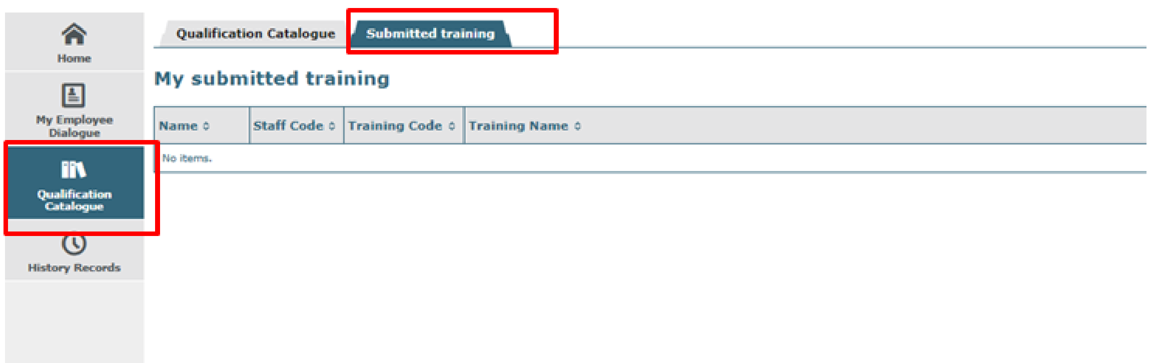
2. User is able to view the trainings by clicking different competence groups.

3. Click the detail icon for more information regarding the training.



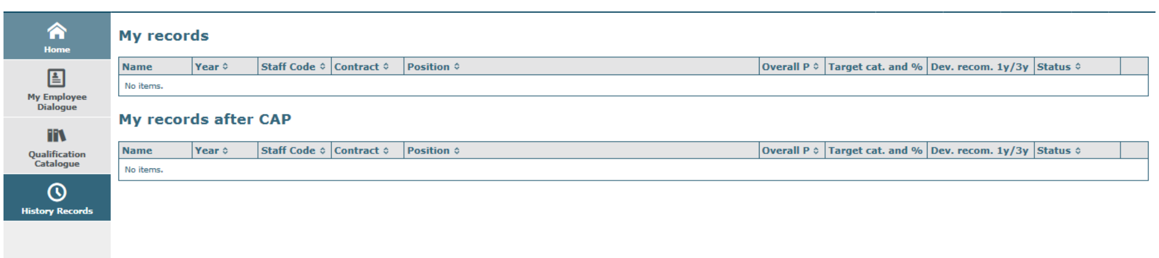
3.1.5 View My History of Submitted Trainings

1. Go to "Qualification Catalogue", then click "Submitted training" tab. All my submitted trainings are listed in the table if there are any.
2. Only after supervisor approved your ED, the trainings you chose in "Development plan" could be displayed here.



3.1.6 View My Employee Dialogue History

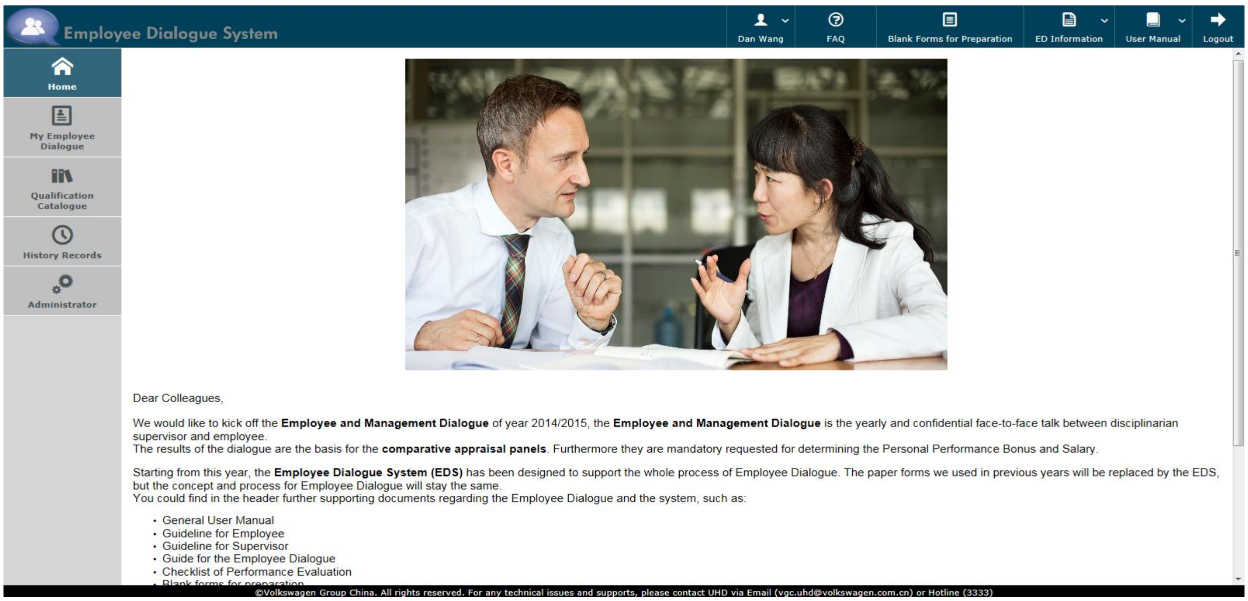
1. Go to "History Records", and then all employee dialogue histories are listed.



3.2 Tariff Employee User

Tariff employee user is entitled to perform all functions listed in section 3.1 for management employee user. The only difference is that MBO review and new MBO are optional for tariff employee user. But if you volunteer to fill in it, the rules will be the same as mandatory. Detailed Please refer to section 3.1 from Page 7.

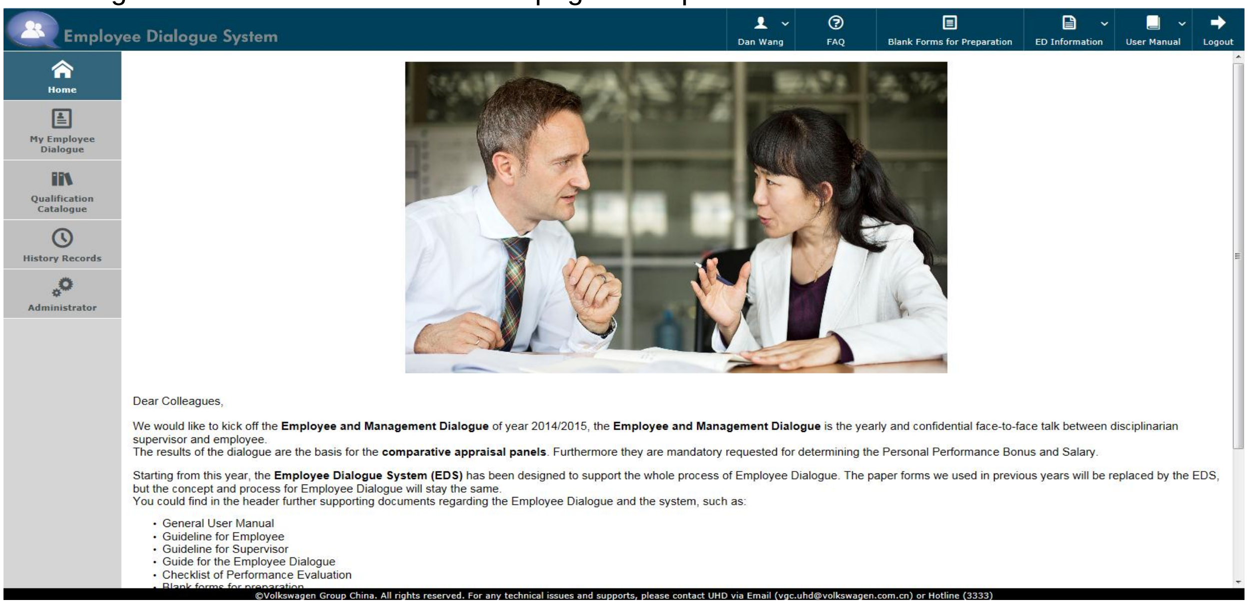
Following is the welcome page for the management employee user:



3.3 Supervisor User

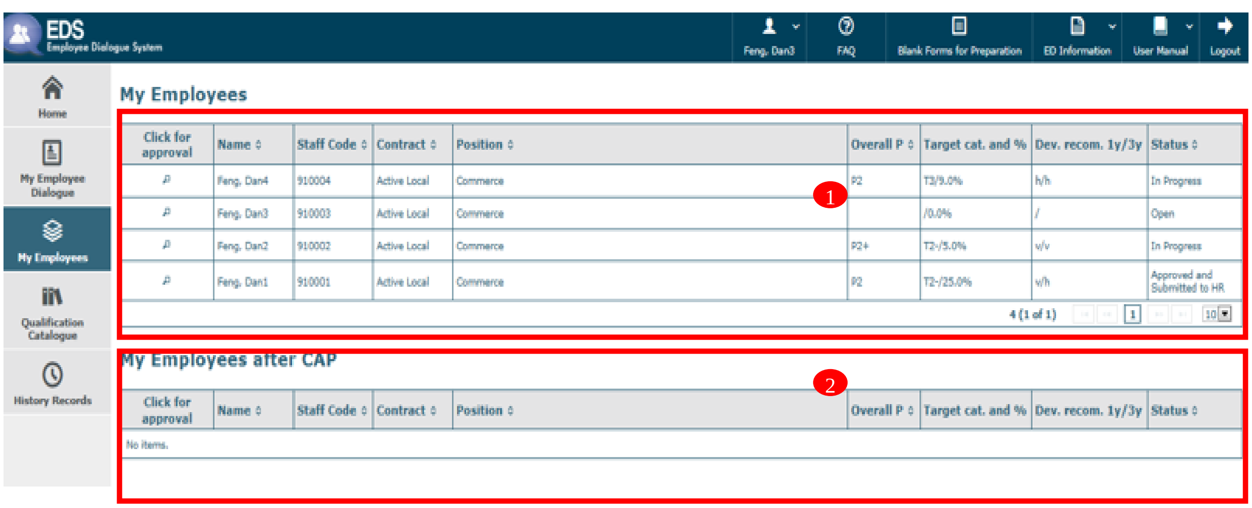
A supervisor user is able to perform all functions listed in section 3.1 for management employee user or in section 3.2 for tariff employee user. The rest of this section will list specific functions for supervisor user only.

Following is an overview of the welcome page for supervisor user:



3.3.1 View My Employees' Dialogue

1. Click "My employees", all my employees' dialogues are listed in the table.
2. All my employees are listed which have changes during CAP.

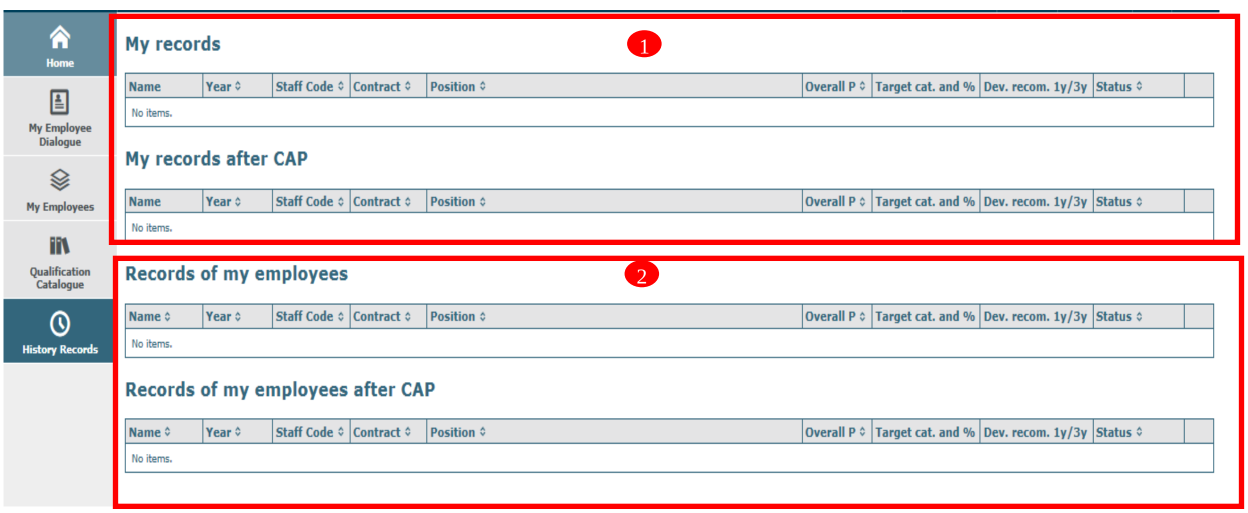


3.3.2 View My Employees' History of Submitted Trainings

1. Go to "Qualification Catalogue", then click "Submitted Training" tab, my employees' history of submitted trainings will be listed.

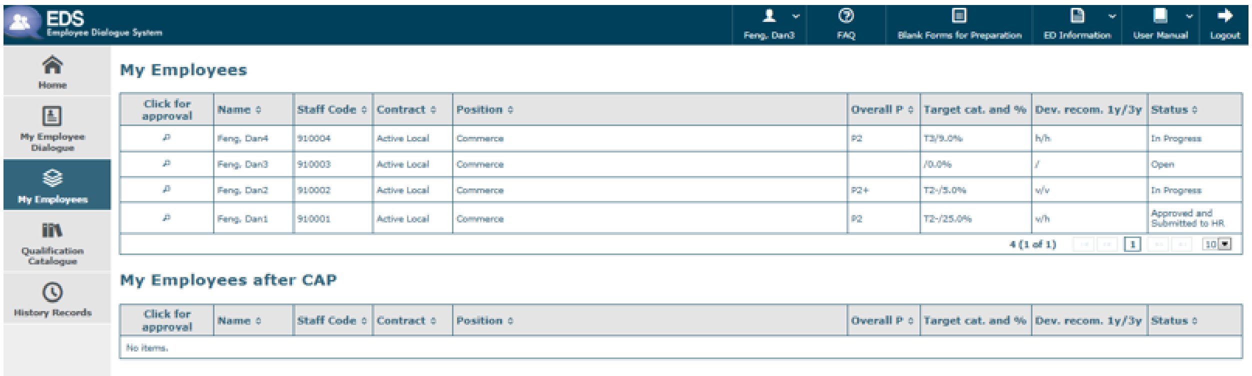
3.3.3 View My Employee's Employee Dialogue History

1. Click "History Records", my employee dialogue history and records after CAP are listed.
2. Click "History Records", my employee dialogue history and records after CAP are listed.



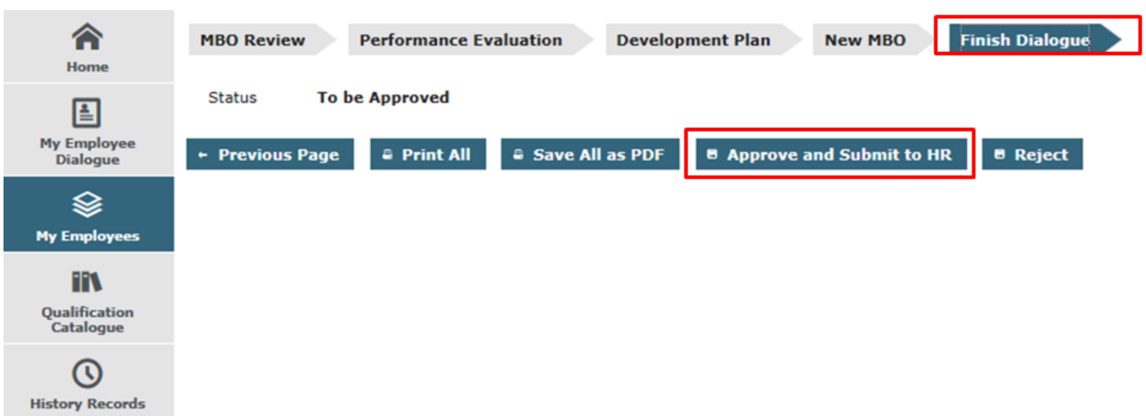
3.3.4 Approve Employee Dialogue

1. Go to "My Employees", all my employees' dialogues for this year will be listed.

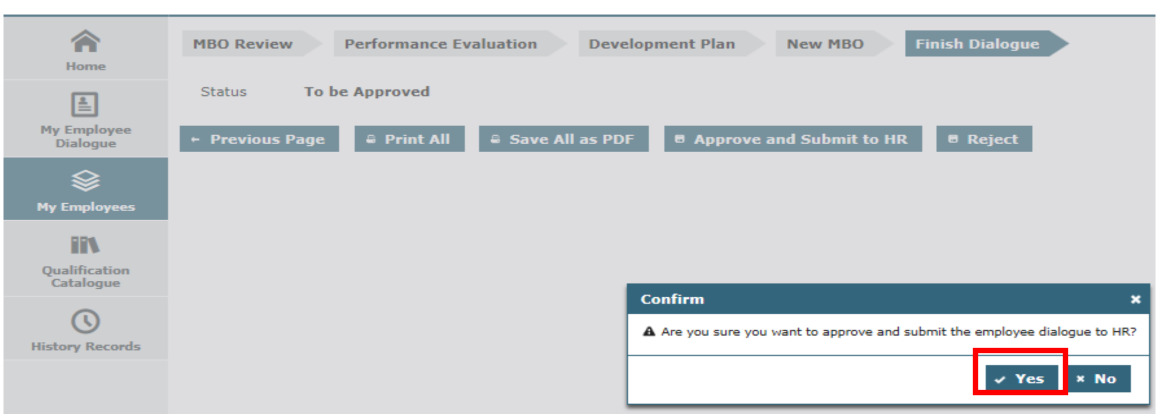


2. Click the Review icon , the corresponding employee dialogue will be opened for review.

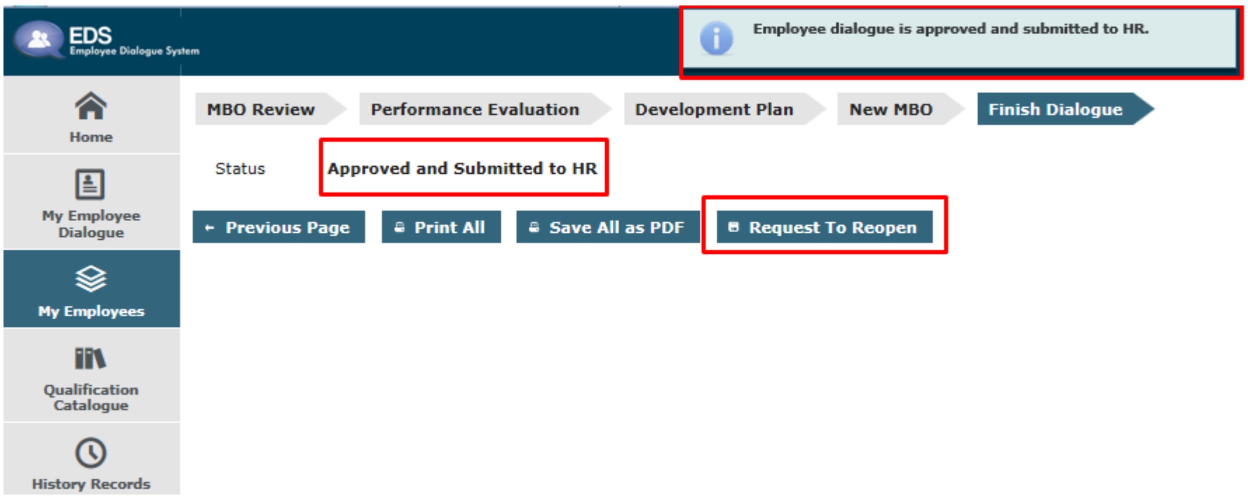
3. Check the ED of the employee and you could approve in the page of "Finish Dialogue" by clicking "Approve and Submit to HR" button.



