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Aviation Solutions

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# Appraisal

## User Guide

Version 5.5

# DISCLAIMER

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# Business Process: Appraisal

- **Scenario 1: Administrator creates an Appraisal setup details**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | User defines the appraisal quick code values for Potentials & Appraisal Grade | Appraisal Administrator / HR User | HR General Information | Edit Quick Codes | Edit Quick Codes | ▶ User selects the HR General Information Unit<br>▶ User Selects the Business Process as 'Appraisal Setup'<br>▶ Then the user selects Process Variable as 'Appraisal Grade', defines the Value Code, Value Description & Inactive – NO (the value 'YES' would render the Appraisal Grade Value inactive, which will not be usable in the downstream processes)<br>▶ User saves this information.<br>▶ The above steps are to be followed for the Process Variable – 'Potential'.<br>▶ User can define the user defined 'Appraisal Type' if required. |

| 2. | User records Appraisal Calendar | Appraisal Administrator / HR User | Appraisal Setup | Record Appraisal Calendar | Record Appraisal Calendar | ▸ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>▸ User selects the Appraisal Type under which the calendar must be created (there are three system defined values – Annual, Confirmation & Contract End Appraisal). User defined active appraisal Type will also be available.<br>▸ User enters a unique Calendar Code Calendar Short & Log Description, Period From & To. Valid Upto may be specified to indicate the last date on which activity may be performed on this appraisal calendar. The Inactive flag, if checked, will restrict this calendar from being used in the downstream processes.<br>▸ User specifies the numeric values for Rating From & Rating To and the associated Grade Description. (Rating From in the first row must be 0.00 and in the subsequent rows, it should be 0.1 more than the Rating To of the pervious row. Also, same Appraisal Grade cannot be selected in more than one row.)<br>▸ User sets the Appraisal Parameters to be applicable to this calendar. The four parameters are:<br>▸ Appraisal is Assignment Specific (Yes/No)<br>▸ Appraisal Acceptance by Employee (Yes/No)<br>▸ Help on Rate Grade display Format<br>▸ Appraisal Rating/Grading calculation is<br>▸ Appraisal Rating Grade calculation is based on (Grade Only / Scale Grade)<br>▸ Appraisal Rating / Grading Calculation is based on (Mean Value Rating / Upper Limit Rating)<br>▸ User saves the information |
|----|----|----|----|----|----|----|

| 3. | User Records Appraisal Objectives | Appraisal Administrator / HR User | Appraisal Setup | Record Appraisal Objectives | Record Appraisal Objectives | ▶ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>▶ User selects the Employment Unit for which he wants to create Objectives.<br>▶ User enters the Objective Code Objective Description, Objective Detailed Description and can choose to make the defined objective Inactive by checking the checkbox. An inactive objective would not be available for use in the downstream processes.<br>▶ User saves the information |
|---|---|---|---|---|---|---|
| 4. | User Records Appraisal Templates | Appraisal Administrator / HR User | Appraisal Setup | Record Appraisal Templates | Record Appraisal Templates | ▶ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>▶ User selects the Employment Unit for which he wants to create Templates.<br>▶ User enters the Template Code, Template Short Description, Template Long Description<br>▶ User specifies the weightages that each of the objective carries and executes the task – "Compute Objective Weightage in %" to derive weightages assigned, in percentage.<br>  ➤ User may enter comments, if required.<br>  ➤ User saves the information<br>▶ Template may be made Inactive by checking the flag. This would restrict the Template from being used in downstream activities. |

| 5. | User defines Appraisal Template Mapping details. | Appraisal Administrator / HR User | Appraisal Setup | Appraisal Template Mapping | Appraisal Template Mapping | ▸ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>▸ User selects the Employment Unit for which mapping must be done.<br>▸ User selects the Appraisal Type<br>▸ User enters the Calendar Code through taking Help on Calendar Code or directly entering the valid code.<br>▸ User enters the Template Code through taking Help on Template Code or directly entering the valid code.<br>▸ Based on the requirement for Template being mapped to whichever combination, the user, accordingly, enters Department Code and/or, Job Level and/or, Job Code and/or, Position Code and/or, Grade Set Code and/or, Grade Code. Except for the Job Level, the user may take help on other attributes or directly enter valid codes.<br>▸ The user may check the flag for Auto Objective Mapping, which would default the template objectives to the applicable employees while performing the appraisal as per the mapping details entered.<br>▸ The user may check the inactive flag, which would not be in use in the downstream processes.<br>▸ User enters Comments, if required<br>▸ User saves these details. |
|---|---|---|---|---|---|---|

| 6. | User Defines Potentials for Appraisal | Appraisal Administrator / HR User | Appraisal Setup | Define Potentials for Appraisal | Define Potentials for Appraisal | ▸ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>▸ User selects the Employment Unit for which potentials must be defined.<br>▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code through taking Help on Calendar Code or directly entering the valid code.<br>▸ User selects the Potential.<br>▸ Based on the requirement for Potential being mapped to whichever combination, the user, accordingly, enters Department Code and/or, Job Level and/or, Job Code and/or, Position Code and/or, Grade Set Code and/or, Grade Code. Except for the Job Level, the user may take help on other attributes or directly enter valid codes.<br>▸ User can choose to make the Potential Inactive by checking the checkbox. An inactive Potential would not be available for use in the downstream processes.<br>▸ User enters Comments, if required<br>▸ User saves these details. |

| 7. | User Sets Performance Bonus Rates | Appraisal Administrator / HR User | Appraisal Setup | Performance Bonus / Increment rates | Performance Bonus / Increment rates | ▶ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>▶ User selects the Employment Unit for which Rates must be defined.<br>▶ User selects the Appraisal Type<br>▶ User enters the Calendar Code through taking Help on Calendar Code or directly entering the valid code.<br>▶ User selects the value 'Performance Bonus' in the Bonus/Increment combo.<br>▶ Based on the requirement for Performance Bonus Rates being mapped to whichever combination, the user, accordingly, enters<br>▶ Department Code and/or, Job Level and/or,<br>▶ Grade Set Code and/or, Grade Code and/or<br>▶ Service From and/or, Service To and/or, Appraisal Rating Grade and/or, Appraisal Rating From and/or, Appraisal Rating To and/or, Percentage on Basic Salary OR Amount, Remarks<br>▶ User saves these details. |
|---|---|---|---|---|---|---|

| 8. | User Sets Salary Increment Rates | Appraisal Administrator / HR User | Appraisal Setup | Performance Bonus / Increment rates | Performance Bonus / Increment rates | ▸ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted) <br> ▸ User selects the Employment Unit for which Rates must be defined. <br> ▸ User selects the Appraisal Type <br> ▸ User enters the Calendar Code through taking Help on Calendar Code or directly entering the valid code. <br> ▸ User selects the value 'Salary Increment' in the Bonus/Increment combo. <br> ▸ User selects the Payable Payroll <br> ▸ User enters the Payable Process Period either by taking Help on Payable Process Period or directly entering an applicable Payable Process Period <br> ▸ Based on the requirement for Increment Rates being mapped to whichever combination, the user, accordingly, enters <br> ▸ Department Code and/or, Job Level and/or, Grade Set Code and/or, Grade Code and/or, Service From and/or, Service To and/or, Appraisal Rating Grade and/or, Appraisal Rating From and/or, Appraisal Rating To and/or, Percentage on Basic Salary OR Amount, Remarks <br> ▸ User saves this details |
|---|---|---|---|---|---|---|

| 9. | User Sets Self Appraisal Parameters | Appraisal Administrator / HR User | Appraisal Setup | Set Self Appraisal Parameter | Set Self Appraisal Parameter | ▸ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>▸ User selects the Employment Unit for which Self Appraisal Parameters must be set.<br>▸ User selects the Appraisal Type<br>▸ User enters the Calendar Code through taking Help on Calendar Code or directly entering the valid code.<br>▸ Based on the requirement for Potential being mapped to whichever combination, the user, accordingly, enters Department Code and/or, Job Level and/or, Job Code and/or, Position Code and/or, Grade Set Code and/or, Grade Code. Except for the Job Level, the user may take help on other attributes or directly enter valid codes.<br>▸ User checks the flag for 'Mandatory Before Appraisal' to make Self Appraisal mandatory before Appraiser may Perform Appraisal.<br>▸ User checks the flag for 'Include in Overall Grading' to include Self Appraisal Rating while calculating Overall Appraisal Rating.<br>▸ User enters Remarks if required.<br>▸ User saves these details. |
|---|---|---|---|---|---|---|

- **Scenario 2: Administrator Edits Appraisal Calendar Details& Views the Calendar**

| SL.# | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | User modifies / deletes Appraisal Calendar details | Appraisal Administrator / HR User | Appraisal Setup | Record Appraisal Calendar | Record Appraisal Calendar | ‣ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>‣ User selects the Appraisal Type for which the calendar must be modified<br>‣ User enters the Appraisal Calendar Code to be edited, either by taking Help on Appraisal Calendar Code or directly entering a valid existing Code<br>‣ User now executes the task – 'Get Details'<br>‣ User modifies the existing details<br>‣ User saves the modified details.<br>‣ User may choose to delete the Appraisal Calendar details by clicking the 'Delete' task button. |
| 2. | User Views Appraisal Calendar | Appraisal Administrator / HR User | Appraisal Setup | View Appraisal Calendar | Select Appraisal Calendar to View<br><br>View Appraisal Calendar | ‣ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>‣ User directly enters the Appraisal calendar Code and takes the 'View appraisal Calendar' link OR<br>‣ User conducts a search and clicks on the multiline hyperlink to view the Appraisal calendar |

- **Scenario 3: Administrator Edits Appraisal Objectives & Views the Objectives**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | User modifies Appraisal Objectives details | Appraisal Administrator / HR User | Appraisal Setup | Record Appraisal Objective | Record Appraisal Objective | ▶ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>▶ User selects the Employment Unit<br>▶ User now executes the task – 'Get Details'<br>▶ User modifies the existing details<br>▶ User can use the multiline delete option to delete the objectives mapped.<br>▶ User saves the modified details. |
| 2. | User Views Appraisal Objectives | Appraisal Administrator / HR User | Appraisal Setup | View Appraisal Calendar | View Appraisal Calendar | ▶ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>▶ User selects the Employment Unit<br>▶ User now conducts SEARCH<br>▶ User views objective details fetched in the multiline. |

- **Scenario 4: Administrator Edits Appraisal Templates & Views the Templates**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | User modifies Appraisal Template details | Appraisal Administrator / HR User | Appraisal Setup | Record Appraisal Templates | Record Appraisal Templates | ▸ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>▸ User selects the Employment Unit<br>▸ User enters the Template Code and/or, Template Short Description and/or, Template Long Description<br>▸ User now executes the task – 'Get Details'<br>▸ User modifies the existing details<br>▸ User saves the modified details. |
| 2. | User Views Appraisal Templates | Appraisal Administrator / HR User | Appraisal Setup | View Appraisal Templates | Select Appraisal Template to View | ▸ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>User selects the Employment Unit<br>▸ User enters the Template Code and takes the direct entry link to view the Template details OR<br>▸ User conducts the Search and uses the hyperlink in the multiline to view the specific template's details. |
| | | Appraisal Administrator / HR User | Appraisal Setup | View Appraisal Templates | View Appraisal Template | ▸ User views the selected template's details |

- **Scenario 5: Administrator modifies the Appraisal Template mapping to the Appraisal Calendar & View the details**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | User modifies the Appraisal Template mapping | Appraisal Administrator / HR User | Appraisal Setup | Appraisal Template Mapping | Appraisal Template Mapping | ▸ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>▸ User selects the Employment Unit<br>▸ User selects the Appraisal Type for which the calendar specific template mappings must be modified<br>▸ User enters the Appraisal Calendar Code to be edited, either by taking Help on Appraisal Calendar Code or directly entering a valid existing Code<br>▸ User now executes the task – 'Get Details'<br>▸ User modifies the existing details<br>▸ User saves the modified details. |
| 2. | User Views the Appraisal Template mappings | Appraisal Administrator / HR User | Appraisal Setup | View Appraisal Template Mapping | View Appraisal Template Mapping | ▸ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>▸ User selects the Employment Unit<br>▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code, either by taking Help on Appraisal Calendar Code or directly entering a valid existing Code<br>▸ User now executes the task – 'Get Details'<br>▸ User views the Appraisal Template mapping details in the Multiline |

■ **Scenario 6: Administrator edits Potentials for Appraisal & Views the Potentials.**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | User Modifies Potentials for Appraisal | Appraisal Administrator / HR User | Appraisal Setup | Define Potentials for Appraisal | Define Potentials for Appraisal | ‣ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>‣ User selects the Employment Unit<br>‣ User selects the Appraisal Type<br>‣ User enters the Appraisal Calendar Code, either by taking Help on Appraisal Calendar Code or directly entering a valid existing Code<br>‣ User now executes the task – 'Get Details'<br>‣ User modifies the existing details<br>‣ User saves the modified details. |
| 2. | User Views the Potentials for Appraisal | Appraisal Administrator / HR User | Appraisal Setup | View Potentials for Appraisal | View Potentials for Appraisal | ‣ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>‣ User selects the Employment Unit<br>‣ User selects the Appraisal Type<br>‣ User enters the Appraisal Calendar Code, either by taking Help on Appraisal Calendar Code or directly entering a valid existing Code<br>‣ User now executes the task – 'Get Details'<br>• User views the potential for Appraisal details in the multiline. |

