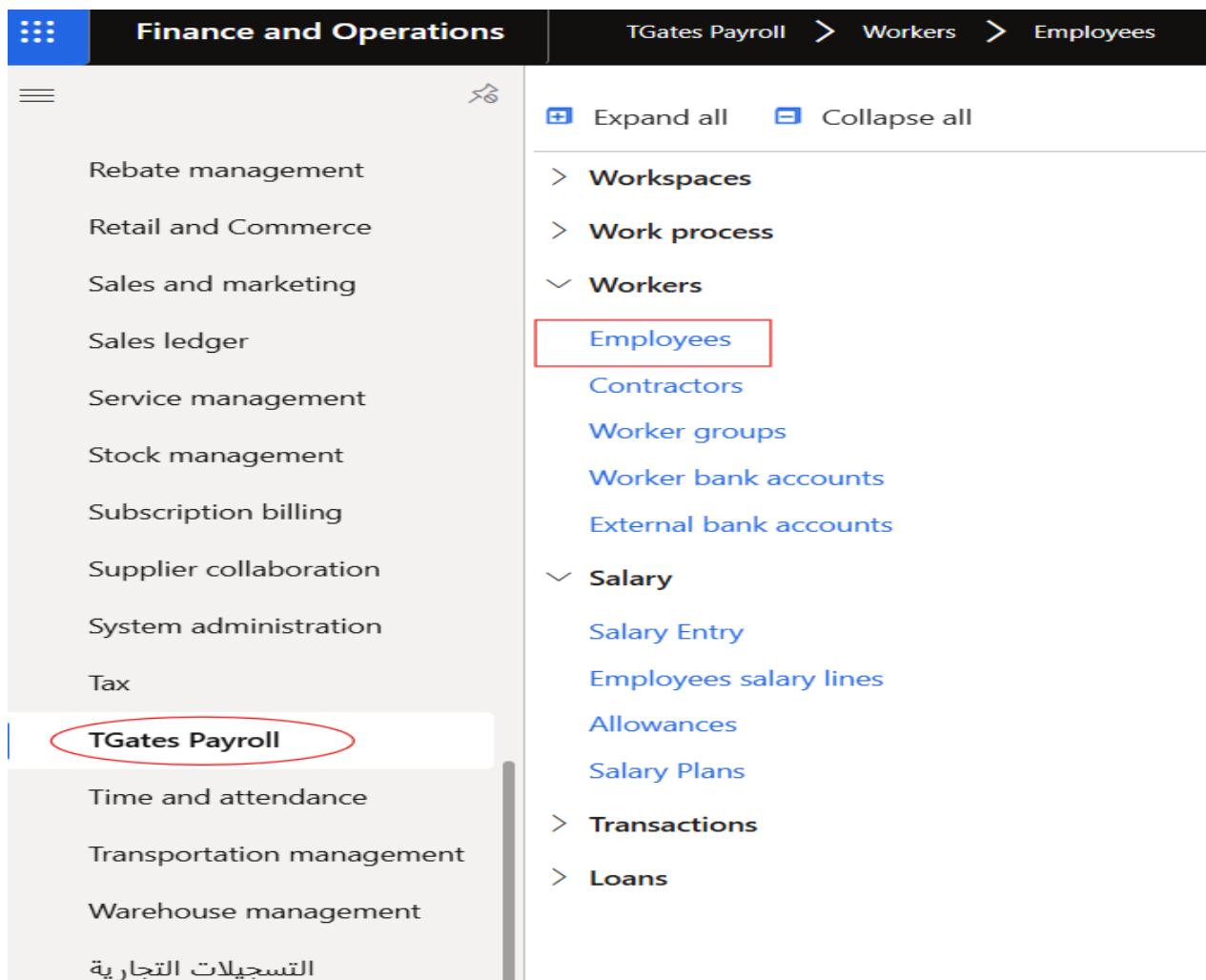


- تأتي مرحلة تقييم الموظف في عمله بعد فترة من العمل والتي يقيم وفقاً لأدائه فيها ومن ثم فإن الأساس لأي مرحلة تخص الموظف هو تسجيل الموظف على السيستم الخاص بالشركة لتحديد حقوقه وواجباته.

- إضافة موظف جديد يكون وفقاً للخطوات الموضحة:

1- للبدء في العملية من قائمة "Workers" نختار "Workers" ومن ثم نختار "Employees".



