

Key Result Area (KRA)

Employee Code	00631383	Employee Name	Mrs. Tanuja Raj Mujawar	Band	II
Designation	Senior Executive - HR	Department	Human Resources	Project/Location	Head Office - Navi Mumbai (HO) - HO-NaviMum
Period	2023-24	From Date	01-04-2023	To Date	31-03-2024
KRA Submittd On 24-05-2023		KRA Approved On 24-05-2023			

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	Onboarding (Onboarding formalities of new joiner) Onboarding - transfer from other payroll	20.00	1. Joining emails within 7 days of joining	No's	1
			2. Appointment Letters within 7 days of joining	No's	1
			3. HR Connect session within 7 days of joining twice in a month.	No's	1
			4. Transfer and joining formalities for other payroll employees	Adherence to Completion	As agreed
2	Exit Process & Separation	30.00	1. Completing the exit formalities for On-roll & Off-roll employees as per adherence to the OneHR exit process	Adherence to Completion	As agreed
			2. Separation & relieving letter within one week of clearance from all the department	Adherence to Completion	As agreed
			3. Processing background verification of ex-employees within 7 day	Adherence to Completion	As agreed
3	Payroll & Compliance Providing payroll input & following for payroll related compliances	30.00	1. Providing payroll input for On-Roll employees to accounts by 26th of each month	Adherence to Completion	As agreed
			2. Providing payroll input for Retainer & Interns by 29th of each month	Adherence to Completion	As agreed

REVIEWEE

Name Mrs. Tanuja Raj Mujawar
Date 24-05-2023 10:30:11 AM

REVIEWER

Name Ms. Antima Sharma
Date 24-05-2023 10:30:11 AM

FINAL REVIEWER

Name Mr. Mangesh Dattatray Wadaje
Date 24-05-2023 10:30:11 AM

Key Result Area (KRA)

Employee Code	00631383	Employee Name	Mrs. Tanuja Raj Mujawar	Band	II
Designation	Senior Executive - HR	Department	Human Resources	Project/Location	Head Office - Navi Mumbai (HO) - HO-NaviMum
Period	2023-24	From Date	01-04-2023	To Date	31-03-2024

KRA Submittdd On 24-05-2023

KRA Approved On 24-05-2023

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
3	Payroll & Compliance Providing payroll input & following for payroll related compliances	30.00	3. Providing compliance related data & F&F	Adherence to Completion	As agreed
4	Employee Grievance & Operations Connecting with employee to understand their pain points and resolving them timely.	20.00	Not more then three active escalation to CEO/HR head at any given point of time	No's	3
			Resolving employees query- related to OneHR, salary, investment declaration	Adherence to Completion	As agreed
			Provide letter to employee like bank loan, higher education, Visa application	Adherence to Completion	As agreed
			Providing employee data update in One HR -Updated data in OneHR at any given point of time	Adherence to Completion	As agreed
	Total	100.00			

REVIEWEE

Name Mrs. Tanuja Raj Mujawar

Date 24-05-2023 10:30:11 AM

REVIEWER

Name Ms. Antima Sharma

Date 24-05-2023 10:30:11 AM

FINAL REVIEWER

Name Mr. Mangesh Dattatray Wadaje

Date 24-05-2023 10:30:11 AM