

INTEGRATED PERSONNEL AND PAYROLL INFORMATION SYSTEM

RBM USER GUIDE

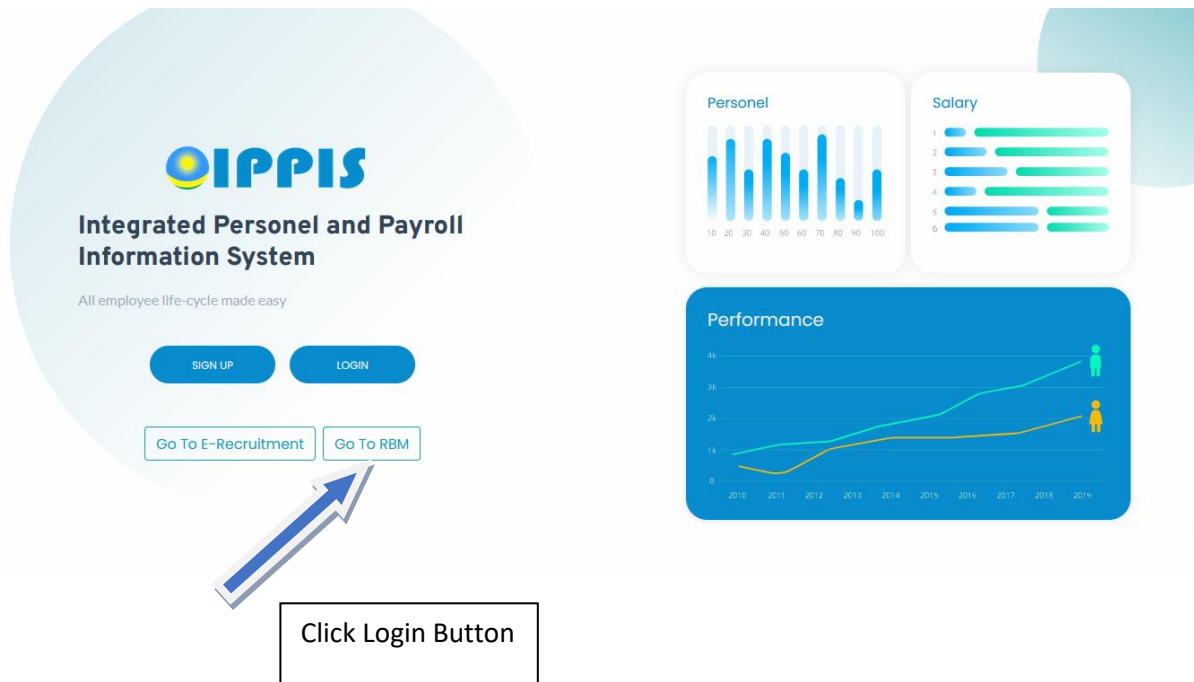
Roles of individuals involved in RBM planning processes

- **The Planner** of respective institution uploads expected results, indicators and targets in the system and assign those indicators to respective office, Department or Unit.
- **The Head of Institution** ascertains whether the indicator is assigned to the right or wrong office, Department or Unit and hence, approves all assigned indicators.
- **Head of each respective office, Department or Unit** uploads activities to each indicator and assigns those activities to the concerned staff for implementation.
- **Manager/ Supervisor** ensures monitoring and evaluation of performance contract for staff under his or her supervisions
- **HR staff** ensures that all employees are placed on right positions and pulls staff under shared services to respective supervisors
- **The staff** implements and reports to activity assigned to him or her.

