



EMPLOYEES PERFORMANCE MANAGEMENT SYSTEM
USER MANUAL (STAFF MODULE) – ENGLISH

CONTENTS

INTRODUCTION	2
1 – EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM	3
1.1. LOGING IN.....	4
1.1.1. RESETTING PASSWORD.....	4
1.2 CHANGE PASSWORD.....	5
2 – TO DO	6
2.1 UPDATE KPI MEASURE	6
2.2 SUBMIT CONTRIBUTION	7
2.3 PENDING APPROVAL KPI.....	9
2.4 PENDING APPRAISALS.....	10
2.5 LIST OF APPRAISALS.....	11
2.6 PENDING CONTRIBUTIONS	12
2.7 VERIFY TEAM’S PERFORMANCE.....	14
3 – MY PERFORMANCE	15
3.1 MY KPI.....	15
3.2 MY CONTRIBUTIONS.....	17
4 – DASHBOARD MODULE	18
4.1 HOME.....	18
4.2 PERSONAL	19
4.2.1 PERFORMANCE	19
4.2.2 TREND	19
4.3 MY TEAMS	20
4.3.1 PERFORMANCE.....	20
4.3.2 TREND.....	20
4.3.3 COMPETENCIES GAP ANALYSIS.....	21

INTRODUCTION

Employee Performance Management System is a cloud-based software and consists of important modules to manage employees Performance Management using Balanced Scorecard, Appraisal and Other Contributions.

OfficeCentral Employee Performance Management System has been designed and developed specially for businesses and organizations to help them manage their companies and employees' performance easily, effectively and timely.

This user manual has been written as Systems Administrator User Manual, focusing on functionalities that are used by System Administrators in setting up and using this system.

Contact Us

Authentic Venture Sdn. Bhd. (470336-H)
906B, Level 2, Block D
Diamond Complex, Bangi Business Park
43650 Bandar Baru Bangi
Selangor, Malaysia.
P: +603-2724 3826
E: support@ventures.com.my

If you have any questions or support enquiries, please contact us at support@ventures.com.my.

Our support site is <http://help.OfficeCentralCloud.com>, containing:

- Download link to PDF version of our manual
- Tutorials
- Help Articles
- Frequently Asked Questions

Before you contact us, please do the following:

1. Check for available resources such as updated manual
2. Look for updated guides related to your problem

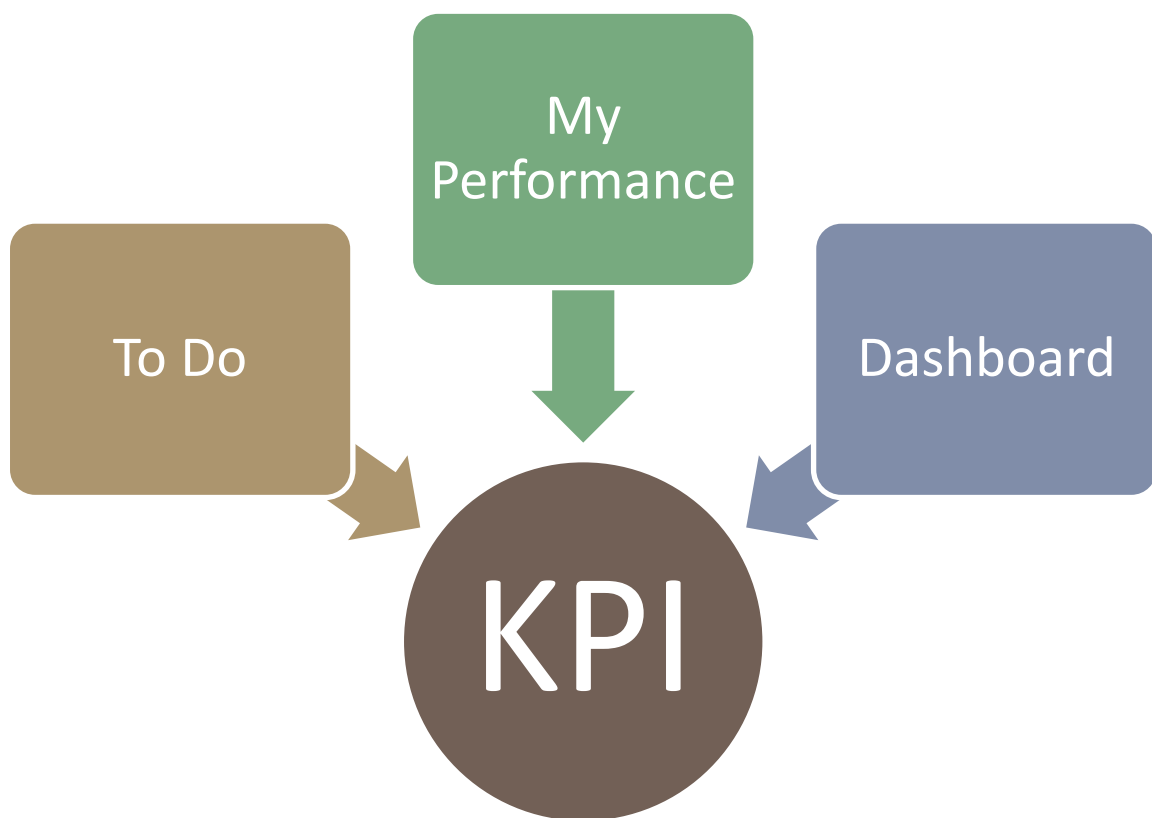
All Rights Reserved

©2024 -Authentic Venture Sdn Bhd. All Rights Reserved.

1 – EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM

Employee Performance Management System is used to manage Employees' Performance. There are three types of performance that we track in the system which is KPIs, Appraisals and Other Contributions.

There are a few modules available in the Employee Performance Management System, arranged to ensure that it is easy for you to navigate. This modules for staff used.



1.1. LOGING IN

KPI system can be access using URL <http://kpi.officecentral.asia>. login page allows the users to login. It has two fields, the Username and the Password. The inputs will be compared and grant users verification to log in into the system.

1. Enter the username and password.
2. Click button “Login” to proceed into login into the system.

1

2

3

3. If you forgot your password, click on “Forgot Password?” link to reset your password.

1.1.1.1. RESETING PASSWORD

To reset your password in case of forgotten, click on “Forgot Password?” link from the login page.

1

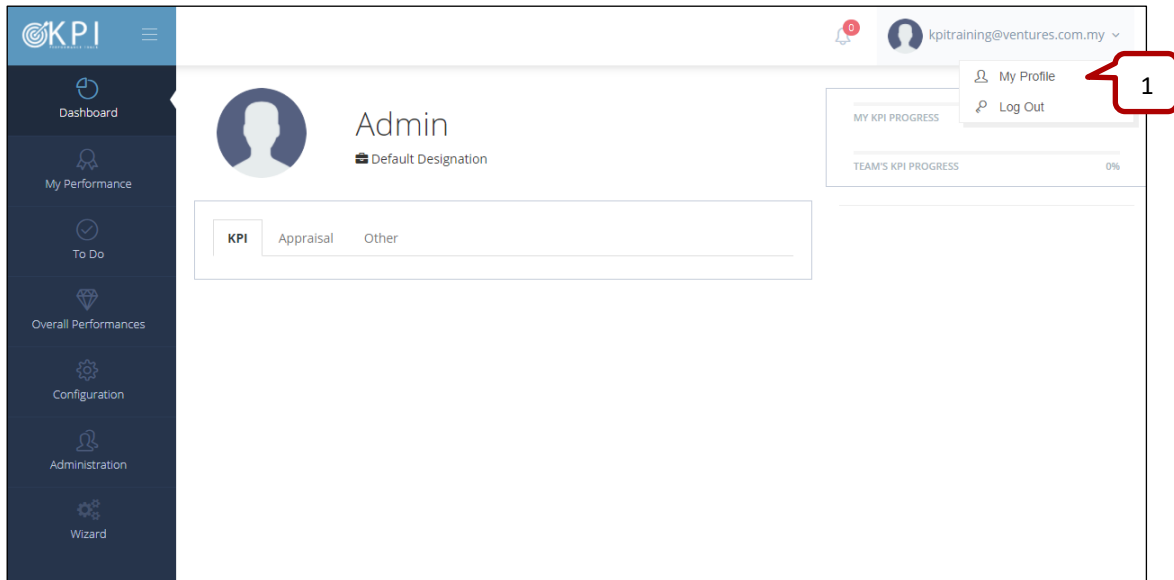
2

1. Enter your registered email address to reset your password.
2. Click on “Submit” to submit the application and check your email for a time sensitive link that will be needed in creating new password.

