

Emportant

Application Tour

Performance

Management System

Simple to use... from Recruitment to Retirement – we call it UnComplex

Emportant.com – Cloud based HR System

1

- **HR Management made easy with Employee self service**
- **PMS – available as a single module or integrated with other HR modules**
- **Several other modules to choose from in Emportant:**
 - **HRIS**
 - **Leave management**
 - **Attendance**
 - **Performance and Training administration**
 - **Payroll and Reimbursements**
 - **Travel and expense claims**

PMS based on best practices...

2

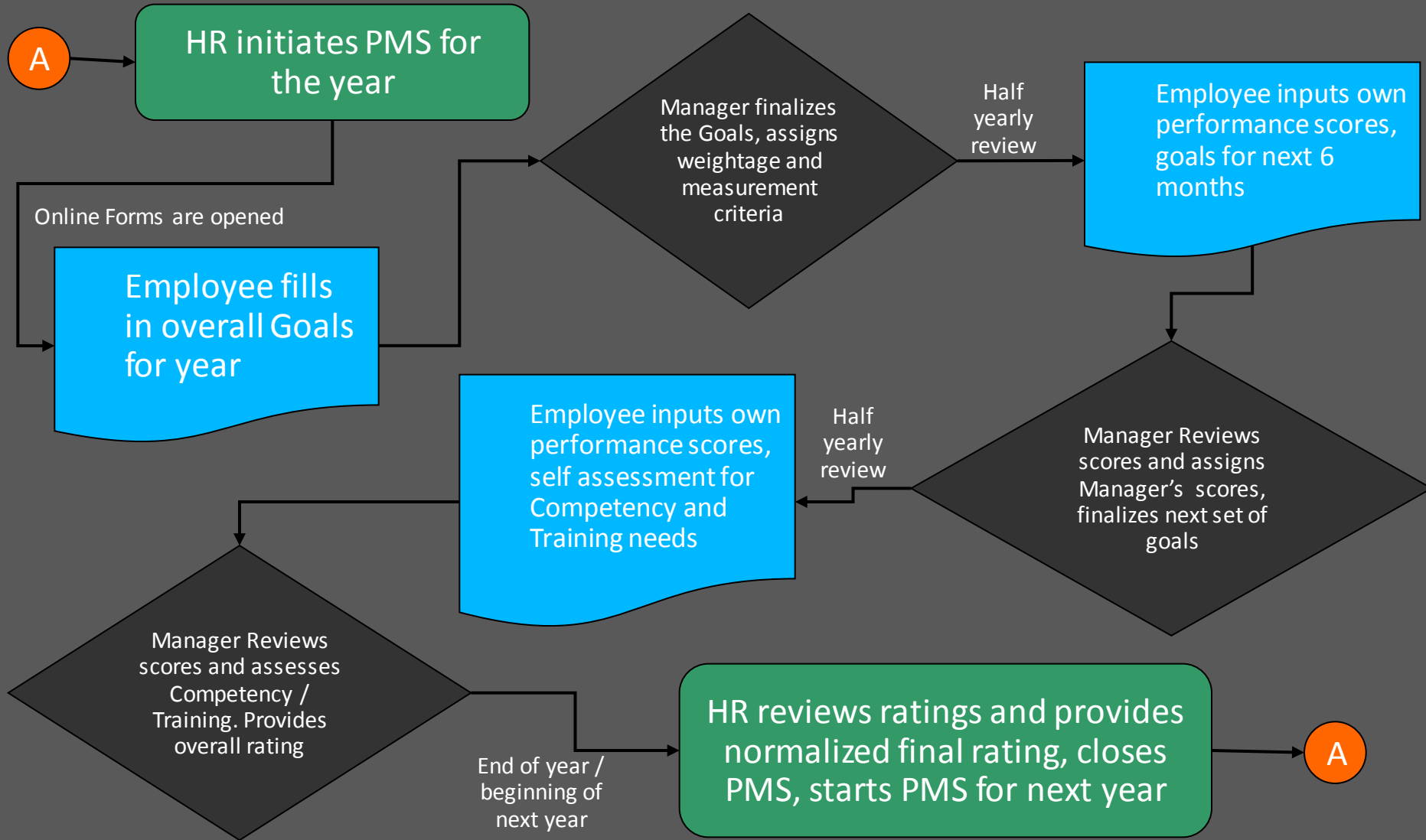
1. Goal reviews on monthly / quarterly / half year basis
2. Record major assignments given during the year
3. Set of KRA can be specific to each function / designation / department / grade
4. Create your own competency evaluation criteria
5. Skill analysis within PMS process
6. Training needs captured
7. MIS reports to help track the assessment and tabulate results

