



SPMS-View Targets

QUICK GUIDE

Navigator

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

The screenshot shows the 'University Information System Home Page' with a 'Navigator' sidebar on the left and a 'Worklist' on the right. The 'Navigator' sidebar contains a tree view of menu items. A red box highlights 'UP Employee Self Service' at the top level. A red line connects this box to another red box that highlights 'Performance Management' under the 'SPMS' folder. A green circle with the number '1' is positioned to the right of the 'Performance Management' item. The 'Worklist' section on the right contains a table with columns 'From' and 'Type', and a link for 'TIP Vacation Rules'.

University Information System Home Page

Navigator

Personalize

- UP Employee Self Service
 - All Actions Awaiting Your Attention
 - My Information
 - Employee Information
 - Publication, Research, Creative Work & Other Scholarly Work
 - Public Service
 - Employee Submissions/Requests
 - SPMS
 - Performance Management
 - Print IPCR
 - Print IPCR - Appraisal
 - SALN
 - Training and Development

Worklist

From	Type
SYSADMIN	HR
SYSADMIN	HR

TIP Vacation Rules

1

View Submitted Tasks and Targets




Step 2: Go to *Plan* and on View Submitted Tasks and Targets, **Go to Task**.

Performance Management Appraisals

On this page, you can access your development functions and view Performance management notification messages.

Performance Management Task List

Expand All | Collapse All



Focus Task	Start Date	End Date	Go to Task
▲ UP SPMS I 2022 (IPCR)	01-Jan-2022	31-Jul-2022	
Set Tasks and Targets	01-Jan-2022	31-Jan-2022	
View Submitted Tasks and Targets	01-Jan-2022	31-Jul-2022	
Appraisal: Individual	01-Jul-2022	31-Jul-2022	








Scorecard Details

Step 3: You can click the **arrows** on the left to show all details.

Performance Management >
Scorecard Details

Name	TEST PLAN - JLP V 2022	Tasks and Targets Setting Deadline	30-Jun-2022
Start Date	01-Jan-2022	End Date	31-Dec-2022
Full Name	<input type="text"/>	Assignment Number	<input type="text"/>
Department	<input type="text"/>	Job Name	Administrative

Details	Function Name	Line Of Sight
	SAMPLE FUNCTION 1	
	Created By <input type="text"/>	Actual Accomplishments
	Aligned With	Goal
	Key Performance Indicator KPI 1	Budget
	Measures (Metric) METRIC 1	Accountable Office/Unit
	Target TARGET 1	Quality
	Start Date 01-Jan-2022	Efficiency
	Function Group Strategic Initiative	Timeliness
	Percent Distribution 25	Remarks
	SAMPLE FUNCTION 2	
	SAMPLE FUNCTION 3	
	SAMPLE FUNCTION 4	