INTERNATIONAL MULTI-AWARD WINNING INSTITUTION FOR SUSTAINABILITY

ANNUAL WORK TARGET (AWT)/ MINIMUM PERFORMANCE INDICATOR (MPI) ONLINE SUBMISSION

USER MANUAL

"Give Value with Values"

MANAGEMENT SERVICES DIVISION

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

MARCH 2024

Table of Contents

DICLAIMER

Please note that information contained in this document is subject to change without prior notice. Any resemblance to actual companies, names, or data is purely coincidental unless otherwise stated. Reproduction or transmission of any part of this document, in any form or by any means, electronic or mechanical, is strictly prohibited without our express written consent.

LIST OF ABBREVIATIONS

APAR   :   Annual Performance Appraisal Report

AWT   :   Annual Work Target

KPI   :   Key Performance Indicator

MPI   :   Minimum Performance Indicator

LIST OF FIGURES

LIST OF FIGURES

CHAPTER 1: GETTING STARTED

1.1.   Accessing the Staff Appraisal System.

To access the online form for Annual Work Target (AWT)/Minimum Performance Indicator (MPI), users must first log in to the system. Follow the steps below:

1.1.1.   Open your preferred web browser.
1.1.2.   Enter the system URL: https://hrsystem.iium.edu.my/apar-user.

The system will display the login page, depicted in Figure 1.1.
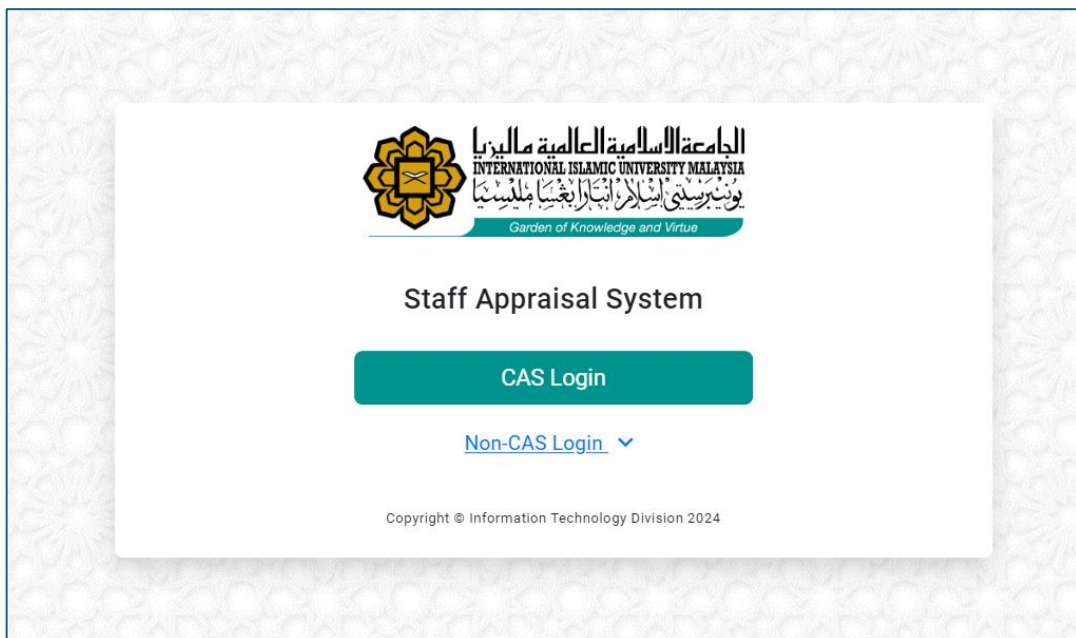
Figure 1.1: Login Page for Staff Appraisal System.
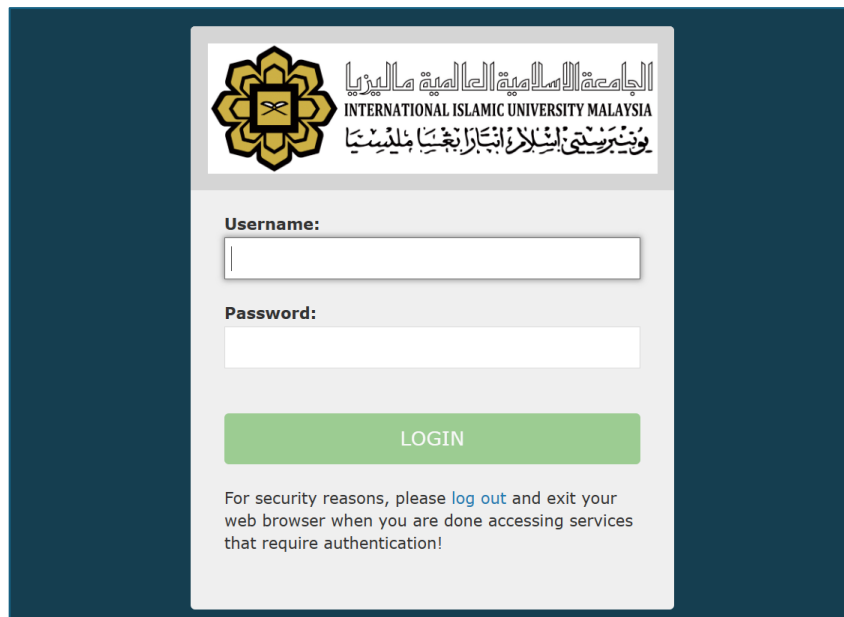
1.2.   Logging In.

Once on the login page, as shown in Figure 1.2:

1.2.1. Click on the "CAS Login" button.
1.2.2. Enter your username and password, which are identical to those used for HURIS.
1.2.3. Click the "Login" button to proceed.

Figure 1.2: Login Menu for Staff Appraisal System.

1.3.   Dashboard Navigation.

After successful authentication:

You will be directed to the Dashboard of the Staff Appraisal System, illustrated in Figure 1.3.
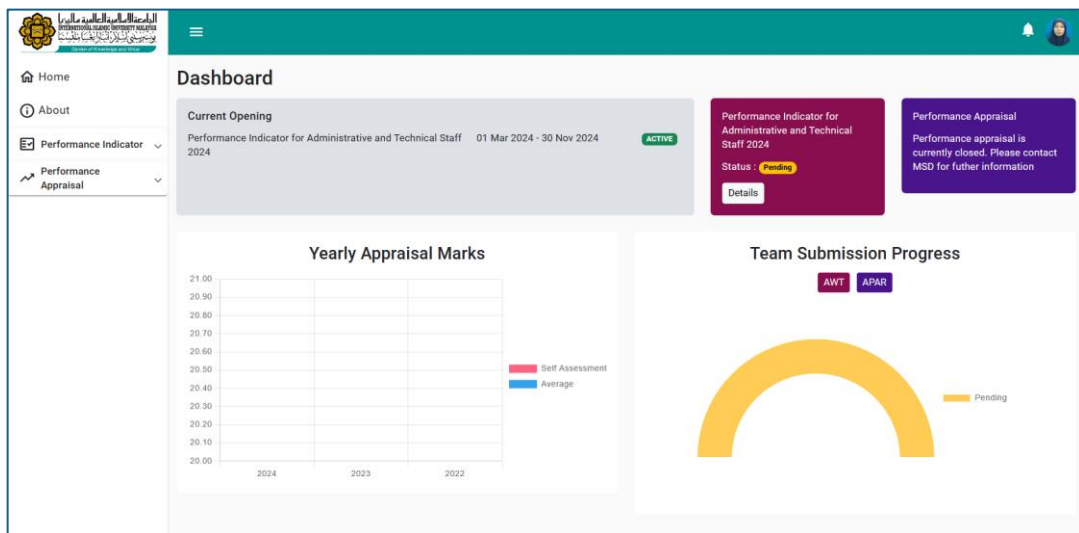
Figure 1.3: Dashboard of Staff Appraisal System.

