Western Cape Government



PERMIS

User Manual

Annual Assessment (Level 1 to 12)

Compiled by:

- Directorate Performance and Priority Unit and
- Directorate Economic Governance and Administration

CORPORATE SERVICES CENTRE

DEPARTMENT OF THE PREMIER

Version 4

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1. Capture Annual Assessment Employee

After you have signed in to PERMIS, the "*My Profile*" will be your landing page. When on the "*My Profile*" page select "**My Review**" on the left-hand side Menu bar, to capture your Annual Assessment.

PERMIS	54 I <	. 🖸				*
STAFF MENU	,	User Profile View Persal data, Issue man	agement, User rights and privilege, Permis history a	and more.		Select date to change timeline (history) 2019-04-05 Timeline
Agreement	- 17	PERSAL DETAILS ISSUE MANAGEMENT NO	TIFICATIONS		8	No activities recorded on 2019 05, please select another date
🖹 User Manual 🛱 Logout	ls ~	Employee Details				view present or historical time
		Persal Number 55554784		Sumame BOOYSEN		
		Fulname HERALDINE		Initial H		
		Gender Female	Race	Date of Birth 22-AUG-87	Disability No	
		Home Language	Salary Level 9	Department DEPARTMENT OF THE PREMIER	Component ECONOMIC/GOVERNANCE AND ADMINISTRA	
		Job Title CHIEF ANALYST DEVELOPER	Rank INFO TECH + REL SR9	Nature of Appointment FIXED APPOINTMENT: OFFICER PERMANENT	Sub Component	
		Post Job Title CHIEF ANALYST DEVELOPER	Job Class PROFESSIONALS	Contractor No	Probation No	
		Location CAPE TOWN	OSD Status NO	Acting No	Acting Component	
		Appointed Number	Appointed date 01_APR_12	Start Date 01_ADE_12	Seniority	

1.1. Select Annual Assessment

After you have selected the "*My Review*" tab the below screen will be displayed. Please follow below steps;

- 1. Select the relevant Performance Cycle year to ensure you work on the right review
- 2. Select the correct Review Type. This should be "Performance Review"
- 3. Select the "Annual Assessment will be (April March) as the review period.

÷ ↑ 12 12 13 14 14 14 14 14 14 14 14 14 14 14 14 14	PERMIS 4 eroldene (50054784) STAFF MERU Dashboard Agreement My Reviews User Manuals ~ Logout	I ←	2018/20 VIEW KR/	1 na mud a D19 AS TRAINING F	nce R assessm	Review nent is open for the capturin PERFORMANCE REVIEW ORE	2	oth the employee an	d superv	VISOF. MID YEAR ANNUAL A	REVIEW (1 APR	3 (19-30 SEP 2019) HR 2018-31 MAR 201		Signoff Due Da Č	Employee signoff Employee signoff Eupervisor Signoff Supervisor Signoff Cosing date 21-03-2019 Date/Time keft 01 weeks and 02 days - 15 0650
		Р	PERFOR	MANCE AGREEMEN	т							PERFORM	MANCE REVIEW	Progree	\$\$
		v	Weight	Key Result Area								Agreed Rating	Score %		Overall Rating
		3	30	Systems Analysis								0.00	0.00		
		3	30	Liaison with client								0.00	0.00		KRA Progress
		3	30	Quality control (ensu	res techn	nical and functional standards a	ire observed)					0.00	0.00		
		1	10	Training								0.00	0.00		Update Training Progress
													0%		
															Employee Progress
		© 201	12 - 2018	8 Western Cape Gow	Do m	nore with Microsoft Edge – th	e fast, new brows	er built for Windows 1	0.	c	hange my default	Don't ask again	×		Supervisor Progress

1.2. Key Result Area (KRA)

The weights in the annual assessment should be the same as the Performance Agreement (KRAs as well as outputs - as this covers the entire performance cycle. There are to be no changes to the weights of KRAs or Key Outputs in the annual assessment.

- 1. To score your Key Outputs you must first select one of your KRA's as displayed on the screen below,
- 2. The Key Output(s) of that KRA will be displayed as per below screen, Click on the Key Output to capture self-rating, employee progress and barriers.