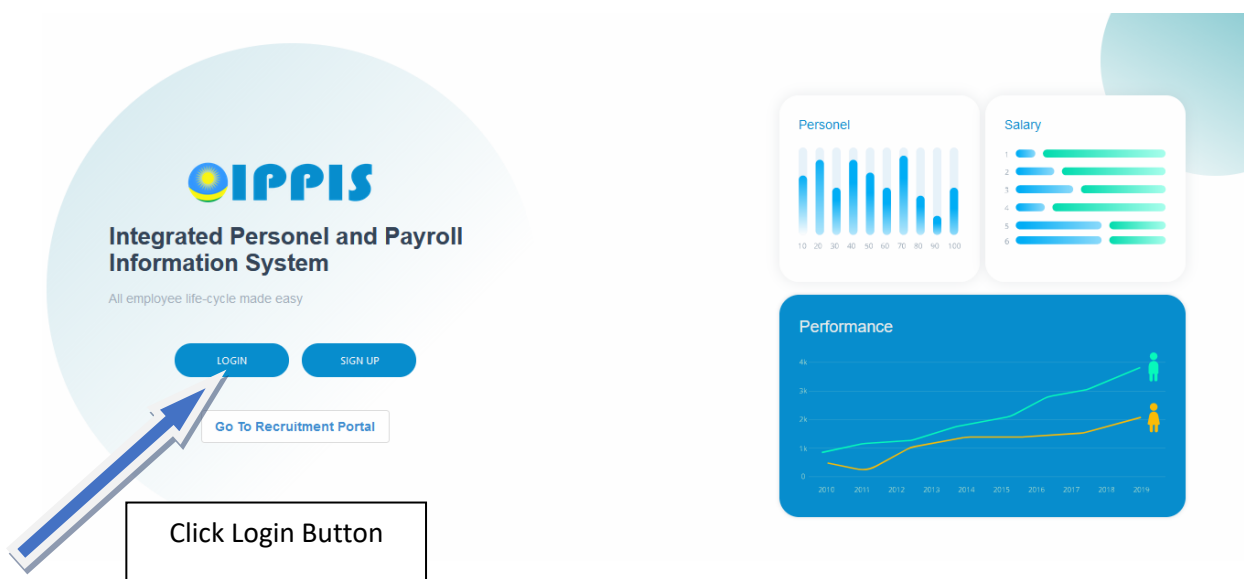
PLANNING

Part I: Planner

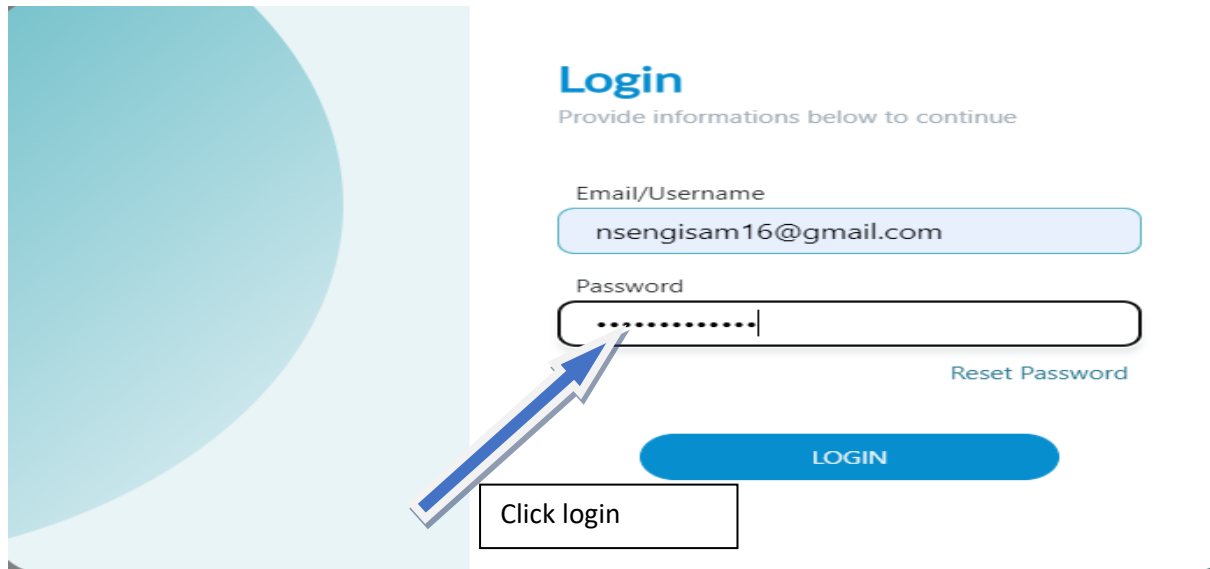
Step 1. Go to RBM Portal



Step 2: Log in the system as Planner



Step 3: Enter Username and Password



The login form is titled "Login" and includes the instruction "Provide informations below to continue". It features two input fields: "Email/Username" containing "nsengisam16@gmail.com" and "Password" with masked characters. A "Reset Password" link is positioned to the right of the password field. A blue "LOGIN" button is at the bottom. A blue arrow points from the "Click login" label to the "LOGIN" button.

Login
Provide informations below to continue

Email/Username
nsengisam16@gmail.com

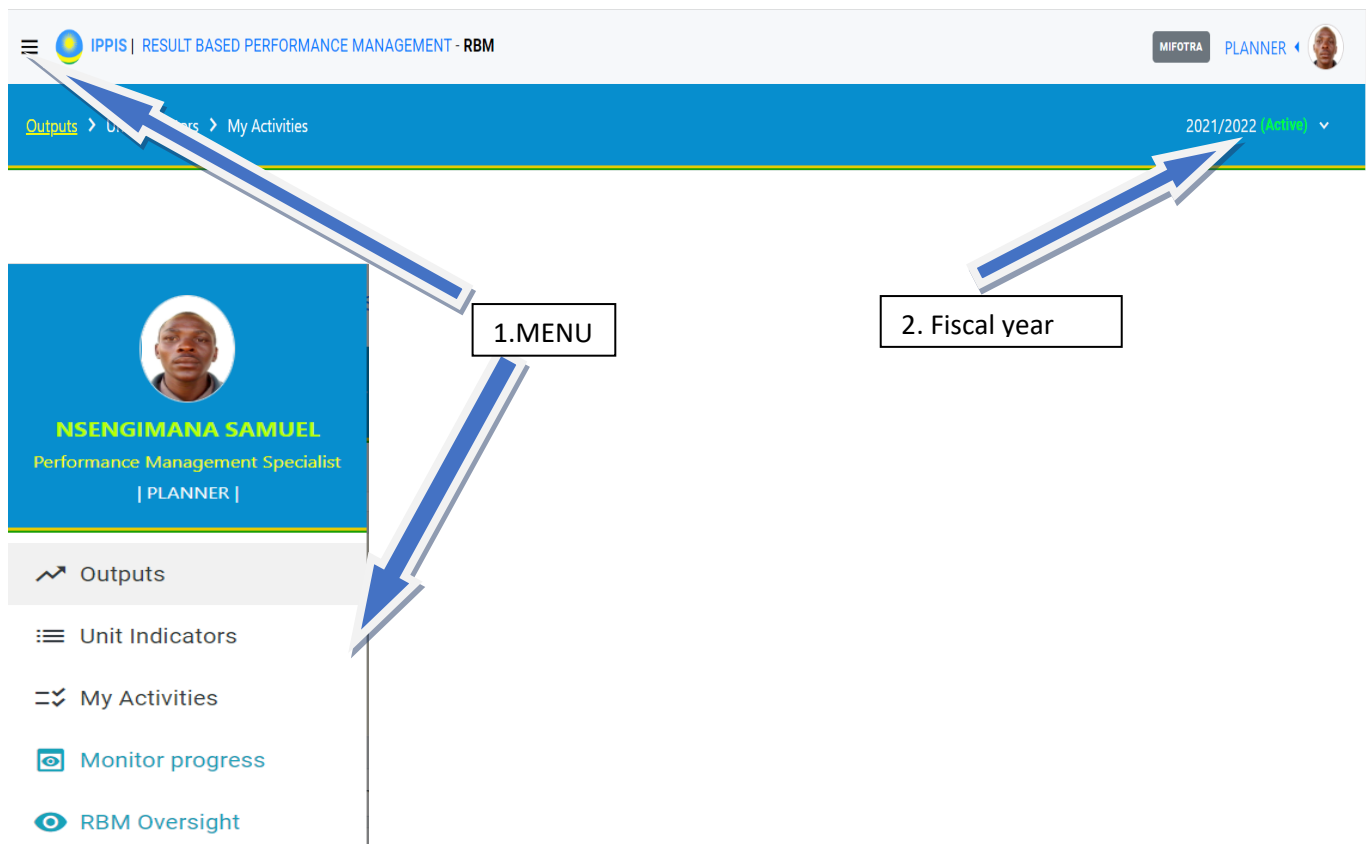
Password
.....

Reset Password

LOGIN

Click login

STEP 4: Adding outputs



The dashboard header shows the logo, "IPPIS | RESULT BASED PERFORMANCE MANAGEMENT - RBM", and user roles "MIFOTRA" and "PLANNER". A breadcrumb trail reads "Outputs > Unit Indicators > My Activities". The fiscal year "2021/2022 (Active)" is shown with a dropdown arrow. The left sidebar displays the user profile for "NSENGIMANA SAMUEL", a "Performance Management Specialist | PLANNER |", and a list of menu items: "Outputs", "Unit Indicators", "My Activities", "Monitor progress", and "RBM Oversight". Two blue arrows with labels point to specific elements: "1.MENU" points to the hamburger menu icon, and "2. Fiscal year" points to the "2021/2022 (Active)" dropdown.