1.4.   Ensuring Seamless Access.

These steps ensure seamless access to the Staff Appraisal System for initiating the appraisal process.

CHAPTER 2: JOB DESCRIPTION

2.1.   Accessing "My Form".

Begin by clicking on "My Form" within the Performance Indicator menu, as illustrated in Figure 2.1.
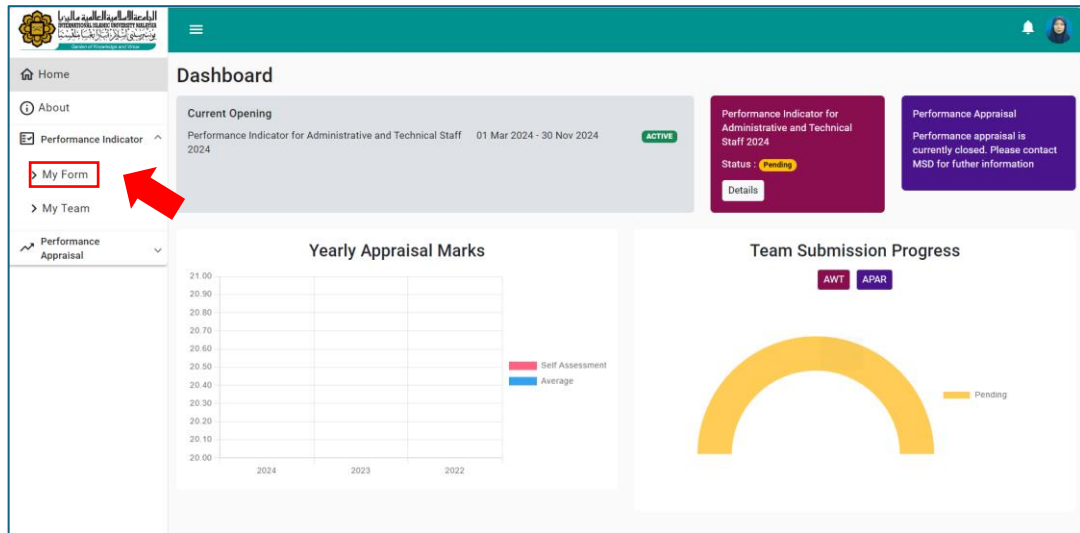
Figure 2.1: "My Form" Menu.

2.2.   Main Page of Performance Indicator Screen (My Form).

Upon clicking, user will be directed to the main page of the user's performance indicator online form.
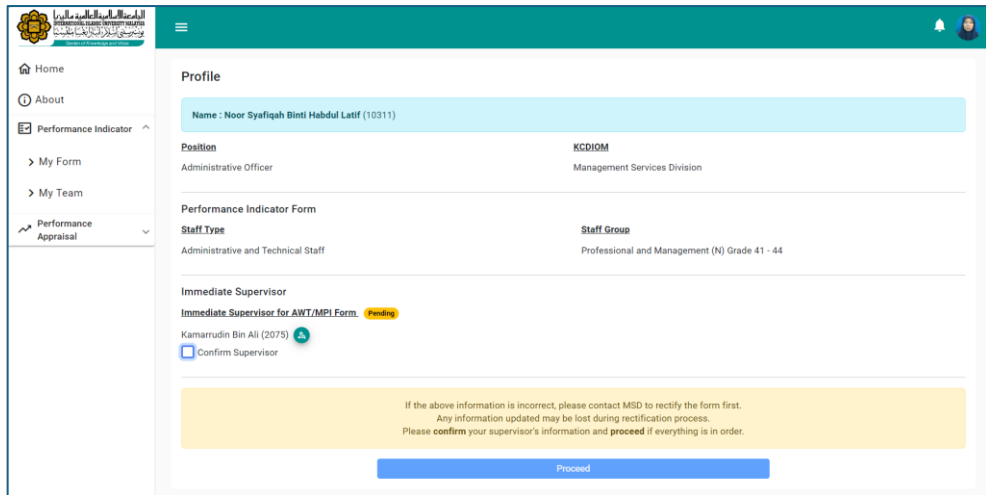
Figure 2.2: Main page of Performance Indicator screen (My Form).

2.3.   Confirming Immediate Supervisor.

Next, select the "Immediate Supervisor" by searching their name or staff ID, as demonstrated in Figure 2.3 (a).
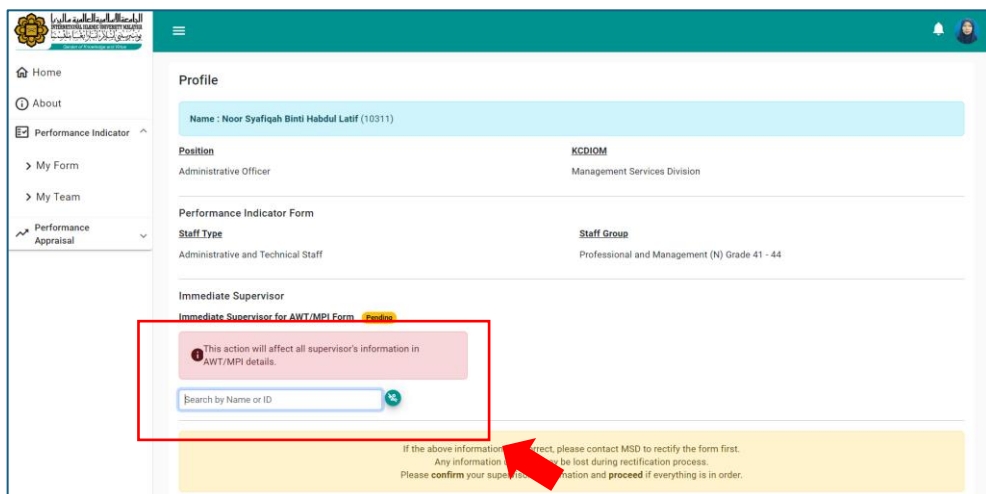
Figure 2.3 (a): Search for "Immediate Supervisor".