PERMIS 4.18.09.13	l←	0										····
Emmanuel Blaise (50000006)	REVIEW H	KRAS	S FINAL SCORE TRAINING								75	Closing date
STAFF MENU	PERFO	ORM	IANCE AGREEMENT				PERFOR	MANCE F	REVIEW		10	30-09-2018 Date\Time left
Dashboard	Weight	n K	Ley Result Area				Weight	Agreed Rating	Score 1	6	0	02 weeks and 03 days - 14:32:54
Agreement	30	1	KRA		30 0.00 0.00							
My Reviews	30	2	KRA				30	0.00	0.00			ing .
Employees	30	3	KRA				30	0.00	0.00			
ADMIN MENU	10	K	iR44				10	0.00	0.00			KRA progress
Manage Users							100%		0%			40.0%
E Manage Adhoc	KRA RAT	ATING	i		KRA SCORE							Employee progress
Manage Dates	0.00	0.00 0%								38.6%		
Manage Issues Permis Manager	2. KRA	2 KRA 🖸								Supervisor progress		
System Reports	PERFC	ORM	IANCE AGREEMENT			SELECTED REVIEW RATINGS						
Logout	Weight	it. J	Key Output				ht Staff Super		Agreed	Score		
	100	1	DEMO4			0	0	0	0	0.00		
	100%					0%				0.00	2	
	GENERI	RIC A	SSESSMENT FACTORS (GAFS)									
	Not Appl	olicab	Ne								_	
	a 2010 - D		Mantain Cana Country and All data invested									

1.3. Key Output Weight and Self Rating

After you have selected the **Key Output**, below screen will be displayed. Please follow below steps; The weights in the annual assessment should be the same as the Performance Agreement as this covers the entire performance cycle. There are to be no changes to the weights of KRAs or Key Outputs in the annual assessment.

- 1. Capture your **Rating** (the rating can be 1-4, it can only be whole numbers)
- 2. Capture the Employee Progress/Actions
- 3. Capture Employee Barriers
- 4. Select Save to save information captured

PER	MIS 4.18.09.13	← □		** 🏾 🖗
Emm	STAFF MENU My Profile	REVIEW KRAS FINAL SCORE	ULTARE 2 demo 2 Idemo 2 Idemo 2 MANCE STANDARDS while rating these outputs:	Closing date 30-09-2018 Date/Virme left 22 weeks and 03 days -
n	Dashboard	Weight Key Result Area	Score %	14:34:04
Ê	Agreement	30 1. KRA	Output Weider %) Employee rating Supervisor rating Agreed rating Score 0.00 100 × 0 0 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 <th>Progress</th>	Progress
	My Reviews	30 2. KRA		Overall rating
	Employees	30 3. KRA	Employee Progress/Action	
		10 KRA4		KRA progress
Θ	Manage Users		0%	20.0%
81	Manage Adhoc	KRA RATING		Employee progress
Ē	Manage Dates	0.00	Employee Barriers	19.4%
۵	Manage Issues	1 KRA	4	Supervisor progress
	Permis Manager			
di i	System Reports v	PERFORMANCE AGREEMENT	os	
	Logout	Weight Key Output	Supervisor Comments Agreed Score	
		100 demo	0 0.00	
		100%	0.00	
		GENERIC ASSESSMENT FACTOR		
		Acceptance of responsibility	CLOSE SAVE	5
		© 2012 - 2018 Western Cape Governm	ent All rights reserved.	

*Please note these steps must be followed for all key outputs that must be captured

1.4. Update Training Needs

After scoring your key outputs, you will need to update the Training Progress against the training needs selected in the Performance Agreement and Mid-Year Review as per below steps;

- 1. Select the **Training Tab** (below screen will display)
- 2. Select the KRA's that have Training needs captured against it.
- 3. The captured training will display in red below,

