



SISTEM SUMBER MANUSIA

User Guide

For Manager

Front End User (SSM FIORI)

Performance Appraisal

VERSION: 2.0



INTRODUCTION

This user guide acts as a reference for **Manager (Front-End User)** to manage **Performance Appraisal**. In this user guide, it will show:

All Company and Individual names used in this user guide have been created for guidance on using SSM.

Where possible; user guide developers have attempted to avoid using actual Companies and Individuals; any similarities are coincidental.

Changes and updates to the system may lead to updates to the user guide from time to time.

Should you have any questions or require additional assistance with the user guide materials, please contact the **SSM Help Desk**.

GLOSSARY

The following acronyms will be used frequently:

Term	Meaning
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End
FIORI	Front End/Web Portal
ESS	Employee Self Service
MSS	Manager Self Service

FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.



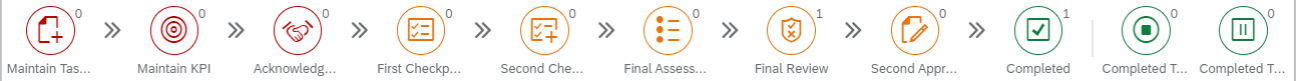
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Performance Appraisal Status

Appraiser Worklist

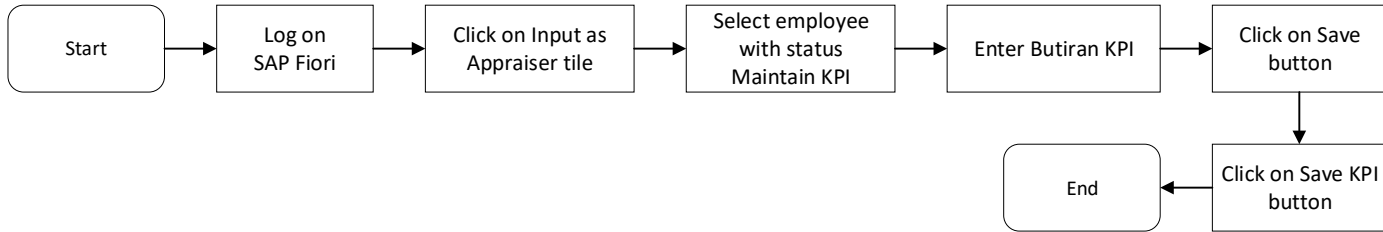


Status	Role	Description
Maintain Task and Responsibility	Employee	Employee fill in their tasks and responsibilities.
Maintain KPI	Employee/Manager	<ul style="list-style-type: none"> Employee and Manager may fill in the employee's KPIs. Manager is required to click Maintain KPIs once KPIs are confirmed.
Acknowledge KPI	Employee	Employee acknowledge the KPIs entered by the Manager.
First Checkpoint	Manager	Manager fill in the KPIs review for first checkpoint.
Second Checkpoint	Manager	Manager fill in the KPIs review for second checkpoint.
Final Assessment	Manager	Manager fill in the KPIs review for final assessment checkpoint and grade the employee.
Final Review	Employee	Employee agree or disagree with the grades given.
Second Appraiser Appraisal	Manager (Second Appraiser)	If the employee disagree, the Appraisal form will be assigned to second appraiser by the HR Admin.
Completed	-	Finalised grading once the employee agree with the grades.
Completed due to Termination	-	HR Admin enter from backend that the employee appraisal has been completed due to Termination.
Completed due to Transfer	-	HR Admin enter from backend that the employee appraisal has been completed due to Transfer.

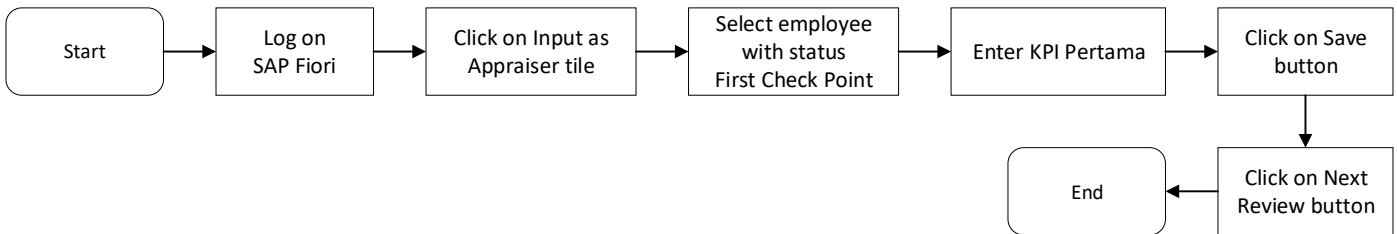


Process Overview

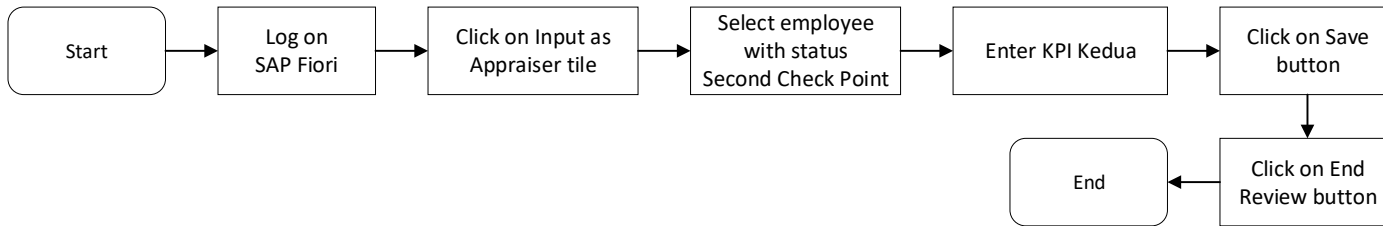
Maintain KPI



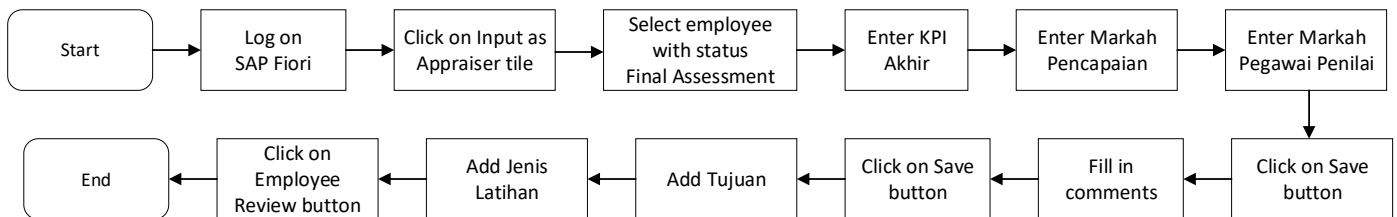
First Checkpoint



Second Checkpoint

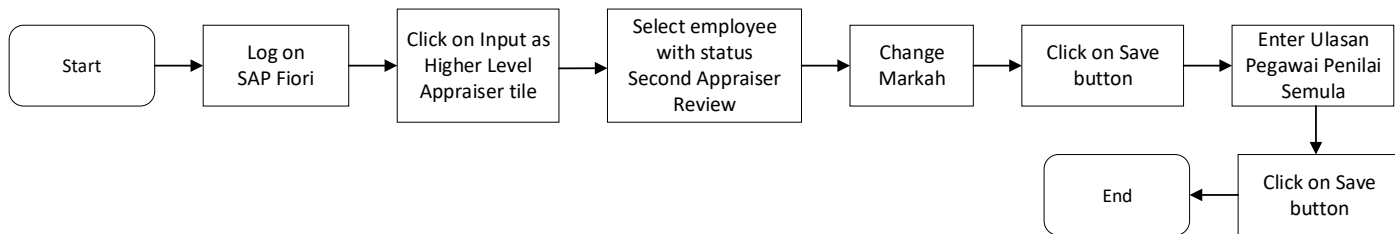


Final Assessment

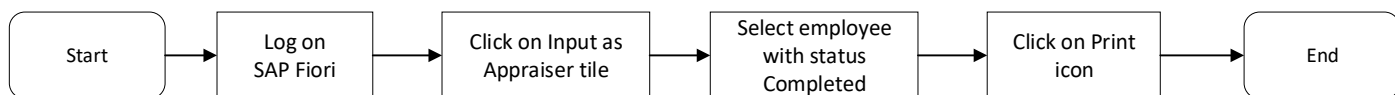


Process Overview

Second Appraiser Review



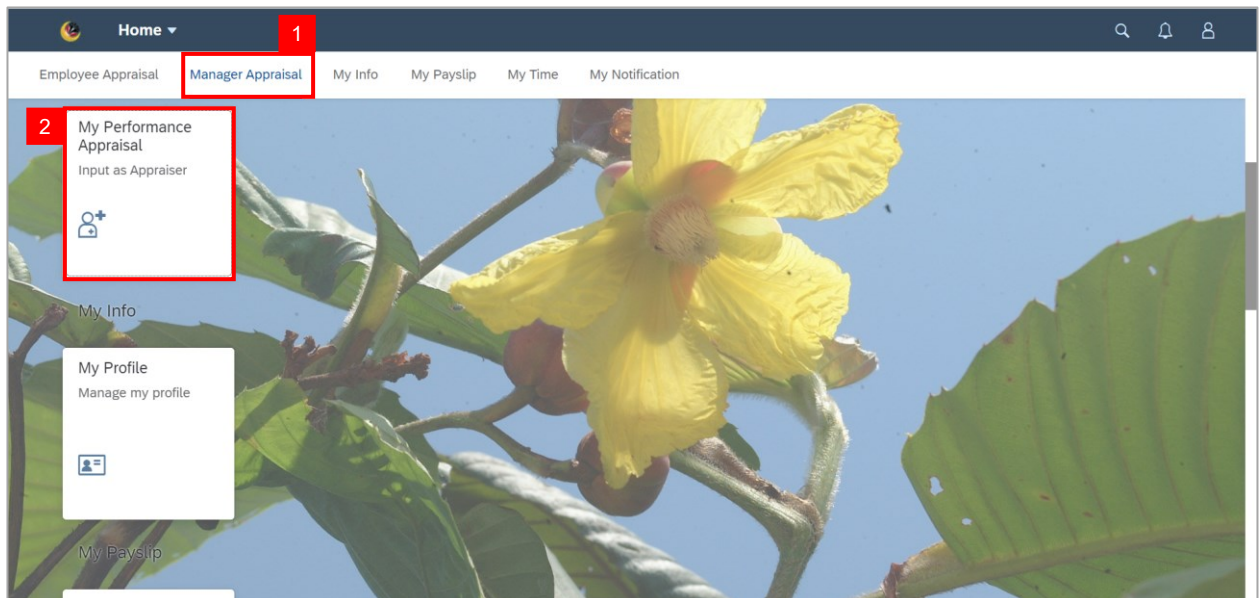
Print Completed Appraisal Document



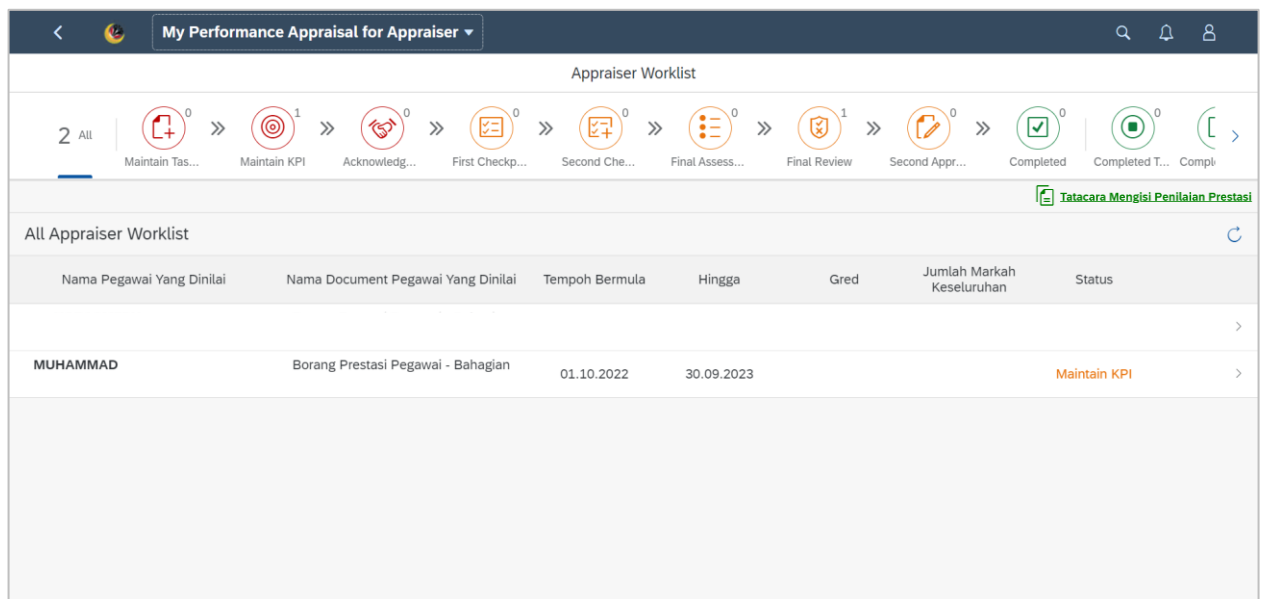
MAINTAIN KPI	Frontend User
	Manager

Log into SAP Fiori (Front End) and proceed with the following steps.

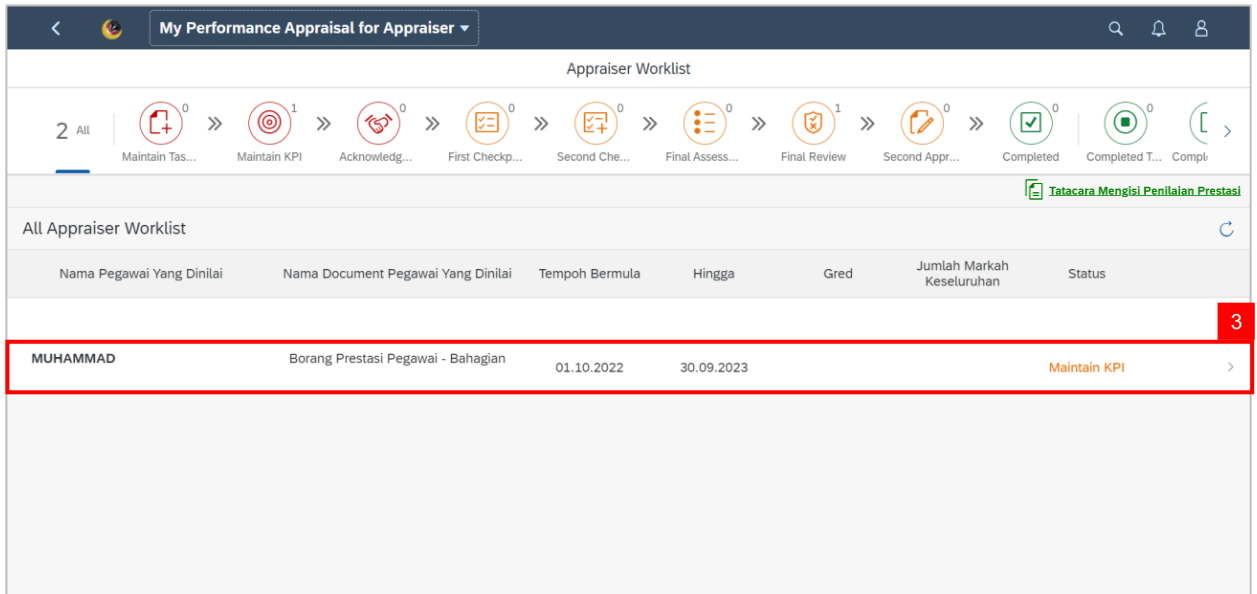
1. Click on **Manager Appraisal** tab.
2. Click on **Input as Appraiser** tile.



Note: Appraiser Worklist page will be displayed.



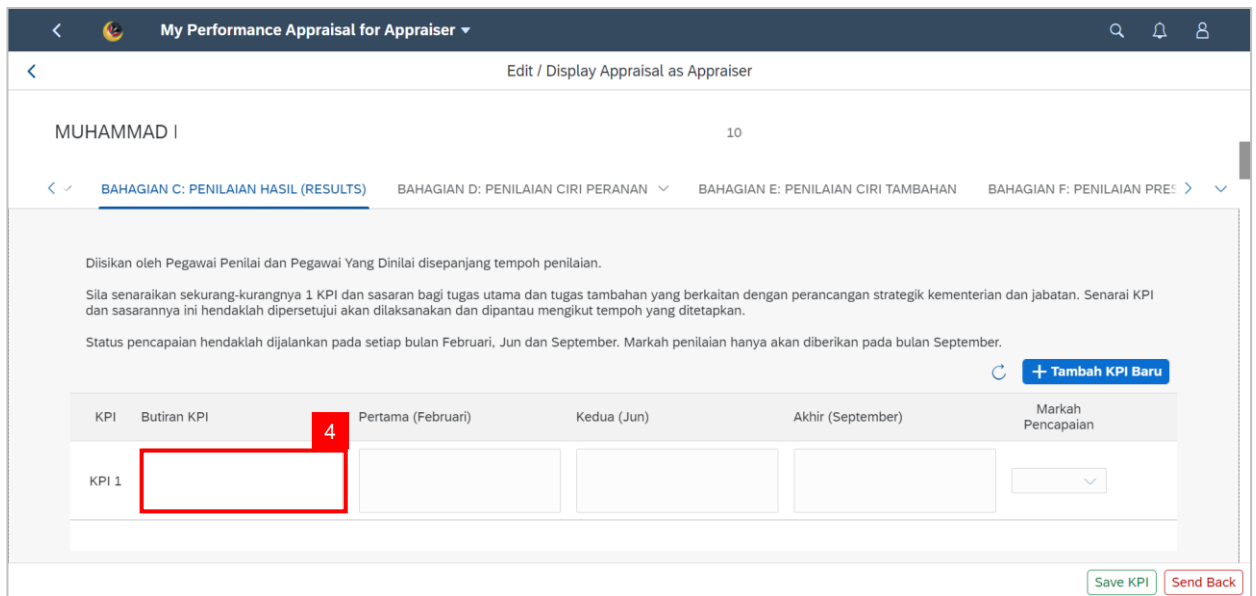
3. Click on an employee with the status **Maintain KPI**.



Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Tempoh Bermula	Hingga	Gred	Jumlah Markah Keseluruhan	Status
MUHAMMAD	Borang Prestasi Pegawai - Bahagian	01.10.2022	30.09.2023			Maintain KPI

4. Go to **BAHAGIAN C: PENILAIAN HASIL (RESULTS)** and fill in **Butiran KPI 1**.

Note: To add more **KPI**, simply click on the **Tambah KPI Baru** button.



Disiakan oleh Pegawai Penilai dan Pegawai Yang Dinilai disepanjang tempoh penilaian.

Sila senaraikan sekurang-kurangnya 1 KPI dan sasaran bagi tugas utama dan tugas tambahan yang berkaitan dengan perancangan strategik kementerian dan jabatan. Senarai KPI dan sasarannya ini hendaklah dipersetujui akan dilaksanakan dan dipantau mengikut tempoh yang ditetapkan.

