美的
iHR 系统普通用户操作手册
Midea iHR System User Manual

修订历史记录

Revision History

序号	版本号	变更类型	变更（+/-）说明	作者	日期
1	V1.0	C	创建操作手册	徐蓉	2017.01.10

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*Status of Change：C——Create，A——Add，M——Modify，D——Delete

目录 Contents

1 系统操作介绍 Introduction to system

1.1 如何获得最佳体验 How to optimize your experience
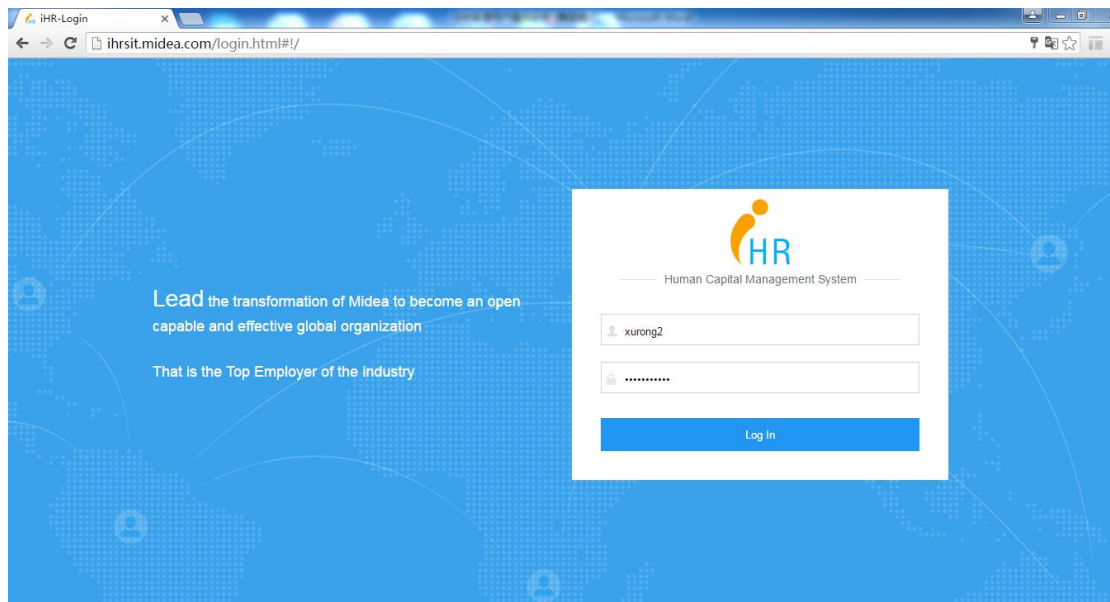
使用谷歌 Chrome、IE9+、Safari 浏览器。

Use Google Chrome, IE9 or Safari as your browser.