Click "Confirm Supervisor" and then "Proceed" to advance to the AWT/MPI online form, as depicted in Figure 2.3 (b).
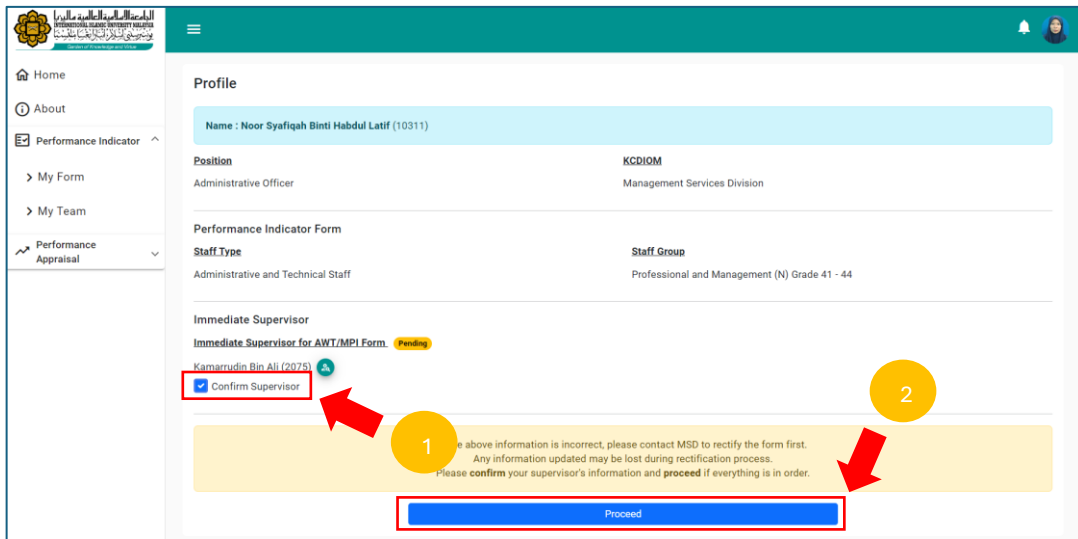
Figure 2.3 (b): Confirmation of Immediate Supervisor and Proceed**.**

If a change in the immediate supervisor is needed, click "Here to Change Supervisor" on the main page. Refer to Figure 2.3 (c) for guidance.
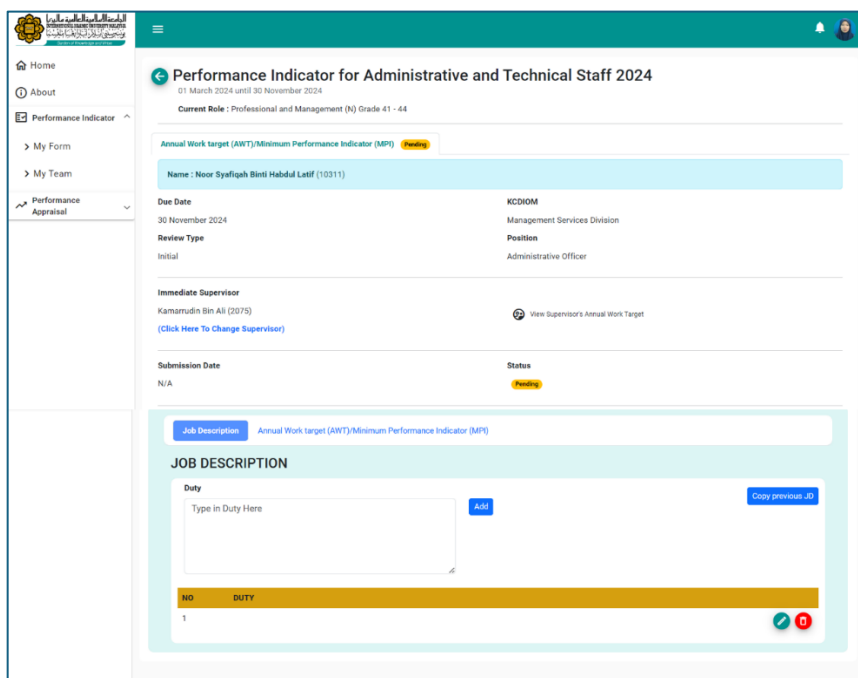
Figure 2.3 (c): Job Description Screen Interface.

2.4.   Constructing Job Description.

Navigate to and select "Job Description." Inside the "Duty" box, input duty lists and click "Add," as shown in Figure 2.4 (a).

Figure 2.4 (a): Adding Job Description to the System.

To add subsequent duty lists, follow the same process demonstrated in Figure 2.4 (b).
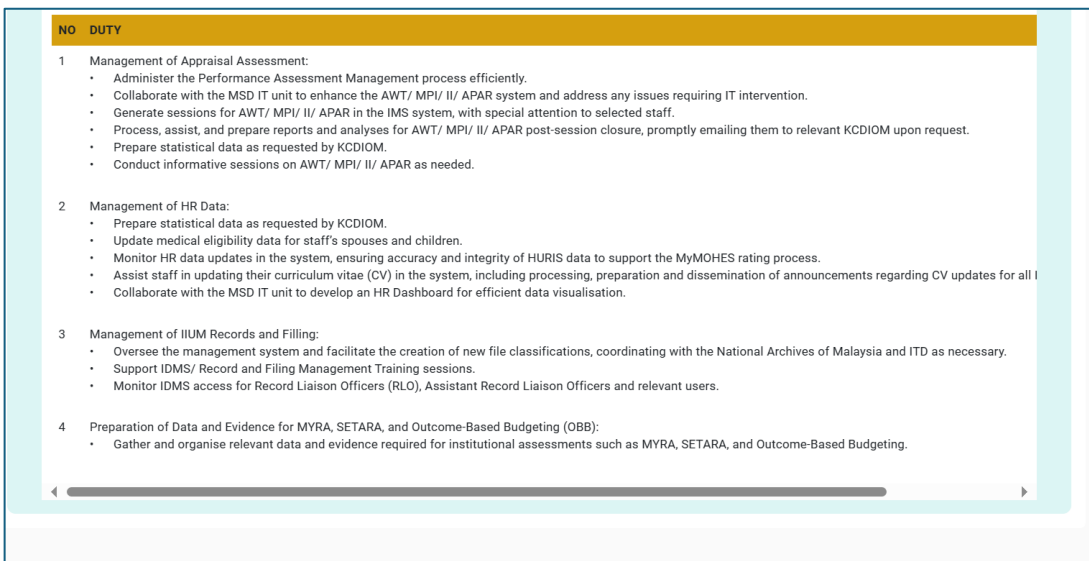
Figure 2.4 (b): Newly Added Duty List.