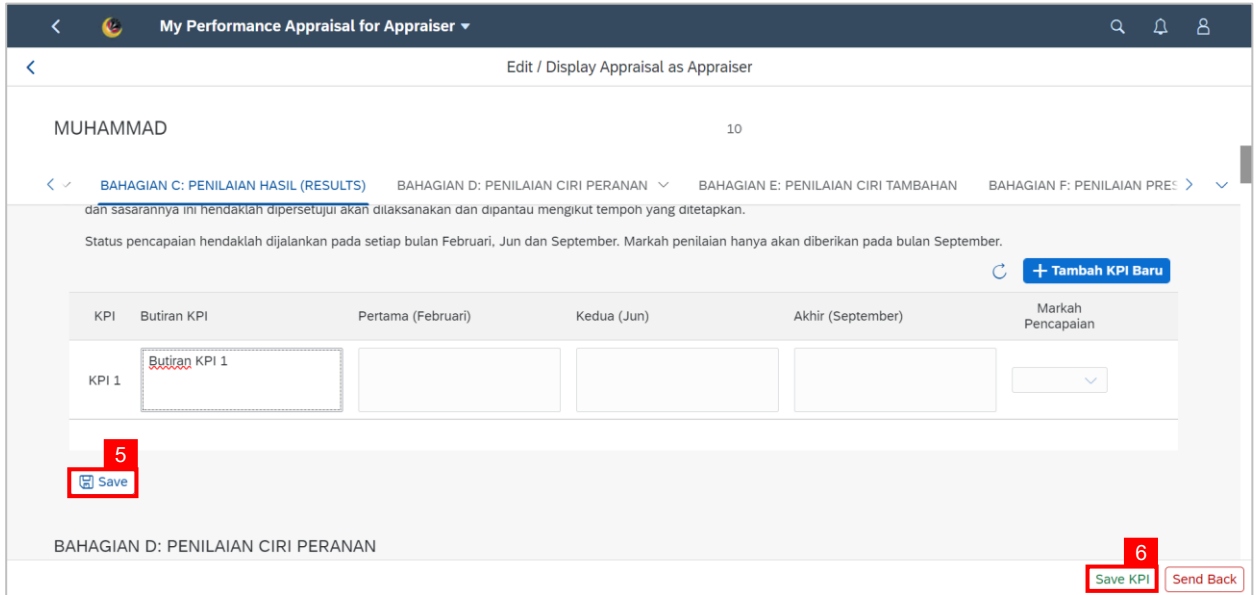
Status pencapaian hendaklah dijalankan pada setiap bulan Februari, Jun dan September. Markah penilaian hanya akan diberikan pada bulan September.

KPI	Butiran KPI	Pertama (Februari)	Kedua (Jun)	Akhir (September)	Markah Pencapaian
KPI 1					

[+ Tambah KPI Baru](#)

[Save KPI](#) [Send Back](#)

- Click on the **Save** button.
- Click on the **Save KPI** button.



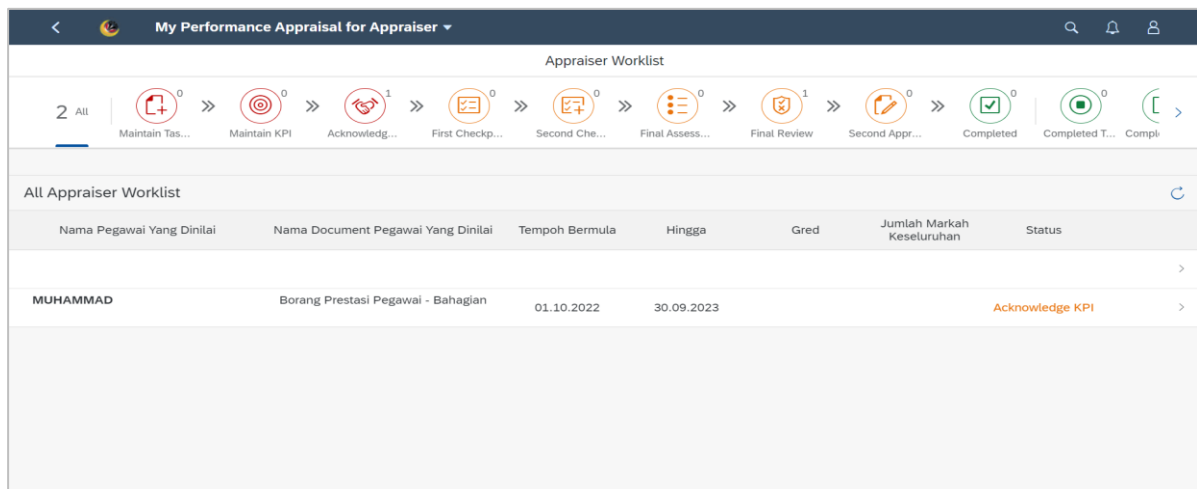
Note: A confirmation message will appear.

- Click on the **Yes** button.

Confirmation

Adakah anda pasti untuk menyerahkan borang prestasi ini ke proses seterusnya?

Outcome: Status has been changed to **Acknowledge KPI**.

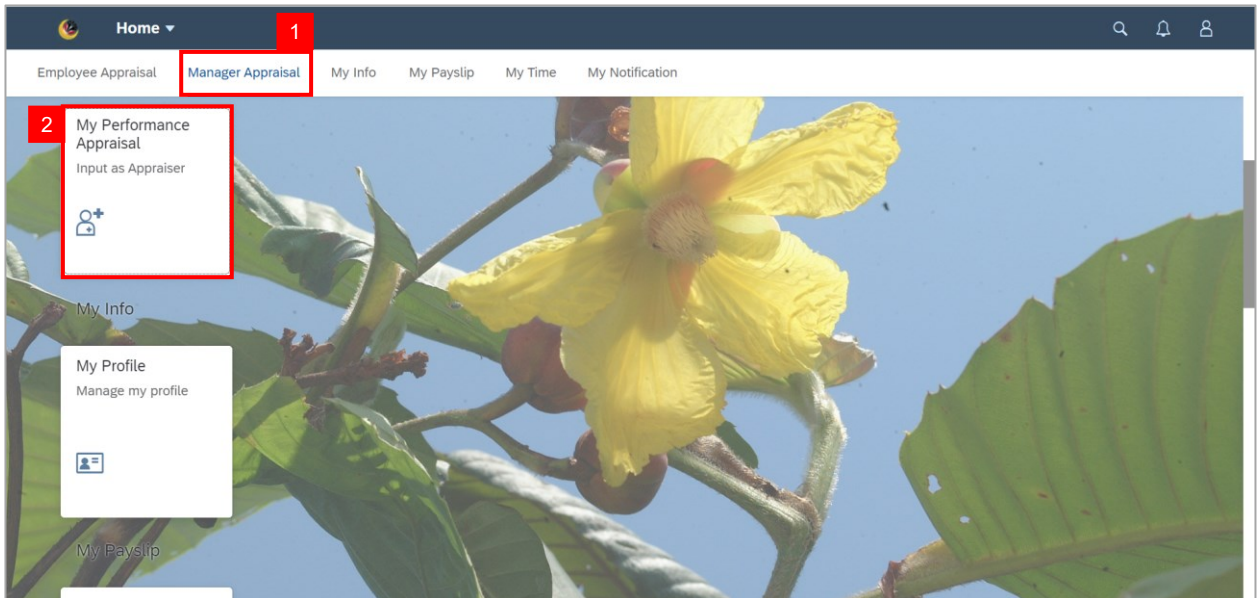


Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Tempoh Bermula	Hingga	Gred	Jumlah Markah Keseluruhan	Status
MUHAMMAD	Borang Prestasi Pegawai - Bahagian	01.10.2022	30.09.2023			Acknowledge KPI

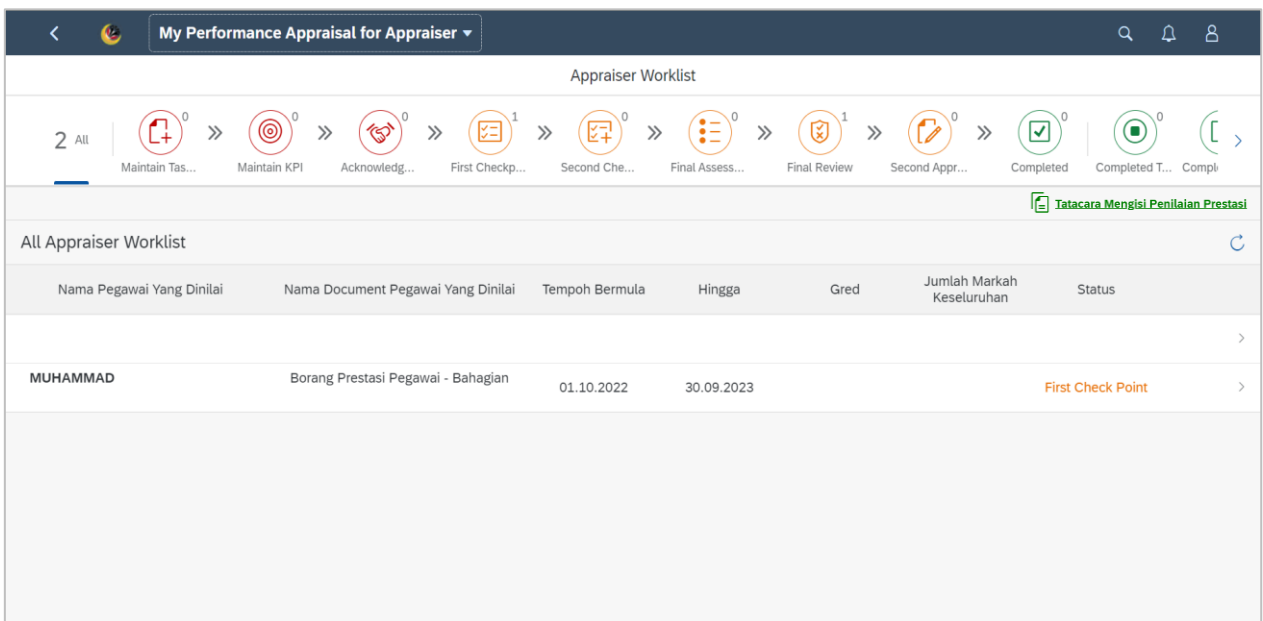
FIRST CHECKPOINT	Frontend User
	Manager

Log into SAP Fiori (Front End) and proceed with the following steps.

1. Click on **Manager Appraisal** tab.
2. Click on **Input as Appraiser** tile.

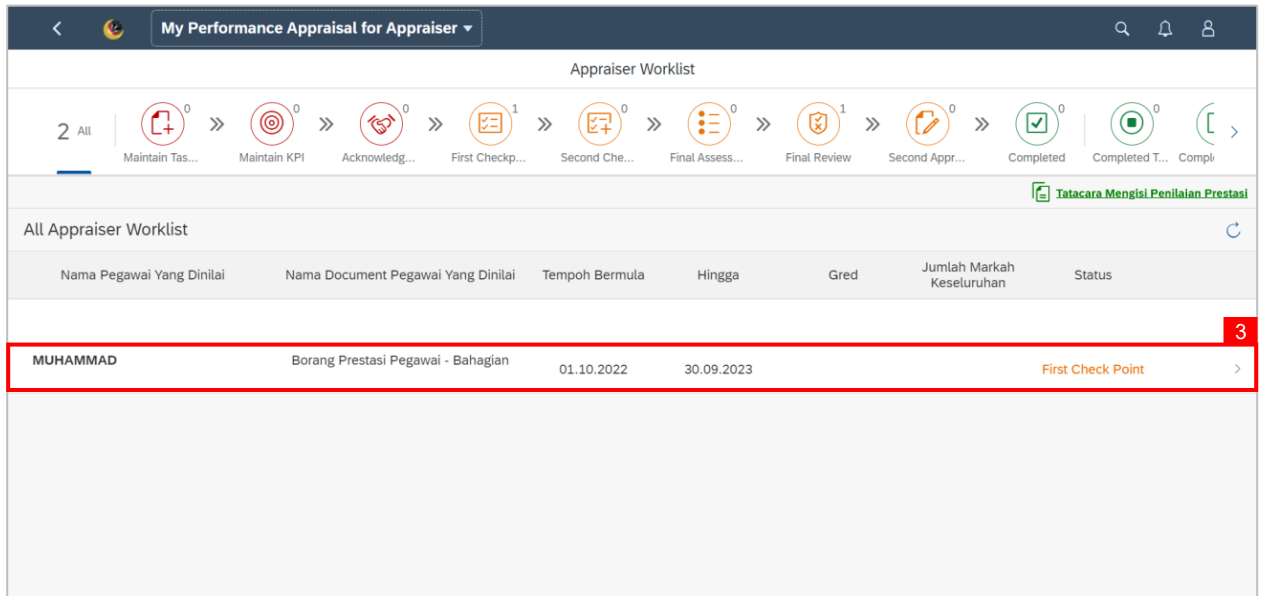


Note: Appraiser Worklist page will be displayed.



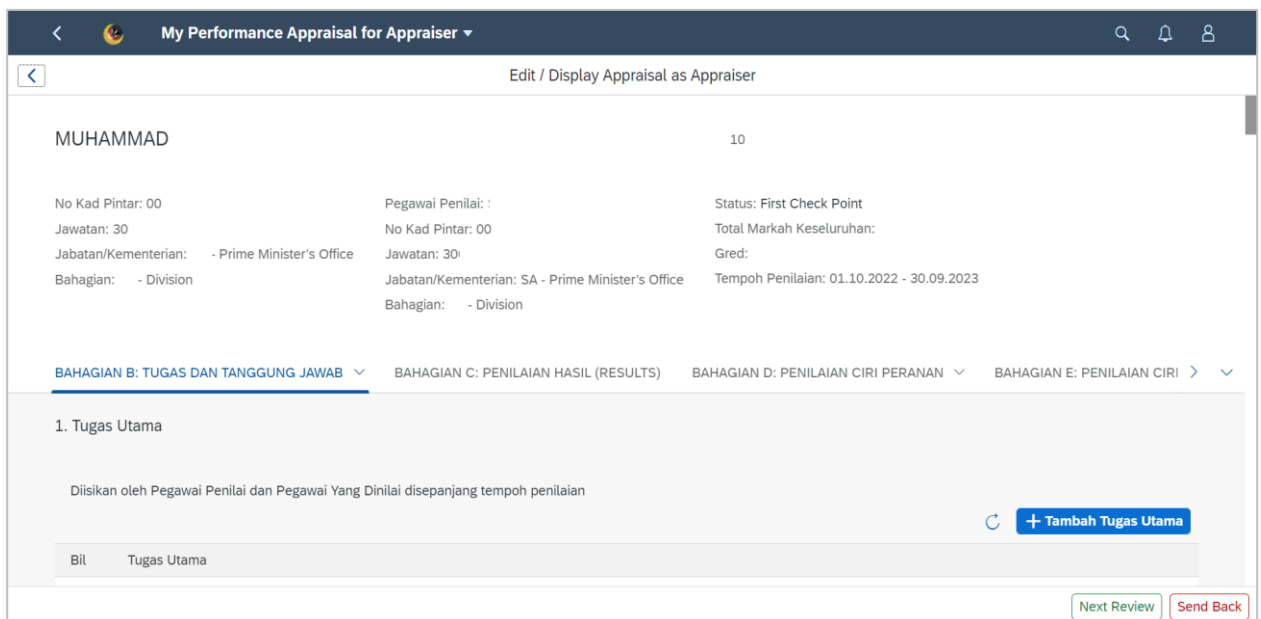
All Appraiser Worklist							
Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Tempoh Bermula	Hingga	Gred	Jumlah Markah Keseluruhan	Status	
MUHAMMAD	Borang Prestasi Pegawai - Bahagian	01.10.2022	30.09.2023			First Check Point	>

3. Click on an employee with the status **First Check Point**.



Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Tempoh Bermula	Hingga	Gred	Jumlah Markah Keseluruhan	Status
MUHAMMAD	Borang Prestasi Pegawai - Bahagian	01.10.2022	30.09.2023			First Check Point

Note: Edit / Display Appraisal as Appraiser page will be displayed.



MUHAMMAD 10

No Kad Pintar: 00 Pegawai Penilai: : Status: First Check Point
 Jawatan: 30 No Kad Pintar: 00 Total Markah Keseluruhan:
 Jabatan/Kementerian: - Prime Minister's Office Jawatan: 30 Gred:
 Bahagian: - Division Jabatan/Kementerian: SA - Prime Minister's Office Tempoh Penilaian: 01.10.2022 - 30.09.2023
 Bahagian: - Division

BAHAGIAN B: TUGAS DAN TANGGUNG JAWAB BAHAGIAN C: PENILAIAN HASIL (RESULTS) BAHAGIAN D: PENILAIAN CIRI PERANAN BAHAGIAN E: PENILAIAN CIRI

1. Tugas Utama

Disikan oleh Pegawai Penilai dan Pegawai Yang Dinilai disepanjang tempoh penilaian

+ Tambah Tugas Utama

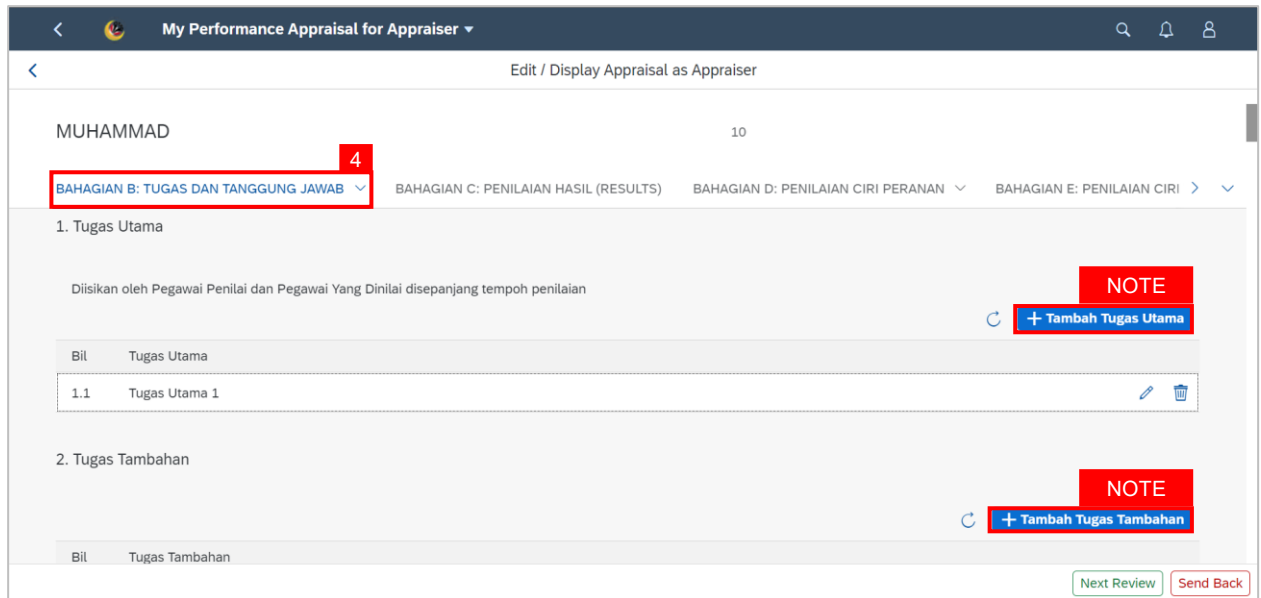
Bil	Tugas Utama

Next Review Send Back

4. Go to **BAHAGIAN B: TUGAS DAN TANGGUNGJAWAB**.

Note:

- Manager may add **Tugas Utama** by clicking on the **Tambah Tugas Utama** button.
- Manager may also add **Tugas Tambahan** by clicking on the **Tambah Tugas Tambahan** button.