2- بعد فتح القائمة الخاصة بالموظفين لإضافة موظف جديد نختار New وبعدها نضيف كل البيانات الخاصة بالموظف بداية من تاريخ التعيين وتاريخ الميلاد والرقم القومي وكل ما يخص الموظف كما موضح في الآتي (قبل وبعد إضافة الموظف): ID 000000789

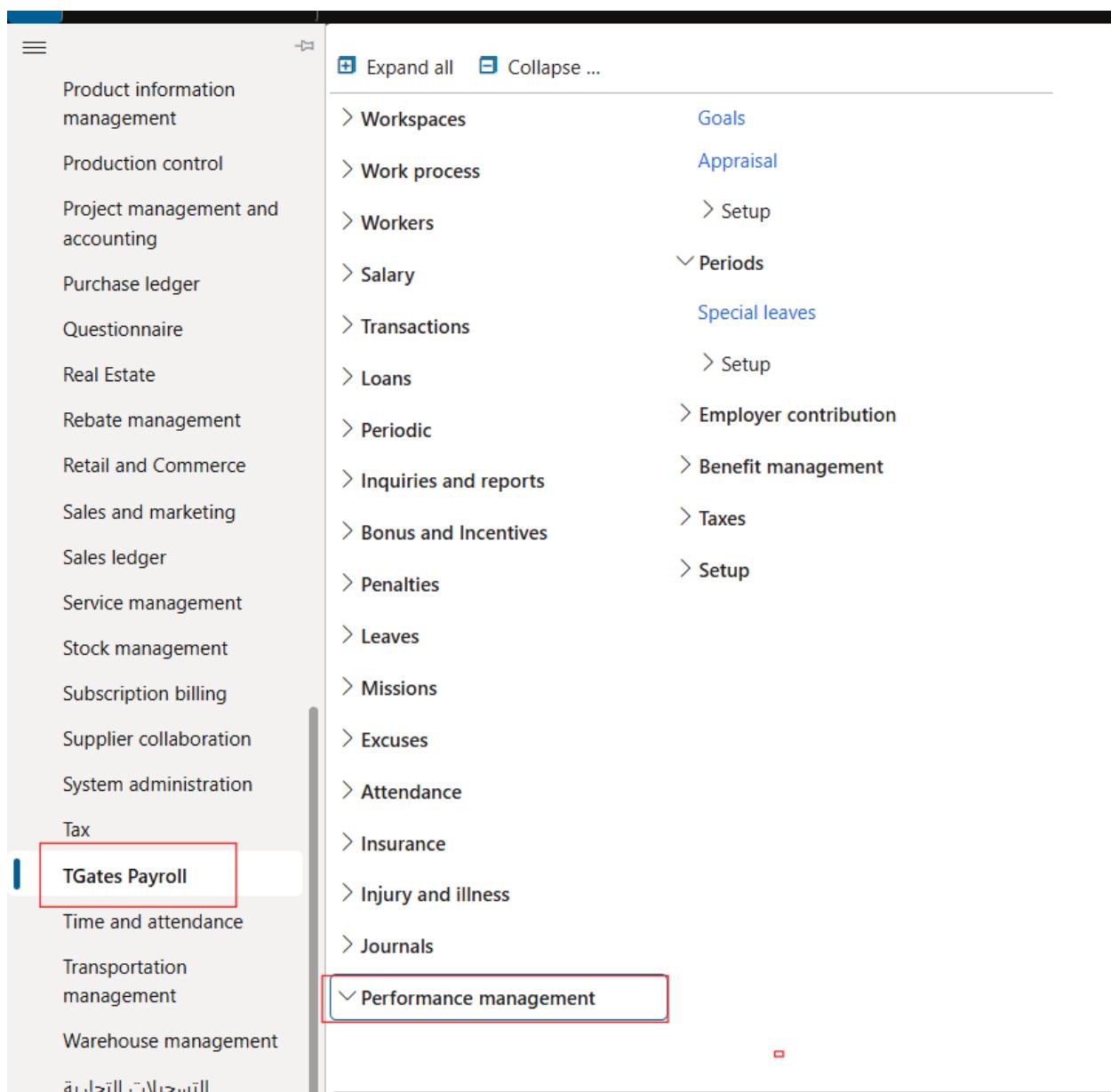
The screenshot shows the 'Finance and Operations' interface with the 'TGates Payroll' module selected. In the center, a red box highlights the 'Hire new worker' section. The 'New' button is circled in red. The form fields include 'Name' (First name, Middle name, Surname), 'Details' (Legal entity, National ID, Employment category, Personnel number, Employment start date, Employment type, Worker type, Employment end date, Termination reason, Last date worked), and 'Position details' (Position, Position title, Assignment end). Buttons at the bottom include 'Hire', 'Hire and add details', and 'Cancel'.