4. Press "Yes"



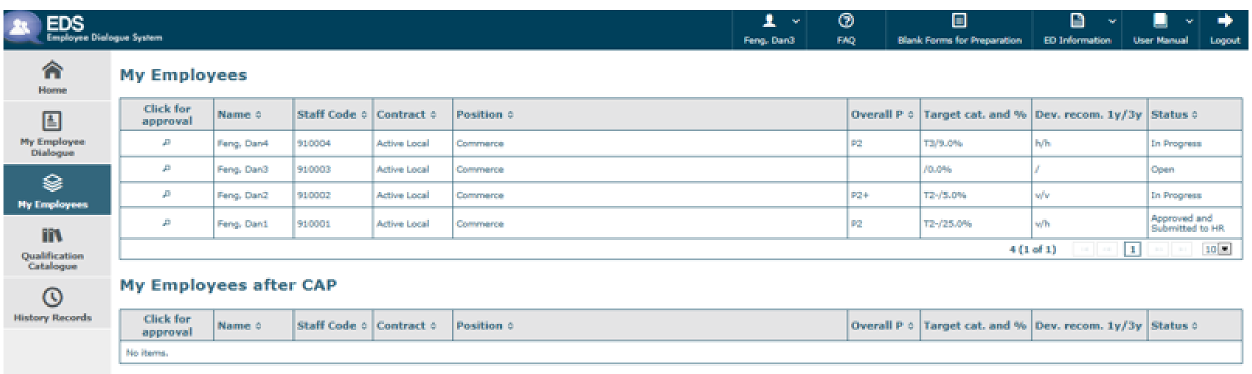
5. The message indicates the operation is successful. Now the status of the employee dialogue is “Approved and Submitted to HR”. After the employee dialogue submitted to HR, only supervisor is able to request to reopen it. The request will be send to HR administrator, and the HR administrator will manually reopen the dialogue.



6. If now you press “Print All as PDF”, the whole employee dialogue is available with signature place.

3.3.5 Reject Employee Dialogue

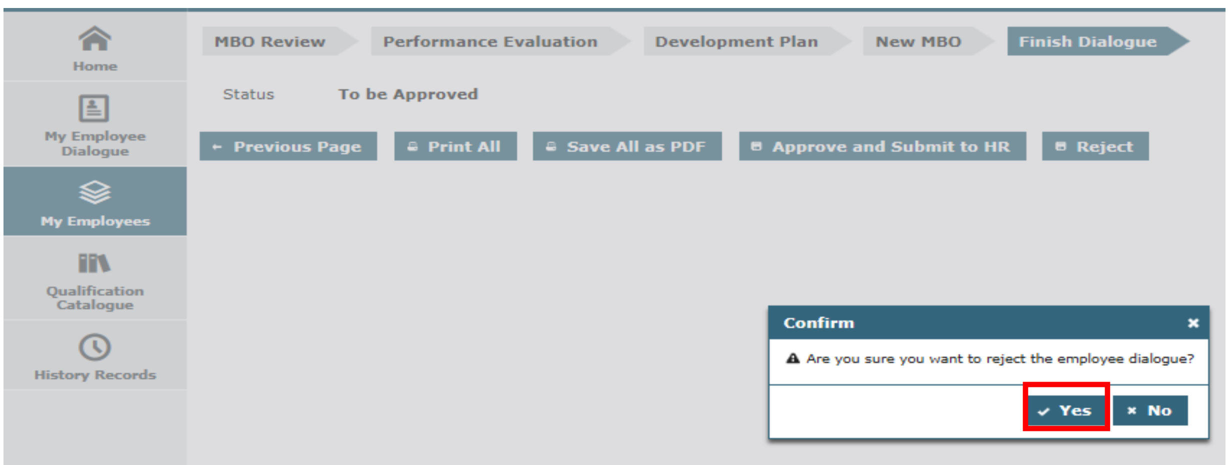
1. Go to “My Employees”, all my employees’ dialogues for this year will be listed



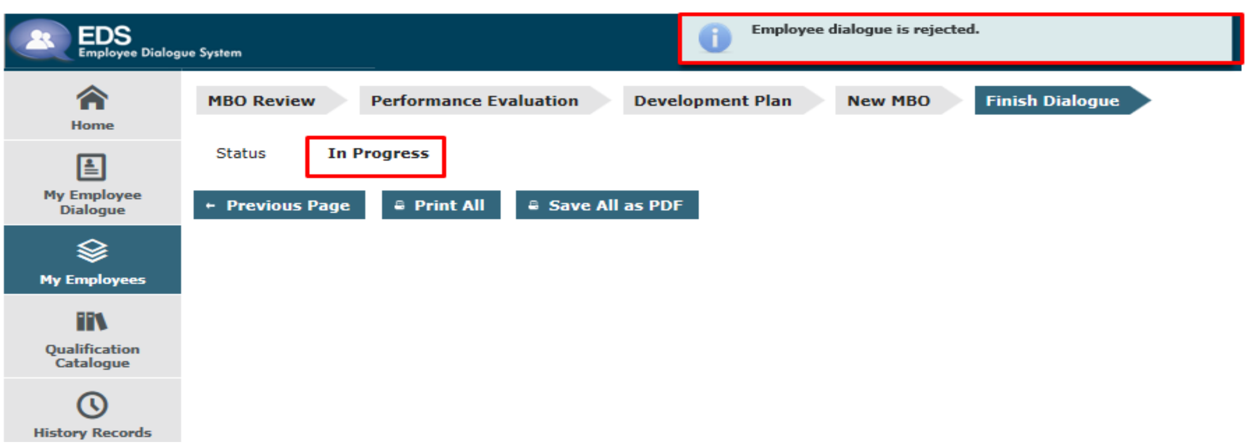
2. Click the “Click for approval” icon , the corresponding employee dialogue will be opened for review.

3. On Finish Dialogue page, Click “Reject”.

4. Press “Yes”.



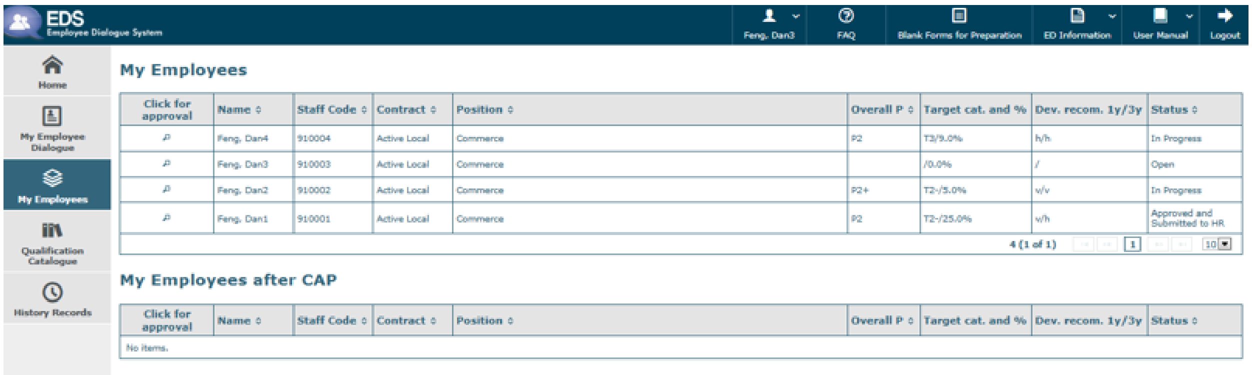
5. The message indicates the operation is successful. Now the employee dialogue is in In Progress status. The employee is able to make changes and resubmit it again.



3.3.6 Request to Reopen Employee Dialogue

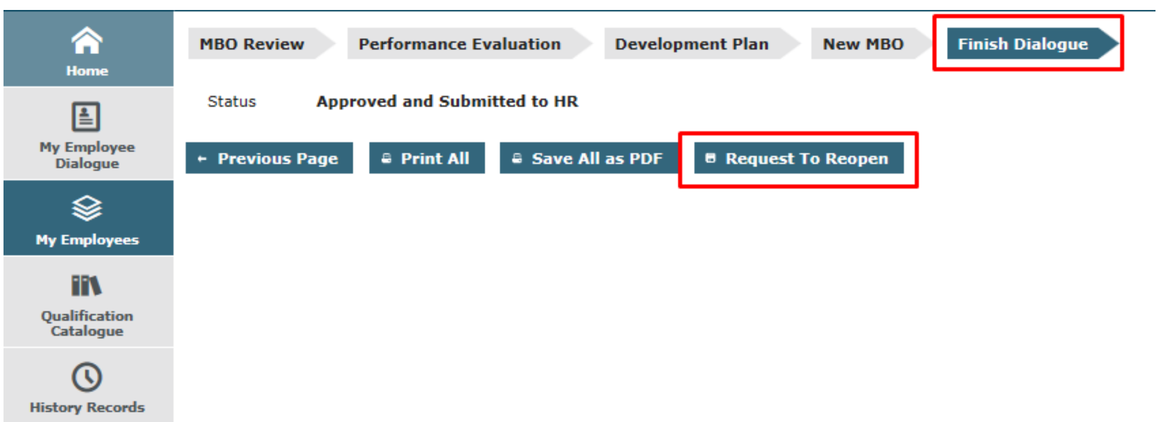
If the employee dialogue is submitted to HR, it can only be reopened by supervisor via sending the reopen request to HR.

Go to “My Employees”, all my employee dialogues for this year will be listed.

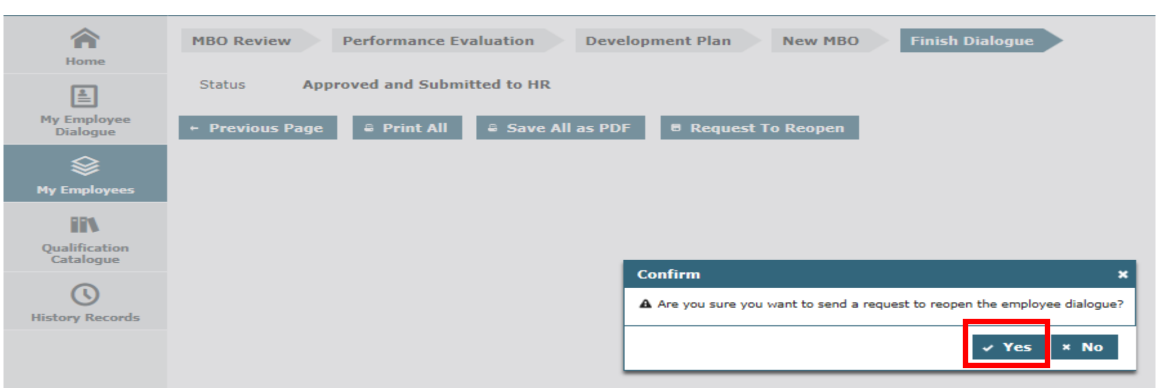


2. Click the Review icon , the corresponding employee dialogue will be opened for review.

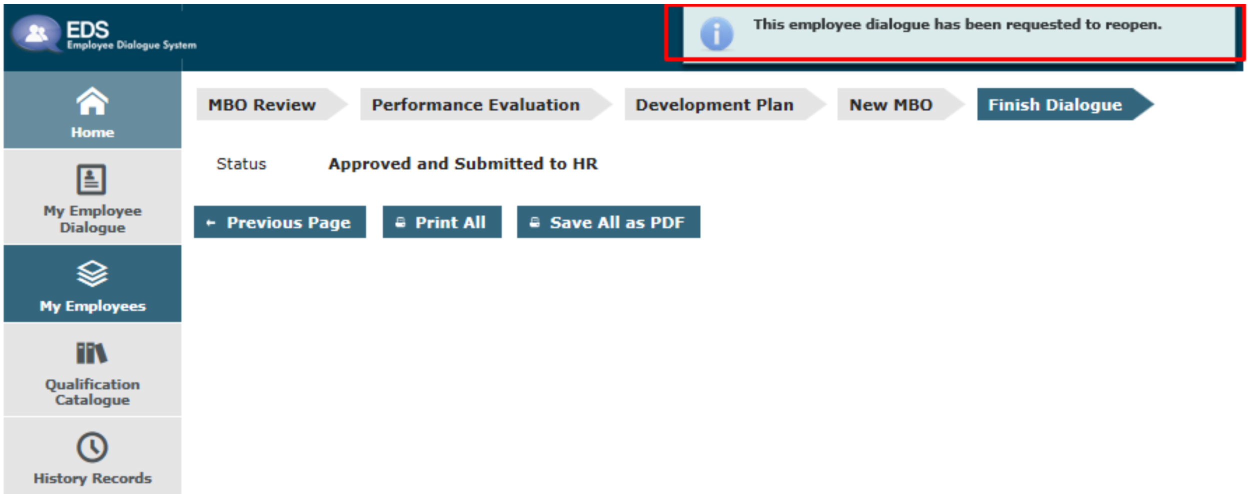
3. Go to “Finish Dialogue”; click “Request to reopen”.



4. Press “Yes”



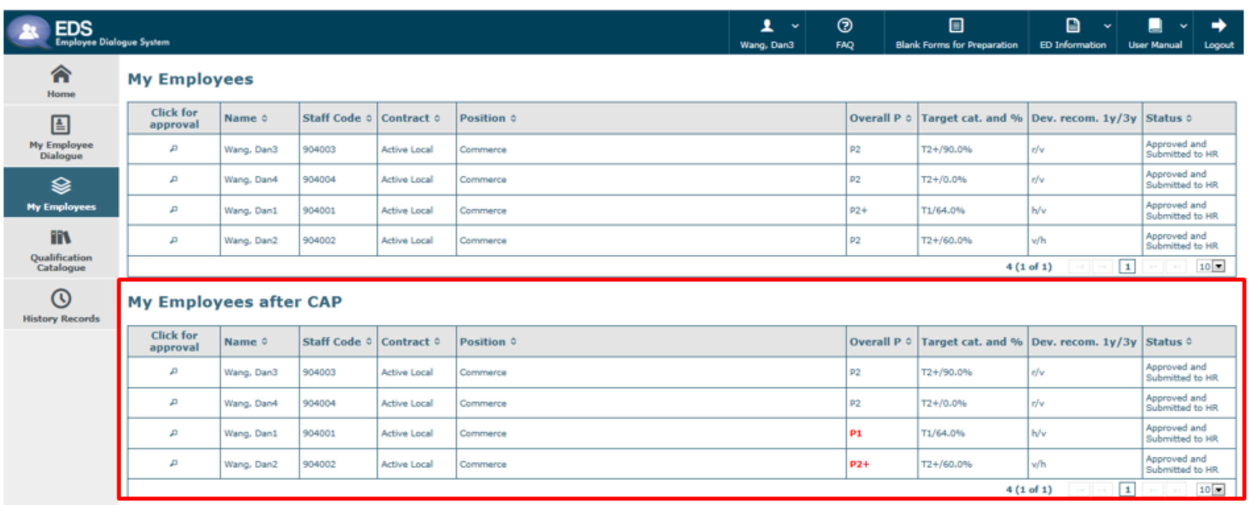
5. The message indicates the operation is successful.



3.3.7 Approve Employee Dialogue after CAP

Once the HR administrator reviewed and updated the employee dialogue after CAP, an email notification is sent to the supervisor to review.