My Performance Appraisal for Appraiser

Edit / Display Appraisal as Appraiser

MUHAMMAD 10

BAHAGIAN B: TUGAS DAN TANGGUNGJAWAB BAHAGIAN C: PENILAIAN HASIL (RESULTS) BAHAGIAN D: PENILAIAN CIRI PERANAN BAHAGIAN E: PENILAIAN CIRI

1. Tugas Utama

Diisikan oleh Pegawai Penilai dan Pegawai Yang Dinilai disepanjang tempoh penilaian

NOTE + Tambah Tugas Utama

Bil	Tugas Utama
1.1	Tugas Utama 1

2. Tugas Tambahan

NOTE + Tambah Tugas Tambahan

Next Review Send Back

5. Go to **BAHAGIAN C: PENILAIAN HASIL (RESULTS)** and enter **KPI Pertama (Februari)**.

Note: Manager may add new KPI by clicking on the **Tambah KPI Baru** button.



My Performance Appraisal for Appraiser

Edit / Display Appraisal as Appraiser

MUHAMMAD 10

BAHAGIAN C: PENILAIAN HASIL (RESULTS) BAHAGIAN D: PENILAIAN CIRI PERANAN BAHAGIAN E: PENILAIAN CIRI TAMBAHAN BAHAGIAN F: PENILAIAN PRE

Diisikan oleh Pegawai Penilai dan Pegawai Yang Dinilai disepanjang tempoh penilaian.

Sila senaraikan sekurang-kurangnya 1 KPI dan sasaran bagi tugas utama dan tugas tambahan yang berkaitan dengan perancangan strategik Kementerian dan jabatan. Senarai KPI dan sasarannya ini hendaklah dipersetujui akan dilaksanakan dan dipantau mengikut tempoh yang ditetapkan.

Status pencapaian hendaklah dijalankan pada setiap bulan Februari, Jun dan September. Markah penilaian hanya akan diberikan pada bulan September.

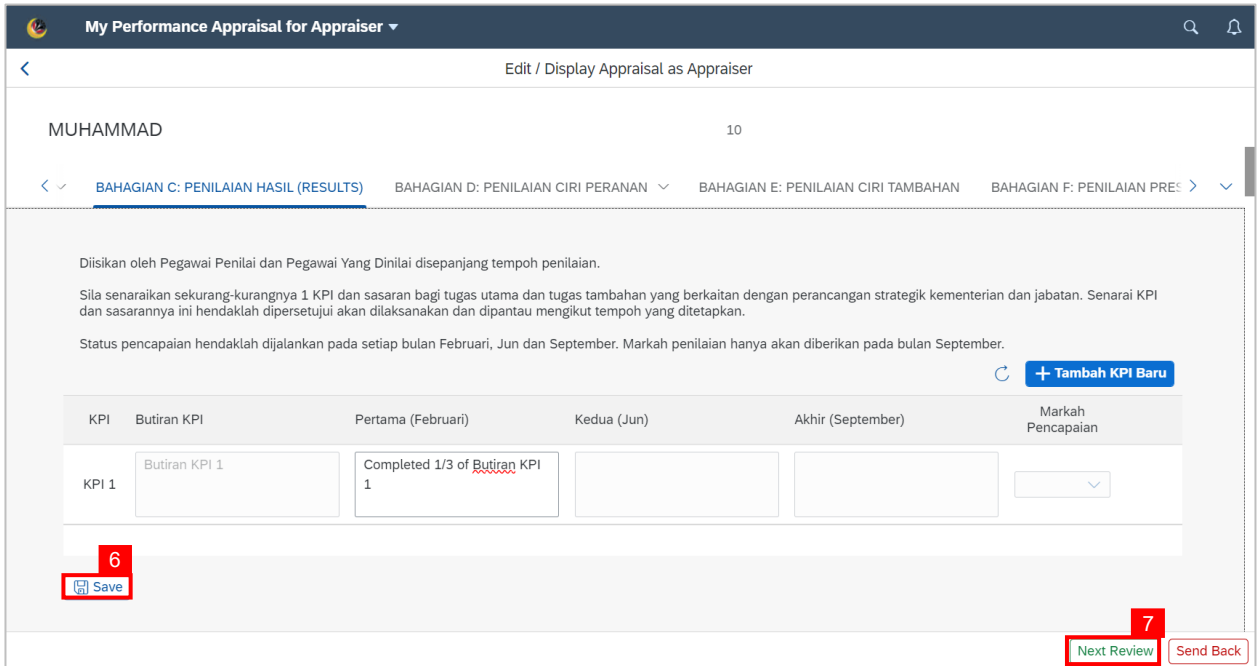
NOTE + Tambah KPI Baru

KPI	Butiran KPI	Pertama (Februari)	Kedua (Jun)	Akhir (September)	Markah Pencapaian
KPI 1	Butiran KPI 1				

Next Review Send Back

6. Click on the **Save** button.

7. Click on the **Next Review** button.



My Performance Appraisal for Appraiser

Edit / Display Appraisal as Appraiser

MUHAMMAD 10

BAHAGIAN C: PENILAIAN HASIL (RESULTS) BAHAGIAN D: PENILAIAN CIRI PERANAN BAHAGIAN E: PENILAIAN CIRI TAMBAHAN BAHAGIAN F: PENILAIAN PRE

Diisikan oleh Pegawai Penilai dan Pegawai Yang Dinilai disepanjang tempoh penilaian.

Sila senaraikan sekurang-kurangnya 1 KPI dan sasaran bagi tugas utama dan tugas tambahan yang berkaitan dengan perancangan strategik Kementerian dan jabatan. Senarai KPI dan sasarannya ini hendaklah dipersetujui akan dilaksanakan dan dipantau mengikut tempoh yang ditetapkan.

Status pencapaian hendaklah dijalankan pada setiap bulan Februari, Jun dan September. Markah penilaian hanya akan diberikan pada bulan September.

+ Tambah KPI Baru

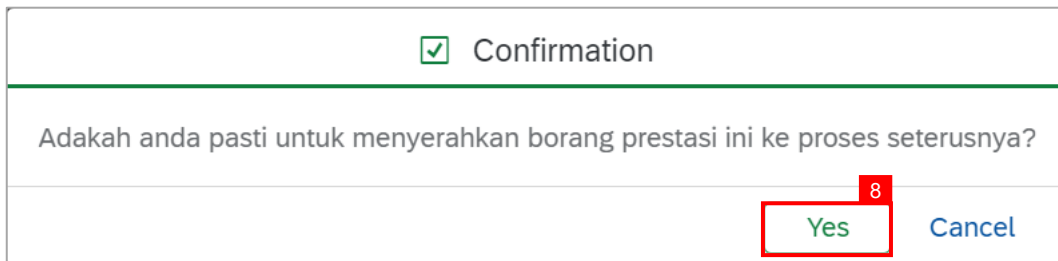
KPI	Butiran KPI	Pertama (Februari)	Kedua (Jun)	Akhir (September)	Markah Pencapaian
KPI 1	Butiran KPI 1	Completed 1/3 of Butiran KPI 1			

Save

Next Review Send Back

Note: A confirmation message will appear.

8. Click on the **Yes** button.

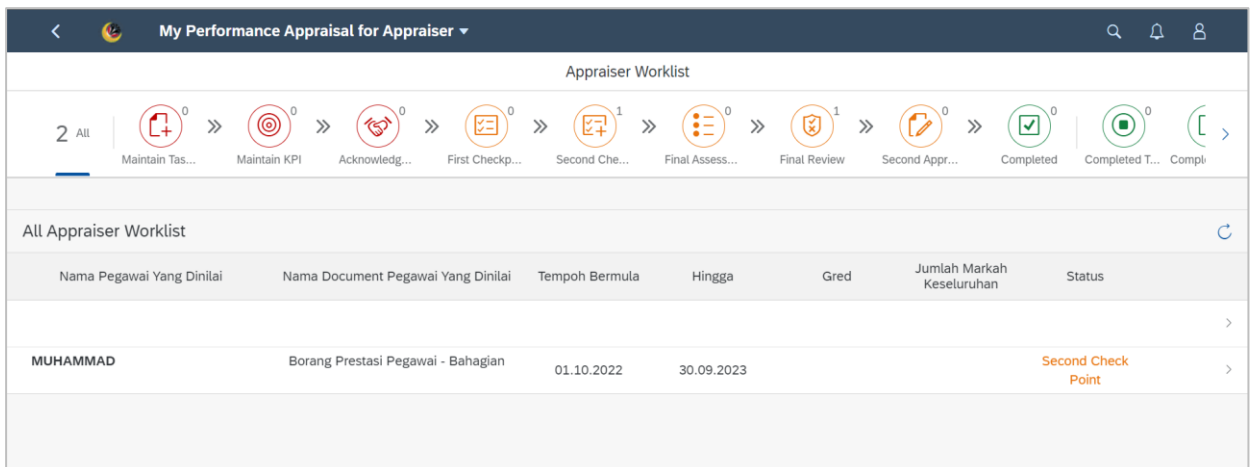


Confirmation

Adakah anda pasti untuk menyerahkan borang prestasi ini ke proses seterusnya?

Yes Cancel

Outcome: Status has been updated to **Second Check Point**.



My Performance Appraisal for Appraiser

Appraiser Worklist

2 All

Maintain Tas... Maintain KPI Acknowledg... First Check... Second Che... Final Assess... Final Review Second Appr... Completed Completed T... Compi

All Appraiser Worklist

Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Tempoh Bermula	Hingga	Gred	Jumlah Markah Keseluruhan	Status
MUHAMMAD	Borang Prestasi Pegawai - Bahagian	01.10.2022	30.09.2023			Second Check Point

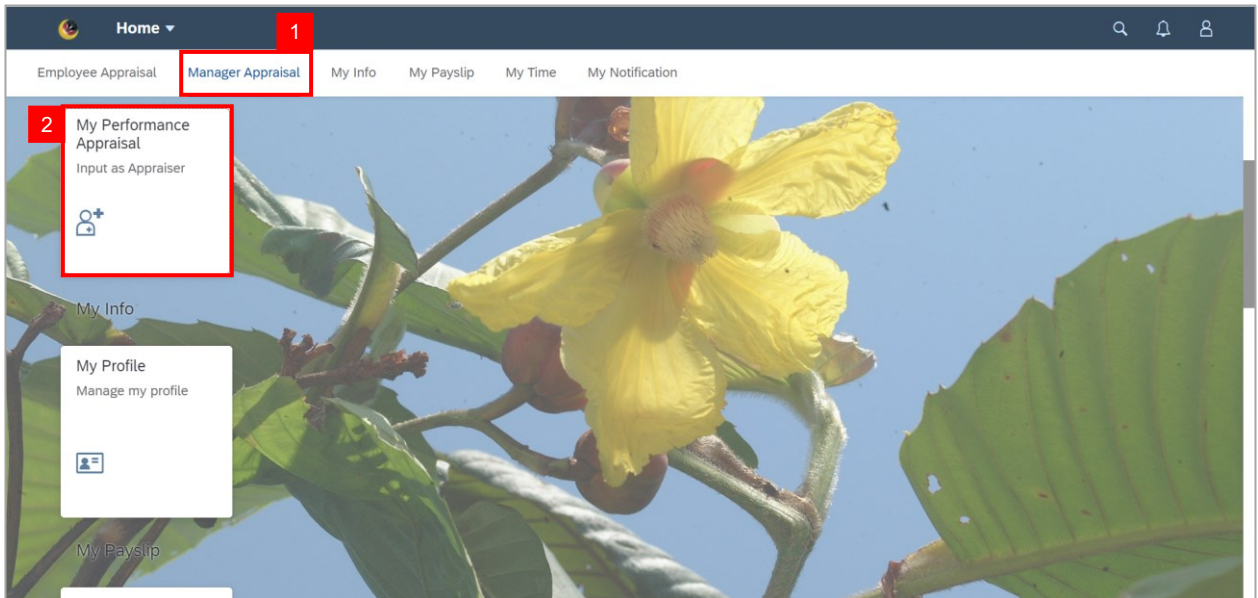
SECOND CHECKPOINT

Frontend User

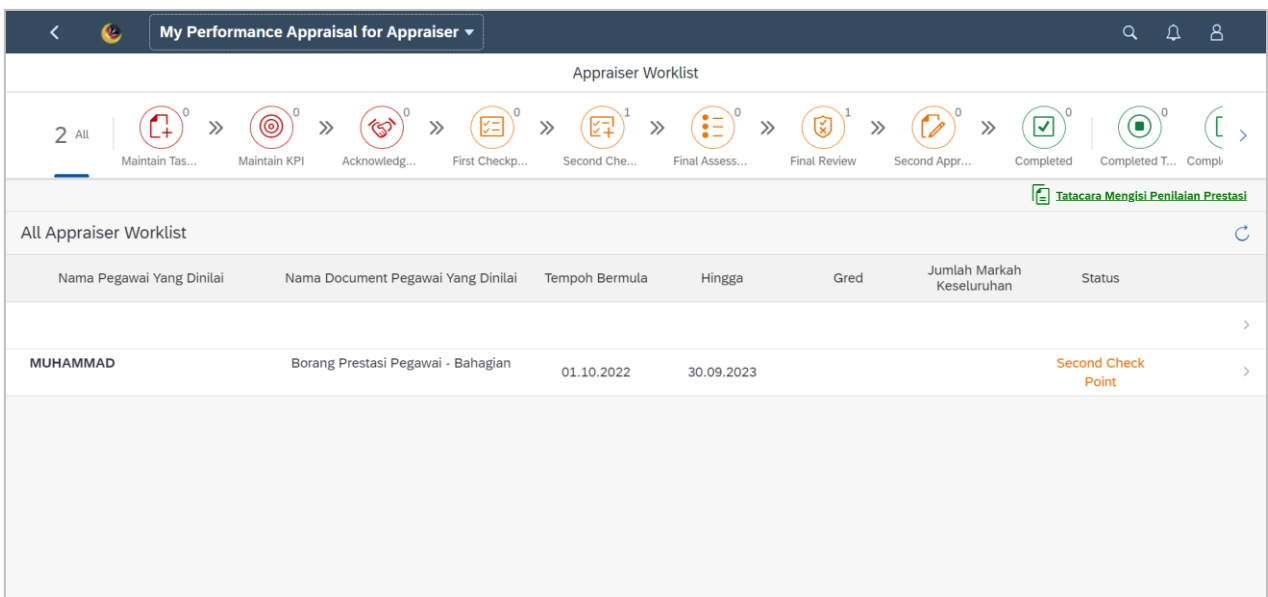
Manager

Log into SAP Fiori (Front End) and proceed with the following steps.

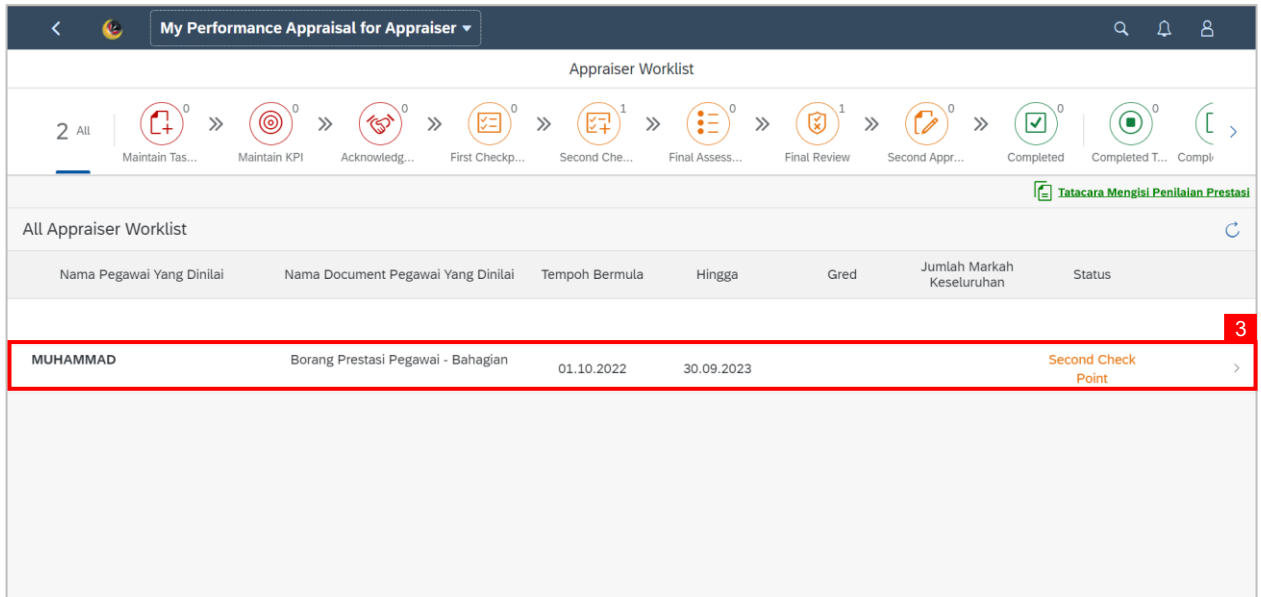
1. Click on **Manager Appraisal** tab.
2. Click on **Input as Appraiser** tile.



Note: Appraiser Worklist page will be displayed.



