

Standard Operating Procedure (SOP) for Work Evaluation Process of Contract Personnel

Part 1 (HR Initiator)

Step-1: With the help of WIN HRMS USER responsibility, Manager or Assistant Manager (HR) will initiate the process.

The screenshot shows the Oracle Applications Home Page for the MPPKVCL ERP-WIN system. On the left, there is a navigation tree under 'Personalize' with various modules like Application Diagnostics, Employee Self-Service, HR Professional V4.0, India HRMS Manager, etc. In the center, there is a 'Worklist' section titled 'Switch User'. It displays a table of notifications with columns: From, Type, Subject, Sent, and Due. The notifications are as follows:

From	Type	Subject	Sent	Due
Dubey, Punit	Contract Appraisal	Request for Appraisal of Mr. Anant Chauria 35420073 has been accepted	25-Nov-2019	
Tagore, Santosh	Contract Appraisal	Request for Appraisal of Mr. Rakesh Patidar 35420271 has been accepted	25-Nov-2019	
Tagore, Santosh	Contract Appraisal	Request for Appraisal of Mr. Rakesh Patidar 35420271 has been rejected by Accepting Officer	25-Nov-2019	
Mohase, Sanjay	Contract Appraisal	Request for Appraisal of Mr. Shivendra Ramchandra Baghel 35631570 has been accepted	19-Nov-2019	
Mohase, Sanjay	Contract Appraisal	Request for Appraisal of Mr. Rajesh Sharma 35420222 has been accepted	19-Nov-2019	
Mohase, Sanjay	Contract Appraisal	Request for Appraisal of Mrs. Jagriti Jain 35420049 has been accepted	19-Nov-2019	
Moravkar, Durga	Contract Appraisal	Request for Appraisal of Mr. Omprakash Shivhare 34470631 has been accepted	05-Nov-2019	

At the bottom of the worklist, there are two tips: **TIP Vacation Rules** - Redirect or auto-respond to notifications, and **TIP Worklist Access** - Specify which users can view and act upon your notifications.

Step 2: Click on initiator button.

The screenshot shows the 'Contract Appraisal Process' window. At the top, there is a radio button group for 'Process Type' with three options: 'Initiator' (which is selected and highlighted with a red box), 'Reporting', and 'Accepting'. Below this, there are fields for 'Employee No' (with a red box around it), 'Employee Name', 'Find' button, 'From Date', 'Place of Posting', 'Clear' button, 'To Date', 'Status', 'Work Evaluation', 'Duration', 'Start Date', and 'End Date'. At the bottom of the window, there are tabs for 'Employee Details', 'Reporting', 'Accepting', and 'Grade Calculation'. The 'Employee Details' tab is active. It contains fields for 'Designation', 'Employee Class', 'Contract Start Date', and 'Contract End Date'. Below this, there is a 'Hierarchy' section with fields for 'Initiator Employee No', 'Initiator Name', 'Initiator Designation', 'Reporting Officer Employee No', 'Reporting Officer Name', 'Reporting Officer Designation', 'Accepting Officer Employee No', 'Accepting Officer Name', and 'Accepting Officer Designation'. A small pop-up window titled 'Open' is visible on the right side of the main window. The taskbar at the bottom shows several icons and the date/time '24-12-19 1:23 PM'.

Step 3: Fill employee no, From date & To date then Click on find button.

Step 4: Fill the Reporting Officer and Accepting officer Employee no. and click on Save button.

Oracle Applications - PRODCLON: Data has been refreshed as on date 11-Dec

File Edit View Folder Tools Window Help

Contract Appraisal Process

Process Type: Initiator

Employee No: 35612422

From Date: 10-JAN-2018

To Date: 09-JAN-2019

Place of Posting: AE/JE-Distribution Center Mahidpur City

Find

Clear

Status:

Work Evaluation: Duration: Full

Start Date: End Date:

Employee Details Reporting Accepting Grade Calculation

Employee Details

Designation: Line Attendant

Employee Class: Class IV

Contract Start Date: 10-JAN-2017

Contract End Date:

Hierarchy

Initiator Employee No: 89427767

Reporting Officer Employee No:

Accepting Officer Employee No:

Initiator Name: Ms. Vaibhavi Ashok Mane

Initiator Designation: Assistant Manager (HR)

Reporting Officer Name:

Reporting Officer Designation:

Accepting Officer Name:

Accepting Officer Designation:

Save Submit Reject

Open

EN ? 1:34 PM 24-12-19

Initiator Employee No: 89427767	Initiator Name: Ms. Vaibhavi Ashok Mane	Initiator Designation: Assistant Manager (HR)
Reporting Officer Employee No: 34360775	Reporting Officer Name: Mr. Rahul Rai	Reporting Officer Designation: Assistant Engineer
Accepting Officer Employee No: 91610153	Accepting Officer Name: Mr. Ashish Acharya	Accepting Officer Designation: Executive Engineer

Oracle Applications - PRODCLON: Data has been refreshed as on date 11-Dec

File Edit View Folder Tools Window Help

Contract Appraisal Process

Process Type: Initiator

Employee No: 35612422

From Date: 10-JAN-2018

To Date: 09-JAN-2019

Place of Posting: AE/JE-Distribution Center Mahidpur City

Find

Clear

Status:

Work Evaluation: Duration: Full

Start Date: End Date:

Employee Details Reporting Accepting Grade Calculation

Employee Details

Designation: Line Attendant

Employee Class: Class IV

Contract Start Date: 10-JAN-2017

Contract End Date:

Hierarchy

Initiator Employee No: 89427767

Reporting Officer Employee No: 34360775

Accepting Officer Employee No: 91610153

Initiator Name: Ms. Vaibhavi Ashok Mane

Initiator Designation: Assistant Manager (HR)