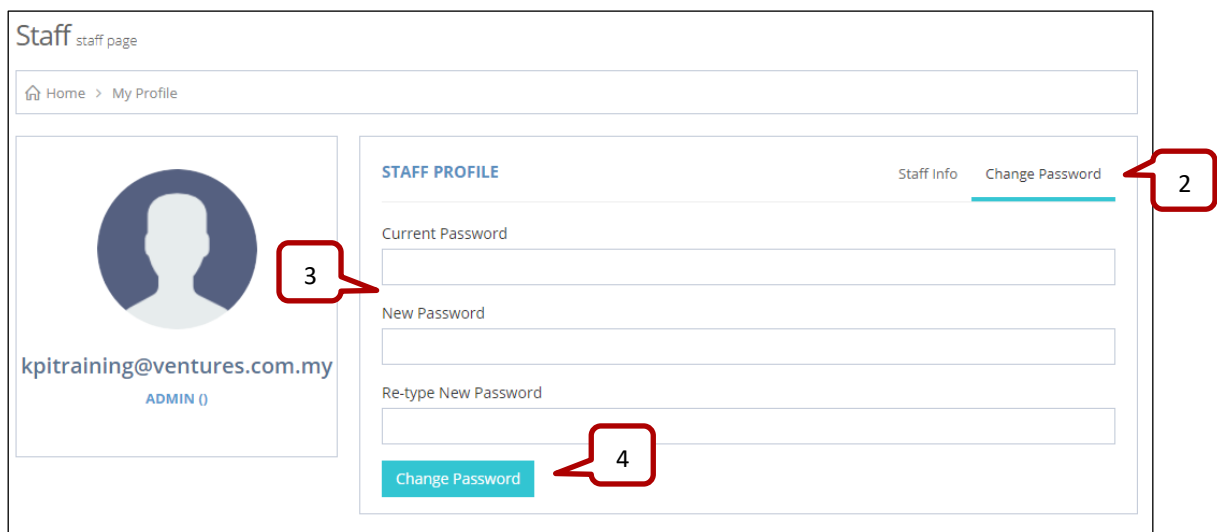
1.2 CHANGE PASSWORD

User can still change the password that has been set by administrator once they have access to the system.

1. Click on username button on the right corner of the Homepage and choose “My Profile”.



2. Click on tab “Change Password”.



3. Enter your current password and new password that you want to change to.
4. Click on “Change Password” button to proceed.

Note: You may try to log out and log in again to the system.

2 – TO DO

In To Do you can access Update Measure, Submit Contribution, Pending KPIs, Pending Appraisals and Pending Contributions.

2.1 UPDATE KPI MEASURE

In this sub-module, usually the staff that become the supervisor will access to this function. This function is to show the performance by each of the staff within their team.

1. Go to “To Do”, move your cursor to “Update KPI Measure” and click on “Performance name”.



2. After you click the button, you will see the following page. You can key in the result at actual measure column.

Information
Please ensure you write **evidence** of your updated measure and give **reason** for unachieved KPI by click on in table.

MONTHLY May (2019) < >

KPI	Period	Annual Actual VS Target	Actual Measure	Target Range	
Hana- #Mentoring / Coaching sessions	May of 2019	Number 17 / 4	<input type="text"/> Number	3 From ↔ To 8	
Hana- % of completion of the procurement process	May of 2019	% 35 / 75	<input type="text"/> %	70 From ↔ To 90	
Hana - # Companies profile up-to-date	May of 2019	Number 8 / 18	<input type="text"/> Number	16 From ↔ To 24	
Hana - # Follow up and engagement programmes with targeted companies	May of 2019	Number 6 / 4	<input type="text"/> Number	3 From ↔ To 7	
Training program to SME's	May	Training 4 / 5	<input type="text"/> Training	4 From ↔ To 5	

QUARTERLY					
KPI	Period	Annual Actual VS Target	Actual Measure	Target Range	
Hana - \$ Approved investment in manufacturing sectors (resources)	Quarter 2 of 2019	RM bil 12.30 / 24.70	RM bil <input type="text"/>	20.60	From ↔ To 27.60

YEARLY					
KPI	Period	Annual Actual VS Target	Actual Measure	Target Range	
Hana - Research on Company Investment Techniques	2019	NO 2 / 4	NO <input type="text"/>	2	From ↔ To 12

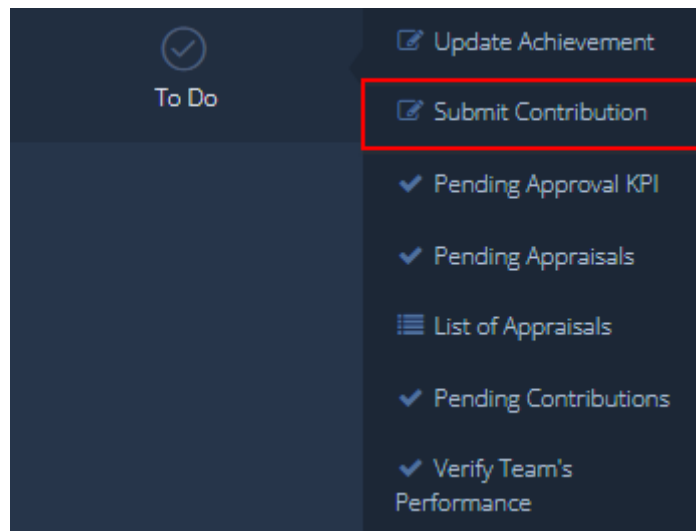
Descriptions:

1	Here you can change month.
2	Here you can key in actual measure.

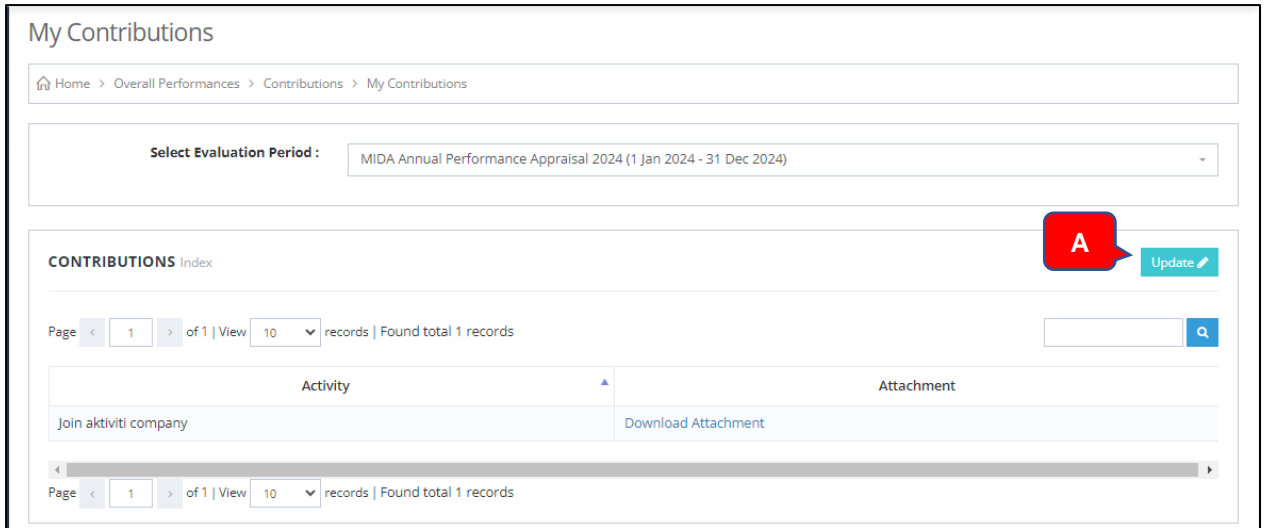
2.2 SUBMIT CONTRIBUTION

By each of the staff can submit their own contribution that will contribute some percent to the company KPI. The admin already add the contribution categories that will be calculate with the company KPI. As user we just need to submit our own contributions.

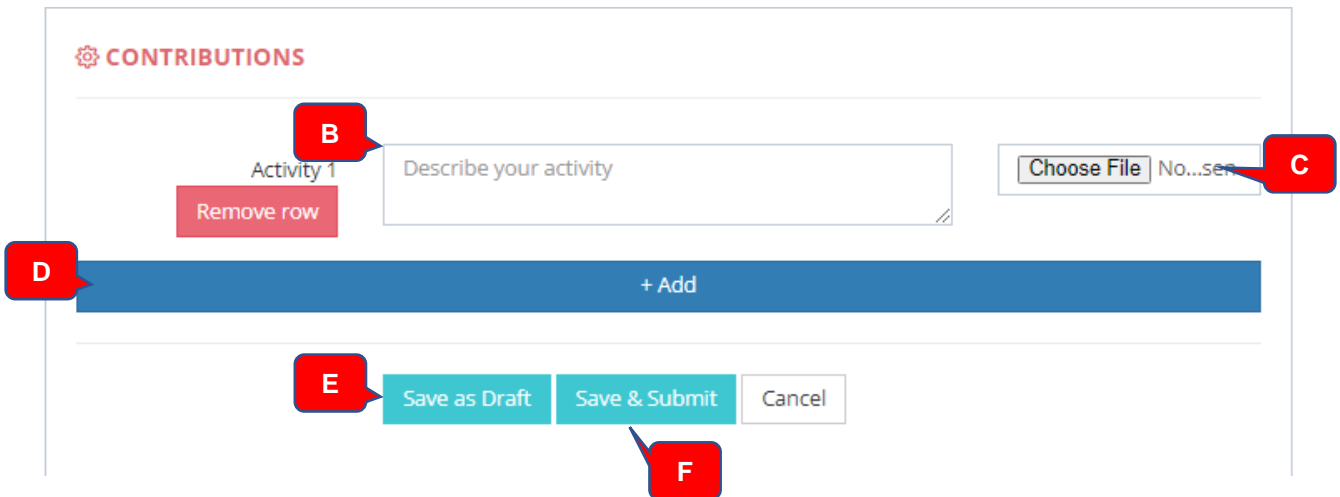
1. Go to **To Do** and click on **Submit Contribution**.



2. After you click on **“Submit Contribution”**, you will see the following page. This is the lists of your submitted contribution.



3. To add new contribution, click on “Update” at “A”. After you click “Update”, you will see the following page.

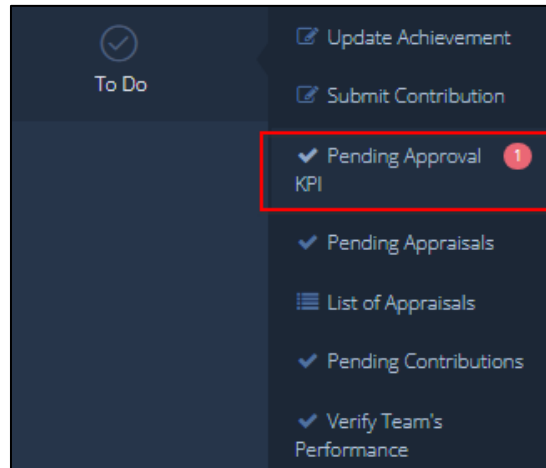


Descriptions:

B	Fill in the activity that you had done.
C	You can upload file/picture for this activity that you did here.
D	Click “Add” to add more activity.
E	Click “Save as Draft” if you still want to Edit your contribution.
F	Cick “Save & Submit” to Submit your Contribution to your Supervisor.

2.3 PENDING APPROVAL KPI

This page will show list of KPI that has been send by staff. Once staff/Supervisor have created staff KPI, staff need to click on Finalized button. Then system will send email notification to Supervisor/Admin to Approve staff's KPI.



1. You will see the following page as below once click on "Pending Approval KPI".

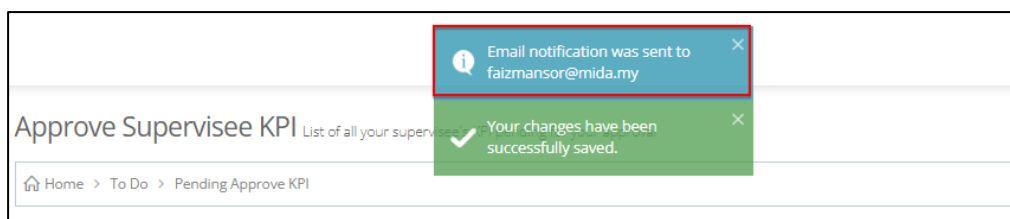
LIST OF SUPERVISEE PENDING FOR YOUR APPROVAL					
Page < 1 > of 1 View 10 records Found total 1 records					
KPI Group	Supervisee	No. of KPI	Total Personal Weightage (%)	Your Last Message	Quick Action
MIDA KPIs 2024	MOHD FAIZ BIN MANSOR	1	100.00	[25 Sep 2024] - Approved	A B C

Page < 1 > of 1 | View 10 records | Found total 1 records

Descriptions:

A	Click this button to "Approve" KPI staff.
B	Click this button to "Request to Modify".
C	Click this button to "View Scorecard list".