3. Click on an employee with the status **Second Check Point**.



My Performance Appraisal for Appraiser

Appraiser Worklist

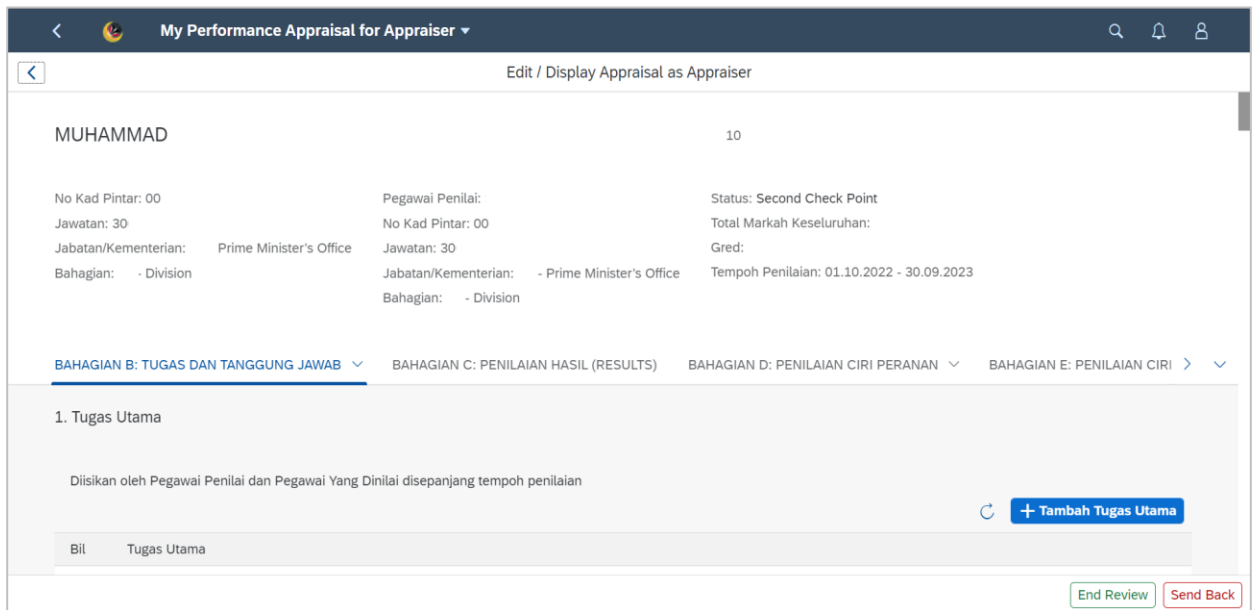
2 All | Maintain Tas... | Maintain KPI | Acknowledg... | First Checkp... | **Second Che...** | Final Assess... | Final Review | Second Appr... | Completed | Completed T... | Compl

Tatacara Mengisi Penilaian Prestasi

All Appraiser Worklist

Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Tempoh Bermula	Hingga	Gred	Jumlah Markah Keseluruhan	Status
MUHAMMAD	Borang Prestasi Pegawai - Bahagian	01.10.2022	30.09.2023			Second Check Point

Note: Edit / Display Appraisal as Appraiser page will be displayed.



My Performance Appraisal for Appraiser

Edit / Display Appraisal as Appraiser

MUHAMMAD 10

No Kad Pintar: 00 Pegawai Penilai: Status: Second Check Point
 Jawatan: 30 No Kad Pintar: 00 Total Markah Keseluruhan:
 Jabatan/Kementerian: Prime Minister's Office Jawatan: 30 Gred:
 Bahagian: - Division Jabatan/Kementerian: - Prime Minister's Office Tempoh Penilaian: 01.10.2022 - 30.09.2023
 Bahagian: - Division

BAHAGIAN B: TUGAS DAN TANGGUNG JAWAB BAHAGIAN C: PENILAIAN HASIL (RESULTS) BAHAGIAN D: PENILAIAN CIRI PERANAN BAHAGIAN E: PENILAIAN CIRI

1. Tugas Utama

Diisikan oleh Pegawai Penilai dan Pegawai Yang Dinilai disepanjang tempoh penilaian

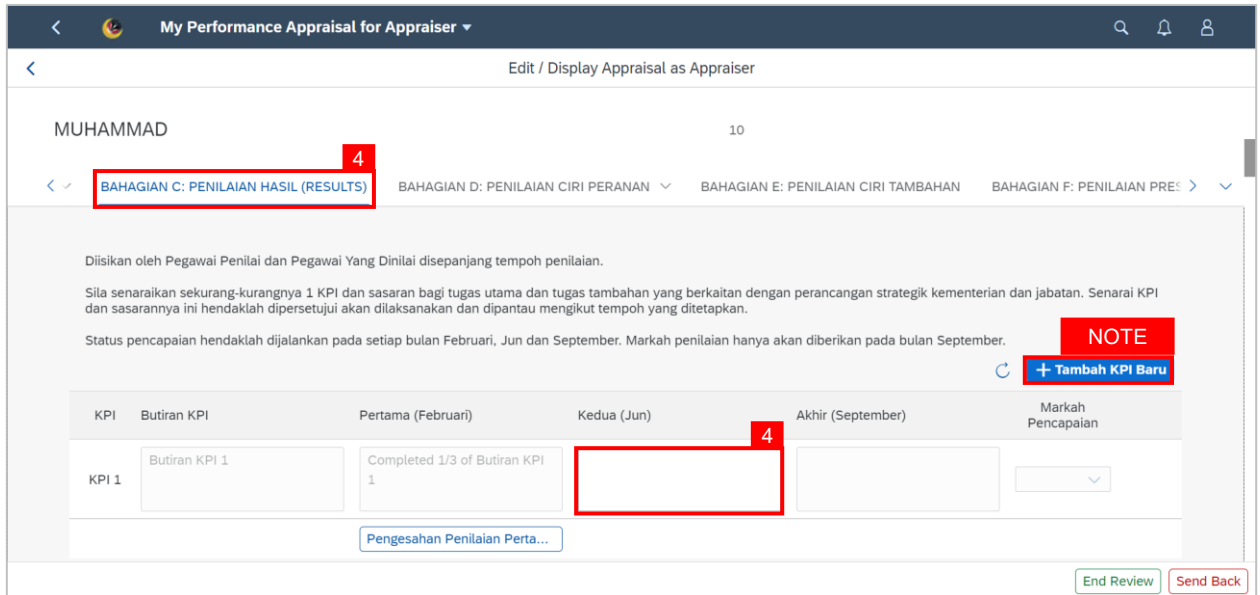
+ Tambah Tugas Utama

Bil Tugas Utama

End Review Send Back

4. Go to **BAHAGIAN C: PENILAIAN HASIL (RESULTS)** and fill in KPI Kedua (Jun).

Note: Manager may add more **KPI** by clicking on **Tambah KPI Baru** button.



My Performance Appraisal for Appraiser

Edit / Display Appraisal as Appraiser

MUHAMMAD 10

BAHAGIAN C: PENILAIAN HASIL (RESULTS) BAHAGIAN D: PENILAIAN CIRI PERANAN BAHAGIAN E: PENILAIAN CIRI TAMBAHAN BAHAGIAN F: PENILAIAN PRE...

Disisikan oleh Pegawai Penilai dan Pegawai Yang Dinilai disepanjang tempoh penilaian.

Sila senaraikan sekurang-kurangnya 1 KPI dan sasaran bagi tugas utama dan tugas tambahan yang berkaitan dengan perancangan strategik kementerian dan jabatan. Senarai KPI dan sasarannya ini hendaklah dipersetujui akan dilaksanakan dan dipantau mengikut tempoh yang ditetapkan.

Status pencapaian hendaklah dijalankan pada setiap bulan Februari, Jun dan September. Markah penilaian hanya akan diberikan pada bulan September.

NOTE

+ Tambah KPI Baru

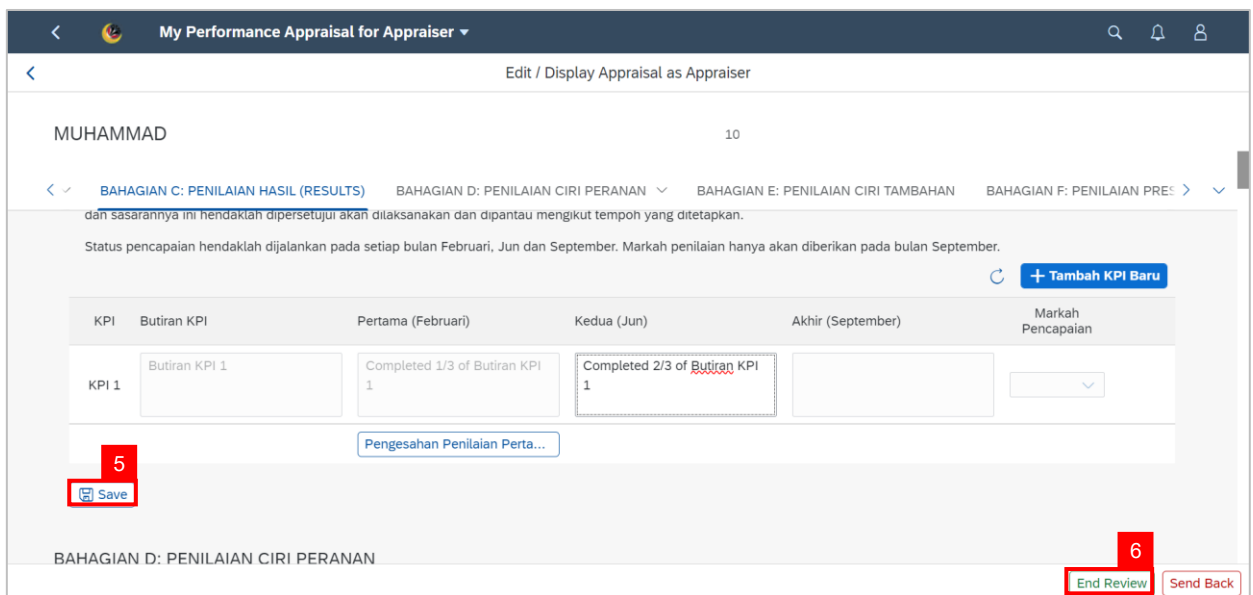
KPI	Butiran KPI	Pertama (Februari)	Kedua (Jun)	Akhir (September)	Markah Pencapaian
KPI 1	Butiran KPI 1	Completed 1/3 of Butiran KPI 1			

Pengesahan Penilaian Perta...

End Review Send Back

5. Click on the **Save** button.

6. Click on the **End Review** button.



My Performance Appraisal for Appraiser

Edit / Display Appraisal as Appraiser

MUHAMMAD 10

BAHAGIAN C: PENILAIAN HASIL (RESULTS) BAHAGIAN D: PENILAIAN CIRI PERANAN BAHAGIAN E: PENILAIAN CIRI TAMBAHAN BAHAGIAN F: PENILAIAN PRE...

dan sasarannya ini hendaklah dipersetujui akan dilaksanakan dan dipantau mengikut tempoh yang ditetapkan.

Status pencapaian hendaklah dijalankan pada setiap bulan Februari, Jun dan September. Markah penilaian hanya akan diberikan pada bulan September.

+ Tambah KPI Baru

KPI	Butiran KPI	Pertama (Februari)	Kedua (Jun)	Akhir (September)	Markah Pencapaian
KPI 1	Butiran KPI 1	Completed 1/3 of Butiran KPI 1	Completed 2/3 of Butiran KPI 1		

Pengesahan Penilaian Perta...

Save

BAHAGIAN D: PENILAIAN CIRI PERANAN

End Review Send Back

Note: A confirmation message will appear.

7. Click on the **Yes** button.

Confirmation

Adakah anda pasti untuk menyerahkan borang prestasi ini ke proses seterusnya?












7
Yes Cancel

Outcome: Status has been updated to **Final Assessment**.

< My Performance Appraisal for Appraiser 🔍 🔔 👤

Appraiser Worklist

2 All

 0» 0» 0» 0» 0» 1» 1» 0» 0» 0» 0

Tatacara Mengisi Penilaian Prestasi

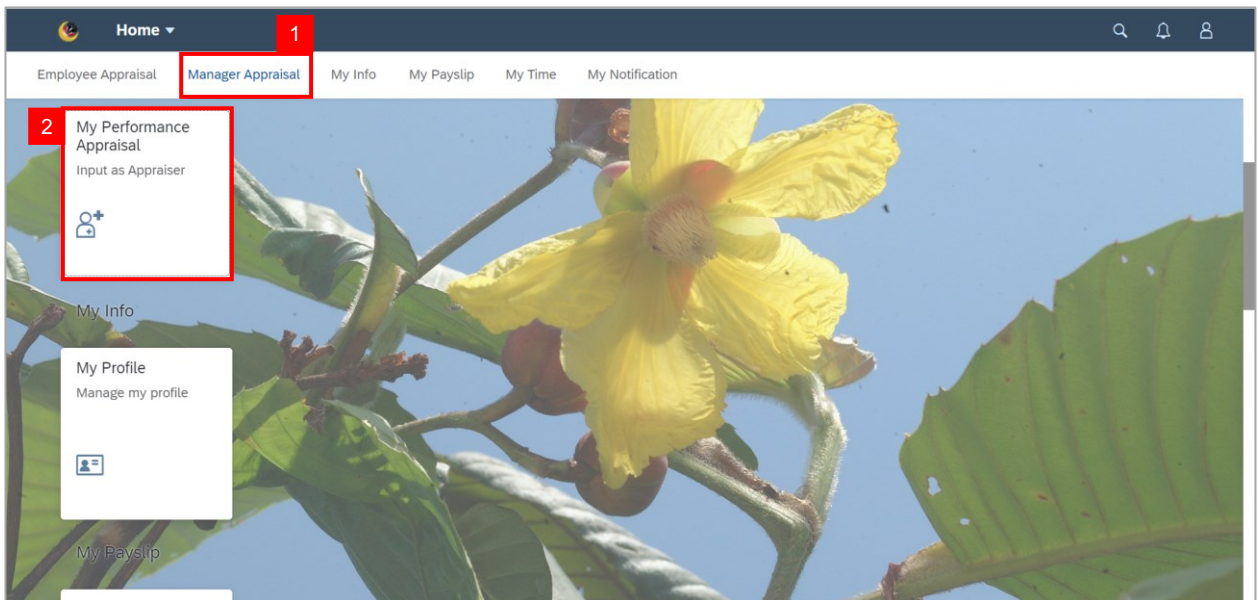
All Appraiser Worklist 🔄

Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Tempoh Bermula	Hingga	Gred	Jumlah Markah Keseluruhan	Status
MUHAMMAD	Borang Prestasi Pegawai - Bahagian	01.10.2022	30.09.2023			Final Assessment

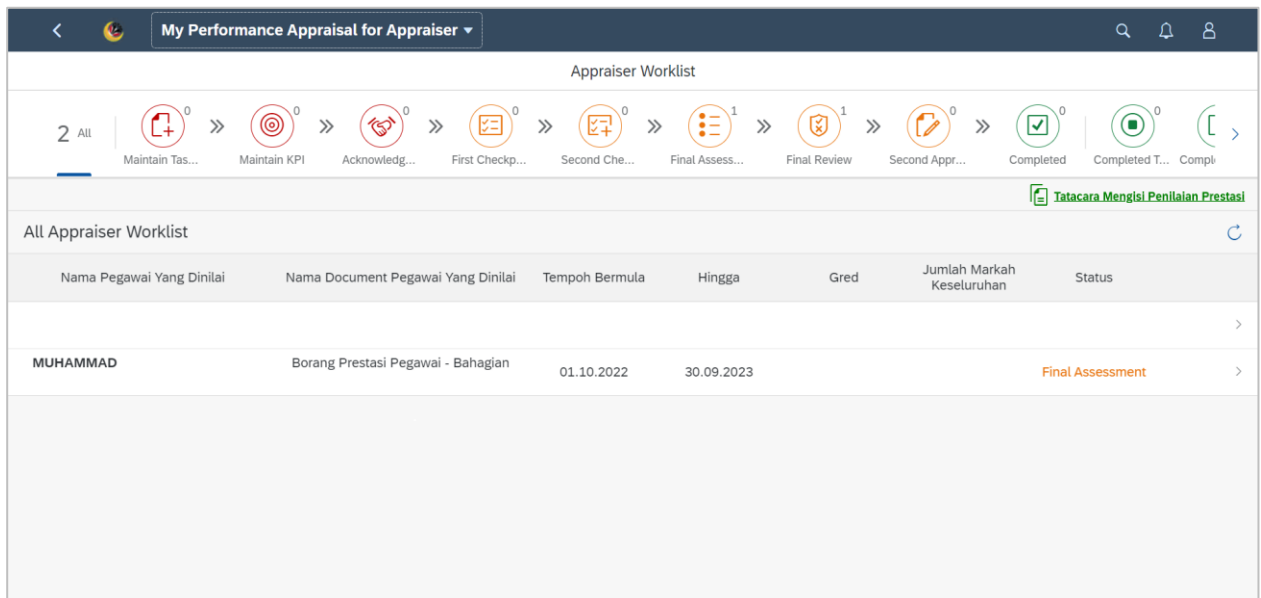
FINAL ASSESSMENT	Frontend User
	Manager

Log into SAP Fiori (Front End) and proceed with the following steps.

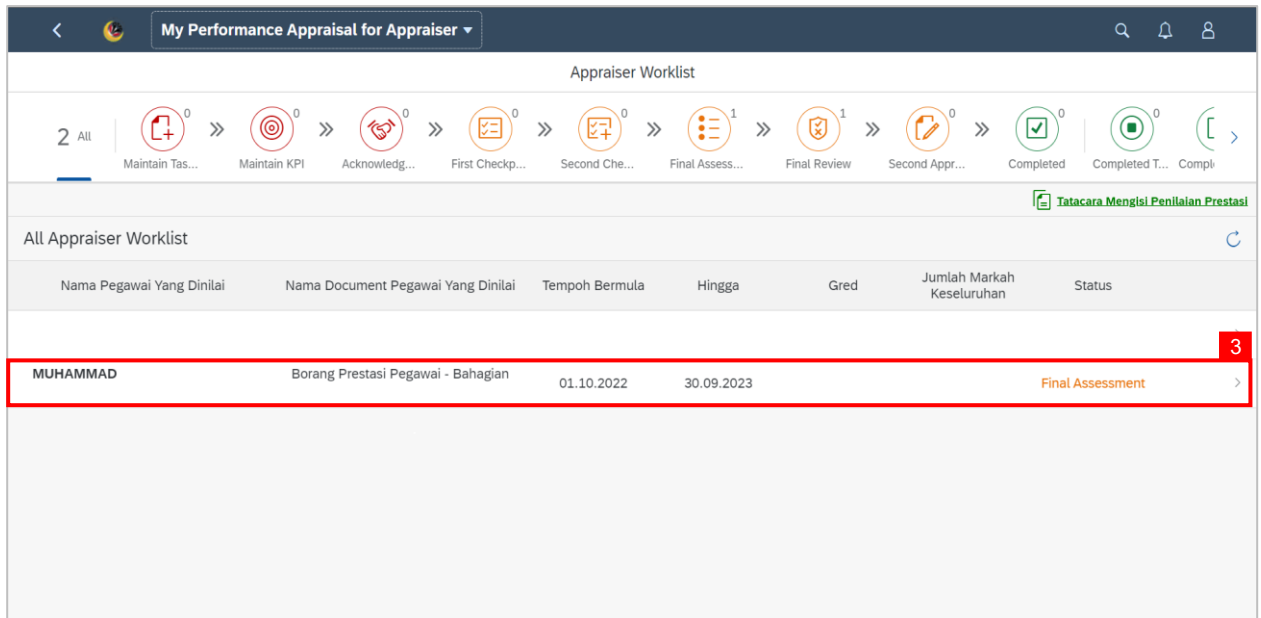
1. Click on **Manager Appraisal** tab.
2. Click on **Input as Appraiser** tile.



Note: Appraiser Worklist page will be displayed.