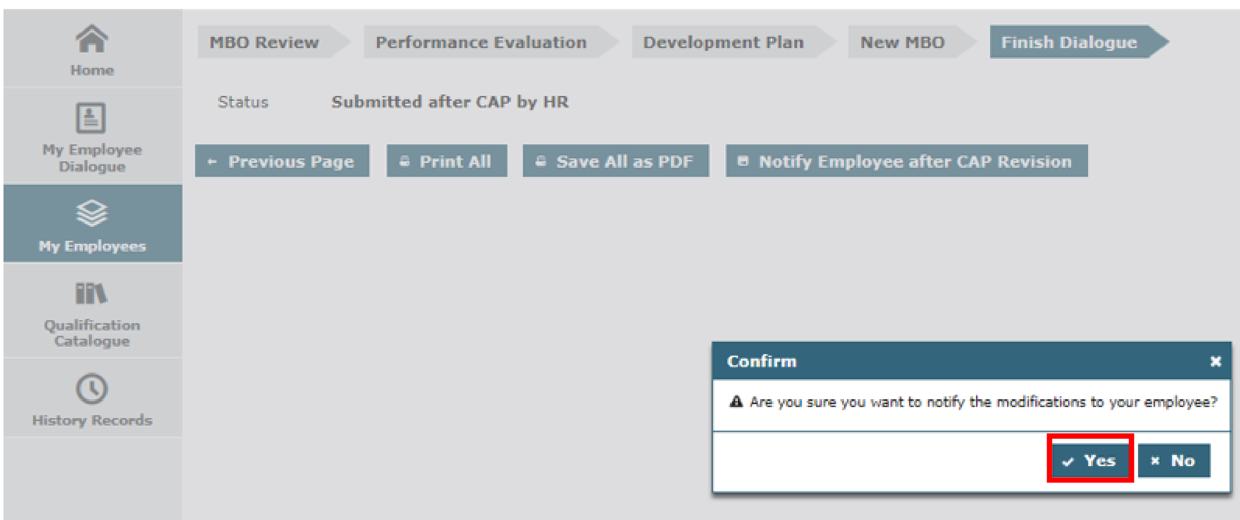
1. Go to “My Employees”; find the employee dialogue in My Employees after CAP list.



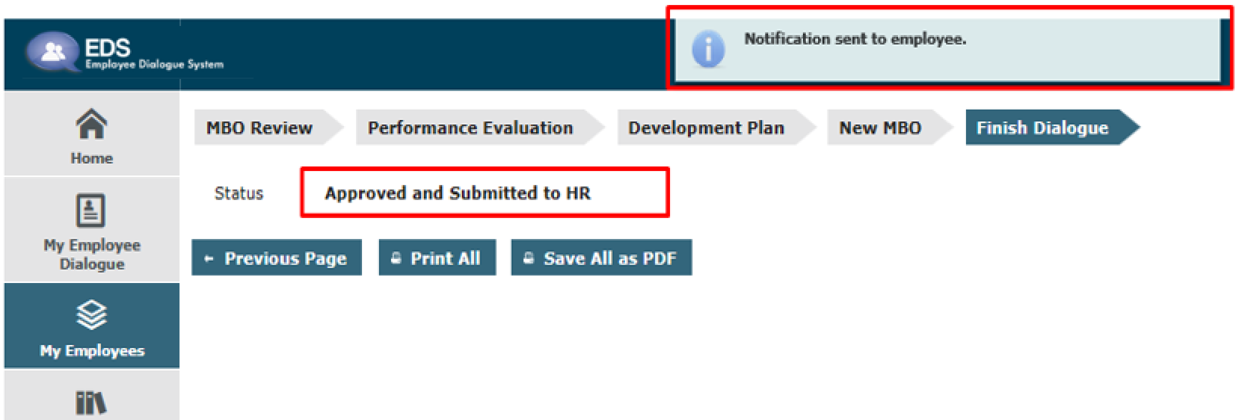
2. Click the Review icon  , the corresponding employee dialogue will be opened for review.

3. Review the modified employee dialogue and first talk to your employee personally. Afterwards go to “Finish Dialogue” page, press “Notify Employee after CAP Revision” button.

4. Press “Yes” .



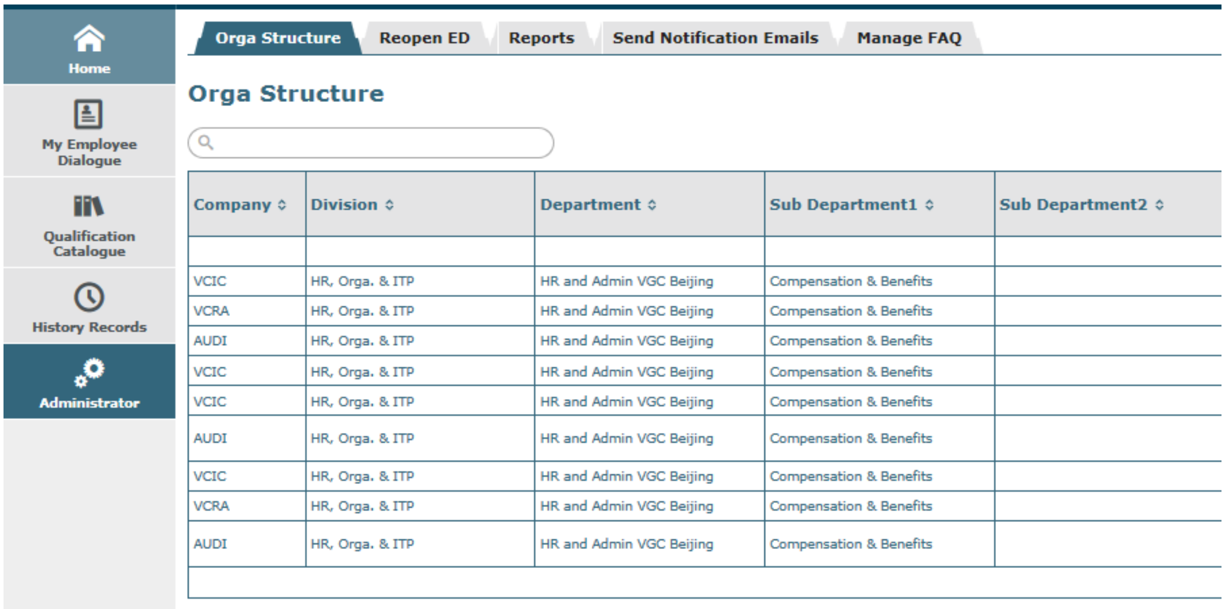
5. The message indicates the operation completed successfully. Now the status of the employee dialogue is “Approved and Submitted to HR”. Employee is able to log into the system and review the changes.



3.4 HR Administrator User

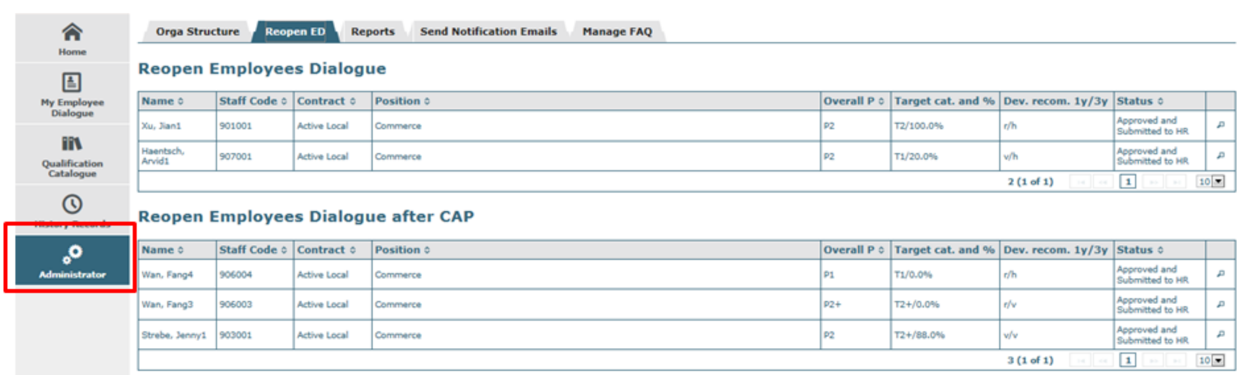
As an employee, HR administrator user is able to perform all functions listed in section 3.1 for management employee user or in section 3.2 for tariff employee user. If the HR administrator user is also a supervisor, then the user is also able to perform all functions listed in section 3.3 for supervisor employee. The rest of this section will list specific functions for HR administrator user only.

Following is an overview of the main functions for HR administrator user.



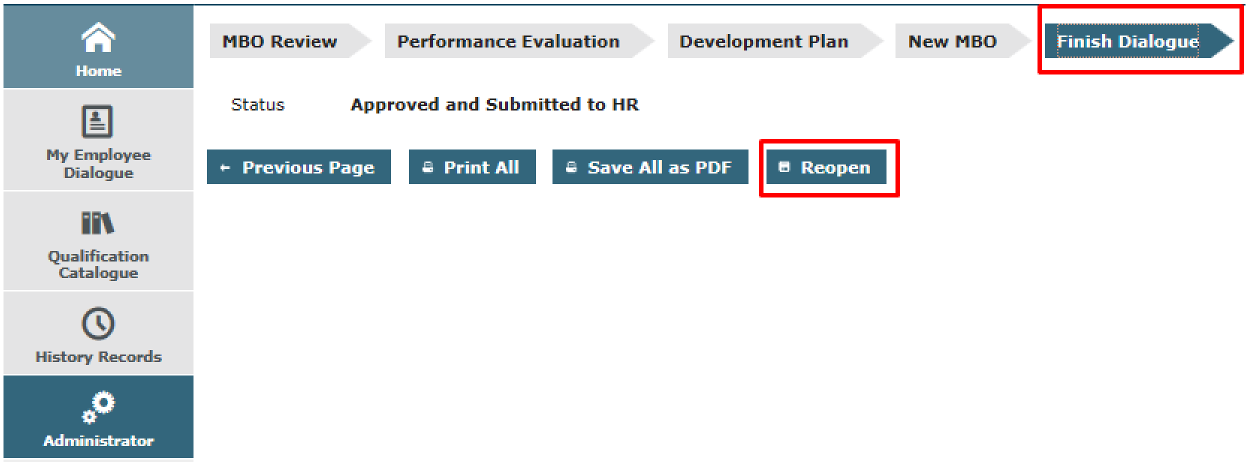
3.4.1 Reopen Employee Dialogue

1. Go to “Administrator”, then click “Reopen ED” Tab, the ED requested to be reopened are listed in the tables.

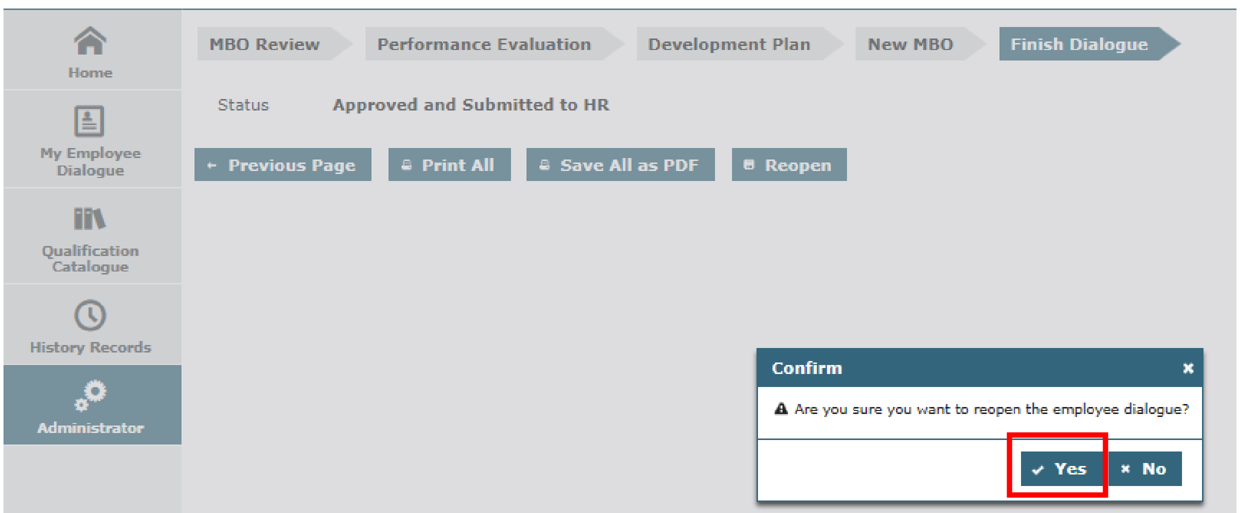


2. Click the Review icon , the corresponding employee dialogue will be opened for review.

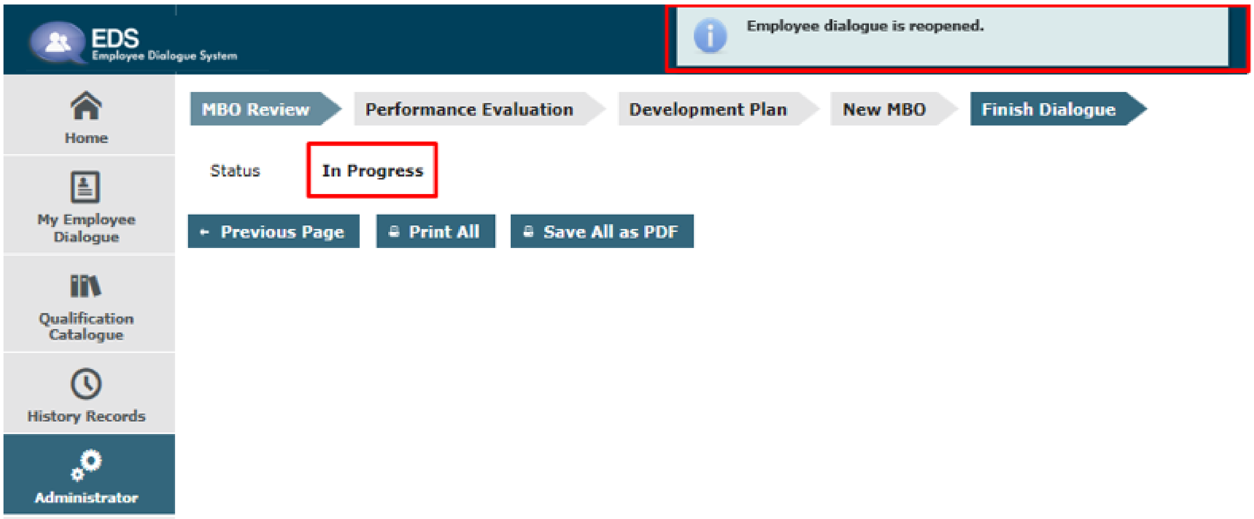
3. Go to “Finish Dialogue page”, and click “Reopen”.



4. Press “Yes”.



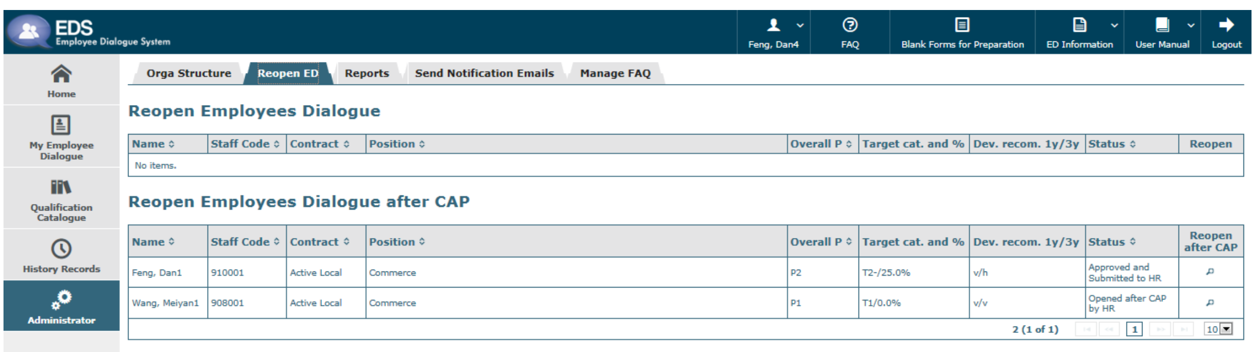
5. The message indicates the operation is successful. Now the status of the employee dialogue is “In Progress”. Employee is able to make modifications and resubmit for approval.



3.4.2 Reopen Employee Dialogue after CAP

After CAP, only HR administrator is able to reopen the employee dialogue.