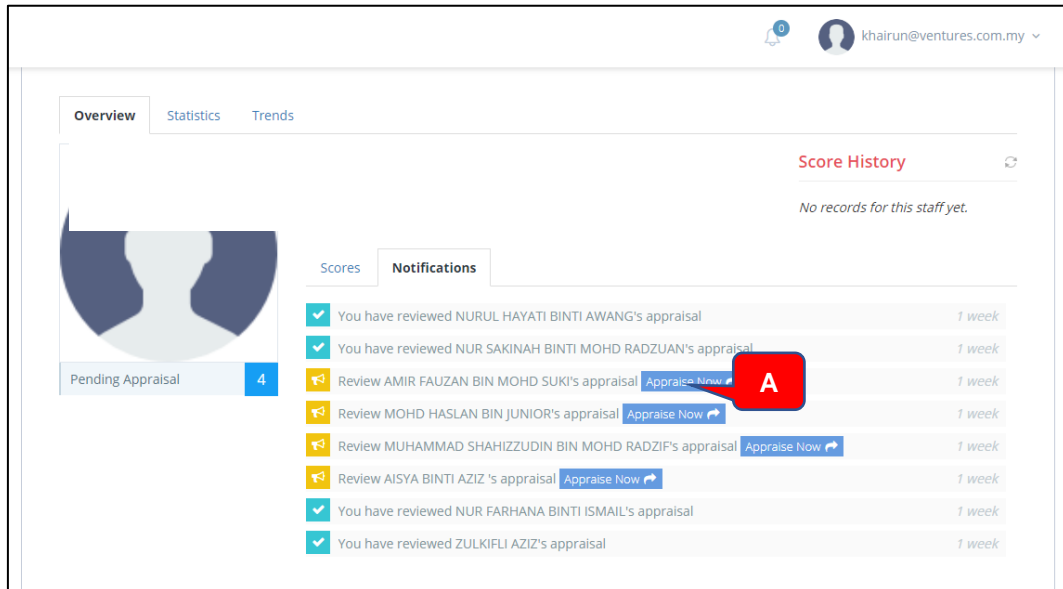
2. Once Supervisor/Admin click Approve/Request to Modify, staff will get notification Email that shows their KPI have been Approved or Request to Modify.



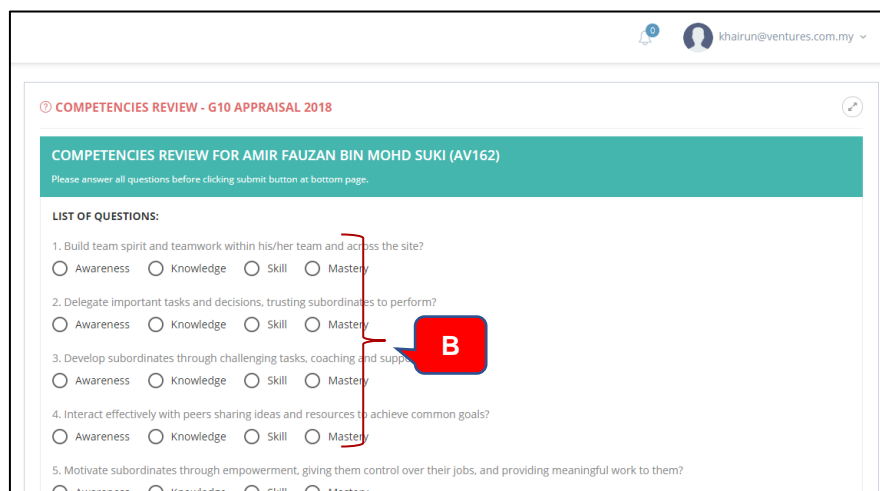
2.4 PENDING APPRAISALS

For the Pending Appraisal also only the supervisor will receive this notification. The supervisor need to appraise all of their team's members or called as supervisee.

1. To access this page, go to **"To Do"** and click on **"Pending Appraisals"**. After click on **"Pending Appraisal"**, you will see the following page:



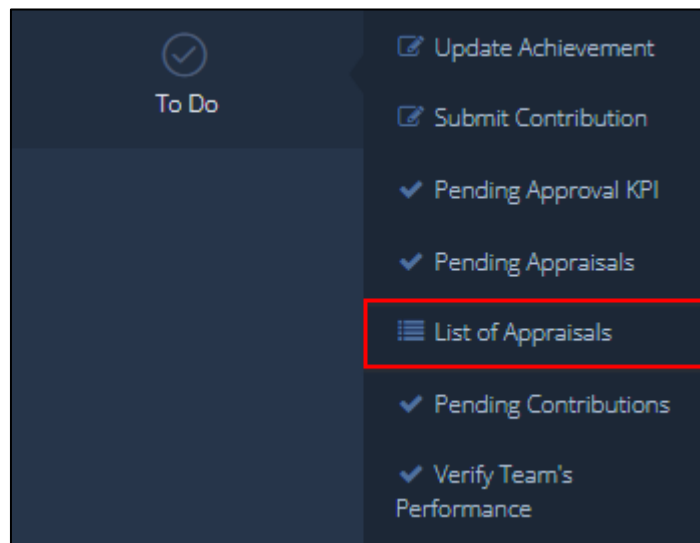
- A Here, the supervisor will get the list of the staff that he / she need to appraise. Click on **Appraise Now** and will direct to appraise page. The supervisor need appraise each of staff member in the team.



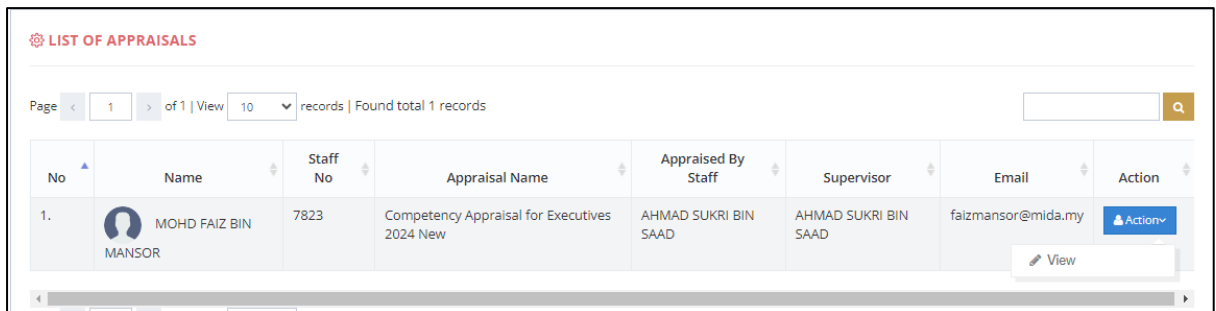
- B The supervisor need to answer all the questions and click on **Submit** button.

2.5 LIST OF APPRAISALS

Here you can view List of Appraisals that you need to Appraise.




1. You will see this following page as below when you click on “List of Appraisals” menu.

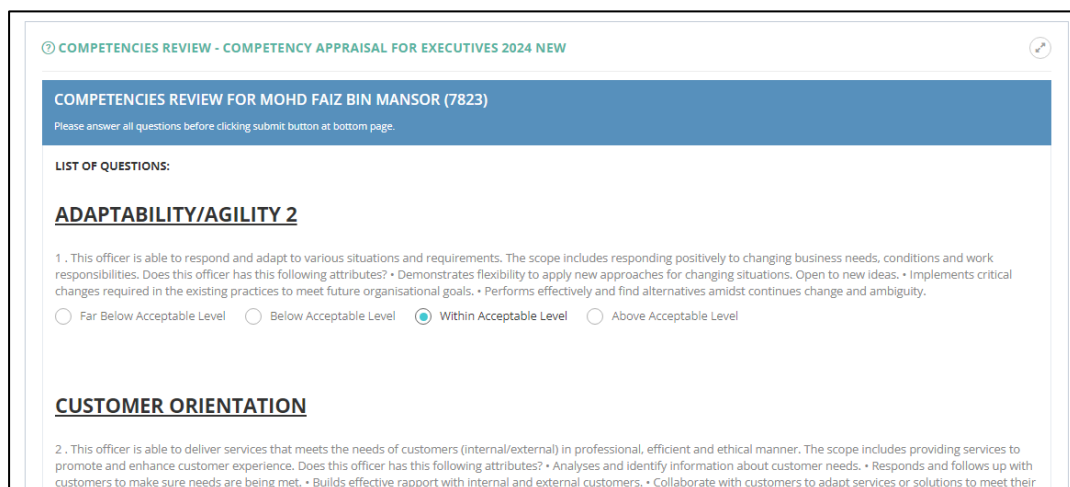


LIST OF APPRAISALS

Page < 1 > of 1 | View 10 records | Found total 1 records

No	Name	Staff No	Appraisal Name	Appraised By Staff	Supervisor	Email	Action
1.	 MOHD FAIZ BIN MANSOR	7823	Competency Appraisal for Executives 2024 New	AHMAD SUKRI BIN SAAD	AHMAD SUKRI BIN SAAD	faizmansor@mida.my	Action View

2. Click on “Action” button and then click “View” to view Appraisals for each staff. Then you will see the following page as below:



COMPETENCIES REVIEW - COMPETENCY APPRAISAL FOR EXECUTIVES 2024 NEW

COMPETENCIES REVIEW FOR MOHD FAIZ BIN MANSOR (7823)
Please answer all questions before clicking submit button at bottom page.