The screenshot shows the 'Finance and Operations' interface with the 'Employees (Active)' view. A red circle highlights the personnel number '000000789' for Basma AlaaEldin Rashwan. The top right shows her job as 'Warehouse Worker', job level as 'Warehouse Worker', and employee status as 'Employed'. The location is 'Western US'. The 'Profile' tab is selected. The 'Worker summary' section contains fields for personnel number, anniversary date, works from home, office address, rehire, other information, language, and address books. The 'Name details' section shows first name 'Basma', middle name 'AlaaEldin', surname 'Rashwan', and known as 'Basma AlaaEldin Rashwan'. It also includes fields for search name, personal title, personal suffix, and display as.

- بعد إضافة الموظف نبدأ في مرحلة تقييم الأداء الخاصة به وتحديد أسلوب التقييم :

1- الوصول لوحدة إدارة الأداء:

- ندخل إلى وحدة "TGate Payroll" عبر قائمة "Performance Management" للبدء في أي عملية متعلقة بالأداء. هذه هي نقطة البداية الرئيسية للتهيئة والإعداد.



-2- الدخول إلى إعدادات الدورة:

ننوجه إلى قائمة "Setup" (الإعداد) للتحكم في جميع نماذج الأداء والمقاييس، نبدأ بتحديد فترة الأداء "Performance period"

The screenshot shows the SAP Fiori Launchpad with the following navigation path:

- Main menu: Product information management, Production control, Project management and accounting, Purchase ledger, Questionnaire, Real Estate, Rebate management, Retail and Commerce, Sales and marketing, Sales ledger, Service management, Stock management, Subscription billing, Supplier collaboration, System administration, Tax, TGates Payroll.
- Sub-menu under Project management and accounting: Workspaces, Work process, Workers, Salary, Transactions, Loans, Periodic, Inquiries and reports, Bonus and Incentives, Penalties, Leaves, Missions, Excuses, Attendance, Insurance.
- Sub-menu under Goals: Setup, Review templates, Goal templates, Review types, Measurements, Rating models, Performance period (highlighted with a red oval).
- Sub-menu under Appraisal: Setup, Review templates, Goal templates, Review types, Measurements, Rating models, Performance period (highlighted with a red oval), Goal category.
- Sub-menu under Periods: Special leaves, Setup, Employer contribution, Benefit management, Taxes, Setup.

-3- إنشاء فترة الأداء:

- يتم إنشاء سجل جديد لفترة الأداء المراد العمل عليها من New

The screenshot shows the "Performance period" creation screen with the following details:

- Header: Save, New (highlighted in yellow), Delete, Options, Filter.
- Title: Performance period
- View: Standard view
- Table:

Performance period	Start date	End date
*	14/11/2025	Never

-4 تحديد توارikh الفترة:

- تم إضافة المدة باسم Q4-2025 ثم نقوم بإدخال تاريخ البداية والنهاية للفترة الزمنية المحددة للتقييم (مثال: 2025/10/01 إلى 2025/12/31)

Performance period	Start date	End date
Q4-2025	01/10/2025	31/12/2025

-5 الوصول لنماذج التقييم :

نذهب إلى "نماذج التقييم" (Rating models) من قائمة الإعداد لتحديد مستويات الأداء.

- Home
- Favourites
- Recent
- Workspaces
- Modules
 - Asset leasing
 - Asset management
 - Audit workbench
 - Budgeting
 - Cash and bank management
 - Checks
 - Common
 - Consolidations
 - Cost accounting
 - Cost management
 - Credit and collections
 - Demo data
- Workspaces
 - Expand all
 - > Workspaces
 - > Work process
 - > Workers
 - > Salary
 - > Transactions
 - > Loans
 - > Periodic
 - > Inquiries and reports
 - > Bonus and Incentives
 - > Penalties
 - > Leaves
 - > Missions
 - > Excuses
 - > Attendance
 - > Insurance
 - > Injury and illness
- Goals
- Appraisal
- Setup
 - Review templates
 - Goal templates
 - Review types
 - Measurements
 - Rating models
 - Performance period
 - Goal category
- Periods
 - Special leaves
 - Setup
 - Employer contribution
 - Benefit management
 - Taxes
 - Setup

6- إعداد مستويات التقييم:

نحدد مستويات الأداء (A, B, C...) ونطاقها المئوي، ونفعلي الخيار الخاص بالقطاع الحكومي إذا لزم الأمر . (الصور التالية قبل وبعد اضافتهم) وبعدها تفعيل خيار Default For Gov Per.