3. Click on an employee with the status **Final Assessment**.



My Performance Appraisal for Appraiser

Appraiser Worklist

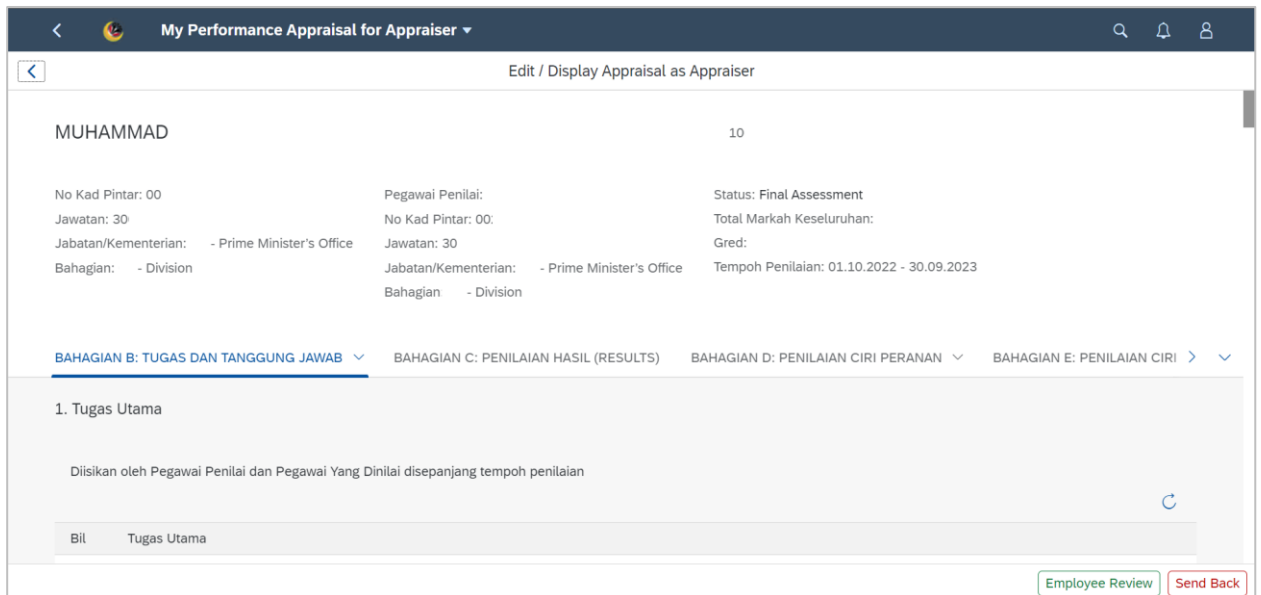
2 All | Maintain Tas... | Maintain KPI | Acknowledg... | First Checkp... | Second Che... | Final Assess... | Final Review | Second Appr... | Completed | Completed T... | Compl

Tatacara Mengisi Penilaian Prestasi

All Appraiser Worklist

Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Tempoh Bermula	Hingga	Gred	Jumlah Markah Keseluruhan	Status
MUHAMMAD	Borang Prestasi Pegawai - Bahagian	01.10.2022	30.09.2023			Final Assessment

Note: Edit / Display Appraisal as Appraiser page will be displayed.



My Performance Appraisal for Appraiser

Edit / Display Appraisal as Appraiser

MUHAMMAD 10

No Kad Pintar: 00 Pegawai Penilai: Status: Final Assessment
 Jawatan: 30 No Kad Pintar: 00 Total Markah Keseluruhan:
 Jabatan/Kementerian: - Prime Minister's Office Jawatan: 30 Gred:
 Bahagian: - Division Jabatan/Kementerian: - Prime Minister's Office Tempoh Penilaian: 01.10.2022 - 30.09.2023
 Bahagian - Division

BAHAGIAN B: TUGAS DAN TANGGUNG JAWAB BAHAGIAN C: PENILAIAN HASIL (RESULTS) BAHAGIAN D: PENILAIAN CIRI PERANAN BAHAGIAN E: PENILAIAN CIRI

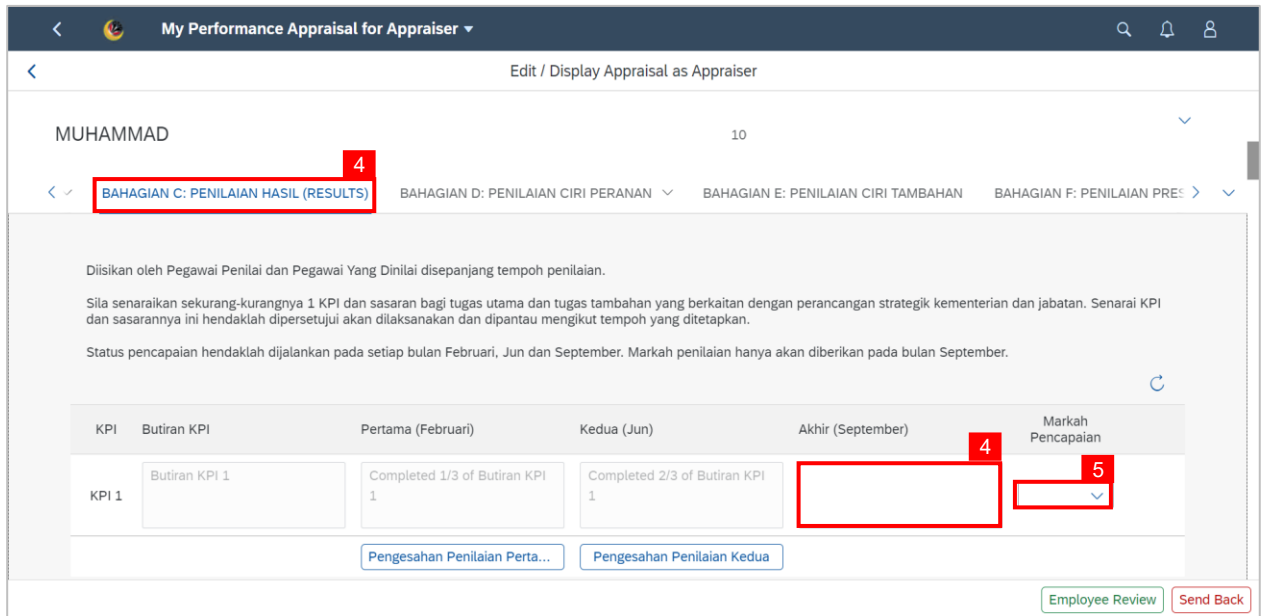
1. Tugas Utama

Diisikan oleh Pegawai Penilai dan Pegawai Yang Dinilai disepanjang tempoh penilaian

Bil Tugas Utama

Employee Review Send Back

4. Go to **BAHAGIAN C: PENILAIAN HASIL (RESULTS)** and fill in **KPI Akhir (September)**.
5. Select the marks on **Markah Pencapaian** from the dropdown menu.



My Performance Appraisal for Appraiser

Edit / Display Appraisal as Appraiser

MUHAMMAD 10

BAHAGIAN C: PENILAIAN HASIL (RESULTS) BAHAGIAN D: PENILAIAN CIRI PERANAN BAHAGIAN E: PENILAIAN CIRI TAMBAHAN BAHAGIAN F: PENILAIAN PRE...

Disilakan oleh Pegawai Penilai dan Pegawai Yang Dinilai disepanjang tempoh penilaian.

Sila senaraikan sekurang-kurangnya 1 KPI dan sasaran bagi tugas utama dan tugas tambahan yang berkaitan dengan perancangan strategik Kementerian dan jabatan. Senarai KPI dan sasarannya ini hendaklah dipersetujui akan dilaksanakan dan dipantau mengikut tempoh yang ditetapkan.

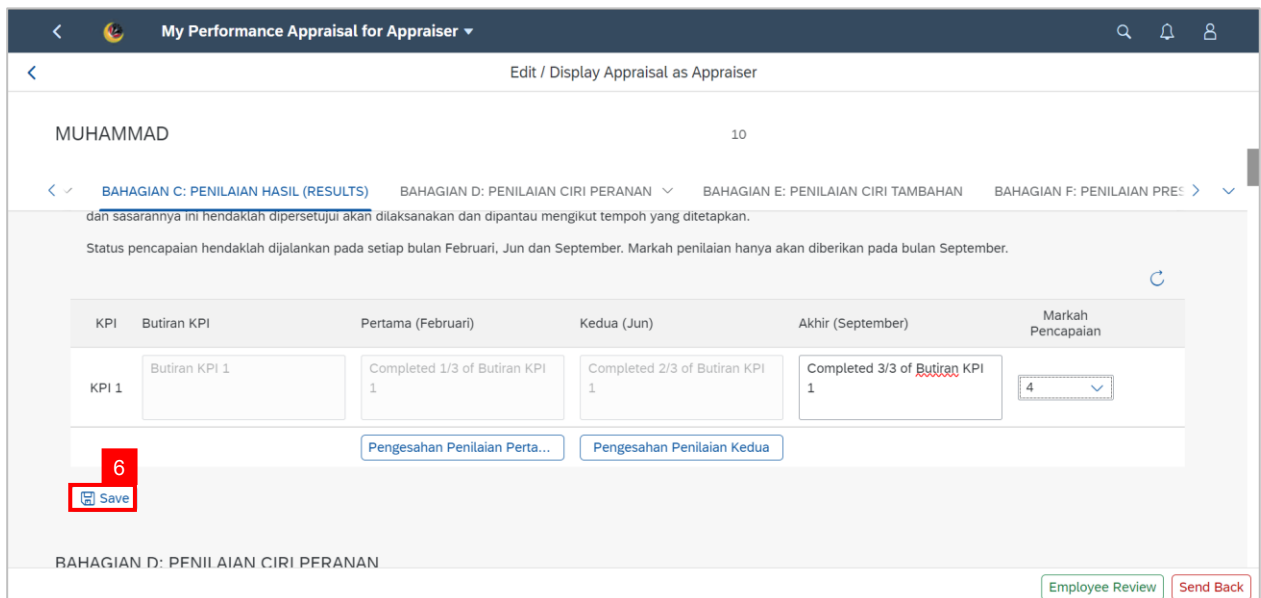
Status pencapaian hendaklah dijalankan pada setiap bulan Februari, Jun dan September. Markah penilaian hanya akan diberikan pada bulan September.

KPI	Butiran KPI	Pertama (Februari)	Kedua (Jun)	Akhir (September)	Markah Pencapaian
KPI 1	Butiran KPI 1	Completed 1/3 of Butiran KPI 1	Completed 2/3 of Butiran KPI 1		5

Pengesahan Penilaian Pertama... Pengesahan Penilaian Kedua

Employee Review Send Back

6. Click on the **Save** button.



My Performance Appraisal for Appraiser

Edit / Display Appraisal as Appraiser

MUHAMMAD 10

BAHAGIAN C: PENILAIAN HASIL (RESULTS) BAHAGIAN D: PENILAIAN CIRI PERANAN BAHAGIAN E: PENILAIAN CIRI TAMBAHAN BAHAGIAN F: PENILAIAN PRE...

dan sasarannya ini hendaklah dipersetujui akan dilaksanakan dan dipantau mengikut tempoh yang ditetapkan.

Status pencapaian hendaklah dijalankan pada setiap bulan Februari, Jun dan September. Markah penilaian hanya akan diberikan pada bulan September.

KPI	Butiran KPI	Pertama (Februari)	Kedua (Jun)	Akhir (September)	Markah Pencapaian
KPI 1	Butiran KPI 1	Completed 1/3 of Butiran KPI 1	Completed 2/3 of Butiran KPI 1	Completed 3/3 of Butiran KPI 1	4

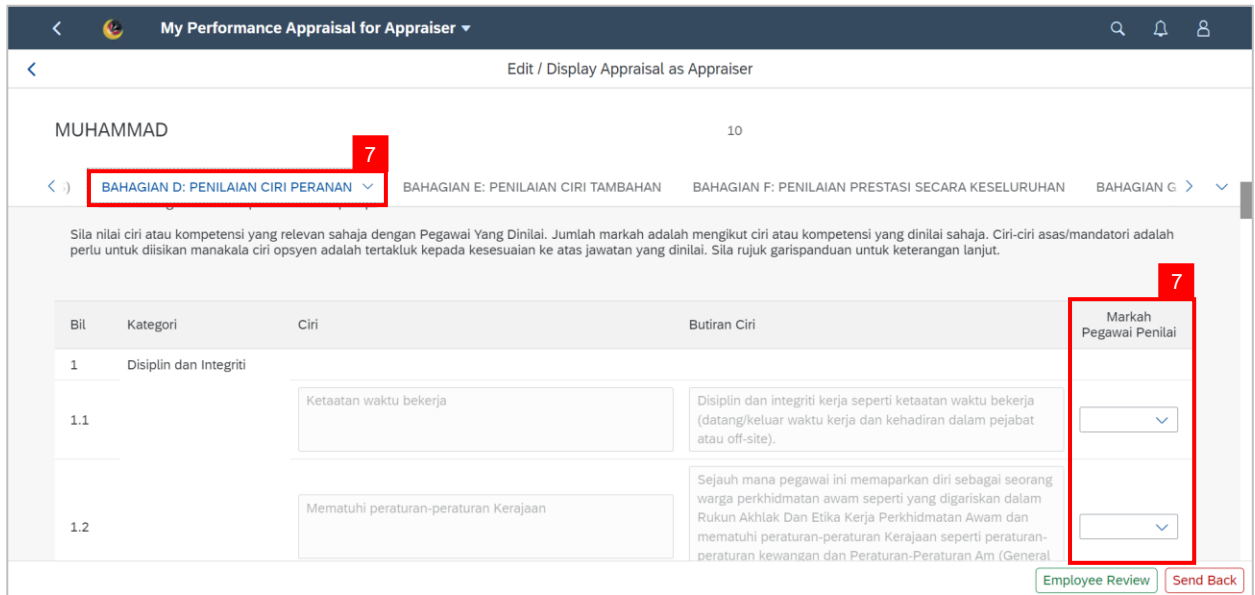
Pengesahan Penilaian Pertama... Pengesahan Penilaian Kedua

Save

BAHAGIAN D: PENILAIAN CIRI PERANAN

Employee Review Send Back

7. Go to **BAHAGIAN D: PENILAIAN CIRI PERANAN** and fill in the marks for **Markah Pegawai Penilai** from the dropdown menu.



MUHAMMAD 10

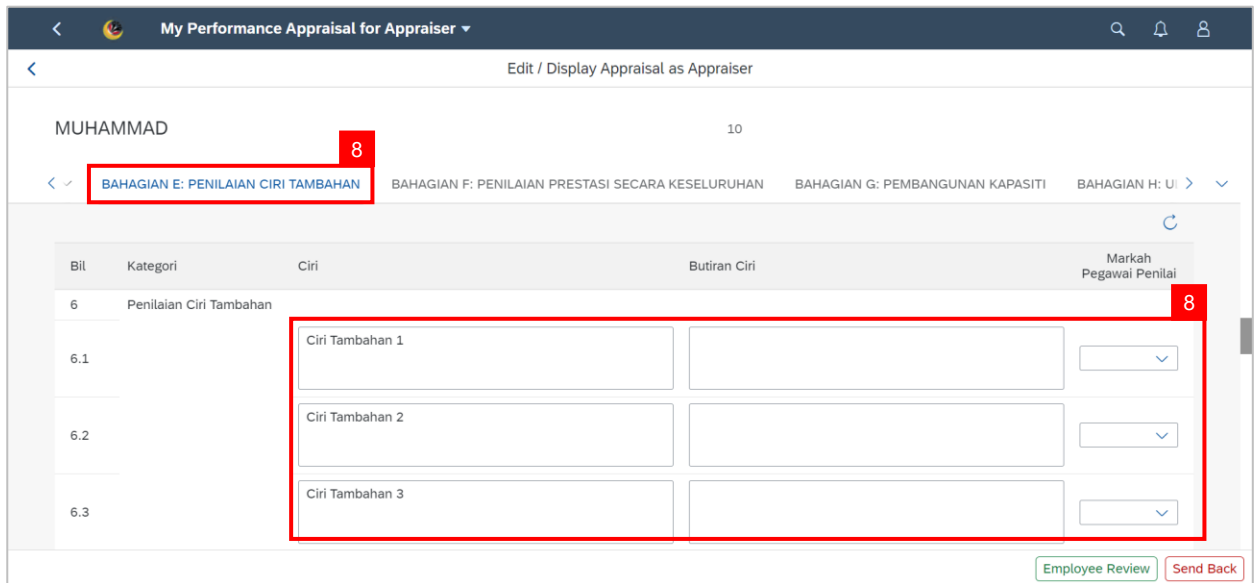
BAHAGIAN D: PENILAIAN CIRI PERANAN

Sila nilai ciri atau kompetensi yang relevan sahaja dengan Pegawai Yang Dinilai. Jumlah markah adalah mengikut ciri atau kompetensi yang dinilai sahaja. Ciri-ciri asas/mandatori adalah perlu untuk disiksan manakala ciri opsyen adalah tertakluk kepada kesesuaian ke atas jawatan yang dinilai. Sila rujuk garispuandan untuk keterangan lanjut.