LIST OF QUESTIONS:

ADAPTABILITY/AGILITY 2

1. This officer is able to respond and adapt to various situations and requirements. The scope includes responding positively to changing business needs, conditions and work responsibilities. Does this officer has this following attributes? • Demonstrates flexibility to apply new approaches for changing situations. Open to new ideas. • Implements critical changes required in the existing practices to meet future organisational goals. • Performs effectively and find alternatives amidst continues change and ambiguity.

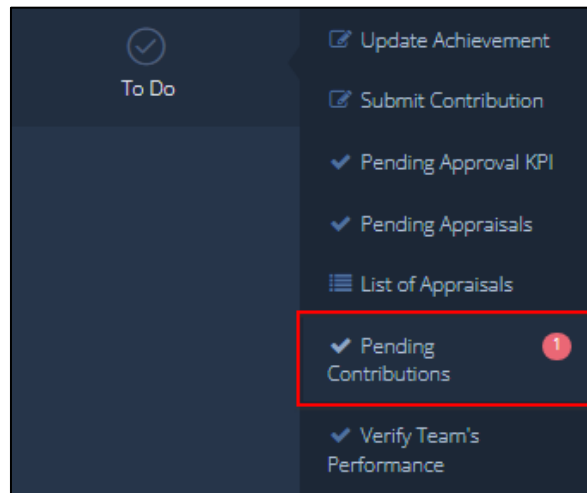
Far Below Acceptable Level Below Acceptable Level Within Acceptable Level Above Acceptable Level

CUSTOMER ORIENTATION

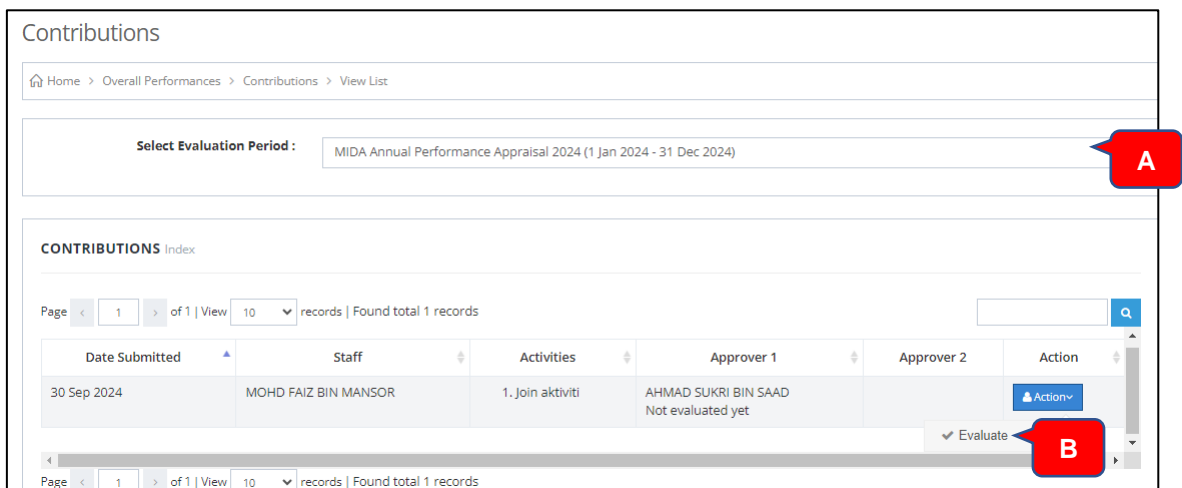
2. This officer is able to deliver services that meets the needs of customers (internal/external) in professional, efficient and ethical manner. The scope includes providing services to promote and enhance customer experience. Does this officer has this following attributes? • Analyses and identify information about customer needs. • Responds and follows up with customers to make sure needs are being met. • Builds effective rapport with internal and external customers. • Collaborate with customers to adapt services or solutions to meet their

2.6 PENDING CONTRIBUTIONS

For the Pending Contributions also only the supervisor will receive this notification. The supervisor needs to Approve all their team's members or called as supervisee.



1. You will see the following page as below once you click on “Pending Contributions” Menu.



Descriptions:

A	Select Evaluation Period by click here.
B	Click on “Action” button then click “Evaluate” to evaluate/approve staff's contribution.

2. You will see the following page as below once you click on “Evaluate” button:

Descriptions:

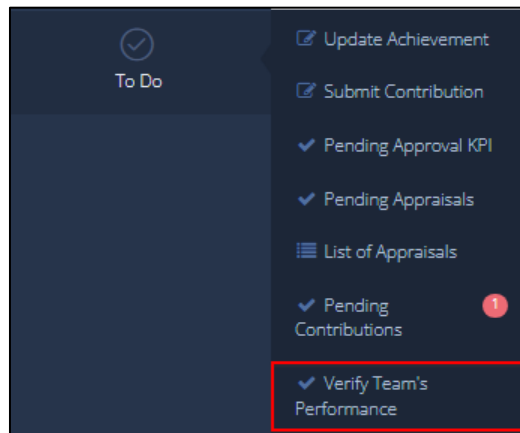
C	Choose the Evaluate Score for this Staff’s Contribution.
D	Then you can fill in the “Evaluations Details”. (if necessary)
E	Click on button “Save & Submit” to Evaluate this staff’s contribution.

3. If staff have 2 Evaluator that need to Evaluate his/her Contributions, system will send Notification to Second Evaluator to Evaluate this Staff’s Contribution.

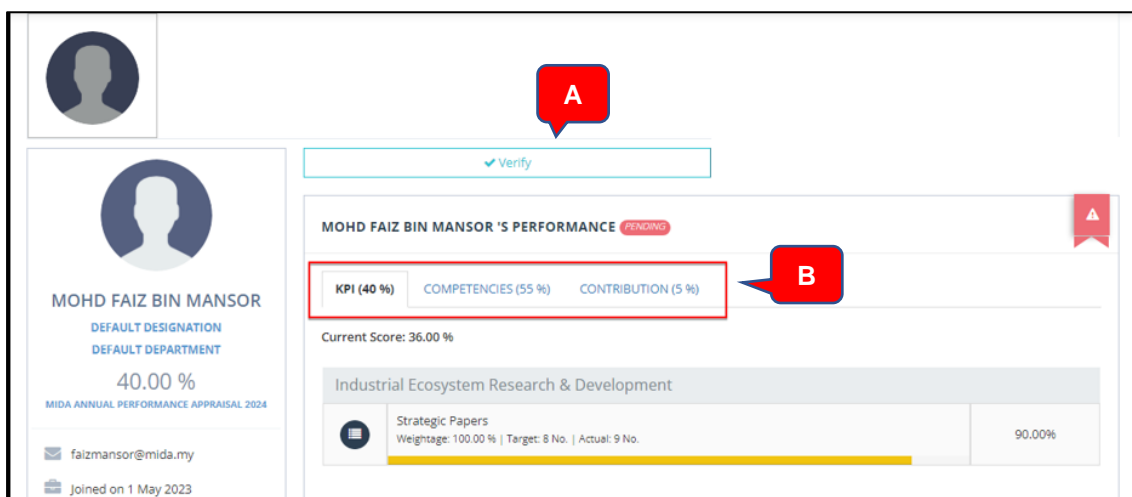
Note: Staff can update/resubmit contribution to supervisor as and when until PPI has evaluated. The PP1 can re-evaluate as and when until PP2 has evaluated/PP1 has verified the marks. The PP2 can re-evaluate as and when until PP2 has verified the marks.