1.2 如何登录系统 How to enter the system

打开浏览器，输入网址 http://ihr.midea.com，打开系统的登录界面，如下图所示：

Enter the address http://ihr.midea.com into your browser. Open the login interface, where
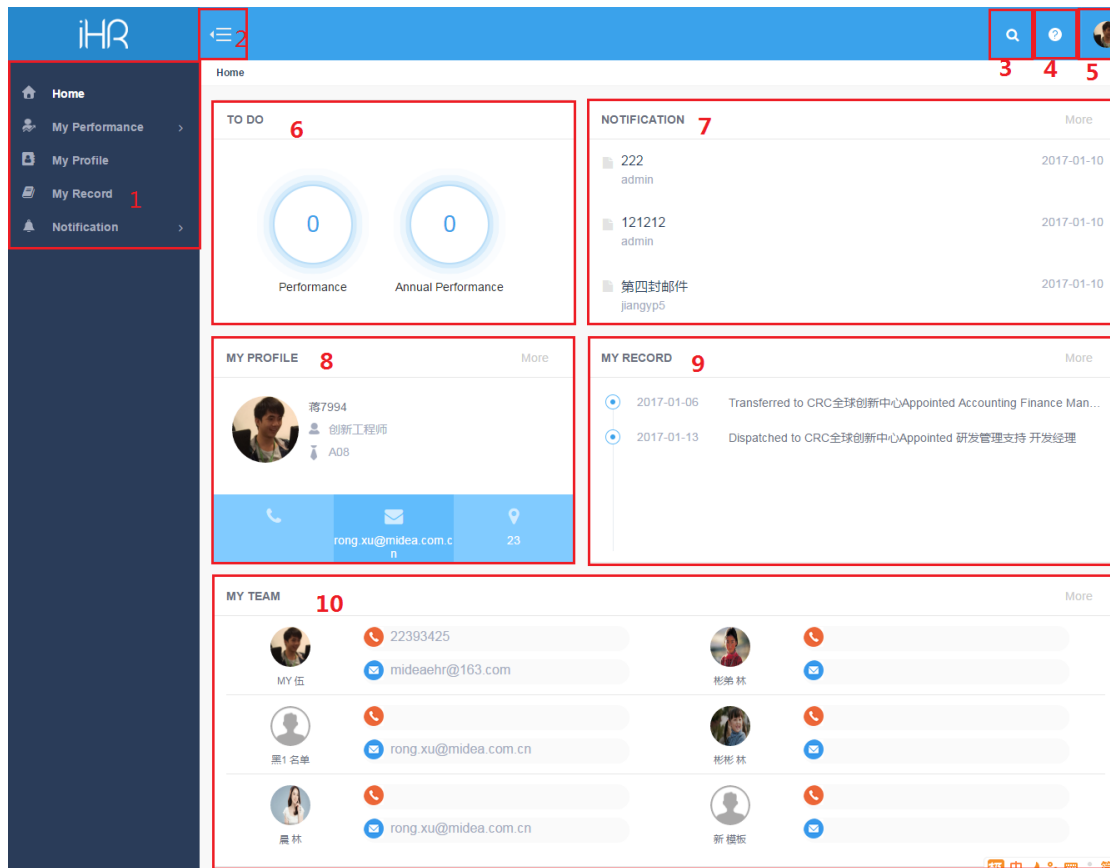
the image should be as below:

输入用户名、密码后，点击【Log In】即可登录系统。

Enter your username and password and click "Log In" to enter the system.

1.3 Home 员工首页

登录系统后，默认显示 Home 员工首页。

After entering, you will see the default Home page.

1 菜单区域：点击不同菜单，可切换到不同的页面

1. Menu area: Tap a different menu to switch to a different page.

2 菜单收缩键：点击后可将 1 菜单区域收起来，再次点击时可展开菜单

2. Menu retraction key: Click to bring up a new menu, you can expand the menu again when clicked.

3 搜索员工：可通过员工 ID、员工姓名搜索整个 IHR 系统中的人员通讯信息

3. Search employees: You can use employees' ID or names to search all users of the IHR system.

4 操作帮助：点击可下载操作手册

4. Help: Click on the downloadable handbook.

5 退出系统：点击后，再选择 Sign Out 可退出系统

5. Exit system: After clicking on this, you can click on Sign Out to exit the system.

6 任务待办：显示绩效（含组织绩效、个人绩效）、年度绩效的待处理任务数量。点击蓝色圈中的数量，可以链接到待处理任务页面。

6. Required tasks: Displays the performance (including organizational performance, individual performance), and number of individual tasks to be processed of annual performance.You can link to a pending task page by clicking on the number in the blue circle.

7 通知：展示 HR 发布的重要通知信息，默认显示最新的 3 条，点击右上角的 More 按钮，可查看所有发布的通知。

7. Notification: Display information on important HR announcements. The default display contains the latest three, you can see all announcements if you click More on the upper right.

8 我的信息：显示个人名片信息，点击右上角的 More 按钮，可链接到我的详细信息页面。

8. My information: Displays your own name card. You can access your details page by clicking More on the upper right.

9 我的成长记录：记录员工在公司的重大事件，例如入职、转正、调动、晋升等。默认显示最新的 5 条记录，点击右上角的 More 按钮，可查看所有的重大事件。

9. My growth history: This records employees' major activities, including entry, achievements, transfers, and promotions. The default display contains the latest five additions. You can access the entire history by clicking More on the upper right.

10 我的团队：显示我所在的团队成员，默认显示 6 条，点击右上角的 More 按钮，可查看所有的成员信息。

10. My team: This displays information on all teammates. Six will be displayed, but you can see all by clicking More on the top right.