For editing or deleting any duty list, utilise the "Pencil" icon for editing or the "Bin" icon for deletion, as indicated in Figure 2.4 (c).
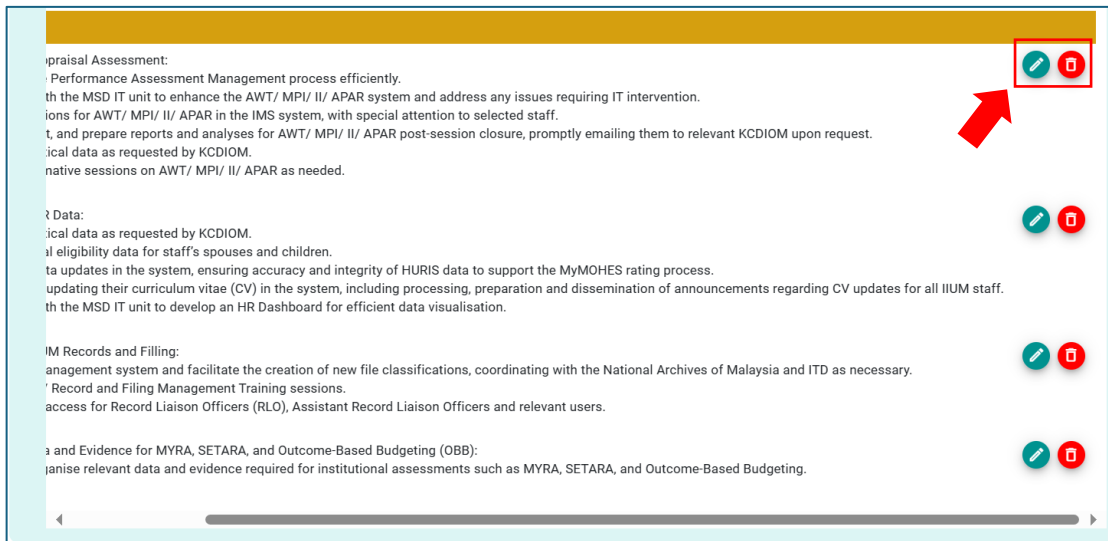
Figure 2.4 (c): Editing or Deleting Exercise for Duty List.

CHAPTER 3: ONLINE SUBMISSION OF ANNUAL WORK TARGET (AWT)/ MINIMUM PERFORMANCE INDICATOR (MPI)

3.1. Accessing "My Form".
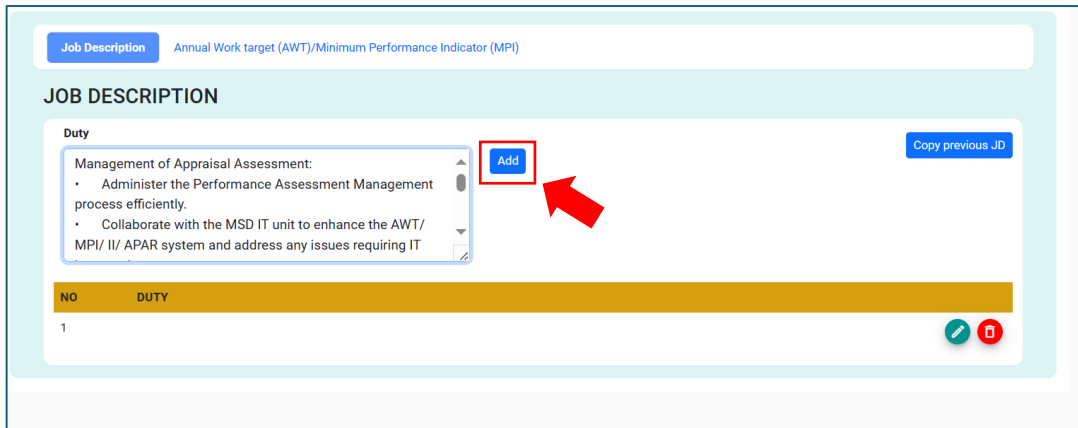
Begin by clicking on "Annual Work Target (AWT)/Minimum Performance Indicator (MPI)" and then select "Add New AWT/MPI," as illustrated in Figure 3.1.

Figure 3.1: "Annual Work Target (AWT)/ Minimum Performance Indicator (MPI)" Screen Interface

3.2.   Choosing the Function of AWT/MPI.

Select the relevant "Function" from the list. Search for the relevant function and sub-function, as demonstrated in Figure 3.2.
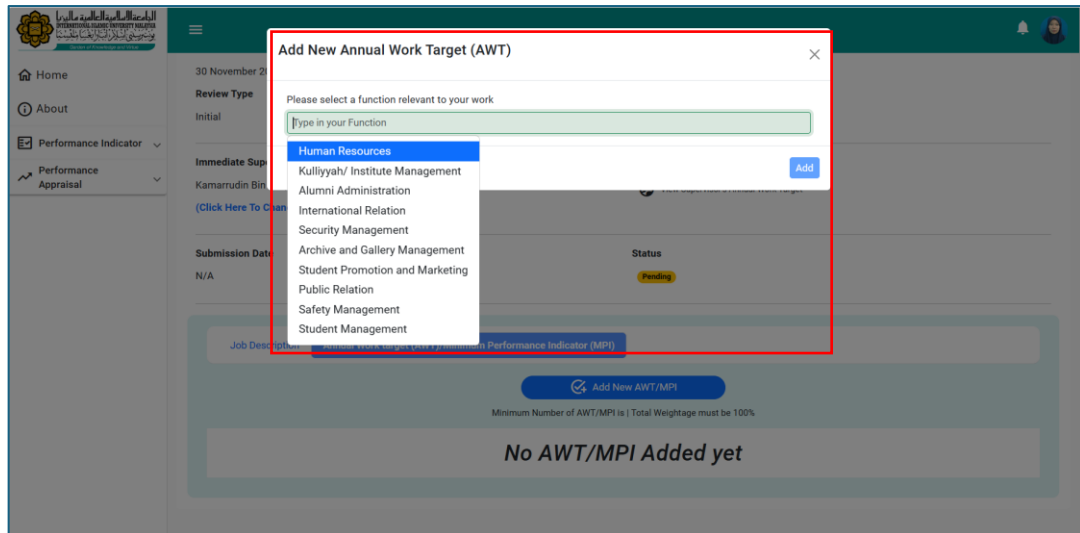
Figure 3.2: Selection of "Function"**.**

3.3.   Choosing the Sub-Function of AWT/MPI.
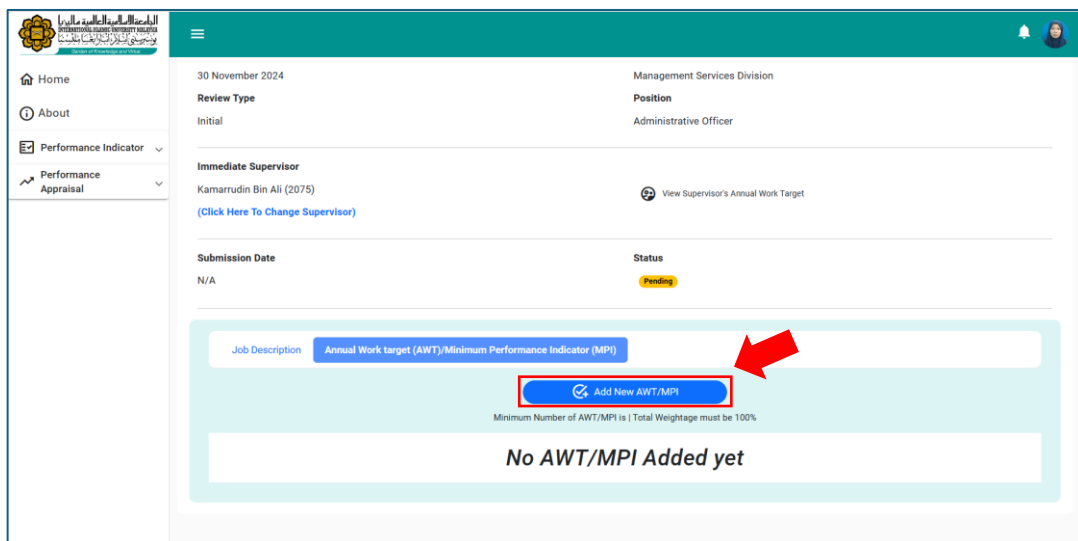
Under the selected "Function," choose the corresponding "Sub-Function." Relevant options will appear based on the selected Function, as shown in Figure 3.3.