**Scenario 7: Administrator Modifies Self-Appraisal Parameters and Views the same.**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | User modifies Self Appraisal Parameters | Appraisal Administrator / HR User | Appraisal Setup | Set Self Appraisal Parameters | Set Self Appraisal Parameters | ▸ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>▸ User selects the Employment Unit<br>▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code, either by taking Help on Appraisal Calendar Code or directly entering a valid existing Code<br>▸ User now executes the task – 'Get Details'<br>▸ User modifies the existing details<br>▸ User can use the multiline delete to delete for any of the combination if required.<br>▸ User saves the modified details. |
| 2. | User views Self Appraisal Parameters | Appraisal Administrator / HR User | Appraisal Setup | View Self Appraisal Parameters | View Self Appraisal Parameters | ▸ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>▸ User selects the Employment Unit<br>▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code, either by taking Help on Appraisal Calendar Code or directly entering a valid existing Code<br>▸ User now executes the task – 'Get Details'<br>▸ User views the self-appraisal parameters set in the multiline. |

■ **Scenario 8: Administrator Modifies Performance Bonus Rates and Views the same.**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | User Modifies Performance Bonus / Increment rates | Appraisal Administrator / HR User | Appraisal Setup | Set Performance Bonus / Increment Rates | Performance Bonus / Increment Rates | ▶ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>▶ User selects the Employment Unit<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code, either by taking Help on Appraisal Calendar Code or directly entering a valid existing Code<br>▶ User selects Performance Bonus in the Bonus/Increment combo, which will further load the Payable Payroll combo values.<br>▶ User selects a valid payable Payroll value.<br>▶ User enters the applicable Payable Process either by directly entering the value of\r by taking the help provided<br>▶ User now executes the task – 'Get Details'<br>▶ User modifies the existing details<br>▶ User saves the modified details. |

| 2. | User Views the Performance Bonus / Increment Rates | Appraisal Administrator / HR User | Appraisal Setup | View Performance Bonus / Increment Rates | View Performance Bonus / Increment Rates | ▸ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>▸ User selects the Employment Unit<br>▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code, either by taking Help on Appraisal Calendar Code or directly entering a valid existing Code<br>▸ User selects Performance Bonus in the Bonus/Increment combo, which will further load the Payable Payroll combo values.<br>▸ User selects a valid payable Payroll value.<br>▸ User enters the applicable Payable Process either by directly entering the value of\r by taking the help provided<br>▸ User now executes the task – 'Get Details'<br>▸ User views the Performance Bonus / Increment Rate Details in the multiline |
|----|----|----|----|----|----|----|

**■ Scenario 9: Administrator Modifies Increment Rates and Views the same.**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | User Modifies Increment rates | Appraisal Administrator / HR User | Appraisal Setup | Set Performance Bonus / Increment Rates | Performance Bonus / Increment Rates | ▸ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>▸ User selects the Employment Unit<br>▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code, either by taking Help on Appraisal Calendar Code or directly entering a valid existing Code<br>▸ User selects Increment Rates in the Bonus/Increment combo<br>▸ User now executes the task – 'Get Details'<br>▸ User modifies the existing details<br>▸ User saves the modified details. |
| 2. | User Views the Performance Bonus / Increment Rates | Appraisal Administrator / HR User | Appraisal Setup | View Performance Bonus / Increment Rates | View Performance Bonus / Increment Rates | ▸ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>▸ User selects the Employment Unit<br>▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code, either by taking Help on Appraisal Calendar Code or directly entering a valid existing Code<br>▸ User selects Increment Rates in the Bonus/Increment combo.<br>▸ User now executes the task – 'Get Details'<br>▸ User views the Performance Bonus / Increment Rate Details in the multiline |

**Scenario 10: Administrator Records Employee Exception Performance Bonus**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | User Records Employee Exception Performance Bonus / Increment rates | Appraisal Administrator / HR User | Appraisal Setup | Employee Exception Performance Bonus / Increment Rates | Employee Exception Performance Bonus / Increment Rates | ▶ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>▶ User selects the Employment Unit<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code, either by taking Help on Appraisal Calendar Code or directly entering a valid existing Code<br>▶ User selects Performance Bonus in the Bonus/Increment combo, which will further load the Payable Payroll combo values.<br>▶ User selects a valid payable Payroll value.<br>▶ User enters the applicable Payable Process either by directly entering the value of\r by taking the help provided<br>▶ User enters the Employee code applicable to that calendar either directly or through the Help provided<br>▶ User enters the bonus values either as a Percent on Basic Salary or a whole Amount itself.<br>▶ User saves the details. |

**Scenario 11: Administrator Records Employee Exception Increment Rates**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | User Records Employee Exception Performance Bonus / Increment rates | Appraisal Administrator / HR User | Appraisal Setup | Employee Exception Performance Bonus / Increment Rates | Employee Exception Performance Bonus / Increment Rates | ▸ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted) <br> ▸ User selects the Employment Unit <br> ▸ User selects the Appraisal Type <br> ▸ User enters the Appraisal Calendar Code, either by taking Help on Appraisal Calendar Code or directly entering a valid existing Code <br> ▸ User selects Salary Increment in the Bonus/Increment combo <br> ▸ User enters the Employee code either directly or through the Help provided. <br> ▸ User enters the increment values either as a Percent on Basic Salary or a whole Amount itself. <br> ▸ User saves the details. |

**Scenario 12: Administrator Modifies Employee Exception Performance Bonus & Views the same**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | User modifies Employee Exception Performance Bonus / Increment rates | Appraisal Administrator / HR User | Appraisal Setup | Employee Exception Performance Bonus / Increment Rates | Employee Exception Performance Bonus / Increment Rates | ▶ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>▶ User selects the Employment Unit<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code, either by taking Help on Appraisal Calendar Code or directly entering a valid existing Code<br>▶ User selects Performance Bonus in the Bonus/Increment combo, which will further load the Payable Payroll combo values.<br>▶ User selects a valid payable Payroll value.<br>▶ User enters the applicable Payable Process either by directly entering the value or by taking the help provided<br>▶ User modifies the details<br>▶ User saves the details. |
| 2. | User Views Employee Exception Performance Bonus / Increment rates | Appraisal Administrator / HR User | Appraisal Setup | View Employee Exception Performance Bonus / Increment Rates | View Employee Exception Performance Bonus / Increment Rates | ▶ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>▶ User selects the Employment Unit<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code, either by taking Help on Appraisal Calendar Code or directly entering a valid existing Code<br>▶ User selects Performance Bonus in the Bonus/Increment combo, which will further load the Payable Payroll combo values.<br>▶ User selects a valid payable Payroll value.<br>▶ User executes the Get Details task<br>▶ User views the details in the Multiline |

■ **Scenario 13: Administrator Modifies Employee Exception Increment Rates & Views the same**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | User Modifies Employee Exception Performance Bonus / Increment rates | Appraisal Administrator / HR User | Appraisal Setup | Employee Exception Performance Bonus / Increment Rates | Employee Exception Performance Bonus / Increment Rates | ▶ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>▶ User selects the Employment Unit<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code, either by taking Help on Appraisal Calendar Code or directly entering a valid existing Code<br>▶ User selects Salary Increment in the Bonus/Increment combo<br>▶ User enters the Employee code either directly or through the Help provided.<br>▶ User executes the Get details task<br>▶ User modifies the details.<br>▶ User saves the details. |
| 2. | User Views Employee Exception Performance Bonus / Increment rates | Appraisal Administrator / HR User | Appraisal Setup | View Employee Exception Performance Bonus / Increment Rates | View Employee Exception Performance Bonus / Increment Rates | ▶ User selects the Appraisal Setup Unit (if more than 1 are available, else the value is defaulted)<br>▶ User selects the Employment Unit<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code, either by taking Help on Appraisal Calendar Code or directly entering a valid existing Code<br>▶ User selects Salary Increment in the Bonus/Increment combo<br>▶ User executes the Get details task<br>▶ User views the details in the Multiline |

- **Scenario 14: Administrator performs Appraisal Readiness Check with user-defined rule**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1 | User performs the Appraisal Readiness Check | Appraisal Administrator / HR User | Appraisal Processing | Appraisal Readiness Check | Appraisal Readiness Check | ‣ User selects the Appraisal Processing Unit<br>‣ User selects the Employment Unit<br>‣ User Selects the Appraisal Type<br>‣ User clicks on user Defined Rule<br>‣ User selects a value in Help on User Defined Rule<br>‣ User can enter the user-defined rule or clicks on Help on Calendar Code<br>‣ User selects value in Help on Calendar Code<br>‣ On selecting value in Help on Calendar code, the value of Calendar Short description, Period From and Period to is being fetched.<br>‣ User clicks on Submit button<br>‣ Appraisal Readiness Check is performed. |
| 2 | User views Error Log | Appraisal Administrator / HR User | Appraisal Processing | Appraisal Readiness Check | View Warning/ Error Log | ‣ User selects Error Type Critical/Warning<br>‣ User can take action on the critical error message displayed in multiline.<br>‣ Few critical messages are<br>‣ Employee not mapped to the calendar<br>‣ Objectives not defined for the Appraise or Appraiser<br>  ▪ Pending Objectives<br>  ▪ Appraiser not mapped to the appraise |

**Scenario 15: Administrator performs Initiate Appraisal Process**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | User performs the Appraisal Readiness check | Appraisal Administrator / HR User | Appraisal Processing | Appraisal Readiness Check | Appraisal Readiness Check | ▸ User selects the Appraisal Processing Unit<br>▸ User Selects the Employment Unit<br>▸ User Selects the Appraisal Type<br>▸ User selects Appraisal Type<br>▸ User either enters the appraisal calendar code or clicks on Help on Calendar Code<br>▸ User selects value in Help on Calendar Code<br>▸ On selecting value in Help on Calendar code, the value of Calendar Short description, Period From and Period to is being fetched.<br>▸ User clicks on Submit button<br>▸ Appraisal Readiness check is performed |
| 2. | User views Error Log | Appraisal Administrator / HR User | Appraisal Processing | Appraisal Readiness Check | View Warning / Error Log | ▸ User selects Error Type Critical/Warning<br>▸ User can take action on the critical error message displayed in multiline.<br>▸ Few critical messages are<br>▸ Employee not mapped to the calendar<br>▸ Objectives not defined for the Appraise or Appraiser<br>▸ Pending Objectives<br>▸ Appraiser not mapped to the appraise<br>　■ User has to take action on all the critical error messages. |

| 3. | User initiates the Appraisal Process | Appraisal Administrator / HR User | Appraisal Processing | Initiate Appraisal | Initiate Appraisal | ▸ User selects the Appraisal Processing Unit<br>▸ User Selects the Employment Unit<br>▸ User Selects the Appraisal Type<br>▸ User either enters calendar code directly or clicks on Help on Calendar Code<br>▸ User selects value in Help on Calendar Code<br>▸ On selecting value in Help on Calendar code, the value of Calendar Short description, Period From and Period to is being fetched.<br>▸ User enters the message.<br>▸ User clicks on Submit button<br>▸ Appraisal Process is initiated.<br>▸ Notification message is sent to all the first level appraisers, appraise & countersigning officer. |
|---|---|---|---|---|---|---|

- **Scenario 16: Administrator process the Appraisal Process with user-defined rule**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | User performs Appraisal Process | Appraisal Administrator / HR User | Appraisal Processing | Process Appraisal | Process Appraisal | ▶ User selects the Appraisal Processing Unit<br>▶ User Selects the Employment Unit<br>▶ User Selects the Appraisal Type<br>▶ User can enter the user defined rule directly or clicks on user Defined Rule<br>▶ User selects a value in Help on User Defined Rule<br>▶ User clicks on Help on Calendar Code<br>▶ User selects value in Help on Calendar Code<br>▶ On selecting value in Help on Calendar code, the value of Calendar Short description, Period From and Period to is being fetched.<br>▶ User clicks on Process Button<br>▶ After process is performed, processing results are fetched in multiline.<br>▶ User can also clicks on Get Button to view the processing results. |
| 2. | User views Error Log | Appraisal Administrator / HR User | Appraisal Processing | Process Appraisal | View Error Log | ▶ User selects Error Type Critical/Warning<br>▶ User can take action on the critical error message displayed in multiline.<br>▶ Few critical messages are<br>▶ The Appraisal Status of the Employee is in complete<br>▶ The overall rating is not computed for the employee<br>▶ Employee has not provided the feedback of acceptance<br>▶ Countersigning officer has not completed his appraisal review.<br>▶ Objectives not defined against Appraiser<br>▶ Objectives are pending authorization against an appraiser<br>   ■ User has to take action on all the critical error messages |

| 3. | User views Employees under Appraisal Rating Grade | Appraisal Administrator / HR User | Appraisal Processing | Process Appraisal | Process Appraisal<br><br>View Employees Under Appraisal Rating Grade | ▸ On launch of the page, values are displayed in multiline for the calendar code selected in Process Appraisal Page.<br>▸ User selects the Grade from the multiline to view the employees under appraisal rating grade. |

