

10002957 Vidyadhar Parab

Employee Name : Vidyadhar Parab Manager's Name : Mohit Sharma

Goalsheet Approval Date : 05-May-2017

KRA Category : Business

KRA Weightage : 15 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
1 Conscripting Annual payroll budget SOP	Text			Not Available	Not Available	31_Oct_16	30_Sep_16	Not Available	Annual Budget Template Files has been modified according to latest requirements. (now showing details of last three year with Budget for last three years)	New Templates Annual Budget exercise is now more accurate, It is now showing trend for last three years, which provides clarity to BU Heads for annual payroll cost trends and helps him to find out the opportunities of cost optimizations. Budget exercise (encompass almost 17 General Ledger Codes, 72 Cost Centers, 1500 Employees Record with 56 Payroll Components, leads to 2,65,000 data points, entire working is configured in MS-Excel) is not more faster than earlier, proved it's usefulness from last two years. (Zip file for templates has been emailed)
2. Annual Employee budget 2016-17	Text			Not Available	Not Available	1st Draft as per finance timelines	Not Available	Not Available	Annual Employee Budget Activity has been completed and email sent on as per timelines on 27th Jan 2017	Annual Budget has been completed with stretch, as this year additional requirement for incorporating last two years budget has been completed, Whereas as per MD's instructions BU heads buying on budget numbers.
3. Controlling employee budget 2015-16 and maximizing saving potentials	Text			Not Available	Not Available	On budget	10% less than budget	15% less than budget	Budget v/s Actuals for 2016-17 (Rs in Lacs) 11898/- - 10362/- i.e (13% Saving) Budget 2016-17 v/s Budget 2017-18 (Rs. in Lacs) 11898/- v/s 11684/- (2% Reduction)	For articulating budget 2017-18, all saving potentials has been identified and adopted on, such as, Vacant period for retiring employee, Overlapping Controlling population of Merit Increase, Leave utilization ratio etc.

KRA Category : People

KRA Weightage : 15 _

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1.Develop backup Team Member for handling Payroll Audit	Text			Not Available	Not Available	31st Aug 2016	Not Available	Not Available	M/s Yogita Sawant and Rashmi Bhosale has been developed has been SME of Payroll and Payroll Accounting	Ms. Yogita Sawant is looking after payroll processing and accounting.(After initial training she has done complete payroll accounting for 2016-17 without any external help). Ms. Rashmi Bhosale is looking after payroll tax compliance, and with guidance she had successfully removed all TDS defaults for last four years, as well as she had prepared all payroll schedules before timelines of payroll audit. which helped us to resolve Internal audit payroll observations.
2 Compensation Benchmarking process for OC & Associate with help of Location baddi	Text			Not Available	Not Available	January 17	December 16 Qualitative Asects	December 16 Action Planning	Not able to Complete. Whereas successfully completed Employee Car Reimbursement Migration to Online System.	Successfully implemented Online reimbursement system for all VVF Employee, which provides flexibility of claim submission to employee. Also discontinued Cash disbursement and migrated to one time bank remittance process. which has proved its usefulness during Demonetization.
3.100% Completion of IDP for Self and Team	Text			Not Available	Not Available	100% Completion as of 31st March 2016	100% Completion as of 31st Dec 2016	Not Available	IDP for Inspirational Leadership has been attended on 12 & 13 Jan 2017 on Training Program Dates. Webinars on Compensations and other HR Functions has been attended / downloaded for future reference, All Team members has been insisted to attend Programs mentioned in IDP and made sure, that they will attend it.	Actively participated in Inspirational leadership Program and as per action plan mentioned in Leadership program Team member has been recommended for quarterly reward. Webinars attended / downloaded for across HR functions i.e Rewards, Benefits, Employee engagement, Medical Benefits etc. Provided guidance to team members for completing IDP Projects.

KRA Category : Customer
KRA Weightage : 15 _

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1. Prepration of Inbound and outbound employee's Compesation offers	Text			Not Available	Not Available	As per agreed Timelines	Not Available	Not Available	Total 8 Job offer Outbound/ Expats has been made out of which 6 has been accepted. 1 has been renegeed for better prospect, 2 are on hold due to budgetary limitations.	All Job Offer made during the period were challenging Goal, as all these job offer are made for different countries (3 Indonesia, 2 UAE, 1 Poland, 2 Singapore), All these countries

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										have different Tax and social Security arrangements, as well implication of Mobility Cost and other limitations of International Mobility.
2. Monitoring International Payroll (Indonesia, Singapore, South Africa, Malaysia)	Text			Not Available	Not Available	Monthly	Issue highlights	Issue Highlight and resolving	All International Payroll Monitoring is completed within timelines,	Indonesia payroll verification as well ASR Activity for 2016-17 has been completed. Singapore ASR Activity for Hari is completed. While processing Malaysia Payroll Fixed Place PE issue has been address successfully and all subsequent payroll has been made without any delay.

