



# TIMES Appraisal

Form Reference Guide  
for Users

## Disclaimer

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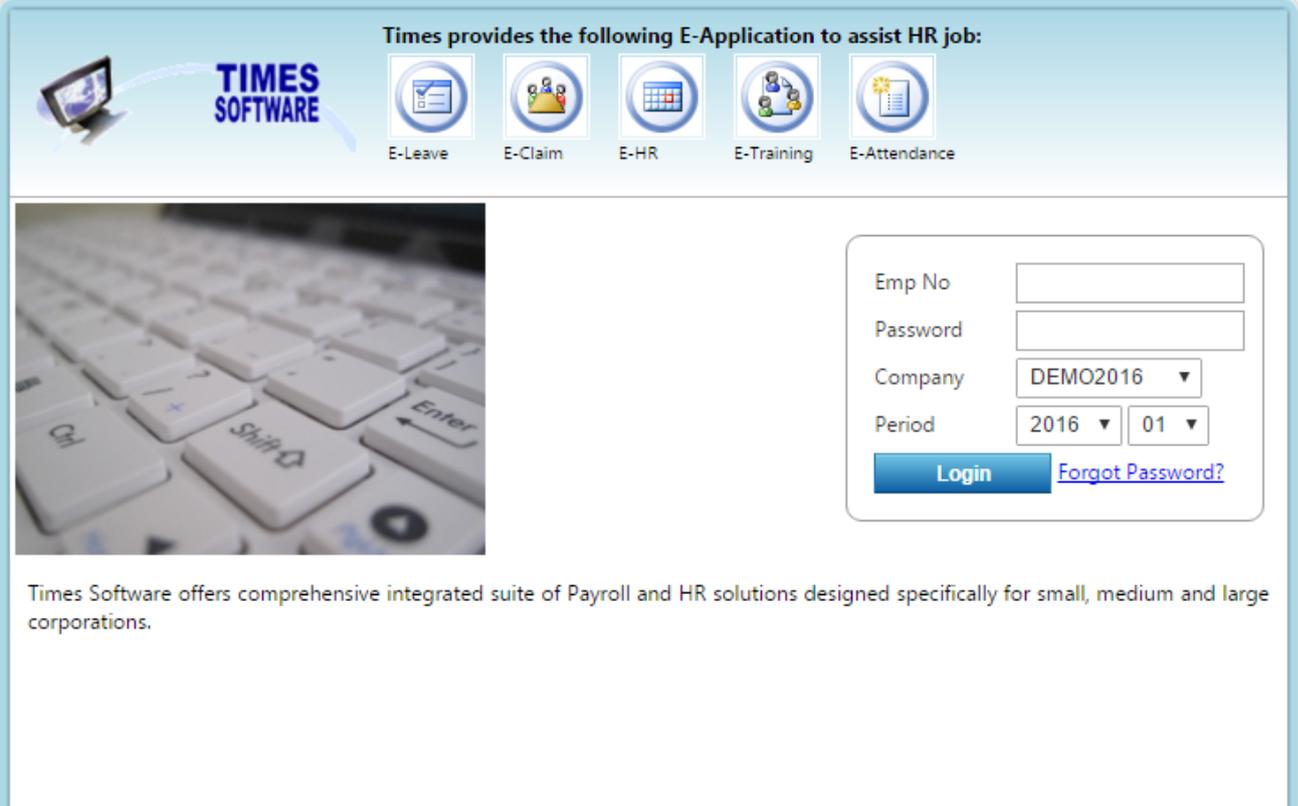
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## Chapter 1. First time logging into the TIMES Appraisal

Open your internet browser and enter the URL address to access the TIMES Solution portal login web page, example: <http://www.myportal.com/esolution/Signin.aspx>

An example of the login page is shown below.