2.7 VERIFY TEAM'S PERFORMANCE

For the Verify Team's Performance, it's a final step for the Supervisor to do. Supervisor can Verify for each staff performance.



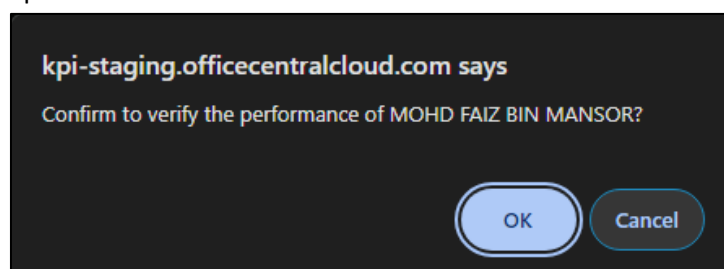
1. You will see the following page as below once you click on “Verify Team’s Performance” Menu.



Descriptions:

A	Click on “Verify” button to Verify staff performance. Notes: Button Verify will appear when KPI, Competencies and Contribution is completed.
B	Click on this Tab to see Score for each Performance.

2. Once Supervisor click “Verify” button, system will popup this notification. They can choose “OK” or “Cancel”. Refer picture below:

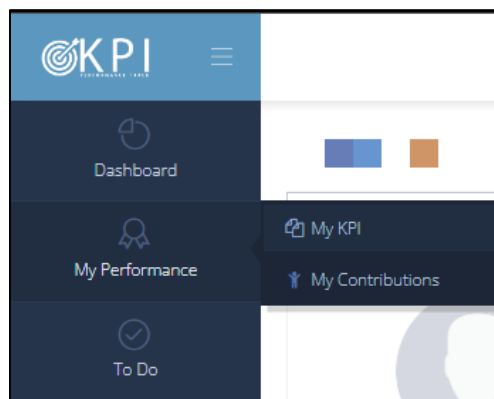


3 – MY PERFORMANCE

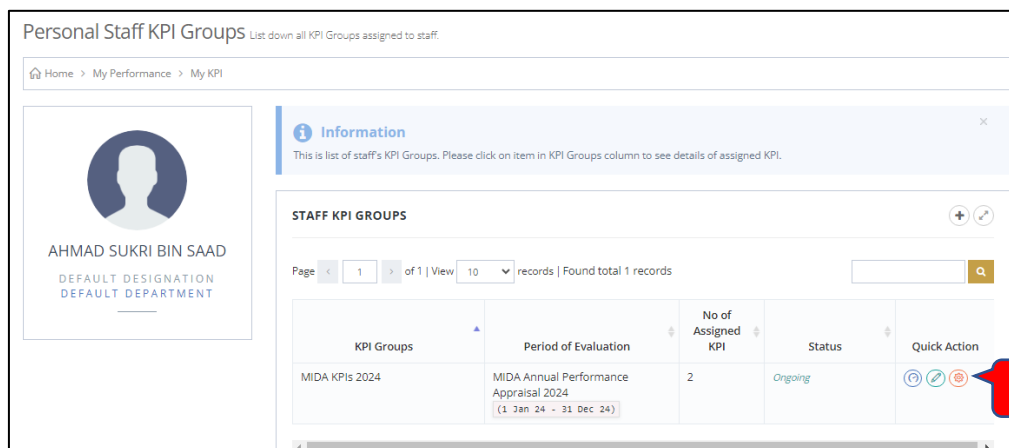
In this submodule, you be able to view your own current result of your KPI, update KPI measure and also view your Personal KPIs setting. In Personal KPIs setting is where you may update or change your KPI. You will be allowed to update or change the KPI if the admin Unfinalized and Allow for Modify your KPI. Supervisor will receive the new KPI if you Finalized the new KPI and it will automatically be sent notification to the supervisor.

3.1 MY KPI




3. Go to “My Performance” and click on “My KPI”. After that you will see the following page:




4. After that, you will see the following page:



Descriptions:

A	<p>You may go the the Quick Action column to choose the view.</p> <p>You may click on  to view your current KPI result.</p> <p>You may click on  to update the KPI measure. To update KPI measure, please refer to 2.1.</p> <p>You may click on  to view your personal KPI setting.</p>
---	---

5. You may click on this button  to view or update your KPI settings. After you click on this button, you will see the following page. This is view if the admin already **Finalized** and **Disallow for Modify the KPI**.

Setting Personal KPI Add New, Update, Assign to Supervisee KPI of MIDA KPIs 2024

Home > My Performance > My KPI > Setting KPI of MIDA KPIs 2024 Actions

Information x

- Your KPI Settings for MIDA KPIs 2024 is finalized.
- You can not change your setting except get permission from HR Administrator.
- Please contact your HR Admin if you wish to review your KPI setting.

Finalized
- Total KPI
100.00 % Total Weightage

SETTING PERSONAL KPI

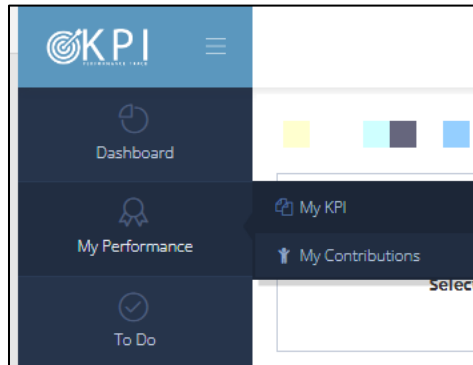
Search:

#	KPI	Measure Frequency	Aggregation Type	Target	Personal Weightage (%)	Possession	Action
Industrial Ecosystem Research & Development							
1	# Strategic Papers	Yearly	Sum	No. 8	50.00	Received From : Zamzama binti Email @ Ismail	Action
2	Strategic Papers	Yearly	Sum	8 No.	50.00	Cascade to : <ul style="list-style-type: none"> • MOHD FAIZ BIN MANSOR (8) 	Action

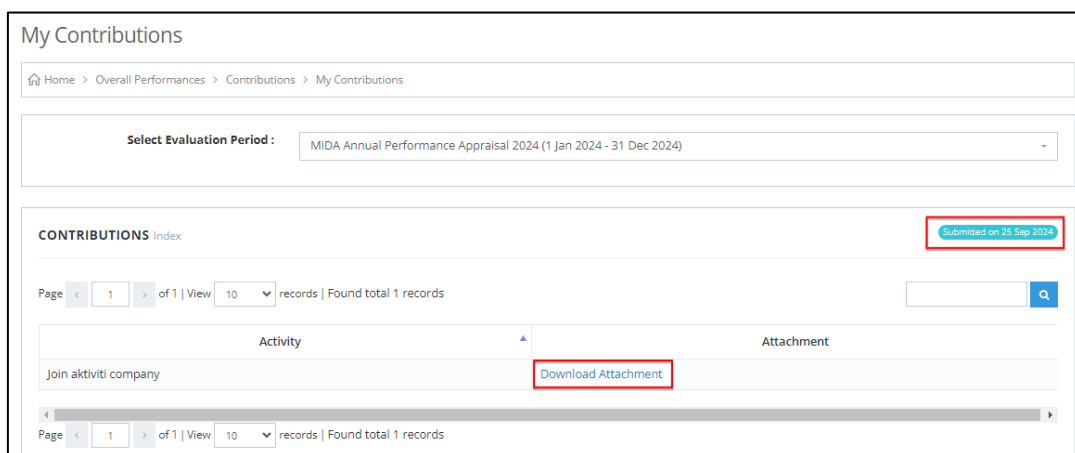
3.2 MY CONTRIBUTIONS

In this sub-module, you get access to your own list of contributions. Here, you may also to submit your contributions.