Reporting Officer Name: Mr. Rahul Rai

Reporting Officer Designation: Assistant Engineer

Accepting Officer Name: Mr. Ashish Acharya

Accepting Officer Designation: Executive Engineer

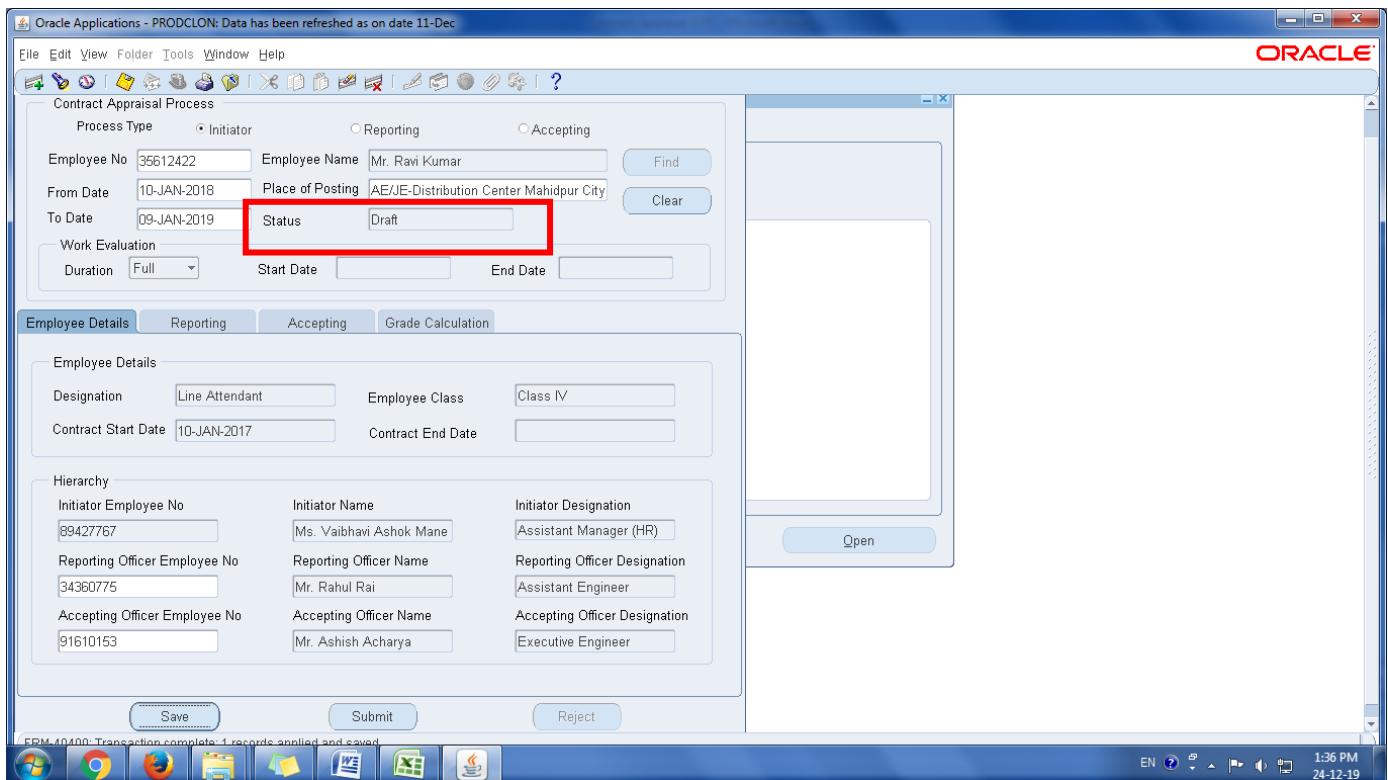
Save Submit Reject

Open

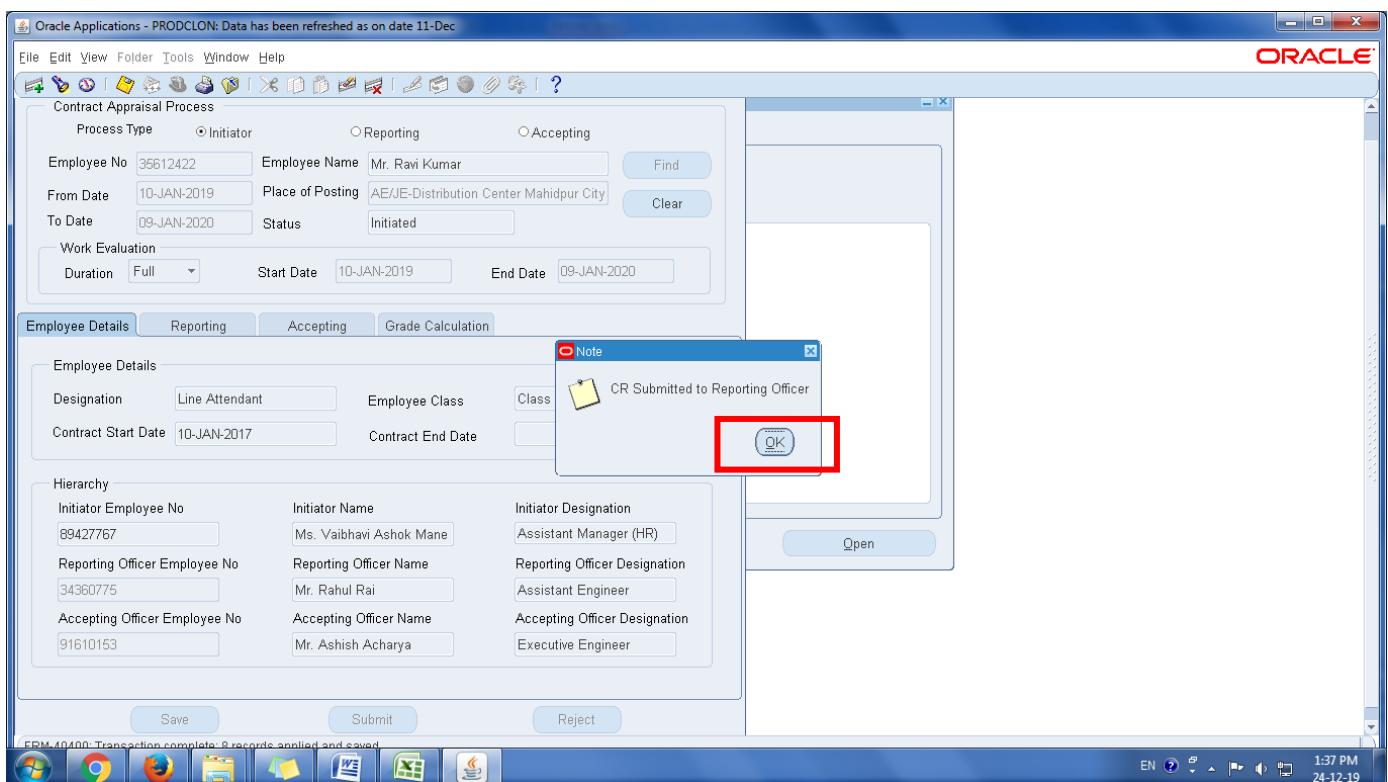
EN ? 1:35 PM 24-12-19

Initiator Employee No: 89427767	Initiator Name: Ms. Vaibhavi Ashok Mane	Initiator Designation: Assistant Manager (HR)
Reporting Officer Employee No: 34360775	Reporting Officer Name: Mr. Rahul Rai	Reporting Officer Designation: Assistant Engineer
Accepting Officer Employee No: 91610153	Accepting Officer Name: Mr. Ashish Acharya	Accepting Officer Designation: Executive Engineer

Step 5: As soon as you click on Save button the status will change from blank to **Draft** mode.



Step 6: Click on **Submit** button, A pop-up box will appear click on **OK** button.



Part 2 (Reporting Officer)

Step 1: After submission by initiator the Reporting officer will receive a notification. To fill work evaluation, the Reporting officer needs to navigate through “Employee Self Service” responsibility.

The screenshot shows the Oracle Applications Home Page. The Main Menu on the left has a red box around the 'Employee Self-Service' option. The Worklist on the right shows a table with notifications:

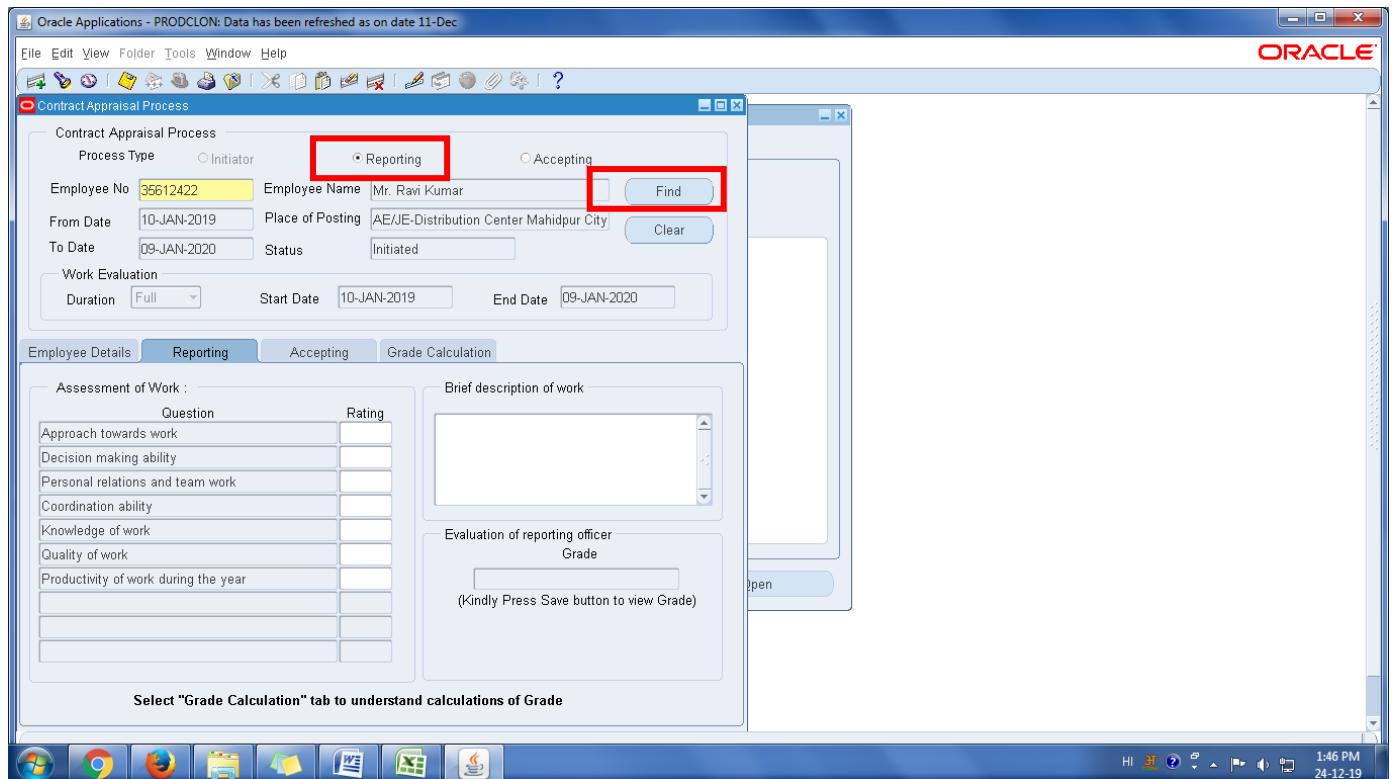
From	Type	Subject	Sent	Due
HR	Leave	Leave of Absence for Katva, Mona (proposed by Bramhwanshi, Lalita)	20-Dec-2019	19-Dec-2020
Mane, Vaibhavi	Contract Appraisal	Request for Appraisal of Mr. Ravi Kumar 35612422 pending on you for Reporting	24-Dec-2019	
	Work Order	Work Order Issued for Project 209592	29-Nov-2019	

At the bottom, there is a note: **✓ TIP Vacation Rules - Redirect or auto-respond to notifications.** and **✓ TIP Worklist Access - Specify which users can view and act upon your notifications.**

Step 2: Click on Contract Appraisal Process.