Bil	Kategori	Ciri	Butiran Ciri	Markah Pegawai Penilai
1	Disiplin dan Integriti			
1.1		Ketaatan waktu bekerja	Disiplin dan integriti kerja seperti ketaatan waktu bekerja (datang/keluar waktu kerja dan kehadiran dalam pejabat atau off-site).	
1.2		Mematuhi peraturan-peraturan Kerajaan	Sejauh mana pegawai ini memaparkan diri sebagai seorang warga perkhidmatan awam seperti yang digariskan dalam Rukun Akhlak Dan Etika Kerja Perkhidmatan Awam dan mematuhi peraturan-peraturan Kerajaan seperti peraturan-peraturan kewangan dan Peraturan-Peraturan Am (General	

Employee Review Send Back

8. Manager may fill in the details under **BAHAGIAN E: PENILAIAN CIRI TAMBAHAN**, if there are any.



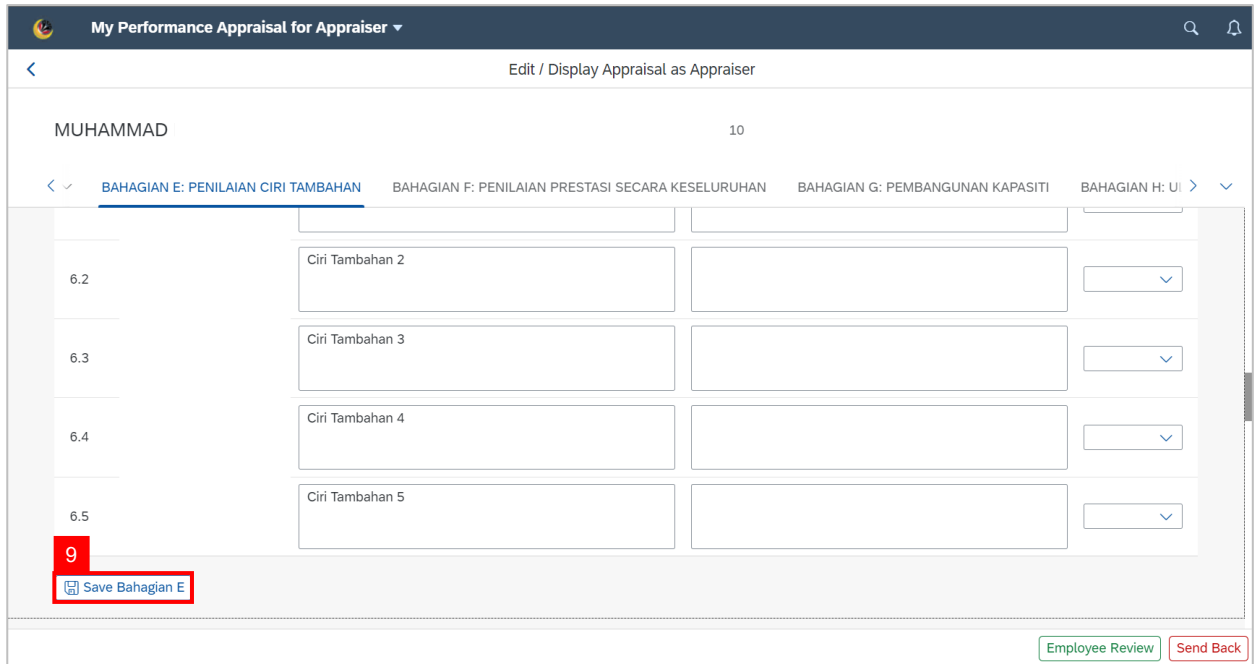
MUHAMMAD 10

BAHAGIAN E: PENILAIAN CIRI TAMBAHAN

Bil	Kategori	Ciri	Butiran Ciri	Markah Pegawai Penilai
6	Penilaian Ciri Tambahan			
6.1		Ciri Tambahan 1		
6.2		Ciri Tambahan 2		
6.3		Ciri Tambahan 3		

Employee Review Send Back

9. Once marks have been entered, click on the **Save** button.



My Performance Appraisal for Appraiser

Edit / Display Appraisal as Appraiser

MUHAMMAD 10

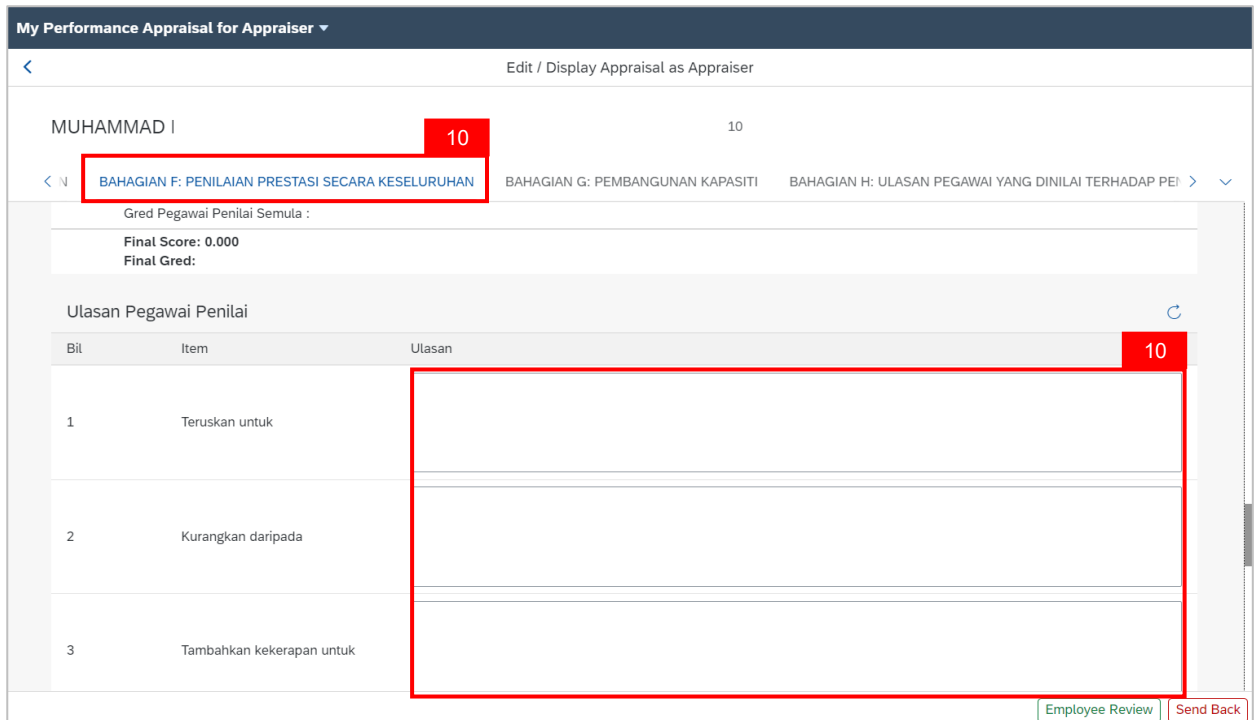
BAHAGIAN E: PENILAIAN CIRI TAMBAHAN BAHAGIAN F: PENILAIAN PRESTASI SECARA KESELURUHAN BAHAGIAN G: PEMBANGUNAN KAPASITI BAHAGIAN H: UI

6.2	Ciri Tambahan 2		
6.3	Ciri Tambahan 3		
6.4	Ciri Tambahan 4		
6.5	Ciri Tambahan 5		

9 Save Bahagian E

Employee Review Send Back

10. Under **BAHAGIAN F: PENILAIAN PRESTASI SECARA KESELURUHAN**, fill in the three mandatory comment fields.



My Performance Appraisal for Appraiser

Edit / Display Appraisal as Appraiser

MUHAMMAD I 10

BAHAGIAN F: PENILAIAN PRESTASI SECARA KESELURUHAN BAHAGIAN G: PEMBANGUNAN KAPASITI BAHAGIAN H: ULASAN PEGAWAI YANG DINILAI TERHADAP PE

Gred Pegawai Penilai Semula :

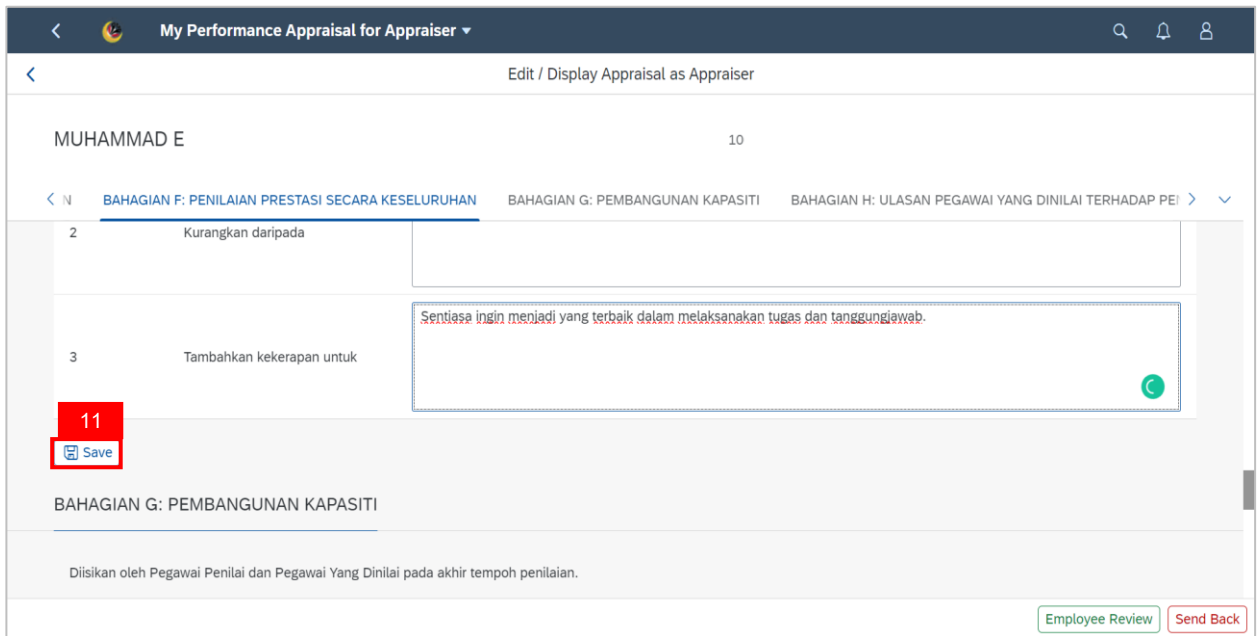
Final Score: 0.000
Final Gred:

Ulasan Pegawai Penilai

Bil	Item	Ulasan
1	Teruskan untuk	
2	Kurangkan daripada	
3	Tambahkan kekerapan untuk	

Employee Review Send Back

11. Click on the **Save** button once filled.



My Performance Appraisal for Appraiser

Edit / Display Appraisal as Appraiser

MUHAMMAD E 10

BAHAGIAN F: PENILAIAN PRESTASI SECARA KESELURUHAN BAHAGIAN G: PEMBANGUNAN KAPASITI BAHAGIAN H: ULASAN PEGAWAI YANG DINILAI TERHADAP PEI

2 Kurangkan daripada

3 Tambahkan kekerapan untuk

11

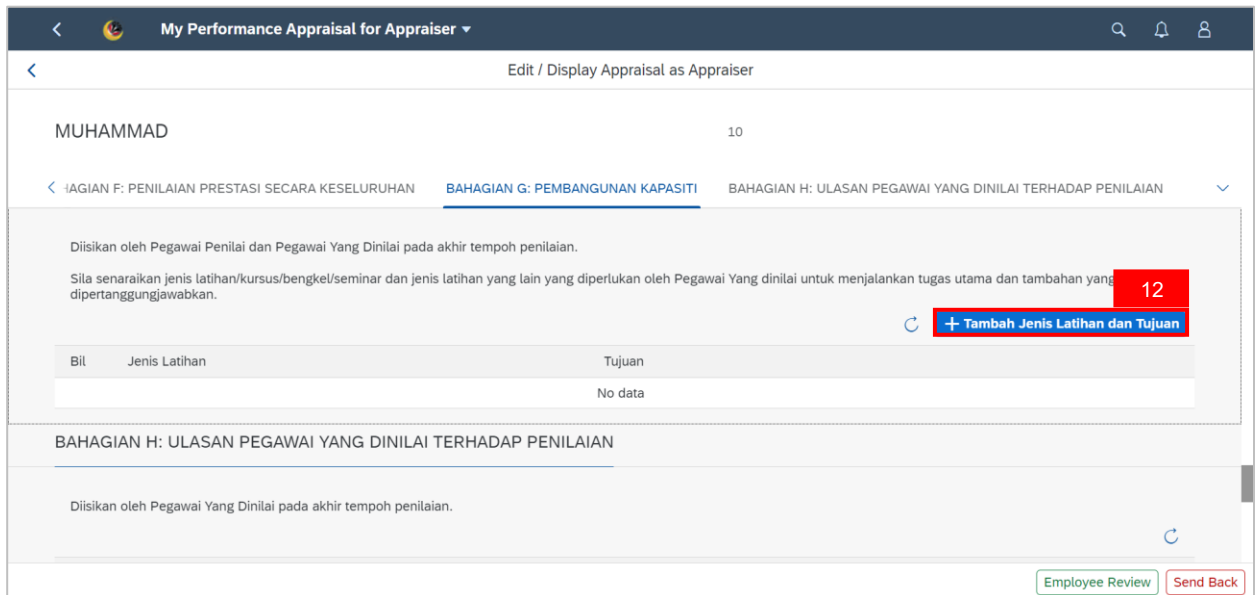
Save

BAHAGIAN G: PEMBANGUNAN KAPASITI

Disisikan oleh Pegawai Penilai dan Pegawai Yang Dinilai pada akhir tempoh penilaian.

Employee Review Send Back

12. Under **BAHAGIAN G: PEMBANGUNAN KAPASITI**, click on the **Tambah Jenis Latihan dan Tujuan** button.



My Performance Appraisal for Appraiser

Edit / Display Appraisal as Appraiser

MUHAMMAD 10

BAHAGIAN F: PENILAIAN PRESTASI SECARA KESELURUHAN BAHAGIAN G: PEMBANGUNAN KAPASITI BAHAGIAN H: ULASAN PEGAWAI YANG DINILAI TERHADAP PENILAIAN

Disisikan oleh Pegawai Penilai dan Pegawai Yang Dinilai pada akhir tempoh penilaian.

Sila senaraikan jenis latihan/kursus/bengkel/seminar dan jenis latihan yang lain yang diperlukan oleh Pegawai Yang dinilai untuk menjalankan tugas utama dan tambahan yang dipertanggungjawabkan.

+ Tambah Jenis Latihan dan Tujuan

Bil	Jenis Latihan	Tujuan
		No data

BAHAGIAN H: ULASAN PEGAWAI YANG DINILAI TERHADAP PENILAIAN

Disisikan oleh Pegawai Yang Dinilai pada akhir tempoh penilaian.

Employee Review Send Back

13. Fill in the details under **Jenis Latihan dan Tujuan**.

14. Click on the **Save** button.

Tambah Jenis Latihan dan Tujuan

*Jenis Latihan: Jenis Latihan 1 13

*Tujuan: Tujuan 1

14
Save Cancel

15. Click on the **Employee Review** button.

My Performance Appraisal for Appraiser

Edit / Display Appraisal as Appraiser

MUHAMMAD 10

BAHAGIAN F: PENILAIAN PRESTASI SECARA KESELURUHAN **BAHAGIAN G: PEMBANGUNAN KAPASITI** BAHAGIAN H: ULASAN PEGAWAI YANG DINILAI TERHADAP PENILAIAN

Diisikan oleh Pegawai Penilai dan Pegawai Yang Dinilai pada akhir tempoh penilaian.
Sila senaraikan jenis latihan/kursus/bengkel/seminar dan jenis latihan yang lain yang diperlukan oleh Pegawai Yang dinilai untuk menjalankan tugas utama dan tambahan yang dipertanggungjawabkan.

+ **Tambah Jenis Latihan dan Tujuan**

Bil	Jenis Latihan	Tujuan
1	Jenis Latihan 1	Tujuan 1

BAHAGIAN H: ULASAN PEGAWAI YANG DINILAI TERHADAP PENILAIAN

Diisikan oleh Pegawai Yang Dinilai pada akhir tempoh penilaian.

15
Employee Review Send Back

Note: A confirmation message will appear.

16. Click on the **Yes** button.

Confirmation

Adakah anda pasti untuk menyerahkan borang prestasi ini ke proses seterusnya?












16
Yes Cancel


Outcome: Status has been updated to **Final Review**.

< My Performance Appraisal for Appraiser > 🔍 🔔 👤

Appraiser Worklist

2 All

 0 0 0 0 0 0 2 0 0 0 0



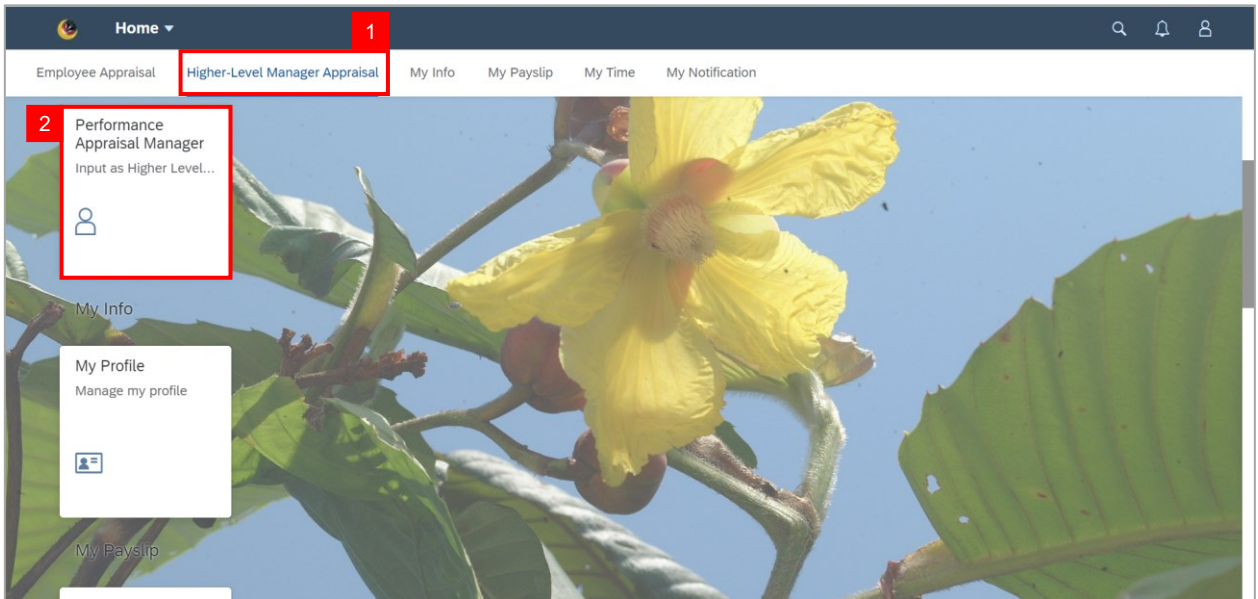
All Appraiser Worklist ↻

Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Tempoh Bermula	Hingga	Gred	Jumlah Markah Keseluruhan	Status
MUHAMMAD	Borang Prestasi Pegawai - Bahagian	01.10.2022	30.09.2023			Final Review

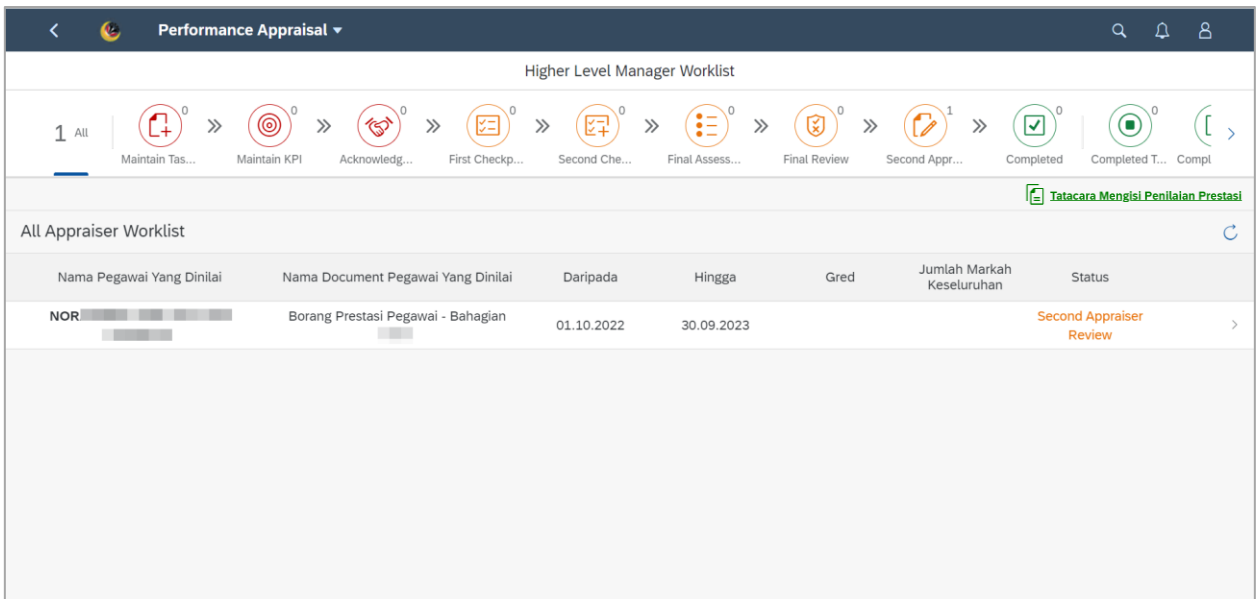
SECOND APPRAISER REVIEW	Frontend User
	Manager

Log into SAP Fiori (Front End) and proceed with the following steps.