Figure 3.3: Selection of "Sub-Function".

3.4.   Proposing the AWT/ MPI.

Click on "Propose" to propose the AWT/MPI under the selected sub-function, as depicted in Figure 3.4 (a).

Figure 3.4 (a): Proposal of new AWT/MPI under selected sub-function.

11

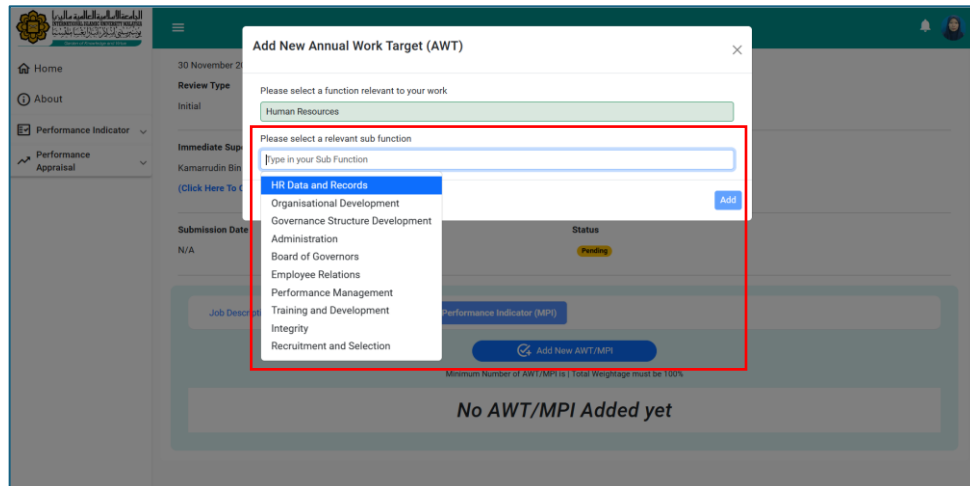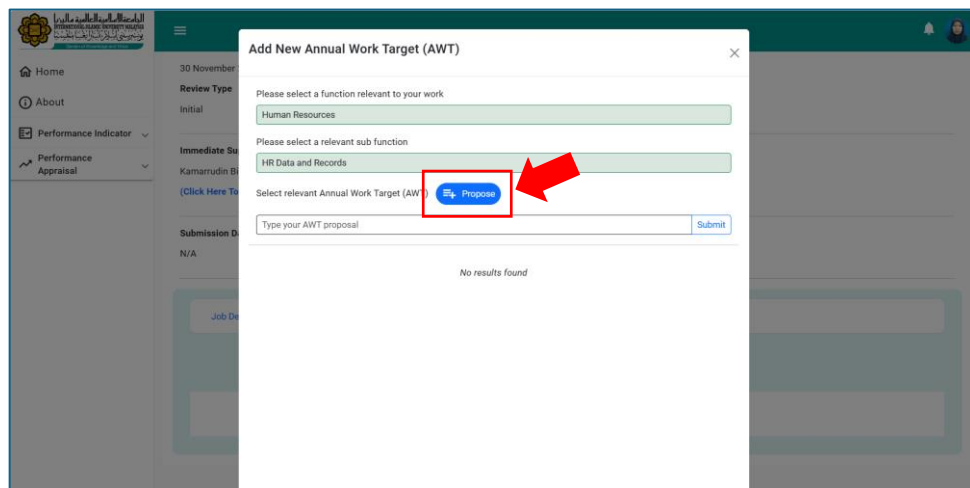Once confirmed, click "Submit" to submit the proposed AWT/MPI, as specified in Figure 3.4 (b).
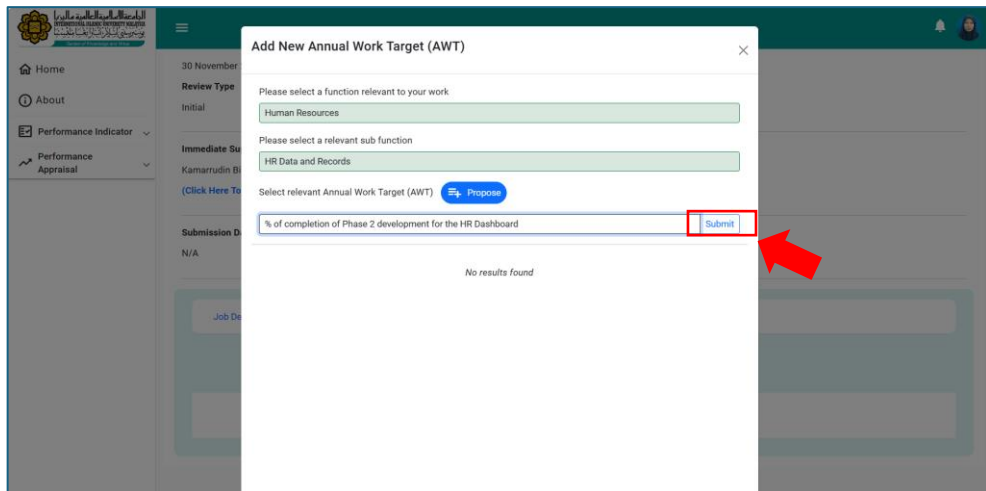

Figure 3.4 (b): Submission of the Proposed AWT/MPI**.**

3.5.   Inserting Target and Weightage for AWT/ MPI.

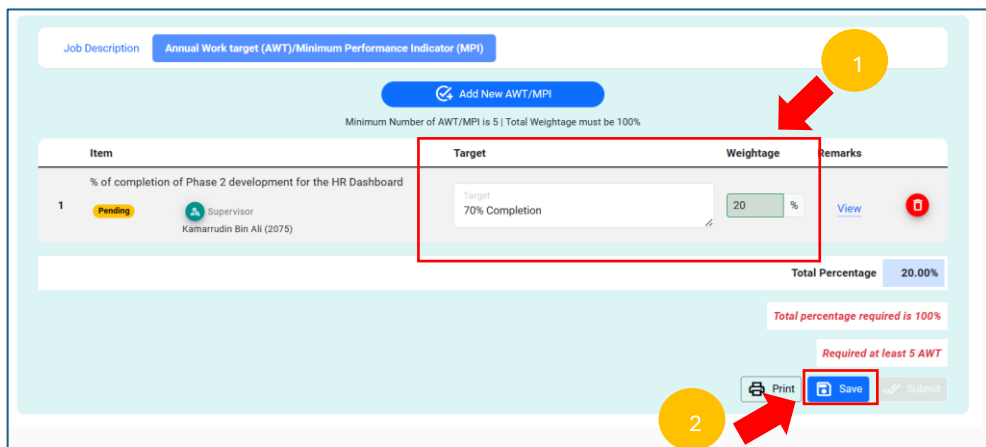Insert the target and weightage, then click "Save," as demonstrated in Figure 3.5.