Online capture of goals and reviews

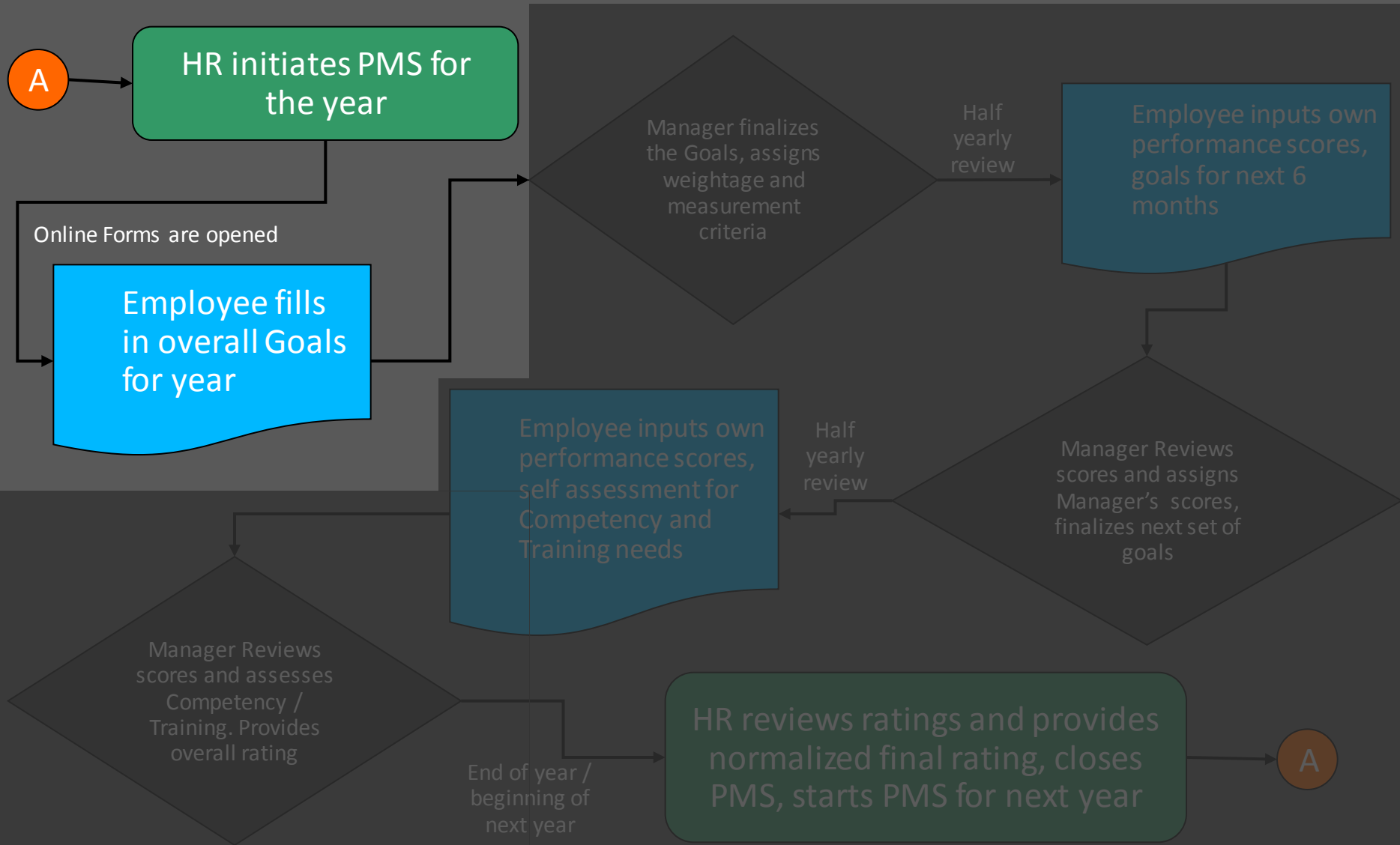
3

1. Setup goals between employee and manager easy to use Workflow
2. Ready-to-use workflow for online forms:
 1. Employee → Manager → Head of Dept → HR. Use this or make your own
 2. Email notifications at each stage to next reviewer
3. Use online forms to record gist of face-to-face meeting, OR conduct entire process online for remote teams
4. Specific confidential inputs can be enabled / disabled / hidden to Employee and/or Manager