- **Scenario 17: Administrator process the Appraisal Process.**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | User performs Appraisal Process | Appraisal Administrator / HR User | Appraisal Processing | Process Appraisal | Process Appraisal | ▸ User selects the Appraisal Processing Unit<br>▸ User Selects the Employment Unit<br><br>▸ User Selects the Appraisal Type<br><br>▸ User clicks on Help on Calendar Code<br><br>▸ User selects value in Help on Calendar Code<br>▸ On selecting value in Help on Calendar code, the value of Calendar Short description, Period From and Period to is being fetched.<br>▸ User clicks on Process Button<br>▸ After process is performed, processing results are fetched in multiline.<br>▸ User can also clicks on Get Button to view the processing results. |

| 2. | User views Error Log | Appraisal Administrator / HR User | Appraisal Processing | Process Appraisal | View Error Log | ▶ User selects Error Type Critical/Warning<br>▶ User can take action on the critical error message displayed in multiline.<br>▶ Few critical messages are<br>▶ The Appraisal Status of the Employee is in complete<br>▶ The overall rating is not computed for the employee<br>▶ Employee has not provided the feedback of acceptance<br>▶ Countersigning officer has not completed his appraisal review.<br>▶ Objectives not defined against Appraiser<br>▶ Objectives are pending authorization against an appraiser<br>▶ User has to take action on all the critical error messages |
|---|---|---|---|---|---|---|
| 3. | User views Employees under Appraisal Rating Grade | Appraisal Administrator / HR User | Appraisal Processing | Process Appraisal | Process Appraisal<br><br>View Employees Under Appraisal Rating Grade | ▶ On launch of the page, values are displayed in multiline for the calendar code selected in Process Appraisal Page.<br>▶ User selects the Grade from the multiline to view the employees under appraisal rating grade. |

■ **Scenario 18: Administrator defines setup details. Administrator performs the entire Appraisal Process for the employee.**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | User specifies the appraisal calendar details | Appraisal Administrator / HR User | Appraisal Setup | Record Appraisal Calendar | Record Appraisal Calendar | ▸ User Records Appraisal Calendar details with following as the parameters: <br> ▸ Appraisal Is Employee Assignment Specific: NO <br> ▸ Appraisal Acceptance by Employee Before Countersigning Officer Review: YES <br> ▸ Appraisal Rate Grade Help Display Format: GRADE ONLY <br> ▸ Appraisal Rating/Grading Calculation Is Based On: UPPER LIMIT |
| 2. | User specifies the Self Appraisal parameters | Appraisal Administrator / HR User | Appraisal Setup | Set Self Appraisal Parameters | Set Self Appraisal Parameters | ▸ User Sets Self Appraisal Parameters as applicable for the department 'HR' with the following features <br>     o Mandatory Before Appraisal = YES <br>     o Include In Overall Grading = NO |
| 3. | User specifies the Potential Appraisal | Appraisal Administrator / HR User | Appraisal Setup | Define Potentials for Appraisal | Define Potentials for Appraisal | ▸ User Potentials applicable for the department 'HR' with the following features <br> ▸ Leadership Quality |

| 4. | User maps Primary Assignment Supervisor as Appraiser & Countersigning Officer as Appraiser's Supervisor for employees | Appraisal Administrator / HR User | Appraisal Administration | Record Employee Appraiser Mapping | Select Employee to record Appraiser Mapping | ▪ User selects the Appraisal Admin Unit<br>▸ User selects the Appraisal Type<br>▸ User directly enters the Employee Code & Assignment for whom appraiser must be mapped and uses the task- 'Set As Supervisor' in the Direct Entry cluster, to set the employee's primary assignment supervisor as the Appraiser OR<br>▸ User conducts a Search and selects the required employee from the results seen in the multiline and uses the task 'Set As Supervisor' OR<br>▸ User Checks the 'Select All' option below the multiline and uses the task 'Set As Supervisor' to set the primary assignment supervisor as the Appraiser for each employee fetched in the multiline<br>▸ User uses the task – 'Set As Appraiser's Supervisor', to map the Countersigning Officer as the Appraiser's primary assignment supervisor |
|----|----|----|----|----|----|----|
| 5. | User defines more Appraisers for employees | Appraisal Administrator / HR User | Appraisal Administration | Record Employee Appraiser Mapping | Record Employee Appraiser | ▸ User directly enters the Employee Code & Assignment for whom appraiser must be mapped and takes the Record Appraiser Mapping link in the Direct Entry OR<br>▸ User Conducts a search the selects the hyperlink of the required Employee Name<br>▸ The system defaults the system defined 'Appraiser' and Countersigning Officer. The weightage of the Appraiser will be defaulted has 100.<br>▸ The system defaults the self-appraiser with weightage as 0.<br>▸ User enters the other appraisers:<br>▸ Appraiser Code either by taking the help provided or directly entering the Employee Code of the required Appraiser<br>▸ Period From & Period To, pertaining to the period for the which the specified Appraiser would be mapped<br>1. Weighatge<br>2. Remarks, if any.<br>▸ User saves the details |

| 6. | User records Appraisal Objectives of the employee, against each Appraiser and Approves them | Appraisal Administrator / HR User | Appraisal Administration | Record Employee Appraiser Mapping | Record Employee Appraisal Objective | <ul><li>User selects an Appraiser from the table and takes the Set/Edit Objectives present link below the table.</li><li>User Enters Objective Description & Detailed Descriptions either by taking help provided or directly entering Objectives.</li></ul> ► User enters the Weightages <ul><li>User selects the Objective Mapping Status as Approved in each row or by using the task – 'Default Status as Approved'.</li></ul> ► User executes the task 'Compute Objectives Weightage in %' <ul><li>User saves the details.</li></ul> **4 ALTERNATELY** In the "Default With Objectives Of" cluster, ► User select Appraisal Type and ► Enters Appraisal Calendar either by taking the help provided of directly entering a valid calendar code. ► User executes the 'Get Details' task to load the applicable Template Short Descriptions & Appraisers ► User selects a value for either Appraiser or Template or Both Appraiser an Template and executes the task – 'Default'. The objectives are defaulted. ► User enters weightages ► User executes the task – Compute Objective Weightage in % ► User executes the task – Default Status As Approved ► User saves the details. The objectives are approved |
|---|---|---|---|---|---|---|

| 7 | User conducts the Appraisal Readiness Check | Appraisal Administrator / HR User | Appraisal Processing | Appraisal Readiness Check | Appraisal Readiness Check | ▸ User selects the Appraisal Processing Unit<br>▸ User selects the Employment Unit<br>▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▸ User Submits the details<br>▸ User views the warning and critical error message recorded in the error log file.<br>▸ User takes necessary action and runs the readiness check till critical errors are resolved |
|---|---|---|---|---|---|---|
| 8. | User initiates the Appraisal Process | Appraisal Administrator / HR User | Appraisal Processing | Initiate Appraisal Process | Initiate Appraisal Process | ▸ User selects the Appraisal Processing Unit<br>▸ User selects the Employment Unit<br>▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▸ User enters the messages<br>▸ User Submits the details<br>▸ Notification Message will be sent to the first level appraise, appraiser and countersigning officer |
| 9. | User Selects Employee to Records Self Appraisal details | Appraisal Administrator / HR User | Appraisal Administration | Record Employee Self Appraisal | Select Employee to Record Self Appraisal | ▸ User selects the Admin Unit<br>▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▸ User directly enters the Employee Code & Assignment for which Self Appraisal details must be recorded and takes the Record Employee Self Appraisal link in the Direct Entry **OR** User Conducts a search and selects the hyperlink for the required Employee Name |

| 10. | User Records Employee Self Appraisal Details and saves the same. | Appraisal Administrator / HR User | Appraisal Administration | Record Employee Self Appraisal | Record Employee Self Appraisal | ▸ System defaults the auto objectives along with the objectives defined for the appraiser.<br>▸ User enters the following details in the Performance Evaluation table:<br>1. Weightages for the objectives, which may be modified.<br>2. Achievements<br>3. Rate Grade, either by taking the Help provided of entering a valid Rate Grade code.<br>▸ User enters the following details, if any, for the Other Duties / Projects Undertaken table:<br>1. Assignments Undertaken<br>2. Desired Outcome / Targets<br>3. Appraiser Code<br>4. Weightage<br>5. Achievement<br>6. Rate Grade, either by taking the Help provided or by directly entering a valid Rate Grade code.<br>▸ User enters Specific Achievement details, if any<br>▸ User executes the task- Compute Objective Weightage in %<br>▸ User executes the task – Compute Overall Self Rating<br>▸ User Saves the details |
| 11. | User Records Training Needs & Saves it | Appraisal Administrator / HR User | Appraisal Administration | Record Employee Self Appraisal | Training Needs | ▸ User takes the Training Needs link<br>▸ User enters the Training Needs<br>▸ User enters the Training Area<br>▸ User enters the Course Code either by taking the Help provided or by directly entering a valid Course Code<br>▸ User Save the details |
| 12. | User Submits Self-Appraisal Details. | Appraisal Administrator / HR User | Appraisal Administration | Record Employee Self Appraisal | Record Employee Self Appraisal | ▸ User selects YES for 'Have you completed Self Appraisal'<br>▸ User submits the details. |

| 13. | User selects employee to Perform Appraisal | Appraisal Administrator / HR User | Appraisal Administration | Perform Employee Appraisal | Select Employee To Perform Appraisal | ‣ User selects the Appraisal Admin Unit<br>‣ User selects the Appraisal Type<br>‣ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>‣ User enters the Employee Code & Assignment No. directly in the Direct Entry cluster and takes the Perform Employee Appraisal link in the cluster OR<br>‣ User conducts a Search and taken the hyperlink on the required Employee Name |
|---|---|---|---|---|---|---|
| 14. | User Performs Appraisal for an employee | Appraisal Administrator / HR User | Appraisal Administration | Perform Employee Appraisal | Perform Employee Appraisal | ‣ The Self Appraisal details recorded are defaulted, and user modifies the details, adds a new record in the 'Other Duties/Projects Undertaken' table and assigns the Rate Grade.<br>‣ User executes the task – Compute Objective Weightage in %<br>‣ User executes the task – 'Compute Overall Appraisal Rating'<br>‣ User enters details for Strengths, Area(s) Of Improvement & Specific Achievements.<br>‣ User Saves the details |
| 15. | User records Recommendations | Appraisal Administrator / HR User | Appraisal Administration | Perform Employee Appraisal | Recommendations | ‣ User selects the recommendation option<br>‣ User enters any recommendation and other comments can be specified.<br>‣ User Submits the details |
| 16. | User records Potential Evaluation details | Appraisal Administrator / HR User | Appraisal Administration | Perform Employee Appraisal | Potential Evaluation | ‣ User selects the Potential<br>‣ User enters detail/comments<br>‣ User assigns a Rate Grade<br>‣ User executes the task – Overall Appraiser Rating<br>‣ User saves the details |
| 17. | User submits the Appraisal details | Appraisal Administrator / HR User | Appraisal Administration | Perform Employee Appraisal | Perform Employee Appraisal | ‣ User selects YES for 'Have you completed Self Appraisal'<br>‣ User submits the details |

| 18. | User accepts the Appraisal details on behalf of the employee | Appraisal Administrator / HR User | Appraisal Administration | Appraisal Exceptions Handling | Appraisal Exceptions Handling | ▶ User selects the Appraisal Admin Unit<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▶ User conducts the search<br>▶ User select YES for the Employee Acceptance Status column in the table<br>▶ User saves the details. |
|---|---|---|---|---|---|---|
| 19. | User reviews the Appraisal details on behalf of the Countersigning Officer and Accepts the appraisal | Appraisal Administrator / HR User | Appraisal Administration | Appraisal Exceptions Handling | Appraisal Exceptions Handling | ▶ User selects the Appraisal Admin Unit<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▶ User conducts the search<br>▶ User select YES for the Countersigning Officer Review Status column in the table<br>▶ User executes the task – Compute Overall Appraisal Rating<br>▶ User saves the details. |
| 20. | User Processes the Appraisal | Appraisal Administrator / HR User | Appraisal Processing | Process Appraisal | Process Appraisal<br><br>View Warning/Error Log | ▶ User selects the Appraisal Processing Unit<br>▶ User selects the Employment Unit<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▶ User enters the user defined rule by taking the help provided or directly entering a valid rule<br>▶ User executes the task – Process Appraisal<br>▶ User checks the view error log<br>▶ User takes action on the critical error log.<br>▶ User executes the task – Close Appraisal |