IPPIS | RESULT BASED PERFORMANCE MANAGEMENT - RBM

MIFOTRA PLANNER

Outputs > Unit Indicators > My Activities

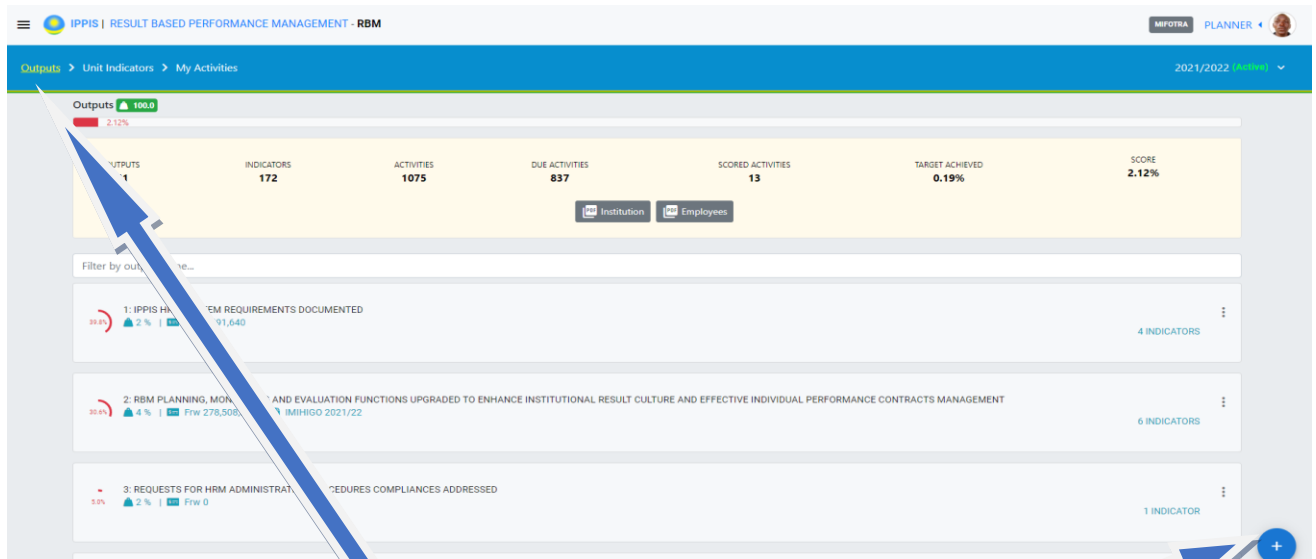
2021/2022 (Active) ▼

1.MENU

2. Fiscal year

NSENGIMANA SAMUEL
Performance Management Specialist
| PLANNER |

- Outputs
- Unit Indicators
- My Activities
- Monitor progress
- RBM Oversight



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2021/2022 (Review)

Outputs > Unit Indicators > My Activities

Outputs 100.0 2.12%

41 172 1075

Filter by output name...

1: IPPIS HRM SYSTEM REQUIREMENTS DOCUMENTED (4 INDICATORS)

2: RBM PLANNING, MONITORING AND EVALUATION FUNCTIONS UPGRADED TO ENHANCE INSTITUTIONAL RESULT CULTURE AND EFFECTIVE INDIVIDUAL PERFORMANCE CONTRACTS MANAGEMENT (6 INDICATORS)

3: REQUESTS FOR HRM ADMINISTRATIVE PROCEDURES COMPLIANCES ADDRESSED (1 INDICATOR)

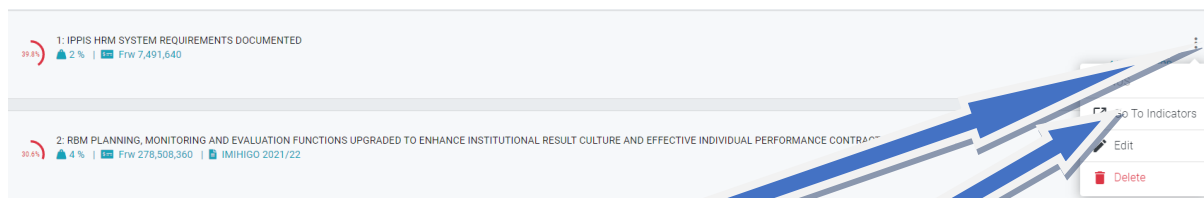
5. Name of output

6. Enter weight, weight can't be zero

7. Enter budget

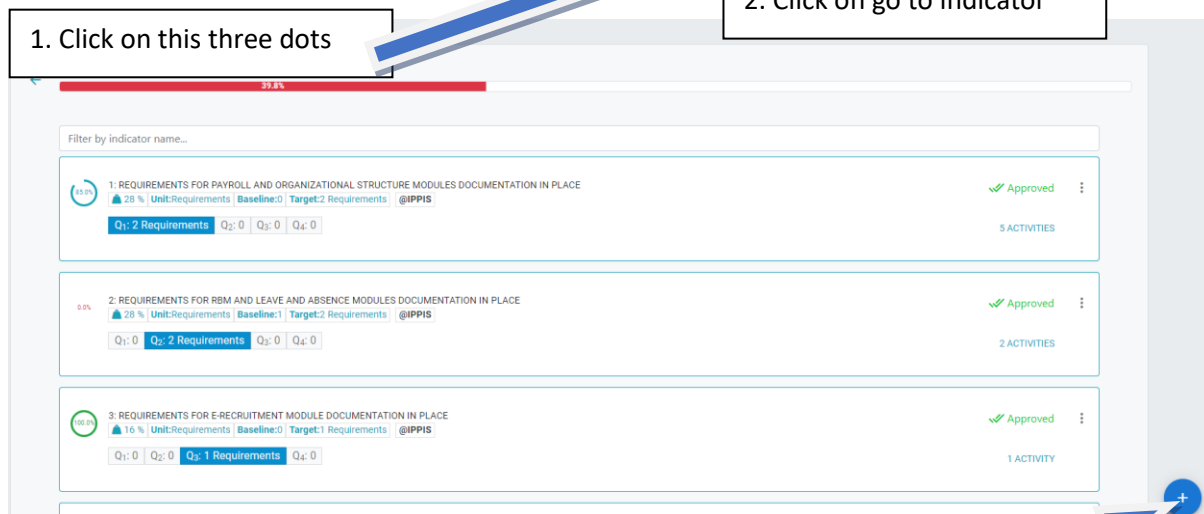
8. Save

STEP 5: Adding indicators



1. Click on this three dots

2. Click on go to indicator



Add New Indicator

3. Click on + sign to add new

Name

Measurement Unit

Weight

Baseline

Annual Target

Q-1 Target **Q-2 Target** **Q-3 Target** **Q-4 Target**

SAVE

4. Name of indicator

5. Measurement unit

6. Annual target

7. Quarterly targets (Q1, Q2, Q3 and Q4)

8. Save

Step 6. Assigning indicators to respective office

The screenshot shows two indicators in a list. The first indicator is titled "1: REQUIREMENTS FOR PAYROLL AND ORGANIZATIONAL STRUCTURE MODULES DOCUMENTATION IN PLACE" and is associated with the user "@IPPIS". It has a progress bar at 28% and a status of "Unit: Requirements". Below the progress bar, there are four buttons: "Q1: 2 Requirements", "Q2: 0", "Q3: 0", and "Q4: 0". The second indicator is titled "2: REQUIREMENTS FOR RBM AND LEAVE AND ABSENCE MODULES DOCUMENTATION IN PLACE" and is also associated with "@IPPIS". It has a progress bar at 0.0% and a status of "Unit: Requirements". Below the progress bar, there are four buttons: "Q1: 0", "Q2: 2 Requirements", "Q3: 0", and "Q4: 0". To the right of the indicators, there is a menu with the following options: "Go To Activities", "Assign indicator", "Edit", and "Delete".

