Employee Name : Vidyadhar Parab
Manager's Name : Mohit Sharma
Goalsheet Of Year: 2016-2017

KRA Category : Business
KRA Weightage : 15
KRA Description : Payroll Budgeting

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
1 Conscripting Annual payroll budget SOP	Text			Not Available	Not Available	31_Oct_16	30_Sep_16	Not Available
2. Annual Employee budget 2016-17	Text			Not Available	Not Available	1st Draft as per finance timelines	Not Available	Not Available
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

KRA Category : People
KRA Weightage : 15
KRA Description : Creating Knowledge Pool for Payroll & Compensation & Benefits

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
1.Develop backup Team Member for handling Payroll Audit	Text			Not Available	Not Available	31st Aug 2016	Not Available	Not Available
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
3.100% Completon of IDP for Self and Team	Text			Not Available	Not Available	100% Completion as of 31st March 2016	100% Competion as of 31st Dec 2016	Not Available

KRA Category : Customer
KRA Weightage : 15
KRA Description : Compensation & Benefits (International)

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
1. Prepration of Inbound and outbound employee's Compesation offers	Text			Not Available	Not Available	As per agreed Timelines	Not Available	Not Available
2. Monitoring International Payroll (Indonesia,Singaore,South Africa, Malasia)	Text			Not Available	Not Available	Monthly	Issue highlights	Issue Highlight and resolving

KRA Category : Business
KRA Weightage : 40
KRA Description : Payroll Operation - India , Payroll Audits

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
1. Timely completion of Payroll processing and Payroll accounting	Text			Not Available	Not Available	Last date of the every months	Not Available	Not Available
2. Timley 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
3 Yearend Payroll GL reconcilations, Preparation of Audit schedules, Readyness of Leave data for leave valuations	Text			Not Available	Not Available	15th May 2017	30th April 2017	15th April 2017
4. Completion of payroll audits	Text			Not Available	Not Available	as per agreed timelines from finance	Not Available	Not Available
5. Payroll MIS - (Variance budgeted v/s actual)	Text			Not Available	Not Available	10th of every month	7th of of every month	5th of of every month

KRA Category : Customer
KRA Weightage : 15
KRA Description : Compensation & Benefits - (India)

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
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
2 Completion of Compensation Benchmarking (JMC & above)	Text			Not Available	Not Available	End of Quarter 3	End of Quarter 2	Not Available
3 Annual Merit Increase activity	Text			Not Available	Not Available	As per agreed time lines	Not Available	Not Available
4 Conscripting Incentive policies for Synergy's	Text			Not Available	Not Available	30st Sep 2016	31st Aug 2016	Not Available

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
sales force								

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Individual Development Plan (WI.CHR.03 F.NO. 1)

Employee Name	**Manager's name**	**Employee ID**	**Year**
Vidyadhar Parab	Mohit Sharma	10002957	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**
1	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	

*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**
1			
2			

<u>*Note: Part B and Part C are to be filled by only AGM and above employees.*</u>

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	Webinars,	3	31/Mar/2017	Yes	--

	leader in own function for **functional** inputs	SMEs etc				

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.