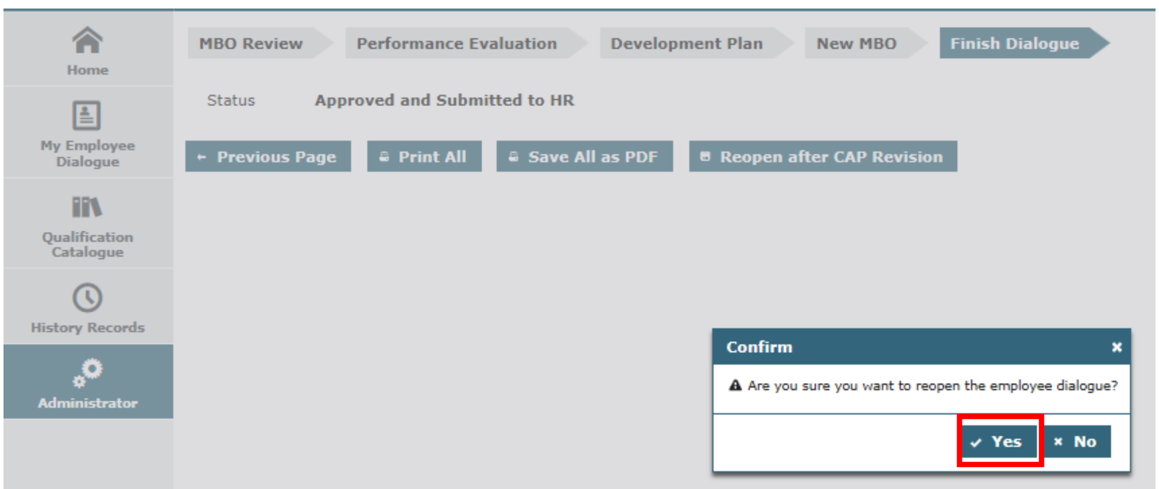
1. Go to Administrator, find the “Reopen ED after CAP” table, and find the employee dialogues need to be reopened



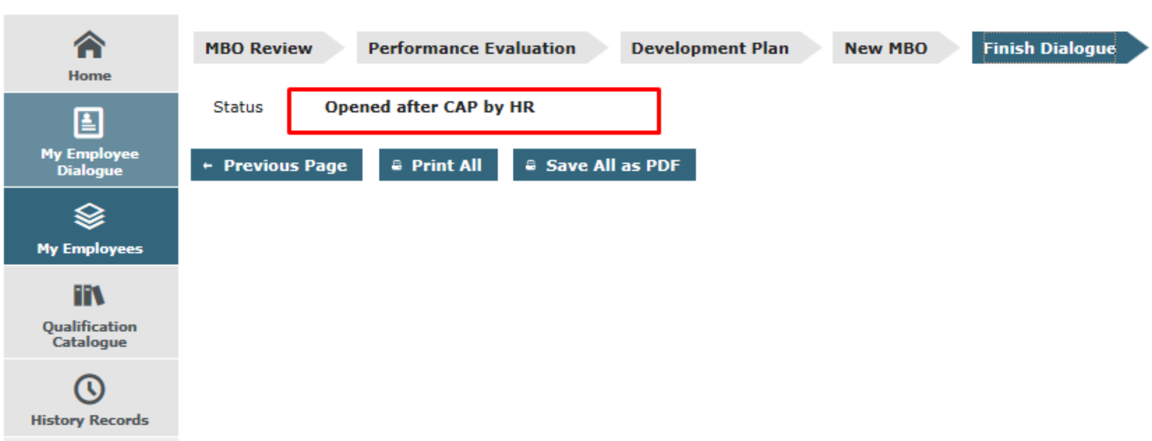
2. Click the Review icon  , the corresponding employee dialogue will be opened for review

3. Go to “Finish Dialogue” page, press “Reopen after CAP Revision”.

4. Press “Yes”.

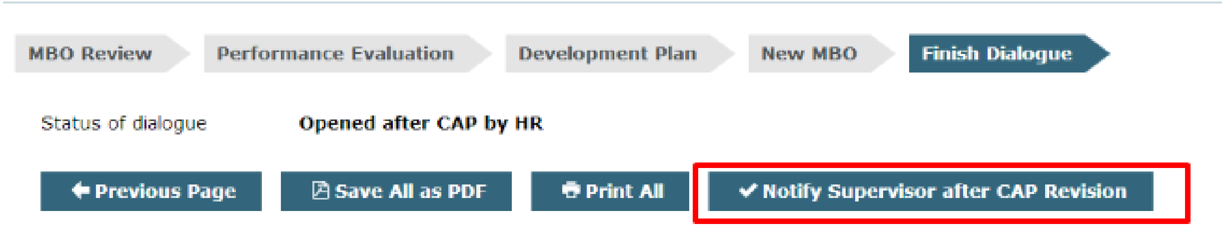


5. Now the status of the employee dialogue is changed to “Opened after CAP by HR”.

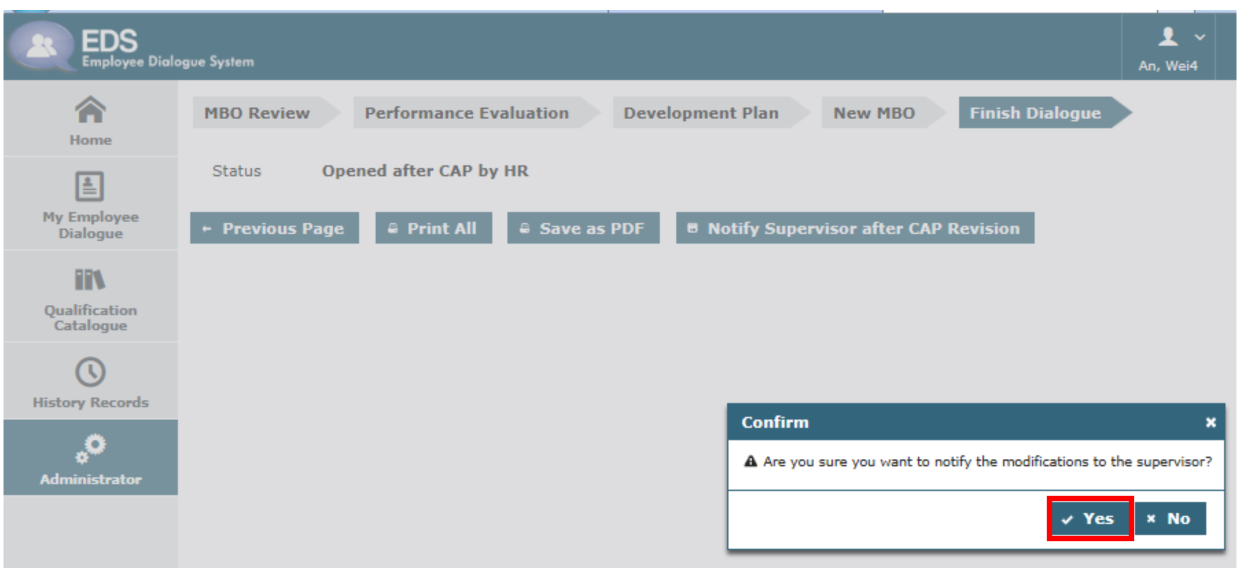


6. Review the employee dialogue, make the necessary changes and save the changes.

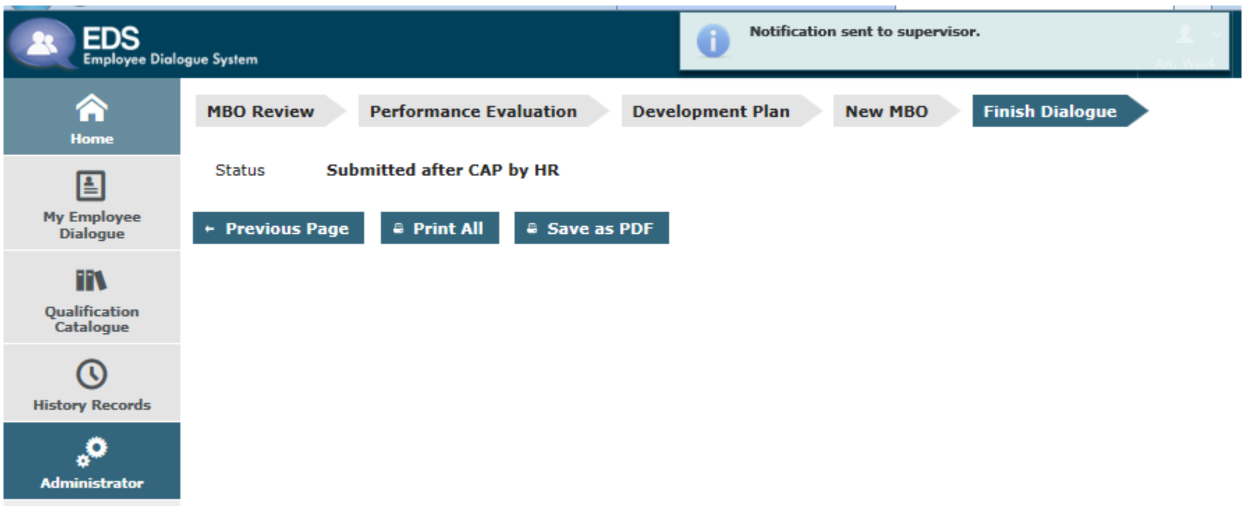
7. Go back to “Finish Dialogue” page, click “Notify Supervisor after CAP Revision” to notify the supervisor of the changes which have been made.



8. Press “Yes” .



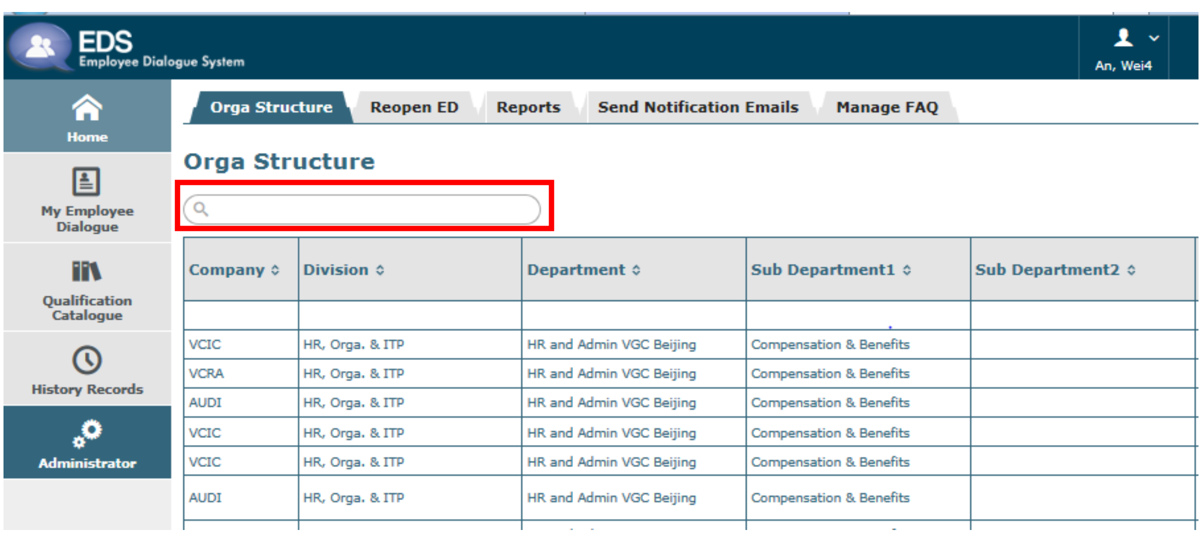
9. The message indicates the operation is successful. Now the status of the employee dialogue is submitted after CAP by HR. Supervisor needs to review and approve for the changes, only after the supervisor approve changes the employee is able to view the updated employee dialogue.



3.4.3 Search for Employee

1. Go to Administrator, input one of the search criteria listed in below in the search box, the search result will be listed in the table

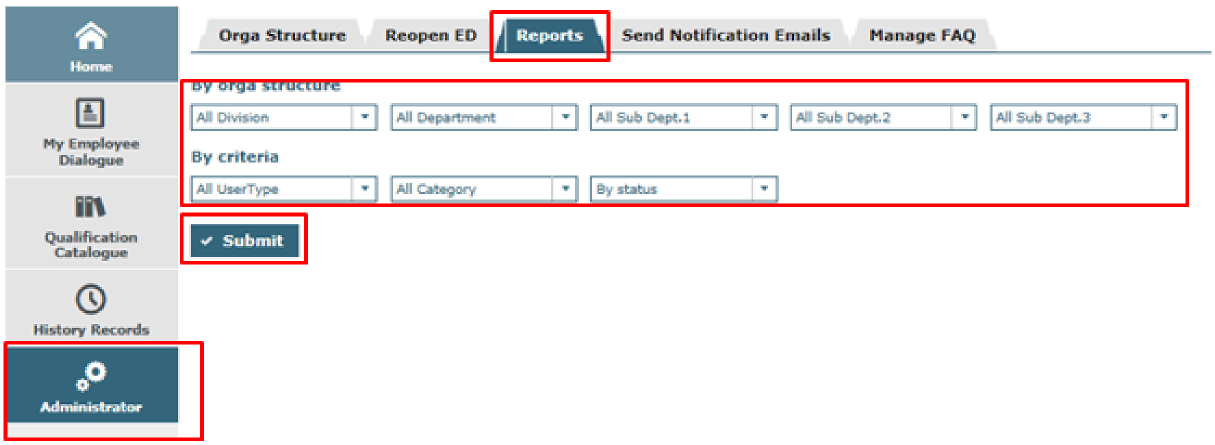
Search Criteria: Name, staff code, position, personal grade, functional grade, company, division, department, sub-Department1, sub-Department2, sub-Department3, category, cost center, report to code, report to name



3.4.4 Generate Reports

1. Go to “Administrator”, then “Reports”, and select the criteria for the report and click “Submit”. The report including brief information according to the criteria you choose will be listed in the table below. You also can download the report with all the detailed information of the Employee Dialogue.

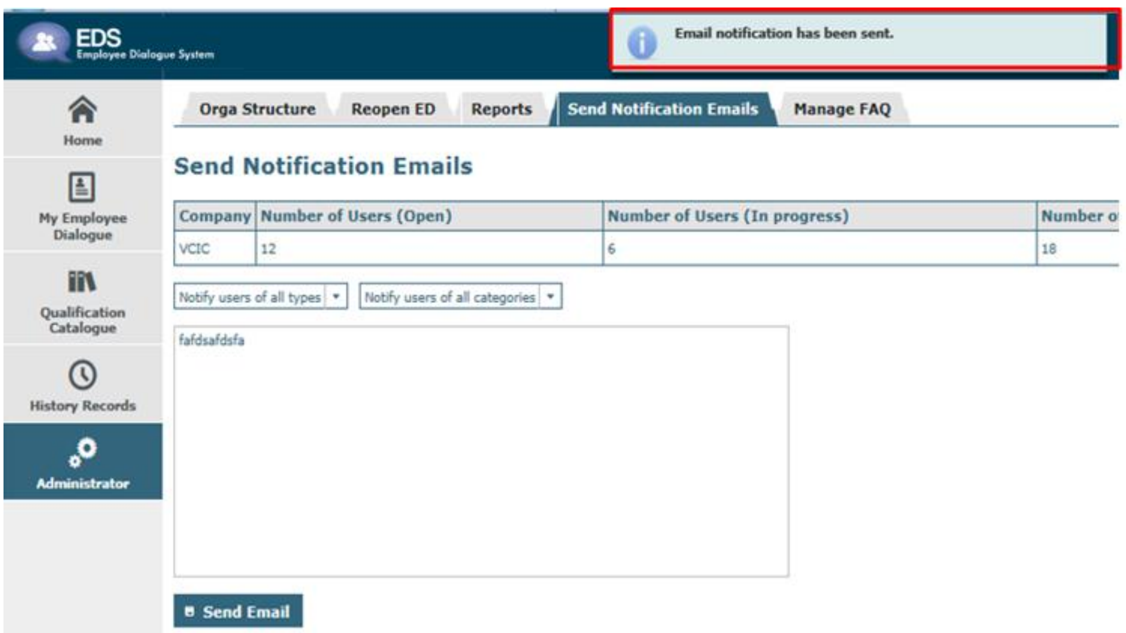
1) “By Orga Structure” supports forward linkage. For example, if you choose one division, like ITP, the following “Department” will list all options belong to ITP.
2) If you want to filter some team head and theirs executive assistant and secretary, you can choose “none” in the following subsidiaries dropdown list. For example, if you filter the head of HR Division, his executive assistant and secretary which don’t belong to any department/sub depart1/…, you can choose “none” in the “All Department” dropdown list.



2. Click “Export to Excel”, the report will be generated.

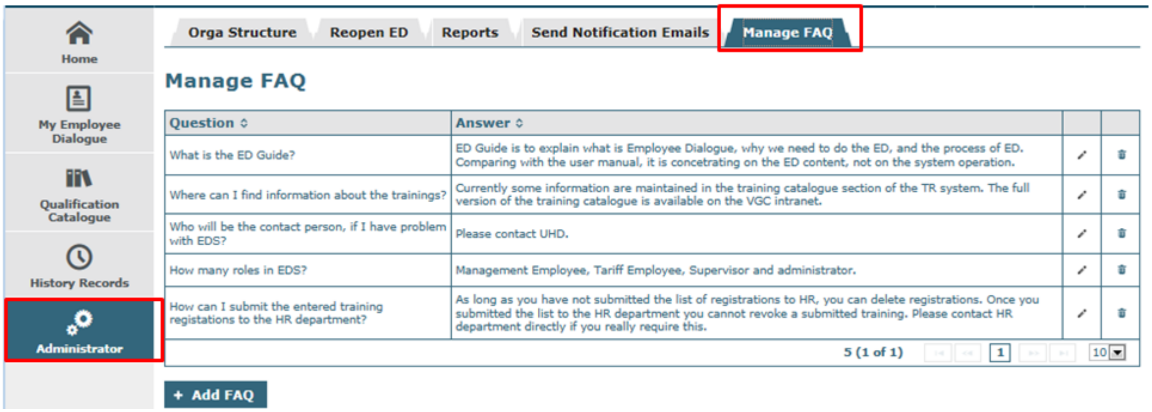
3.4.5 Send Email Notifications

1. Go to “Administrator” and then “Send Notification Emails”.
2. Select the employee group (Tariff or Management Employee)
3. Select the employee category (Active Local, LE, FSE or contractor etc.)
4. Edit the email content.
5. Click Send Email.
6. The email notifications are sent to the selected employee group. To avoid duplicated sending, targeted receivers can only get one email notification within one day.

