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PMS Notification – HR

Status: Waiting HR action after supervisor finished submit set target for appraisal.

Notes: HR must set his/her user group is belong to HR group, just can see below notification.

[Appendix A]

The screenshot shows a web interface with two main sections. The top section, titled "Appraisal Status", contains an "Alert Message" with a red warning icon. Below the message, there are two columns: "Type" and "Subject". The "Type" column shows "Goal Setting Appraisal" and the "Subject" column shows "There are 1 records waiting you to Start Appraisal.". A blue circular icon with "00" is visible on the right. The bottom section, titled "Appraisal Manager", is currently empty.

The screenshot shows the iFLEXiHRMS system interface. The top navigation bar includes the iFLEXiHRMS logo and user information: "Welcome flexi, UserGroup: ADMIN, RouteID: -, Already Reg". Below the navigation bar, there are tabs for "Home", "e-Employee", "e-Attendance", "e-OT", "e-Leave", "e-Payslip", "e-Claims (Welfare)", "e-Appraisal", "Admin", and "e-Appraisal OLD". The "e-Appraisal" tab is selected. Below the tabs, there are sub-tabs for "PMS General Setting", "PMS Maintenance", "PMS Transaction", and "PMS Administration". The "PMS Transaction" sub-tab is selected. The main content area shows the "Appraisal Form - Setup" table. The table has columns: Appraisal ID, Appraisal Code, Appraisal Name, Period, Job Grade, Appraisal Date, Start Date, End Date, Closing Date, and Form Status. There are two rows of data. The first row has a blue background and the second row has a brown background. A red arrow points to the "Period" column of the second row.

	Appraisal ID	Appraisal Code	Appraisal Name	Period	Job Grade	Appraisal Date	Start Date	End Date	Closing Date	Form Status
Edit	APP-05/12/24-000072	PERFORMANCE	Performance Review	2024	ADM	1/12/2024	1/1/2024	31/12/2024	31/12/2024	Start Goal Setting
Edit	APP-15/11/24-000070	PERFORMANCE	Mid Year Reviewer Appraisal	2024	HR	2/1/2024	1/1/2024	30/6/2024	30/5/2024	Start Goal Setting

This back colour means this record waiting HR action and change the form status from "Start Goal Setting" to "Start Appraisal"

Status: Waiting HR action after supervisor finished set target for staff goal setting form

AppraisalID	Appraisal	Year	Type	TotalAnswer
APP-01/04/26-000147	Deli Only 1	2026	Appraisal Form	1/1
APP-02/04/26-000148	Test new WScore	2026	Acknowledgement Form	1/1
APP-03/04/26-000149	Test New Score 2	2026	Appraisal Form	1/1
APP-03/07/26-000156	Performance Appraisal Form (Competencies) 2026	2026	Appraisal Form	2/2
APP-07/04/26-000150	Appraisal Form Goal + Competencies	2026	Acknowledgement Form	2/2
APP-09/06/26-000155	Performance Appraisal Form for IT Dept 2026	2026	Acknowledgement Form	0/2
APP-09/07/26-000159	2026 Appraisal Competency Only	2026	Appraisal Form	2/2
APP-09/07/26-000160	Appraisal Competency Only	2026	Acknowledgement Form	2/2
APP-10/07/26-000163	2026 HR Appraisal 2	2026	Goal Setting Appraisal Form	2/2
APP-10/07/26-000164	2026 HR Appraisal 3	2026	Acknowledgement Form	2/2
APP-12/03/26-000135	2026 Appraisal Test 8	2026	Appraisal Form	0/1
APP-12/03/26-000136	2026 Appraisal Test 9	2026	Acknowledgement Form	0/1
APP-13/03/26-000137	2026 Appraisal Test 10	2026	Acknowledgement Form	0/1
APP-14/07/26-000165	2026 HR Appraisal 2 super	2026	Appraisal Form	2/2
APP-14/07/26-000166	2026 HR Appraisal supers	2026	Acknowledgement Form	0/2
APP-14/07/26-000167	2026 HR Appraisal 10	2026	Goal Setting Appraisal Form	0/2
APP-15/04/26-000151	Test Goal	2026	Goal Setting Appraisal Form	1/1
APP-16/03/26-000139	2026 Appraisal Test 12	2026	Acknowledgement Form	0/2
APP-17/03/26-000140	2026 Appraisal Test 13	2026	Acknowledgement Form	0/2
APP-23/04/26-000152	Test new APIs	2026	Goal Setting Appraisal Form	1/2
APP-24/04/26-000154	Test Goal Submit	2026	Appraisal Form	0/2
APP-26/03/26-000141	2026 Appraisal Test 14	2026	Acknowledgement Form	1/1
APP-27/01/26-000114	Performance Appraisal 2026	2026	Acknowledgement Form	0/2
APP-31/03/26-000142	2026 Appraisal Test 15	2026	Appraisal Form	1/2