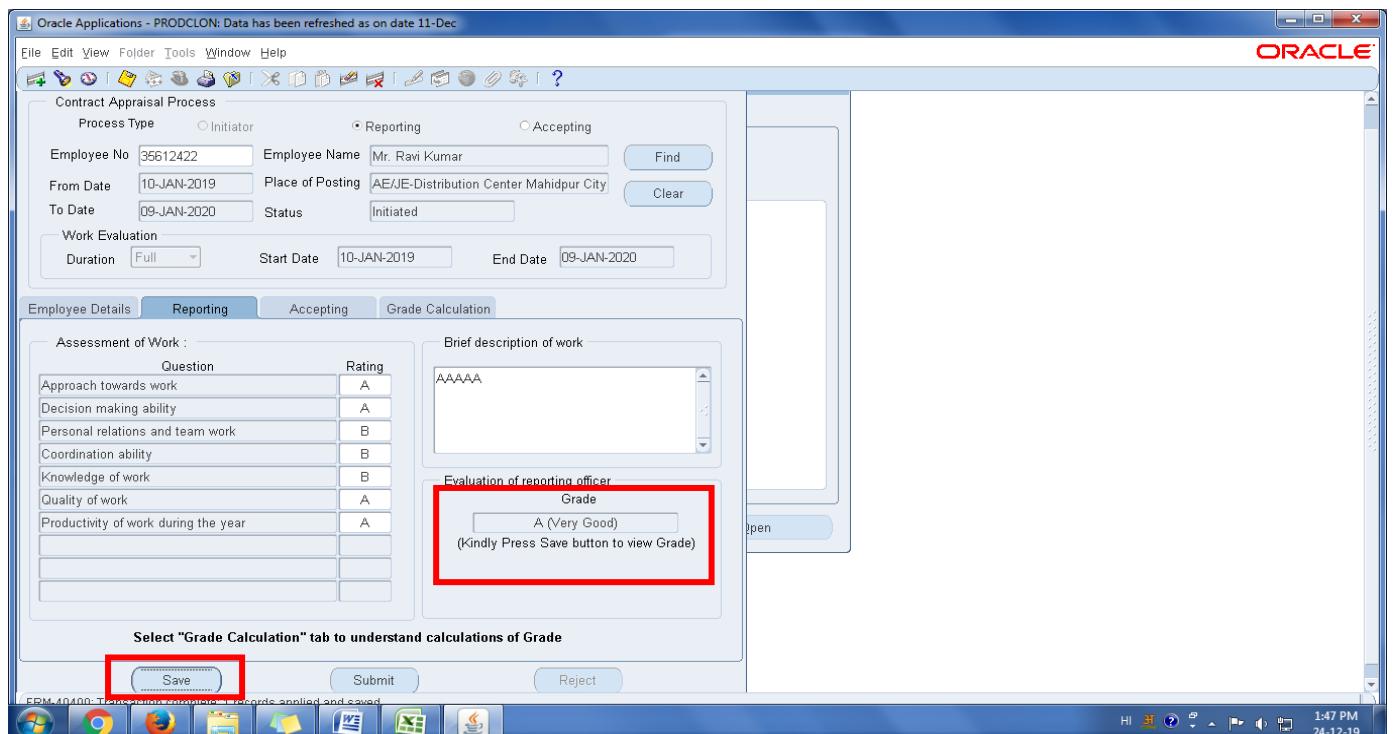
The screenshot shows the Oracle Applications Home Page. The Main Menu on the left has a red box around the 'Contract Appraisal Process' option under 'Employee Self-Service'. The Worklist on the right shows the same table of notifications as the previous screenshot.

Step 3: On Clicking **Contract Appraisal Process** a JAVA page will open, here click on **Reporting** button then select employee from the list of values in employee no. TAB and click on **Find** button.

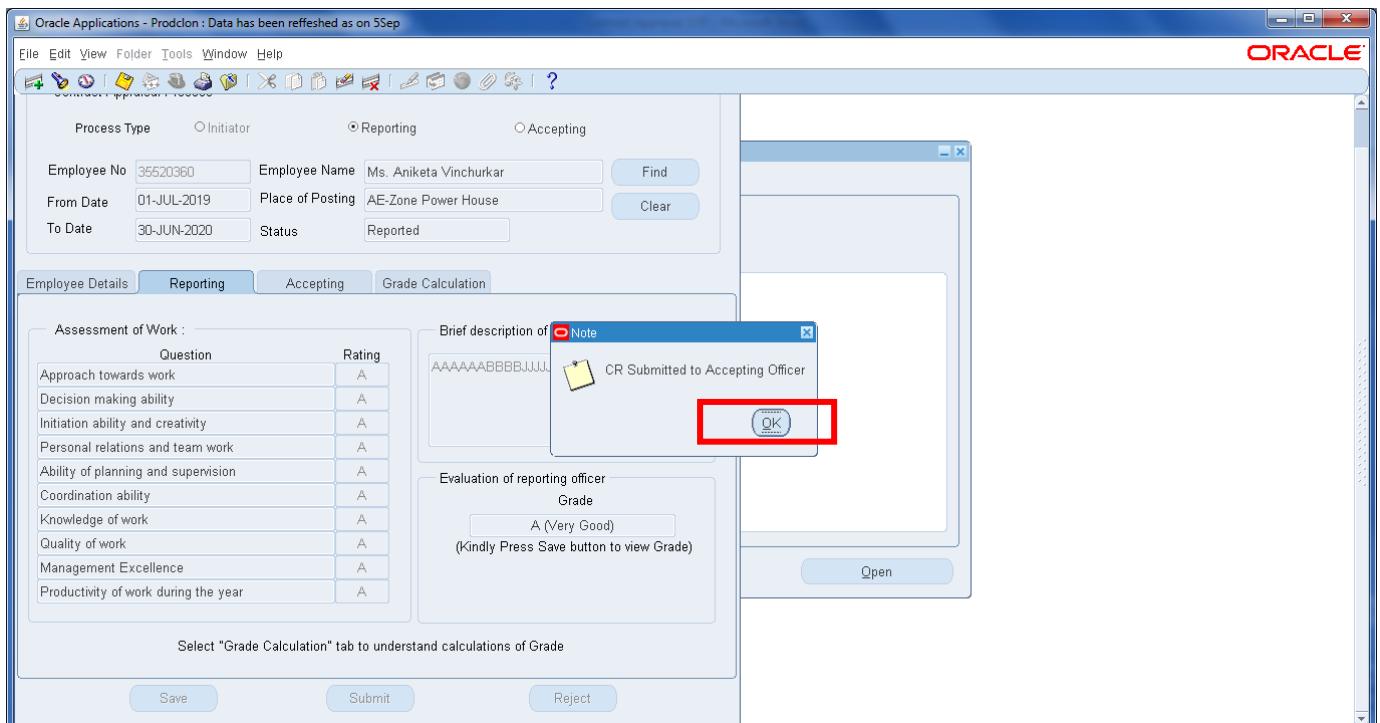


Step 4: Give Assessment against each question by clicking on the rating TAB and filling “Brief description of work”, click on **Save** button. Once the Assessment is saved then an overall grading will appear automatically.