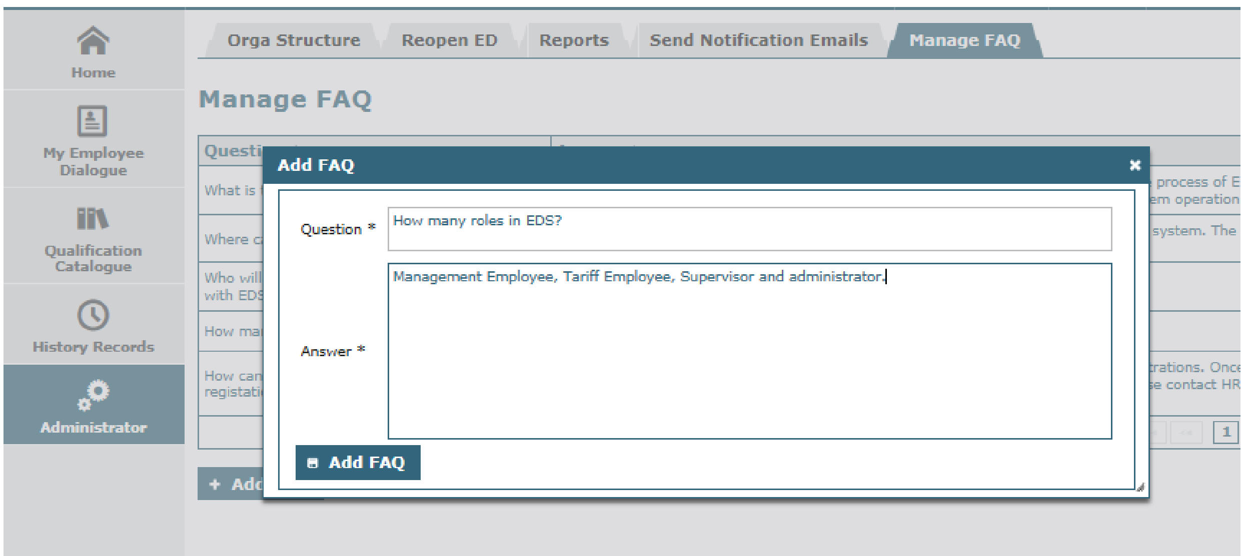


3.4.6 Manage FAQ

1. Go to “Administrator”, then “Mange FAQ”. All existing FAQs will be listed.



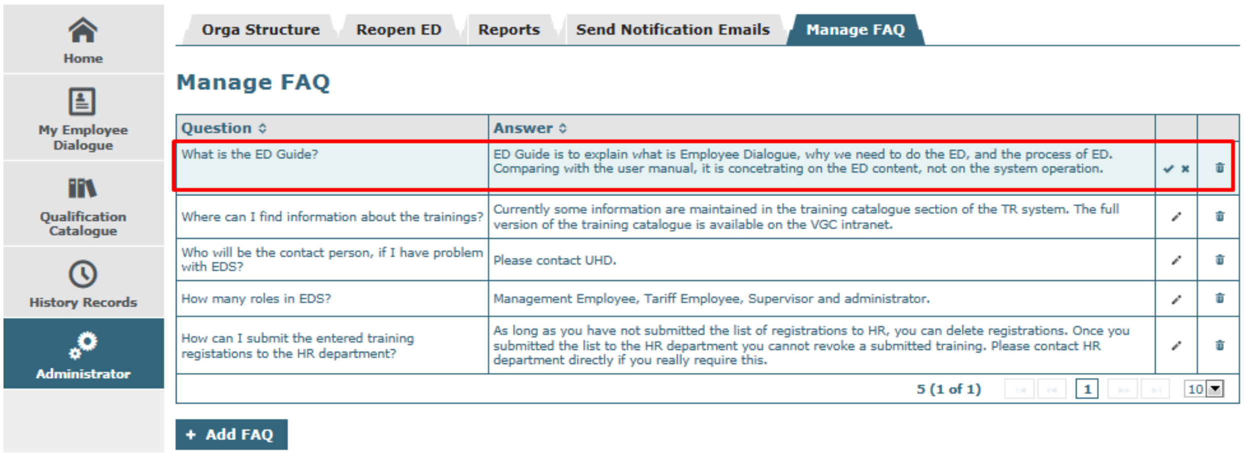
2. To add a FAQ, click “Add FAQ”.



3. Enter the question and answer, then click “Add FAQ”, the FAQ will be added to the system.

4. To edit a FAQ, click the edit icon .

5. The FAQ row becomes editable. Make the necessary changes, and press to save the changes, or press to cancel the modification.



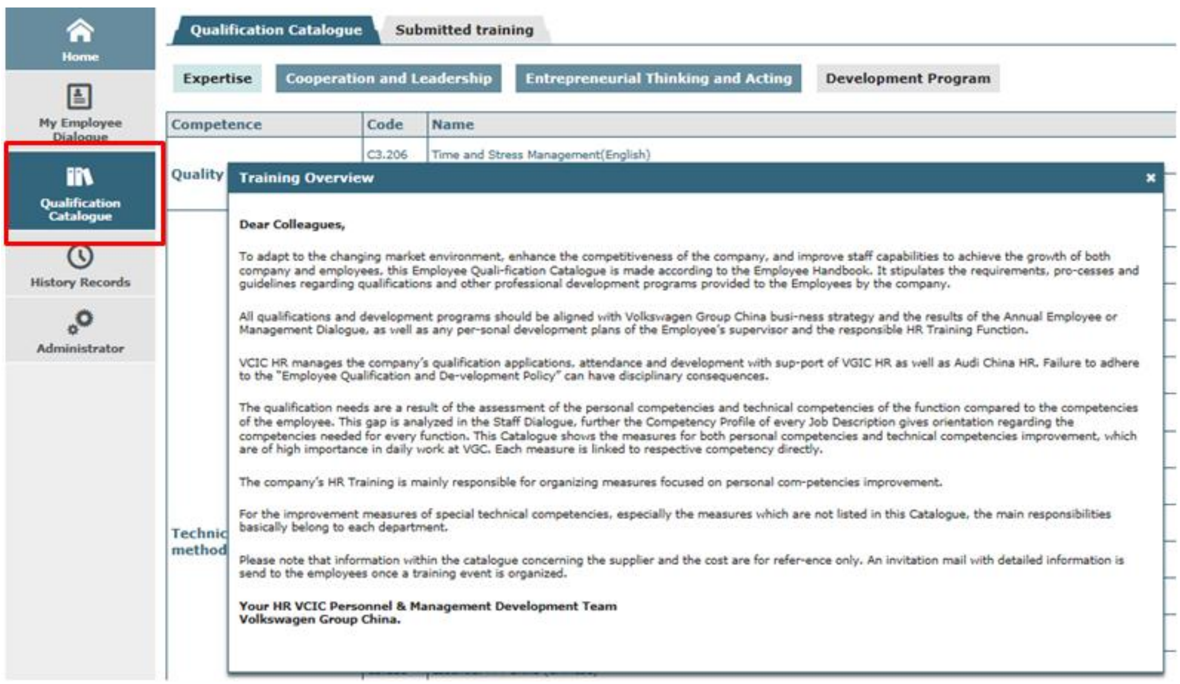
6. To delete a FAQ, click the delete icon .

3.5 HR Super Administrator User

As an administrator HR super administrator user is able to perform all functions listed in section 3.4 for HR administrator user. If the HR super administrator user is also a supervisor, then the user is also able to perform all functions listed in section 3.3 for supervisor employee. The rest of this section will list specific functions for HR super administrator user only

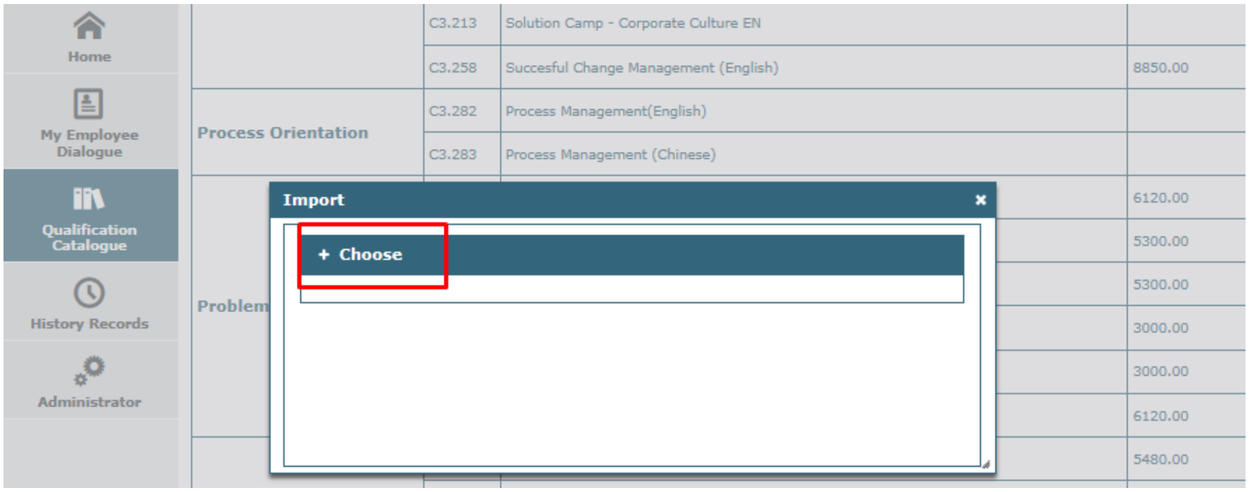
3.5.1 Import Trainings

1. Go to “Qualification Catalogue”.



2. Click “Import Training”.

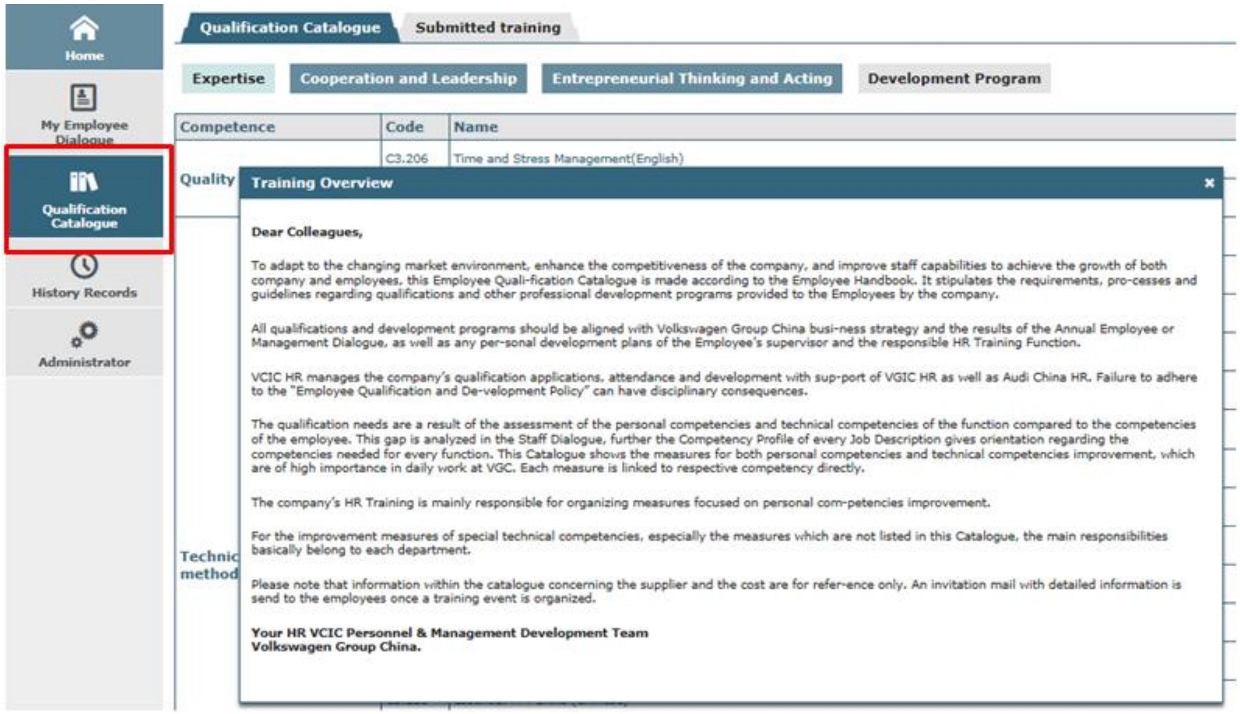
3. Select the training excel file.



4. Trainings will be imported to the system. User is able to navigate to the competence groups to check the trainings available in the group.

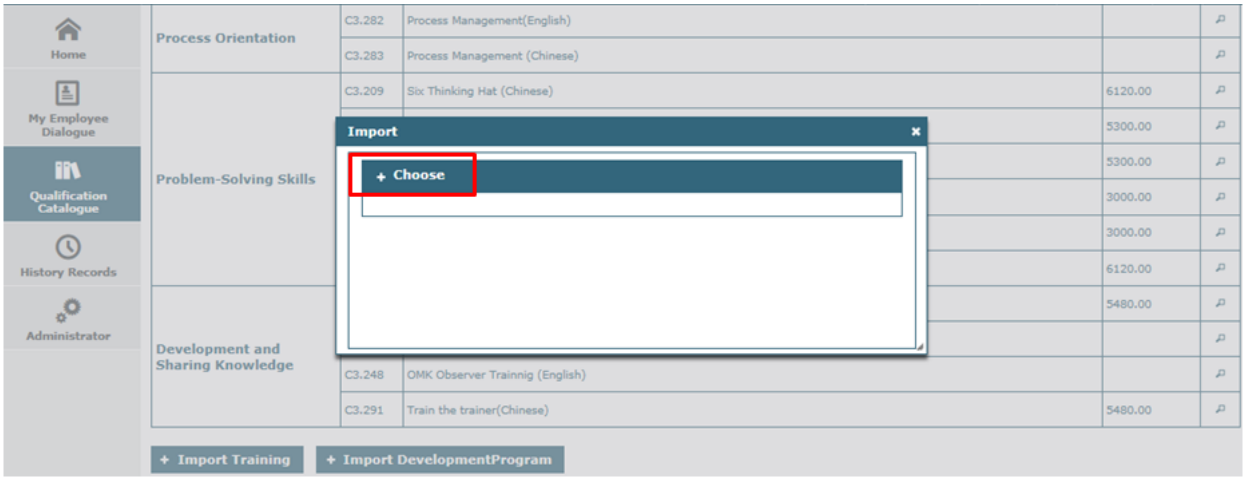
3.5.2 Import Development Programms

1. Go to “Qualification Catalogue”.



2. Click “Import Development Programm”.

3. Select the development program excel file.



4. Development programs will be imported to the system. User is able to navigate to the development program group to check development program list.

3.5.3 General System Settings

1. Go to “Administrator”, then “General” tab, check the boxes for the corresponding selections and click “Save”.

Check the following boxes to enable submissions for users from different group

- Enable/disable submission ED for tariff employee for VCIC
- Enable/disable submission ED for management employee for VCIC
- Enable/disable submission ED for tariff employee for VGIC
- Enable/disable submission ED for management employee for VGIC
- Enable/disable submission ED for tariff employee for AUDI
- Enable/disable submission ED for management employee for AUDI

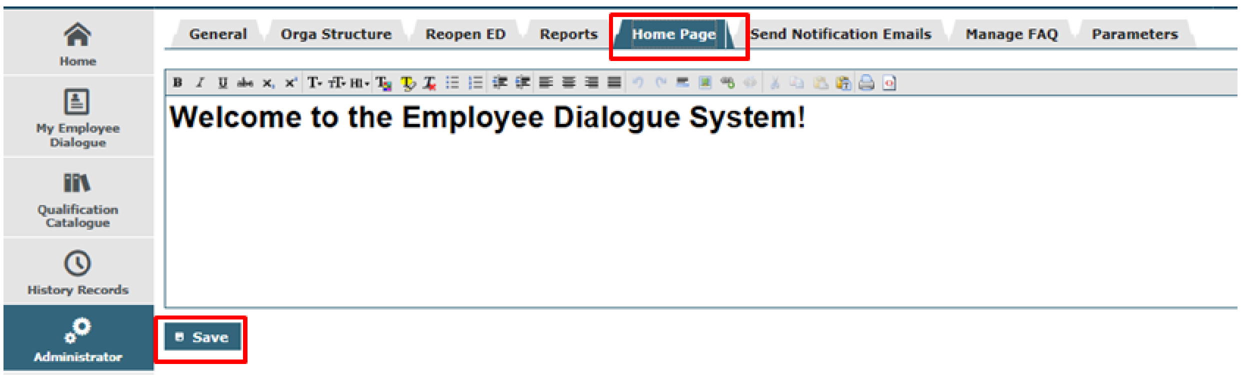
- Enable/disable submission ED for tariff employee for VCRA
- Enable/disable submission ED for management employee for VCRA

Check this box to enable email notifications in the system

- Enable/disable email notification for all users.