PERMIS 4 Heraletine (55554784) STAFF MONJ ▲ My Profile → Dashboard ▲ Agreement ✓ My Reviews ▲ User Kanuals ✓ → Logout	Performance Review Performance Review The annual # on for the capturing of scor 1 20182019 REVERV KRAS TRAINING AUA SCORE CAPTURE TRAINING NEEDS SELECT KEY RESULT AREA/ OBJERTS ANALYSIS	es by both the employee and supervisor.	UAL ASSESMENT (1 APR 2018 - 31 MAR	2019) CO 2019	Signoffs Employee signoff Pending signoff Supervisor Signoff Due Date Closing date 31:03:2019 Closing date 31:03:2019 DeterTime Reft 15:00:13 Progress
	Courses TIL Foundation	Provider Department-Specific	Category Centre for 6-Innovation	Time Frame Daty	Update Training Progress Update Training Progress Employee Progress Supervisor Progress

1.4.1 Training need update continue...

After you have selected the training need, below screen will be displayed. (Please note you are not allowed to capture any training in the Annual Assessment, only update the status of the training.) [training needs should, at this stage have been captured in the new PA]

- 1. Select Training Completed and update with either 'Yes' or 'No'.
- 2. If Yes you can save and continue. If No another field will display.

PERMIS 4		🤹 🔒
Heraldine (55554784)		Signoffs
STAFF MENU My Profile	Performance Review The annual assessmer BACK / CLOSE ECapture Training Need	Employee signoff Pending signoff Supervisor Signoff
A Dashboard	Training provider *	Pending signoff
Agreement	2018/2019 V F Department Specific V R 2019) V	Due Date
My Reviews	REVIEW KRAS TRAINING FINAL SCOR	Closing date 31-03-2019
Logout	CAPTURE TRAINING NEEDS moagsolg	Date\Time left O1 weeks and 02 days - 14:59:35
	SELECT KEY RESULT AREA / GENERIC ASSESS	Progress
	Systems Analysis	Overall Rating
	8 / 3000 Courses Time Frame *	35.0%
	TTIL Foundation Daily Daily	KRA Progress
	K Training Completed *	100.0%
	Yes 1	Update Training Progress
	CLOSE SAV	
		Employee Progress
	2	50.3%
		Supervisor Progress
		1000
	© 2012 - 2018 Western Cape Gow Do more with Microsoft Edge – the fast, new browser built for Windows 10. Change my default Don't ask again ×	

3. If you indicate "**No**", a text field will display that will require the employee to provide reason(s) as to why training was not completed. See below screen.

	PERMIS 4						🐴 🙆
	Heraldine (55554784)	Performance Re	viou			Signoffs	
	STAFF MENU	The annual assessme	BACK / CLOSE				Pending signoff
A	Dashboard		ECapture Training Need		00		Supervisor Signoff Pending signoff
	Agreement My Reviews	2018/2019 ~	Department Specific Select Course *	AR 2019)	• •	Due Date	
8	User Manuais 🗸 🗸	REVIEW KRAS TRAINING FINAL SCO	ITIL Foundation	w.		Ŭ	Closing date 31-03-2019
Ô	Logout	CAPTURE TRAINING NEEDS	moagsdfg		$\bigcirc \bigcirc$	Ŭ	Date\Time left 01 weeks and 02 days - 14:59:17
		SELECT KEY RESULT AREA / GENERIC ASSES Systems Analysis				Progress	•
				8/3000			Overall Rating
			Time Frame *		e Frame		
		<	Training Completed *	Uanj	2		100.0%
				×			Update Training Progress
			Reason for not having completed this training *				
				3			Employee Progress
							Supervisor Progress
		© 2012 - 2018 Western Cape Gow Do mo	re with Microsoft Edge – the fast, new browser built for Windows 10. Change my defau	lt Don't ask again 🛛 🗙	<		

*Please note that above steps must be followed to update-all training need.

1.5. Sign off

- 1. Select "I had a discussion with supervisor and Agree with this Performance Review"
- 2. Select Sign off



- 3. Below screen will display if you **Disagree**
- 4. Capture the **Reason why you Disagree**, then click submit.