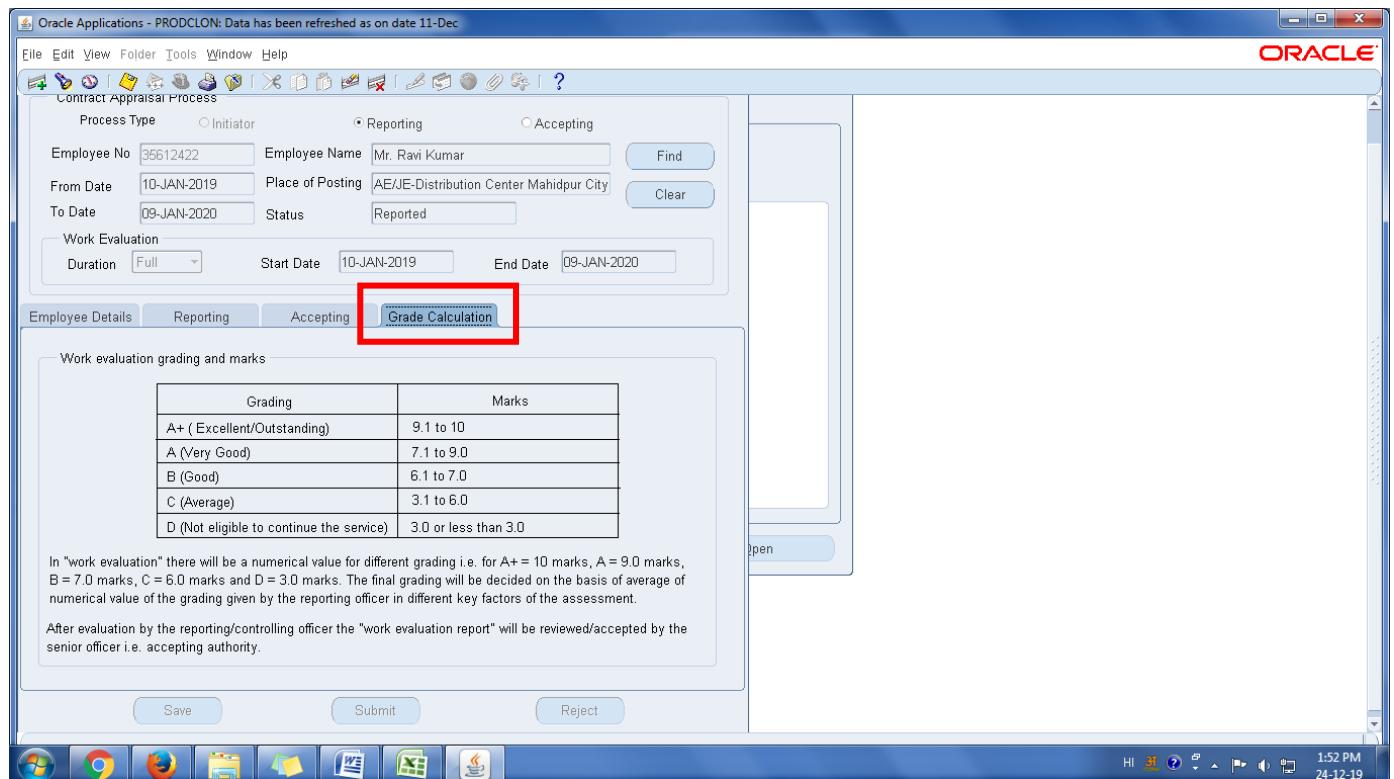
NOTE: The overall grading will be non-editable.



Step 5: Click on **Submit** button and then a pop-up box will appear click on **OK** button, thus the CR will be submitted to the accepting officer.



Note: To understand how grade is calculated click on **Grade Calculation TAB**.



Part-3 (Accepting Officer)

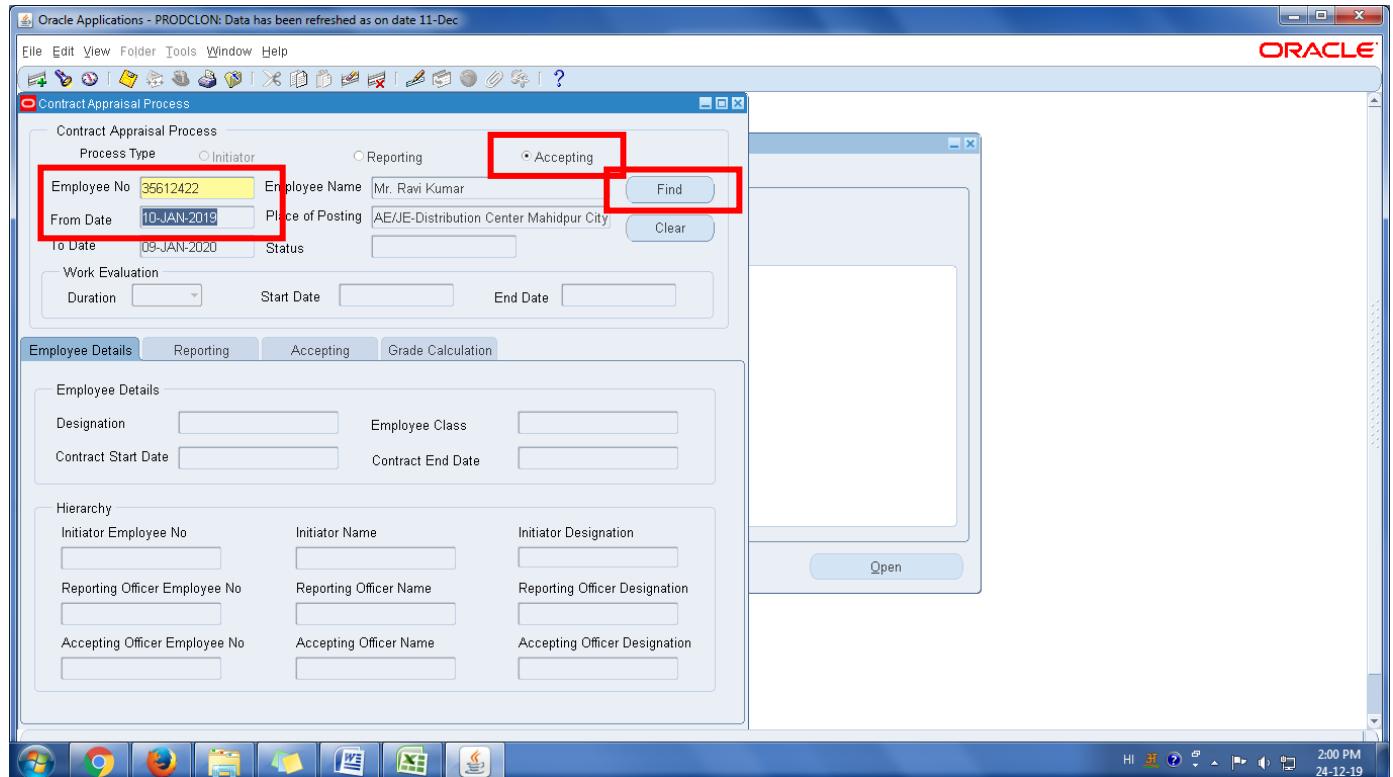
Step 1: After submission by the Reporting officer, the Accepting officer will receive a notification. To fill work evaluation, the Accepting officer needs to navigate through “Employee Self Service” responsibility.

The screenshot shows the Oracle Applications Home Page with the title "MPPKVVCI ERP-WIN". The main menu on the left is expanded to show the "Employee Self-Service" responsibility, which is highlighted with a red box. The "Worklist" section on the right displays a grid of tasks. The columns are "From", "Type", "Subject", "Sent", and "Due". The "Subject" column contains links to specific items. The "From" column shows names like Rai, Rahul, Sharma, Dhaneshwari, Tiwari, Ramswaroop, and Mishra, Ravi. The "Type" column includes "Contract Appraisal", "Leave of Absence", "Work Order", and "XXPA_CRA Workflow". The "Subject" column contains descriptions such as "Request for Appraisal of Mr. Ravi Kumar 35612422 pending on you for Accepting", "Leave of Absence for Nigam, Naresh", and "Purchase Requisition 9811 for Kumar, Bikash (99000.00 INR)". The "Sent" and "Due" columns show dates ranging from 24-Dec-2019 to 09-Dec-2020. The status bar at the bottom right shows "EN 1:55 PM 24-12-19".

Step 2: Click on Contract Appraisal Process.