2　My Performance 我的绩效

2.1 Performance 绩效

登录系统后，点击功能菜单中的【My Performance】－【Performance】进入如下页面：

After entering the system, if you click on 【My Performance】－【Performance】on the function menu, you will enter the below page:
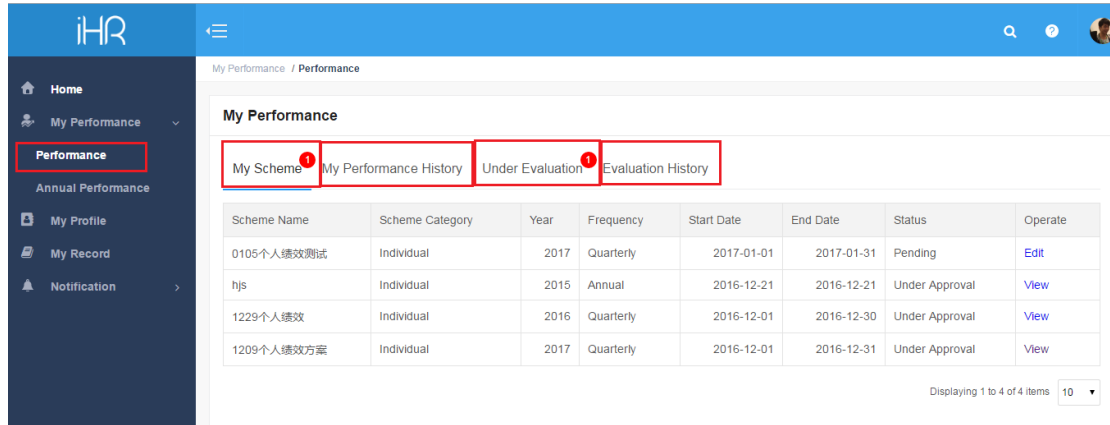
注意：此页面也可在 Home 员工首页，点击 TO-DO 待办中的 Performance 对应的数字进入。

该页面有四个选项切换卡，如果有待处理的任务，会在相应的选项卡上**用气泡数量**提示。

Note: This page is also available on the Home page. Click on the number corresponding to the Performance in TO-DO.

The page has four options. If there are pending tasks, they will appear in the corresponding tab with Number of Bubbles as the prompt.

我的绩效任务，显示我没有完成的所有绩效任务。

My Scheme：Displays tasks that have yet to be completed.

我的历史绩效任务，显示我已经完成的所有绩效任务。

My Performance History：Displays tasks that have been completed.

待我审批的绩效任务，显示下属提交我进行处理的绩效任务。

Under Evaluation：Displays tasks that submitted by subordinate waits to be evaluated.

我已审批的绩效任务，显示我已经处理完成的所有下属绩效任务。

Evaluation History：Displays all completed subordinate's performance tasks.

2.1.1 My Scheme 我的绩效任务

切换到 My Scheme 选项卡，显示我没有完成的所有绩效任务。

Switch to the My Scheme card. This displays the tasks that have yet to be completed.

    Scheme Category 区分此条绩效任务的类型：Business Unit 公司绩效、 Departmental 部门绩效、Individual 个人绩效。

Scheme Category distinguishes types of task: Business Unit, Departmental, and Individual.

Status 任务状态，表示绩效任务所处的不同状态。

Status: The stage of a task's performance.

Pending 待填写：HR 已启动绩效考核，员工收到绩效任务，等待员工填写。

Pending: HR has started performance appraisal and there are tasks awaiting completion.

Under Approval 审批中：员工已填写并提交绩效任务，等待上级审批绩效任务。

Under Approval: The employee has already completed and submitted a task and is awaiting their superior's approval.

Waiting Evaluation 等待评估：领导已完成员工绩效任务的审批，等待 HR 启动绩效评估流程。

Waiting Evaluation: Management has completed the approval of employee performance tasks and HR needs to start the performance appraisal process.

Self Evaluation 自评：HR 已启动绩效评估流程，等待员工完成自评。

Self-Evaluation: HR has completed the performance appraisal and is awaiting the employee's self-assessment.