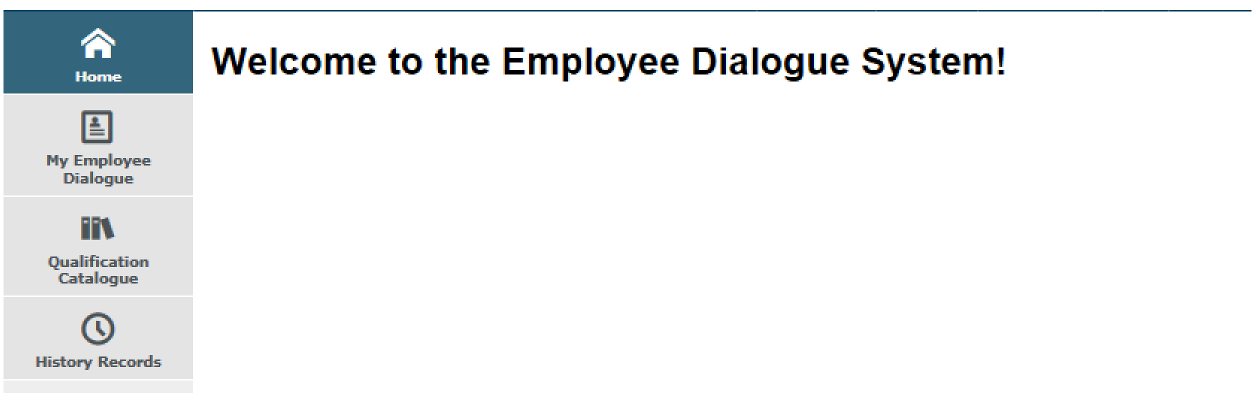
3.5.4 Manage Homepage

1. Go to “Administrator”, then “Home Page” tab.



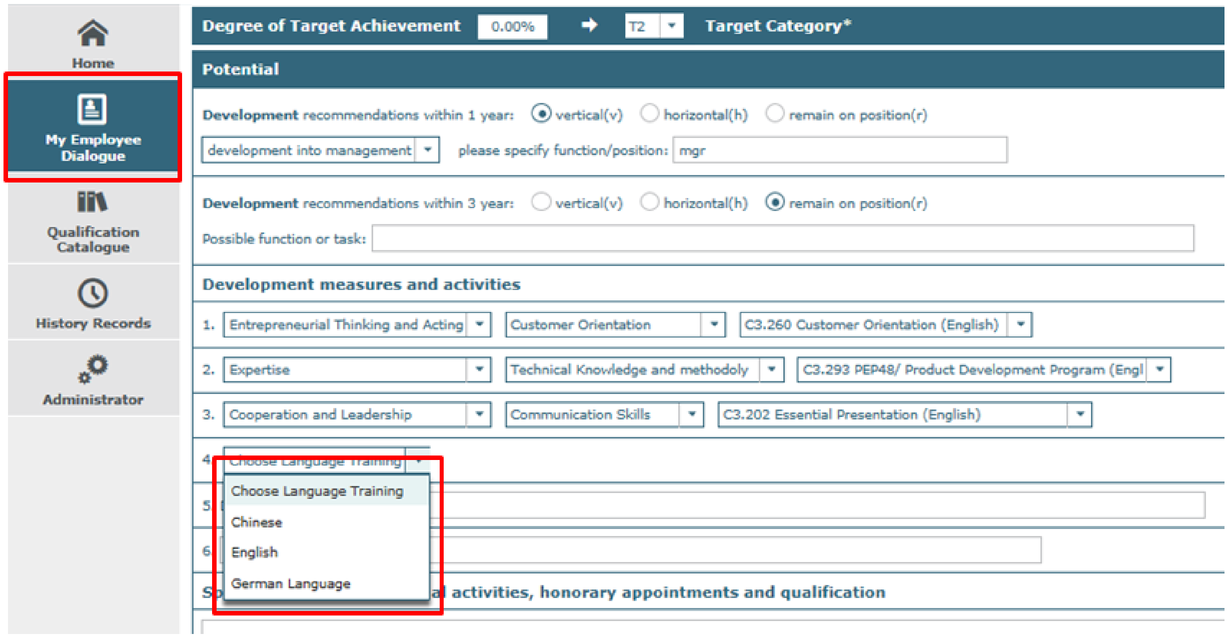
2. Edit the content of the home page in the editable area. If you want to post a picture in the home page, you should input the URL which can load the picture.

3. Click Save. The home page will be saved to the system.

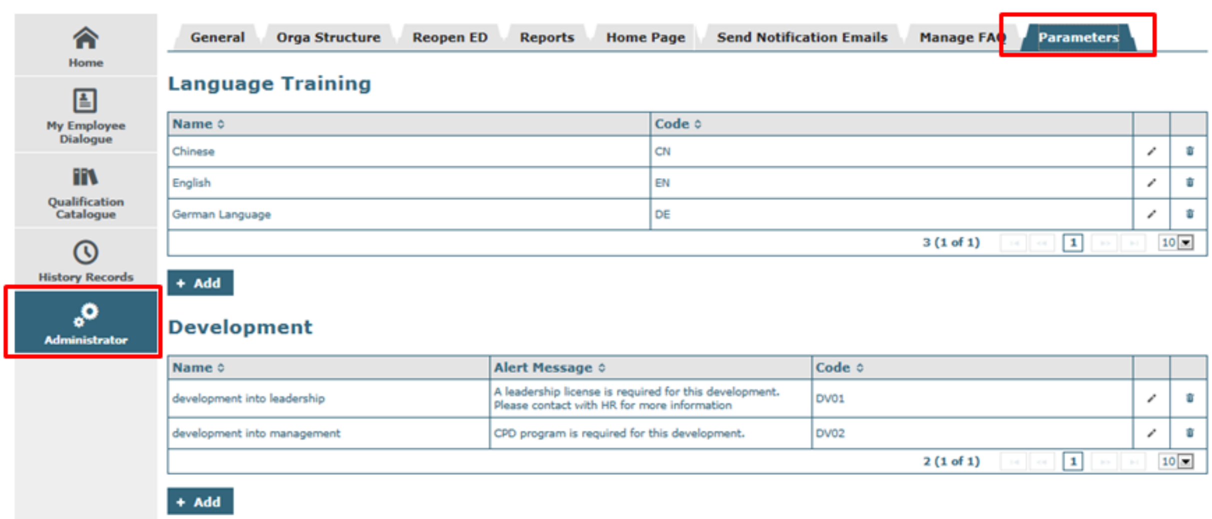


3.5.5 Manage Language Training

This section details how to manage the language training drop down list in development plan page.

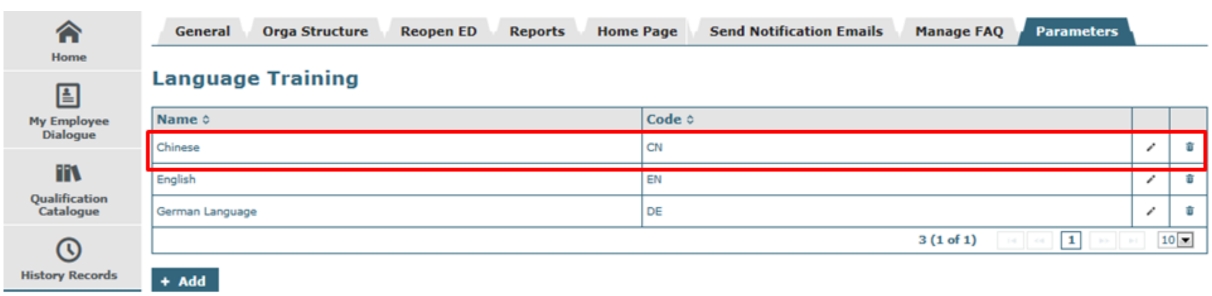


1. Go to “Administrator”, then “Parameters”. The existing Language Trainings will be listed.

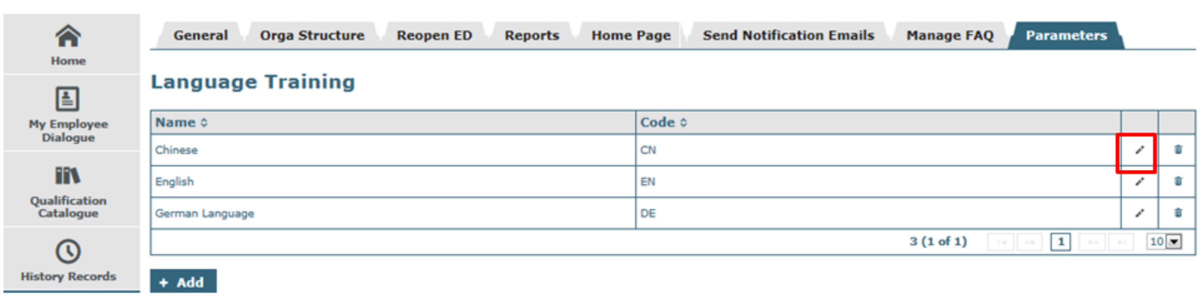


2. To add language training, Click “Add”, then enter the training name and training code.

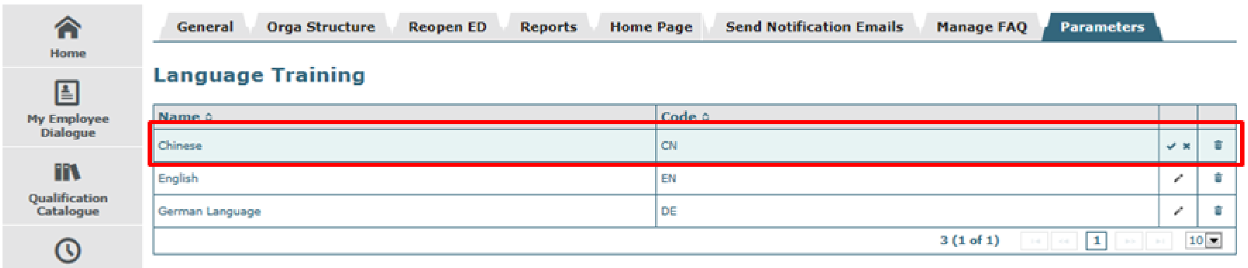
3. Language training will be added to the list. Click “Add” again to add more rows.



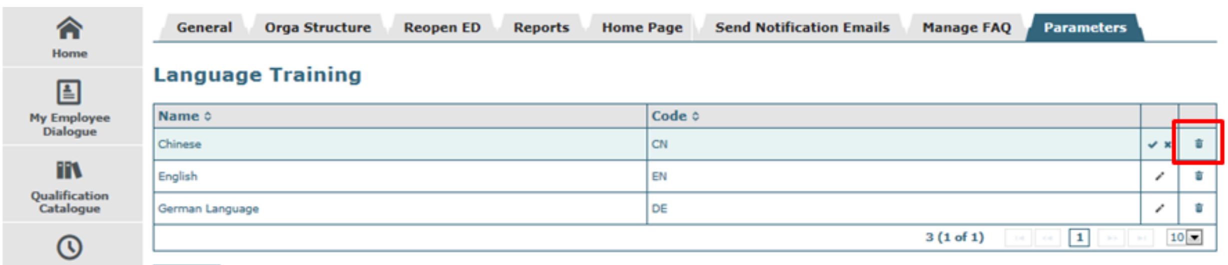
4. To edit language training, click the “edit” icon



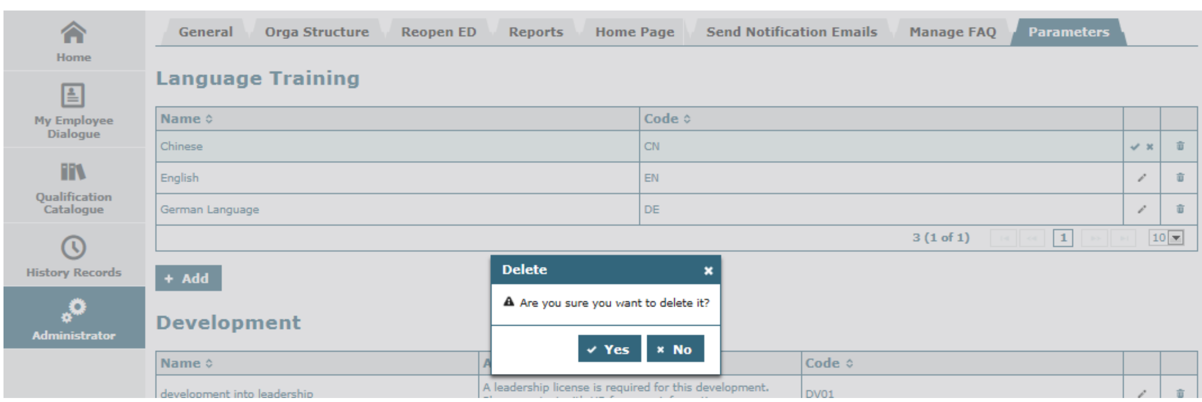
5. Then the corresponding row becomes editable. Make the necessary changes, and press to save the changes, or press to cancel the modification.



6. To delete a language training, click the delete icon

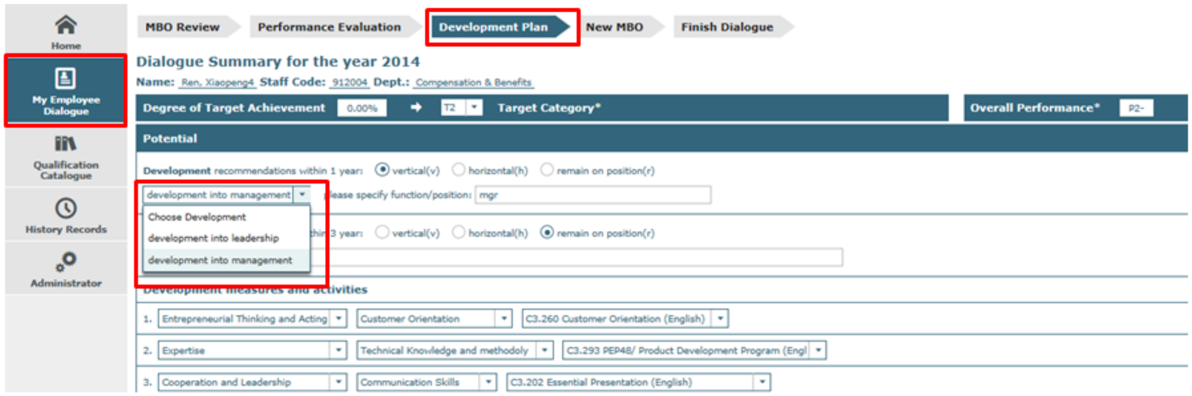


7. Press “Yes”; the language training will be deleted

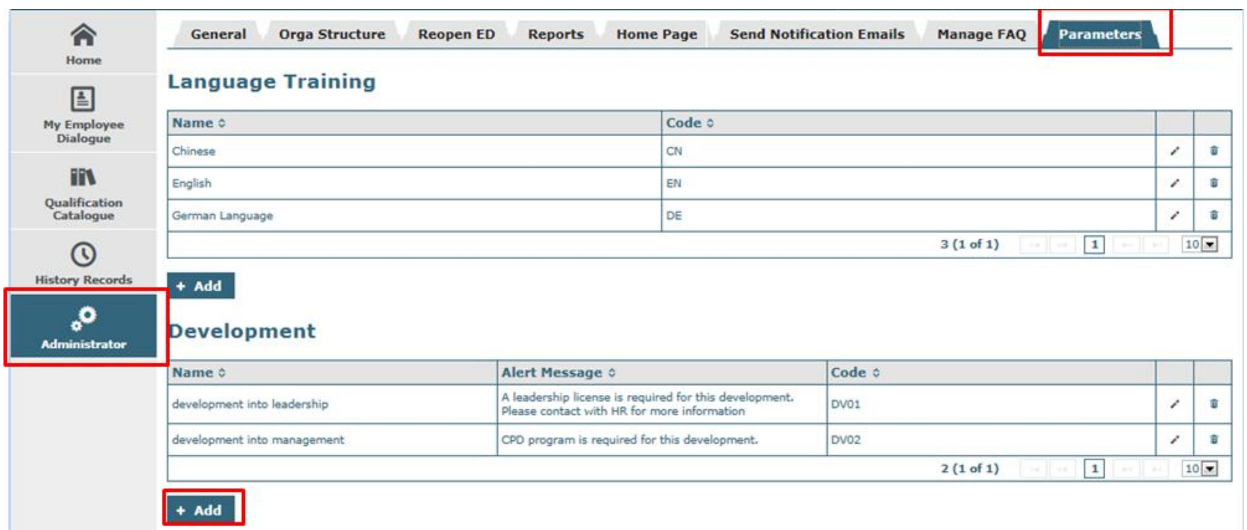


3.5.6 Manage Development Dropdown List

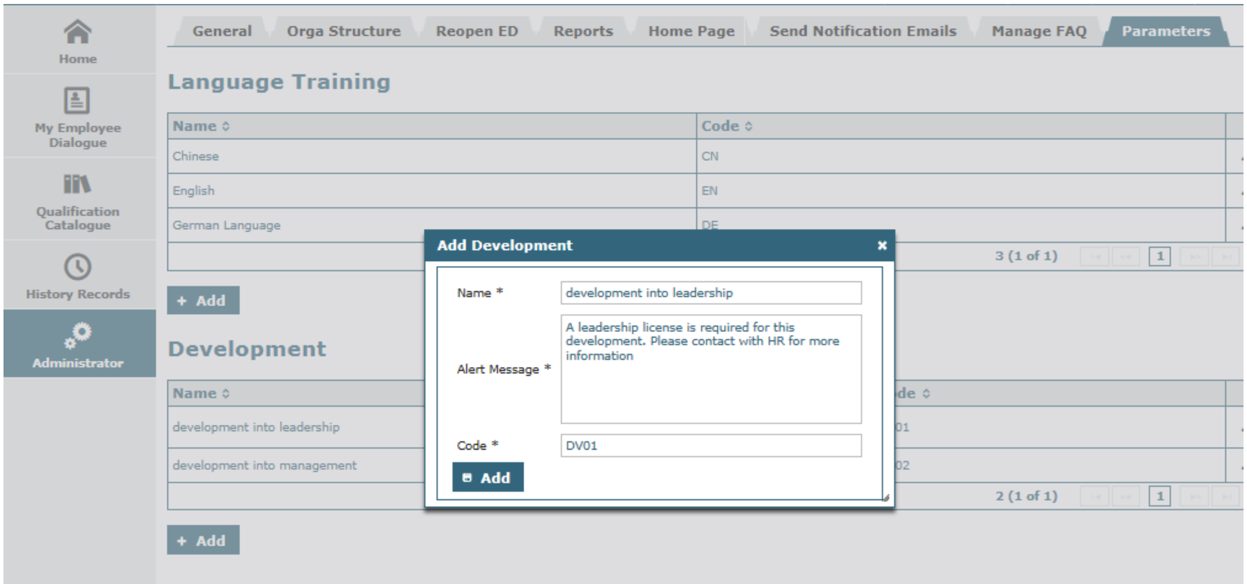
This section details how to manage the development drop down list in development plans.