**Scenario 19: Administrator defines setup details and respective employees & appraisers record performance Appraisal details.**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | User specifies the appraisal calendar details | Appraisal Administrator / HR User | Appraisal Setup | Record Appraisal Calendar | Record Appraisal Calendar | ▶ User Records Appraisal Calendar details with following as the parameters:<br>▶ Appraisal Is Employee Assignment Specific: NO<br>▶ Appraisal Acceptance by Employee Before Countersigning Officer Review: YES<br>▶ Appraisal Rate Grade Help Display Format: GRADE ONLY<br>▶ Appraisal Rating/Grading Calculation Is Based On: UPPER LIMIT |
| 2. | User specifies the Self Appraisal parameters | Appraisal Administrator / HR User | Appraisal Setup | Set Self Appraisal Parameters | Set Self Appraisal Parameters | ▶ User Sets Self Appraisal Parameters as applicable for the department 'HR' with the following features<br>▶ Mandatory Before Appraisal = YES<br>▶ Include In Overall Grading = NO |
| 3. | User specifies the Potential Appraisal | Appraisal Administrator / HR User | Appraisal Setup | Define Potentials for Appraisal | Define Potentials for Appraisal | ▶ User Potentials applicable for the department 'HR' with the following features<br>▶ Leadership Quality |

| 4. | User maps Primary Assignment Supervisor as Appraiser & Countersigning Officer as Appraiser's Supervisor for employees | Supervisor | Appraisal Self Service | Record Appraiser Mapping | Select Employee to record Appraiser Mapping | ▸ User selects the Appraisal Type<br>▸ User enters the calendar Code either by taking the Help or directly entering a valid calendar code<br>▸ User directly enters the Employee Code & Assignment No. of his subordinate for whom appraiser must be mapped and uses the task- 'Set As Supervisor' in the Direct Entry cluster, to set the employee's primary assignment supervisor as the Appraiser OR<br>▸ User conducts a Search and selects the required subordinate from the results seen in the multiline and uses the task 'Set As Supervisor' OR<br>▸ User Checks the 'Select All' option below the multiline and uses the task 'Set As Supervisor' to set the primary assignment supervisor as the Appraiser for each employee fetched in the multiline<br>▸ User uses the task – 'Set As Appraiser's Supervisor', to map the Countersigning Officer as the Appraiser's primary assignment supervisor |
|----|----|----|----|----|----|----|

| 5. | User defines more Appraisers for employees | Supervisor | Appraisal Self Service | Record Appraiser Mapping | Record Appraiser Mapping | ▶ User directly enters the Employee Code & Assignment for whom appraiser must be mapped and takes the Record Appraiser Mapping link in the Direct Entry OR<br>▶ User Conducts a search the selects the hyperlink of the required Employee Name<br>▶ The system defaults the system defined 'Appraiser' and Countersigning Officer. The weightage of the Appraiser will be defaulted has 100.<br>▶ The system defaults the self-appraiser with weightage as 0.<br>▶ User enters the other appraisers:<br>   1. Appraiser Code either by taking the help provided or directly entering the Employee Code of the required Appraiser<br>   2. Period From & Period To, pertaining to the period for the which the specified Appraiser would be mapped<br>   3. Weightage<br>   4. Remarks, if any.<br>▶ User saves the details |
|---|---|---|---|---|---|---|

| 6. | User records Appraisal Objectives of the employee, against each Appraiser | Supervisor | Appraisal Self Service | Record Appraiser Mapping | Set / Edit Appraiser Objectives | ▶ User selects an Appraiser from the table and takes the Set/Edit Objectives present link below the table. <br> ▶ User Enters Objective Description & Detailed Descriptions either by taking help provided or directly entering Objectives. <br> ▶ User enters the Weightages <br> ▶ User executes the task 'Compute Objectives Weightage in %' <br> **5 ALTERNATELY** <br> In the "Default With Objectives Of" cluster, <br> ▶ User select Appraisal Type and <br> ▶ Enters Appraisal Calendar either by taking the help provided of directly entering a valid calendar code. <br> ▶ User executes the 'Get Details' task to load the applicable Template Short Descriptions & Appraisers <br> ▶ User selects a value for either Appraiser or Template or Both Appraiser an Template and executes the task – 'Default' <br> ▶ User enters weightages <br> ▶ User executes the task – Compute Objective Weightage in % <br> ▶ User executes the task – Default Status As Approved or manually selects Approved as the Objective Mapping Status for each Objective <br> ▶ User saves the details the objectives are Approved. |
| --- | --- | --- | --- | --- | --- | --- |
| 7. | User Defines Appraiser | Employee / Appraisee | Appraisal Self Service | Define Appraiser | Define Appraiser | ▶ User selects the Assignment No. <br> ▶ User selects the Appraisal Type <br> ▶ User enters the calendar Code either by taking the Help or directly entering a valid calendar code <br> ▶ User executes Get Details task to fetch the Appraisers already mapped, if any. <br> ▶ User enters a new appraiser either by taking the help provided or by entering a valid employee code as the appraiser. <br> ▶ User enters the Period From & Period To <br> ▶ User enters the Remarks, if an. <br> ▶ User saves the details. |

| 8. | User sets Appraisal Objectives against each Appraiser | Employee / Appraisee | Appraisal Self Service | Define Appraiser | Set/Edit Objectives | ▸ User Enters Objective Description & Detailed Descriptions either by taking help provided or directly entering Objectives.<br><br>**6 ALTERNATELY**<br><br>In the "Default With Objectives Of" cluster,<br>▸ User selects Appraisal Type and<br>▸ Enters Appraisal Calendar either by taking the help provided of directly entering a valid calendar code.<br>▸ User executes the 'Get Details' task to load the applicable Template Short Descriptions & Appraisers<br>▸ User selects a value for either Appraiser or Template or Both Appraiser and Template and executes the task – 'Default'<br>▸ User saves the details |
| 9. | User Selects Employee to Review the Appraisal Objectives | Appraiser | Appraisal Self Service | Review Appraisal Objectives | Select Employee to Review Appraisal Objectives | ▸ User selects the Appraisal Type<br>▸ User enters the calendar Code either by taking the Help or directly entering a valid calendar code<br>▸ User conducts a Search<br>▸ User selects the hyperlink on the required Employee Name |
| 10. | User Selects Employee to Review the Appraisal Objectives | Appraiser | Appraisal Self Service | Review Appraisal Objectives | Review Appraisal Objectives | ▸ User modifies the Weightages and executes the task – 'Compute Objective Weightage in %'<br>▸ User, manually selects 'Objectives Mapping Status' as Approved for each objectives OR executes the task – Default Status as Approved<br>▸ User Saves the details |
| 11. | User conducts the Appraisal Readiness Check | Appraisal Administrator / HR User | Appraisal Processing | Appraisal Readiness Check | Appraisal Readiness Check | ▸ User selects the Appraisal Processing Unit<br>▸ User selects the Employment Unit<br>▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▸ User Submits the details<br>▸ User views the warning and critical error message recorded in the error log file.<br>▸ User takes necessary action and runs the readiness check till critical errors are resolved |

| 12. | User initiates the Appraisal Process | Appraisal Administrator / HR User | Appraisal Processing | Initiate Appraisal Process | Initiate Appraisal Process | ▸ User selects the Appraisal Processing Unit<br>▸ User selects the Employment Unit<br>▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▸ User enters the messages<br>▸ User Submits the details.<br>▸ Notification Message will be sent to the first level appraise, appraiser and countersigning officer |
|---|---|---|---|---|---|---|
| 13. | User Records Self Appraisal details and Saves it. | Employee / Appraise | Appraisal Self Service | Self Appraisal | Self Appraisal | ▸ System defaults the auto objectives along with the objectives defined for the appraiser<br>▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▸ User enters the following details in the Performance Evaluation table:<br>  o Weightages for the objectives, which may be modified.<br>  o Achievements<br>  o Rate Grade, either by taking the Help provided of entering a valid Rate Grade code.<br>▸ User enters the following details, if any, for the Other Duties / Projects Undertaken table:<br>  • Assignments Undertaken<br>  • Desired Outcome / Targets<br>  • Appraiser Code<br>  • Weightage<br>  • Achievement<br>  • Rate Grade, either by taking the Help provided or by directly entering a valid Rate Grade code.<br>▸ User enters Specific Achievement details, if any<br>▸ User executes the task- Compute Objective Weightage in %<br>▸ User executes the task – Compute Overall Self Rating<br>▸ User Saves the details |

| 14. | User Records Training Needs & Saves it | Employee / Appraisee | Appraisal Self Service | Self Appraisal | Training Needs | ▶ User takes the Training Needs link<br>▶ User enters the Training Needs<br>▶ User enters the Training Area<br>▶ User enters the Course Code either by taking the Help provided or by directly entering a valid Course Code<br>▶ User Save the details |
|---|---|---|---|---|---|---|
| 15. | User Submits Self-Appraisal Details. | Employee / Appraisee | Appraisal Self Service | Self Appraisal | Self Appraisal | ▶ User selects YES for 'Have you completed Self Appraisal'<br>▶ User Submits the details |
| 16. | User selects employee to Perform Appraisal | Appraiser | Appraisal Self Service | Perform Employee Appraisal | Select Employee To Perform Appraisal | ▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▶ User enters the Employee Code & Assignment No. directly in the Direct Entry cluster and takes the Perform Employee Appraisal link in the cluster OR<br>▶ User conducts a Search and taken the hyperlink on the required Employee Name |
| 17. | User Performs Appraisal for an employee | Appraiser | Appraisal Self Service | Perform Employee Appraisal | Perform Employee Appraisal | ▶ The Self Appraisal details recorded are defaulted, and user modifies the details, adds a new record in the 'Other Duties/Projects Undertaken' table and assigns the Rate Grade.<br>▶ User executes the task – Compute Objective Weightage in %<br>▶ User executes the task – 'Compute Overall Appraisal Rating'<br>▶ User enters details for Strengths, Area(s) Of Improvement & Specific Achievements.<br>▶ User saves the details as the Draft. |
| 18. | User records Recommendations | Appraiser | Appraisal Self Service | Perform Employee Appraisal | Recommendations | ▶ User selects the recommendation option<br>▶ User enters any Other recommendation/comments<br>▶ User Submits the details |
| 19. | User records Potential Evaluation details | Appraiser | Appraisal Self Service | Perform Employee Appraisal | Potential Evaluation | ▶ User selects the Potential<br>▶ User enters detail/comments<br>▶ User assigns a Rate Grade<br>▶ User executes the task – Overall Appraiser Rating<br>▶ User saves the details |

| 20. | User submits the Appraisal details | Appraiser | Appraisal Self Service | Perform Employee Appraisal | Perform Employee Appraisal | ▶ User selects YES for 'Have you completed Self Appraisal'<br>▶ User Submits the details |
|---|---|---|---|---|---|---|
| 21. | User accepts the Appraisal details | Employee / Appraisee | Appraisal Self Service | View Appraisal Details & Acceptance by Employee | View Appraisal Details & Acceptance by Employee | ▶ User selects the Assignment No.<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▶ User executes the 'Get' task<br>▶ User select 'YES ' as acceptance for – "I acknowledge the Appraisal"<br>▶ User records comments, if any.<br>▶ User view the following details –<br>  o   Appraisal Details<br>  o   Self Appraisal<br>▶ User submits the details. |
| 22. | User completes Reviewing Appraisal details (either this or next event must be followed) | Countersigning Officer | Appraisal Self Service | Appraisal Review By Countersigning Officer | Appraisal Review By Countersigning Officer | ▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▶ User conducts a Search and User executes the task – Compute Overall Appraisal Rating<br>▶ User selects YES as the Review Completed status.<br>▶ User enters the comments.<br>▶ User saves the details for the individual or checks the select all option.<br>▶ User can view the Error log and take appropriate action. |

| 23. | User Reviews Appraisal after viewing the details (Either this or above event must be followed) | Countersigning Officer | Appraisal Self Service | Appraisal Review By Countersigning Officer | Review Appraisal Details | ▶ User enters the Employee Code & Assignment No. directly in the Direct Entry cluster and takes the Review Appraisal Details link in the cluster OR<br>▶ User conducts a Search and selects the hyperlink on the required Employee Name<br>▶ User takes the link to View Appraisal Details<br>▶ User takes the link to View Self Appraisal<br>▶ User executes the task – Compute Overall Appraisal Rating<br>▶ User enters comments.<br>▶ User selects YES as the Review Completed status.<br>▶ User saves the details. |
|---|---|---|---|---|---|---|
| 24. | User Processes the Appraisal | Appraisal Administrator / HR User | Appraisal Processing | Process Appraisal | Process Appraisal<br><br>View Warning/Error Log | ▶ User selects the Appraisal Processing Unit<br>▶ User selects the Employment Unit<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▶ User enters the user defined rule by taking the help provided or directly entering a valid rule<br>▶ User executes the task – Process Appraisal<br>▶ User checks the view error log<br>▶ User takes action on the critical error log<br>▶ User executes the task – Close Appraisal |

