01.713.02 – Employee Appraisal Attribute List Master

PROCESS OVERVIEW

This master form is used to link manual as well as system appraisal attribute with Grades, Category & Department. All appraisal attributes cannot link with all grades & category. Different Category, grades may have different appraisal attribute by which performance will be measured.

This particular configuration is done here. Both Manual & system appraisal attribute are linked here. Also, how performance shall be judged is also configured here in appraisal type field

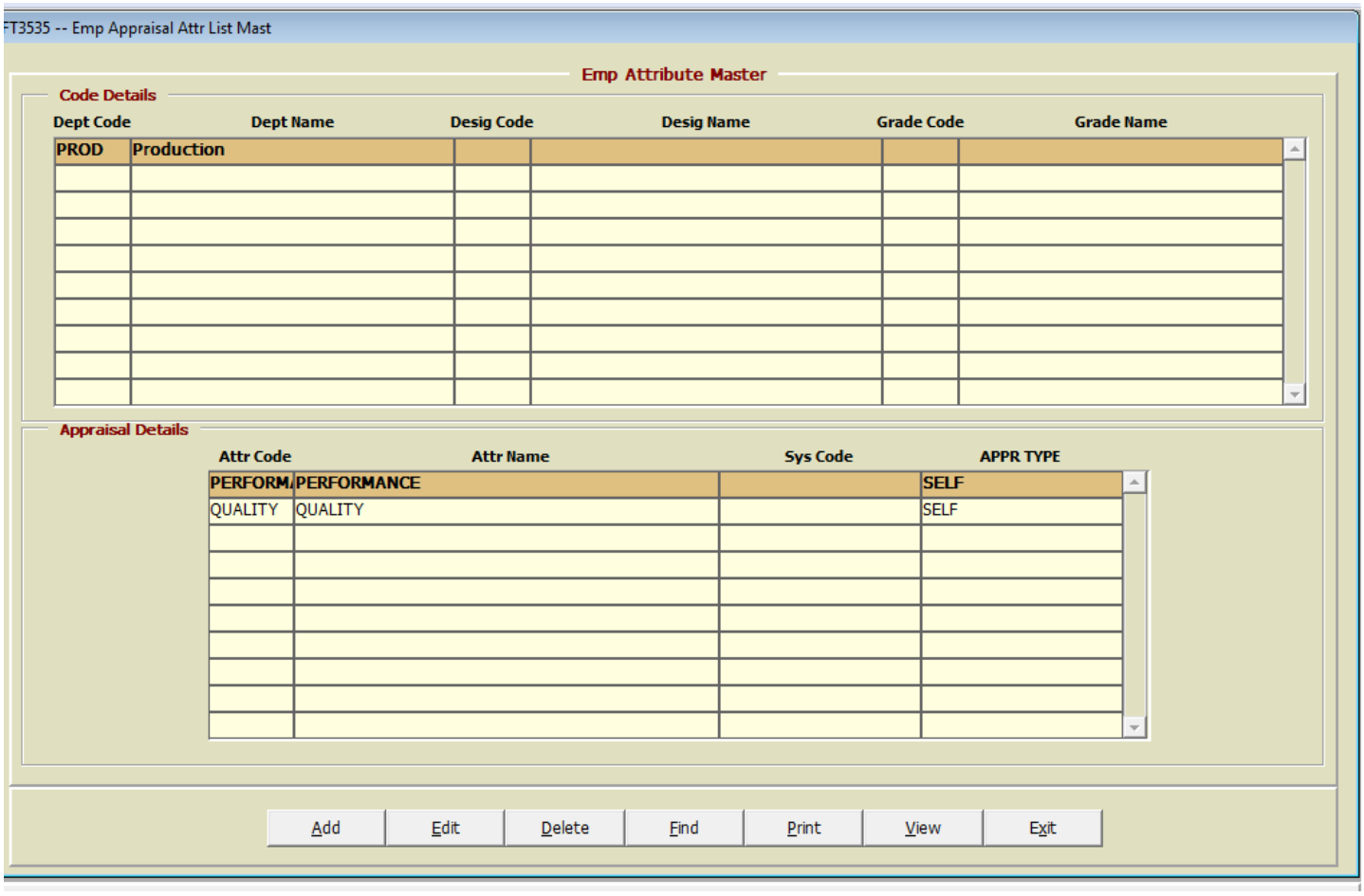
Attributes can be linked to all employees for particular Grade, department & designation.

PROCESS PRE-REQUISITES

To perform this process User Rights are required for the Form specifically for *New*, *Edit*, *Delete* and *Print* function.