1. Go to “Administrator”, then Parameters. The existing development drop down items will be listed.



2. To add a development dropdown item, Click “Add”. Then enter the development name, alert message and code.



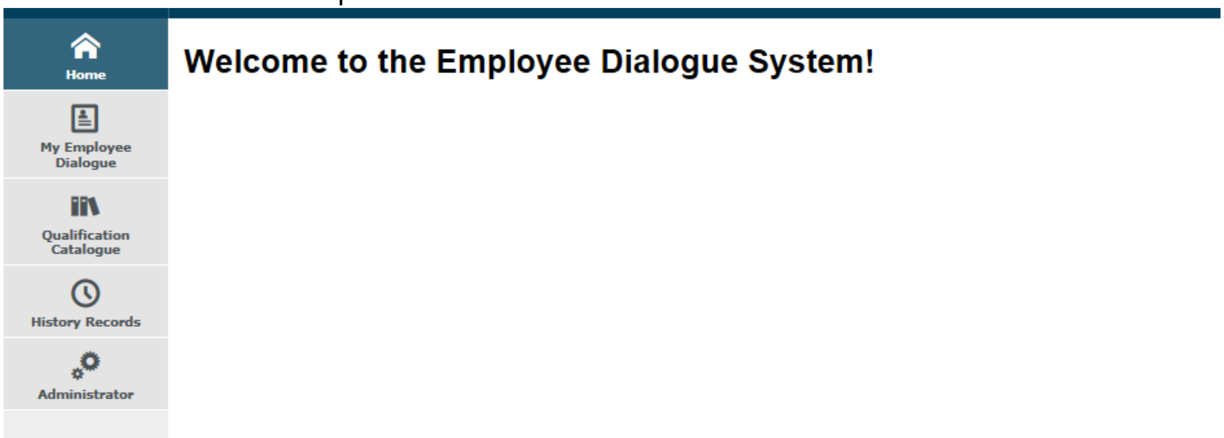
3. Click “Add”, the development is added to the list.

4. Same as language trainings, please refer to 3.5.6 on how to edit and delete the development drop down items.

3.6 IT Super Administrator

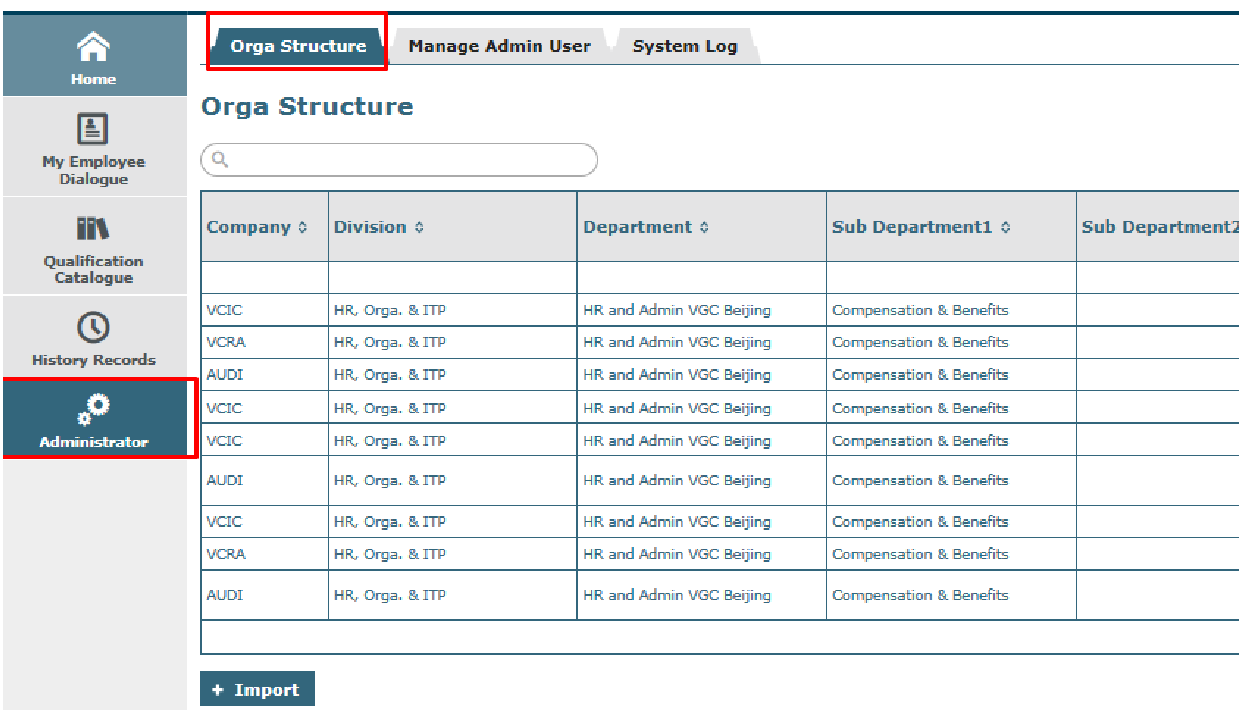
As an employee IT super administrator, user is able to perform all functions listed in section 3.1 for management employee user or in section 3.2 for tariff employee user. The rest of this section will list specific functions for IT super administrator user only.

The main screen for IT super administrator is:

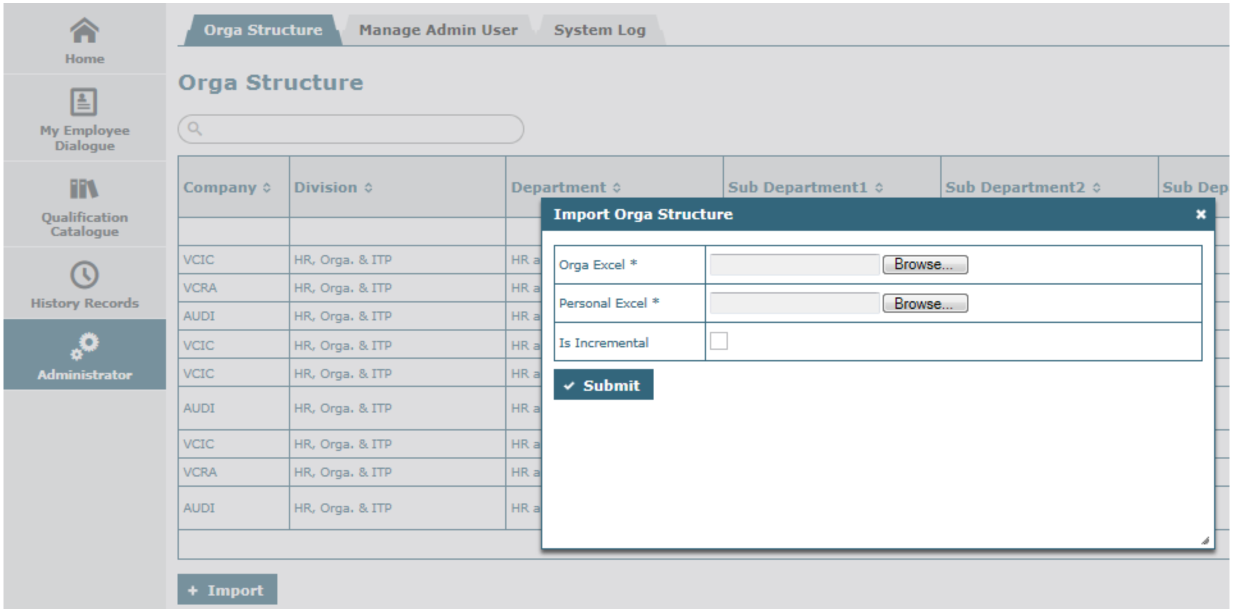


3.6.1 Import Orga Structure

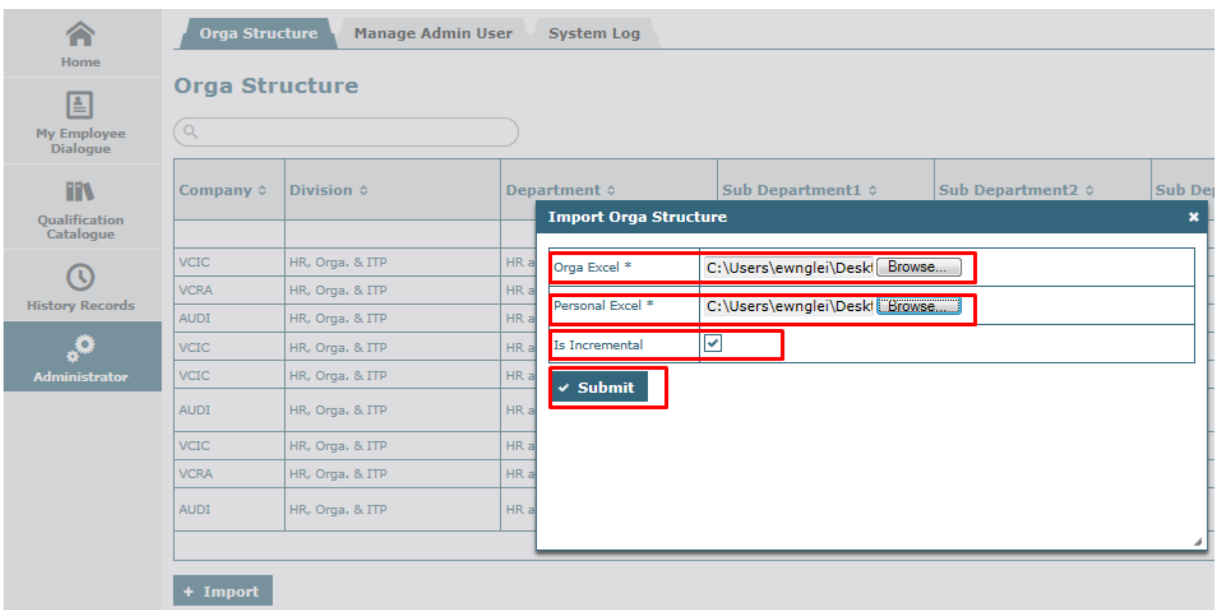
1. Click “Administrator” on the side panel.



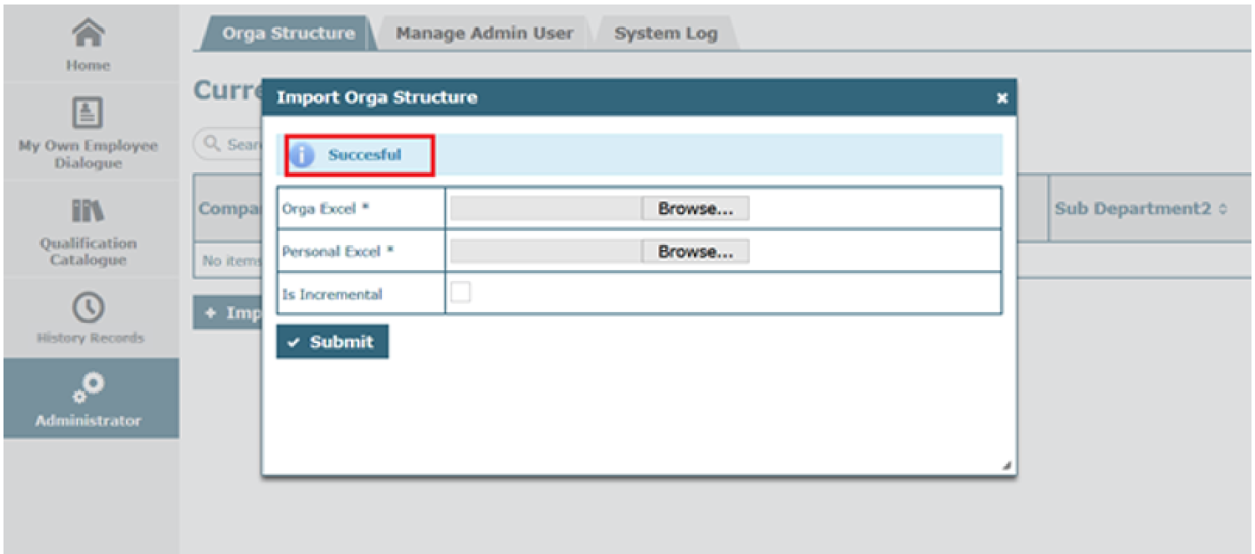
2. Click “Import”, import orga structure dialogue box is appeared.



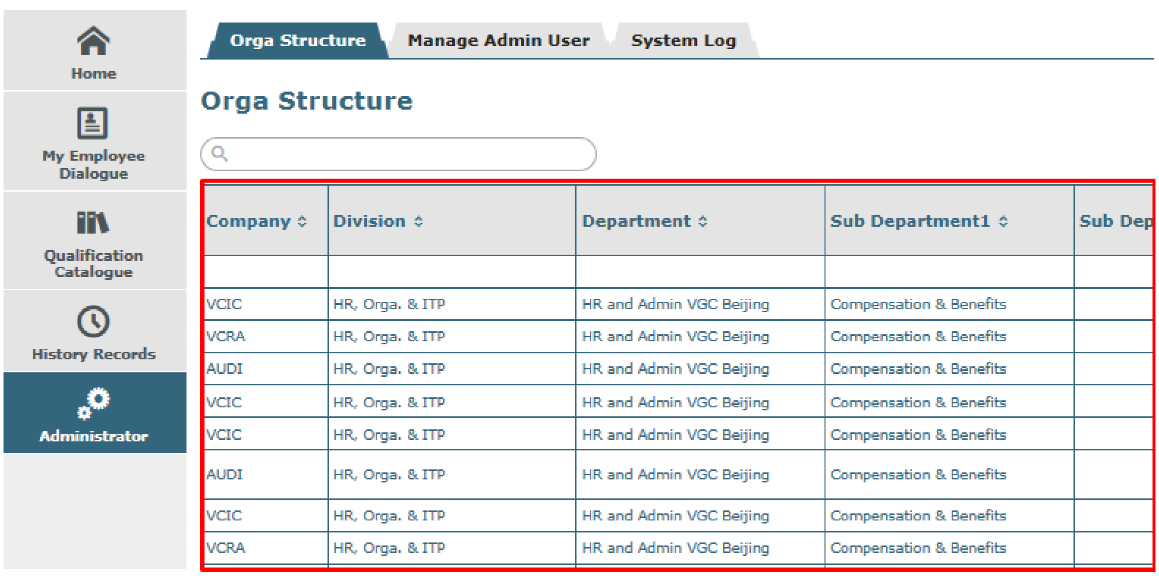
3. Select the orga excel and personal excel documents, if it is incremental import, check the “is incremental” box, and then click submit.



4. A successful message is displayed.

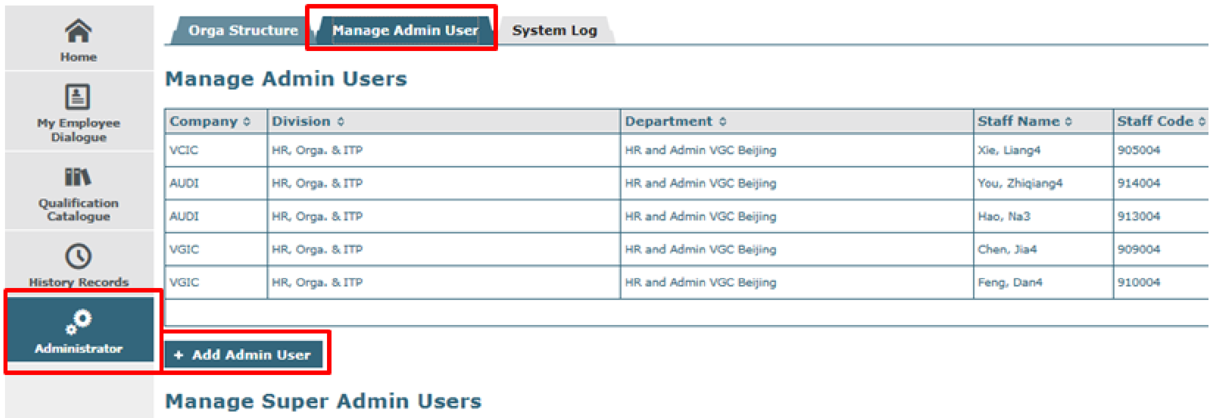


5. Now users are displayed in the orga structure table



3.6.2 Manage Admin User

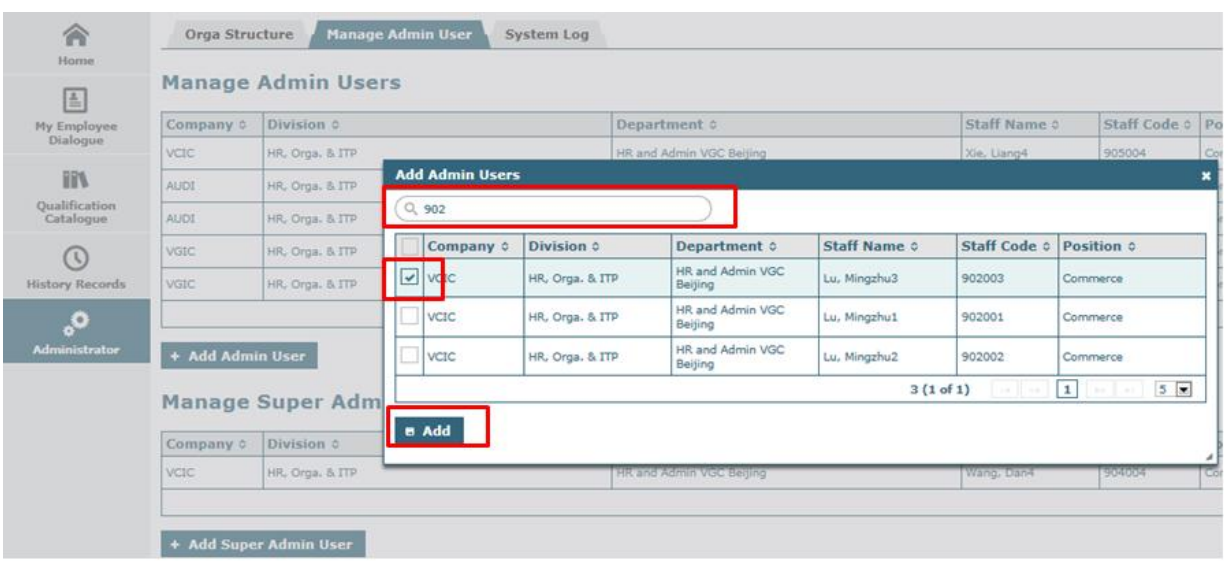
1. To manage admin user, go to Administrator, then click Mange Admin User tab. IT super administrator is able to add and delete admin users.