■ **Scenario 20: Administrator defines setup details, and administrator short-closes appraisal for one employee after Employee has recorded Self Appraisal.**

| SL.# | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|------|---------------|------------------|--------------------|----------|------|------------------|
| 1. | User specifies the appraisal calendar details | Appraisal Administrator / HR User | Appraisal Setup | Record Appraisal Calendar | Record Appraisal Calendar | 1. User Records Appraisal Calendar details with following as the parameters:<br>2. Appraisal Is Employee Assignment Specific: NO<br>3. Appraisal Acceptance by Employee Before Countersigning Officer Review: YES<br>4. Appraisal Rate Grade Help Display Format: GRADE ONLY<br>5. Appraisal Rating/Grading Calculation Is Based On: UPPER LIMIT |
| 2. | User specifies the Self Appraisal parameters | Appraisal Administrator / HR User | Appraisal Setup | Set Self Appraisal Parameters | Set Self Appraisal Parameters | ▶ User Sets Self Appraisal Parameters as applicable for the department 'HR' with the following features<br>1. Mandatory Before Appraisal = YES<br>2. Include In Overall Grading = NO |
| 3. | User specifies the Potential Appraisal | Appraisal Administrator / HR User | Appraisal Setup | Define Potentials for Appraisal | Define Potentials for Appraisal | ▶ User Potentials applicable for the department 'HR' with the following features<br>1. Leadership Quality |

| 4. | User maps Primary Assignment Supervisor as Appraiser & Countersigning Officer as Appraiser's Supervisor for employees | Supervisor | Appraisal Self Service | Record Appraiser Mapping | Select Employee to record Appraiser Mapping | ▶ User selects the Appraisal Type<br>▶ User enters the calendar Code either by taking the Help or directly entering a valid calendar code<br>▶ User directly enters the Employee Code & Assignment No. of his subordinate for whom appraiser must be mapped and uses the task- 'Set As Supervisor' in the Direct Entry cluster, to set the employee's primary assignment supervisor as the Appraiser OR<br>▶ User conducts a Search and selects the required subordinate from the results seen in the multiline and uses the task 'Set As Supervisor' OR<br>1. User Checks the 'Select All' option below the multiline and uses the task 'Set As Supervisor' to set the primary assignment supervisor as the Appraiser for each employee fetched in the multiline<br>2. User uses the task – 'Set As Appraiser's Supervisor', to map the Countersigning Officer as the Appraiser's primary assignment supervisor |
|---|---|---|---|---|---|---|
| 5. | User defines more Appraisers for employees | Supervisor | Appraisal Self Service | Record Appraiser Mapping | Record Appraiser Mapping | ▶ User directly enters the Employee Code & Assignment for whom appraiser must be mapped and takes the Record Appraiser Mapping link in the Direct Entry OR<br>• User Conducts a search the selects the hyperlink of the required Employee Name<br>• The system defaults the system defined 'Appraiser' and Countersigning Officer. The weightage of the Appraiser will be defaulted has 100.<br>• The system defaults the self-appraiser with weightage as 0.<br>▶ User enters the other appraisers:<br>1. Appraiser Code either by taking the help provided or directly entering the Employee Code of the required Appraiser<br>2. Period From & Period To, pertaining to the period for the which the specified Appraiser would be mapped<br>3. Weightage<br>4. Remarks, if any.<br>▶ User saves the details |

| 6. | User records Appraisal Objectives of the employee, against each Appraiser | Supervisor | Appraisal Self Service | Record Appraiser Mapping | Set / Edit Appraiser Objectives | ▶ User selects an Appraiser from the table and takes the Set/Edit Objectives present link below the table.<br>▶ User Enters Objective Description & Detailed Descriptions either by taking help provided or directly entering Objectives.<br>▶ User enters the Weightages<br>▶ User executes the task 'Compute Objectives Weightage in %'<br>**7    ALTERNATELY**<br>In the "Default With Objectives Of" cluster,<br>▶ User select Appraisal Type and<br>▶ Enters Appraisal Calendar either by taking the help provided of directly entering a valid calendar code.<br>▶ User executes the 'Get Details' task to load the applicable Template Short Descriptions & Appraisers<br>▶ User selects a value for either Appraiser or Template or Both Appraiser an Template and executes the task – 'Default'<br>▶ User enters weightages<br>▶ User executes the task – Compute Objective Weightage in %<br>▶ User executes the task – Default Status As Approved or manually selects Approved as the Objective Mapping Status for each Objective<br>▶ User saves the details the objectives are Approved. |
| 7. | User Defines Appraiser | Employee / Appraisee | Appraisal Self Service | Define Appraiser | Define Appraiser | ▶ User selects the Assignment No.<br>▶ User selects the Appraisal Type<br>▶ User enters the calendar Code either by taking the Help or directly entering a valid calendar code<br>▶ User executes Get Details task to fetch the Appraisers already mapped, if any.<br>▶ User enters a new appraiser either by taking the help provided or by entering a valid employee code as the appraiser.<br>▶ User enters the Period From & Period To<br>▶ User enters the Remarks, if an.<br>▶ User saves the details. |

| 8. | User sets Appraisal Objectives against each Appraiser | Employee / Appraisee | Appraisal Self Service | Define Appraiser | Set/Edit Objectives | ▶ User Enters Objective Description & Detailed Descriptions either by taking help provided or directly entering Objectives.<br><br>**8   ALTERNATELY**<br><br>In the "Default With Objectives Of" cluster,<br>▪ User selects Appraisal Type and<br>▪ Enters Appraisal Calendar either by taking the help provided of directly entering a valid calendar code.<br>▪ User executes the 'Get Details' task to load the applicable Template Short Descriptions & Appraisers<br>▶ User selects a value for either Appraiser or Template or Both Appraiser and Template and executes the task – 'Default'<br>▶ User saves the details |
| --- | --- | --- | --- | --- | --- | --- |
| 9. | User Selects Employee to Review the Appraisal Objectives | Appraiser | Appraisal Self Service | Review Appraisal Objectives | Select Employee to Review Appraisal Objectives | ▶ User selects the Appraisal Type<br>▶ User enters the calendar Code either by taking the Help or directly entering a valid calendar code<br>▶ User conducts a Search<br>▶ User selects the hyperlink on the required Employee Name |
| 10. | User Selects Employee to Review the Appraisal Objectives | Appraiser | Appraisal Self Service | Review Appraisal Objectives | Review Appraisal Objectives | ▶ User modifies the Weightages and executes the task – 'Compute Objective Weightage in %'<br>▶ User, manually selects 'Objectives Mapping Status' as Approved for each objectives OR executes the task – Default Status as Approved<br>▶ User Saves the details |
| 11. | User conducts the Appraisal Readiness Check | Appraisal Administrator / HR User | Appraisal Processing | Appraisal Readiness Check | Appraisal Readiness Check | ▶ User selects the Appraisal Processing Unit<br>▶ User selects the Employment Unit<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▶ User Submits the details<br>▶ User views the warning and critical error message recorded in the error log file.<br>▶ User takes necessary action and runs the readiness check till critical errors are resolved |

| 12. | User initiates the Appraisal Process | Appraisal Administrator / HR User | Appraisal Processing | Initiate Appraisal Process | Initiate Appraisal Process | ▶ User selects the Appraisal Processing Unit<br>▶ User selects the Employment Unit<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▶ User enters the messages<br>▶ User Submits the details.<br>▶ Notification Message will be sent to the first level appraise, appraiser and countersigning officer |
|---|---|---|---|---|---|---|
| 13. | User Records Self Appraisal details and Saves it. | Employee / Appraisee | Appraisal Self Service | Self Appraisal | Self Appraisal | ▶ System defaults the auto objectives along with the objectives defined for the appraiser<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▶ User enters the following details in the Performance Evaluation table:<br>  o Weightages for the objectives, which may be modified.<br>  o Achievements<br>  o Rate Grade, either by taking the Help provided of entering a valid Rate Grade code.<br>▶ User enters the following details, if any, for the Other Duties / Projects Undertaken table:<br>  • Assignments Undertaken<br>  • Desired Outcome / Targets<br>  • Appraiser Code<br>  • Weightage<br>  • Achievement<br>  • Rate Grade, either by taking the Help provided   or by directly entering a valid Rate Grade code.<br>▶ User enters Specific Achievement details, if any<br>▶ User executes the task- Compute Objective Weightage in %<br>▶ User executes the task – Compute Overall Self Rating<br>▶ User Saves the details |

| 14. | User Records Training Needs & Saves it | Employee / Appraisee | Appraisal Self Service | Self Appraisal | Training Needs | ▶ User takes the Training Needs link<br>▶ User enters the Training Needs<br>▶ User enters the Training Area<br>▶ User enters the Course Code either by taking the Help provided or by directly entering a valid Course Code<br>▶ User Save the details |
|---|---|---|---|---|---|---|
| 15. | User Submits Self Appraisal Details. | Employee / Appraisee | Appraisal Self Service | Self Appraisal | Self Appraisal | ▶ User selects YES for 'Have you completed Self Appraisal'<br>▶ User Submits the details |
| 16 | User short closes appraisal for an employee | Administrator | Appraisal Administration | Appraisal Exception Handling | Appraisal Exception Handling | ▶ User selects the Appraisal Admin Unit<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▶ User conducts the search<br>▶ User selects 'Short-Close' as Admin Closure Status for the required employee in the table<br>▶ User saves the details. |
| 17. | User Processes the Appraisal | Appraisal Administrator / HR User | Appraisal Processing | Process Appraisal | Process Appraisal<br><br>View Warning/Error Log | ▶ User selects the Appraisal Processing Unit<br>▶ User selects the Employment Unit<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▶ User enters the user defined rule by taking the help provided or directly entering a valid rule<br>▶ User executes the task – Process Appraisal<br>▶ User checks the view error log<br>▶ User takes action on the critical error log<br>▶ User executes the task – Close Appraisal |

**Scenario 21: Administrator defines setup details and administrator closes appraisal at Company Level. Later he re-opens the Calendar to make changes in one of the employee's appraisal details**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | User specifies the appraisal calendar details | Appraisal Administrator / HR User | Appraisal Setup | Record Appraisal Calendar | Record Appraisal Calendar | ▶ User Records Appraisal Calendar details with following as the parameters: <br> 1. Appraisal Is Employee Assignment Specific: NO <br> 2. Appraisal Acceptance by Employee Before Countersigning Officer Review: YES <br> 3. Appraisal Rate Grade Help Display Format: GRADE ONLY <br> 4. Appraisal Rating/Grading Calculation Is Based On: UPPER LIMIT |
| 2. | User specifies the Self Appraisal parameters | Appraisal Administrator / HR User | Appraisal Setup | Set Self Appraisal Parameters | Set Self Appraisal Parameters | ▶ User Sets Self Appraisal Parameters as applicable for the department 'HR' with the following features <br> ▶ Mandatory Before Appraisal = YES <br> ▶ Include In Overall Grading = NO |
| 3. | User specifies the Potential Appraisal | Appraisal Administrator / HR User | Appraisal Setup | Define Potentials for Appraisal | Define Potentials for Appraisal | ▶ User Potentials applicable for the department 'HR' with the following features <br> ➢ Leadership Quality |

| 4. | User maps Primary Assignment Supervisor as Appraiser & Countersigning Officer as Appraiser's Supervisor for employees | Supervisor | Appraisal Self Service | Record Appraiser Mapping | Select Employee to record Appraiser Mapping | ▶ User selects the Appraisal Type<br>▶ User enters the calendar Code either by taking the Help or directly entering a valid calendar code<br>▶ User directly enters the Employee Code & Assignment No. of his subordinate for whom appraiser must be mapped and uses the task-'Set As Supervisor' in the Direct Entry cluster, to set the employee's primary assignment supervisor as the Appraiser OR<br>▶ User conducts a Search and selects the required subordinate from the results seen in the multiline and uses the task 'Set As Supervisor' OR<br>▶ User Checks the 'Select All' option below the multiline and uses the task 'Set As Supervisor' to set the primary assignment supervisor as the Appraiser for each employee fetched in the multiline<br>▶ User uses the task – 'Set As Appraiser's Supervisor', to map the Countersigning Officer as the Appraiser's primary assignment supervisor |
| 5. | User defines more Appraisers for employees | Supervisor | Appraisal Self Service | Record Appraiser Mapping | Record Appraiser Mapping | ▶ User directly enters the Employee Code & Assignment for whom appraiser must be mapped and takes the Record Appraiser Mapping link in the Direct Entry OR<br>• User Conducts a search the selects the hyperlink of the required Employee Name<br>• The system defaults the system defined 'Appraiser' and Countersigning Officer. The weightage of the Appraiser will be defaulted has 100.<br>• The system defaults the self-appraiser with weightage as 0.<br>▶ User enters the other appraisers:<br>  o Appraiser Code either by taking the help provided or directly entering the Employee Code of the required Appraiser<br>  o Period From & Period To, pertaining to the period for the which the specified Appraiser would be mapped<br>  o Weightage<br>  o Remarks, if any<br>▶ User saves the details |

| 6. | User records Appraisal Objectives of the employee, against each Appraiser | Supervisor | Appraisal Self Service | Record Appraiser Mapping | Set / Edit Appraiser Objectives | ▶ User selects an Appraiser from the table and takes the Set/Edit Objectives present link below the table.<br>▶ User Enters Objective Description & Detailed Descriptions either by taking help provided or directly entering Objectives.<br>▶ User enters the Weightages<br>▶ User executes the task 'Compute Objectives Weightage in %'<br>**9 ALTERNATELY**<br>In the "Default With Objectives Of" cluster,<br>▶ User select Appraisal Type and<br>▶ Enters Appraisal Calendar either by taking the help provided of directly entering a valid calendar code.<br>▶ User executes the 'Get Details' task to load the applicable Template Short Descriptions & Appraisers<br>▶ User selects a value for either Appraiser or Template or Both Appraiser an Template and executes the task – 'Default'<br>▶ User enters weightages<br>▶ User executes the task – Compute Objective Weightage in %<br>▶ User executes the task – Default Status As Approved or manually selects Approved as the Objective Mapping Status for each Objective<br>▶ User saves the details the objectives are Approved. |
| 7. | User Defines Appraiser | Employee / Appraisee | Appraisal Self Service | Define Appraiser | Define Appraiser | ▶ User selects the Assignment No.<br>▶ User selects the Appraisal Type<br>▶ User enters the calendar Code either by taking the Help or directly entering a valid calendar code<br>▶ User executes Get Details task to fetch the Appraisers already mapped, if any.<br>▶ User enters a new appraiser either by taking the help provided or by entering a valid employee code as the appraiser.<br>▶ User enters the Period From & Period To<br>▶ User enters the Remarks, if an.<br>▶ User saves the details. |