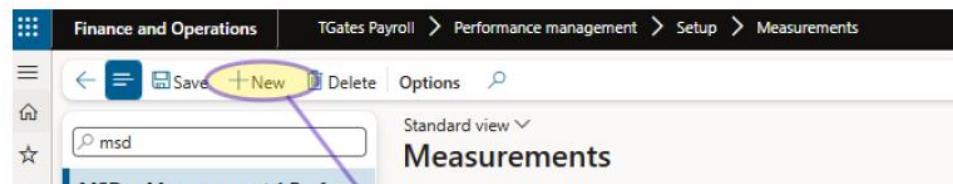
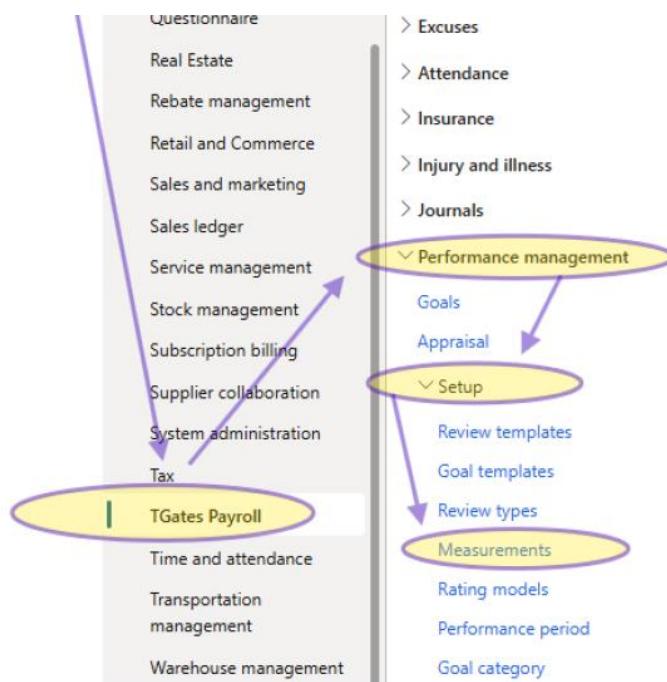
Review type	Description	Enable workflow for this type	Status of new review	Allow edit in final review	Enable manager sign off	Enable employee sign off
0_نقسم		<input type="checkbox"/>	Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1_review types		<input checked="" type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
abc	abc	<input type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AH PERF		<input type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AH TRAINING		<input type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AO Appraisal	AO Appraisal	<input type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AO Performance	AO Performance	<input type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Appraisal	النفسم الشهري	<input checked="" type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appraisal Af	Appraisal	<input type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Appraisal Eslam	Appraisal Eslam 2025	<input checked="" type="checkbox"/>	Not started	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Level	Description	Factor ↑	Percent from	Percent to
E	Bad Performance	4	40.00	49.99
F	Hard Action	5	0.00	39.99
A	Excellent Performance	0	90.00	100.00
B	Very Good Performance	1	75.00	89.99
C	Good Performance	2	65.00	74.99
D	Need to Improve	3	50.00	64.99

Level	Description	Factor ↑	Percent from	Percent to
E	Bad Performance	4	40.00	49.99
F	Hard Action	5	0.00	39.99
A	Excellent Performance	0	90.00	100.00
B	Very Good Performance	1	75.00	89.99
C	Good Performance	2	65.00	74.99
D	Need to Improve	3	50.00	64.99