Example: PMS with half yearly reviews



Example: Step 1 – Inputs by employee



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important employees are important

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Dashboard HRMS Recruitment Leave Claims Personal Details Attendance Salary Details My Account

PMS Form

Start Edit Submit Later Submit

PMS Form #

KRA Competency and Skills Final Review

PMS Calendar Period

For Year [Assignment](#) [View 360 Feedback](#)

Key Result Areas

Goal Category	Goal	Measurement criteria	Weightage	Self score	Self Remark	Appraiser's Score	Appraiser's Remark
<input type="text" value="Achieve Sustainable"/>	<input type="text" value="Achieve sustainable growth"/>	<input type="text" value="Target Achievement"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="All target achieved"/>	<input type="text" value="Please select"/>	<input type="text"/>

Review Progress

Review period Period Completed ☐ Done By Done On

Employee select the KRA and give self rating

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Start Edit Submit Later Submit

PMS Form #

KRA Competency and Skills Final Review

PMS Calendar Period

For Year APP 13-14 Assignment View 360 Feedback

Key Result Areas

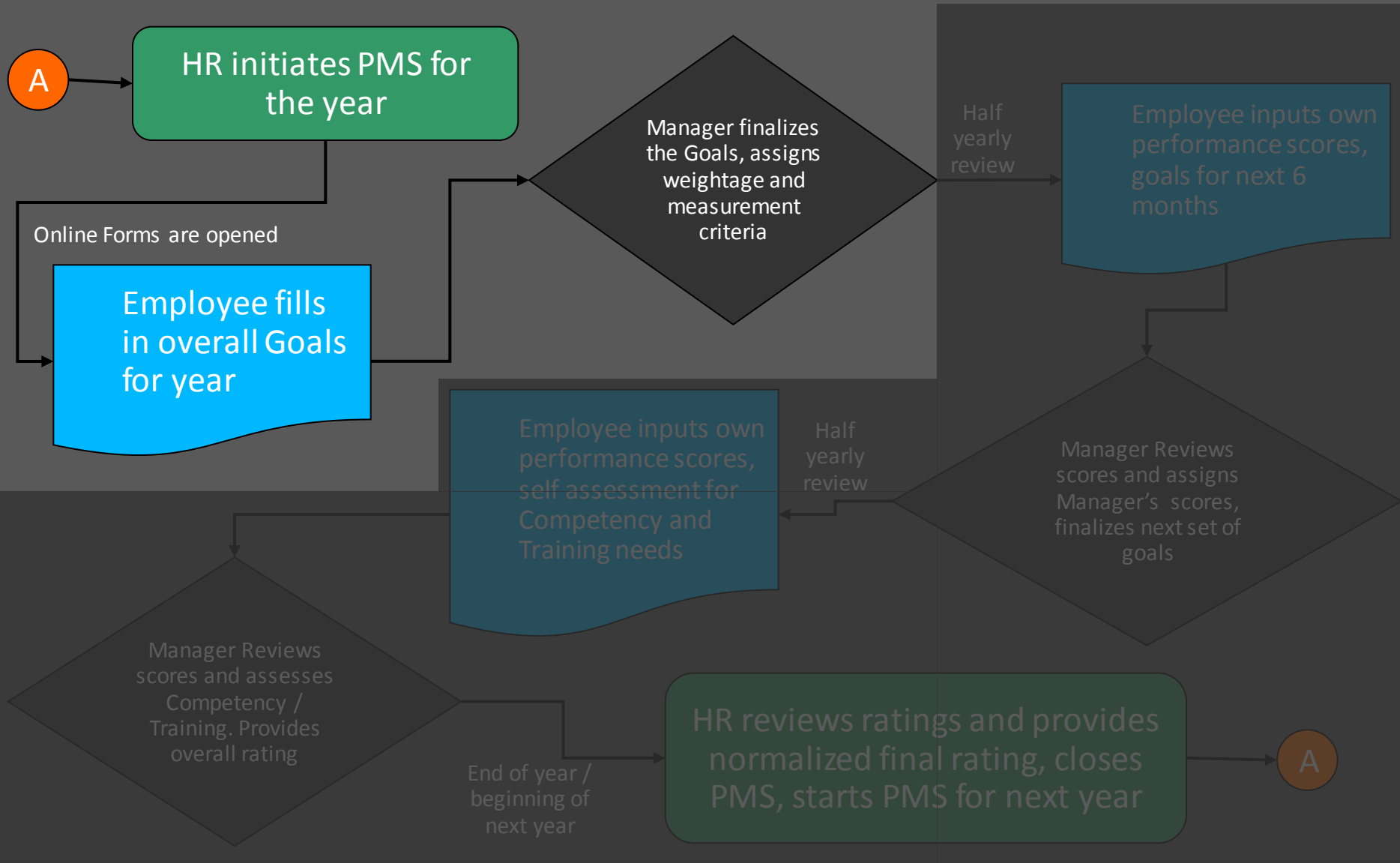
Goal Category	Goal	Measurement criteria	Weightage	Self score	Self Remark	Appraiser's Score	Appraiser's Remark
Achieve Sustainable	Achieve sustainable growth	Target Achievement	5	5	All target achieved	Please select	
By ensuring error fr	Error free output	handling all processes effectively	3	3	Error free output	Please select	
Ensure Timely paym	Ensure timely payment from client	Timely payments	2	2	within time payments	Please select	