Figure 3.5: Setting the Target and Weightage.

Continue adding relevant functions, sub-functions, and AWT/MPI. A minimum of 5 AWT/MPI submissions is required.

12

3.6.   Submission of Complete AWT/ MPI.

Once at least 5 required AWT/MPI entries are completed/added, ensure that the total weightage adds up to 100%, and then proceed to click "Submit," following the instructions depicted in Figure 3.6 (a).
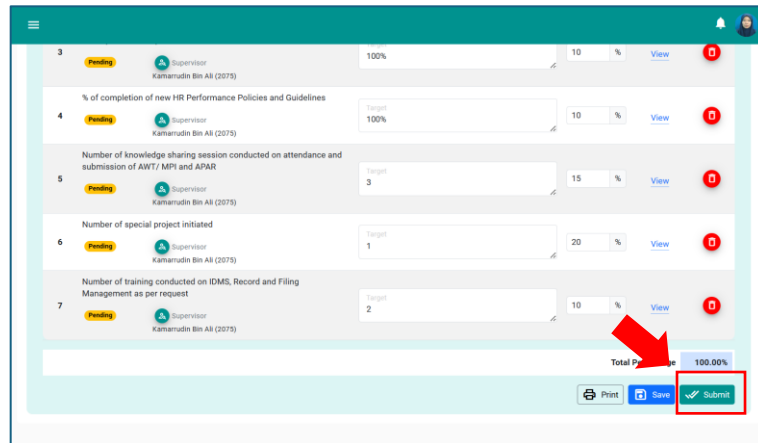

Figure 3.6 (a): Submission of completed AWT/MPI.

Upon confirmation, click "Submit" to finalize the submission of AWT/MPI, as illustrated in Figure 3.6 (b).
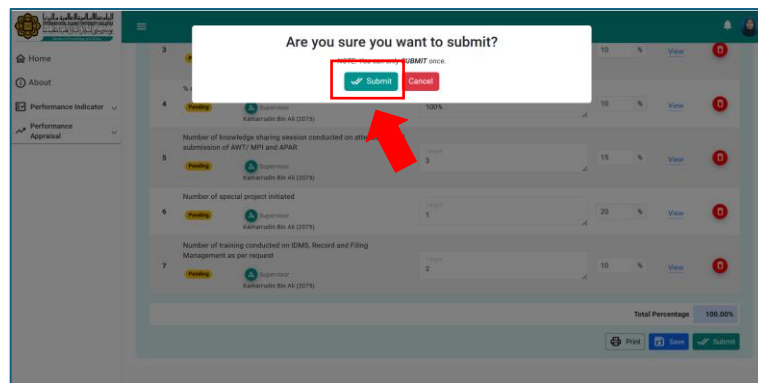

Figure 3.6 (b): Confirmation of AWT/MPI Submission.

3.7.   AWT/ MPI Submission Status and Completion.

The status of submission of AWT/ MPI will change from "Pending" to "Submitted" once user submitted the online form. The AWT/ MPI is considered completed once the status of the AWT/ MPI is APPROVED.

CHAPTER 4: APPROVAL OF ANNUAL WORK TARGET (AWT)/ MINIMUM PERFORMANCE INDICATOR (MPI) BY IMMEDIATE SUPERVISOR

4.1.   Notification and Accessing.

Please follow the same steps outlined in Chapter 1.

Upon submission of AWT/MPI by a subordinate, the immediate supervisor will receive an email notification prompting them to approve the submission.

4.2.   Accessing "My Team".

Navigate to the "My Team" section within the Performance Indicator menu to access the AWT/MPI submissions by subordinates, depicted in Figure 4.2.
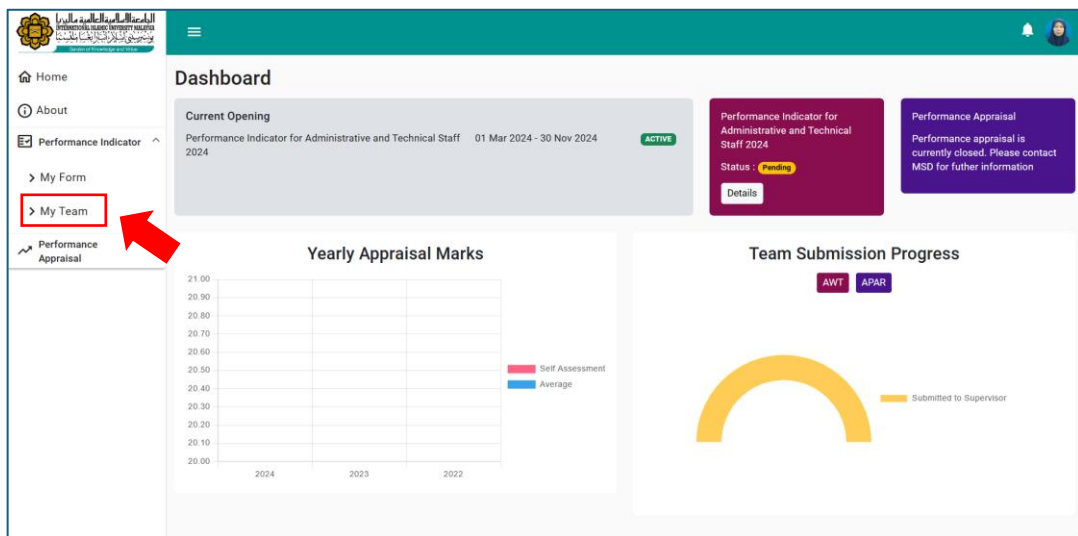

Figure 4.2: "My Team" Menu.

