	Document Name	Object Help Document	
	Menu Code	01.713.03	
	Process Name	Employee Appraisal Management	
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01.713.03 – Employee Appraisal Management

PROCESS OVERVIEW

This Master form is used to define the rating slab against each appraisal attribute. Appraisal attributes for which slab shall be defined would be system appraisal attributes. We need to set the rating for Appraisal code on form by putting values into the field. Rating for these system attributes are calculated through system only.

For example: Appraisal Code = Absent

From Value = 1

To Value   = 10

Rating   = 5

It shows that employee who is absent between 1 to 10 days in particular month will get 5 ratings.

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
Employee Appraisal Code	view_emp_appraisal_sys_code	System appraisal codes are defined here

PROCESS DETAILS

1. Open the form Employee Appraisal sys master

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Work Step –

Step 1 Press Add button

Step 2   Select Employee Appraisal Code

Step 3   Enter desired value into From Value

Step 3   Enter desired value into To Value

Step 4   Enter rating

BUTTONS	DESCRIPTION
Add	To Add new record
Edit	To Edit the existing record.
Delete	To Delete existing record
Print	To print the record
Exit	To Exit from the open form
Find	To find records from LOV
Ok	To save the record
Cancel	To Cancel record

Optional Data Fields

Not Applicable

Tips and Tricks

Not Applicable

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FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Employee Appraisal Code	To enter employee appraisal code	R	Enter employee appraisal code on which ratings need to be set
From Value	To enter from value	R	Enter from value
To Value	To enter to value	R	Enter to value
Rating	To enter rating	R	Enter ratings as per employee appraisal code