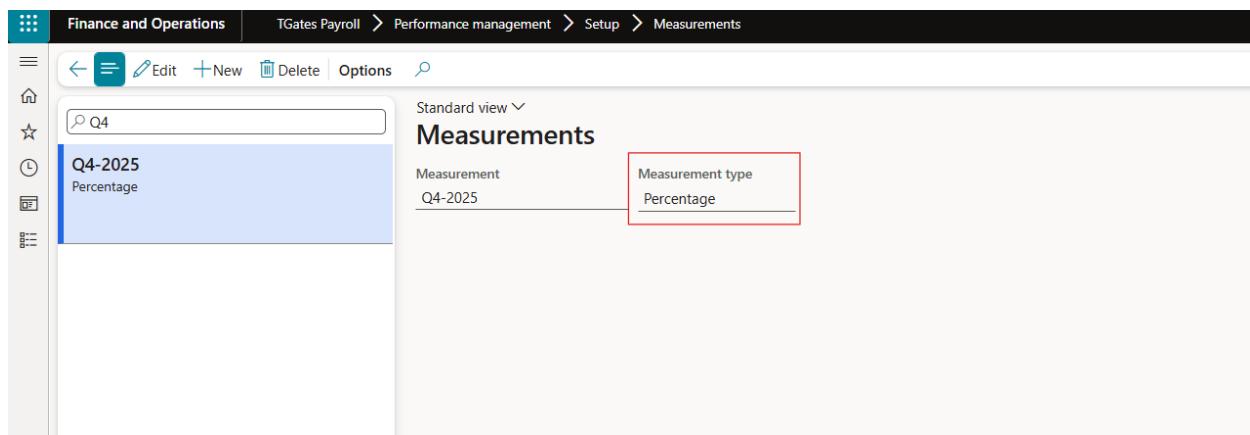
-7 الوصول إلى المقاييس:

ننتقل إلى "Measurements" (المقاييس) لتعريف مقياس جديد يحدد طريقة قياس الأهداف من New



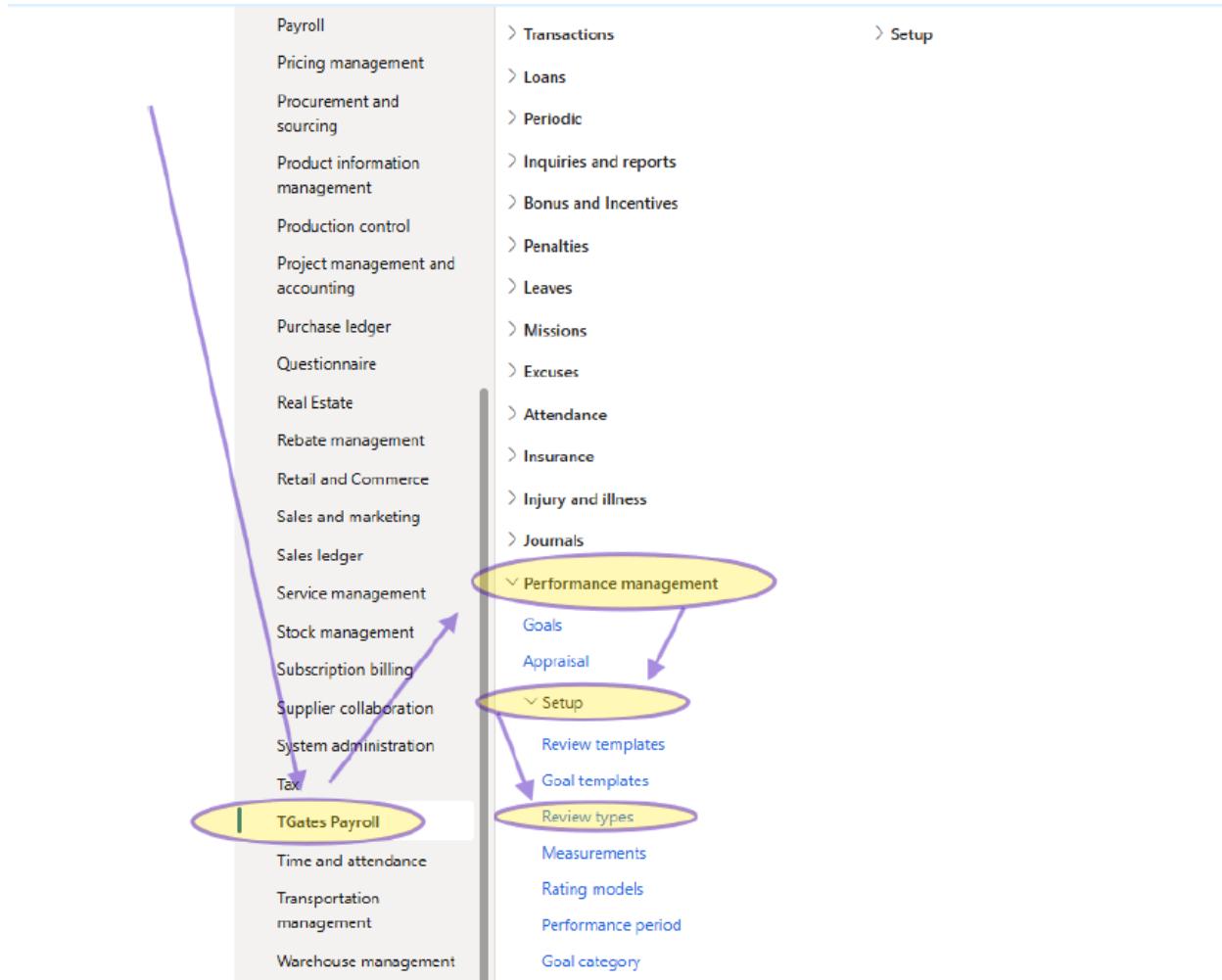
-8 تحديد نوع المقاييس:

نحدد نوع المقياس المستخدم، مثل "Percentage" (نسبة مئوية)، لكي يتم احتساب الإنجازات بناء عليه



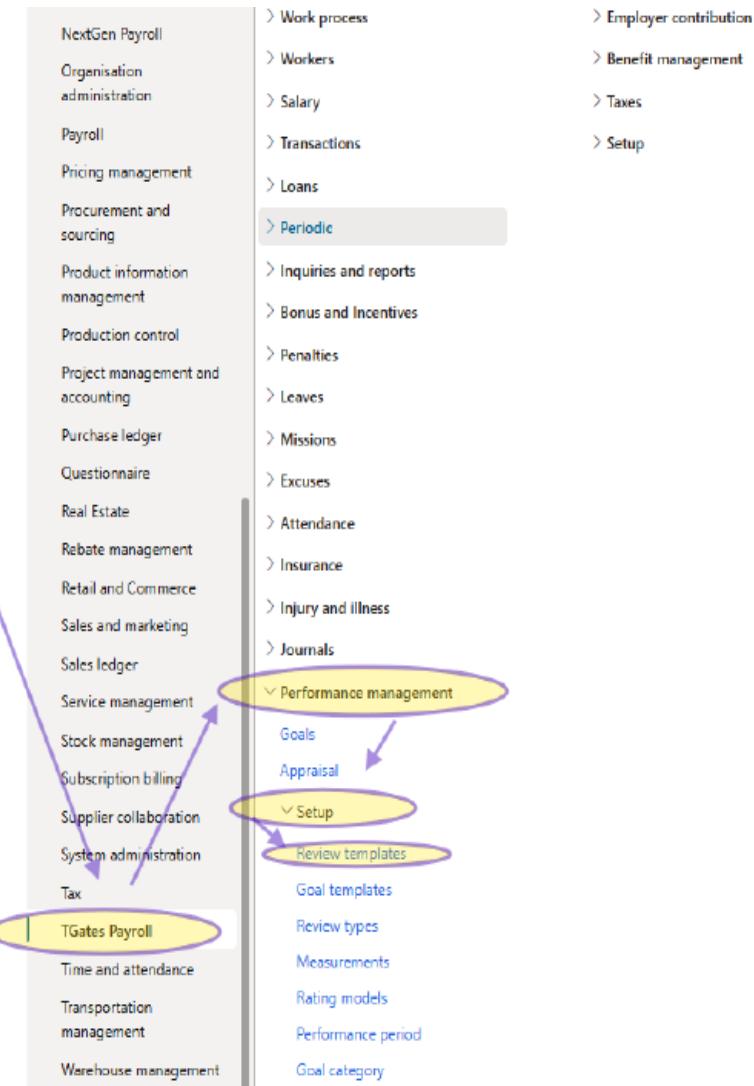
٩- إنشاء نوع المراجعة

ننشئ "Review type" جديد لتحديد قواعد عملية المراجعة وخيارات التوقيع والموافقة



10-إنشاء قالب المراجعة:

ننشئ "Review template" (قالب المراجعة) ونربطه بنوع المراجعة ونموذج التقييم الذي تم إعداده .



11-ربط المقاييس بال قالب:

داخل القالب، نحدد الأوزان والقيم المستهدفة للمقاييس المضافة لربط الأهداف بهيكل التقييم.