Review Progress

Review period Period Completed ☐ Done By Done On

**Employee can select multiple
KRA and give self rating**

Example: Step 2 – Inputs by Manager



PMS Review

Select Status

Pending for me

Go

No.	Date	Employee Name	Status
1	30-Aug-2013	Nazim	Pending for Approval
1	07-Jan-2014	Arvind Imran	Pending for Approval
1	07-Jan-2014	Arvind Imran	Pending for Approval
1	07-Jan-2014	Arvind Imran	Pending for Approval
No.	Date	Employee Name	Status
1	30-Aug-2013	Nazim	Pending for Approval
1	12-Sep-2013	Aniket Kulkarni	Pending for Approval

Managers view to all submitted PMS forms

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Start Edit Submit Later Submit Cancel

Form #

Competency and Skills Final Review

Calendar Period

APP 13-14 Assignment View 360 Feedback

Result Areas

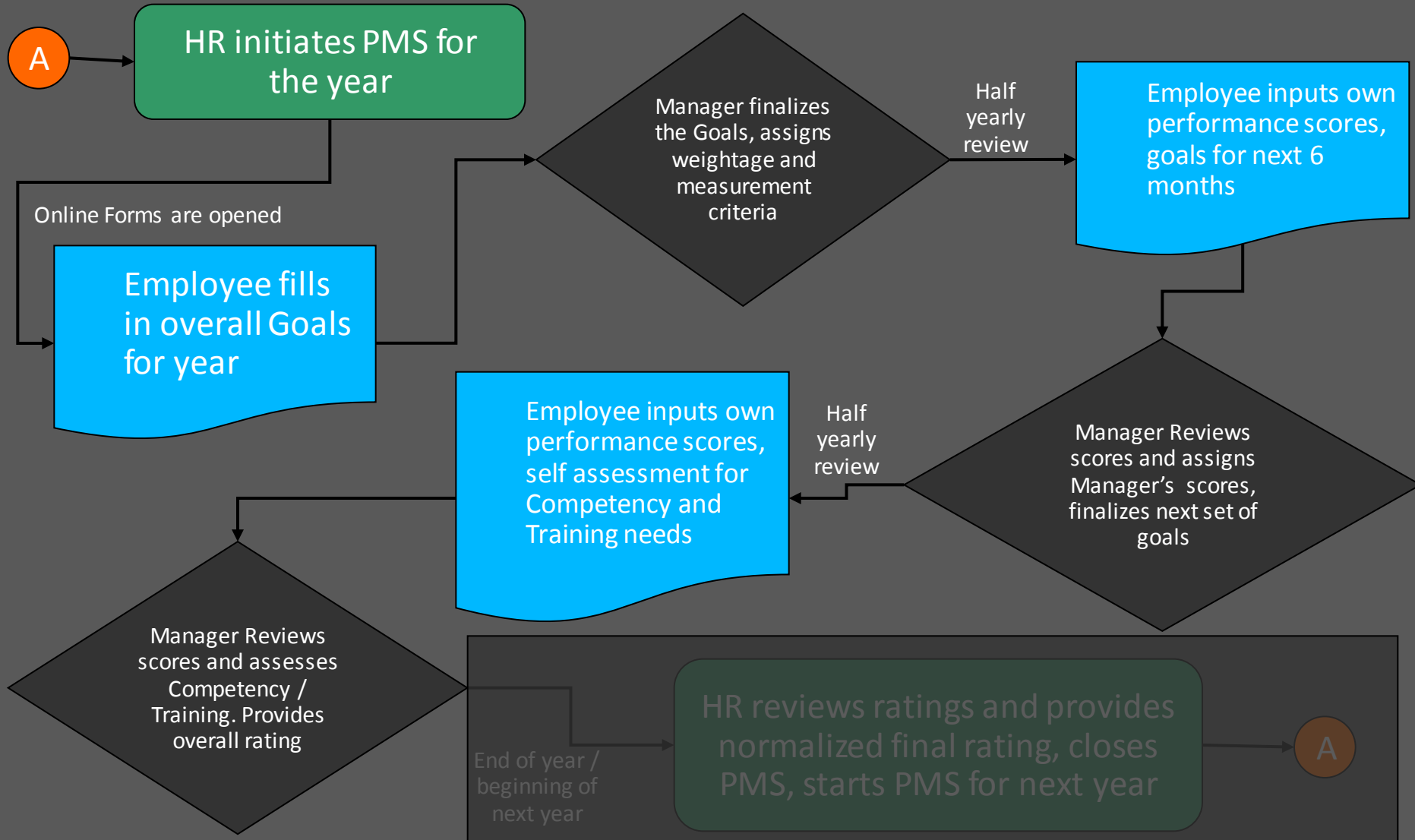
Category	Goal	Measurement criteria	Weightage	Self score	Self Remark	Appraiser's Score	Appraiser's Remark
Performance Sustainable	Achieved sustainable growth	Target Achievement	5	5	All Target achieved	5	All Target achieved
Performance select	Error Free output	handling all process effectively	3	3	Error Free output	3	Error Free output
Performance select	timely payments from clients	timely payments	2	2	Timely Payments	2	Timely Payments