1. Click on three dots

2. Assign indicator

The screenshot shows a dialog box titled "Indicator Assignments" with a close button (X) in the top right corner. The dialog box contains the text "Requirements for Payroll and organizational structure modules documentation in place". Below this text, there is a table with the following columns: "Units assigned", "Unit", and "Assign". The table has four rows:

	Units assigned	
4	Ippis	⊖
3	Spiu	⊖
2	Permanent Secretary's Office	⊖
1	Office of the Minister	⊖

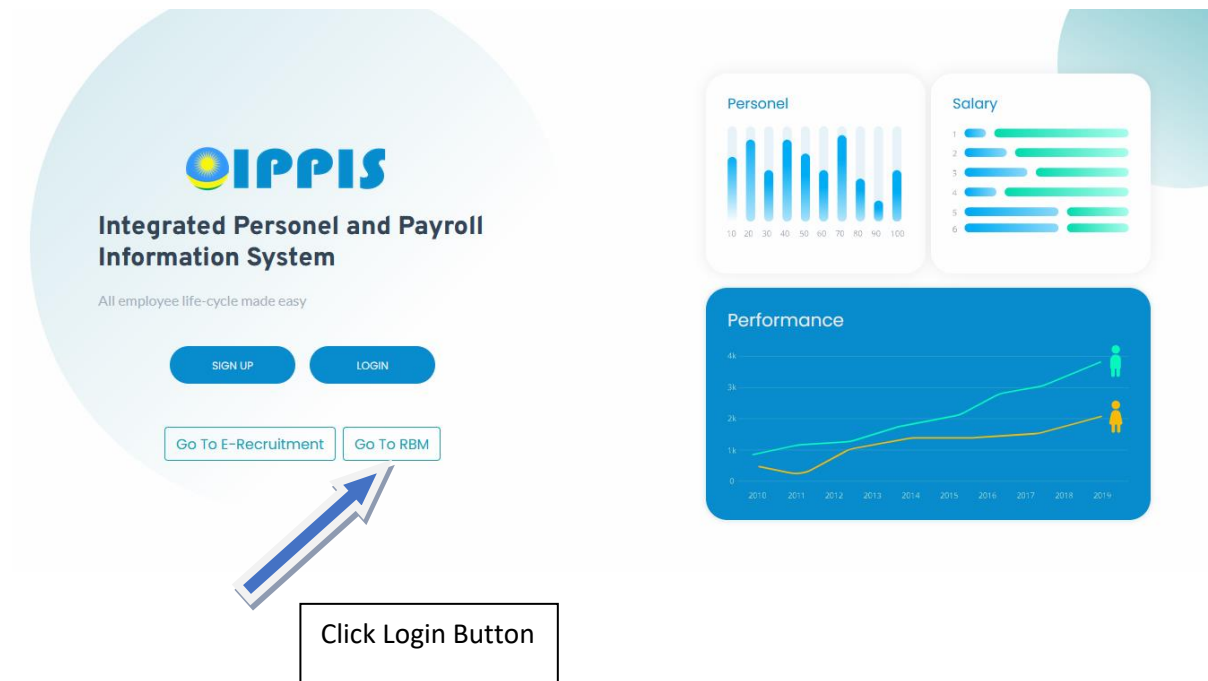
At the bottom of the dialog box, there is a blue button labeled "SAVE".

3. Select unit to be assigned

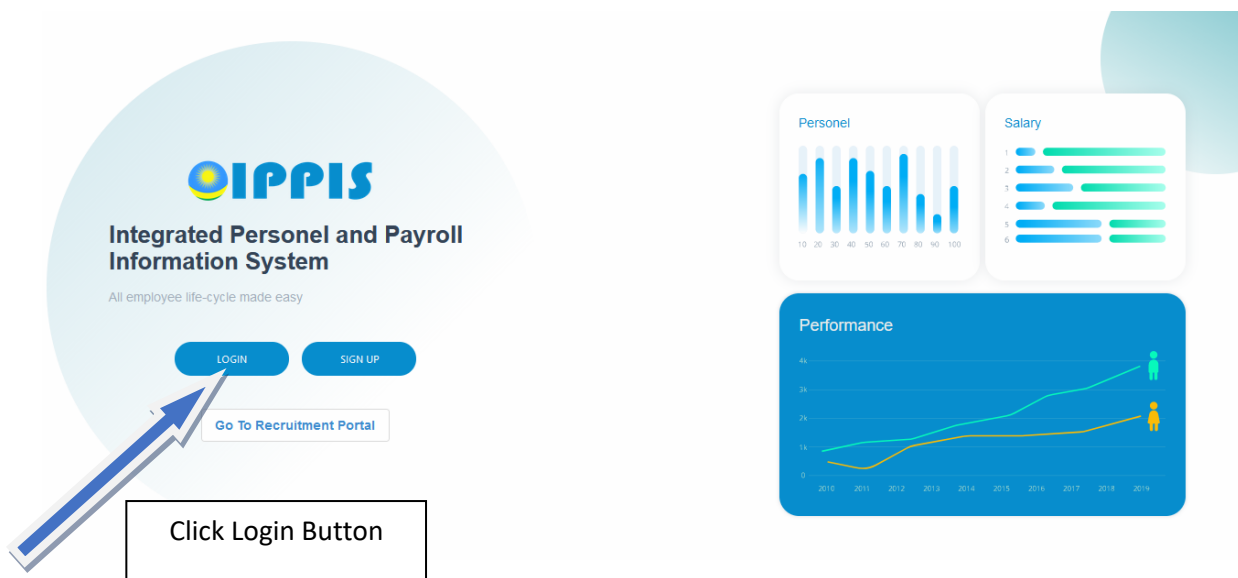
4. Save

Part 2: Technical Head of Institution to Approve Indicators

Step 1. Go to RBM Portal



Step 2: Log in the system as Technical head of institution



Step 3: Enter Username and Password

Login
Provide informations below to continue

Email/Username
nsengisam16@gmail.com

Password
.....

[Reset Password](#)

LOGIN

Click login

IPPIS | RESULT BASED PERFORMANCE MANAGEMENT - RBM

2021/2022 [Active](#)

Outputs	Unit Indicators	My Activities
Outputs 100.0 2.12%	INDICATORS	ACTIVITIES
41	172	1075
Institutional progress		
DUE ACTIVITIES 837		
SCORED ACTIVITIES 14		
TARGET ACHIEVED 0.19%		
SCORE 2.12%		
Institution Employees		
Filter by output name...		
1: IPPIS HRM SYSTEM REQUIREMENTS DOCUMENTED 39.8% 2% Frw 7,491,640 4 INDICATORS		
2: RBM PLANNING, MONITORING AND EVALUATION FUNCTIONS UPGRADED TO ENHANCE INSTITUTIONAL RESULT CULTURE AND EFFECTIVE INDIVIDUAL PERFORMANCE CONTRACTS MANAGEMENT 30.6% 4% Frw 278,508,360 IMIHIGO 2021/22 6 INDICATORS		
3: REQUESTS FOR HRM ADMINISTRATIVE PROCEDURES COMPLIANCES ADDRESSED 5.0% 2% Frw 0 1 INDICATOR		

1. Click on output

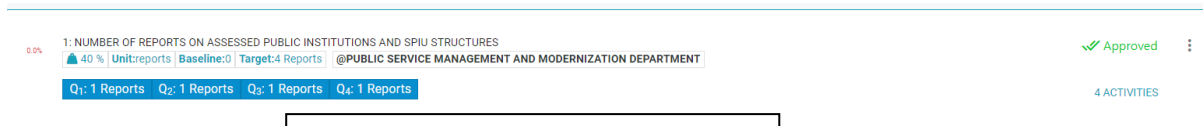
2. Click on three dots

1: IPPIS HRM SYSTEM REQUIREMENTS DOCUMENTED 39.8% 2% Frw 7,491,640	4 INDICATORS
2: RBM PLANNING, MONITORING AND EVALUATION FUNCTIONS UPGRADED TO ENHANCE INSTITUTIONAL RESULT CULTURE AND EFFECTIVE INDIVIDUAL PERFORMANCE CONTRACTS MANAGEMENT 30.6% 4% Frw 278,508,360 IMIHIGO 2021/22	6 INDICATORS