Input Fields	Input Details	General Remarks
Dept Code	Department Master	Department code should be defined in department master
Designation	Designation Master	Designation code should be defined in designation master
Grade code	Grade Master	Grade code should be defined in grade master
Attribute code	Appraisal attribute master	Manual attribute should be defined in appraisal attribute master
Sys code	view_emp_appraisal_sys_code	System appraisal attribute should be defined in this view

PROCESS DETAILS

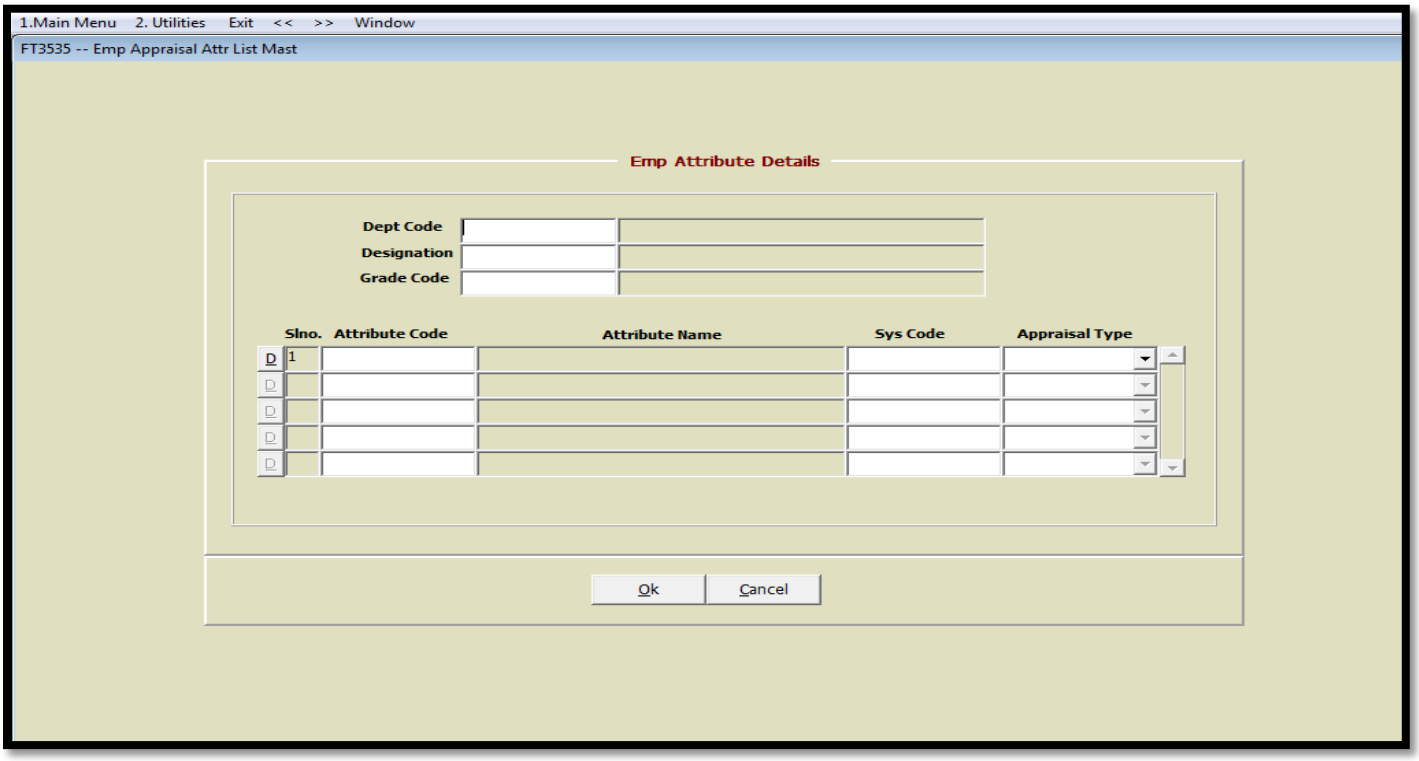


BUTTONS	DESCRIPTION
Add	To Add new record
Edit	To Edit the existing record.
Delete	To Delete existing record
Find	To find records from LOV

Print	To print the record
Exit	To Exit from the open form
Ok	To save the record
Cancel	To Cancel record

Work Step –

Step 1 Press Add button



Step 2 If you want to link manual as well as system attribute with particular grade, department or category then select that. For ex you want to define only manager Grade then select Manager Grade in Grade field rest keep blank.

Step 3 Select manually defined attributes in Attribute Code field

Step 3 Select System Attributes which are to be linked here.
Step 4 Select Appraisal Type
Step 6 Click Ok to save entry

Optional Data Fields

Department code
Designation
Grade code

Tips and Tricks
Not Applicable

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Department code	To Enter Department Code	O	If you want to link appraisal code to particular department then select department code
Designation	To enter Designation	O	If you want to link appraisal code to particular designation then select designation code
Grade Code	To Enter Grade	O	If you want to link appraisal code to particular Grade then select grade code
Attribute code	To Link attribute code	R	As per the attribute master
Sys code	To link system appraisal code	R	Select system attribute code
Appraisal type	To Select appraisal type	R	Select appraisal type