Mutual Evaluation 上级评估：员工已完成自评，等待上级完成评分。

Mutual Evaluation: The self-evaluation has been completed and it is the supervisor's turn to evaluate.

    在 My Scheme 选项卡下，员工可能进行的操作如下：

In the My Scheme card, employees can go through:

（1） 员工填写绩效任务 Fill out performance tasks.

点击 Edit 按钮，可以进行绩效任务的填写。如下图所示：

Click the Edit button to fill out tasks. The screen will appear as below:

绩效填写页面分为 5 个区域。

The performance fill-out page is divided into five areas.

区域 1 方案信息：显示绩效方案基本信息

Area 1 Scenario Information: Displays basic information about the performance plan.

区域 2 指标任务：可编辑各项绩效指标，包括新增、修改、删除、改变指标的排列顺序

Area 2 Task Indicators: Edit performance indicators, including by adding new ones, modifying, deleting, or changing the order.

区域 3 流程走向：绩效流程走向图，可查看此份绩效所处的当前节点、需要经过的流程节点。

Area 3 Process: You can view the progress of ongoing tasks.

在填写页面，员工可以根据需要修改绩效流程的审批节点，但是，所有审批节点都不能设置为员工本人。

On the fill-in page, employees can modify the performance process as needed. Employees cannot manipulate their own processes.

区域 4 流程记录：各个流程节点的操作记录。

Area 4 Process Record: The operation record of each process node.

区域 5 操作：可以提交、保存、取消此份绩效方案。

Area 5 Action: You can submit, save, and cancel this performance plan.

（2） 员工填写自评 Staff self-assessment

自评页面与绩效填写页面类似，不再详细讲述。

The self-assessment page is similar to the performance fill-out page.

(3) 员工撤回已提交的绩效任务 Revoking submitted tasks.

处于 Under Approval 审批中、Mutual Evaluation 上级评估中状态的流程，员工可以自己撤回。点击 View 按钮，进入绩效页面后，点击 Withdraw 按钮，可将流程撤回到 Pending 待填写状态。**但一旦撤回流程后，流程将从第一个节点重新开始。如下图：**

Employees can withdraw items that are Under Approval or Mutual Evaluation. Click on View, enter the Performance page, and click Withdraw. When you click then Pending will appear as the status.But once the process is withdrawn, the process will restart from the first node. The screen will appear as below:

My Performance

My Scheme [2]   My Performance History   Under Evaluation   Evaluation History

Scheme Name	Scheme Category	Year	Frequency	Start Date	End Date	Status	Operate
2017 January individual Scheme	Individual	2017	Monthly	2017-01-01	2017-01-31	Mutual Evaluation	View
0105个人绩效测试	Individual	2017	Quarterly	2017-01-01	2017-01-31	Pending	Edit
hjs	Individual	2015	Annual	2016-12-21	2016-12-21	Waiting Evaluation	
1229个人绩效	Individual	2016	Quarterly	2016-12-01	2016-12-30	Self Evaluation	Self Evaluate
1209个人绩效方案	Individual	2017	Quarterly	2016-12-01	2016-12-31	Under Approval	View

Displaying 1 to 5 of 5 items   10 ▼

2.1.2 My Performance History 我的历史绩效任务

切换到 My Performance History 选项卡，显示**流程已经完成的绩效任务**。这部分主要是仅员工查看历史，并不需要任何操作。

Switch to the My Performance History tab to show the tasks that have been completely processed. This part is to enable employees to view their history, it does not require any specific operation.

Status 任务状态，表示绩效任务所处的不同流程状态。

Status: Represents the extent to which a task has been processed.

Completed 流程已完成：上级已完成评分，等待 HR 将最终绩效评分公布给员工。

Completed: The supervisor has completed their assessment and is waiting for HR to post the result.

Released 已发布分数：HR 已将绩效评分公布给员工，员工可查看得分。

Released: HR has released the result and the employee can see it.

2.1.3 Under Evaluation 待我审批的绩效任务

切换到 Under Evaluation 选项卡，显示下属已提交，等待我进行处理的绩效任务。

Switch to the Under Evaluation tab to display performance tasks that employees have submitted for processing.

Status 任务状态，表示绩效任务所处的不同状态。

Status: Represents the extent to which a task has been processed.