| 8. | User sets Appraisal Objectives against each Appraiser | Employee / Appraisee | Appraisal Self Service | Define Appraiser | Set/Edit Objectives | ▸ User Enters Objective Description & Detailed Descriptions either by taking help provided or directly entering Objectives.<br><br>**10  ALTERNATELY**<br><br>In the "Default With Objectives Of" cluster,<br>▪ User selects Appraisal Type and<br>▪ Enters Appraisal Calendar either by taking the help provided of directly entering a valid calendar code.<br>▪ User executes the 'Get Details' task to load the applicable Template Short Descriptions & Appraisers<br>▸ User selects a value for either Appraiser or Template or Both Appraiser and Template and executes the task – 'Default'<br>▸ User saves the details |
|---|---|---|---|---|---|---|
| 9. | User Selects Employee to Review the Appraisal Objectives | Appraiser | Appraisal Self Service | Review Appraisal Objectives | Select Employee to Review Appraisal Objectives | ▸ User selects the Appraisal Type<br>▸ User enters the calendar Code either by taking the Help or directly entering a valid calendar code<br>▸ User conducts a Search<br>▸ User selects the hyperlink on the required Employee Name |
| 10. | User Selects Employee to Review the Appraisal Objectives | Appraiser | Appraisal Self Service | Review Appraisal Objectives | Review Appraisal Objectives | ▸ User modifies the Weightages and executes the task – 'Compute Objective Weightage in %'<br>▸ User, manually selects 'Objectives Mapping Status' as Approved for each objectives OR executes the task – Default Status as Approved<br>▸ User Saves the details |
| 11. | User conducts the Appraisal Readiness Check | Appraisal Administrator / HR User | Appraisal Processing | Appraisal Readiness Check | Appraisal Readiness Check | ▸ User selects the Appraisal Processing Unit<br>▸ User selects the Employment Unit<br>▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▸ User Submits the details<br>▸ User views the warning and critical error message recorded in the error log file.<br>▸ User takes necessary action and runs the readiness check till critical errors are resolved |

| 12. | User initiates the Appraisal Process | Appraisal Administrator / HR User | Appraisal Processing | Initiate Appraisal Process | Initiate Appraisal Process | ▸ User selects the Appraisal Processing Unit<br>▸ User selects the Employment Unit<br>▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▸ User enters the messages<br>▸ User submits the details.<br>▸ Notification Message will be sent to the first level appraise, appraiser and countersigning officer |
|---|---|---|---|---|---|---|
| 13. | User Records Self Appraisal details and Saves it. | Employee / Appraisee | Appraisal Self Service | Self Appraisal | Self Appraisal | ▸ System defaults the auto objectives along with the objectives defined for the appraiser<br>▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▸ User enters the following details in the Performance Evaluation table:<br>  o Weightages for the objectives, which may be modified.<br>  o Achievements<br>  o Rate Grade, either by taking the Help provided of entering a valid Rate Grade code.<br>▸ User enters the following details, if any, for the Other Duties / Projects Undertaken table:<br>  • Assignments Undertaken<br>  • Desired Outcome / Targets<br>  • Appraiser Code<br>  • Weightage<br>  • Achievement<br>  • Rate Grade, either by taking the Help provided   or by directly entering a valid Rate Grade code.<br>▸ User enters Specific Achievement details, if any<br>▸ User executes the task- Compute Objective Weightage in %<br>▸ User executes the task – Compute Overall Self Rating<br>▸ User Saves the details |

| 14. | User Records Training Needs & Saves it | Employee / Appraisee | Appraisal Self Service | Self Appraisal | Training Needs | ‣ User takes the Training Needs link<br>‣ User enters the Training Needs<br>‣ User enters the Training Area<br>‣ User enters the Course Code either by taking the Help provided or by directly entering a valid Course Code<br>‣ User Save the details |
|---|---|---|---|---|---|---|
| 15. | User Submits Self Appraisal Details. | Employee / Appraisee | Appraisal Self Service | Self Appraisal | Self Appraisal | ‣ User selects YES for 'Have you completed Self Appraisal'<br>‣ User Submits the details |
| 16. | User selects employee to Perform Appraisal | Appraiser | Appraisal Self Service | Perform Employee Appraisal | Select Employee To Perform Appraisal | ‣ User selects the Appraisal Type<br>‣ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>‣ User enters the Employee Code & Assignment No. directly in the Direct Entry cluster and takes the Perform Employee Appraisal link in the cluster OR<br>‣ User conducts a Search and taken the hyperlink on the required Employee Name |
| 17. | User Performs Appraisal for an employee | Appraiser | Appraisal Self Service | Perform Employee Appraisal | Perform Employee Appraisal | ‣ The Self Appraisal details recorded are defaulted, and user modifies the details, adds a new record in the 'Other Duties/Projects Undertaken' table and assigns the Rate Grade.<br>‣ User executes the task – Compute Objective Weightage in %<br>‣ User executes the task – 'Compute Overall Appraisal Rating'<br>‣ User enters details for Strengths, Area(s) Of Improvement & Specific Achievements.<br>‣ User saves the details as the Draft. |
| 18. | User records Recommendations | Appraiser | Appraisal Self Service | Perform Employee Appraisal | Recommendations | ‣ User selects the recommendation option<br>‣ User enters any Other recommendation/comments<br>‣ User Submits the details |
| 19. | User records Potential Evaluation details | Appraiser | Appraisal Self Service | Perform Employee Appraisal | Potential Evaluation | ‣ User selects the Potential<br>‣ User enters detail/comments<br>‣ User assigns a Rate Grade<br>‣ User executes the task – Overall Appraiser Rating<br>‣ User saves the details |

| 20. | User submits the Appraisal details | Appraiser | Appraisal Self Service | Perform Employee Appraisal | Perform Employee Appraisal | ▸ User selects YES for 'Have you completed Self Appraisal'<br>▸ User submits the details |
|---|---|---|---|---|---|---|
| 21. | User acknowledges the Appraisal details | Employee / Appraisee | Appraisal Self Service | View Appraisal Details & Acceptance by Employee | View Appraisal Details & Acceptance by Employee | ▸ User selects the Assignment No.<br>▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▸ User executes the 'Get' task<br>▸ User select 'NO ' as acceptance for – "I acknowledge the Appraisal"<br>▸ User records comments, if any.<br>▸ User refers to the following details –<br>  o  Appraisal Details<br>  o  Self Appraisal<br>▸ User submits the details. |
| 22. | User completes Reviewing Appraisal details (either this or next event must be followed) | Countersigning Officer | Appraisal Self Service | Appraisal Review By Countersigning Officer | Appraisal Review By Countersigning Officer | ▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▸ User conducts a Search and User executes the task – Compute Overall Appraisal Rating<br>▸ User selects YES as the Review Completed status.<br>▸ User enters the comments.<br>▸ User saves the details for the individual or checks the select all option.<br>▸ User can view the Error log and take appropriate action. |

| 23. | User Reviews Appraisal after viewing the details (Either this or above event must be followed) | Countersigning Officer | Appraisal Self Service | Appraisal Review By Countersigning Officer | Review Appraisal Details | ▶ User enters the Employee Code & Assignment No. directly in the Direct Entry cluster and takes the Review Appraisal Details link in the cluster OR<br>▶ User conducts a Search and selects the hyperlink on the required Employee Name<br>▶ User takes the link to View Appraisal Details<br>▶ User takes the link to View Self Appraisal<br>▶ User executes the task – Compute Overall Appraisal Rating<br>▶ User enters comments.<br>▶ User selects YES as the Review Completed status.<br>▶ User saves the details. |
|---|---|---|---|---|---|---|
| 24. | User Processes the Appraisal & Closes the Closes the Appraisal process | Appraisal Administrator / HR User | Appraisal Processing | Process Appraisal | Process Appraisal<br><br>View Warning/Error Log | ▶ User selects the Appraisal Processing Unit<br>▶ User selects the Employment Unit<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▶ User enters the user defined rule by taking the help provided or directly entering a valid rule<br>▶ User executes the task – Process Appraisal<br>▶ User checks the view error log<br>▶ User takes action on the critical error log<br>▶ User executes the task – Close Appraisal |
| 25. | User Reopens the Appraisal Process | Appraisal Administrator / HR User | Appraisal Processing | Process Appraisal | Process Appraisal | ▶ User selects the Appraisal Processing Unit<br>▶ User selects the Employment Unit<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▶ User enters the user-defined rule by taking the help provided or directly entering a valid rule if required.<br>▶ User executes the task – Get Details<br>▶ User executes the task – Reopen Appraisal |

| 26 | User modifies the Appraisal for an employee after reopening | Appraisal Administrator / HR User | Appraisal Administration | Perform Employee Appraisal | Select Employee To Perform Appraisal | ▶ User selects the Appraisal Admin Unit<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▶ User enters the Employee Code & Assignment No. directly in the Direct Entry cluster and takes the Perform Employee Appraisal link in the cluster OR<br>▶ User conducts a Search and taken the hyperlink on the required Employee Name |
|----|----|----|----|----|----|----|
| 27 | User modifies the Appraisal for an employee after reopening | Appraisal Administrator / HR User | Appraisal Administration | Perform Employee Appraisal | Perform Employee Appraisal | ▶ The Self Appraisal details recorded are defaulted, and user modifies the 'Have you completed Appraising = 'No'.<br>▶ User Saves the details<br>▶ User modifies the rating.<br>▶ User selects Yes for 'Have you completed Appraising.<br>▶ User Submits. |
| 28 | User computes the modified overall rating | Appraisal Administrator / HR User | Appraisal Administration | Appraisal Exceptions Handling | Appraisal Exceptions Handling | ▶ User selects the Appraisal Admin Unit<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▶ User conducts the search<br>▶ User computes the overall rating for the modified appraisal details.<br>▶ User saves the details. |
| 29 | User Processes the Appraisal | Appraisal Administrator / HR User | Appraisal Processing | Process Appraisal | Process Appraisal<br><br>View Warning/Error Log | ▶ User selects the Appraisal Processing Unit<br>▶ User selects the Employment Unit<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▶ User enters the user defined rule by taking the help provided or directly entering a valid rule<br>▶ User executes the task – Process Appraisal<br>▶ User checks the view error log<br>▶ User takes action on the critical error log.<br>▶ User executes the task – Close Appraisal |

- **Scenario 22: Administrator defines setup details and after Employee Acceptance, changes the Employee Acceptance Status as exception.**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | User specifies the appraisal calendar details | Appraisal Administrator / HR User | Appraisal Setup | Record Appraisal Calendar | Record Appraisal Calendar | ▸ User Records Appraisal Calendar details with following as the parameters:<br>▸ Appraisal Is Employee Assignment Specific: NO<br>▸ Appraisal Acceptance by Employee Before Countersigning Officer Review: YES<br>▸ Appraisal Rate Grade Help Display Format: GRADE ONLY<br>▸ Appraisal Rating/Grading Calculation Is Based On: UPPER LIMIT |
| 2. | User specifies the Self Appraisal parameters | Appraisal Administrator / HR User | Appraisal Setup | Set Self Appraisal Parameters | Set Self Appraisal Parameters | ▸ User Sets Self Appraisal Parameters as applicable for the department 'HR' with the following features<br>▸ Mandatory Before Appraisal = YES<br>▸ Include In Overall Grading = NO |
| 3. | User specifies the Potential Appraisal | Appraisal Administrator / HR User | Appraisal Setup | Define Potentials for Appraisal | Define Potentials for Appraisal | ▸ User Potentials applicable for the department 'HR' with the following features<br>• Leadership Quality |

| 4. | User maps Primary Assignment Supervisor as Appraiser & Countersigning Officer as Appraiser's Supervisor for employees | Supervisor | Appraisal Self Service | Record Appraiser Mapping | Select Employee to record Appraiser Mapping | ▸ User selects the Appraisal Type<br>▸ User enters the calendar Code either by taking the Help or directly entering a valid calendar code<br>▸ User directly enters the Employee Code & Assignment No. of his subordinate for whom appraiser must be mapped and uses the task- 'Set As Supervisor' in the Direct Entry cluster, to set the employee's primary assignment supervisor as the Appraiser OR<br>▸ User conducts a Search and selects the required subordinate from the results seen in the multiline and uses the task 'Set As Supervisor' OR<br>▸ User Checks the 'Select All' option below the multiline and uses the task 'Set As Supervisor' to set the primary assignment supervisor as the Appraiser for each employee fetched in the multiline<br>▸ User uses the task – 'Set As Appraiser's Supervisor', to map the Countersigning Officer as the Appraiser's primary assignment supervisor |
|---|---|---|---|---|---|---|
| 5. | User defines more Appraisers for employees | Supervisor | Appraisal Self Service | Record Appraiser Mapping | Record Appraiser Mapping | ▸ User directly enters the Employee Code & Assignment for whom appraiser must be mapped and takes the Record Appraiser Mapping link in the Direct Entry OR<br>▸ User Conducts a search the selects the hyperlink of the required Employee Name<br>• The system defaults the system defined 'Appraiser' and Countersigning Officer. The weightage of the Appraiser will be defaulted has 100.<br>• The system defaults the self-appraiser with weightage as 0.<br>▸ User enters the other appraisers:<br>  a. Appraiser Code either by taking the help provided or directly entering the Employee Code of the required Appraiser<br>  b. Period From & Period To, pertaining to the period for the which the specified Appraiser would be mapped<br>  c. Weightage<br>  d. Remarks, if any.<br>▸ User saves the details |