STAFF MENU My Profile Dashboard Agreement	Performance Review The annual assessment is open to	in the capturing of scores by both the employee an	nd supervisor.	00	Signoffs Employee signoff Pending signoff Supervisor Signoff Pending signoff
My Reviews User Manuals ~	2016/2019 • PERFO	ORMANCE REVIEW	ANNUAL ASSESMENT (1 APR 2018 - 31	MAR 2019) •	Due Date
	KEY RESULTS AREA TOTAL PERFORMANCE AGREEMENT Weight Key Reach Area 30 Systems Analysis 30 Laison with client 30 Quality control (emures technical and funct) 10 Training	Confirm employee signoff I had a discussion with my supervisor and J I had a discussion with my supervisor but D Rease enter reason why you disagree with you Rease enter reason why you disagree with you	AGREE with this Performance review.	Agreed Score 5 30 99 30	Committee left 20 version and 0.4 days - 1.4.5.1.5.3 Progress Overall Rating Council Rating RRA Progress 100.0% Update Training Progress 100.0% Employle Progress Supervisor Progress
			CLOSE SUBMIT	5	100.0%

2. Capture Annual Assessment (Supervisor)

Each employee has selected a relevant supervisor who is responsible to assess their performance. On the supervisor screen, the supervisor has the **Employee tab** through which he/she has access to all his/her subordinates. To assess their performance, please follow below steps;

- 1. Select the *Employee tab* on the left-hand side
- 2. Select the **relevant year** of review
- 3. Select the **Performance Review**

+	STAFF MENU My Profile		My Employees	nance contract.					
n	Dashboard						2		<u>(</u>
ė	Agreement	2018/2019		PERFORMANCE AGREEMENT				, 	
	My Reviews			PERFORMANCE AGREEMENT					
	Employees	STAFF CAPTU	RE TRANSFER AGRE	EMENT STAFF REPORT					
6	User Manuals ~								
	ADMIN MENU	PERFORM	IANCE AGREEMEN	IT FOR 2018 CYCLE				I SIGN	OFF 🖌 UNSIG
\$	Manage Issues	DIDECT SUDO	ODINATES ALL SUDO	DOMATES					
				23171132311141					
۵	Logout	bitteer oobo							
Ô	Logout		- entries				Search		
8	Logout	2	 entries Persal no. 	🖅 Surname / Full Names	≂ Job Title ≂	Level	Search.		
â	Logout	2	Persal no.	F Surname / Full Names Booysen, Heraldine	문 Job Title 문 Chief Analyst Developer	Level 9	Search: Staff Sign Off 2018-10-10	F Super. Sign Off 2018-10-10	<i></i>
â	Logout	2	entries Persal no. 55554784 54303320	Surname / Full Names Booysen, Heraldine Mongana, Bongiwe Olivia	후 Job Title 후 Chief Analyst Developer Project Manager	Level 9 10	Search F Staff Sign Off 2018-10-10 2018-05-04	F Super. Sign Off 2018-10-10 2018-10-10	77
8	Logout	2	- entries Persal no. 55554784 54303320 26068761	Surname / Full Names Booysen, Heraldine Mtongana, Bongtwe Ottwa Pinzi, Avabuleta	F Job Title F Chief Analyst Developer Project Manager Project Manager	Level 9 10 9	Search: F Staff Sign Off 2018-10-10 2018-05-04 2018-10-05	 Super. Sign Off 2018-10-10 2018-10-10 2018-10-10 	7

The following screen will be displayed after you have selected the Performance Review. On this screen the supervisor needs to;

- 1. Select the correct Review type/period you want to work on.
- 2. Select the Employee which you want to assess.

PERMIS 4	- 0						* 🖲
STAFF MENU My Profile	My Employees Assessing performance and p	roviding feedback.					্রভ
Agreement My Reviews	2018/2019 •	PERFORMANCE REVIEW		•	MID YEAR REVIEW		1
Employees	STAFF CAPTURE TRANSFER AGREEMENT	TAFF REPORT			ANNUAL ASSESSMENT		
ADMIN MENU	PERFORMANCE REVIEW FOR 2018	YCLE				SIGN OFF	🖌 UNSIGN
Logout	DIRECT SUBORDINATES						
	Show 10 - entries				Search		
	Persal no. 🖛	Sumame / Full Names	F Job Title F	Level	≓ Staff Sign Off		
	26068761	Ayabulela Pinzi	Project Manager	9	2018-10-25	2018-10-25	*
	55554784	Heraldine Booysen	Chief Analyst Developer	9	2018-10-25	2018-10-25	*
	Showing 1 to 2 of 2 entries					Previ	us 1 Next
0	2012 - 2018 Western Cape Government All rights re	served.					