Under Approval 审批中：员工已填写并提交绩效任务，等待我进行审批。

Under Approval: The employee has already submitted the task and is awaiting approval.

Mutual Evaluation 上级评估：员工已完成自评，等待我进行评分。

Mutual Evaluation: The employee has completed their self-assessment and is awaiting their superiors' assessment.

在 Under Evaluation 选项卡下，上级可能进行的操作如下：

Under the Under Evaluation tab, the following actions may be performed by the supervisor:

（1） 审批员工的绩效任务 Approving tasks

点击 Approve 按钮，可以进行绩效任务的审批。上级可以进行的操作包括：**Approve 审批通过、Return 驳回、Refer 转办**。如下图所示：

Click Approve. Supervisors have the options **Approve, Return and Refer**. See below.

（**2**） 对员工绩效进行评分 Evaluating employees' tasks.

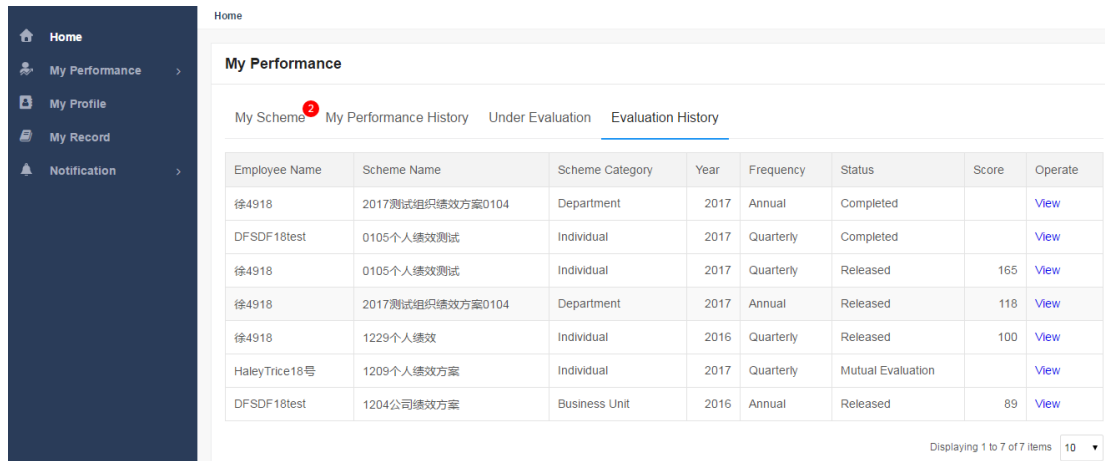点击 Evaluate 按钮，可以进行绩效任务的审批。
评分页面与审批页面类似，不再详细讲述。

Click the Evaluate button to approve performance tasks.
The ratings page is similar to the approval page and will not be discussed in detail.

2.1.4 Evaluation History 已审批的绩效任务

切换到 Under Evaluation 选项卡，显示我已经处理的所有下属绩效任务。这部分主要是仅上级查看审批历史，并不需要任何操作。

Click Under Evaluation to see all tasks you have processed. This section is primarily for the use of supervisors. No operations is needed.

2.2 Annual Performance 年度绩效

登录系统后，点击功能菜单中的【My Performance】－【Annual Performance】进入如下页面：

After entering the system, click 【My Performance】－【Annual Performance】to enter the below page.

注意：此页面也可在 Home 员工首页，点击 TO-DO 待办中的 Annual Performance 对应的数字进入。

Note: This can also appear on the home page if you click on Annual Performance under TO-DO corresponding to the number entered.

该页面有两个选项切换卡，如果有待处理的任务，会在相应的选项卡上**用气泡数量**提示。

The page has two options to switch cards, if there are pending tasks, the corresponding tab will use the **Number of Bubbles** prompt.

My Annual Performance：我的年度绩效，显示已发布最终分数的年度绩效。

My Annual Performance: Displays published final scores.

Confirm Annual Performance：确认年度绩效，显示需要我确认的部门最终年度绩效。

Confirm Annual Performance：Displays the department's final annual performance result for confirmation.

2.2.1 My Annual Performance 我的年度绩效

切换到 My Annual Performance 选项卡，显示**已由 HR 管理员发布的**最终年度绩效等级。

Switch to My Annual Performance to see the final annual performance level that has been released by the HR administrator.