Finance and Operations | TGates Payroll > Performance management > Setup > Review templates

Standard view ▾

Review templates

Review template: Q4-2025_ Review templates Is active: Yes

Job family: Position type:

Review Measurements (0) Activities (0) Sign Offs Ratings Attachments General

General

Review type: Q4-2025 Rating: Q4-2025

Description: Review types- Q4

Finance and Operations | TGates Payroll > Performance management > Setup > Review templates

Standard view ▾

Review templates

Review template: Q4-2025_ Review templates Is active: Yes

Job family: Position type:

Review Measurements (1) Activities (0) Sign Offs Ratings Attachments General

Measurements

+ Add measurement Measurement Q4-2025

Add measurement Measurement type: Percentage

Measurement: Q4-2025 Target: 50 Currency: Stretch goal: Weight: 50

Target percent: 90.00

Stretch goal: No

Weight: 90

OK

Finance and Operations | TGates Payroll > Performance management > Setup > Review templates

Standard view ▾

Review templates

Review template: Q4-2025_ Review templates Is active: Yes

Job family: Position type:

Review Measurements (3) Activities (0) Sign Offs Ratings Attachments General

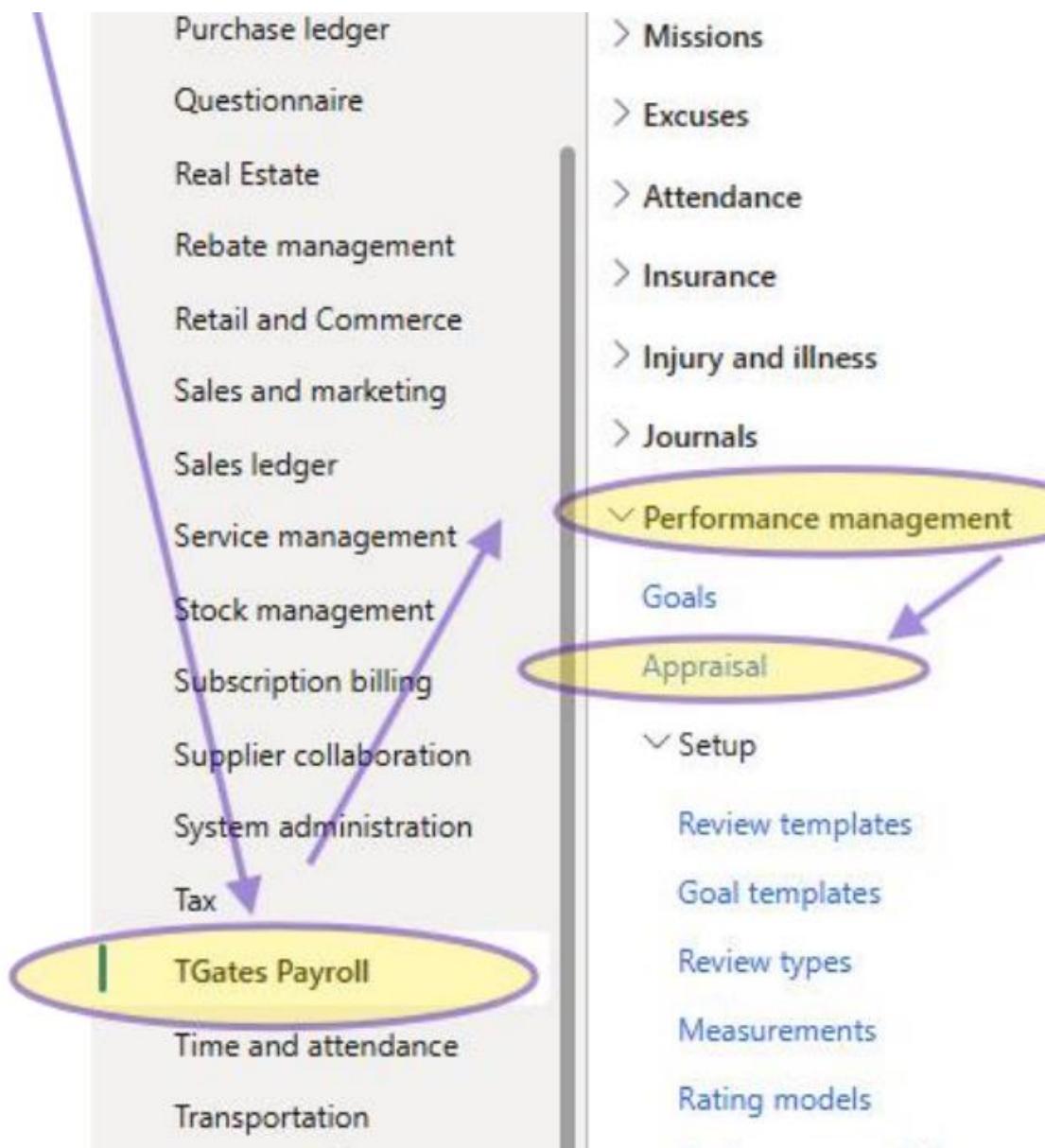
Measurements

+ Add measurement Edit measurement Remove

Measurement	Target	Currency	Stretch goal	Weight
Q4-2025	50			50
Q4-2025	90			90
Q4-2025	80			80

12 - بدء التقييم و اختيار الموظف:

ننتقل إلى "Appraisal" (التقييم)، ونبداً مراجعة جديدة باختيار الموظف المراد تقييمه وتحديد فترة المراجعة له .



New review

Standar Review type Q4-2025

Description Review types- Q4

Performance period Q4-2025

Start date 01/10/2025

End date 31/12/2025

Worker Basma AlaaEldin Rashwan

OK

Worker	Review type	Status	Start date	Perform
Ahmed Mohamed Abdelhak	Group 4 Projec	Not started	07/11/2025	Group 4
Ahmed Elsayed Abdelfattah	Group 4 Projec	Not started	07/11/2025	Group 4
Ahmed Kamal Abdelaziz	Group 4 Projec	Not started	07/11/2025	Group 4
mohamed hamdy abdelnaby	Group 4 Projec	Not started	07/11/2025	Group 4
ahmed salama toto	Group 4 Projec	Not started	07/11/2025	Group 4
abdulla ali yehya	Group 4 Projec	Not started	07/11/2025	Group 4
ahmed mohamed salem	Group 4 Projec	Not started	07/11/2025	Group 4
عمرو دباب	CAI3 Q Reviews	Not started	01/10/2025	CAI3 Q4
