

User Manual for Approval of Annual Work Plan

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1. Login to ESS. Go to MSS on ESS Portal then click on –Performance Management – then Click Reporting Officer /Reviewing officer Inbox (As the case may be).
2. Click on the Appraisal Document Name as highlighted.

The screenshot shows the SAP ESS portal interface. The left sidebar contains navigation links: Home, Work Overview, Manpower Request, Personnel Administration, Performance Management (highlighted), Training Management, Payroll, and Services. The main content area is titled 'Employee Documents' and displays a table of appraisal records. The table has columns: Appraisee Name, Appraisal Document Name, Substatus, Period, App Document Type, Appraisal Status, To, and Offline Info. The 'Appraisal Document Name' column contains text like 'UJVN-APR-EE or Equivalent to ED Level' which is highlighted in yellow. The 'Appraisal Status' column shows various statuses like 'In Planning', 'Completed', and 'Rejected'.

2.1 If no data is displayed in above screen as mentioned below, then Click Change query option as highlighted below:

The screenshot shows the SAP ESS portal interface. The left sidebar contains navigation links: Home, Work Overview, Department details, Personnel Administration, Performance Management (highlighted), Training Management, Payroll, and Services. The main content area is titled 'Employee Documents' and displays a table of appraisal records. The table has columns: Appraisal Status, Substatus, Appraisee Name, Appraisal Document Name, Period, To, Offline Info, and App Document Type. The 'Change Query' button is highlighted in yellow.

2.3 After Clicking Change query button. Enter validity i.e From 01.04.2021 To 31.03.22 as shown below:

The screenshot shows the 'Employee Documents' page in the MSS - Approver interface. The left sidebar contains a navigation menu with options like Home, Work Overview, Department details, Personnel Administration, Performance Management, Training Management, Payroll, and Services. The main content area is titled 'Employee Documents' and shows a 'Change Query' section for 'Status Overview' (Object Type: Status Overview). The 'Valid From' date is set to 01.04.2021 and 'Valid To' is set to 31.03.2022. There are buttons for 'Preview', 'Criteria Personalization', 'Apply', and 'Cancel'.

2.4 Click Apply button, You will find the submitted request in the Appraisal Documents where you can approve the targets. Click on Appraisal Document Name as Highlighted below.

The screenshot shows the 'Employee Documents' page with a table of appraisal documents. The table has columns for Appraisee Name, Appraisal Document Name, Substatus, Period, App Document Type, Appraisal Status, To, and Offline. The first row shows 'Binit Bhatt' with 'UJVN-LAPR-AE or Equivalent to EO Level' highlighted in yellow.

Appraisee Name	Appraisal Document Name	Substatus	Period	App Document Type	Appraisal Status	To	Offline
Binit Bhatt	UJVN-LAPR-AE or Equivalent to EO Level	Pending w/ Reviewer - Annual Feedback	01.04.2021	Appraisal Document	In Process	31.03.2022	Download

3. Review the Appraisal document and make the changes as required.

The screenshot shows a web application interface for an appraisal document. The title is 'Appraisal Document for Rajesh Chandra'. Below the title, there are tabs for 'Attachments (0)', 'Save', 'Print', 'Expand', and 'Collapse'. The main content area is a table with the following structure:

2.1.1.1 Description	Unit of Measurements	Target Planned-Numbers/Quantity	Target Date
Mandatory Objectives			
2.1.1.1.1 Description Timely Submission of Annual Work Plan	Day	30,000	01.02.2021
2.1.1.2 Description Other Objectives			
2.1.1.2.1 Description Objective Details: Objective 2	Day	90,000	31.03.2021

4. After the document has been reviewed/changed, Click on **Approved by Reporting Officer**. You can also Send it back to the appraiser for any corrections by clicking in **Send Back for Correction to Appraiser**.

The screenshot shows the same web application interface, but with a dialog box open on the left side. The dialog box is titled 'How do you want to continue?' and has three radio button options: 'Save and Exit Document', 'Approved by Reporting Officer' (which is selected), and 'Send back for Correction to Appraiser'. There is a 'Continue' button at the bottom right of the dialog box. The main content area is now titled 'Administrative Data' and has tabs for 'UJVNL- APR- AE or Equivalent to ED Level', 'Section I : By Appraiser', 'Section II: By Reporting Officer', and '13. Annual Work Plan'. The '13. Annual Work Plan' tab is active, showing a table with the following structure:

2.1.13. Annual Work Plan	Unit of Measurements	Target Planned-Numbers/Quantity	Target Date
2.1.13. Annual Work Plan			

In the similar way as explained above, reviewing officer has to approve the Appraisal documents.

Note. 1. If Reviewing Officer & Reporting Officer are same then no need to approve submitted request twice.