| 6. | User records Appraisal Objectives of the employee, against each Appraiser | Supervisor | Appraisal Self Service | Record Appraiser Mapping | Record Employee Appraisal Objective | ▸ User selects an Appraiser from the table and takes the Set/Edit Objectives present link below the table.<br>▸ User Enters Objective Description & Detailed Descriptions either by taking help provided or directly entering Objectives.<br>▸ User enters the Weightages<br>▸ User selects the Objective Mapping Status as approved in each row or by using the task – 'Default Status as Approved'.<br>▸ User executes the task 'Compute Objectives Weightage in %'<br>▸ User saves the details.<br>**11 ALTERNATELY**<br>▸ In the "Default With Objectives Of" cluster,<br> ▪ User select Appraisal Type and<br> ▪ Enters Appraisal Calendar either by taking the help provided of directly entering a valid calendar code.<br> ▪ User executes the 'Get Details' task to load the applicable Template Short Descriptions & Appraisers<br> ▪ User selects a value for either Appraiser or Template or Both Appraiser an Template and executes the task – 'Default'. The objectives are defaulted.<br> ▪ User enters weightages<br> ▪ User executes the task – Compute Objective Weightage in %<br> ▪ User executes the task – Default Status As Approved<br> ▪ User saves the details. The objectives are approved |
|---|---|---|---|---|---|---|

| 7. | User Defines Appraiser | Employee / Appraisee | Appraisal Self Service | Define Appraiser | Define Appraiser | ▶ User selects the Assignment No.<br>▶ User selects the Appraisal Type<br>▶ User enters the calendar Code either by taking the Help or directly entering a valid calendar code<br>▶ User executes Get Details task to fetch the Appraisers already mapped, if any.<br>▶ User enters a new appraiser either by taking the help provided or by entering a valid employee code as the appraiser.<br>▶ User enters the Period From & Period To<br>▶ User enters the Remarks, if an.<br>▶ User saves the details. |
|---|---|---|---|---|---|---|
| 8. | User sets Appraisal Objectives against each Appraiser | Employee / Appraisee | Appraisal Self Service | Define Appraiser | Set/Edit Objectives | ▶ User Enters Objective Description & Detailed Descriptions either by taking help provided or directly entering Objectives.<br><br>**12   ALTERNATELY**<br><br>In the "Default With Objectives Of" cluster,<br>▪ User selects Appraisal Type and<br>▪ Enters Appraisal Calendar either by taking the help provided of directly entering a valid calendar code.<br>▪ User executes the 'Get Details' task to load the applicable Template Short Descriptions & Appraisers<br>▶ User selects a value for either Appraiser or Template or Both Appraiser and Template and executes the task – 'Default'<br>▶ User saves the details |
| 9. | User Selects Employee to Review the Appraisal Objectives | Appraiser | Appraisal Self Service | Review Appraisal Objectives | Select Employee to Review Appraisal Objectives | ▶ User selects the Appraisal Type<br>▶ User enters the calendar Code either by taking the Help or directly entering a valid calendar code<br>▶ User conducts a Search<br>▶ User selects the hyperlink on the required Employee Name |

| 10. | User Selects Employee to Review the Appraisal Objectives | Appraiser | Appraisal Self Service | Review Appraisal Objectives | Review Appraisal Objectives | ▸ User modifies the Weightages and executes the task – 'Compute Objective Weightage in %'<br>▸ User, manually selects 'Objectives Mapping Status' as Approved for each objectives OR executes the task – Default Status as Approved<br>▸ User Saves the details |
|---|---|---|---|---|---|---|
| 11. | User conducts the Appraisal Readiness Check | Appraisal Administrator / HR User | Appraisal Processing | Appraisal Readiness Check | Appraisal Readiness Check | ▸ User selects the Appraisal Processing Unit<br>▸ User selects the Employment Unit<br>▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▸ User Submits the details<br>▸ User views the warning and critical error message recorded in the error log file.<br>▸ User takes necessary action and runs the readiness check till critical errors are resolved |
| 12. | User initiates the Appraisal Process | Appraisal Administrator / HR User | Appraisal Processing | Initiate Appraisal Process | Initiate Appraisal Process | ▸ User selects the Appraisal Processing Unit<br>▸ User selects the Employment Unit<br>▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▸ User enters the messages<br>▸ User submits the details.<br>▸ Notification Message will be sent to the first level appraise, appraiser and countersigning officer |

| 13. | User Records Self Appraisal details and Saves it. | Employee / Appraisee | Appraisal Self Service | Self Appraisal | Self Appraisal | ▶ System defaults the auto objectives along with the objectives defined for the appraiser<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▶ User enters the following details in the Performance Evaluation table:<br>  o Weightages for the objectives, which may be modified.<br>  o Achievements<br>  o Rate Grade, either by taking the Help provided of entering a valid Rate Grade code.<br>▶ User enters the following details, if any, for the Other Duties / Projects Undertaken table:<br>  • Assignments Undertaken<br>  • Desired Outcome / Targets<br>  • Appraiser Code<br>  • Weightage<br>  • Achievement<br>    Rate Grade, either by taking the Help provided or by directly entering a valid Rate Grade code.<br>▶ User enters Specific Achievement details, if any<br>▶ User executes the task- Compute Objective Weightage in %<br>▶ User executes the task – Compute Overall Self Rating<br>▶ User Saves the details |
| 14. | User Records Training Needs & Saves it | Employee / Appraisee | Appraisal Self Service | Self Appraisal | Training Needs | ▶ User takes the Training Needs link<br>▶ User enters the Training Needs<br>▶ User enters the Training Area<br>▶ User enters the Course Code either by taking the Help provided or by directly entering a valid Course Code<br>▶ User Save the details |
| 15. | User Submits Self Appraisal Details. | Employee / Appraisee | Appraisal Self Service | Self Appraisal | Self Appraisal | ▶ User selects YES for 'Have you completed Self Appraisal'<br>▶ User Submits the details |

| 16. | User selects employee to Perform Appraisal | Appraiser | Appraisal Self Service | Perform Employee Appraisal | Select Employee To Perform Appraisal | ▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▸ User enters the Employee Code & Assignment No. directly in the Direct Entry cluster and takes the Perform Employee Appraisal link in the cluster OR<br>▸ User conducts a Search and taken the hyperlink on the required Employee Name |
|-----|---------------------------------------------|-----------|------------------------|----------------------------|--------------------------------------|---|
| 17. | User Performs Appraisal for an employee | Appraiser | Appraisal Self Service | Perform Employee Appraisal | Perform Employee Appraisal | ▸ The Self Appraisal details recorded are defaulted, and user modifies the details, adds a new record in the 'Other Duties/Projects Undertaken' table and assigns the Rate Grade.<br>▸ User executes the task – Compute Objective Weightage in %<br>▸ User executes the task – 'Compute Overall Appraisal Rating'<br>▸ User enters details for Strengths, Area(s) Of Improvement & Specific Achievements.<br>▸ User saves the details as the Draft. |
| 18. | User records Recommendations | Appraiser | Appraisal Self Service | Perform Employee Appraisal | Recommendations | ▸ User selects the recommendation option<br>▸ User enters any Other recommendation/comments<br>▸ User Submits the details |
| 19. | User records Potential Evaluation details | Appraiser | Appraisal Self Service | Perform Employee Appraisal | Potential Evaluation | ▸ User selects the Potential<br>▸ User enters detail/comments<br>▸ User assigns a Rate Grade<br>▸ User executes the task – Overall Appraiser Rating<br>▸ User saves the details |
| 20. | User submits the Appraisal details | Appraiser | Appraisal Self Service | Perform Employee Appraisal | Perform Employee Appraisal | ▸ User selects YES for 'Have you completed Self Appraisal'<br>▸ User submits the details |

| 21. | User acknowledges the Appraisal details | Employee / Appraisee | Appraisal Self Service | View Appraisal Details & Acceptance by Employee | View Appraisal Details & Acceptance by Employee | ▶ User selects the Assignment No.<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▶ User executes the 'Get' task<br>▶ User select 'NO ' as acceptance for – "I acknowledge the Appraisal"<br>▶ User records comments, if any.<br>▶ User refers to the following details –<br>  o  Appraisal Details<br>  o  Self Appraisal<br>▶ User submits the details. |
| --- | --- | --- | --- | --- | --- | --- |
| 22. | User completes Reviewing Appraisal details (either this or next event must be followed) | Countersigning Officer | Appraisal Self Service | Appraisal Review By Countersigning Officer | Appraisal Review By Countersigning Officer | ▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▶ User conducts a Search and User executes the task – Compute Overall Appraisal Rating<br>▶ User selects YES as the Review Completed status.<br>▶ User enters the comments.<br>▶ User saves the details for the individual or checks the select all option.<br>▶ User can view the Error log and take appropriate action. |
| 23. | User Reviews Appraisal after viewing the details (Either this or above event must be followed) | Countersigning Officer | Appraisal Self Service | Appraisal Review By Countersigning Officer | Review Appraisal Details | ▶ User enters the Employee Code & Assignment No. directly in the Direct Entry cluster and takes the Review Appraisal Details link in the cluster OR<br>▶ User conducts a Search and selects the hyperlink on the required Employee Name<br>▶ User takes the link to View Appraisal Details<br>▶ User takes the link to View Self Appraisal<br>▶ User executes the task – Compute Overall Appraisal Rating<br>▶ User enters comments.<br>▶ User selects YES as the Review Completed status.<br>▶ User saves the details. |

| 24. | User modifies the Employee's Acceptance Status for the Appraisal details. | Appraisal Administrator / HR User | Appraisal Administration | Appraisal Exception Handling | Appraisal Exception Handling | ▸ User selects the Appraisal Admin Unit<br>▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▸ User conducts the search<br>▸ User select YES for the Employee Acceptance Exception column in the table<br>▸ User saves the details. |
|---|---|---|---|---|---|---|
| 24. | User Processes the Appraisal | Appraisal Administrator / HR User | Appraisal Processing | Process Appraisal | Process Appraisal<br><br>View Warning/Error Log | ▸ User selects the Appraisal Processing Unit<br>▸ User selects the Employment Unit<br>▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▸ User enters the user defined rule by taking the help provided or directly entering a valid rule<br>▸ User executes the task – Process Appraisal<br>▸ User checks the view error log<br>▸ User takes action on the critical error log<br>▸ User executes the task – Close Appraisal |

■ **Scenario 23: Exception Handling based on the DLS Permissions Set**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | HR User selects a user (800957) to define Permissions on Employees | HR User | Security Definition | Define User Permissions on Employees | Select User for Security Definition | ‣ HR User directly enters the User name (800957) and takes the Set Security Definition link OR<br>‣ HR User conducts a search and selects the hyperlink on the required User Name (800957) |
| 2. | User defines Security Permissions | HR User | Security Definition | Define User Permissions on Employees | Security Definition | ‣ HR User selects the Login Role<br>‣ HR User selects Business Process Chain as Appraisal<br>‣ HR User selects Permissions To View data for all employees belonging to Empin Unit – ABC Unit |
| 3. | User does a search for employees belonging to ABC Unit | User – 800957 | Appraisal Administration | View Appraisal Exception Handling | View Appraisal Exception Handling | ‣ User selects Appraisal Admin Unit as ABC Unit<br>‣ User selects Employment Unit as ABC Unit<br>‣ User selects Appraisal Type<br>‣ User enters Calendar<br>‣ Records are fetched in the multiline, as the user - 800957 has permissions to view details of employees belonging to the Emp Unit – ABC Unit |