2. To add an admin user, click Add Admin User, in the pop up dialogue box, enter one of the following fields to search for an employee:

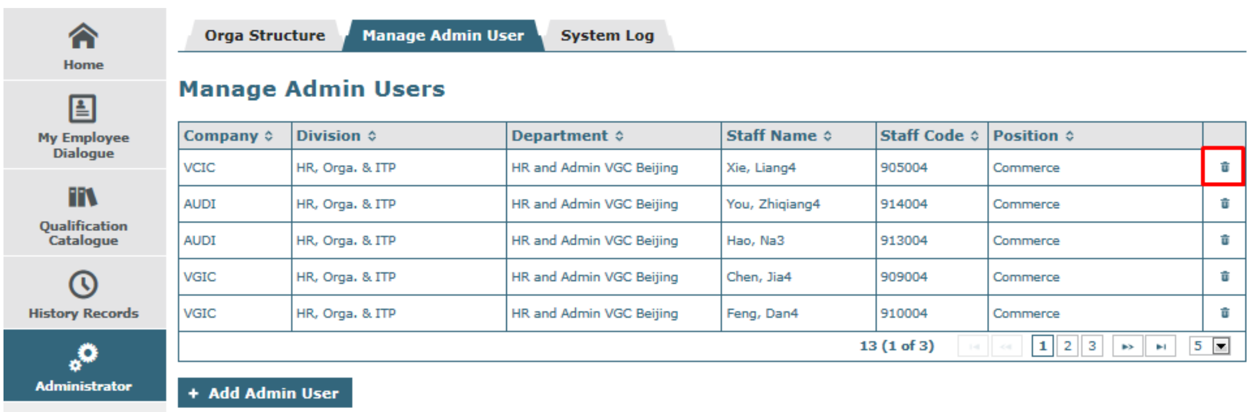
- Company
- Division
- Department
- Staff name
- Staff code
- Position

Then click “Add”.

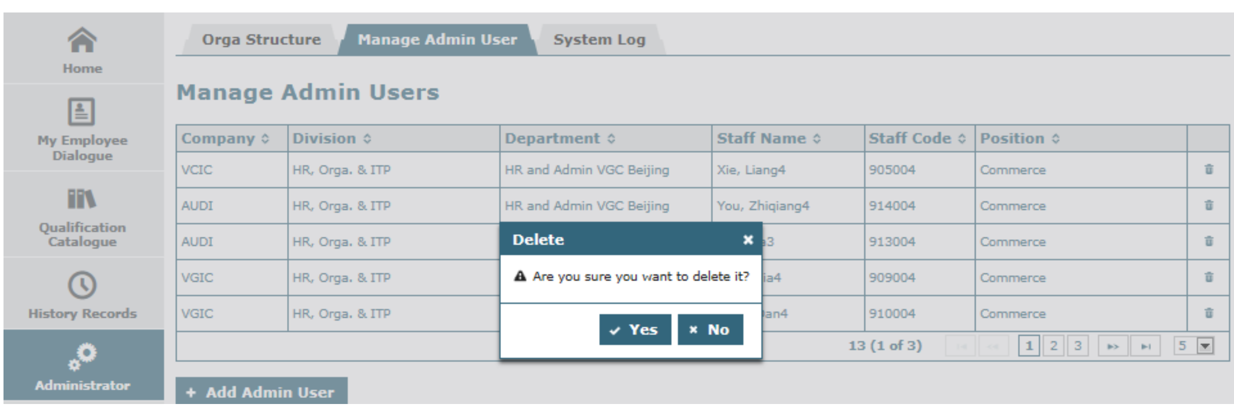


3. The selected user is added as admin user.

4. To delete an admin user, click the delete icon.

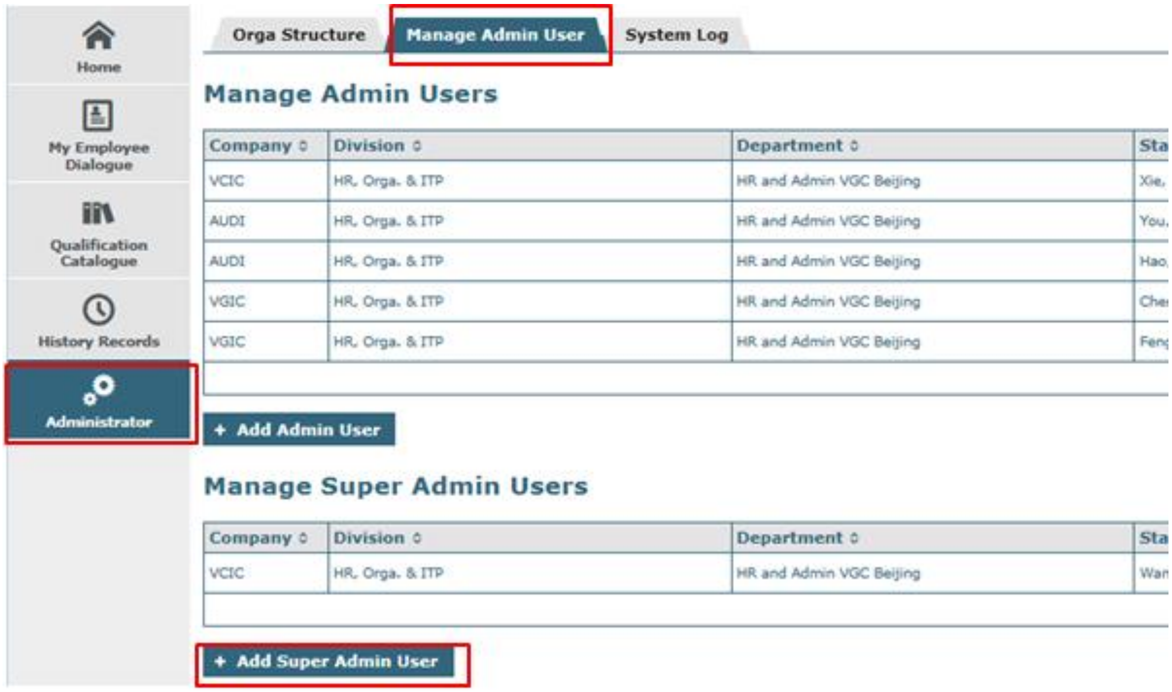


6. Press “Yes”; the user is deleted from the admin user list.



3.6.3 Manage Super Admin User

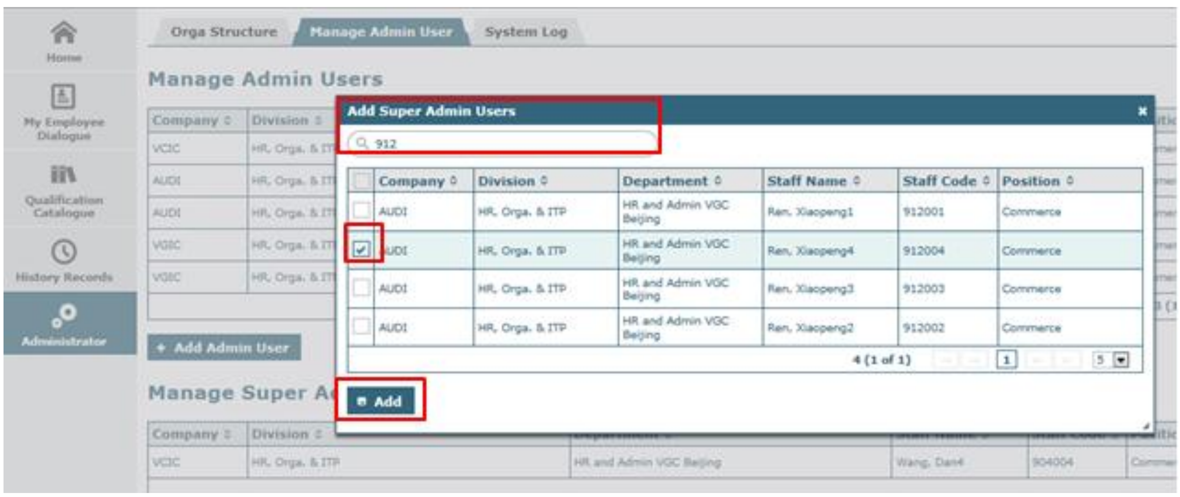
1. To manage super admin user, go to Administrator, then click Mange Admin User tab. IT super administrator is able to add and delete super admin users.



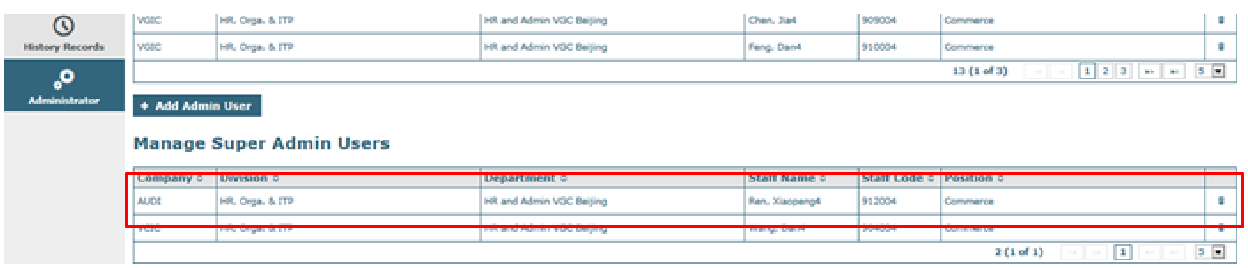
2. To add a super admin user, click Add Super Admin User, in the pop up dialogue box, enter one of the following fields to search for an employee:

- Company
- Division
- Department
- Staff name
- Staff code
- Position

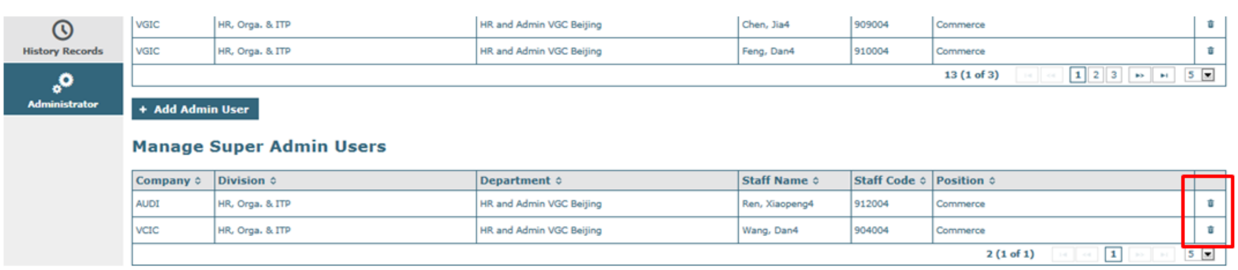
Then click “Add”.



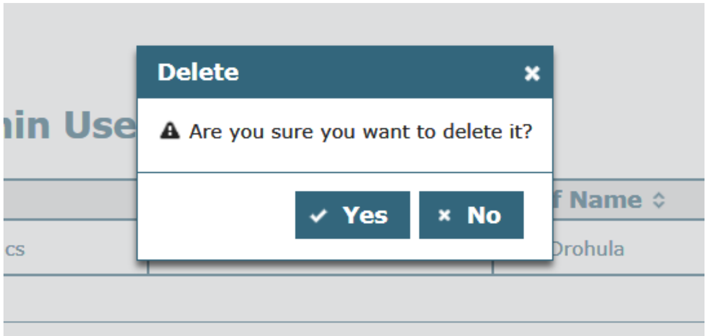
3. The selected user is added as super admin user



4. To delete a super admin user, click the delete icon



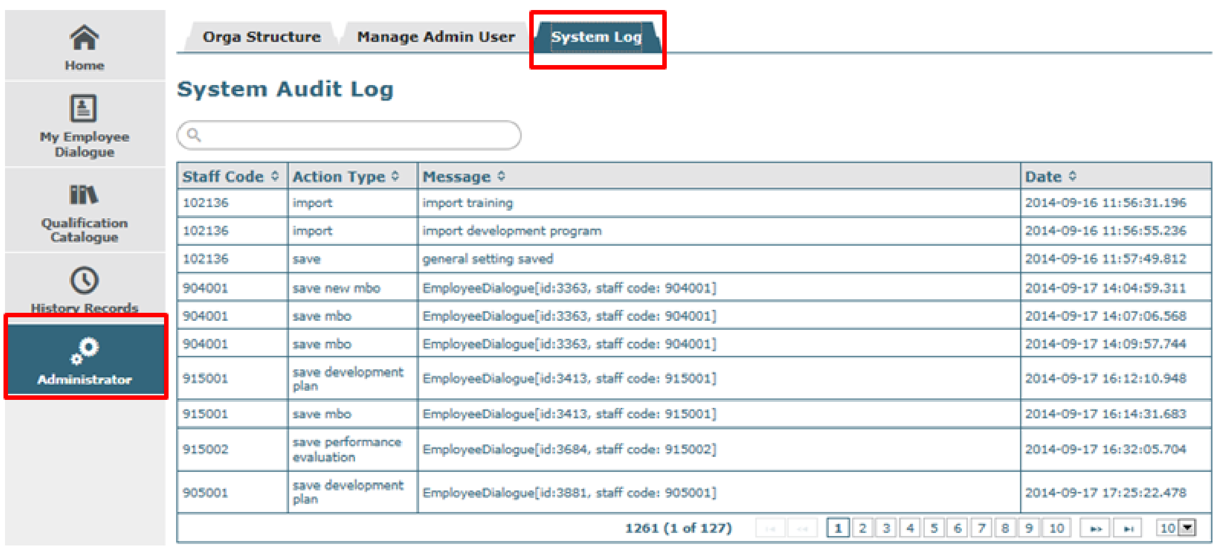
5. Press “Yes”; the user is deleted from the super admin user list



3.6.4 Manage System Log

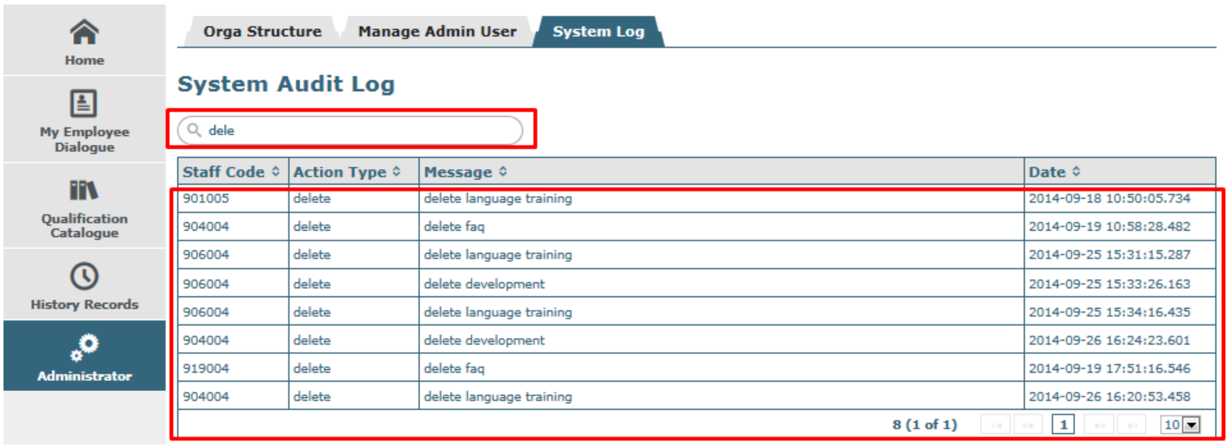
IT super administrator is also able to check the system logs. Below are the steps for this action.

1. Go to Administrator, and then click System Log. The system log is displayed in the content area



2. Enter one of the following fields in the search box, the result will be listed in the table below

- Staff code
- Action type
- Message



Staff Code	Action Type	Message	Date
901005	delete	delete language training	2014-09-18 10:50:05.734
904004	delete	delete faq	2014-09-19 10:58:28.482
906004	delete	delete language training	2014-09-25 15:31:15.287
906004	delete	delete development	2014-09-25 15:33:26.163
906004	delete	delete language training	2014-09-25 15:34:16.435
904004	delete	delete development	2014-09-26 16:24:23.601
919004	delete	delete faq	2014-09-19 17:51:16.546
904004	delete	delete language training	2014-09-26 16:20:53.458