Ahmed Osama Ali	AO Performance	Not started	01/10/2025	AO Q4

Standard view

MSDer_Review template Review types- Q4-2025

SELECT WORKERS

Show all workers

Name	Personnel number
David Krüger	12366
Mariam El-Sayed	12399
Hosam Gohary El-Gohary	555666
Mohamed Mansour	M0022
Walaa Ismail Ismail	01000004
Basma AlaaEldin Rashwan	000000789

Performance period Q4-2025

Start date 01/10/2025

End date 31/12/2025

OK

Standard view

Discussion	Description	Worker	Review type	Status	Start date	Perf
003378	Review types- Q4	Basma AlaaEldin Rashwan	Q4-2025	Not started	01/10/2025	Q4-

13- إدخال النتائج والموافقة

ندخل نسبة الإنجاز الفعلي للمقاييس، ثم نراجع التصنيف النهائي (Rating) ونستكمل المواقفات والتوقعات النهائية (Sign Offs)

The screenshot shows the SAP Fiori interface for the 'Appraisal' module. The main content area displays the 'Review types- Q4' page. At the top, there are tabs for 'Review', 'Measurements (3)', 'Activities (0)', 'Ratings', 'Sign offs (2)', 'Attachments', and 'General'. The 'Ratings' tab is currently selected. Below this, a section titled 'Rating' shows the 'Final employee rating' as 'Excellent Performance' with a 'Total goals score' of 95.40. A red arrow points to the 'Sign offs' tab. The right side of the screen shows a navigation bar with various icons.

The screenshot shows the SAP Fiori interface for the 'Appraisal' module. The main content area displays the 'Review types- Q4' page. The 'Sign offs' tab is currently selected. Below this, a section titled 'Sign Offs' shows a list of users assigned to sign off, with Basma AlaaEldin Rashwan selected and a sign-off date of 29/11/2025 18:00:00. A large black bar obscures the middle part of the screen. The right side of the screen shows a navigation bar with various icons.

The screenshot shows the SAP Fiori interface for the 'Appraisal' module. The main content area displays the 'Review types- Q4' page. The 'General' tab is currently selected. Below this, a section titled 'General' contains fields for 'Review type' (Q4-2025), 'Performance period' (Q4-2025), 'Status' (Not started), 'Description' (Review types- Q4), 'Start date' (01/10/2025), 'End date' (31/12/2025), and 'Rating' (Performance Management). The 'Overview' section below is partially visible. The right side of the screen shows a navigation bar with various icons.