1. Go to **“My Performance”** and click on **“My Contributions”**.



2. You may see the list of your **own contributions**. As you can see in picture below, once you had Submit your Contributions, system will notify that your Contributions is **Submitted on 25 Sep 2024**.



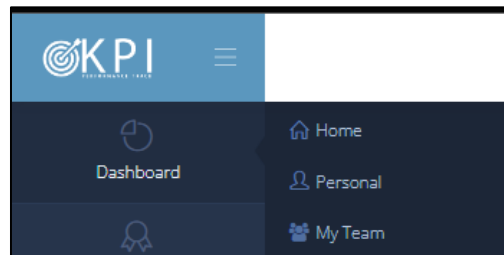
3. You also can Download Attachment if you had attach any File or Picture in your Contribution.

4 – DASHBOARD MODULE

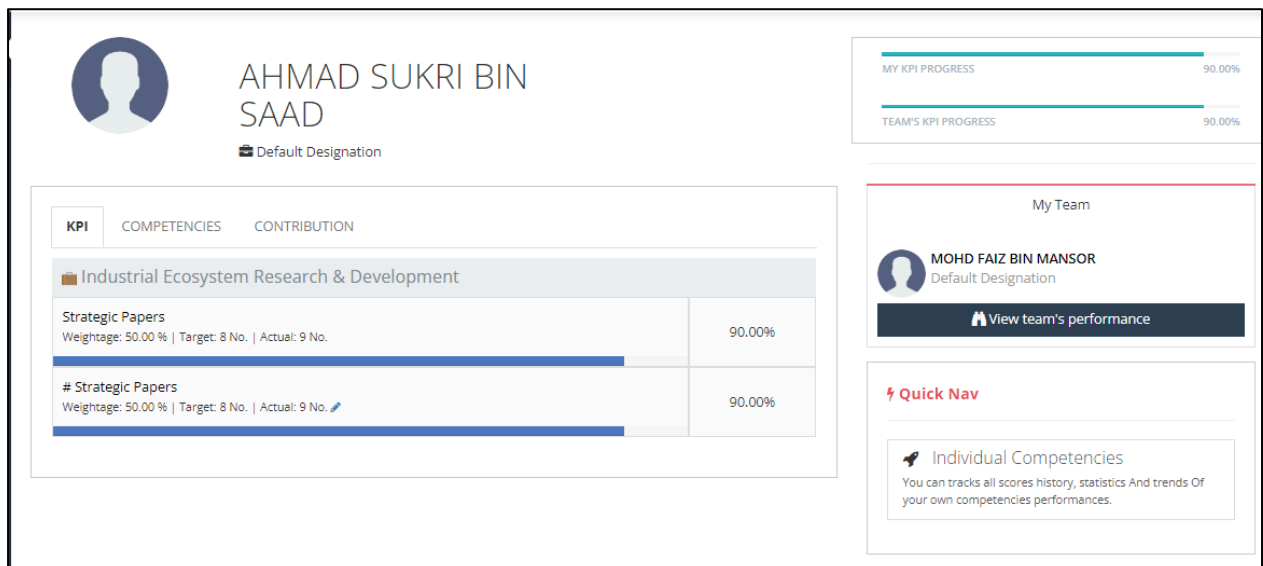
In the dashboard module, you will see the dashboard of your personal KPI, your own competencies and also your contribution.

4.1 HOME

1. Go to **Dashboard** click on **Home**. You may see your own KPI.



2. Here you will see the achievement of your own.



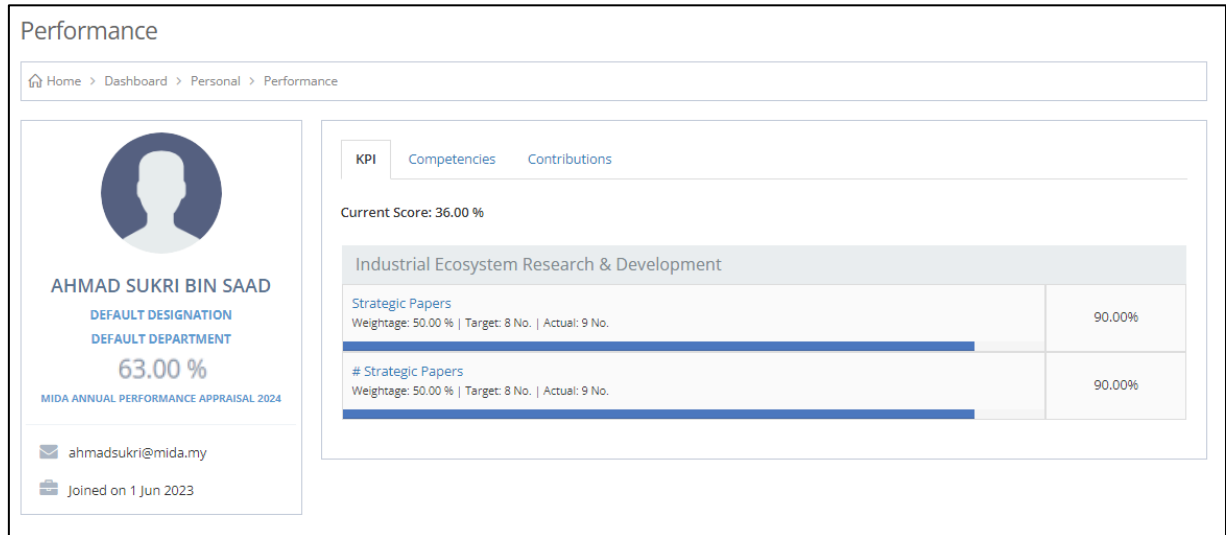
3. You also can View you team's performance in this page and also My KPI Progress and Team's KPI Progress Percentage.

4.2 PERSONAL

In personal, you can see performance, trend and competencies gap analysis.

4.2.1 PERFORMANCE

In performance, you can see the progress of current performance.



4.2.2 TREND

In trend you can see trend of your performance.