Progress

Period Period Completed Done By Done On

Managers View to PMS form- submit ratings and comments over the employees performance and self remarks & ratings

Example: after several other steps... final review



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Demo

Dashboard

HRMS

Recruitment

Leave

Claims

Personal Details

Attendance

Salary Details

My Account

PMS Form

Start

Edit

Submit Later

Submit

Cancel

PMS Form #

KRA

Competency and Skills

Final Review

Skill Assessment

Skill Required	Weightage	Self score	Self Remark	Appraiser's Score	Appraiser's Remarks
Data Interpretation	5	5	Data Interpretation	Please select	

Competency assessment

Competency	Weightage	Self score	Self Remark	Appraiser's Score	Appraiser's Remarks
Data Interpretatic	5	5	Data Interpretation	Please select	

Employee can select competencies and skills- self ratings for both

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PMS Form

Start Edit Submit Later Submit Cancel

PMS Form #

KRA Competency and Skills Final Review

Training Needs: Self Input

Course Name	Self Remark	Manager Remark
Business Analytics	More knowledge about business	
Financial Manager	Financial Management	

Overall Comments

Appraisee comments	Employees comments	View List
Appraiser comments and recommendations if any		

**Final Review- Self Nomination for training programs
and overall comments**

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Salary Details

My Account

PMS Form

Start

Edit

Submit Later

Submit

Cancel

PMS Form #

KRA

Competency and Skills

Final Review

Skill Assessment

Skill Required	Weightage	Self score	Self Remark	Appraiser's Score	Appraiser's Remarks
Data Interpretation	5	5	Data Interpretation	5	Data Interpretation

Competency assessment

Competency	Weightage	Self score	Self Remark	Appraiser's Score	Appraiser's Remarks
Data Interpretatic	5	5	Data Interpretation	5	Data Interpretation

Managers Ratings - ratings for both skills and compitancies

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PMS Form

Start Edit Submit Later Submit Cancel

PMS Form #

KRA Competency and Skills Final Review

Training Needs: Self Input

Course Name	Self Remark	Manager Remark
Business Analytics ▼	More knowledge about business	<input type="text"/>
Financial Manager ▼	Financial Management	<input type="text"/>

Overall Comments

Appraisee comments

Appraiser comments and recommendations if any

Employees comments

View List

Managers remark to self training nomination and overall comments to employees PMS form