2.1. Rating the Key Result Area (KRA)

After you have selected the employee you would like to review the screen below will display. This screen allows the supervisor to score each of the key outputs as completed by employee. To rate employee, the supervisor must do the following;

- 1. Select a KRA by clicking anywhere in the KRA line
- 2. Once you have selected the KRA the key output will display as seen below.

	PERMIS 4	l←	0		P. 6
±	STAFF MENU My Profile Dashboard	2	Heraldine Booysen's Performance Review Review is closed for capture, see reason(s) balow > Yore (Nacimations and and and all 31 20 2010 have detread		Signoffs Employee signoff Pending signoff
ė	Agreement			00	Supervisor Signoff Pending signoff
2 	My Reviews Employees	2018/	019 • PERFORMANCE REVIEW • ANNUAL ASSESSMENT (1 APR 2010 - 3 1	MAR 2019) •	Due Date Closing date 31-03-2019
\$	ADMIN MENU Manage Issues	KEY RES	AA TRADING FINAL SCORE	 (1) 	Date\Time left 00 weeks and 00 days - 00:00:00
Ô	Logout	PERFO	RMANCE AGREEMENT	PERFORMANCE REVIEW	Progress
		Weight	Key Result Area	Agreed Rating Score %	Overall Rating
		30	Systems Analysis 0	0.00 0.00	KRA Progress
		30	Liaison with client C	0.00	
		30	Quality control (ensures technical and functional standards are observed)	0.00	Supervisor Comment
			ining	0.00	Supervisor Comment
	$\begin{bmatrix} 1 \end{bmatrix}$			0%	
					Employee Progress
					66.7%
		© 2012 - 20	18 Western Cape Government All rights reserved.		

After you have selected a Key Output the below screen will display. The supervisor must do the following;

- 1. Capture the Supervisor Rating
- 2. Capture the **Agreed Rating** (This should ideally happen after the discussion with the employee as per the approved Performance Management Policy.)

- 3. Capture the **Supervisor Comments** [if the agreed score is a 4, this must be motivated thoroughly].
- 4. Click on the **Save** button to save information (If an employee-has overall KRA Agreed Rating of less than 3 that rating will be highlighted in red, meaning that the employee requires development on that KRA).

PER	MIS 4.18.09.13 dine (55554784)	←	0	KEY RESULT ARE	A: 1. KRA		1			2			Supervisor Signoff
	STAFF MENU My Profile Dashboard Agreement	2018/2 REVIEW KI	2019	KEY OUTPUT: demo Please consider the 1. test Output Weight (%) 100	Employee rating	Supervisor rating	Agreed range	tputs:	Score 4.00		2	Suppo Due D	In the second se
		PERFO	RMANCE AGREEMENT	Employee Progress/Action SPS								0 0	Cosing date 30-09-2018 Date\Time left 02 weeks and 03 days - 09 01-02
• •	Manage Users Manage Adhoc Manage Dates	30 30 30	Key Result Area 1. KRA 2. KRA 3. KRA	Employee Barriers PPS						3/3900	Score % 1.20 0.90 0.90	Progr	Overall rating
بې ۱۱-	Manage Issues Permis Manager System Reports ~	10	KRA4							3 / 3900			KRA progress 100.0%
	Legout	1. KRA	RMANCE AGREEMENT	Supervisor Comments							3		Employee progress
		Weight	Key Output demo						CLOSE	SAV	Agreed		B0.0%
		GENERIO © 2012 - 20	assessment Factors	s (GAFS) ent All rights reserved.							4		

*Please note these steps must be followed for all KRA's with Outputs.

5. The below screen will display if a user has a rating of less than 3 in the Annual Assessment. This popup will guide the user on the next action in term of a process that must be followed.