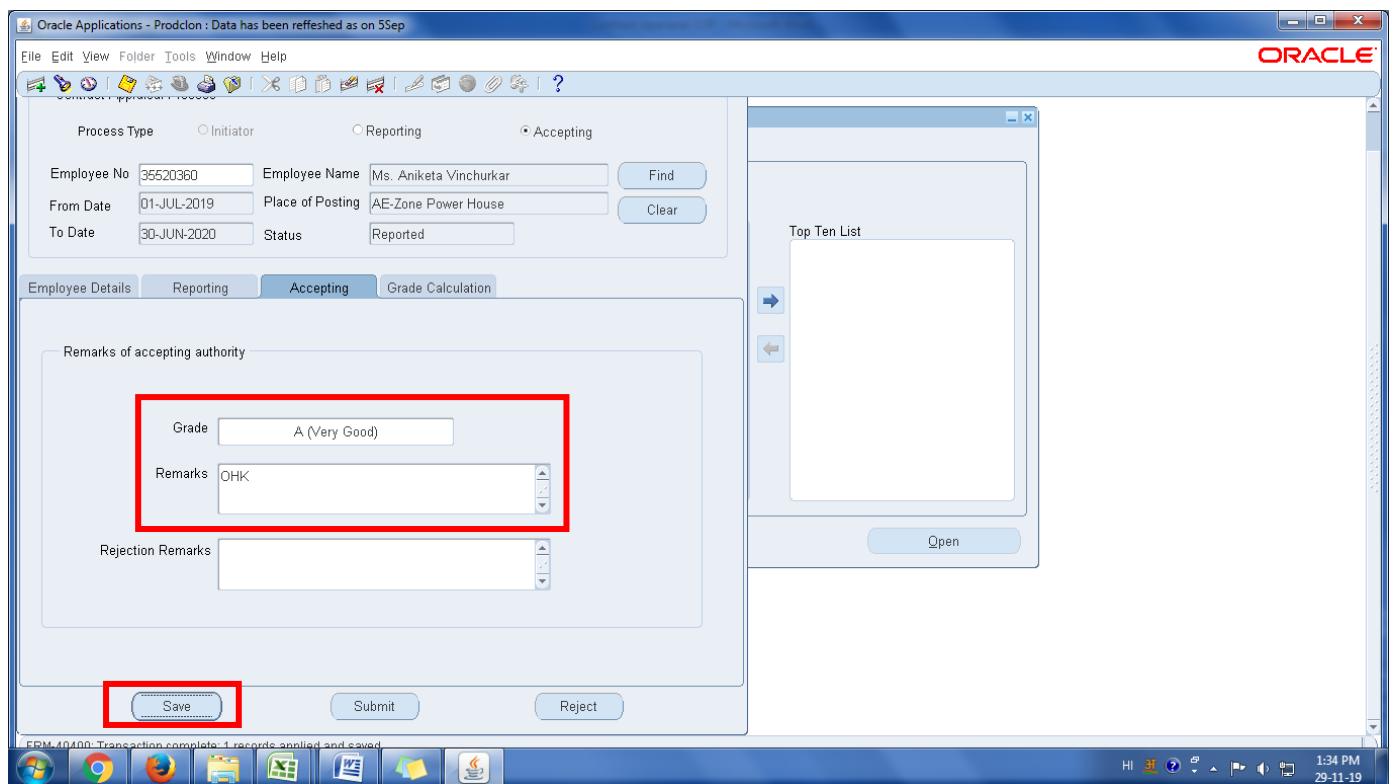
This screenshot is similar to the previous one, showing the Oracle Applications Home Page with the "MPPKVVCI ERP-WIN" title. The "Employee Self-Service" responsibility is still highlighted in the main menu. However, the "Worklist" on the right now shows a different set of tasks under the "Contract Appraisal Process" responsibility. The "From" column includes Rai, Rahul, Sharma, Dhaneshwari, Tiwari, Ramswaroop, and Mishra, Ravi. The "Type" column includes "Contract Appraisal", "Leave of Absence", "Work Order", and "XXPA_CRA Workflow". The "Subject" column contains links to specific items, such as "Request for Appraisal of Mr. Ravi Kumar 35612422 pending on you for Accepting" and "Leave of Absence for Nigam, Naresh". The "Sent" and "Due" columns show dates ranging from 24-Dec-2019 to 09-Dec-2020. The status bar at the bottom right shows "EN 1:56 PM 24-12-19".

Step 3: On Clicking **Contract Appraisal Process** a JAVA page will open, here click on **Accepting** button then select employee from the list of values in employee no. TAB and click on **Find** button.

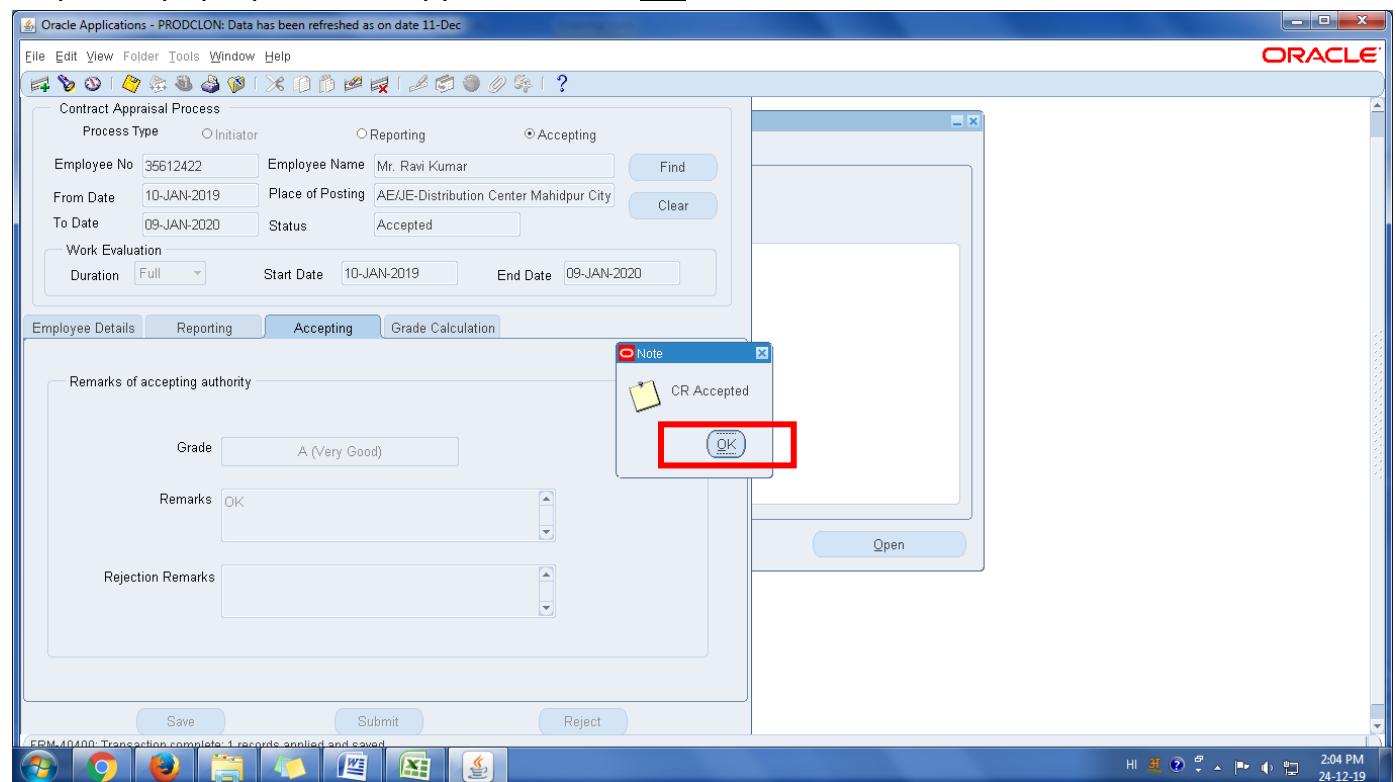


Step 4: Give grade and write remark then click on **Save** button.

NOTE: The overall grading will be non-editable after submission.



Step 5: A pop-up box will appear click on **OK** button.



Steps to generate Work Evaluation Report.