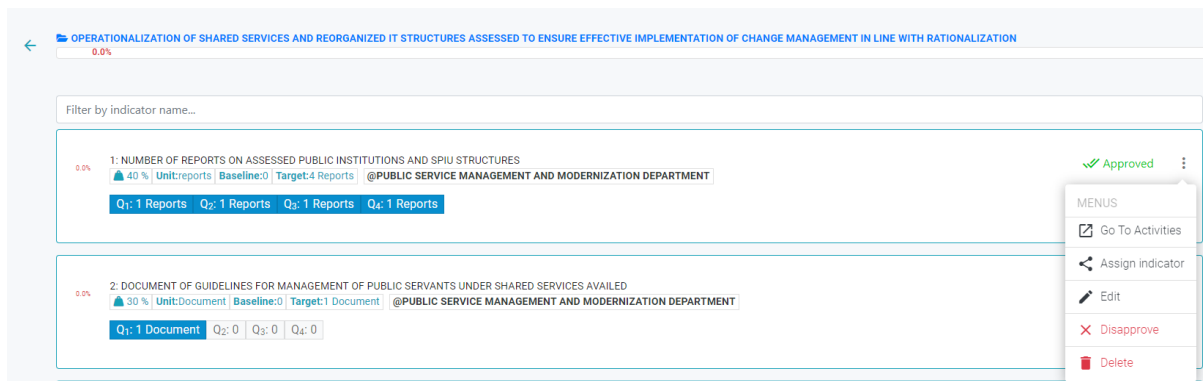
MENUS

- [Go To Indicators](#)
- [Edit](#)
- [Delete](#)

3. Go to indicator



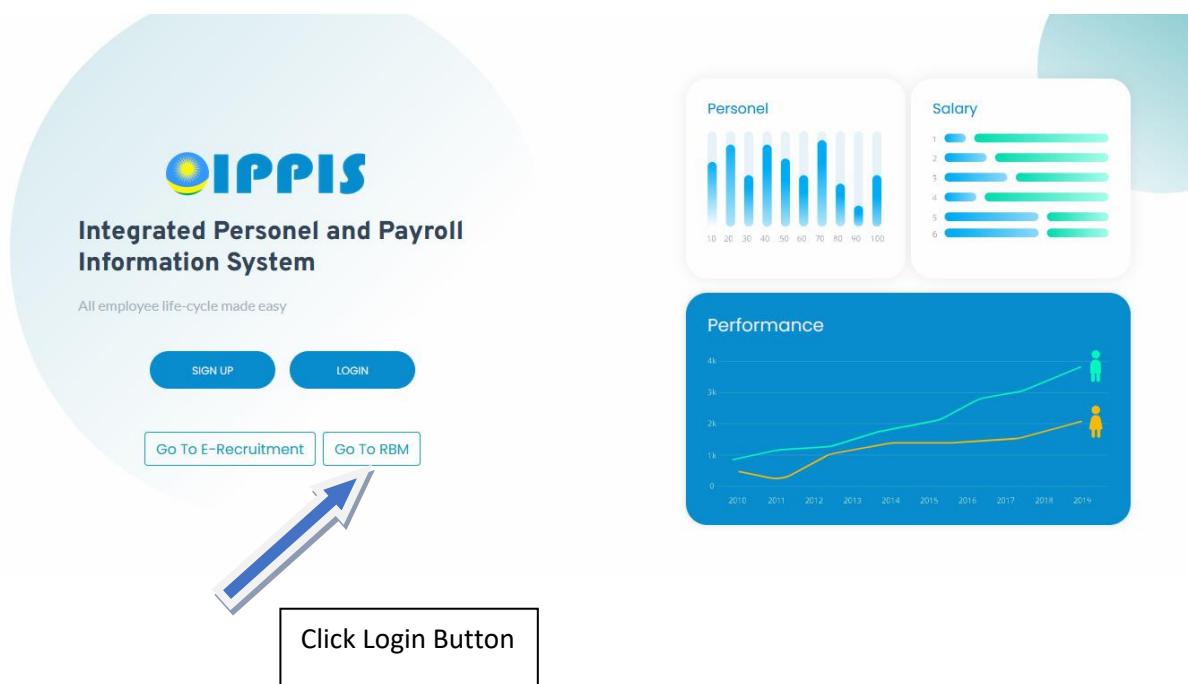
4. Approve and become approved



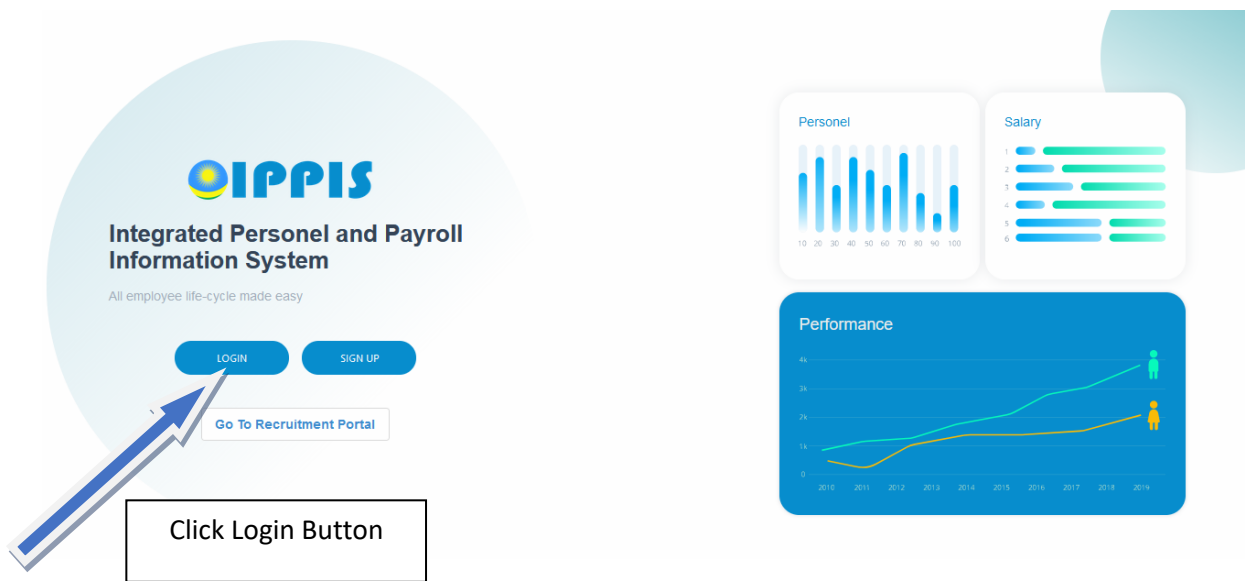
5. Disapprove, when you want to disapproved the approved indicator