PERMIS 4	← :								
Deon Wallace (50062590)	REVIEW KR	Due Da	Closing date 30-04-2019						
My Profile Dashboard	KEY RESU	ILTS AREA TOTAL					$\bigcirc \textcircled{1}$	Q	Date\Time left 04 weeks and 00 days - 10:46:05
Agreement	PERFOR	MANCE AGREEMENT			PERI	FORMANCE	REVIEW	Progres	55
My Reviews	Weight	Key Result Area			Agree	ed ig S	core %		Overall Rating 75.0%
Lingsbyees	30	Systems Analysis	The overall rating for one/some Key Result Area have indicated not		2.50	0	75		KRA Progress
User Manuais V	30	Liaison with client	effective/partially effective performance. Any training needs for the pert Performance Cycle should have been indicated in the		3.50		05		100.0%
ADMIN MENU	30	Quality control (ensures technical and functional standards are of	Performance Agreement of the next cycle. It should be noted that if a		2.50	0	75		
Manage Issues	10	Training	specific training need does not reflect in the PA, the Personal Development Plan in a PA can be amended throughout the relevant		3.00	0.	30		Supervisor Comment
Logout			performance cycle.			9:	5%		
									Employee Progress
	TRAINING		OK				$\bigcirc \bigcirc $		66.7%
									Supervisor Progress
	PERFOR	MANCE AGREEMENT		SELEC	TED KEY OU	ITPUT RATIN	GS		67.5%
	Weight	Key Output		Staff	Super.	Agreed	Score		
		Provide Training to users		2	3	3	3.00		
	100%						3.00		
	GENERIC	GERRIC ASSESSMENT FACTORS (GAFS)							
	Communic	Communication, Interpresental vehiclonologie							
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2.2. Capture Final Supervisor Comment

After all the above has been completed the supervisor must capture his/her final comments under the tab Final Score.

- 1. Select final Score
- 2. Capture Supervisor comments
- 3. Save Supervisor comments
- 4. After the supervisor has assessed the subordinate, the employee's the level of performance will be highlighted based on the percentage achieved.

O iii https://per	nis westerncape.gov.za/permist/permist.review.html?p=8A7989DD7AF28828D75F9A16C003D5378C6E0B45E5DC8BAECFA2AD924530785E4CD7148CEF1AAE1FE9826723915ED880F71193AF4074982F	Q ☆ 🕕
PERMIS 4 Deon Wallace (50062590)	I← C Heraldine Boovsen's Performance Review	signons
STAFF MINU	The annual assessment is open for the capturing of scores by both the employee and supervisor.	Employee signoff Pending signoff
My Profile		Supervisor Signoff
Agreement	1 • PERFORMANCE REVIEW • ANNUAL ASSESSMENT (1 APR 20 3 •	Due Date
My Reviews	REVEWIRAS TRANNO FIRM SCORE	Closing date 30-04-2019
User Manuals ~	FINAL RATING	Date\Time left 04 weeks and 00 days - 10.39.38
ADMIN MENU	FINAL SCORE	Progress
Manage Issues	90%	Overall Rating
	Appeved	KRA Progress 100.0% Supervisor Comment
	813000	10
	PERFORMANCE CATEGORY LLVEL1 LLVEL2 LLVEL3 LEVEL4 FRMAL SCORE (%) 0.65% 67.99% 100.119% 129.13%	Employee Progress
		Supervisor Progress
	4	87 YA
	© 2012 - 2018 Western Cape Government All rights reserved.	
		e Show al

2.3. Sign off

After all the areas have been completed and all the progress bars on the right-hand side are of the screen green and at 100%, the supervisor should inform the subordinate who will then be required to sign off before the supervisor can sign off.

After the user/subordinate has signed off, the system will send notification to the supervisor to inform him/her that the subordinate has signed of his/her Annual Assessment, after which he supervisor can sign off the Annual Assessment.

Please note the system will not allow for sign off, if all areas of the Annual Assessment were not completed.