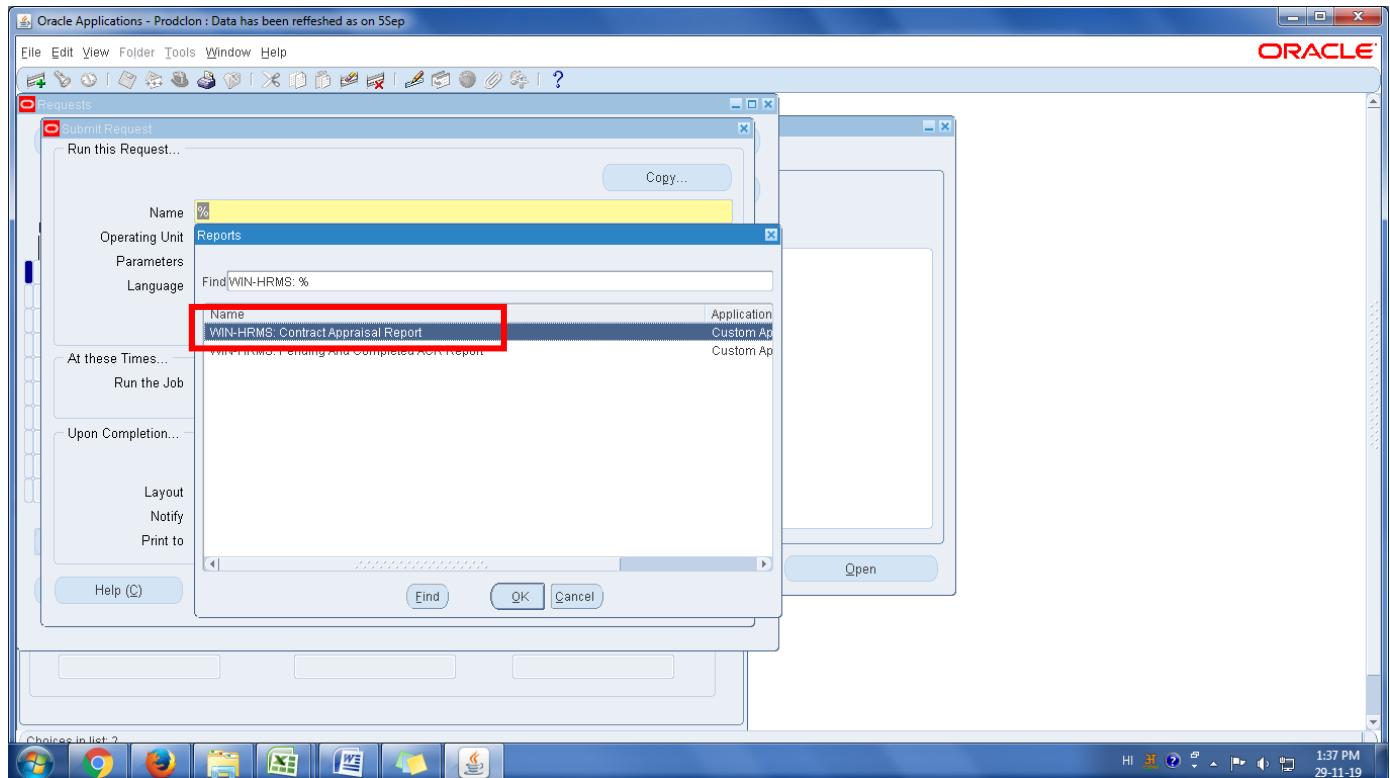
Step 1: With the help of WIN HRMS USER responsibility, Manager or Assistant Manager (HR) will generate the report.

The screenshot shows the Oracle Applications Home Page. On the left, there is a navigation tree with various modules like India Local Purchasing, Learning Administrator, Manager Self-Service, MPPKVVCI HRMS Manager, Oracle Learning Management, Purchasing Super User, System Administrator, WIN HR Professionals, WIN HR Professionals MD-Corporate-Office, WIN HRMS Manager, and WIN HRMS Manager MD-Corporate-Office. A red box highlights the 'WIN HRMS User' node. The main panel displays a 'Worklist' table with columns: From, Type, Subject, Sent, and Due. The table lists several appraisal requests. At the bottom of the table, there are two checkboxes: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.' The status bar at the bottom right shows the date and time: 1:35 PM 29-11-19.

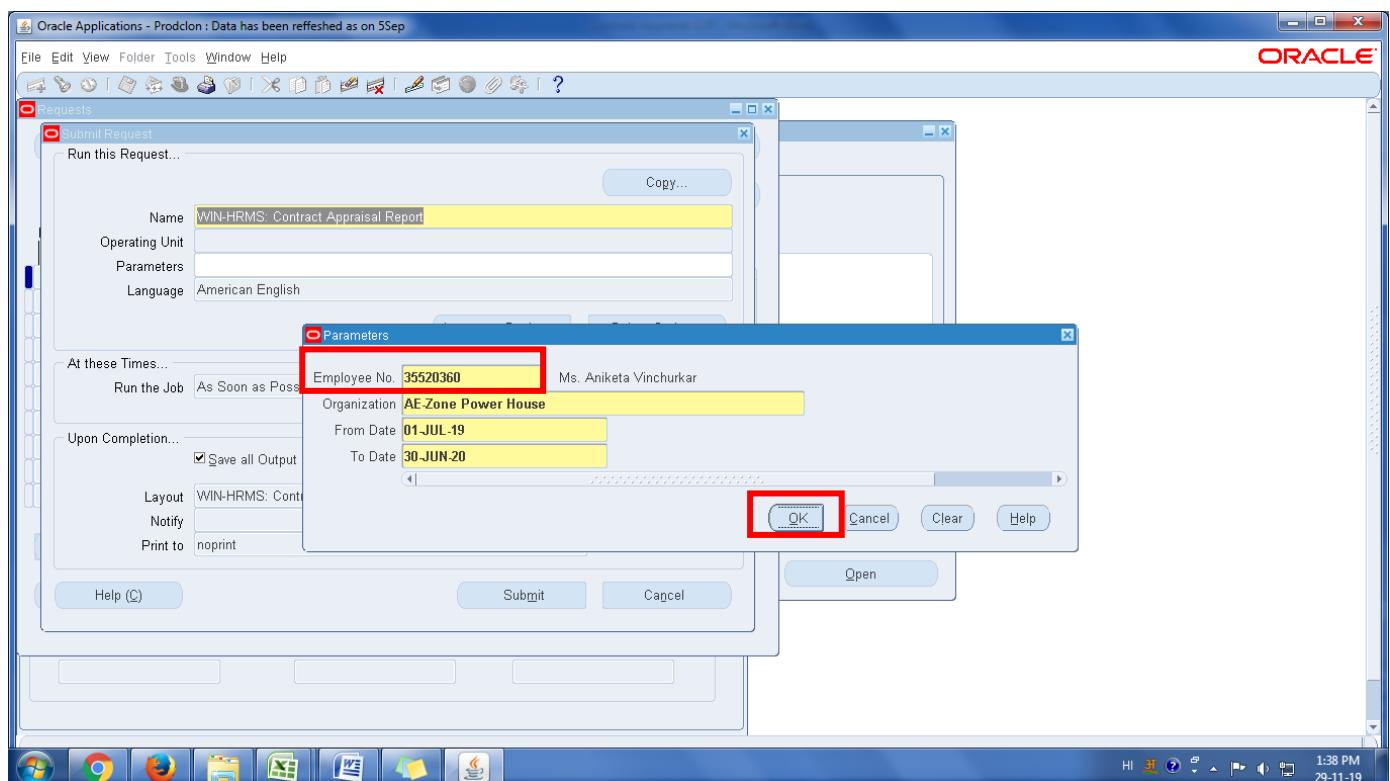
Step 2: Click on Contract Appraisal Process a JAVA page will open. On header line go to View TAB then click on Request.

The screenshot shows the Oracle Applications - Production Java page for Contract Appraisal. The title bar says 'Oracle Applications - Production : Data has been refreshed as on 5Sep'. The menu bar includes File, Edit, View, Header, Tools, Window, Help, and an ORACLE logo. The 'View' tab is highlighted with a red box. Below the menu, there is a toolbar with various icons. The main form has sections for 'Contract' (with 'Query By Example' dropdown), 'Employee Details' (with fields for Designation, Contract Start Date, Employee Class, Contract End Date), and 'Hierarchy' (with fields for Initiator Employee No, Initiator Name, Initiator Designation, Reporting Officer Employee No, Reporting Officer Name, Reporting Officer Designation, Accepting Officer Employee No, Accepting Officer Name, Accepting Officer Designation). A small modal dialog box is visible in the center-right of the screen. The status bar at the bottom right shows the date and time: 1:37 PM 29-11-19.

