Administrator Manage PM Scorecard

Administrator Working with an Employee's Performance Contract

In the previous chapters we learned how the Performance Management Contract process works from the Manager and Employee's perspective.

An employee's Performance Management Contract can also be accessed by the System Administrator via the Manage Employees Module.

How did I get here?

- *From the portal, click - Manage Employees*

What can I expect in this section?

- How to view, create and modify an employee's performance agreement.

How to Access a Performance Management Agreement via the Manage Employee Module

Login to the Signify HR system. From the Home page navigate to the Manage Employees module.

On the screen *Manage Employees* | *Employee List*, locate the employee whose Performance Management Agreement you want to access.

Click on Employees | Employee Development | Performance Management.

How to Switch Roles between an Employee and the Manager

How to Switch Roles between an Employee and the Manager
A list of the existing performance contracts for the selected employee is displayed on the screen.

The functionality to switch between the Employee (accessing the PM contract as if you were the employee) and his/her Manager (accessing the PM contract as if you were the employee's manager) is available to the Administrator and can be achieved by clicking on the buttons "Team Member" or "Team Leader" alternatively. A green colored button indicates that you are currently viewing the performance contract in that role.

You will have the opportunity to create a new agreement or modify and approve the agreements as discussed in the previous chapters.

Note that, although you have effectively switched to either the employee or his manager, a full audit trail is kept by whom the changes are being made i.e. you as administrator is making the changes on behalf of an employee or manager. Details of both are kept.

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