Times provides the following E-Application to assist HR job:

- E-Leave
- E-Claim
- E-HR
- E-Training
- E-Attendance

Emp No

Password

Company

Period

[Login](#) [Forgot Password?](#)

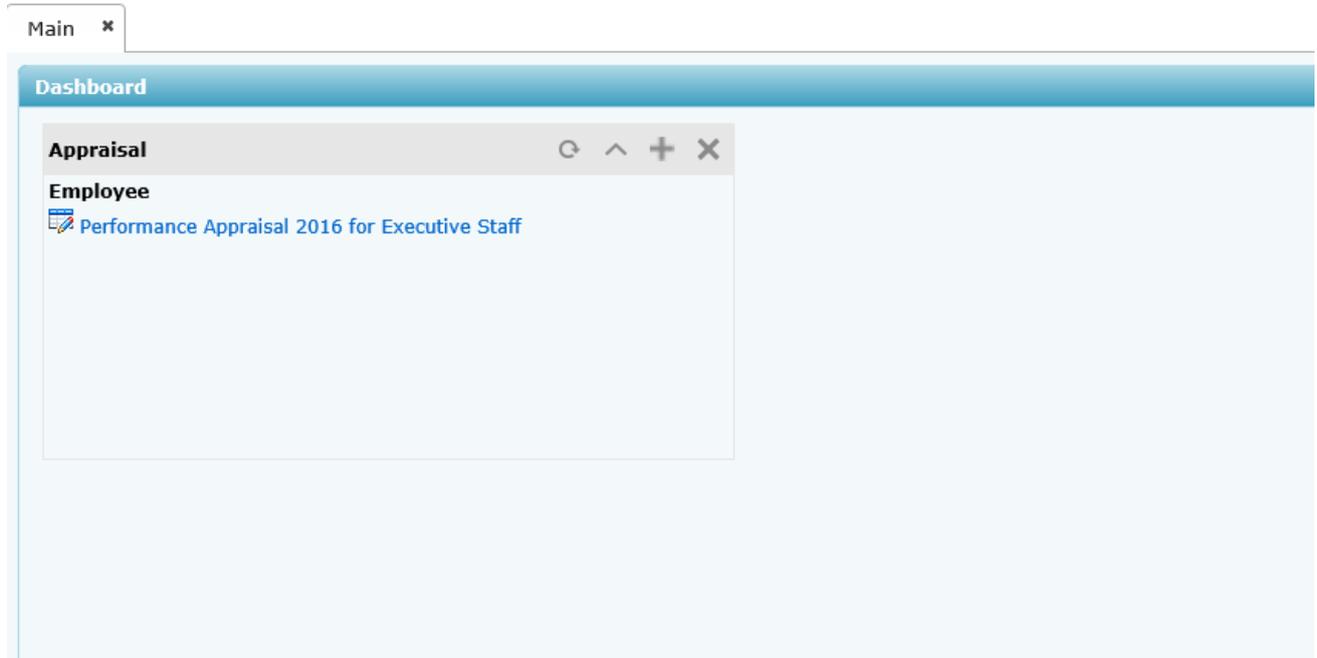
Times Software offers comprehensive integrated suite of Payroll and HR solutions designed specifically for small, medium and large corporations.

1. Click on the “Company” drop-down list to see a list of available companies and choose the one that you want to access to.
2. Key in your login id at “Emp No”.
3. Key in your password at “Password”.
4. Click the  button to login into the system.

## Chapter 2. Dashboard

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After logging into the system, you will be presented with your dashboard.



The dashboard shows you a list of items that require your attention.

You can click on any of the items to access it.

## Chapter 3. Accessing the Appraisal Form

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To access your appraisal form click on the **Appraisal Form** option in the Employee menu.

If you are the appraiser for your reporting employees click on the **Review Appraisal Form** option in the Supervisor menu to see their appraisal forms.

## Chapter 4. Appraisal Form Common Features

We will describe the common features of TIMES Appraisal’s appraisal form in this chapter.

Do note that your actual web appraisal form is unique and tailored to your organisational needs. For the purpose of explaining the common features of this form we will use a generic web appraisal form as reference and although it differs in content and design from your actual form the common features are similar.



Always remember to click the  button to save your appraisal entries.

### 4.1 Searching and Retrieving the Appraisal Form

To retrieve the appraisal form click on the “Appraisal Form” and “Review” to choose your criteria and click on  button.

Appraisers can choose to see specific appraisee’s form. Click on the  button to choose an employee.

### 4.2 Appraisal Form Status and Review Period

“The Start / End Date” located on the right side of the web page indicates the selected appraisal review period. It is best to complete your appraisal before the review period ends.