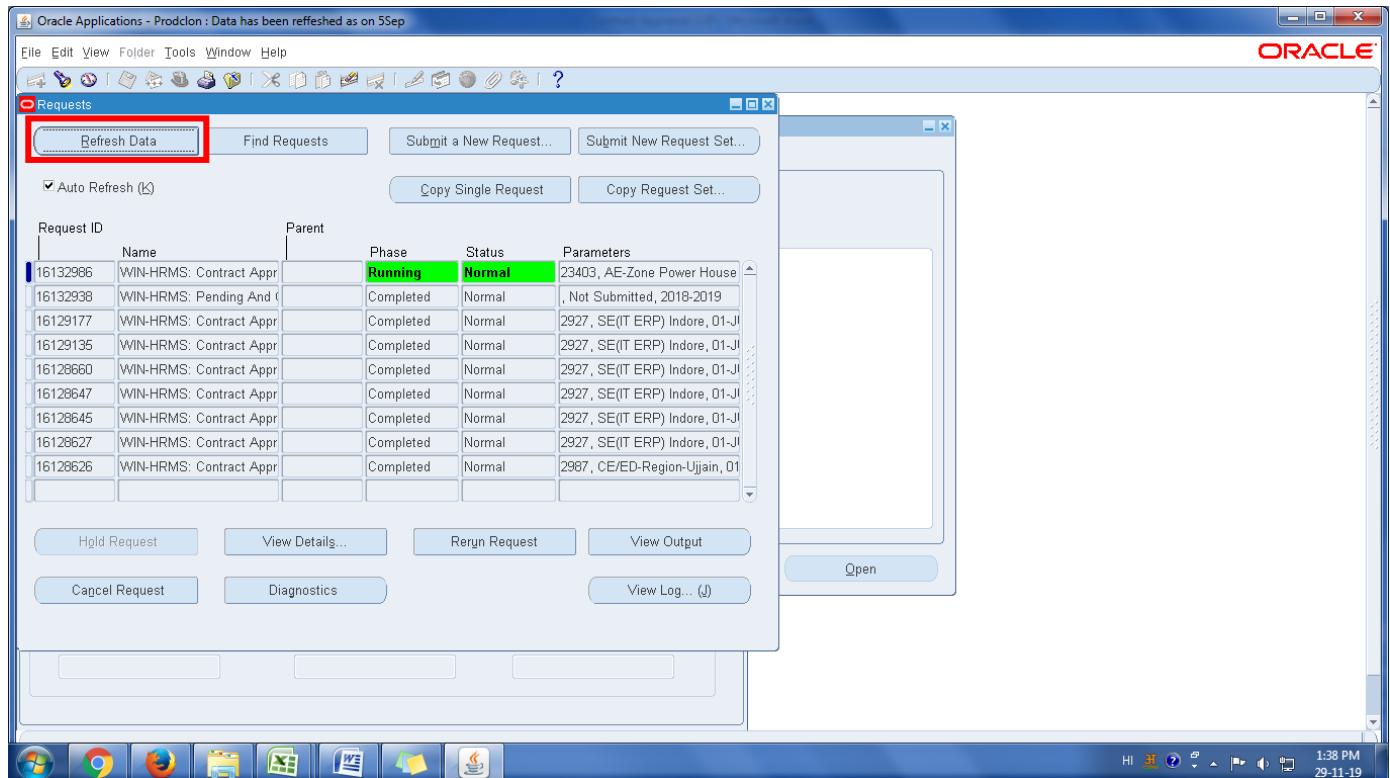
Step 3: Select report type and Click on OK button.



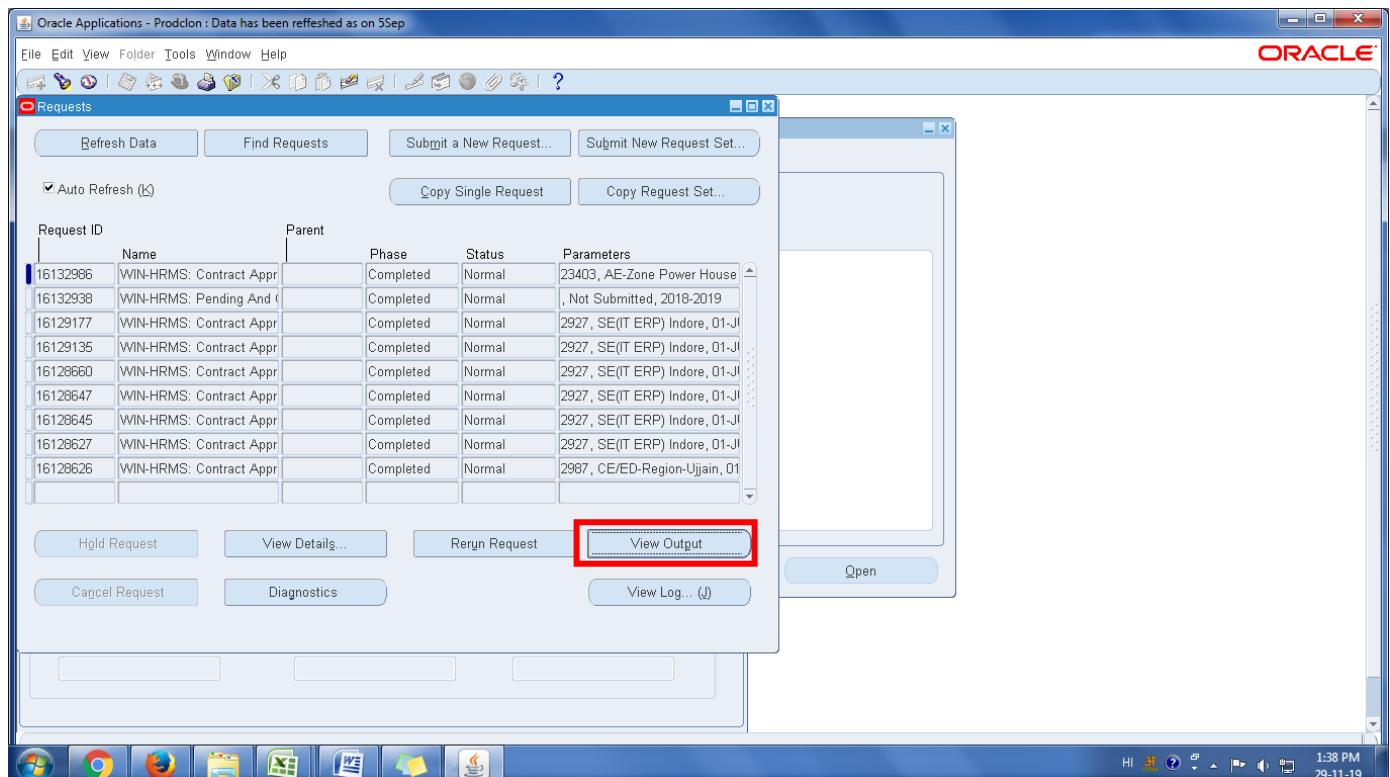
Step 4: Just fill the Employee no in parameter window, other details will automatically appear and Click on OK button.



Step 5: Click on Refresh button.



Step 6: Click on View Output button.



Report Output

File Edit View History Bookmarks Tools Help

Gmail - Free Storage and E... | Gmail | Oracle Applications Home Page | http://devebs....gv13=prodclon | Oracle Applications R12 | FNDWRR.exe

devebs.mpwin.co.in:8040/OA_CGI/FNDWRR.exe?temp_id=444027117

Search

Most Visited Google MPPKVCL Webmail S... Login Status Track PAN/TAN translator - Google Sea... BMC Remedy Mid Tier...

Page: 1 of 3 Automatic Zoom

M.P. PASHCHIM KSHETRA VIDYUT VITARAN CO. LTD.
(A GOVERNMENT OF MADHYA PRADESH ENTERPRISE)
GPH COMPOUND, POLOGROUND, INDORE
Website- www.mpwz.co.in