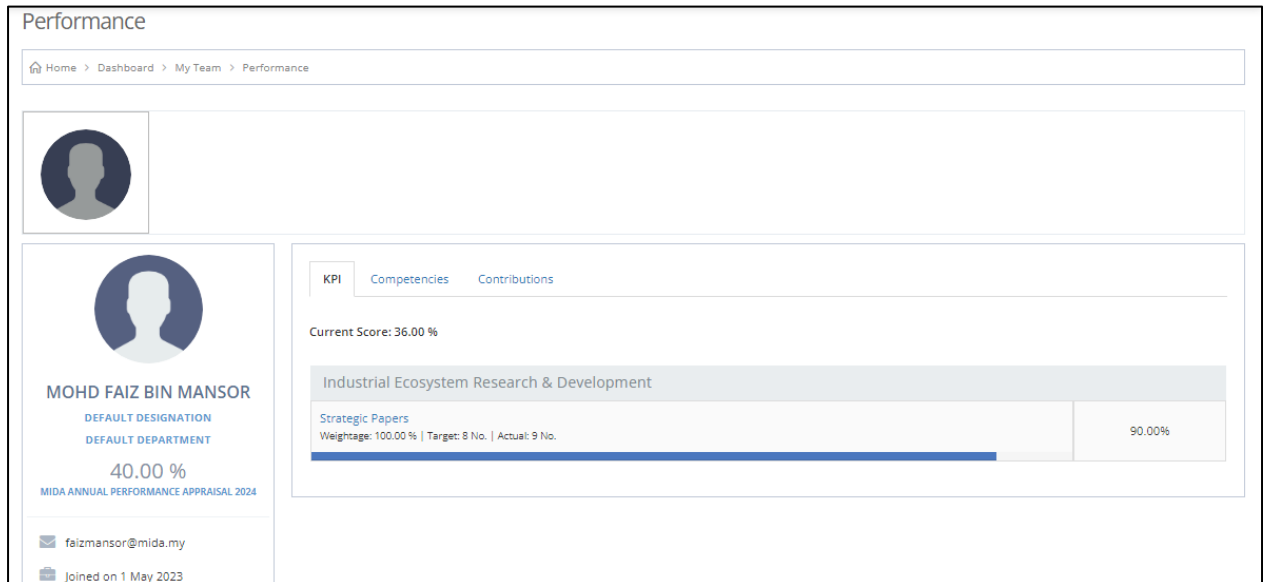


4.3 MY TEAMS

In my teams, you can see Performance, Trend and Competencies Gap Analysis.

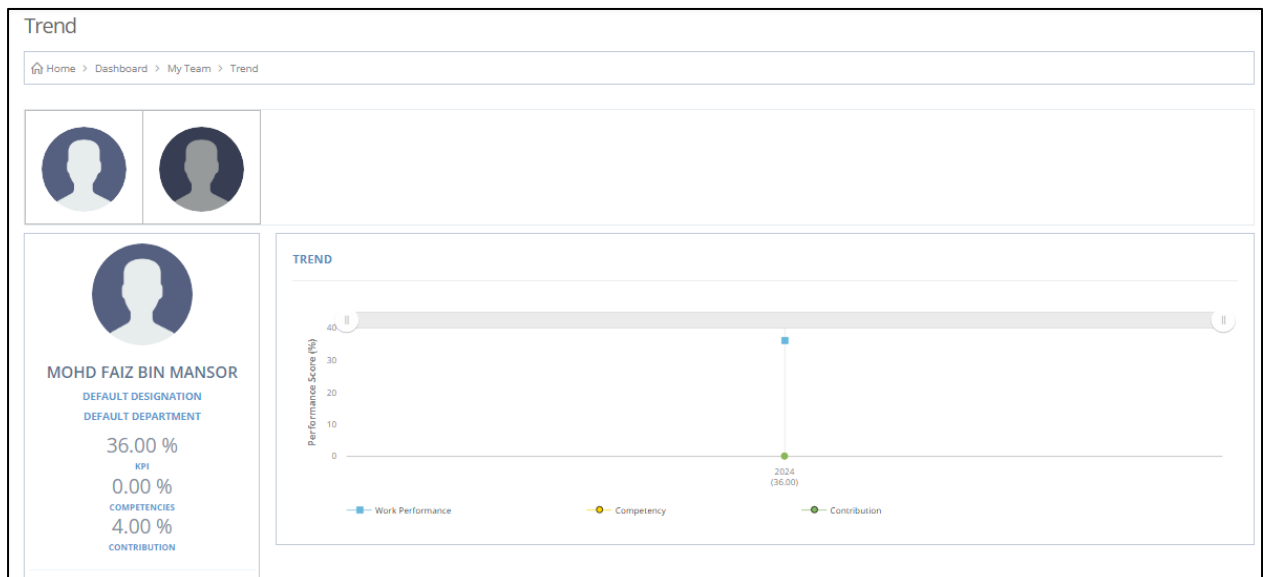
4.3.1 PERFORMANCE

In performance, you can see the progress of your team's current performance.



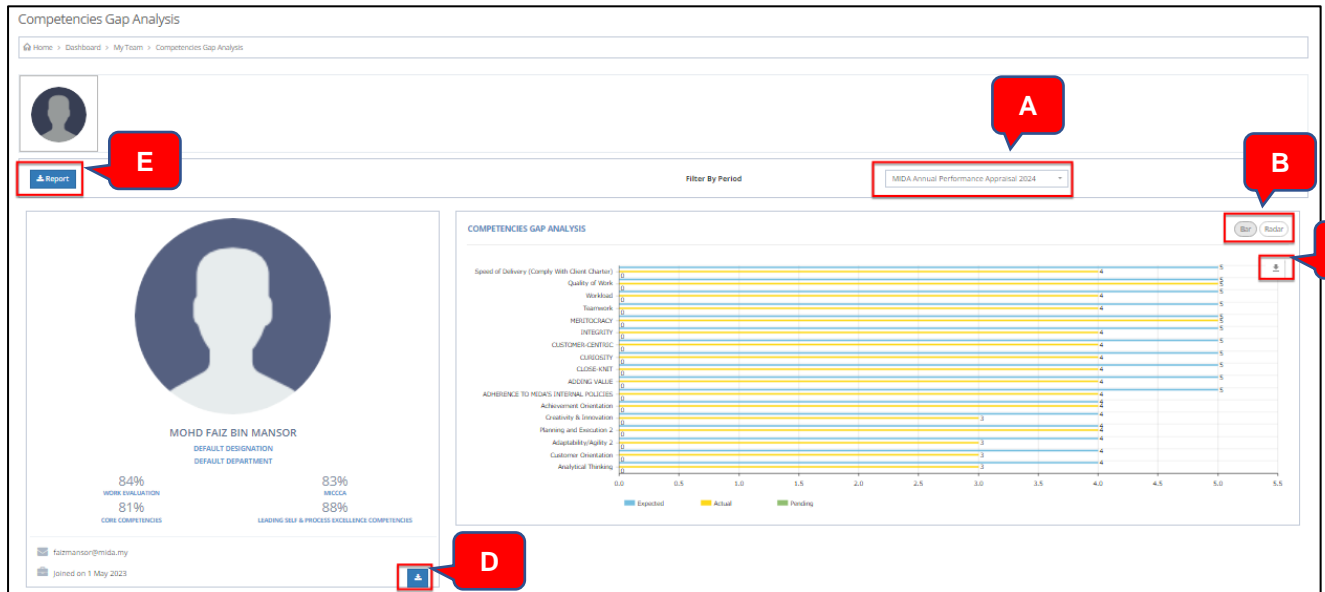
4.3.2 TREND

In trend you can see trend of your team's performance.



4.3.3 COMPETENCIES GAP ANALYSIS

In competencies gap analysis, you will see the expected result with the current result for each of your teams.



Descriptions:

A	Click here to Choose KPI Period.
B	Click here to Choose “Bar” or “Radar” to appear the Competencies Gap Analysis result.
C	Click button here to Download “Bar” or “Radar” in PDF format.
D	Click button here to Download each staff Competencies Gap Analysis
E	Click “Report” to download the Report Competencies Gap Analysis for all your team’s result.

1. Once you click button “Report”, you will see this following page as below:

2. After click button “Report”, filter the report by Report Format, Appraisals Type, enter its custom report title (if applicable) and you can click button Advanced Settings to view more Settings that can be used to Download the Report.