KRA Category : Business

KRA Weightage : 40 _

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1. Timely completion of Payroll processing and Payroll accounting	Text			Not Available	Not Available	Last date of the every months	Not Available	Not Available	Every Month Payroll has been processed and disbursed as per agreed timelines, whenever stretch timelines given by Finance it is disbursed well before time lines. Consolidations of Payroll disbursement activity has been successfully Completed.	Consolidated Payroll Disbursement from Corporate Location is successfully completed, which required synergy in payroll processing of all locations. Stretch payroll processing activity for the month of July, Oct & Dec 16 where payroll activity is completed before three days of agreed timelines (Detailed disbursement dates are attached herewith)
2. Timely completion of payroll statutory compliance such as Income Tax return filing, issuance of Form 16	Text			Not Available	Not Available	As per due dates	Not Available	Not Available	All Payroll Statutory Compliance has been completed successfully, Form 16 for 2015-16 has been forwarded to all employee before timelines	Statutory Compliance file is Attached herewith, Last four years Income Tax default has been successfully cleared. Process of deducting higher rate for non compliance of Pan no is adopted, Pre-verification of Quarterly IT return has been introduced to bring precision in compliance. All Locations Statutory Compliance MIS has been prepared to control defaults.
3 Yearend Payroll GL reconciliations, Preparation of Audit schedules, Readiness of Leave data for leave valuations	Text			Not Available	Not Available	15th May 2017	30th April 2017	15th April 2017	Payroll GL Reconciliations has been completed with record Time, it is ready immediately after completion of FY 2016-17, Leave Data for verification is ready as of 15th of April 2017.	All Payroll Reconciliations are ready and also been provided to finance department on monthly basis. Additionally employee loan and advances account has been taken for reconciliations and completed successfully. Add-

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										on Activity of clearing employee advances from SAP has been migrated from Finance to HR, and now clearing all employee advances to gain better control on employee advances.
4. Completion of payroll audits	Text			Not Available	Not Available	as per agreed timelines from finance	Not Available	Not Available	Successfully completed all payroll audits before timelines, without any observations . With additional rigor developed in benefit valuations	Successfully completed all payroll related audit before time lines, as per Statutory auditor's (KPMG) requirement of increase sample size has been fulfilled, In leave and gratuity benefit valuation additional legacy data for last three year has been generated and provided. As per IFC audit (internal and KPMG) requirement, Process documentation Flow-charts and Control mechanism has been prepared IFC Audit has been completed with out any observation. Internal Audit (Deloitte) has been completed successfully, all audit remarks and observations has been closed successfully.
5. Payroll MIS - (Variance budgeted v/s actual)	Text			Not Available	Not Available	10th of every month	7th of every month	5th of every month	Monthly Payroll MIS has been generated in Excel Sheet	Monthly Payroll MIS (Excel) is ready for all the months, whereas Powerpoint version which has been asked for is under process.

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1. Salary Negotiation with new Joinee, and Job offers thereon	Text			Not Available	Not Available	Average 4 Days from receipt of all recruitment documents	Average 3 Days from receipt of all recruitment documents	Average 2 Days from receipt of all recruitment documents	Total 60 Cases of Salary negotiation and Job Offer has been completed. Out of which 44 Job offer has been accepted (73.37%)	Total Job Offer which has been accepted in 73% success rate (Total Cost Effectiveness with Market Median 84.15 Lacs, Replacement Cost Saving with 87.56 Lacs) Average TAT Period of 2.31 Days Detailed File Attached for Ready Reference
2 Completion of Compensation Benchmarking (JMC & above)	Text			Not Available	Not Available	End of Quarter 3	End of Quarter 2	Not Available	Compensation Bench-marking is under process. Job Mapping with Mercer Job Family is already done. Need Mercer's Compensation report to benchmark	--

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3 Annual Merit Increase activity	Text			Not Available	Not Available	As per agreed time lines	Not Available	Not Available	Compensation. Annual Merit Increase activity for 2015-16 has been completed before time limits. Also Merit Increase proposal for 2016-17 has been prepared and sent.	Annual Merit Increase Activity for 2015-16 has been completed within time limits with zero error and successful salary restructuring. (Provision for Implementation of NPS and Food Coupons has been made) Revised payroll with arrears has been successfully transferred with zero% error with June-16 payroll. NPS Scheme has been successfully implemented in Jan 2017
4 Conscribing Incentive policies for Synergy's sales force	Text			Not Available	Not Available	30st Sep 2016	31st Aug 2016	Not Available	Incentive Policy for Synergy has been already drafted, hence exiting policy has been obtained from Sales Head for verification of Incentive paid	