■ **Scenario 24: Appraiser Mapping based on the DLS Permissions set.**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | User selects a user (800957) to define Permissions on Employees | HR User | Security Definition | Define User Permissions on Employees | Select User for Security Definition | ‣ HR User directly enters the User name (800957) and takes the Set Security Definition link OR<br>‣ HR User conducts a search and selects the hyperlink on the required User Name (800957) |

| 2. | User defines Security Permissions | HR User | Security Definition | Define User Permissions on Employees | Security Definition | ▶ HR User selects the Login Role<br>▶ HR User selects Business Process Chain as Appraisal<br>▶ HR User selects Permissions To Record & View data<br>▶ HR User checks the 'All Employees' options |
|---|---|---|---|---|---|---|
| 3. | User does a search for employees belonging to ABC Unit | User – 800957 | Appraisal Administration | Record Appraiser Mapping | Record Appraiser Mapping | ▶ User selects Appraisal Admin Unit as Emp Unit<br>▶ User selects Employment Unit as Emp Unit<br>▶ User selects Appraisal Type<br>▶ User enters Calendar<br>▶ Records are fetched in the multiline, as the user - 800957 has permissions to record & view details of employees belonging to ALL Empin Units |
| 4. | User does a search for employees belonging to ABC Unit | User – 800957 | Appraisal Administration | View Appraiser Mapping | View Appraiser Mapping | ▶ User selects Appraisal Admin Unit as Emp Unit<br>▶ User selects Employment Unit as Emp Unit<br>▶ User selects Appraisal Type<br>▶ User enters Calendar<br>▶ Records are fetched in the multiline, as the user - 800957 has permissions to record & view details of employees belonging to ALL Empin Units |

■ **Scenario 25: Record /View Appraisal Objectives based on DLS**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | User selects a user (800957) to define Permissions on Employees | Appraisal Administrator / HR User | Security Definition | Define User Permissions on Employees | Select User for Security Definition | ▸ HR User directly enters the User name (800957) and takes the Set Security Definition link OR<br>▸ HR User conducts a search and selects the hyperlink on the required User Name (800957) |
| 2. | User defines Security Permissions | Appraisal Administrator / HR User | Security Definition | Define User Permissions on Employees | Security Definition | ▸ HR User selects the Login Role<br>▸ HR User selects Business Process Chain as Appraisal<br>▸ HR User selects Permissions To View data for all employees belonging to Empin Unit – ABC Unit |
| 3 | User does a search for employees belonging to ABC Unit | User – 800957 | Appraisal Administration | Record Appraisal Objectives | Record Appraisal Objectives | ▸ User selects Appraisal Admin Unit as ABC Unit<br>▸ User selects Employment Unit as ABC Unit<br>▸ User selects Appraisal Type<br>▸ User enters Calendar<br>▸ No records are fetched in the multiline, as the user - 800957 has permissions only to VIEW data for employees belonging to the Emp Unit – ABC Unit |
| 4. | User does a search for employees belonging to ABC Unit | User – 800957 | Appraisal Administration | View Appraisal Objectives | View Appraisal Objectives | ▸ User selects Appraisal Admin Unit as ABC Unit<br>▸ User selects Employment Unit as ABC Unit<br>▸ User selects Appraisal Type<br>▸ User enters Calendar<br>▸ Records are fetched in the multiline, as the user - 800957 has permissions to view data for employees belonging to the Emp Unit - ABC Unit |

**Scenario 26: Administrator defines setup details with Self Appraisal not applicable and respective appraisers record performance Appraisal details.**

| SL. # | FLOW OF EVENTS | PRIMARY ACTOR(S) | BUSINESS COMPONENT | ACTIVITY | PAGE | FUNCTIONAL STEPS |
|---|---|---|---|---|---|---|
| 1. | User specifies the appraisal calendar details | Appraisal Administrator / HR User | Appraisal Setup | Record Appraisal Calendar | Record Appraisal Calendar | ▶ User Records Appraisal Calendar details with following as the parameters: <br>• Appraisal Is Employee Assignment Specific: NO <br>• Appraisal Acceptance by Employee Before Countersigning Officer Review: NO <br>• Appraisal Rate Grade Help Display Format: GRADE ONLY <br>• Appraisal Rating/Grading Calculation Is Based On: UPPER LIMIT |
| 2. | User specifies the Potential Appraisal | Appraisal Administrator / HR User | Appraisal Setup | Define Potentials for Appraisal | Define Potentials for Appraisal | ▶ User Potentials applicable for the department 'HR' with the following features <br>1. Leadership Quality |
| 3. | User maps Primary Assignment Supervisor as Appraiser & Countersigning Officer as Appraiser's Supervisor for employees | Supervisor | Appraisal Self Service | Record Appraiser Mapping | Select Employee to record Appraiser Mapping | ▶ User selects the Appraisal Type <br>▶ User enters the calendar Code either by taking the Help or directly entering a valid calendar code <br>▶ User directly enters the Employee Code & Assignment No. of his subordinate for whom appraiser must be mapped and uses the task- 'Set As Supervisor' in the Direct Entry cluster, to set the employee's primary assignment supervisor as the Appraiser OR <br>▶ User conducts a Search and selects the required subordinate from the results seen in the multiline and uses the task 'Set As Supervisor' OR <br>▶ User Checks the 'Select All' option below the multiline and uses the task 'Set As Supervisor' to set the primary assignment supervisor as the Appraiser for each employee fetched in the multiline <br>▶ User uses the task – 'Set As Appraiser's Supervisor', to map the Countersigning Officer as the Appraiser's primary assignment supervisor |

| 4. | User defines more Appraisers for employees | Supervisor | Appraisal Self Service | Record Appraiser Mapping | Record Appraiser Mapping | ▶ User directly enters the Employee Code & Assignment for whom appraiser must be mapped and takes the Record Appraiser Mapping link in the Direct Entry OR<br>▶ User Conducts a search the selects the hyperlink of the required Employee Name<br>▶ The system defaults the system defined 'Appraiser' and Countersigning Officer. The weightage of the Appraiser will be defaulted has 100.<br>▶ User enters the other appraisers:<br>  • Appraiser Code either by taking the help provided or directly entering the Employee Code of the required Appraiser<br>  • Period From & Period To, pertaining to the period for the which the specified Appraiser would be mapped<br>  • Weightage<br>  • Remarks, if any.<br>▶ User saves the details |
|----|----|----|----|----|----|----|

| 5. | User records Appraisal Objectives of the employee, against each Appraiser | Supervisor | Appraisal Self Service | Record Appraiser Mapping | Set / Edit Appraiser Objectives | ▸ User selects an Appraiser from the table and takes the Set/Edit Objectives present link below the table. ▸ User Enters Objective Description & Detailed Descriptions either by taking help provided or directly entering Objectives. ▸ User enters the Weightages ▸ User executes the task 'Compute Objectives Weightage in %' **13    ALTERNATELY**    In the "Default With Objectives Of" cluster, ▸ User select Appraisal Type and ▸ Enters Appraisal Calendar either by taking the help provided of directly entering a valid calendar code. ▸ User executes the 'Get Details' task to load the applicable Template Short Descriptions & Appraisers ▸ User selects a value for either Appraiser or Template or Both Appraiser an Template and executes the task – 'Default' ▸ User enters weightages ▸ User executes the task – Compute Objective Weightage in % ▸ User executes the task – Default Status As Approved or manually selects Approved as the Objective Mapping Status for each Objective ▸ User saves the details the objectives are Approved. |
|---|---|---|---|---|---|---|
| 6. | User Defines Appraiser | Employee / Appraisee | Appraisal Self Service | Define Appraiser | Define Appraiser | ▸ User selects the Assignment No. ▸ User selects the Appraisal Type ▸ User enters the calendar Code either by taking the Help or directly entering a valid calendar code ▸ User executes Get Details task to fetch the Appraisers already mapped, if any. ▸ User enters a new appraiser either by taking the help provided or by entering a valid employee code as the appraiser. ▸ User enters the Period From & Period To ▸ User enters the Remarks, if an. ▸ User saves the details. |

| 7. | User sets Appraisal Objectives against each Appraiser | Employee / Appraisee | Appraisal Self Service | Define Appraiser | Set/Edit Objectives | ▶ User Enters Objective Description & Detailed Descriptions either by taking help provided or directly entering Objectives.<br><br>**14 ALTERNATELY**<br><br>In the "Default With Objectives Of" cluster,<br>▪ User selects Appraisal Type and<br>▪ Enters Appraisal Calendar either by taking the help provided of directly entering a valid calendar code.<br>▪ User executes the 'Get Details' task to load the applicable Template Short Descriptions & Appraisers<br>▶ User selects a value for either Appraiser or Template or Both Appraiser and Template and executes the task – 'Default'<br>▶ User saves the details |
| --- | --- | --- | --- | --- | --- | --- |
| 8. | User Selects Employee to Review the Appraisal Objectives | Appraiser | Appraisal Self Service | Review Appraisal Objectives | Select Employee to Review Appraisal Objectives | ▶ User selects the Appraisal Type<br>▶ User enters the calendar Code either by taking the Help or directly entering a valid calendar code<br>▶ User conducts a Search<br>▶ User selects the hyperlink on the required Employee Name |
| 9. | User Selects Employee to Review the Appraisal Objectives | Appraiser | Appraisal Self Service | Review Appraisal Objectives | Review Appraisal Objectives | ▶ User modifies the Weightages and executes the task – 'Compute Objective Weightage in %'<br>▶ User, manually selects 'Objectives Mapping Status' as Approved for each objectives OR executes the task – Default Status as Approved<br>▶ User Saves the details |
| 10. | User conducts the Appraisal Readiness Check | Appraisal Administrator / HR User | Appraisal Processing | Appraisal Readiness Check | Appraisal Readiness Check | ▶ User selects the Appraisal Processing Unit<br>▶ User selects the Employment Unit<br>▶ User selects the Appraisal Type<br>▶ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▶ User Submits the details<br>▶ User views the warning and critical error message recorded in the error log file.<br>▶ User takes necessary action and runs the readiness check till critical errors are resolved |

| 11. | User initiates the Appraisal Process | Appraisal Administrator / HR User | Appraisal Processing | Initiate Appraisal Process | Initiate Appraisal Process | ▸ User selects the Appraisal Processing Unit<br>▸ User selects the Employment Unit<br>▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▸ User enters the messages<br>▸ User submits the details.<br>▸ Notification Message will be sent to the first level appraise, appraiser and countersigning officer |
|---|---|---|---|---|---|---|
| 12. | User selects employee to Perform Appraisal | Appraiser | Appraisal Self Service | Perform Employee Appraisal | Select Employee To Perform Appraisal | ▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▸ User enters the Employee Code & Assignment No. directly in the Direct Entry cluster and takes the Perform Employee Appraisal link in the cluster OR<br>▸ User conducts a Search and taken the hyperlink on the required Employee Name |
| 13. | User Performs Appraisal for an employee | Appraiser | Appraisal Self Service | Perform Employee Appraisal | Perform Employee Appraisal | ▸ System defaults the auto objectives along with the objectives defined for the appraiser<br>▸ User executes the task – Compute Objective Weightage in %<br>▸ User executes the task – 'Compute Overall Appraisal Rating'<br>▸ User enters details for Strengths, Area(s) Of Improvement & Specific Achievements.<br>▸ User saves the details as the Draft. |
| 14. | User records Recommendations | Appraiser | Appraisal Self Service | Perform Employee Appraisal | Recommendations | ▸ User selects the recommendation option<br>▸ User enters any Other recommendation/comments<br>▸ User Submits the details |
| 15. | User records Potential Evaluation details | Appraiser | Appraisal Self Service | Perform Employee Appraisal | Potential Evaluation | ▸ User selects the Potential<br>▸ User enters detail/comments<br>▸ User assigns a Rate Grade<br>▸ User executes the task – Overall Appraiser Rating<br>▸ User saves the details |
| 16. | User submits the Appraisal details | Appraiser | Appraisal Self Service | Perform Employee Appraisal | Perform Employee Appraisal | ▸ User selects YES for 'Have you completed Self Appraisal'<br>▸ User submits the details |

| 17. | User completes Reviewing Appraisal details (either this or next event must be followed) | Countersigning Officer | Appraisal Self Service | Appraisal Review By Countersigning Officer | Appraisal Review By Countersigning Officer | ▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▸ User conducts a Search and User executes the task – Compute Overall Appraisal Rating<br>▸ User selects YES as the Review Completed status.<br>▸ User enters the comments.<br>▸ User saves the details for the individual or checks the select all option.<br>▸ User can view the Error log and take appropriate action. |
| --- | --- | --- | --- | --- | --- | --- |
| 18. | User Reviews Appraisal after viewing the details (Either this or above event must be followed) | Countersigning Officer | Appraisal Self Service | Appraisal Review By Countersigning Officer | Review Appraisal Details | ▸ User enters the Employee Code & Assignment No. directly in the Direct Entry cluster and takes the Review Appraisal Details link in the cluster OR<br>▸ User conducts a Search and selects the hyperlink on the required Employee Name<br>▸ User takes the link to View Appraisal Details<br>▸ User takes the link to View Self Appraisal<br>▸ User executes the task – Compute Overall Appraisal Rating<br>▸ User enters comments.<br>▸ User selects YES as the Review Completed status.<br>▸ User saves the details. |
| 19. | User Processes the Appraisal | Appraisal Administrator / HR User | Appraisal Processing | Process Appraisal | Process Appraisal<br><br>View Warning/Error Log | ▸ User selects the Appraisal Processing Unit<br>▸ User selects the Employment Unit<br>▸ User selects the Appraisal Type<br>▸ User enters the Appraisal Calendar Code either by taking the help available or directly entering a valid calendar code<br>▸ User enters the user defined rule by taking the help provided or directly entering a valid rule<br>▸ User executes the task – Process Appraisal<br>▸ User checks the view error log<br>▸ User takes action on the critical error log<br>▸ User executes the task – Close Appraisal |