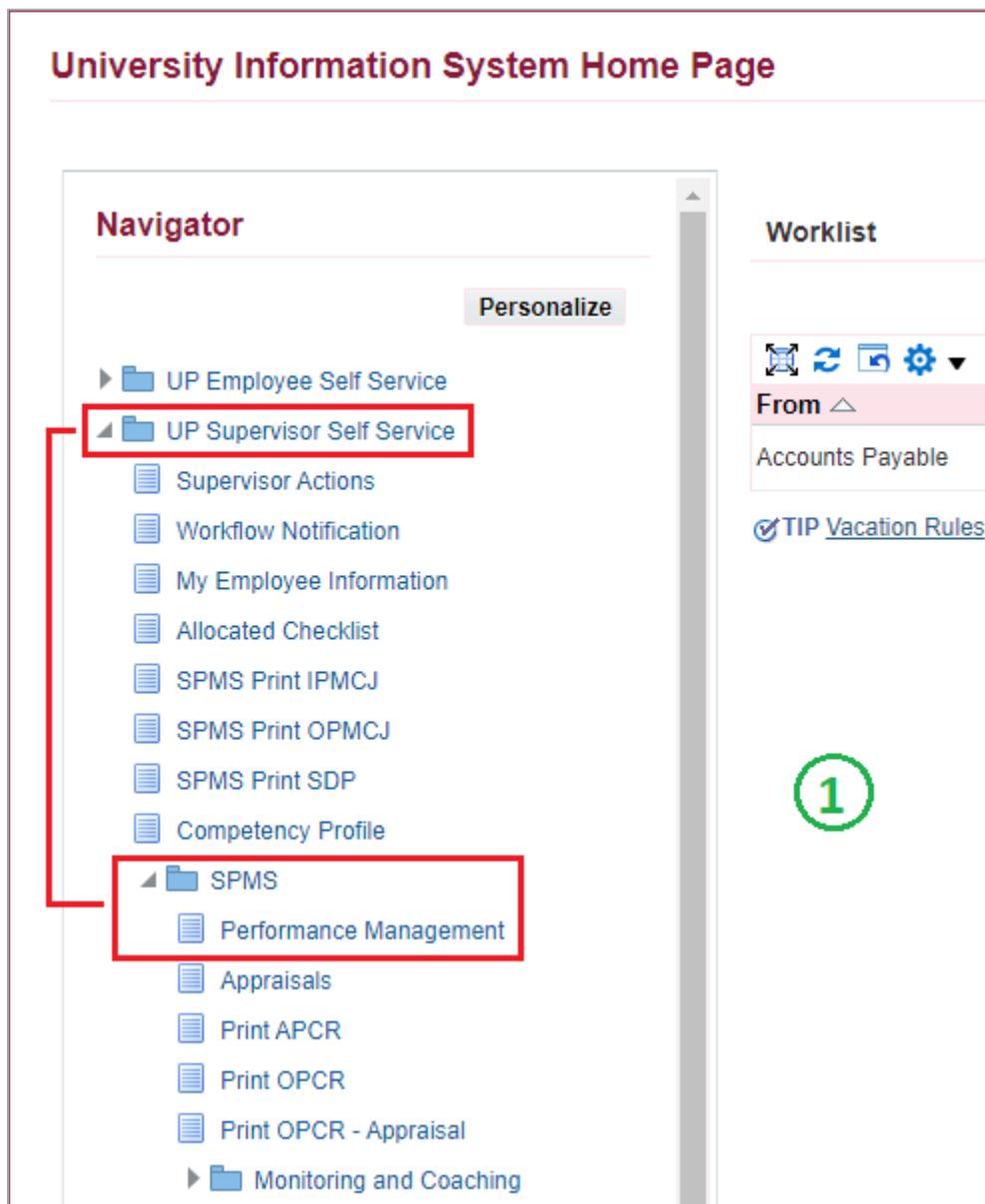# SPMS-Targets Approval

QUICK GUIDE

Navigator

Step 1: On the Navigator, go to *UP Supervisor Self Service > SPMS > Performance Management*.

Review Employee Changes

Step 2: Go to *Plan* and on <u>Review employee changes</u>, **Go to Task**.

Step 3: Go to *Scorecard* with Status: **Approval Requested**, then click **Action**.

Finish and Submit

Step 4: Click **Approve and Finish**.

Note: You can review the staff's targets here. You can also click **Request Further Action** if you want to return the targets to employee for revisions.)

Performance Management > Review Changes >
Review Tasks and Targets

Cancel | Reject | Request Further Action | Approve and Finish

Name	UP SPMS I 2022 (IPCR)	Objective Setting Deadline	31-Jan-2022
Start Date	01-Jan-2022	End Date	31-Jul-2022
Full Name		Assignment Number	
Department		Job Name	Administrative

④

Tasks and Targets Summary

Function Name	Start Date	Function Group	Key Performance Indicator	Measures (Metric)	Target	Percent Distribution	Goal	Budget
SAMPLE FUNCT... 1	01-Jan-2022	Strategic Initiative	SAMPLE KPI	SAMPLE MEASURES	SAMPLE TARGET	50		
SAMPLE FUNCT... 2	01-Jan-2022	Core Tasks	SAMPLE KPI	SAMPLE MEASURES	SAMPLE TARGET	50		

Step 5: Click **Submit**.

Performance Management > Review Changes > Review Tasks and Targets >
Notification Message to Employee

Cancel | Submit

Enter your message, and click Submit to finish tasks and targets setting.

⑤