Part 3: Head of unit to upload and assign activities

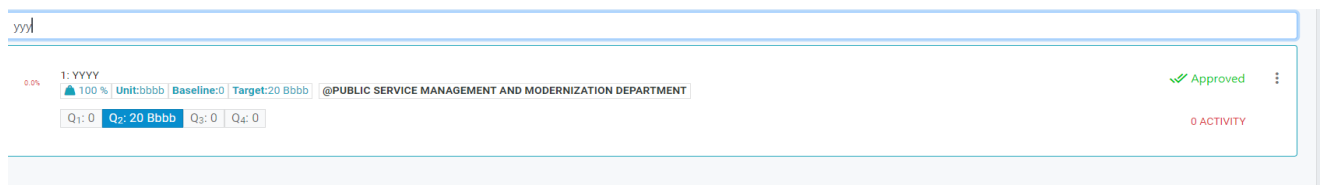
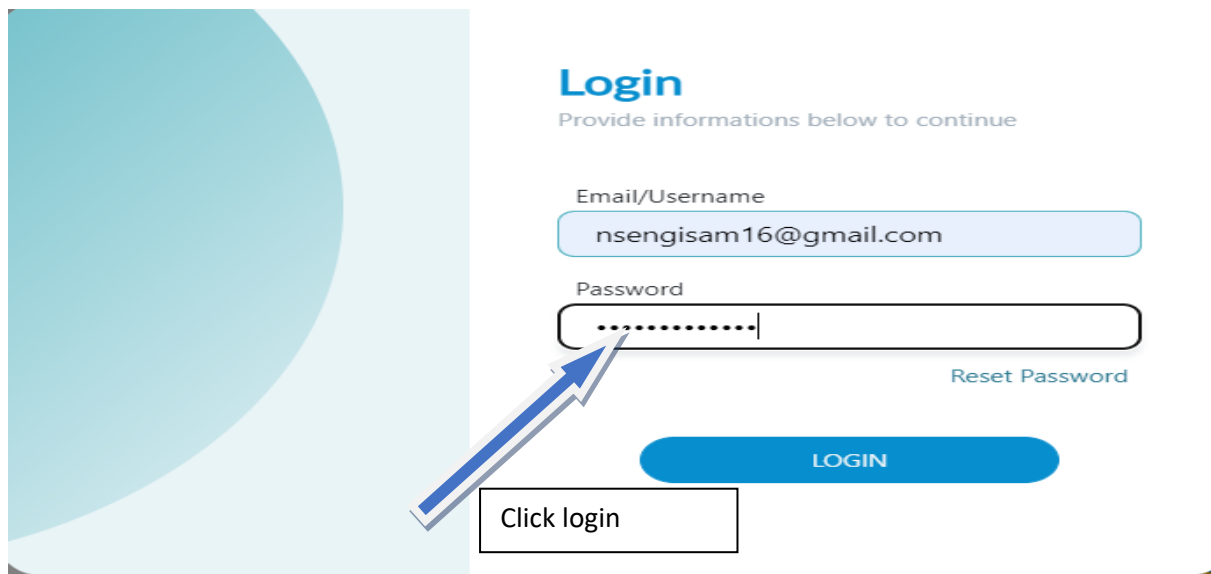
Step 1. Go to RBM Portal



