

10000705 Yogita Sawant

Employee Name : Yogita Sawant Manager's Name : Vidyadhar Parab

Goalsheet Approval Date : 24-Apr-2017

KRA Category : Process

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.Monthly payroll JV	Text			.	.	Monthly basis, before last day of the month	.	.	Completed one day prior to actual salary disbursement	1. To Send payroll schedule in first week of every month. 2. Personal follow up with payroll vendor and location HR from 16th of every month 3. To coordinate with all and scrutinised the data 4. Post availability of budget, upload JV in SAP
2.Monthly payroll reimbursement JV	Text			.	.	Monthly basis before first fortnight	.	.	Completed on Time, within a day	1 To ensure statutory compliance for all location is done before due date 2. To check all voucher (LIC, Society Deduction, canteen etc) related to payroll in SAP to process. 2. Preparation of car reimbursement JV within a same day
3.Payroll accounts scrutiny	Text			.	.	Monthly basis before 10th of next month	.	.	Completed on Time	1. Scrutinization of payroll data, statutory compliance vouchers, car reimbursement vouchers etc

KRA Category : People

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. Updation of Organisation Structure	Text			.	.	Before last date of the Every Quarter	.	.	Updated quarterly	Updation is done as per requirement and organisational changes which takes place. 2. Written approvals are taken from concerned functional/BU heads and Managing Director.
2. Preparation of Recruitment Budget	Text			.	.	As per Timelines	.	.	Completed as per timelines	1. The new budgets were proposed after the indepth scrutiny of the previous expenditure and anticipation of inflation & upcoming expenditure. 2. discussed and approval of budgets from Functional/ BU Head.
3. Preparation of HR Overhead	Text			.	.	As per Timelines	.	.	Completed on Time	Consolidation of budgets of all HR

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
Budget										verticals vis a vis previous approved budget
4. Self development through IDP	Text			.	.	31st March 2017	.	.	Attended strength based training	Attended strength based training

KRA Category : Business
KRA Weightage : 40 _

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.Timely Completion of JMC Payroll Processing	Text			.	.	Last date of the every month	.	.	Completed on Time	1. Check attendance data of JMC (125 nos) for corporate and sewree. 2. Completed HR operations like resignations, retirements, End to end Gratuity Process, Scrutinization of attendance and leave balances, Full and Final Settlement post clearance, Exit formalities, Prepare and Issue of Relieving and Experience letter
2.Payroll Query Handling	Text			.	.	4 working days	2 working days	.	Handled Payroll query as per requirement	Handled and resolved queries like Attendance Query, leave updating, payslip, investment related and TDS declaration etc for senior management on PAN India basis. 2. update reporting structure as per approved emails.
3.Coordination with location for timely completion of payroll activities	Text			.	.	On Monthly basis in order to close payroll activities on last day of the month	.	.	Follow up during payroll processing	1. Create and Timely updation of Employee code in Sampark and Employee vendor creation in SAP 3. Regular follow up with location HR to ensure the completion of end to end payroll activities
4.Year end Tax saving Investment activities closure & Issuance of Form 16	Text			.	.	"31st Jan 2017 As per due dates"	15th Jan 2017	.	Completed on Time	1. To inform employees on time investment proof submission 2. To do indepth checking of all the supporting documents as per attachement 3. In case of discrepancy ,to inform employee and get resolved 3. To prepare the excel along with filling of above documents and to send payroll vendor, 4. To coordinate with payroll vendor and recheck the supporting documents 5. Issue of Form 16 within time limit
5. Payroll MIS	Text			.	.	10th of every month	7th of every month	5th of every month		

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

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. Gratuity Trust accounting for FY 2015 -16 and Audit thereon	Text			.	.	31st August 2016	31st July 2017	.	Completed Gratuity Trust accounting	Completed pending work for FY12-13, FY13-14 and FY14 - 15. and submitted complete set of documents for FY 16-17 to Auditors
2. Payroll Statutory Audit data preparations	Text			.	.	As per finance timelines	31st March 2017	.	Handled query related to payroll statutory audit with Delloite	Provided all data and resolved the queries of auditors w.r.t to all locations

KRA Category : Customer

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.Scrutiny of employee advances	Text			.	.	30th Sept 2016	.	.	Completed on Time	Completed on Time
2.Balance confirmation from employees	Text			.	.	31st March 2017	.	.	Completed on Time	Completed on Time
3.Employee Advances aging report	Text			.	.	Monthly basis before 10th of every month	.	.		