2.2.2 Confirm Annual Performance 确认年度绩效

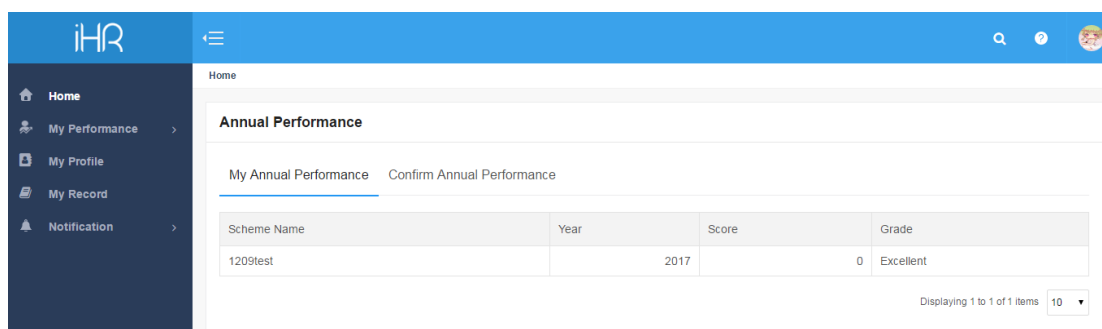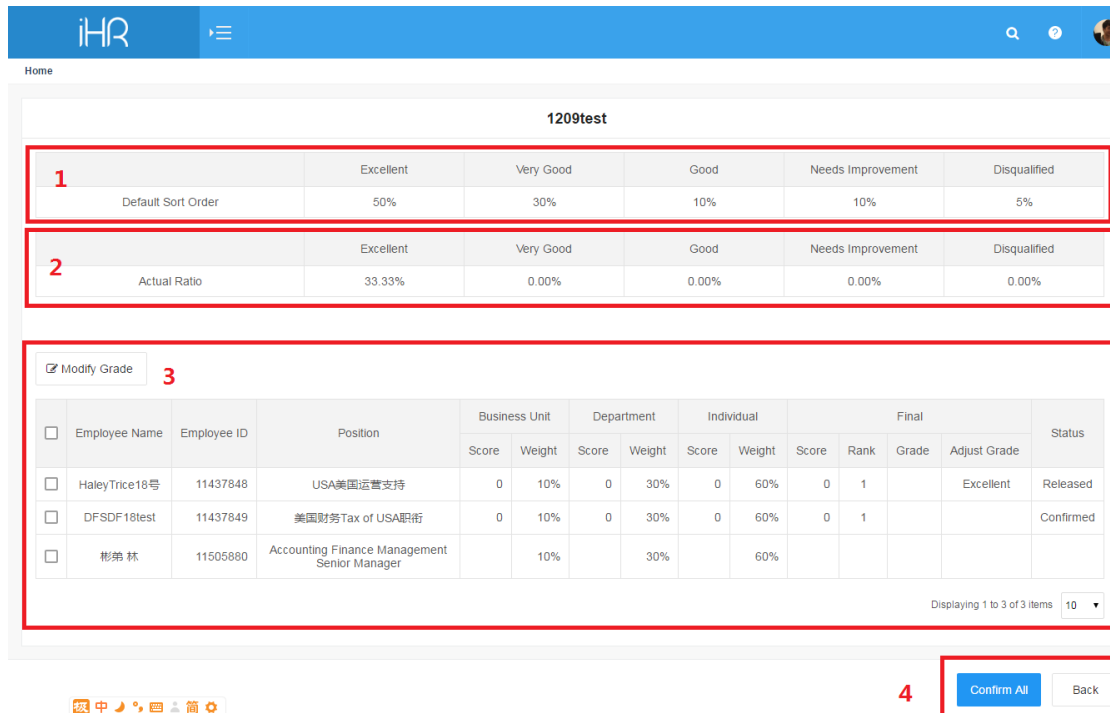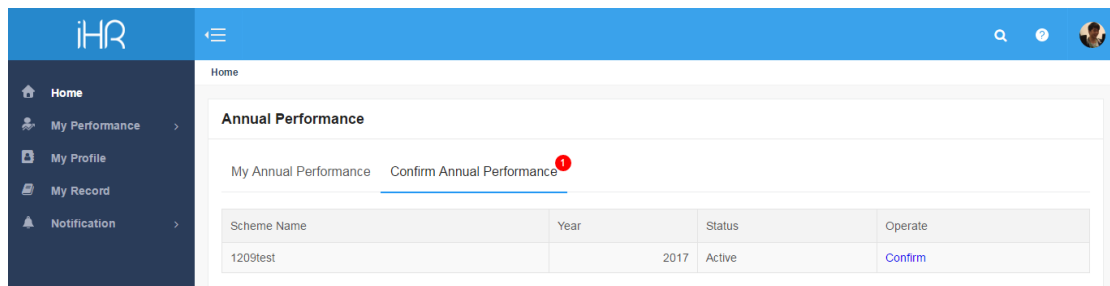切换到 Confirm Annual Performance 选项卡，显示需要我确认的部门最终年度绩效。