Supervisor reviews completed. Ready for score generation and Acknowledge.
 Goal Setting complete. Ready for Start Appraisal.

Row which highlighted in **orange** colour mean all staffs and their supervisor already finished set goal target for this appraisal form. HR administrator can update this appraisal form status from "Start Goal Setting" to "Start Appraisal".

Status: Waiting HR generate the score after supervisor finished review staff appraisal form

AppraisalID	Appraisal	Year	Type	TotalAnswer
APP-01/04/26-000147	Deli Only 1	2026	Appraisal Form	1/1
APP-02/04/26-000148	Test new WScore	2026	Acknowledgement Form	1/1
APP-03/04/26-000149	Test New Score 2	2026	Appraisal Form	1/1
APP-03/07/26-000156	Performance Appraisal Form (Competencies) 2026	2026	Appraisal Form	2/2
APP-07/04/26-000150	Appraisal Form Goal + Competencies	2026	Acknowledgement Form	2/2
APP-09/06/26-000155	Performance Appraisal Form for IT Dept 2026	2026	Acknowledgement Form	0/2
APP-09/07/26-000159	2026 Appraisal Competency Only	2026	Appraisal Form	2/2
APP-09/07/26-000160	Appraisal Competency Only	2026	Acknowledgement Form	2/2
APP-10/07/26-000163	2026 HR Appraisal 2	2026	Goal Setting Appraisal Form	2/2
APP-10/07/26-000164	2026 HR Appraisal 3	2026	Acknowledgement Form	2/2
APP-12/03/26-000135	2026 Appraisal Test 8	2026	Appraisal Form	0/1
APP-12/03/26-000136	2026 Appraisal Test 9	2026	Acknowledgement Form	0/1
APP-13/03/26-000137	2026 Appraisal Test 10	2026	Acknowledgement Form	0/1
APP-14/07/26-000165	2026 HR Appraisal 2 super	2026	Appraisal Form	2/2
APP-14/07/26-000166	2026 HR Appraisal supers	2026	Acknowledgement Form	0/2
APP-14/07/26-000167	2026 HR Appraisal 10	2026	Goal Setting Appraisal Form	0/2
APP-15/04/26-000151	Test Goal	2026	Goal Setting Appraisal Form	1/1
APP-16/03/26-000139	2026 Appraisal Test 12	2026	Acknowledgement Form	0/2
APP-17/03/26-000140	2026 Appraisal Test 13	2026	Acknowledgement Form	0/2
APP-23/04/26-000152	Test new APIs	2026	Goal Setting Appraisal Form	1/2
APP-24/04/26-000154	Test Goal Submit	2026	Appraisal Form	0/2
APP-26/03/26-000141	2026 Appraisal Test 14	2026	Acknowledgement Form	1/1
APP-27/01/26-000114	Performance Appraisal 2026	2026	Acknowledgement Form	0/2
APP-31/03/26-000142	2026 Appraisal Test 15	2026	Appraisal Form	1/2

Supervisor reviews completed. Ready for score generation and Acknowledge.
 Goal Setting complete. Ready for Start Appraisal.

Row which highlighted in **green** colour mean all staffs for this appraisal form already review by supervisor. HR administrator can start generate the score for all staffs. After confirmed score for all staffs are correct, HR need to update this appraisal form status from "Start Appraisal" to "Acknowledge". Reviewer only can see staff's appraisal acknowledgement form from front-end when this form status is "Acknowledge".

Status: Notification to HR inform them staff(s) have create their own goal setting.