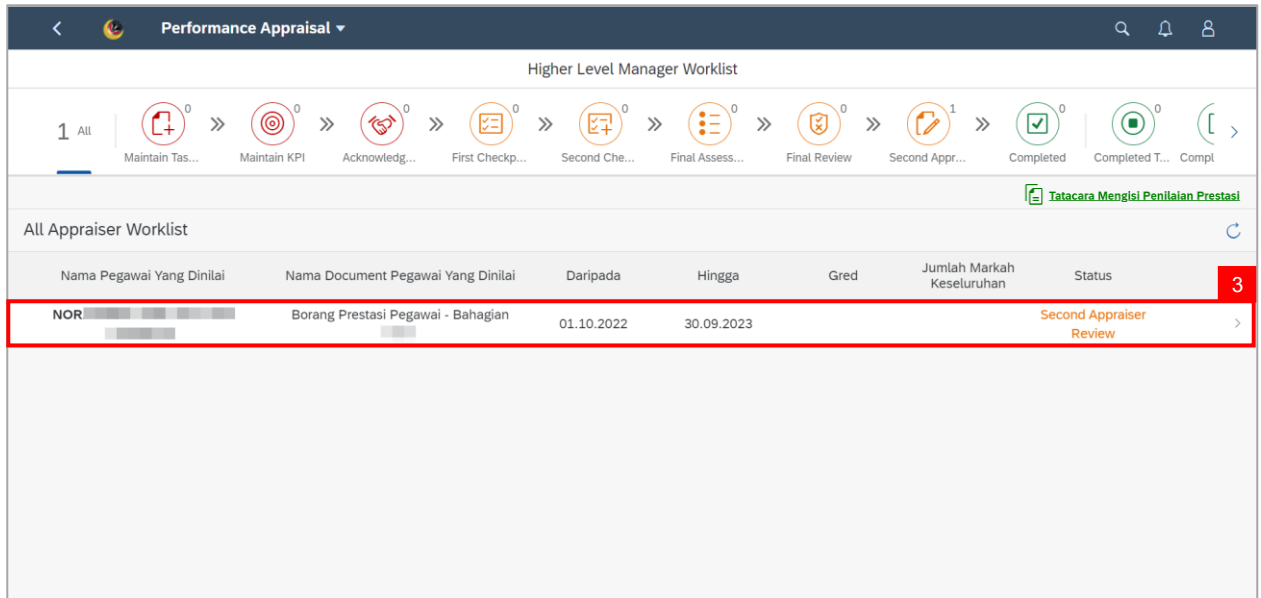
1. Click on **Higher-Level Manager Appraisal** tab.
2. Click on **Input as Higher-Level Appraiser** tile.



Note: Higher Level Manager Worklist page will be displayed.



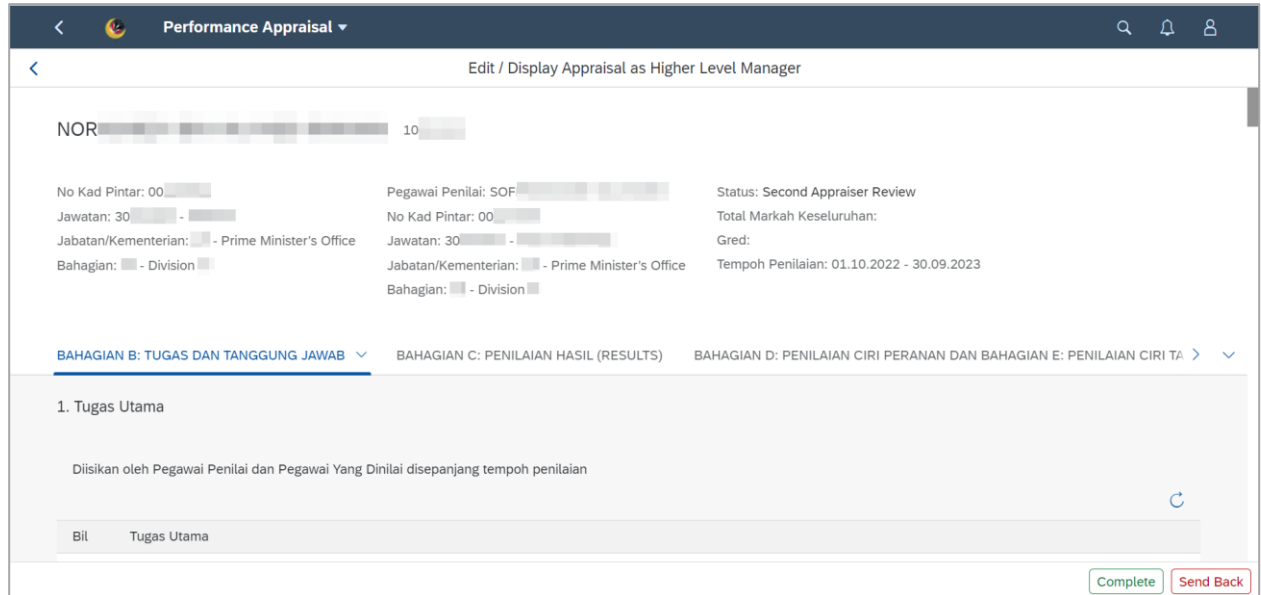
3. Click on an employee with the status **Second Appraiser Review**.



The screenshot shows the 'Performance Appraisal' dashboard. At the top, there is a 'Higher Level Manager Worklist' with a progress bar containing icons for various stages: Maintain Tas..., Maintain KPI, Acknowledg..., First Check..., Second Che..., Final Assess..., Final Review, Second Appr..., Completed, Completed T..., and Compl. Below this is the 'All Appraiser Worklist' section, which contains a table with the following data:

Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Daripada	Hingga	Gred	Jumlah Markah Keseluruhan	Status
NOR [redacted]	Borang Prestasi Pegawai - Bahagian [redacted]	01.10.2022	30.09.2023			Second Appraiser Review

Note: Edit / Display Appraisal as Higher Level Manager page will be displayed.

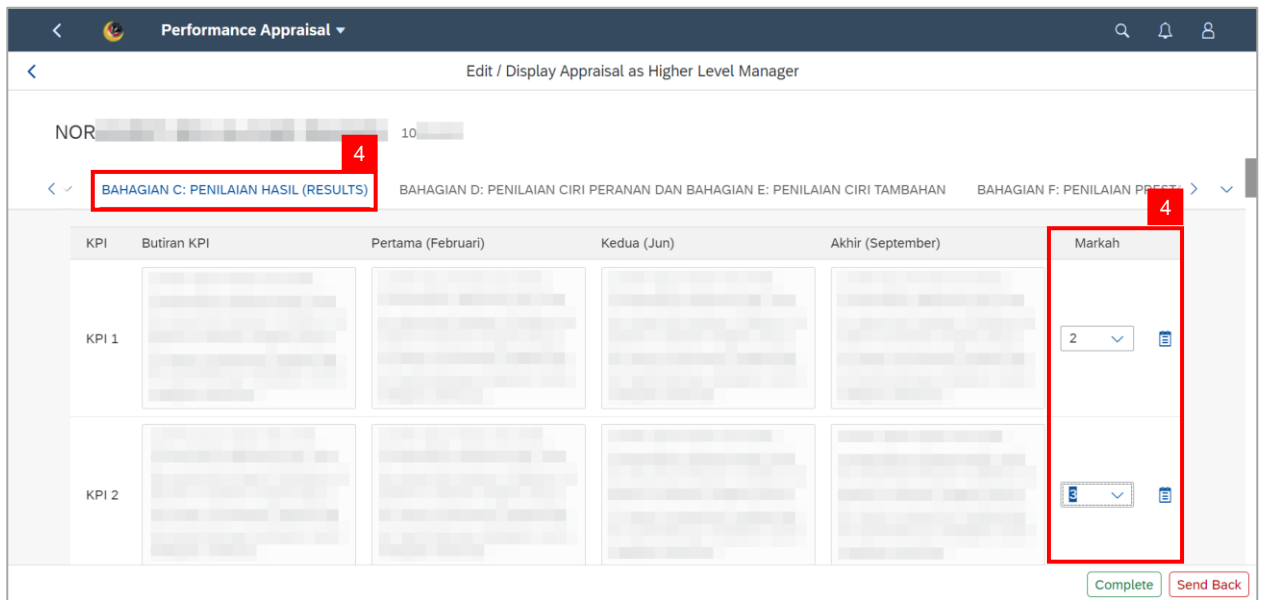


The screenshot shows the 'Edit / Display Appraisal as Higher Level Manager' page. It displays the following information:

- NOR:** [redacted] 10 [redacted]
- No Kad Pintar:** 00 [redacted]
- Jawatan:** 30 [redacted] - [redacted]
- Jabatan/Kementerian:** [redacted] - Prime Minister's Office
- Bahagian:** [redacted] - Division [redacted]
- Pegawai Penilai:** SOF [redacted]
- No Kad Pintar:** 00 [redacted]
- Jawatan:** 30 [redacted] - [redacted]
- Jabatan/Kementerian:** [redacted] - Prime Minister's Office
- Bahagian:** [redacted] - Division [redacted]
- Status:** Second Appraiser Review
- Total Markah Keseluruhan:**
- Gred:**
- Tempoh Penilaian:** 01.10.2022 - 30.09.2023

Below the information, there are tabs for different sections: BAHAGIAN B: TUGAS DAN TANGGUNG JAWAB (selected), BAHAGIAN C: PENILAIAN HASIL (RESULTS), BAHAGIAN D: PENILAIAN CIRI PERANAN DAN BAHAGIAN E: PENILAIAN CIRI TA. The main content area shows '1. Tugas Utama' with a description: 'Disiskan oleh Pegawai Penilai dan Pegawai Yang Dinilai disepanjang tempoh penilaian'. At the bottom right, there are 'Complete' and 'Send Back' buttons.

4. Go to **BAHAGIAN C: PENILAIAN HASIL (RESULTS)** and edit the marks under **Markah** column from the dropdown menu.



Performance Appraisal

Edit / Display Appraisal as Higher Level Manager

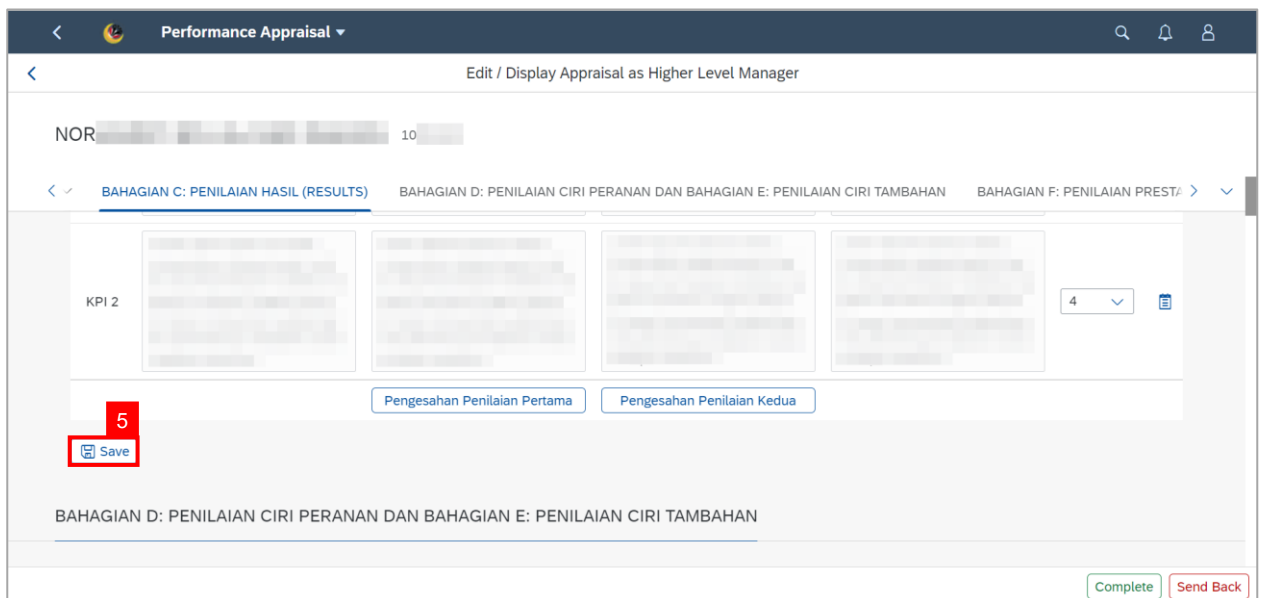
NOR [redacted] 10 [redacted]

BAHAGIAN C: PENILAIAN HASIL (RESULTS) BAHAGIAN D: PENILAIAN CIRI PERANAN DAN BAHAGIAN E: PENILAIAN CIRI TAMBAHAN BAHAGIAN F: PENILAIAN PRESTASI

KPI	Butiran KPI	Pertama (Februari)	Kedua (Jun)	Akhir (September)	Markah
KPI 1	[redacted]	[redacted]	[redacted]	[redacted]	2
KPI 2	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Complete Send Back

5. Click on the **Save** button once marks have been edited.



Performance Appraisal

Edit / Display Appraisal as Higher Level Manager

NOR [redacted] 10 [redacted]

BAHAGIAN C: PENILAIAN HASIL (RESULTS) BAHAGIAN D: PENILAIAN CIRI PERANAN DAN BAHAGIAN E: PENILAIAN CIRI TAMBAHAN BAHAGIAN F: PENILAIAN PRESTASI

KPI 2	[redacted]	[redacted]	[redacted]	[redacted]	4
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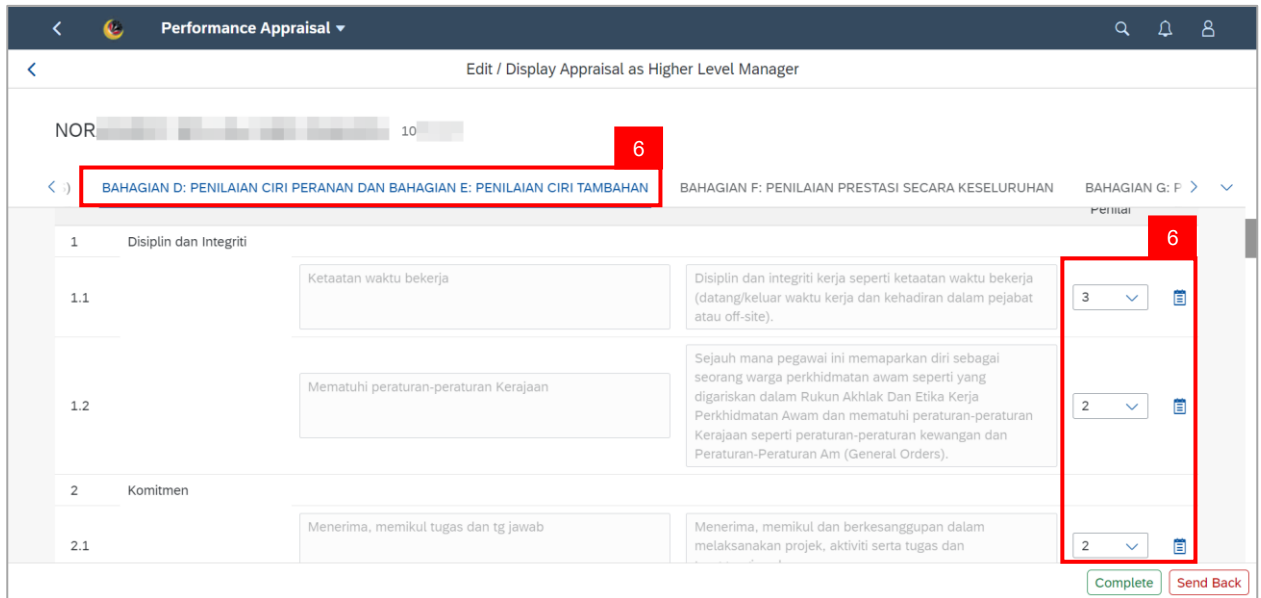
Pengesahan Penilaian Pertama Pengesahan Penilaian Kedua

Save

BAHAGIAN D: PENILAIAN CIRI PERANAN DAN BAHAGIAN E: PENILAIAN CIRI TAMBAHAN

Complete Send Back

6. Go to **BAHAGIAN D: PENILAIAN CIRI PERANAN DAN BAHAGIAN E: PENILAIAN CIRI TAMBAHAN** and **edit** the marks from the dropdown menu.



Performance Appraisal

Edit / Display Appraisal as Higher Level Manager

NOR [REDACTED] 10 [REDACTED]

BAHAGIAN D: PENILAIAN CIRI PERANAN DAN BAHAGIAN E: PENILAIAN CIRI TAMBAHAN

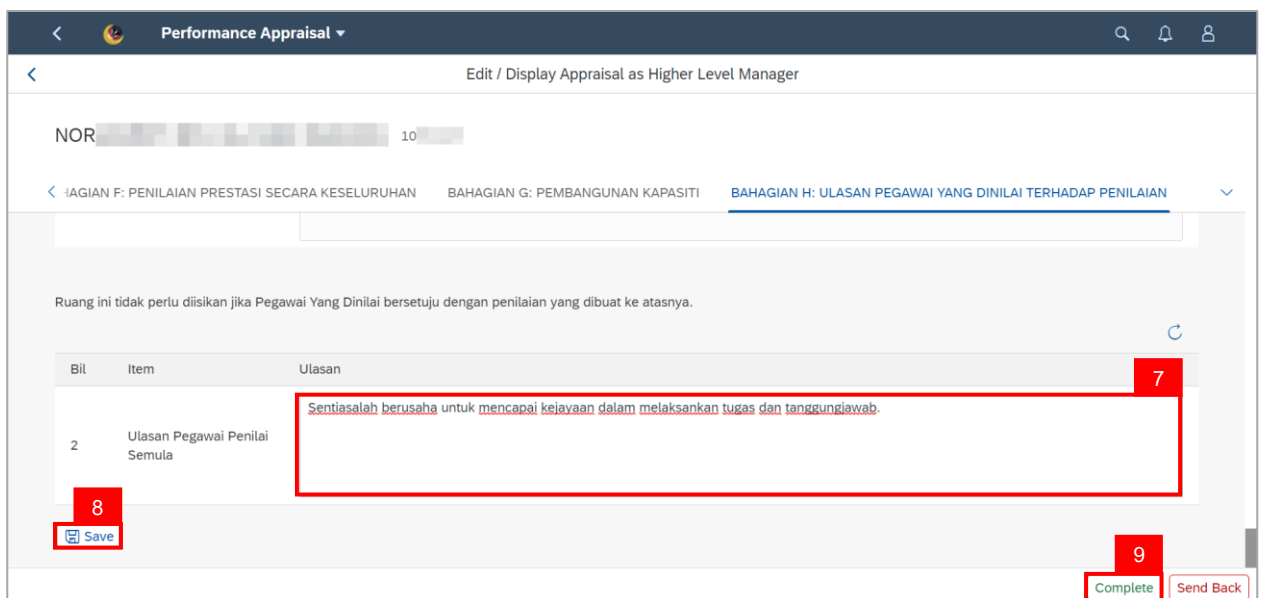
Bil	Item	Ulasan	Penilai
1	Disiplin dan Integriti		
1.1	Ketaatan waktu bekerja	Disiplin dan integriti kerja seperti ketaatan waktu bekerja (datang/keluar waktu kerja dan kehadiran dalam pejabat atau off-site).	3
1.2	Mematuhi peraturan-peraturan Kerajaan	Sejauh mana pegawai ini memaparkan diri sebagai seorang warga perkhidmatan awam seperti yang digariskan dalam Rukun Akhlak Dan Etika Kerja Perkhidmatan Awam dan mematuhi peraturan-peraturan Kerajaan seperti peraturan-peraturan kewangan dan Peraturan-Peraturan Am (General Orders).	2
2	Komitmen		
2.1	Menerima, memikul tugas dan tg jawab	Menerima, memikul dan berkesanggupan dalam melaksanakan projek, aktiviti serta tugas dan	2

Complete Send Back

7. Scroll to the **bottom** of the page and fill in the comments on **Ulasan Pegawai Penilai Semula**.

8. Click on the **Save** button.

9. Click on the **Complete** button.



Performance Appraisal

Edit / Display Appraisal as Higher Level Manager

NOR [REDACTED] 10 [REDACTED]

BAHAGIAN F: PENILAIAN PRESTASI SECARA KESELURUHAN BAHAGIAN G: PEMBANGUNAN KAPASITI BAHAGIAN H: ULASAN PEGAWAI YANG DINILAI TERHADAP PENILAIAN

Ruang ini tidak perlu diisi jika Pegawai Yang Dinilai bersetuju dengan penilaian yang dibuat ke atasnya.