Switch to Confirm Annual Performance to see the department's final annual performance result for confirmation.

在确认年度绩效页面，分为如下区域：

The Confirm Annual Performance page has the following areas:

区域 1 建议的等级分布：由绩效管理员依据集团政策制定的绩效等级比例分布。

Area 1 Recommended level distribution: Done by the performance manager in accordance with group policy to develop the proportion of the distribution of performance levels

区域 2 实际的等级分布：在此年度绩效方案中，各个绩效等级实际的等级比例分布。

Area 2 Actual level distribution: In this year's performance program, the actual level of each performance level is distributed

区域 3 员工年度绩效：显示年度绩效方案中，各个员工的绩效得分（此得分由管理员根据公司绩效、部门绩效、员工个人绩效的得分、权重综合计算得出）。**绩效确认人可根据实际情况，对员工的最终绩效等级进行修改**，但不能修改绩效得分。

Area 3 Annual Performance: Displays the scores for each employee in the annual performance

plan (This score by the administrator based on company performance, departmental performance, personal performance score, comprehensive calculation). The performance verification personnel can modify the final performance grade according to the actual situation, but can not modify the performance score

区域 4 操作：绩效确认人一次性确认此绩效方案中所有人员的绩效等级。**确认之后的绩效等级，不能再进行修改。**

Area 4 Operation: A one-off confirmation of the performance level of all involved in the performance plan. The confirmed performance level **cannot be modified after confirmation.**

3. My Profile 我的信息

登录系统后，点击功能菜单中的【My Profile】进入我的信息页面。在此页面，可以修改自己的个人信息。如下图：

After entering the system, click on【My Profile】to enter your information page. On this page (as shown below), you can modify your personal information.

注意：某些字段出于管理要求，不允许员工自己修改。如果需要修改，可联系 HR。

Attention: Some fields are not allowed to be edited by the employee for administrative purposes. If you want changes to be made, please contact HR.