HR haven't adjust/set the weightage percentage for staff's question

Appraisal Status

Alert Message

Type	Subject
Goal Setting Appraisal Form	There are 1 staff(s) who create their own goal.

=====

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	0/10
APP-08/07/25-000075	Goal Setting Performance Appraisal	2025	Goal Setting Appraisal Form	0/2
APP-18/11/24-000069	Mid Year Reviewer Appraisal	2024	Appraisal Form	0/1
APP-27/03/25-000072	Appraisal Competency only	2025	Appraisal Form	0/1

http://localhost/PMS/PMS/PMSStaffOwnGoal.aspx

Staff Self Goal Setting Question

Appraisal ID

Refresh

Show ALL Question Question From Staff ONLY

Weightage 0%, waiting HR set the weightage percentage.

Page 1 of 1 (5 items) < [1] >

Drag a column header here to group by that column

#	Action	StaffID	Appraisal ID	Appraisal Name	Period	Period Start	Period End	Emp No.	Name	Deadline
		894	APP-07/04/26-000150	Appraisal Form Goal + Competencies	2026	1/1/2026	31/12/2026	MMX0024	NOOR ZALINA BINTI SURAJI	30/6/2026
		165	APP-08/07/25-000075	Goal Setting Performance Appraisal	2025	1/7/2025	31/12/2025	MMX0024	NOOR ZALINA BINTI SURAJI	31/7/2025
		742	APP-12/03/26-000135	2026 Appraisal Test 8	2026	11/3/2026	31/3/2026	MMX0035	SRI PRIYA A/P GOPALAN	31/3/2026
		187	APP-20/08/25-000077	ONG TEST 2	2025	1/1/2025	31/12/2025	MMX0035	SRI PRIYA A/P GOPALAN	31/8/2025
		189	APP-22/08/25-000078	Performance Review 2025 - Goal with Competency	2025	1/1/2025	31/12/2025	MMX0024	NOOR ZALINA BINTI SURAJI	30/12/2025

Weightage 0% -> HR haven't adjust/set the weightage percentage for staff's question.

HR haven't set the reviewer for staff's question

http://localhost/PMS/PMS/PMSStaffOwnGoal.aspx

Staff Self Goal Setting Question

Appraisal ID

Refresh

Show ALL Question

Question From Staff ONLY

Weightage 0%, waiting HR set the weightage percentage.

Waiting HR set the reviewer.

Page 1 of 1 (7 items)

< 1 >

Drag a column header here to group by that column

#	Action	StaffID	Appraisal ID	Appraisal Name	Period	Period Start	Period End	Emp No.	Name	Deadline
		894	APP-07/04/26-000150	Appraisal Form Goal + Competencies	2026	1/1/2026	31/12/2026	MMX0024	NOOR ZALINA BINTI SURAJI	30/6/2026
		165	APP-08/07/25-000075	Goal Setting Performance Appraisal	2025	1/7/2025	31/12/2025	MMX0024	NOOR ZALINA BINTI SURAJI	31/7/2025
		742	APP-12/03/26-000135	2026 Appraisal Test 8	2026	11/3/2026	31/3/2026	MMX0035	SRI PRIYA A/P GOPALAN	31/3/2026
		187	APP-20/08/25-000077	ONG TEST 2	2025	1/1/2025	31/12/2025	MMX0035	SRI PRIYA A/P GOPALAN	31/8/2025
		189	APP-22/08/25-000078	Performance Review 2025 - Goal with Competency	2025	1/1/2025	31/12/2025	MMX0024	NOOR ZALINA BINTI SURAJI	30/12/2025
		923	APP-23/04/26-000152	Test new APIs	2026	1/4/2026	23/4/2027	MMX0025	TAN SIN WAH	22/4/2027
		924	APP-23/04/26-000152	Test new APIs	2026	1/4/2026	23/4/2027	MMX0035	SRI PRIYA A/P GOPALAN	22/4/2027

Waiting HR set the reviewer for the question.

Status: Notification to HR inform them staff(s) who score need to re-process due to supervisor review his/her appraisal form.

Appraisal Status		
 Alert Message		
Type	Subject	
Goal Setting Appraisal Form	There are 2 staff(s) who create their own goal.	
Acknowledgement Form	There are 1 staff(s) who waiting HR to re-process score due to supervisor review his/her form.	