Step 2: Log in the system as head of unit

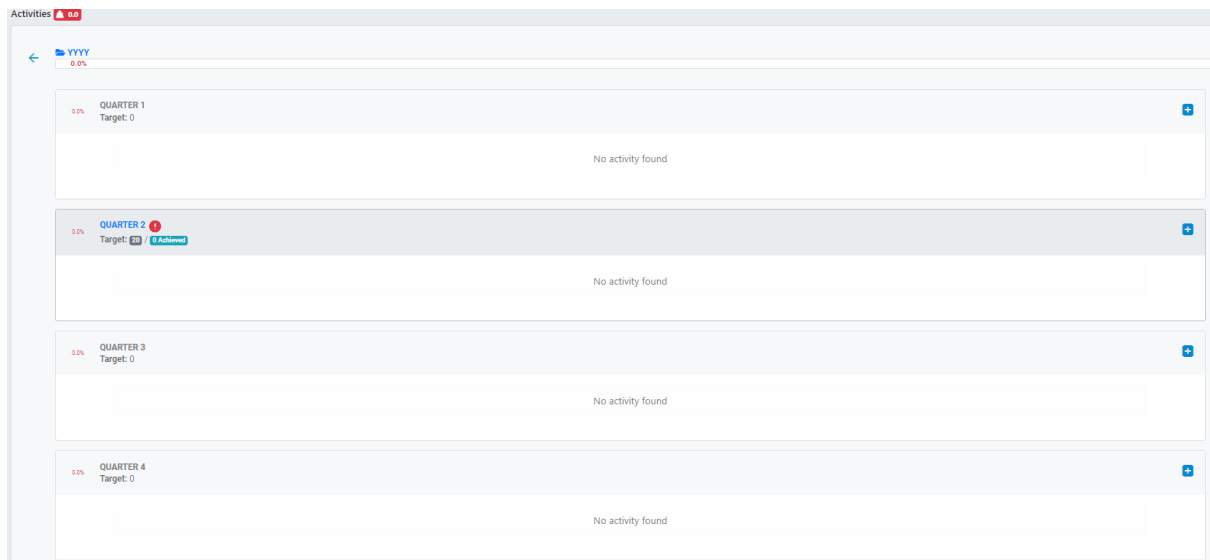


Step 3: Enter Username and Password

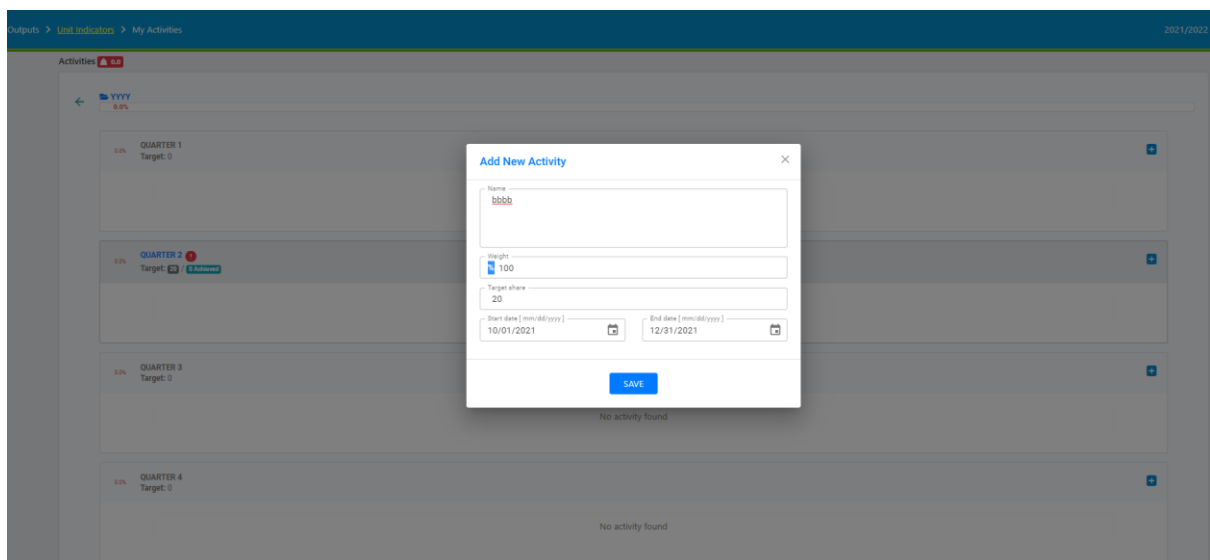


1. Click on unit indicator

2. Click on three dots



3. Click on + to add new activity



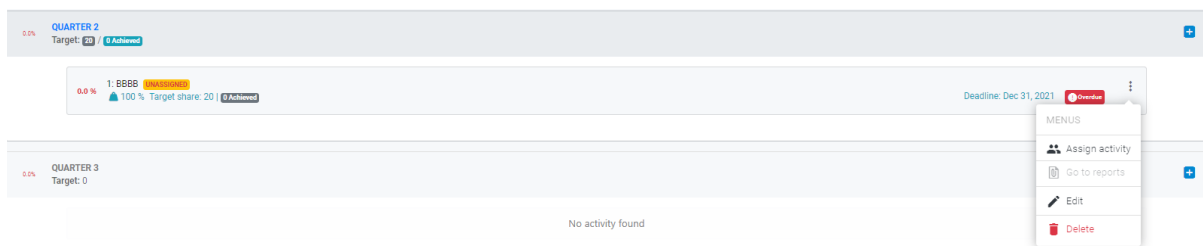
4. Name of activity

5. Add weight

6. Target share

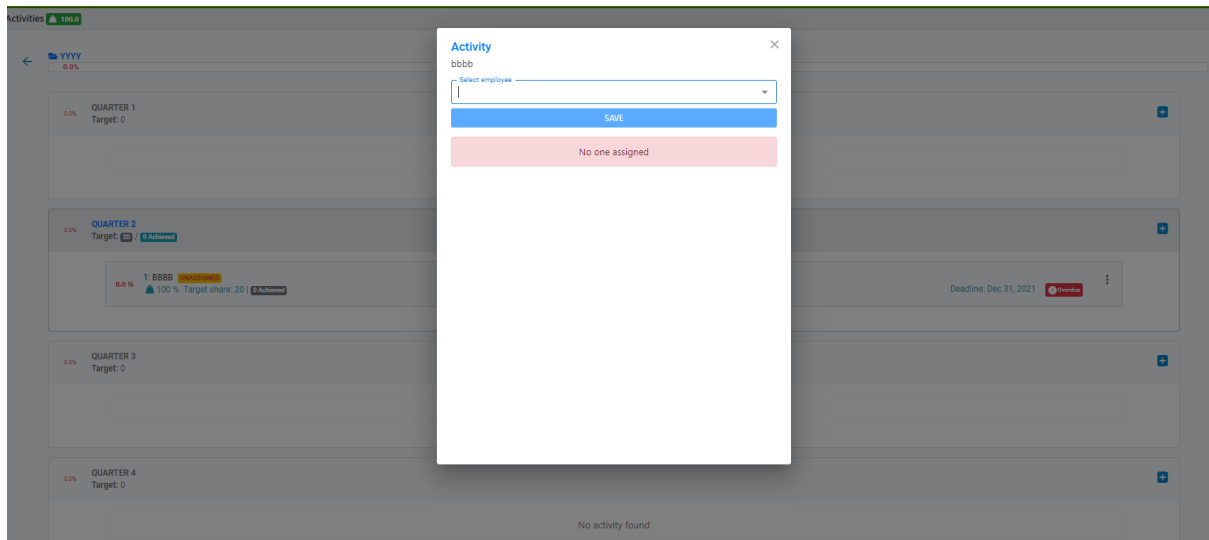
7. Adjust timeframe

2. Step to activity to assign to respective staff



1. Click on three dots

2. Assign activity

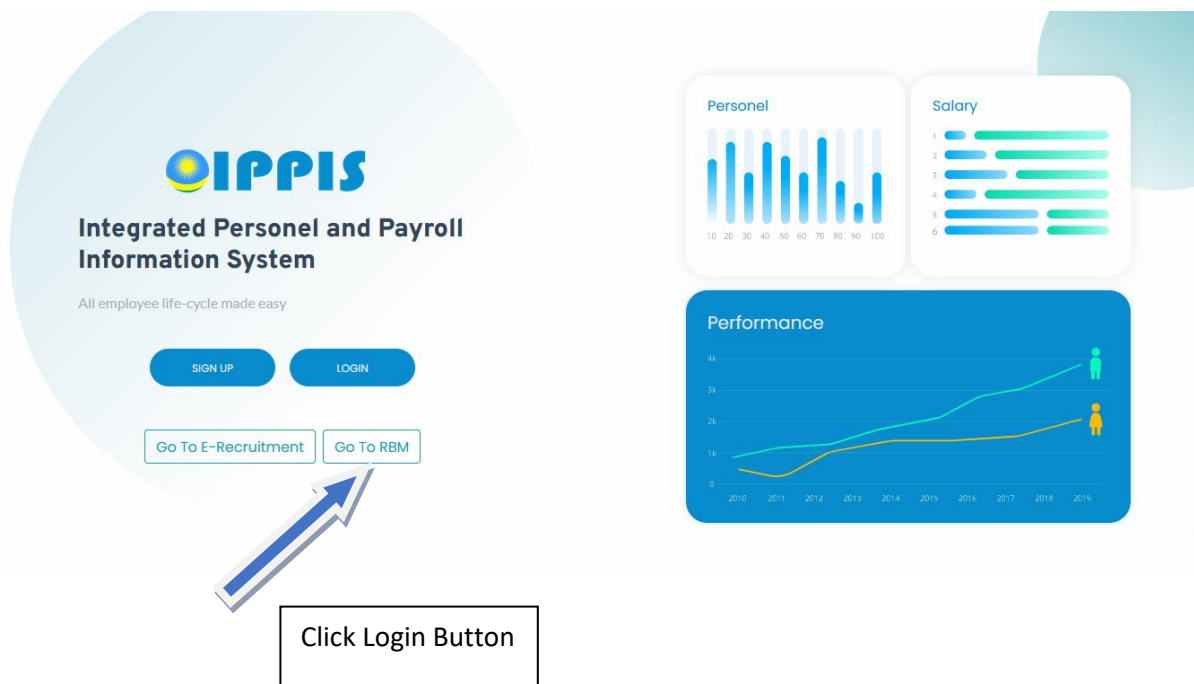


3. Select an employee

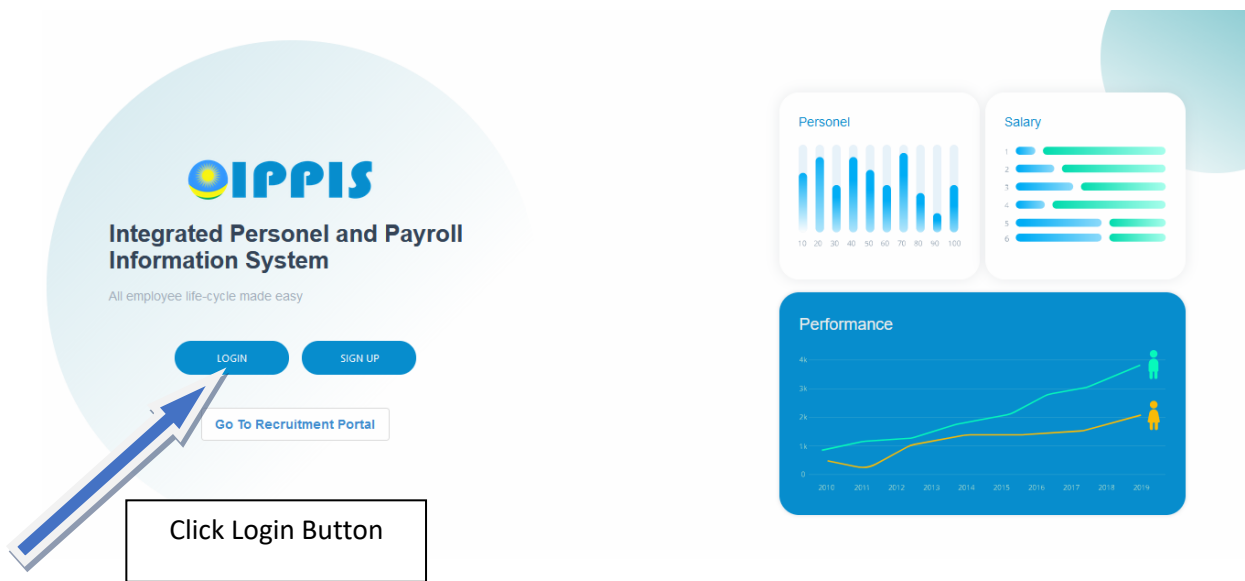
4. Save

Part 4: Employee to see activities assigned to him or her

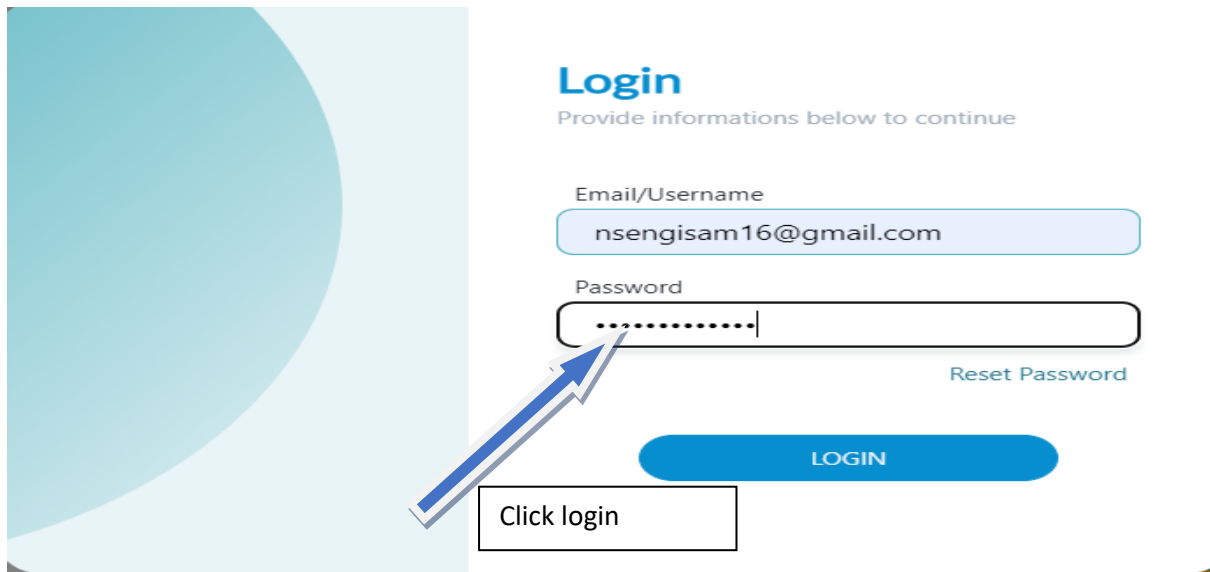
Step 1. Go to RBM Portal



Step 2: Log in the system as employee



Step 3: Enter Username and Password



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NEW USER TECH_HEAD

Outputs > Unit Indicators > My Activities

2021/2022 active

My Activities

NSENGIMANA SAMUEL 62.0%

ACTIVITIES	DUE ACTIVITIES	SCORED ACTIVITIES	TARGET ACHIEVED	MY SCORE
16	15	8	85.22%	62.78%

QUARTER 1 Target: 110 17 Achieved

1. DEVELOP RBM PLANNING FUNCTION TRAINING MATERIALS
0.0% 5% Target share: 0 Samuel Mellon Deadline: Sep 20, 2021 Report
2. INVITE PLANNING STAFF TO ATTEND TRAINING ON UPGRADED RBM PLANNING FUNCTION
0.0% 5% Target share: 0 Samuel Mellon Deadline: Sep 23, 2021 Report
3. PRODUCE TRAINING REPORT ON UPGRADED RBM PLANNING FUNCTION
0.0% 5% Target share: 0 Samuel Mellon Deadline: Sep 23, 2021 Report
4. CONDUCT TRAINING FOR 110 PLANNING STAFF TRAINED ON PROPER USE OF UPGRADED RBM PLANNING FUNCTION
88.2% 50% Target share: 110 17 Achieved Samuel Mellon Deadline: Sep 23, 2021 Report
5. DEVELOP BUSINESS REQUIREMENTS FOR UPGRADED RBM PLANNING FUNCTION
0.0% 70% Target share: 1 17 Achieved Samuel Mellon Deadline: Sep 23, 2021 Report
