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Appraisal Form Acknowledgement

How HR start appraisal form acknowledgement?

The screenshot shows a web application interface. At the top, there is a navigation menu with buttons for Home, e-Employee, e-Attendance, e-OT, e-Leave, e-Payslip, e-Claims (Welfare), e-Appraisal (highlighted in red), Admin, and e-Appraisal OLD. Below this is a sub-menu with buttons for Appraisal General Setting, Appraisal Maintenance, Appraisal Transaction, and Appraisal Administration. A dropdown menu is open under Appraisal Maintenance, showing 'Appraisal Form Setup' with a red dashed box labeled '1' and an arrow pointing to it. The browser address bar shows 'http://localhost/PMS/PMS/PMSFormSetup.aspx'. Below the browser, the page title is 'Appraisal Form - Setup'. There are three buttons: '+ Add', 'Delete', and 'Close'. Below these is a table with one row of data. A red dashed box labeled '2' is around the 'Action' column of the table row, with an arrow pointing to the edit icon. The table has columns: Action, Appraisal ID, Appraisal Code, Appraisal Name, Period, Job Grade, Appraisal Date, Start Date, and End Date.

Action	Appraisal ID	Appraisal Code	Appraisal Name	Period	Job Grade	Appraisal Date	Start Date	End Date
	APP-16/10/25-000080	PERFORMANCE	Performance Review 2025 - Competency Only DEMO	2025	IT	1/2/2025	1/1/2025	31/12/2025

Appraisal Form - Update Form Status

Appraisal ID: **APP-16/10/25-000080**

Appraisal Code: **PERFORMANCE**

Period: **2025**

Appraisal Name: **Performance Review 2025 - Competency Only DEMO**

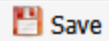
Period Start Date: **1/1/2025**

Period End Date: **31/12/2025**

Appraisal Date: **1/2/2025**

Target Group: **IT**

Form Status: 



Save



Close

Appraisal Form - Update Form Status

- Update failed! Not all staff finish submit their appraisal form.

Appraisal ID: **APP-16/10/25-000080**

Appraisal Code: **PERFORMANCE**

Period: **2025**


Appraisal Name: **Performance Review 2025 - Competency Only DEMO**

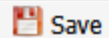
Period Start Date: **1/1/2025**

Period End Date: **31/12/2025**

Appraisal Date: **1/2/2025**

Target Group: **IT**

Form Status: Acknowledge; Acknowledge 



Save



Close

- If not ALL staffs's appraisal form already rate by supervisor, and final score haven't generated, HR will facing above error message when he/she change the form status to "Acknowledge".

How HR Reset NOT ACKNOWLEDGEMENT form to supervisor review again?

Option 1: From Dashboard

The screenshot shows a dashboard with two main panels. The left panel, titled 'Appraisal Status', contains an 'Alert Message' section with a red diamond icon. Below it is a table with columns 'Type' and 'Subject'. The table shows one entry: 'Goal Setting Appraisal Form' with the subject 'There are 2 staff(s) who create their own goal.' To the right of this entry is a blue circular icon with '2/2'. Below the table is a summary line: 'There are 1 NOT ACKNOWLEDGEMENT form(s)'. A red dashed arrow points from a text box below to the number '1'. The right panel, titled 'Report Manager', contains an 'Announcements' section with a sub-heading 'EA Form 2020' and a calendar icon. Below this is a message: 'Dear All, Kindly be informed that the EA Form 2020 is available on the HR system. You may access it via the link ==> Report/Evaluation Form. Thank you.' Below this is another announcement: 'Unpaid Leave.' with a calendar icon and a message: 'Dear All, With immediate effect...'.

AppraisalID	Appraisal	Year	Type	TotalAnswer
APP-03/04/25-000073	Performance Appraisal	2025	Appraisal Form	0/2
APP-03/04/25-000074	Test	2025	Appraisal Form	1/1
APP-06/08/25-000076	Annual Increment	2025	Appraisal Form	2/2
APP-08/07/25-000075	Goal Setting Performance Appraisal	2025	Appraisal Form	1/2
APP-16/10/25-000080	Performance Review 2025 - Competency Only DEMO	2025	Appraisal Form	1/2

Click this link to take an action.

Option 2: From Top Menu

The screenshot shows a top navigation menu with several tabs: Home, e-Employee, e-Attendance, e-OT, e-Leave, e-Payslip, e-Claims (Welfare), and e-Appraisal. Below these is a secondary menu with tabs for Appraisal General Setting, Appraisal Maintenance, Appraisal Transaction, and Appraisal Administration. The Appraisal Administration tab is selected, and a dropdown menu is open, listing three options: Reset Acknowledgement Form, Email Notification Logs, and Staff Form Status Listing. A red dashed arrow points from a callout box to the 'Reset Acknowledgement Form' option. Below the menu, a breadcrumb trail reads '— Acknowledgement Appraisal Form - Reset Status to Pending Supervisor Review'.

Home e-Employee e-Attendance e-OT e-Leave e-Payslip e-Claims (Welfare) e-Appraisal

Appraisal General Setting Appraisal Maintenance Appraisal Transaction Appraisal Administration

- Reset Acknowledgement Form
- Email Notification Logs
- Staff Form Status Listing

— Acknowledgement Appraisal Form - Reset Status to Pending Supervisor Review

Click this link to take an action.

Below page will show all “Not Acknowledge” appraisal forms:

http://localhost/PMS/PMS/PMSFormStaffAcknowledge.aspx

Acknowledgement Appraisal Form - Reset Status to Pending Supervisor Review

Appraisal ID Refresh Export to Excel

Remarks: staff and supervisor agree to review form again. Reset status from NOT Acknowledge to Supervisor Review

2. HR can enter remarks here

3. Click this button to reset

Page 1 of 1 (2 items) < [1] >

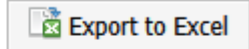
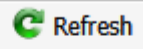
Drag a column header here to group by that column

<input type="checkbox"/>	Staff Status	ID	Appraisal ID	Appraisal Name	Period	Period Start	Period End	Appraisal Form St	Emp No.	Name	Supervisor
<input type="checkbox"/>	Not Acknowledge	177	APP-06/08/25-000076	Annual Increment	2025	01/01/2025	31/12/2025	Acknowledge	MMX0024	NOOR ZALINA BINTI SURAJI	PRIYA
<input checked="" type="checkbox"/>	Not Acknowledge	203	APP-16/10/25-000080	Performance Review 2025 - Competency Only DEMO	2025	01/01/2025	31/12/2025	Acknowledge	MMX0024	NOOR ZALINA BINTI SURAJI	PRIYA

1. ✓ the box, which you want to reset the form

Acknowledgement Appraisal Form - Reset Status to Pending Supervisor Review

Appraisal ID



Remarks: staff and supervisor agree to review form again.

- Reset success! EmpNo:MMX0024, Appraisal ID:APP-16/10/25-000080

Above message showing HR already reset the form to “Supervisor Review” successfully.