

Key Result Area (KRA)

Employee Code	00631240	Employee Name	Mrs. Etisha Burjiz Soorty	Band	II
Designation	Senior Executive - HR	Department	Human Resources	Project/Location	Head Office - Navi Mumbai (HO) - HO-NaviMum
Period	2022-2023	From Date	01-04-2022	To Date	31-03-2023
KRA Submittd On 22-06-2022		KRA Approved On 27-06-2022			

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	Employee Engagement and Connect	25.00	1.Atleast one engagement imitative every Month	No's	1
			2.HR connect sessions with all employees at least once in 6 month	No's	2
2	Employee Grievance Connecting with employee to understand their pain points and resolving them timely	30.00	1. Resolving Service Requests received on Mails, Teams or Calls within 3 working days.	Adherence to Completion	As agreed
			2. Not more then three active escalation to CEO/HR head at any given point of time	No's	3
3	Data Operations	30.00	1. Feedback & Surveys, Microsoft Office & Forms, Employee Data Reports	Adherence to Completion	As agreed
			2. LOP & PL Calculations on 25th of every month	Adherence to Completion	As agreed
			3. MRM Report on 5th of every month	Adherence to Completion	As agreed
4	OneHR Support to Business	15.00	1.Induction twice in a month and CEO Connect per month- New Joiner	No's	1
			2. Updated Employee data in One Hr at any given point of time	Adherence to Completion	As agreed

REVIEWEE

Name Mrs. Etisha Burjiz Soorty  
Date 22-06-2022 11:17:45 AM

REVIEWER

Name Ms. Antima Sharma  
Date 24-06-2022 05:56:36 PM

FINAL REVIEWER

Name Mr. Mangesh Dattatray Wadaje  
Date 27-06-2022 09:49:50 AM

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4	OneHR Support to Business	15.00	3. Supporting HR Ops for timely completion for payroll by 26th of every month	Adherence to Completion	As agreed
			4. Supporting in Statutory Compliance related formalities	Adherence to Completion	As agreed
			5. Not more then 5 Incidents per year of bypassing the process	Adherence to Completion	As agreed
	Total	100.00			

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