6. VALIDATE BUSINESS REQUIREMENTS FOR UPGRADED RBM PLANNING FUNCTION
100.0% 50% Target share: 0 Samuel Mellon Deadline: Sep 23, 2021 Report
7. PRODUCE A REPORT OF QUARTER ONE ON RESPONDED REQUESTS RELATED PERFORMANCE MANAGEMENT

Click my activities

REPORTING

QUARTER 2 Target: 0 1 Achieved

1. DEVELOP RBM MONITORING AND EVALUATION FUNCTION TRAINING MATERIALS
0.0% 10% Target share: 0 Samuel Mellon Deadline: Dec 24, 2021 Report
2. INVITE PLANNING STAFF TO ATTEND TRAINING ON UPGRADED RBM MONITORING AND EVALUATION FUNCTIONS
0.0% 5% Target share: 0 Samuel Mellon Deadline: Dec 24, 2021 Report
3. CONDUCT TRAINING FOR 110 PLANNING STAFF TRAINED ON PROPER USE OF UPGRADED RBM MONITORING AND EVALUATION FUNCTIONS

MENU
Assign activity
Go to reports

1. Click on three dots

2. Go to report

Activity reports

Develop RBM monitoring and evaluation function training materials


Target share: 0 Trainees | Planned from: Oct 1, 2021 > To: Dec 24, 2021

Is this activity completed? ☐ Yes ☐ No

Message

Message

Add supporting document

 Choose File No file chosen

SUBMIT

3. Select yes or no

4. Short message

5. Choose file to upload

6. Submit

SCORING

Supervisor



Click on unit indicator



Go to activities



1. Reported

2. Go to reports

Activity reports

Develop RBM planning function training materials

Target share: 0 Trainees | Planned from: Jun 27, 2021 > To: Sep 27, 2021

Apr 15, 2022 4:30 PM by NSENGIMANA Samuel

Employee message

PPT approved

Completed

[Download File \[pdf\]](#)

ACCEPT

REJECT

Accept or reject

REPORTS

You can download the following reports:

1. Institution performance report;
2. Institutional employee performance scores;
3. Unit performance report;
4. Monitoring progress reports (planners for easy monitoring institutional performance);
5. Employee performance report.