PROJECT WIN

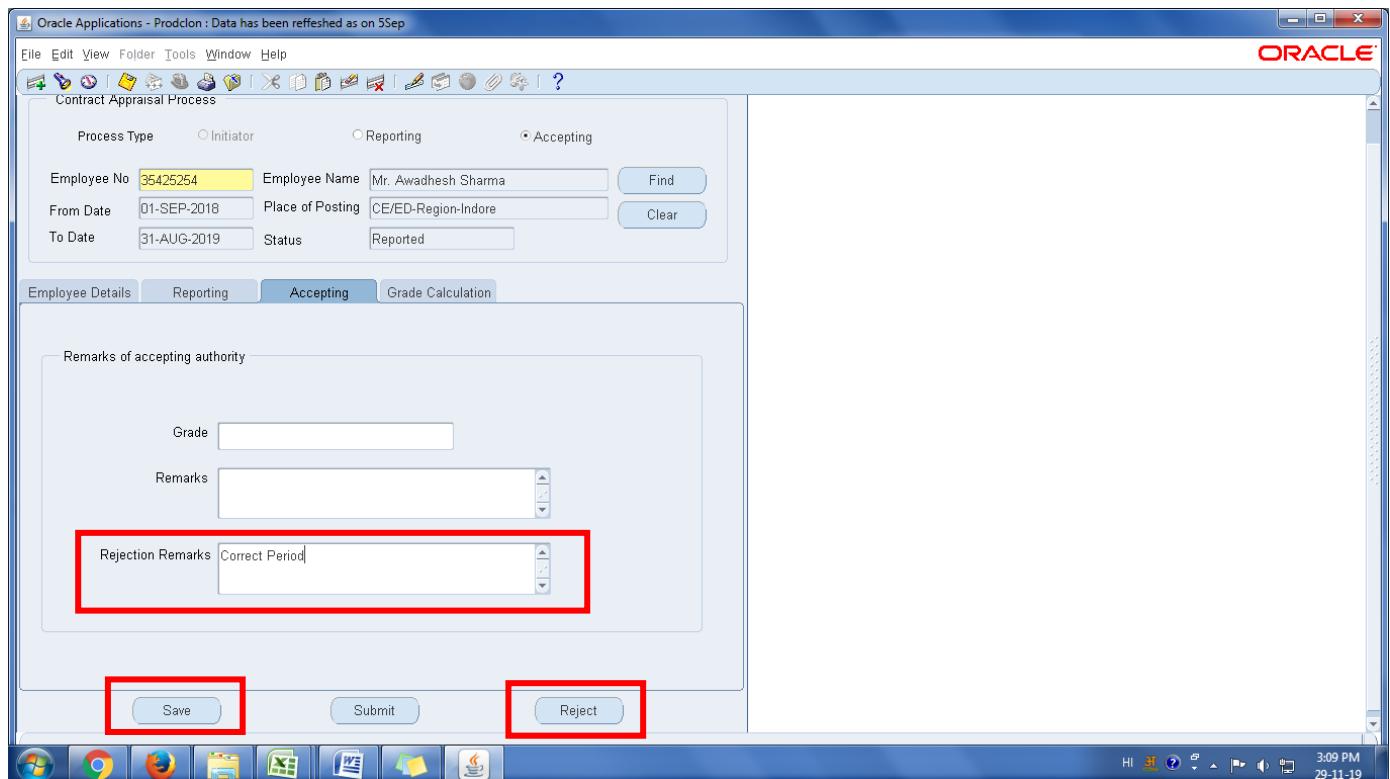
WORK EVALUATION REPORT FOR PERSONNEL/STAFF ENGAGED FOR EXECUTIVE & SUPERVISORY WORK (ENGAGED ON CONTRACT BASIS)

Work evaluation Period From 01~JUL~19 To 30~JUN~20

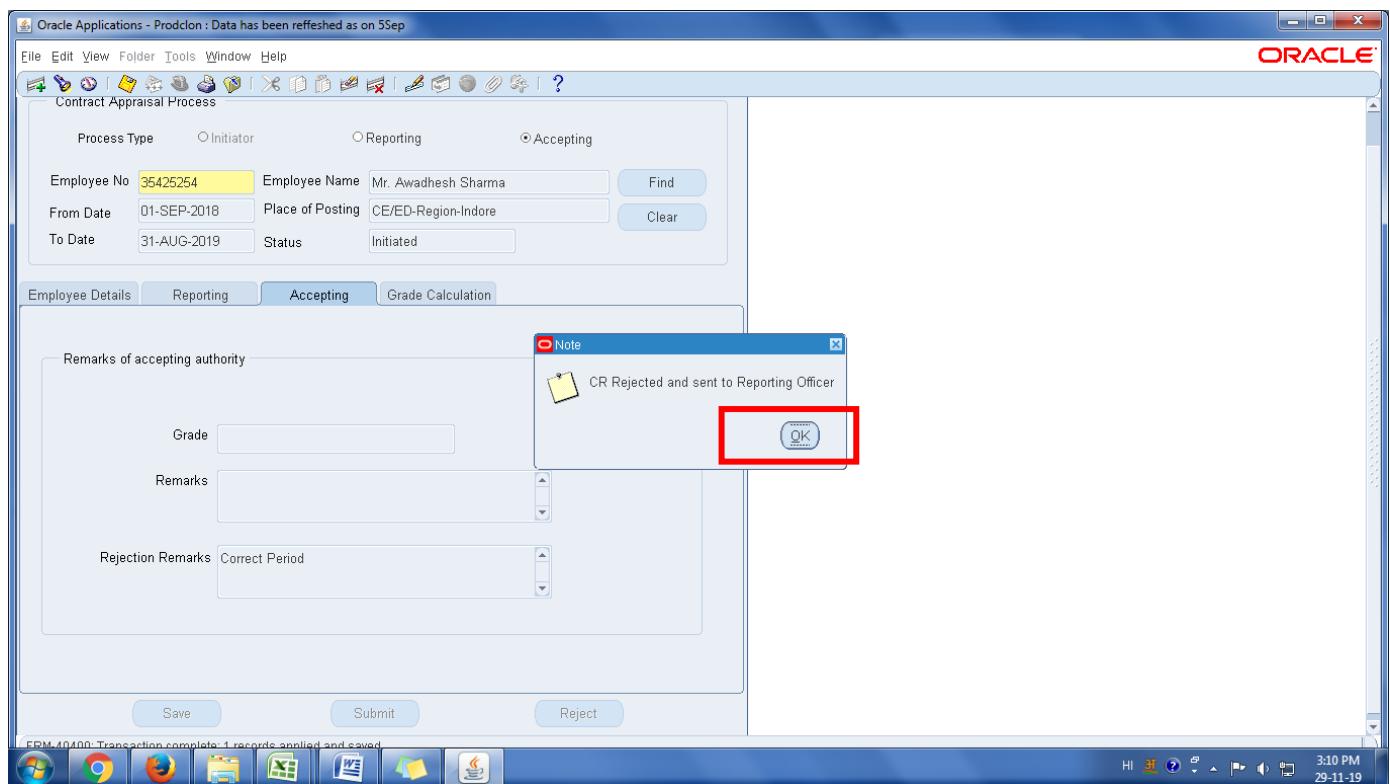
- 1. Employee No. :35520360**
- 2. Name: Ms. Aniketa Vinchurkar**
- 3. Designation: Assistant Engineer**
- 4. Class: Class II**
- 5. Place of Posting: AE-Zone Power House**
- 6. Contract period: Start Date 01~JUL~19 End Date**
- 7. Initiator Details:**

In case of Rejection at the level of Accepting Authority

Step 1: Write the rejection remarks then click on Save and Reject button.



Step 2: A pop-up box will appear, click on OK button.



Step 3: Notification of rejection will be received by Initiator and Reporting officer.

Screenshot of Oracle Applications Home Page showing the Worklist:

The Worklist table displays notifications for Contract Appraisal requests. One row is highlighted with a red box:

From	Type	Subject	Sent	Due
Mohase, Sanjay	Contract Appraisal	Request for Appraisal of Mr. Awadhesha Sharma 35425254 has been rejected by Accepting Officer	29-Nov-2019	
Dubey, Punit	Contract Appraisal	Request for Appraisal of Mr. Anant Chauhan 35420073 has been accepted	29-Nov-2019	
Tagore, Santosh	Contract Appraisal	Request for Appraisal of Mr. Rakesh Patidar 35420271 has been accepted	25-Nov-2019	Notification List
Tagore, Santosh	Contract Appraisal	Request for Appraisal of Mr. Rakesh Patidar 35420271 has been rejected by Accepting Officer	25-Nov-2019	
Mohase, Sanjay	Contract Appraisal	Request for Appraisal of Mr. Shivendra Ramchandra Baohel 35631570 has been accepted	19-Nov-2019	
Mohase, Sanjay	Contract Appraisal	Request for Appraisal of Mr. Rakesh Sharma 35420222 has been accepted	19-Nov-2019	
Mohase, Sanjay	Contract Appraisal	Request for Appraisal of Mrs. Jagriti Jain 35420049 has been accepted	19-Nov-2019	
Moravkar, Durga	Contract Appraisal	Request for Appraisal of Mr. Omprakash Shivhare 34470631 has been accepted	05-Nov-2019	

TIP Vacation Rules - Redirect or auto-respond to notifications.
TIP Worklist Access - Specify which users can view and act upon your notifications.

Screenshot of Oracle Applications - Prodcln showing the Contract Appraisal Process:

The process type is set to "Reporting". The employee details are:

- Employee No: 35425254
- Employee Name: Mr. Awadhesha Sharma
- From Date: 01-SEP-2018
- Place of Posting: CE/ED-Region-Indore
- To Date: 31-AUG-2019
- Status: Initiated

The "Assessment of Work" section contains a grid of questions and their ratings:

Question	Rating
Approach towards work	A
Decision making ability	A
Initiation ability and creativity	A
Personal relations and team work	A
Ability of planning and supervision	A
Coordination ability	A
Knowledge of work	A
Quality of work	A
Management Excellence	A
Productivity of work during the year	A

The "Brief description of work" field contains the text: AAAAAAABBBBBKKKKLLL.

The "Evaluation of reporting officer" section shows a grade of "A (Very Good)".

The "Rejection Remarks of Accepting Officer" field contains the text: Correct Period.

At the bottom, a note says: Select "Grade Calculation" tab to understand calculations of Grade.