Bil	Item	Ulasan
2	Ulasan Pegawai Penilai Semula	Sentiasalah berusaha untuk mencapai kejayaan dalam melaksanakan tugas dan tanggungjawab.

Save

Complete Send Back

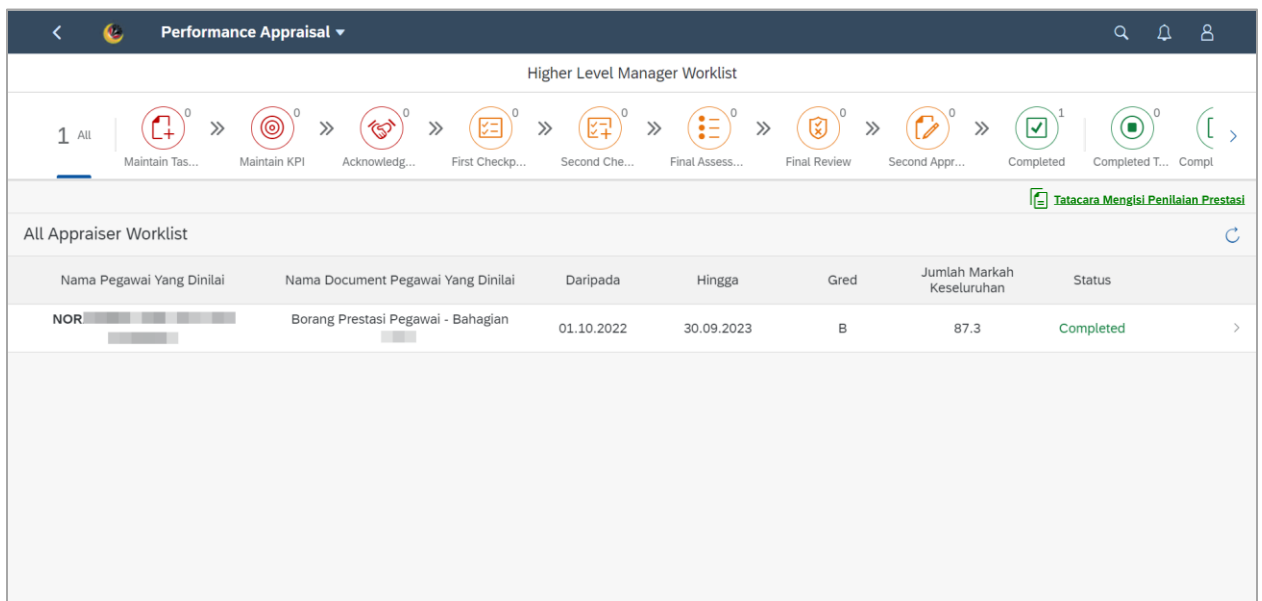
Note: A confirmation message will appear.

10. Click on the **Yes** button.

Confirmation

Adakah anda pasti untuk meluluskan borang prestasi ini?

Outcome: Appraisal document has been successfully completed.



The screenshot displays the 'Performance Appraisal' interface. At the top, there is a navigation bar with a search icon, a notification bell, and a user profile icon. Below this, the 'Higher Level Manager Worklist' is shown, featuring a series of icons representing different stages of the appraisal process: Maintain Tas..., Maintain KPI, Acknowledg..., First Checkp..., Second Che..., Final Assess..., Final Review, Second Appr..., Completed, Completed T..., and Compl. A red box highlights the 'Completed' icon, which has a '10' above it. Below the worklist, there is a section for 'All Appraiser Worklist' with a table of appraisal documents. The table has columns for 'Nama Pegawai Yang Dinilai', 'Nama Document Pegawai Yang Dinilai', 'Daripada', 'Hingga', 'Gred', 'Jumlah Markah Keseluruhan', and 'Status'. One row is visible, showing a completed appraisal for a staff member with a score of 87.3.

Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Daripada	Hingga	Gred	Jumlah Markah Keseluruhan	Status
NOR [redacted]	Borang Prestasi Pegawai - Bahagian [redacted]	01.10.2022	30.09.2023	B	87.3	Completed

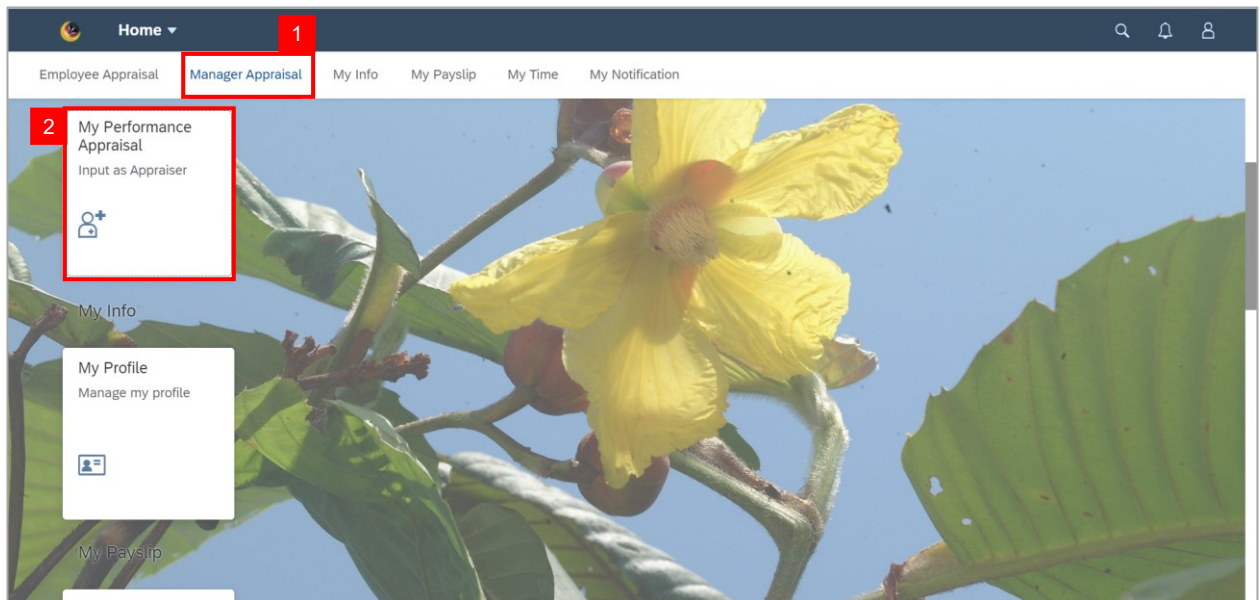
**PRINT COMPLETED
APPRAISAL DOCUMENT**

Frontend User

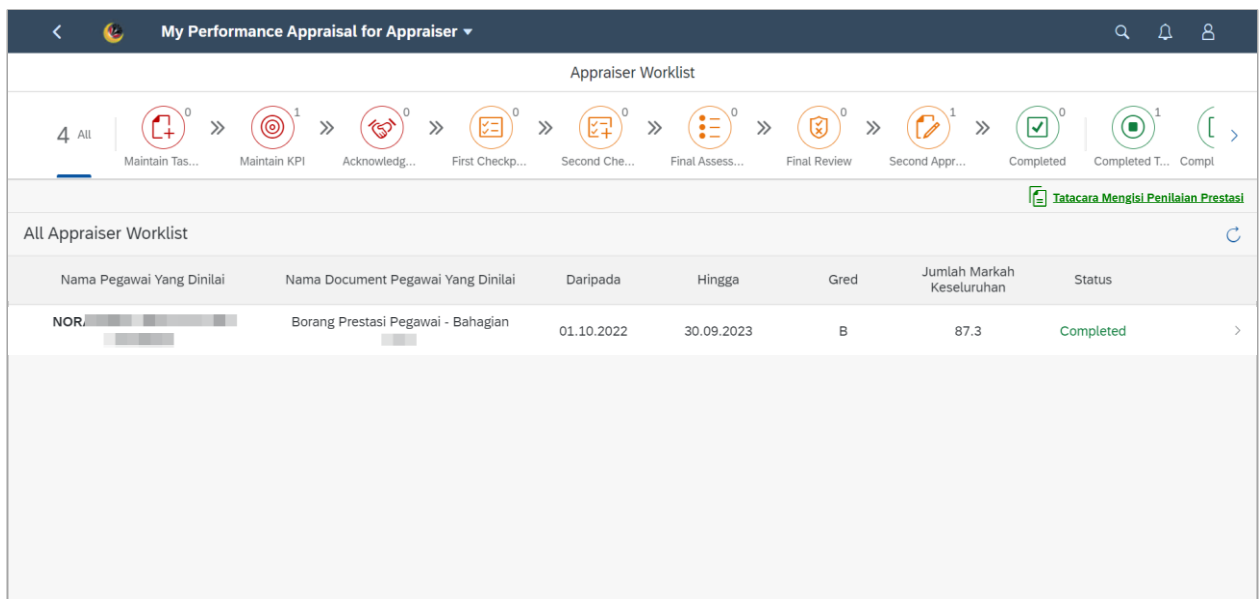
Manager

Log into SAP Fiori (Front End) and proceed with the following steps.

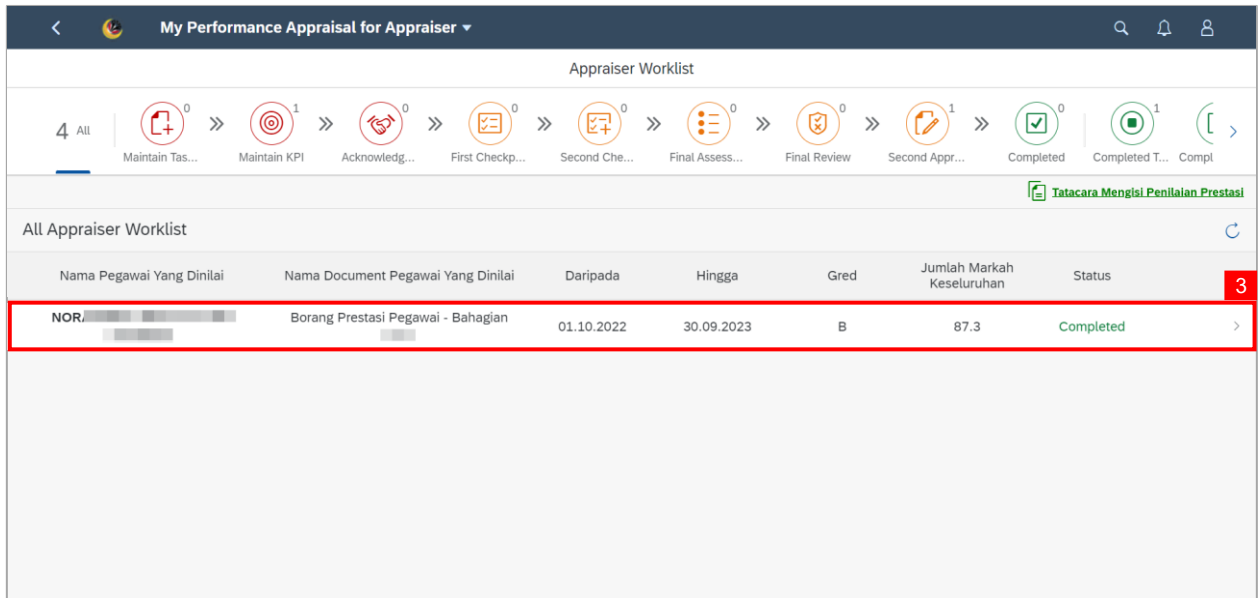
1. Click on **Manager Appraisal** tab.
2. Click on **Input as Appraiser** tile.



Note: Appraiser Worklist page will be displayed.



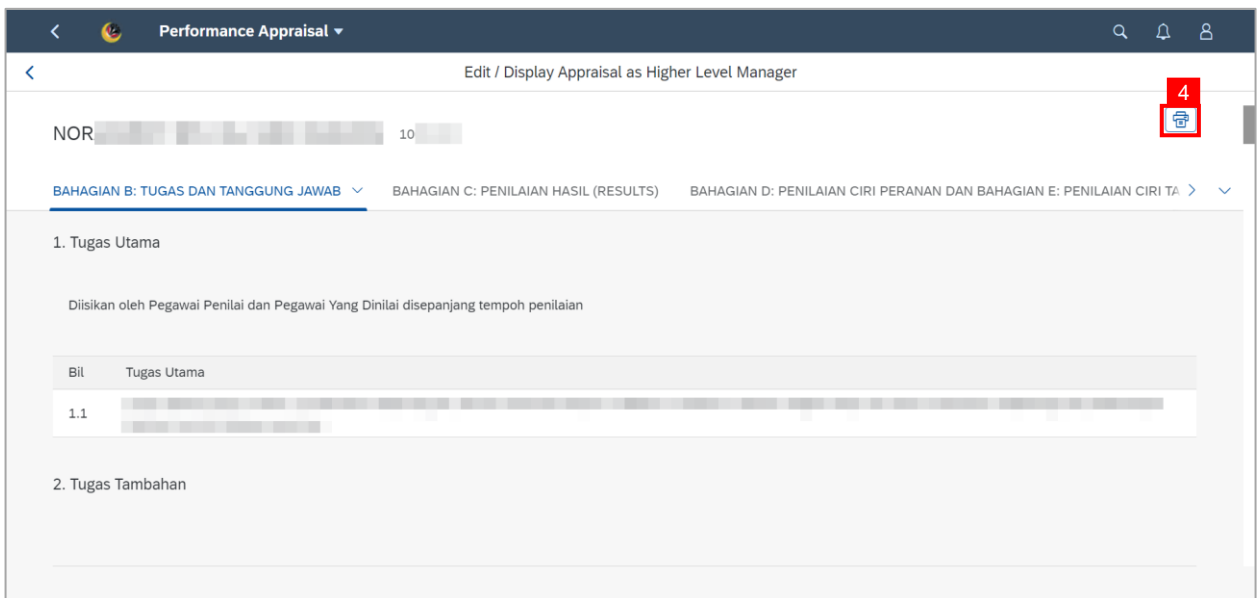
3. Click on an employee with the status **Complete**.



Nama Pegawai Yang Dinilai	Nama Document Pegawai Yang Dinilai	Daripada	Hingga	Gred	Jumlah Markah Keseluruhan	Status	
NOR.	Borang Prestasi Pegawai - Bahagian	01.10.2022	30.09.2023	B	87.3	Completed	>

Note: Edit / Display Appraisal as Higher Level Manager page will be displayed.

4. Click on the **Print** icon.



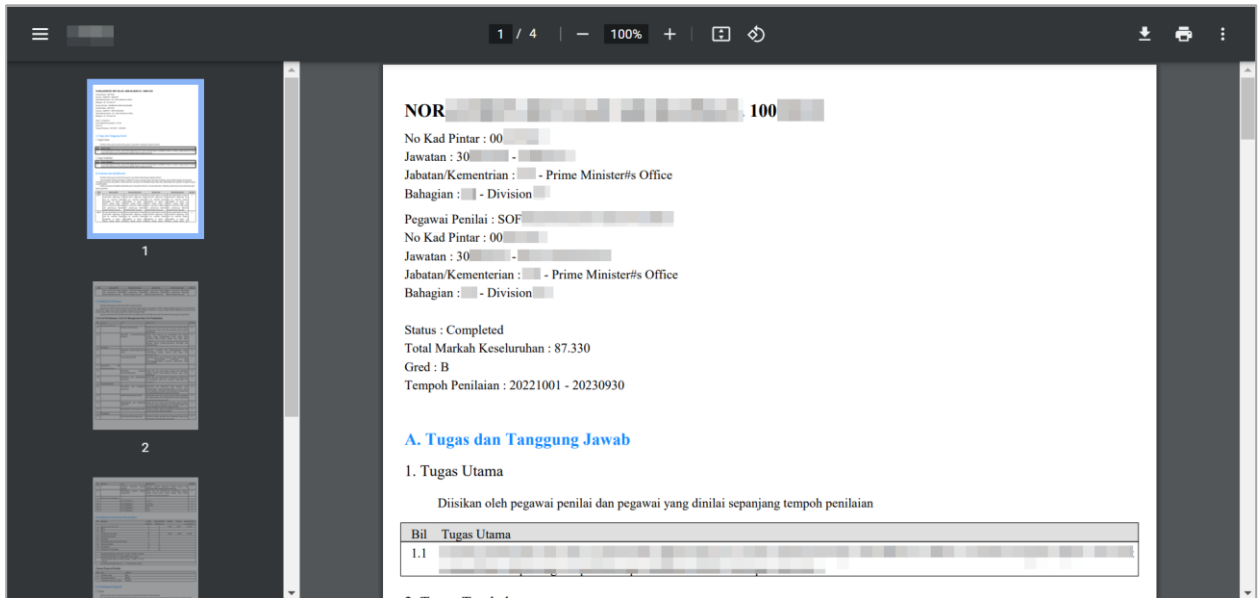
1. Tugas Utama

Diisikan oleh Pegawai Penilai dan Pegawai Yang Dinilai disepanjang tempoh penilaian

Bil	Tugas Utama
1.1	[Redacted]

2. Tugas Tambahan

Outcome: A Print layout of the report has been generated.



The screenshot shows a web viewer displaying a performance appraisal report. The report includes the following information:

NOR [redacted] **100**

No Kad Pintar : 00 [redacted]
Jawatan : 30 [redacted] - Prime Minister/s Office
Bahagian : [redacted] - Division [redacted]
Pegawai Penilai : SOF [redacted]
No Kad Pintar : 00 [redacted]
Jawatan : 30 [redacted] - Prime Minister/s Office
Bahagian : [redacted] - Division [redacted]

Status : Completed
Total Markah Keseluruhan : 87.330
Gred : B
Tempoh Penilaian : 20221001 - 20230930

A. Tugas dan Tanggung Jawab

1. Tugas Utama

Disisikan oleh pegawai penilai dan pegawai yang dinilai sepanjang tempoh penilaian

Bil	Tugas Utama
1.1	[redacted]