Benefits of Important PMS model

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1. Clear visibility is provided into each step of the PMS process
2. Communicate through email to employees and managers when the PMS is opened for goal setting / review / finalization
3. Communicate the final ratings through email, followup through system generated letters
4. Identify bottlenecks by duration, person, etc.
5. Generate list of forms filled / not filled
6. MIS on goal setting / review in progress
7. MIS on recommended ratings

- EMPLOYEE DETAILS**
- Employee Master
 - Employee Details Approval
 - Attach Checklist
 - Separation
 - Probations
 - Check List
 - Employee Data Reversal
 - Letter Generation
 - View Letters Generated

- E-OFFICE**
- Asset Group
 - Assets Issue
 - Assets Return
 - Item Request Approval
 - Assets List
 - Assets Awaiting Return
 - Item Requests Report

- PERFORMANCE MANAGEMENT**
- PMS Review
 - Forms Submitted Status
 - Started (not Submitted) Status
 - Not Started Status
 - PMS Rating Report
 - 360 Degree Report
 - Assignment Review Report
 - PMS Recommended Ratings
 - Confirmation and End Probation

- REPORTS**
- Employee Data Query
 - Employee Assignment Report
 - Employee Head Count
 - Active Employees List
 - New Joiners
 - Leavers Report
 - Attrition Trend
 - Confirmation Status Report
 - CTC Details
 - Employee Statutory Details(Pf No etc)
 - Reporting Supervisor Details
 - Age Analysis

Notice Board

05-APR

Send Notification

All Employees

Select Group

Send Notification

Birthdays Coming Up

New Joiners

Upcoming Holidays

PMS reports

MIS reports – forms submitted status

View Report -- Webpage Dialog				
http://demo.emportant.in/ViewReport_Hrms.aspx				
Export To Excel	Export To Html	Print	Close	
Demo Creatives Mumbai Mumbai PMS Forms Submitted List				
EMPNO	NAME	SUBMITTED	STATUS	MANAGER
E68	Manish Durne	05-Mar-2011	AWAITING SUPERVISOR REVIEW	Aditya Machhar
E79	Shrikant Bhatiya	09-Mar-2011	AWAITING SUPERVISOR REVIEW	Aditya Machhar
E105	Mathlesh Deshmukh	10-Mar-2011	AWAITING SUPERVISOR REVIEW	Aditya Machhar
E8	Smita S Gondhali	28-Feb-2011	AWAITING SUPERVISOR REVIEW	Amika Machhar
0123	Sameer Shadulla	04-Mar-2011	AWAITING SUPERVISOR REVIEW	Amitesh Tikadar
E71	Tanmoy Giri	07-Mar-2011	AWAITING SUPERVISOR REVIEW	Amitesh Tikadar
E100	Sachin Dudheria	09-Mar-2011	AWAITING SUPERVISOR REVIEW	Amitesh Tikadar
E86	Harsimron Sarkar	10-Mar-2011	AWAITING SUPERVISOR REVIEW	Amitesh Tikadar
E83	Clancy Nanda	10-Mar-2011	AWAITING SUPERVISOR REVIEW	Amitesh Tikadar
E91	Ankur Dharne	06-Mar-2011	AWAITING HR REVIEW	Ankit Mohta
E59	Mangesh Pogul	08-Mar-2011	AWAITING SUPERVISOR REVIEW	Ankit Mohta
E40	Mohit Raturi	08-Mar-2011	AWAITING SUPERVISOR REVIEW	Ankit Mohta
E108	Priyesh Nyamati	08-Mar-2011	AWAITING SUPERVISOR REVIEW	Ankit Mohta
E101	Surbhi Sukumar	09-Mar-2011	AWAITING SUPERVISOR REVIEW	Ankit Mohta
E70	Manik K Jangam	10-Mar-2011	AWAITING SUPERVISOR REVIEW	Ankit Mohta
E78	Sujit Quadir	10-Mar-2011	AWAITING SUPERVISOR REVIEW	Ankit Mohta
E12	Atish Jitekar	10-Mar-2011	AWAITING SUPERVISOR REVIEW	Ankit Mohta
E99	Manohar Vaishnav	10-Mar-2011	AWAITING SUPERVISOR REVIEW	Ankit Mohta
E73	Dhiren Anthu	09-Mar-2011	AWAITING SUPERVISOR REVIEW	Clancy Nanda
E20	Khushboo Patel	04-Mar-2011	AWAITING HR REVIEW	Harsimron Sarkar
E25	Maria Rita Yesane	07-Mar-2011	AWAITING HR REVIEW	Harsimron Sarkar
E16	Jeevan J Nanda	07-Mar-2011	AWAITING HR REVIEW	Harsimron Sarkar
E56	Tapan Bangra	02-Mar-2011	AWAITING SUPERVISOR REVIEW	Hemant Chudasma
E65	Vinod Sawalkar	03-Mar-2011	AWAITING SUPERVISOR REVIEW	Hemant Chudasma