4. My Record 我的成长记录

登录系统后，点击功能菜单中的【My Record】进入我的成长记录页面。在此页面，可以查看在公司的重大事件，包括入职、转正、调动、晋升、海外派遣。如下图：

After entering the system, click on 【My Record】 to enter your development record. On this
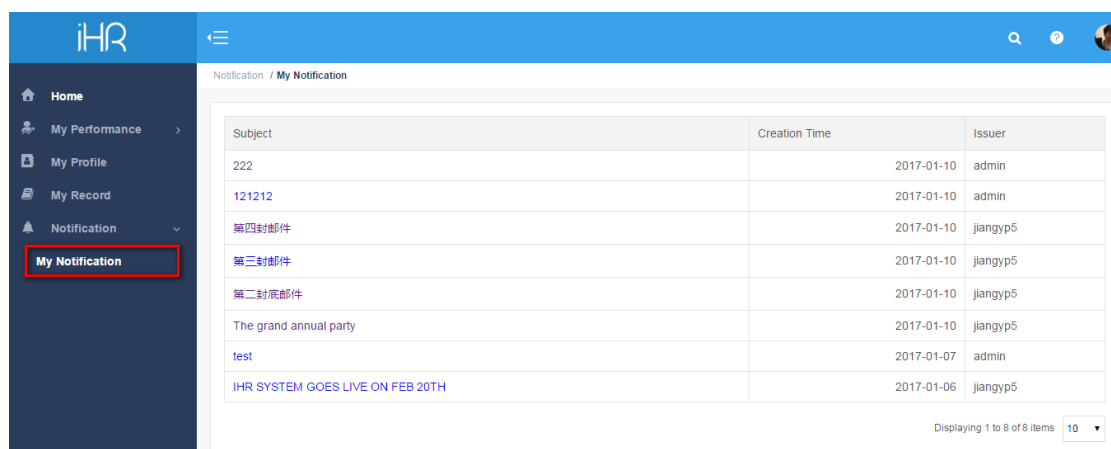
page you can see your major activities at the company, including entry, transfers, overseas dispatches, as below:
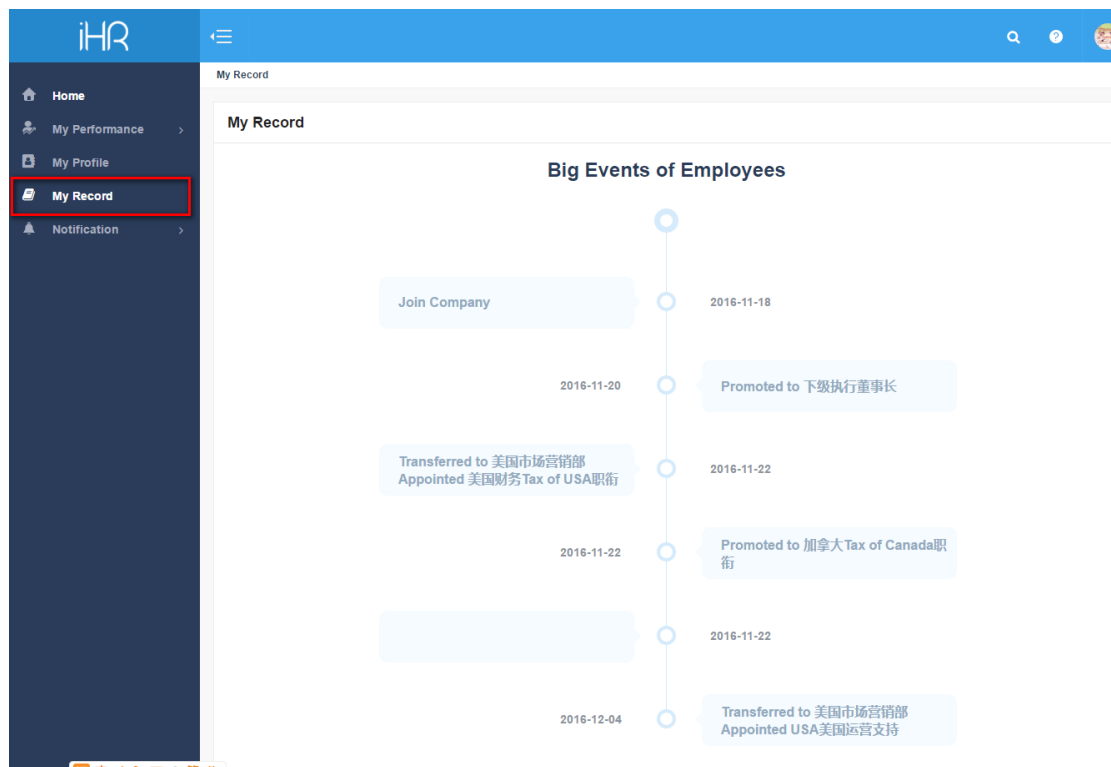
5. Notification 通知

　　登录系统后，点击功能菜单中的【My Notification】，进入我的通知页面。如下图，点击列表中的通知标题，可以查看通知内容。

　　After entering the system, click on 【My Notification】 to see all memos sent to you, as below. Click on the title of any notification to read the whole thing.

iHR

Notification / **My Notification**

Home

My Performance >

My Profile

My Record

Notification ∨

My Notification

Notification Details

Subject   The grand annual party

Body   The grand annual party will be hold on 17 th of January

Creation Date   2017-01-10

Recipients   IHR美的国际

Attachment(s)   IHR压力测试.png   Download