PERMIS 4 Deon Wattace (50062590) STAFF MERU My Profile Dashboard Agreement	I ← C Heraldine Booysen's Performance Review The annual assessment is open for the capturing of scores by both the employee and supervisor.	Signoffs Employee signoff Bupervice Signoff Bupervice Signoff
My Reviews My Reviews Employees User Manuals	2018/2019 • PERFORMANCE REVIEW • ANNUAL ASSESSMENT (1 APR 2016 - 31 MAR 2019) • REVEW \$\PARA\$ TRANNA FINAL SCORE • • • •	Closing date Closing date 3.044-2019
ADDARA MURAU	ACTIONE SUPERVISION COMMENT -	Progress Overall Rating KRA Progress Bigervisor Connent
	87300 PERFORMANCE CATEGORY LEVEL 1: LEVEL 2 LEVEL 3 LEVEL 4 FINAL SCORE (%) 0.66% 67.95% 700-115% 120 - 133%	Horn Employee Progress Supervisor Progress Hon an

The supervisor will be required to sign off after the subordinate has signed off, please see the below screen and the following steps;

- 1. Sign off the Annual Assessment by scrolling the **Supervisor Signoff** to the right.
- 2. Select one of the options as displayed below. If you Agree than you can Signoff.

PERMIS 4	le □	× 🛞
Deen Walkee (5002/30) STAFF MENU My Profile Dashboard Agreement My Reviews	Heraldine Booysen's Performance Review Review is closed for capture, see (reason(s)) helow. - Not adjust of your review on 18 of 2015	Bignotts Employee signal © 0-04-2019 © 3tell approved content. Supervise Signet Pending signet
🚓 Employees	2018/2019 • PERFORMANCE REVIEW • AANKUAL ASSESS (83) MAR 2019) •	Closing date 30-04-2019
ADMIN MENU Manage Issues	REY RE SAREA TOTAL	Date\Time left 03 weeks and 04 days - 14:48:59
Logout	PERFORMANCE AGREEMENT I had a discussion with my employee but DISAGREE with his Parformance review. PERFORMANCE AGREEMENT D OR 2	Overall Rating
	30 Systems Analysis 30 Submovith deet	KRA Progress
	30 Quality control (ensures technical and functional standards are observed) 3.00 9.90 10 Topical 3.00 9.00	100.0% Supervisor Comment
		100%
		Employee Progress
		Supervisor Progress 100.0%
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If you have selected the disagree option, you will be required to complete below screen.

- 1. Capture the **Reason why you Disagree** in the text area below.
- 2. Then **Submit**

PER	MIS 4.18.09.13	201	l←	0		🌇 🍖
÷ ^	STAFF MENU My Profile Dashboard Agreement		6	Performance Re The mid-year review is	View open for the capturing of scores by both the employee and supervisor.	Signoffs Employee signoff Supprvisor Signoff Pending signoff
2	My Reviews		2018	V2019 ~ I	VERFORMANCE REVIEW (01 APR 2018 - 30 SEP 2018) ~	Support
	Employees Access Manage Users Manage Osers Manage Dates Manage Dates Permis Manager System Reports Logout	×	REVIEW F	KRAS TRANKG FINAL SCOR ISULTS AREA TOTAL ORMANCE AGREEMENT 1 Kry Result Area 2 KryA 2 KryA 5 KryA	Confirm employee signoff I had a discussion with my supervisor and AGREE with this Performance review. I had a discussion with my supervisor but DISAGREE with this Performance review. Please enter reason with your disagree with your supervisor on this review. This is a required fail	Automated user guide Cue Date Cue Coard Cue Coard Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue Cue
					close summer 2	100.0% Supervisor progress
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3. Print PDF

Once the Review has been completed and signed off by both employee and supervisor you can print a report. Please note the system allows both supervisor and subordinate to print a PDF report of all the information captured on the system. If an Annual Assessment is not complete you will still be allowed to print but the print-out will have draft watermarks on it. The draft watermark will be removed automatically once all the areas on the Annual assessment was completed. Please note that no document will be accepted by the Performance and Priority Unit if in draft format.

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4. Additional information

On the right-hand side, you can see your timeline, which is an audit trail of all activities on the system. For example, any changes made to the Performance Agreement, Mid-Year review or Annual Assessment.

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