MIS – Started filling in, not submitted

View Report -- Webpage Dialog

http://demo.emportant.in/ViewReport_Hrms.aspx

Export To Excel Export To Html Print Close

Demo Creatives
Mumbai
Mumbai
PMS Started but not Submitted

EMPNO	NAME	STARTED
0098	Amika Machhar	01-Mar-2011
E9	Kantilal Padate	10-Mar-2011
E6	Mohan Kutty	02-Mar-2011
E80	Pritam Gupta	11-Mar-2011
E84	Savitha Jangam	10-Mar-2011
E92	Shripad Deepak	11-Mar-2011
E104	Udaya Munshi	11-Mar-2011

http://demo.emportant.in/ViewReport_Hrms.aspx Internet

MIS – Not started filling online form

View Report -- Webpage Dialog

http://demo.emportant.in/ViewReport_Hrms.aspx

Export To Excel Export To Html Print Close

Demo Creatives
Mumbai
Mumbai
PMS Not Started

EMPNO	NAME	DATE_JOINED
E1	Ankit Mohta	01-Jan-2001
E27	Nurul Bist	01-Jan-2001
E28	Saikumar Kanekar	01-Jan-2001
E29	Nandlal Prasad	01-Jan-2001
E30	Selvaraj Gadara	01-Jan-2001
E31	Poonam Parashar	01-Jan-2001
E32	David Mohanty	01-Jan-2001
E33	Selvaraj Karale	01-Jan-2001
E34	Harikesh Pati	01-Jan-2001
E35	Saurov Mankodi	01-Jan-2001
E36	Sudeep Dudia	01-Jan-2001
E37	Srikant Vaishnav	01-Jan-2001
E38	Sunil L. Lakhani	01-Jan-2001
E39	Rowena Kamal	01-Jan-2001
E42	Sushil Waghmare	01-Jan-2001
E43	Vishwa Wahid	01-Jan-2001
E44	Basudev Thatheus	01-Jan-2001
E45	Harshad Nilak	01-Jan-2001
E46	Nirav Patil	01-Jan-2001
E47	Devmoni Rangani	01-Jan-2001
E48	Manohar Valmiki	01-Jan-2001
E49	Vibhor Pulekar	01-Jan-2001
E51	Srinivas Shukla	01-Jan-2001
E52	Palash Pachori	01-Jan-2001

http://demo.emportant.in/ViewReport_Hrms.aspx Internet

MIS – Manager's recommended ratings

View Report -- Webpage Dialog

http://demo.emportant.in/ViewReport_Hrms.aspx

Export To Excel Export To Html Print Close

Demo Creatives
Mumbai
Mumbai
PMS - Recommended Ratings

EMPNO	NAME	MANAGER	RECOMMENDED_RATING	RECOMENDED_PROMOTION	RECOMMENDATION	APPRAISEE
E91	Ankur Dharne	Ankit Mohta		NO		
E16	Jeevan J Nanda	Harsimron Sarkar		NO		
E20	Khushboo Patel	Harsimron Sarkar	1	NO		
E25	Maria Rita Yesane	Harsimron Sarkar	3	YES		
E24	Gagandeep Mota	Priyesh Nyamati	3	NO		
E17	Hemant Krishna	Priyesh Nyamati	2	NO		
E75	Jayaram Jepar	Priyesh Nyamati	2	NO		
E74	Malova Senghani	Priyesh Nyamati	4	YES	Strongly recommended for promotion.	
E50	Piyush Kakkar	Priyesh Nyamati	4	YES	Recoomend for promotion.	
E87	Puneet Karmakar	Priyesh Nyamati	4	NO		
E19	Rajesh Keshri	Priyesh Nyamati	3	NO		
E82	Rakesh Tiwari	Priyesh Nyamati	3	NO		
E64	Lone Kashyap	Sameer Shadulla	2	NO		

http://demo.emportant.in/ViewReport_Hrms.aspx Internet

Thank You

For More Information

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