

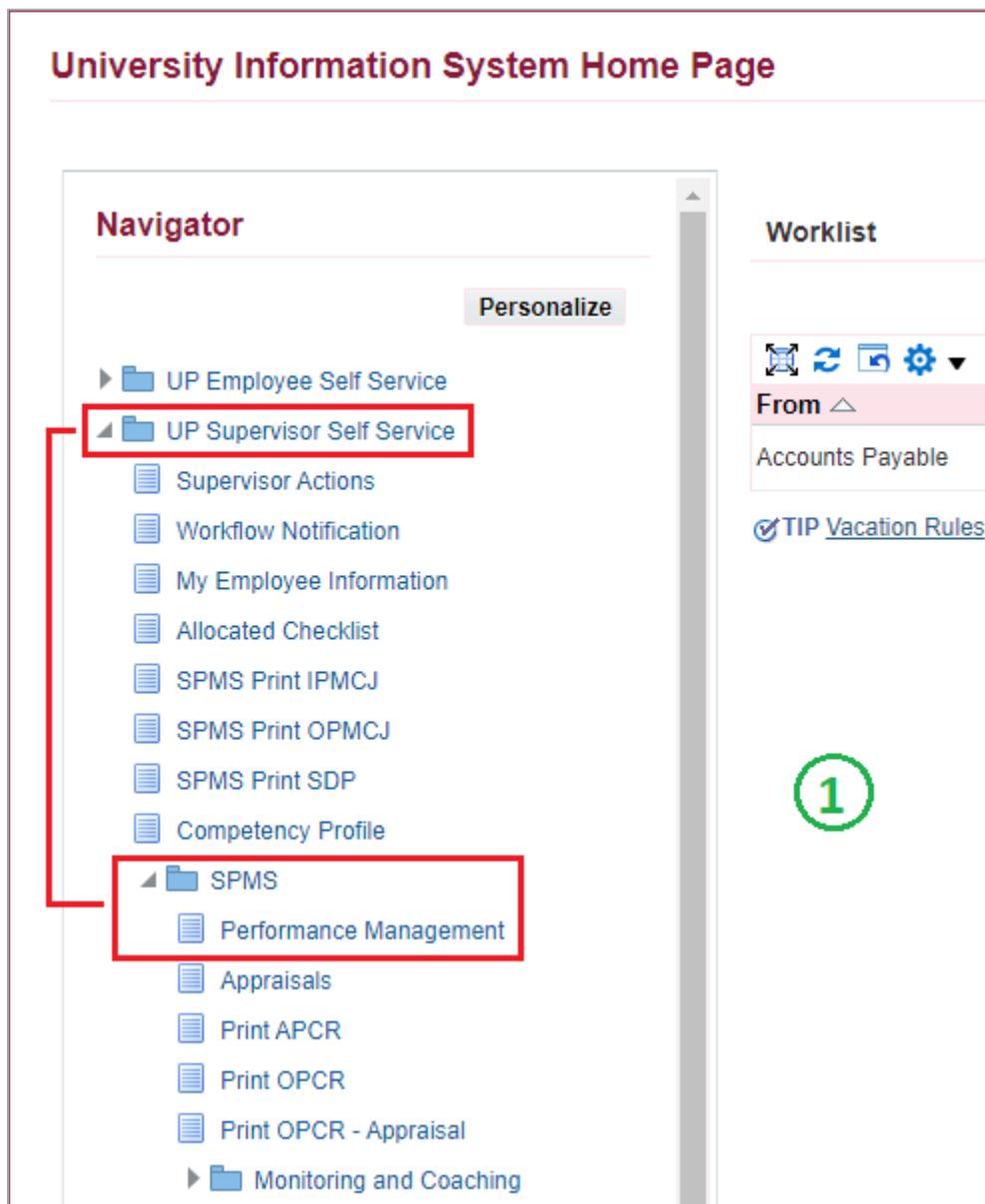


SPMS-Targets Approval

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 Review employee changes, **Go to Task**.

Performance Management | Appraisals

On this page, you can access worker development functions and view performance management notification messages. 2

Performance Management Task List

Expand All | Collapse All

| Focus Task | Start Date | End Date | Go to Task |
|--|-------------|-------------|------------|
| My Plans | | | |
| UP SPMS I 2022 (IPCR) | 01-Jan-2022 | 31-Jul-2022 | |
| Cascade Tasks and Targets | 01-Jan-2022 | 31-Jan-2022 | |
| Transfer scorecards to employee for action | 01-Jan-2022 | 31-Jan-2022 | |
| Review employee changes | 01-Jan-2022 | 31-Jan-2022 | |
| View and Track tasks and targets progress | 01-Jan-2022 | 31-Jul-2022 | |
| Appraisals: Individual | 01-Jul-2022 | 31-Jul-2022 | |

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

Performance Management >

Review Changes

Name UP SPMS I 2022 (IPCR) Objective Setting Deadline 31-Jan-2022 3

Start Date 01-Jan-2022 End Date 31-Jul-2022

| Full Name | Assignment Number | Department | Job Name | Position | Status | Action |
|-----------|-------------------|------------|----------------|----------|--------------------|--------|
| | | | Administrative | | Approval Requested | |

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

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

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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 | <input type="text"/> | <input type="text"/> |
| SAMPLE FUNCT... 2 | 01-Jan-2022 | Core Tasks | SAMPLE KPI | SAMPLE MEASURES | SAMPLE TARGET | 50 | <input type="text"/> | <input type="text"/> |

Step 5: Click **Submit**.

Performance Management > Review Changes > Review Tasks and Targets >

Notification Message to Employee

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

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