

Employee Name : Yogita Sawant
 Manager's Name : Vidyadhar Parab
 Goalsheet Of Year: 2017-2018

KRA Category : Business
KRA Weightage : 20
KRA Description : JMC payroll process

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
Timely Completion of JMC Payroll Processing	Text	40		NA	NA	Last date of the every month	NA	NA
Payroll Query Handling	Text	20		NA	NA	Two working days	NA	NA
Coordination with all location for timely completion of payroll activities	Text	20		NA	NA	On Monthly basis in order to close payroll activities on time	NA	NA
Coordination with all location for statutory compliance	Text	20		NA	NA	On Monthly basis in order to close payroll activities on time	NA	NA

KRA Category : People
KRA Weightage : 20
KRA Description : Time and Attendance system process,

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
Attendance Query, Induction regarding System to new joinee	Text			five working days	four working days	three working days	two working days	within a day
Master data update in System	Text			NA	NA	Regular Basis	NA	NA
Employee leave updation activity	Date			28/Feb/2018	15/Jan/2018	29/Dec/2017	22/Dec/2017	15/Dec/2017

KRA Category : Customer
KRA Weightage : 20
KRA Description : Year End tax saving investment & Form - 16, Gratuity Trust Audit etc

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
Year End tax saving investment activities and issuance of Form - 16	Date			01/Jan/2018	15/Jan/2018	01/Feb/2018	15/Feb/2018	28/Feb/2018
Gratuity Trust Audit	Date			01/Oct/2017	15/Oct/2017	01/Nov/2017	15/Nov/2017	30/Nov/2017

KRA Category : Process

KRA Weightage : 20

KRA Description : Monthly Payroll & Car Reimbursement JV

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. Payroll Process	Text	30		25th of the month	22nd of the month	20th of the month	18th of the month	16th of the month
2. Monthly payroll JV	Text	30		NA	NA	on or before one day of the last day of the month	NA	NA
3. Monthly car reimbursement JV	Text	20		NA	NA	Monthly basis on same day	NA	NA
4. Payroll Accounting	Text	20		NA	NA	Monthly basis	NA	NA

KRA Category : Business

KRA Weightage : 20

KRA Description : Budget & Organisation structure update

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
Recruitment Budget	Text	40		NA	NA	As per timelines	NA	NA
Overhead Budget	Text	30		NA	NA	As per timelines	NA	NA
Organisation structure	Text	30		NA	NA	Monthly Review	NA	NA

Employee Name	Manager's name	Employee ID	Year
Yogita Sawant	Vidyadhar Parab	10000705	2017-2018

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	Training on ISO 9001 & 15000 **	ASHOKRAO PATIL	1	This is mandatory
2	Environment Health and Safety *	Sunil Katekari	1	This is mandatory
3	Prevention of Sexual Harassment *		1	This is mandatory
4	Effective Communication Skills		2	
5	Getting Things Done		1	
6	The Super Manager	Amit Sanas	2	
7	Six Thinking Hats		1	
8	Art of Charm	Anant Pednekar	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
1			
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					

2	Coaching through leader in own function for functional inputs					
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Part C: Development through action learning projects

Project Title	
Review date	
Target end date	
Project scope	
Project exclusions	
Project deliverables (Target at rating 3: good solid performance)	
What is the employee expected to learn from this project	
Reviewer(s) name	
Project Status	
Project Status Comments	