

# 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.

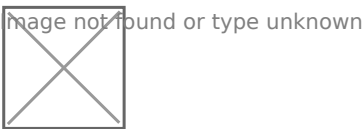
**WHERE:** From the system portal, click **System Administration | Modules | Salary Review | Ratings**

## 2.4.1 Code of Conduct

- Accept the Code of Conduct

### 2.4.1 Code of Conduct

- You will be prompt 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 InformationMy EmployeesSubordinate Managers

☒ My Employees☐ 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

image not found or type unknown



## 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
☒ All
☐ Finalised
☐ In Progress

Employee Numbers
Surname
Name

Job Title
Sort By
[Job Title / Years of Service](#)
[Surname / Name](#)
[Grade / Job Title](#)

Search
Clear

Options

Please select the increase type you would like to continue with when completing the Salary Reviews:
☐ Rand (R)
☒ Percentage (%)

Finalised	Employee	Job Title	Start Date Years of Service	Age	Cost to Company (CTC)	RE/Mchannel 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	4.00	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

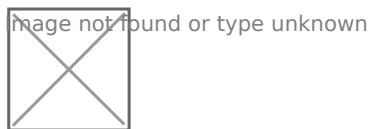
[Job Title / Years of Service](#)
[Surname / Name](#)
[Grade / Job Title](#)

Search

Clear

Direct Subordinate Managers

- Click on “Action” and select View Subordinate



- 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