4.3.   **Main Page of Performance Indicator Screen (My Team).**

Upon accessing "My Team", users will land on the main page displaying the subordinate's performance indicators. The supervisor can toggle the view by clicking the 🔳 icon, as illustrated in Figure 4.3 (a).
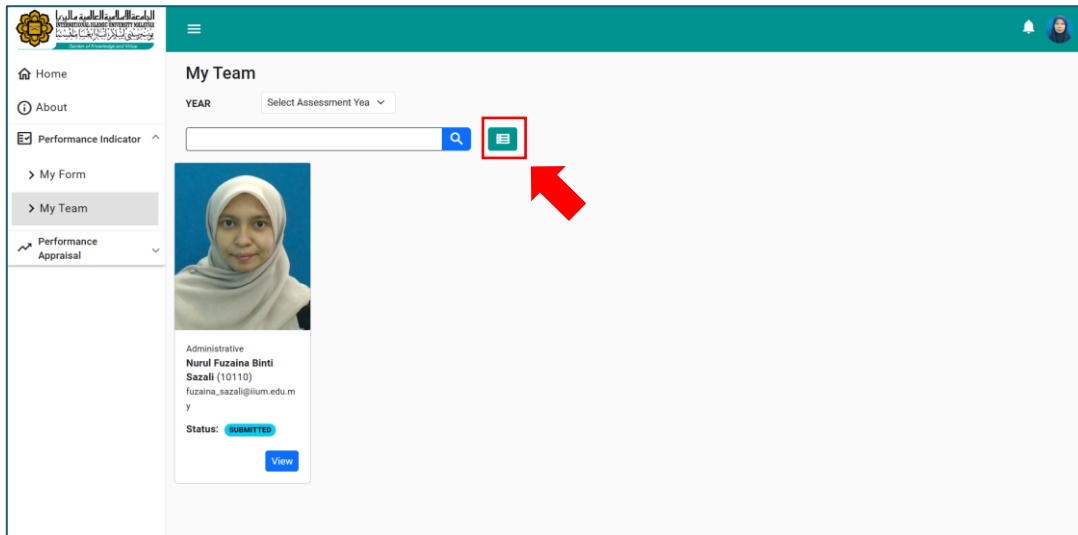

Figure 4.3 (a): Main page of Performance Indicator screen (My Team).

If the status indicates "SUBMITTED," it means the subordinate has submitted their AWT/MPI. Click "View" to access the online form, as shown in Figure 4.3 (b).
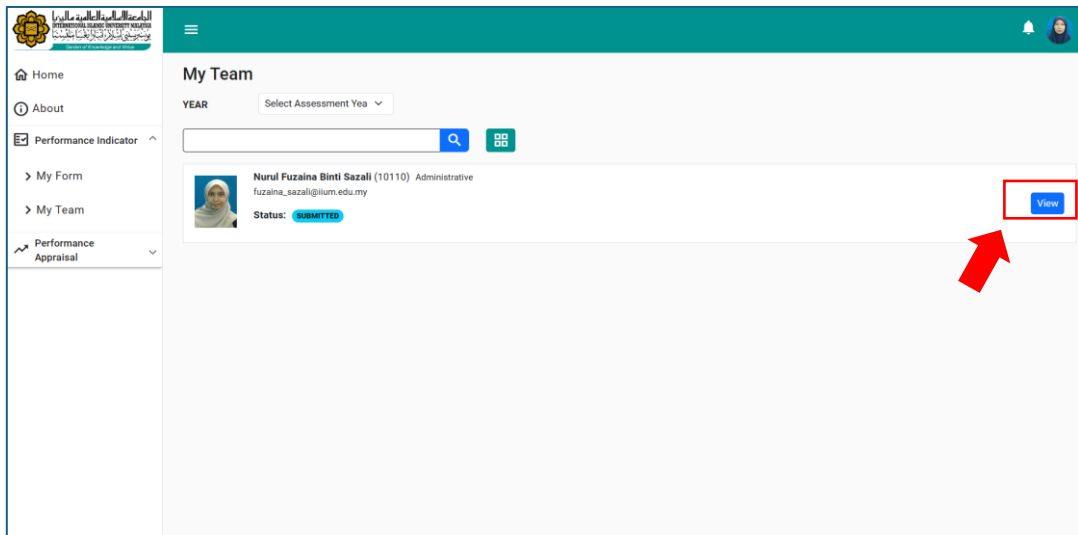

Figure 4.3 (b): Optional screen view for accessing the subordinate's online form.

4.4.   Accessing the online form of AWT/ MPI of the Subordinate.

Clicking "View" enables the supervisor to see the list of AWT/MPI submitted by the subordinate, depicted in Figure 4.4 (a).
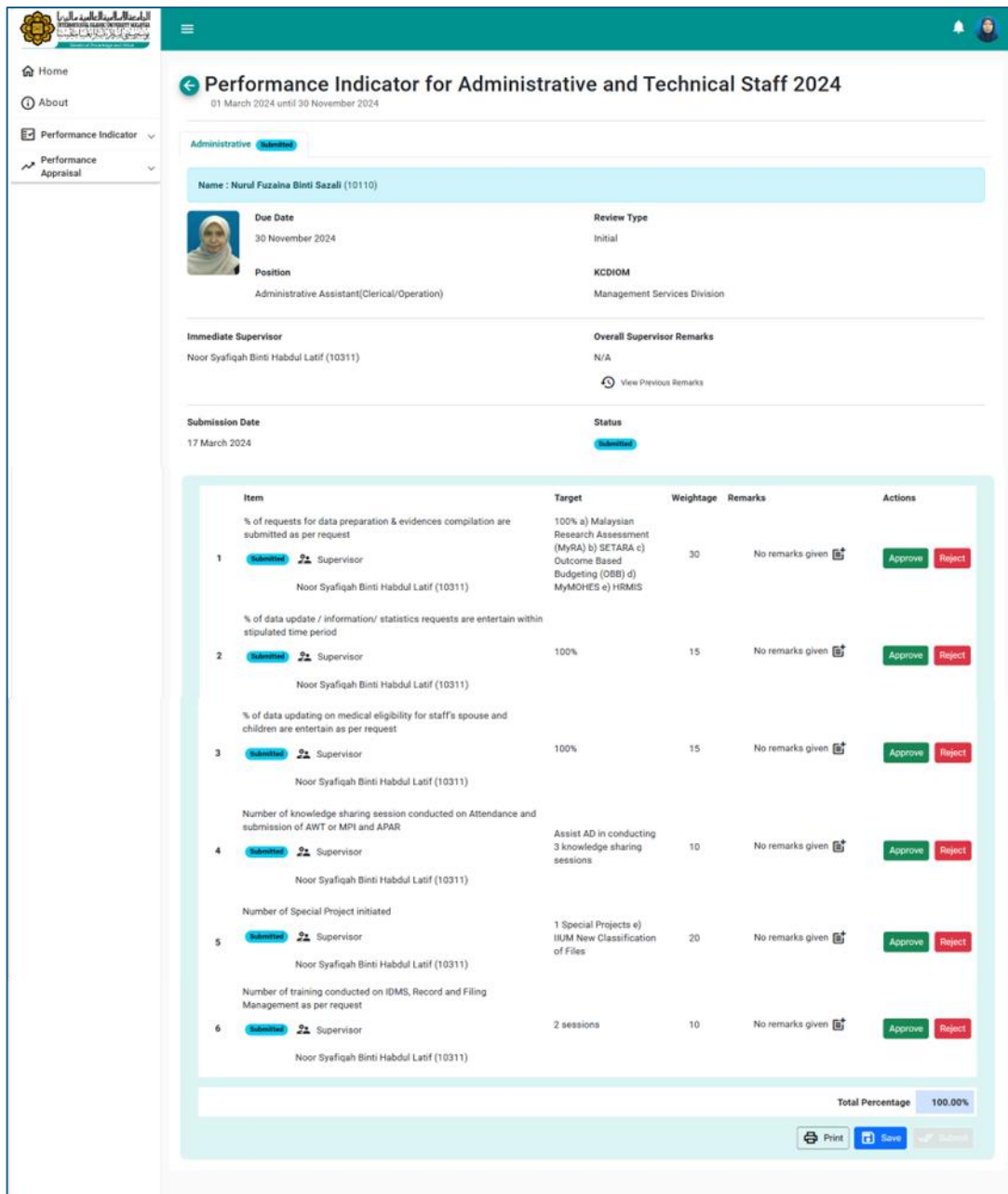

Figure 4.4 (a): The AWT/ MPI Online Form of the Subordinate.