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Rating Of Qualitative Goals

1. I feel my goals were very challenging and stretched because:
Answer:- My Goals of Job Offer and Negotiation (India as well Overseas) given to me was very challenging, Where no Pre-defined set of rules is applicable, differs candidate to candidates, and when not directly involved in face to face interview which helps to understand candidates aspirations becomes totally depend upon interview assessment form. Understanding Skill sets with the help of resume and interview assessment form become more challenging, Also offering best fitment under budgetary limitations, which suits to candidates skill sets, as well provide motivation to join challenging task. (success rate 73%).
2. I have gone the extra mile to help my colleagues/team/organization by:
Answer:- To resolve Fixed Place PE issue of Malaysia Payroll, Coordinated with Malaysia Embassy, Malaysian Tax Service Advisory Company, Malaysian Payroll Vendor, VVF's Legal & Direct Tax Team, Drafted revised Service Level agreement, and Scope of Agency, Taken Legal team and Tax Team approval for it, Taken approval from MD. and cleared the issue within stipulated period, Thus avoided future tax liability. Helped Treasury Team by consolidating payroll disbursement of all locations, also helped Finance team to comply the process of Gratuity valuation of .
3. I have lived the VVF values (Openness, Integrity, Respect, Trust, Innovation, Agility) in an exemplary fashion in the following way:
Example1:- Ideate "Provident Fund Camp" Idea to resolve employee queries and to comply PF KYC obligations. Mobilized Payroll Team members and Consultant's resources for successful implementation at Corporate & Sewree.
Example2:- Successfully articulate "National Pension Scheme" for all location's JMC and above cadre employees. Trained payroll team member and mobilized her for implementations of NPS.
4. I have demonstrated the VVF leadership competencies (Teamwork, Customer Orientation, Result Orientation, Developing self and team, Strategic thinking, Ownership and accountability) in the following way:
Example1:- Successfully developed payroll team member as SME of Payroll accounting and payroll Tax.
Example2:- Successful implementation of On-line CAR reimbursement process, discontinuing cash reimbursement and migrating it to one-time bank remittance process had already proved its usefulness during Demonetization period. Also from Customer orientation perspective On-line availability of details for amount claimed and balance available, reduced dependency of employee on payroll team.
Individual Development Plan (WI.CHR.03 F.NO. 1)

Employee Name	Vidyadhar Parab	Manager's name	Mohit Sharma
Employee Code	10002957	Year	2016-2017

Please discuss your strengths and work related weaknesses with your manager and identify your training needs. Your development will happen through the following ways:

Part A: Development through Instructor led training in Classroom

No	Name of program	Faculty	Days	Please explain why the training is needed	Program completed	Comments
1	Interpersonal skills	Amit Sanas	2			
2	Advanced Communication skills(only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2			
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2	Leadership by Inspirational	Yes	Successfully Completed
5	Advanced Excel (only AGM & above)		2			
6	Environment Health and Safety *	EHS Team	1	Ok	No	Not Applicable
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	Ok	No	Not Applicable
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5	Ok	No	Not Applicable

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10	Influencing skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	1			
12	The Super Manager	Amit Sanas	1			

*Mandatory for all employees to attend this program

**Mandatory for employees working at locations covered by the certifications

If you need a program that is not mentioned above, please use the space below. Please note this program may be offered if at least 20 people request for it.

No	Topics required	No. of Days	Internal faculty name	Program Completed	Reviews
1				undefined	undefined
2					

Note: Part B and Part C are to be filled by only AGM and above employees.

Part B: Development through developmental relationships

No	Relationship	Name of leader	Number of Meetings planned	Target date	Program Completed	Reviews
1	Coaching through leader in own function for functional inputs	Mohit Sharma For Competency Mapping	5	31/Mar/2017	Yes	--
2	Coaching through leader in own function for functional inputs	Webinars, SMEs etc	3	31/Mar/2017	Yes	--

Part C: Development through action learning projects

Project Title	HR Best Practices
Review date	29 July 2016

Target end date	31/Oct/2016
Project scope	Employee Exit
Project exclusions	None
Project deliverables (Target at rating 3: good solid performance)	0
What is the employee expected to learn from this project	0
Reviewer(s) name	0
Project Status	Not Completed
Project Status Comments	On-Line Exit formalities can be configured, but considering population available for it, the project will not be feasible.