

# 2.4 Step 4: Ratings

**WHY:** This section assists the manager to see the summary information of the employees reporting to him as well as the subordinate managers and employees.

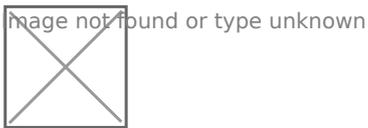
**WHERE:** From the system portal, click **System Administration | Modules | Salary Review | Ratings**

## 2.4.1 Code of Conduct

- Accept the Code of Conduct

### 2.4.1 Code of Conduct

- You will be prompted to confirm your password



- On the screen that is shown, all the imported data from the template will display

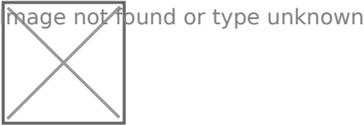
## 2.4.2 Summary Information Tab

- On this page all the employees that report to you as a manager are displayed on this page

**The summary information of the employees reporting to you is shown below**

Summary Information	My Employees	Subordinate Managers
<input checked="" type="radio"/> My Employees <input type="radio"/> All Subordinates		
Employees still in progress: 5 Employees with subordinates: 1 Total number of direct employees: 10 Average Performance Rating: 2.00 Average Market Adjustment: 0.90 Total CTC After Increase: 1,806,300.00 Minimum Bonus Percentage: 0.00 Minimum Increase Percentage: 0.00		Employees finalised: 5 Employees with subordinates (approved): 1 Average Increase %: 0.90 Total Cost to Company: 1,760,000.00 Average Bonus: 0.37 % Completion status: 0.00 Maximum Bonus Percentage: 1.50 Maximum Increase Percentage: 4.00

- A graph of the Cost To Company (CTC) of the employees and on which Quartile the employee fall into are shown



## 2.4.3 My Employees Tab

- The Manager’s employees are displayed on this page
- The increase type can be selected in Rand (R) or Percentage (%)
- The “Performance Rating”, “Increase”, “Market Adjustment” and “Bonus” does not pull through from the “Reporting Lines Template”
- These fields needs to be completed and the “Comment” field is mandatory.
- If all the fields are completed, click “Save”
- These saved data will be shown on the “Summary Information” page

Summary Information													
My Employees													
Subordinate Managers													
Search Criteria													
Status <input checked="" type="radio"/> All <input type="radio"/> Finalised <input type="radio"/> In Progress													
Employee Numbers			Surname			Name							
Job Title			Sort By	<a href="#">Job Title / Years of Service</a> <a href="#">Surname / Name</a> <a href="#">Grade / Job Title</a>									
Search		Clear											
Options													
Please select the increase type you would like to continue with when completing the Salary Reviews: <input type="radio"/> Rand (R) <input checked="" type="radio"/> Percentage (%)													
Finalised	Employee	Job Title	Start Date Years Of Service	Age	Cost to Company (CTC)	REMchannel Data	Quartile	Performance Rating	Increase	Market Adjustment (%)	Bonus (%)	CTC After Increase	Comments
<input checked="" type="checkbox"/>	Walis, Marié (Marie.JoubertWalisjoubert.m@gmail.com0721256533) <a href="#">...more info...</a>	Business Analyst	2016/01/01 3 months	116	100,000.00	Lower: 300,000.00 Median: 450,000.00 Upper: 700,000.00		5	% 4.00 R 4,000.00	4.00	Bonus: 0.00	108,000.00	Agreed percentage

## 2.4.4 Subordinate Managers Tab

- A list of the subordinate managers with their employees are displayed on this page

Summary Information   My Employees   **Subordinate Managers**

Search Criteria

Employee Number  Surname

Name  Job Title

Show Indirect Subordinate Managers    Sort By: [Job Title / Years of Service](#) [Surname / Name](#) [Grade / Job Title](#)

**Direct Subordinate Managers**

Action	Employee	Subordinate's Direct Manager	Job Title	Number Of Employees	Total Cost To Company	Average Performance Rating	Average Increase	Average Market Adjustment	Average Bonus	Total CTC After Increase	Approved
<a href="#">Action</a>	Wallis, Marié (Marie.JoubertWallisjoubert.m@gmail.com0721258533)	Janise van Rensburg, Lee-Ann ( leeannjvensburg062458@mymail123.com)	Business Analyst	1	300,000.00	5	2.00%	1.00%	3.34%	309,000.00	<input checked="" type="checkbox"/>

- Click on “Action” and select View Subordinate

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- The Subordinate’s Manager can see who the Manager is with all their employee’s ratings for example:
- Direct Manager = Manager A
- Employee = Manager B
- Manager B = Employee A

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Revision #1

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