

Key Result Area (KRA)

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|----------------------------|-------------------------------|----------------------------|-------------------------|------------------|---|
| Employee Code | 00631383 | Employee Name | Mrs. Tanuja Raj Mujawar | Band | II |
| Designation | SR. EXECUTIVE - HR OPERATIONS | Department | Human Resources | Project/Location | Head Office - Navi Mumbai (HO) - HO-NaviMum |
| Period | 2024-2025 | From Date | 01-04-2024 | To Date | 31-03-2025 |
| KRA Submittd On 19-10-2024 | | KRA Approved On 19-10-2024 | | | |

| Sr.No | Goal Title | Weightage | Measurement Details | Unit | Quantity |
|-------|---|-----------|--|---|--|
| 1 | Payroll Data Compilation | 35.00 | 1. Providing payroll input for On-Roll employees to accounts by 26th of each month 2. Providing payroll input for Retainer & Interns by 29th of each month 3. Supporting HR Ops for timely completion for payroll by 26th of every month 4. Verifying employee master file 5.Managing Vendors/Retainers | Days | 0 delays as per timelines |
| 2 | Employee Operations Employee First FnF - Clearance and Separation GMC and GPA Leave and Attendance Management | 30.00 | Resolving Service Requests received on Mails, Teams or Calls within 3 working days. 1. Completing the exit formalities for On-roll & Off-roll employees within 7 days from final approval 2.Accuracy for FnF inputs 3. Processing background verification of ex-employees within 7 days Policy renewal and monthly data input LOP & PL Calculations 25th of every month | Days % to Completion % to Completion % to Completion | 95% 95% on time 100% Accuracy 100% Accuracy |
| 3 | PMS Goal Setting and KRA | 10.00 | As per agreed calendar | % to Completion | 100% |
| 4 | Data Management | 15.00 | MRM & Board Meeting PPT | Adherence to Completion | As agreed |

REVIEWEE

Name Mrs. Tanuja Raj Mujawar
Date 19-10-2024 05:14:39 PM

REVIEWER

Name Mr. Deepak Nityanand Chawla
Date 19-10-2024 06:01:24 PM

FINAL REVIEWER

Name Mr. Deepak Nityanand Chawla
Date 19-10-2024 06:01:24 PM

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|-------|------------------------------------|-----------|--|-----------------|----------|
| 4 | Data Management | 15.00 | Providing employee data update in One HR at any given point of time | % to Completion | 100% |
| | | | Provide letter to employee like bank loan, higher education, Visa application | Days | 7 |
| 5 | Onboarding Activities Timelines | 10.00 | 1. Appointment Letters within 7 days of joining 2. Weekly Induction for New Joinee 3.Coffee with CEO as per calendar | Days | 100% |
| | Total | 100.00 | | | |

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| REVIEWEE Name Mrs. Tanuja Raj Mujawar Date 19-10-2024 05:14:39 PM | REVIEWER Name Mr. Deepak Nityanand Chawla Date 19-10-2024 06:01:24 PM | FINAL REVIEWER Name Mr. Deepak Nityanand Chawla Date 19-10-2024 06:01:24 PM |
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