The “Status” indicates whether the appraisal form is pending for someone’s action, completed or rejected.

If the person’s name is marked with green text this indicates that the appraisal form is pending for that person’s action.

Status : CHRIS DAVID LIONEL MARIA ACKNOWLEDGE BY CHRIS

If the persons' names are marked with red text this indicates that one of the appraiser had rejected the appraisal form. The appraisal form will be routed back to the appraisee and the appraisee can make amendments and re-submit the form.

Status : CHRIS DAVID LIONEL MARIA ACKNOWLEDGE BY CHRIS

If no one is marked with green or red text this indicates that the appraisal has been completed.

### 4.3 Each Appraisal Form Page is a Tab

Status : CHRIS DAVID LIONEL MARIA ACKNOWLEDGE BY CHRIS

Section 1 Section 2 Section 3 [Result Details](#)

**Goal Settings**

Questions	Weight	Sys Score	Christopher Lee Ta
* First Goal Setting	70 % ⓘ		Score

To navigate the different pages of the appraisal form just click on the tabs.

### 4.4 Goal Settings or KPIs

**Goal Settings**

Questions	Weight	Sys Score	Christopher Lee Tan Ming[E001]
* First Goal Setting To complete 20 projects within a year.	70 % ⓘ	Score 3 ⓘ	Remarks I have completed 18 projects. 2 projects on-going due to shipping delay.
Second Goal Setting To design the appraisal system	30 % ⓘ	Score 4 ⓘ	Remarks Completed the design of the appraisal system.

Goal settings or KPIs (also known as **Self Define Questions**) allows you to fill in your objectives, weight percentage of these objectives and score them accordingly.

The weight percentage for all objectives that you have filled in must add up to 100%.

If you want to see the conditions and legends for the weight percentage and score just click on the ⓘ button.

## 4.5 Performance Factors or Criteria

Performance Factors		
Questions	Sys Score	Christopher Lee Tan Ming[E001]
* Knowledge of Work	Score 3	Remarks I have 5 years of experience.
* Quality of Work	Score 4	Remarks I always deliver the best.

These might be a list of performance factors or criteria (also known as **Pre-Define Questions**) that you just choose the scores for them.

If you want to see the legends for the score just click on the button.

## 4.6 Freefield or Free Form Questions

Free Form Discussions		
Questions	Christopher Lee Tan Ming[E001]	David Gan Dong Hai[S001]
What do you consider to be your most important achievements?	Completed the data center project in Abu Dhabi in record time and achieve 100% customer satisfaction.	
Name one weakness you would like to overcome.	I am too rigid and not flexible.	
* Are you looking into taking up training courses to improve your career?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
* What are the career path(s) that you are considering to venture into?	<input type="checkbox"/> CEO <input type="checkbox"/> CFO <input checked="" type="checkbox"/> Divisional Head <input type="checkbox"/> General Manager <input type="checkbox"/> Head of Department <input type="checkbox"/> Supervisor	<input type="checkbox"/> CEO <input checked="" type="checkbox"/> CFO <input type="checkbox"/> Divisional Head <input type="checkbox"/> General Manager <input type="checkbox"/> Head of Department <input type="checkbox"/> Supervisor
* What strategy would you like to see implemented in this company?	Staff Empowerment	More Staff Benefits

**Freefield** or free form questions are questions and discussion topics that you fill in or choose your answers and feedbacks.

There will be no scoring and weight percentages for them.

## 4.7 Appraisee Acknowledgement

Status : CHRIS DAVID LIONEL MARIA ACKNOWLEDGE BY CHRIS

Employee's acknowledgement with remarks.  Agree  Disagree

Depending on your organization's appraisal policy you can review your appraisal form after the last appraiser had approved it and decide whether you want to acknowledge the results of the appraisal.

Just click on either "Agree" or "Disagree" checkbox to tick it in order to indicate your answer and enter your comments in the text box below.

Then click on the Submit button to submit your answer to your appraisers.

Your appraisal is completed only if you agree with the results of your appraisal.

## That's it!

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You've come to the end of this guide. We hope you've found it helpful.

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