When reviewing the listed AWT/MPI of a subordinate, the supervisor must click either the "Approve" or "Reject" button for each entry. Upon approval, the status will transition to "Approved," and the "Approve" button will become inactive. Conversely, rejecting an AWT/MPI will change its status to "Rejected," triggering the appearance of a remark box for the supervisor to justify the rejection. Please ensure to click the ✓ icon after entering remarks.

Furthermore, supervisors are encouraged to provide remarks for any AWT/MPI, irrespective of approval or rejection. If no remarks are provided for either action, a notification stating "No remarks given" will be displayed. Please refer to Figure 4.4 (b) for an illustration.
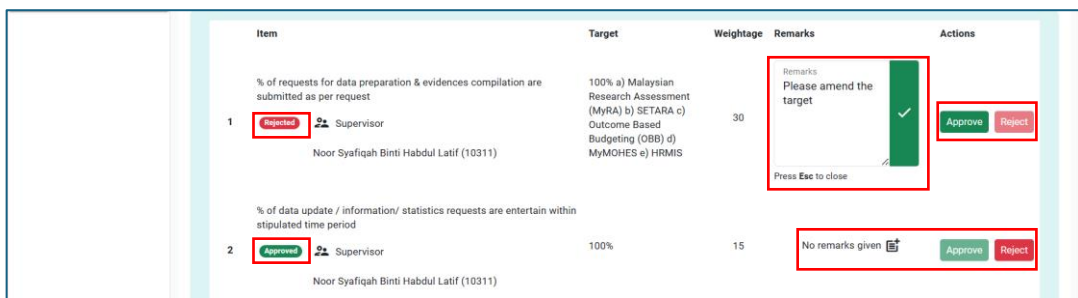

Figure 4.4 (b): Illustration of Approving or Rejecting Exercise of AWT/ MPI by the Supervisor.

4.5.   Approving or Rejecting the Subordinate's AWT/ MPI.

After approving or rejecting, click "Save" to preserve changes, as depicted in Figure 4.5 (a).

Figure 4.5 (a): To Save Any Changes of Approving, Rejecting or Remarks for the Subordinate's AWT/ MPI.

17

Upon confirmation, submit the assessment by clicking "Submit." A pop-up will prompt for overall remarks, as shown in Figure 4.5 (b). Once remarks are entered, click "Submit" again to complete the assessment.
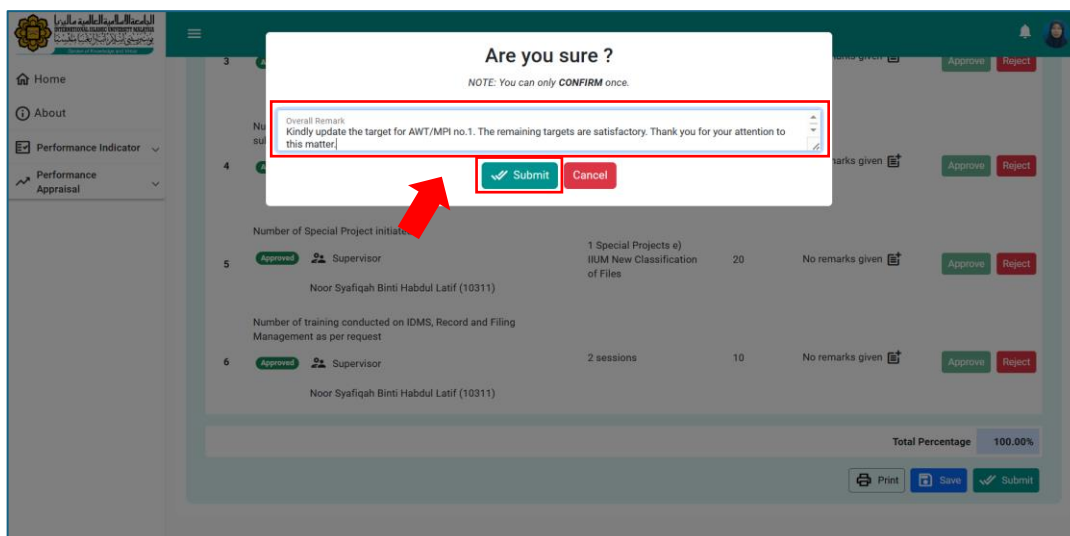

Figure 4.5 (b): Confirmation of the Assessment of AWT/ MPI by the Supervisor.

4.6.   Re-Pending AWT/ MPI

Supervisors have the authority to re-pend the AWT/MPI of their subordinates subsequent to approval, but only if there are any revisions or re-reviews required for job descriptions or AWT/MPI. To initiate this process, the supervisor must follow these steps:

4.6.1.   Navigate to the appropriate interface and locate the relevant form.

4.6.2.   Select the "Re-Pending" button.

4.6.3.   Confirm the action by clicking "Confirm."

This action returns the form back to the subordinate, prompting them to revise and resubmit as necessary. Refer to Figures 4.6 (a) and 4.6 (b) for visual guidance.

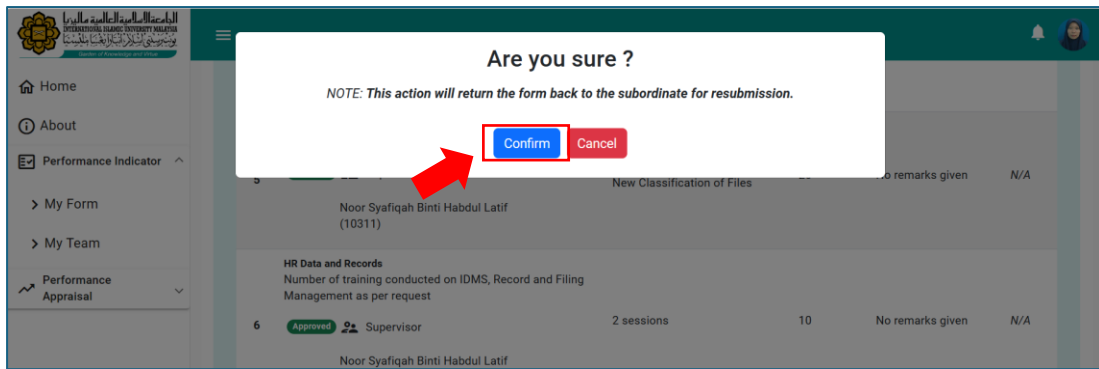**Figure 4.6 (a):** To Re-Pending the Approved AWT/ MPI.

Figure 4.6 (b): To confirm the Re-pending of Approved AWT/ MPI.

4.7.   Submission Constraint.

If any AWT/MPI remains unapproved, regardless of whether it has been submitted by the subordinate or is still pending submission, the appraisal cannot be submitted.