

Restructuring Cell, Corporate Office,
7th Floor, Bharat Sanchar Bhavan,
Janpath, New Delhi-110001
Tel No 23710400 / 23037137



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

URGENT
TIME-BOUND
Date: 29.08.2022

No. 3-6/2022-RSTG

To

All the CGMs (Territorial and Non Territorial Circles)
BSNL

Sub: Online IPMS 2.0 for Executives for the Month of August & September 2022.

In continuation of this office letter no. 3-2/2022-Restg number dated 25.08.22 vide which revised GPMS 2.0 scorecards for circles were conveyed, it is informed that bimonthly IPMS KPIs/targets will be assigned online through ESS. The menu item/tab will be active in ESS from 31.08.2022 for assigning KPIs/targets to each executive for the months of Aug-Sep 2022.

Restructuring cell will hold a VC regarding the same at 12 pm 30.8.2022 for all GM HRs of circles, time and link for which will be shared in due course. Also, please find enclosed with this letter, the following documents for reference and guidance.

- Annexure 1 – Guidelines for online IPMS in ESS
- Annexure 2 – Online IPMS User Manual

It is informed that GPMS of Business Areas will be required for giving IPMS targets. So Circles who have not finalized the same, may kindly do at the earliest with a copy to Restructuring cell on email dmrestg1@gmail.com BSNL CO. Further Reporting Officers may assign KPIs/targets (maximum 3 KPIs per job role) to all subordinates reporting to them by 5.09.2022. Achievements for the IPMS period Aug-Sep 2022 may be entered by concerned executives by 5.10.2022

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For any assistance with regards to ESS, L1/L2 SPOCS of ERP in the respective Circles/BAs may be contacted. For addition of a new job role or for any clarification, the following Nodals in Restructuring cell may be contacted telephonically or by email (dmrestg@gmail.com).

- North and South zone circles – Sh. Yogesh Nagar 9868185103
Smt. Sonali Saini 9868833370
- East and West zone circles– Smt. Santosh Saini 9868151579
Sh. Anil Kumar 9416890777

Encl: - As above

(Anita Johri)
PGM(Restg./WS&I)

Copy to:

1. PPS to CMD BSNL
2. PS to Functional Directors, BSNL CO
3. All Nodal Officers of the GPMS

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Annexure I

Guidelines for Online IPMS in ESS

1. IPMS will be initiated for every executive. Reporting Officers will initiate the IPMS in ESS for all subordinates working directing under them by following the User manual (Annexure 2).
2. IPMS shall be bimonthly, i.e. separate IPMSs will be initiated for Aug-Sep, Oct-Nov, Dec-Jan, Feb-March, Apr-May and June-July periods.
3. In brief, the sequence of tasks is “Assign Job Role -> Assign KPI ->-> Specify KPI Type->Assign Target -> Assign Weightages”.
4. An executive may be assigned more than one job role, e.g. CM sales (job role 1) and BTS maintenance (job role 2). Maximum 3 KPIs can be given per job role.
5. Job roles shall be selected from dropdown menu in the online IPMS system. Due to technical limitations the option of ‘Any Other’ is not provided in the dropdown menu. To assign a job role that is not in the dropdown menu, concerned reporting officer may email the requirement to dmrestg1@gmail.com and the new job role shall be added.
6. For each ‘Job Role’ selected, KPIs may be selected from dropdown menu or any new KPI may be entered by the Reporting Officer by selecting ‘Any other option’. KPI type shall also be specified – it can be numeric, days, date, hours, amount, ratio or percentage.
7. Targets for each KPI shall be entered. Values for assessing performance levels as Good, Very Good and Excellent shall also be specified. It may be noted that by default, Target value shall be equal to the ‘Excellent’ performance level.
8. Weightages also has to be specified. Numeric, Amount and Ratio KPIs can be specified ‘With Scaling’ which means that achievement below ‘Good’ will be graded on a linear scale. ‘Without scaling’ means that achievement below ‘Good’ will be not be graded and allocated weighted score 0. The total percentage of weightages of all KPIs shall be 100%.
9. Once targets are assigned and IPMS is submitted in the system, it cannot be modified. Therefore, Reporting Officers are advised to use the facility of ‘Save’ until targets are final.
10. Once IPMS is generated, the executive can login into ESS and view the IPMS KPIs/targets. The concerned executive will also receive SMS and e-mail notification.

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Achievements will be entered/submitted by the executive by logging in ESS and following the procedure in the User Manual.

11. Reporting Officer has the option to agree or disagree with the achievements. If he/she agrees with all achievements, weighted scores will be calculated and IPMS closed/completed.
12. In case of disagreement, Reporting Officer shall input an alternate value of achievement in respective field and forward to Reviewing Officer by inputting/selecting pemr number (HRMS number) of next level officer, who will have purview to decide.
13. Reviewing Officer may agree with the evaluation of the reporting officer or disagree. In case of disagreement with reporting officer, Reviewing officer shall input an alternate value in the respective field. After reviewing officer submits, weighted scores will be calculated and IPMS will be closed/completed.
14. Reviewing Officer will receive IPMS only in the case of disagreement.
15. Cut off dates will be as below. However, for the initial Aug-Sep 2022 cycle, cutoff dates will be notified separately.

	IPMS period	KPI/Targets to be assigned by Reporting Officer by	Achievements to be entered by executive by	Reporting Officer to agree/disagree	Reviewing Officer to decide
1	Aug-Sep	25 July	5 Oct	10 Oct	15 Oct
2	Oct-Nov	25 Sep	5 Dec	10 Dec	15 Dec
3	Dec-Jan	25 Nov	5 Feb	10 Feb	15 Feb
4	Feb-Mar	25 Jan	5 Apr	10 Apr	15 Apr
5	Apr-May	25 Mar	5 June	10 June	15 June
6	June-July	25 May	5 Aug	10 Aug	15 Aug

14. The system will allocate marks, multiply by weightages and calculate and display the weighted scores for the bimonthly period.
 - a) Marks for 'Good' performance level = 60, Very Good = 80, Excellent = 100.
 - b) For KPIs without scaling, 0 marks will be given for rating below good. For KPI with scaling such as revenue parameters, there will be linear scaling in the performance evaluation i.e. below Good, linear marks will be given)
 - c) Achievement between Good and V.Good and between Good and Excellent would be linearly scaled. Ratio-Below Good performance level there will be zero marks. Date and Days -Below Good performance level there will be zero marks.

BSNL ERP-HR TEAM
O/o GM (PERS) BSNL CO
NEW DELHI



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IPMS User Manual



Overview of IPMS process in ERP-ESS

IPMS –to create IPMS for **Executives**.

Path	Employee Self Services → IPMS
Purpose	To create Bimonthly IPMS by controlling officer for immediate subordinate Executives and submission of targets achieved by subordinates & its complete workflow in ESS

Process Parts:

Part-I: IPMS creation by Controlling Officer for each immediate Subordinate Executives & Assignment of KPI targets

Part-II: Submission of *Target Achieved* i.r.o. each KPIs by the Subordinate Employee.

Part-III: Evaluation of each KPI by Controlling Officer

Part-IV: In case of disagreement by the controlling officers i.r.o. any KPI achievement submission, the IPMS flows to the next higher officer (Reviewing Officer) for final evaluation w.r.t. disagreed KPIs only.

Detailed IPMS Process steps i.r.o. each process parts are given below



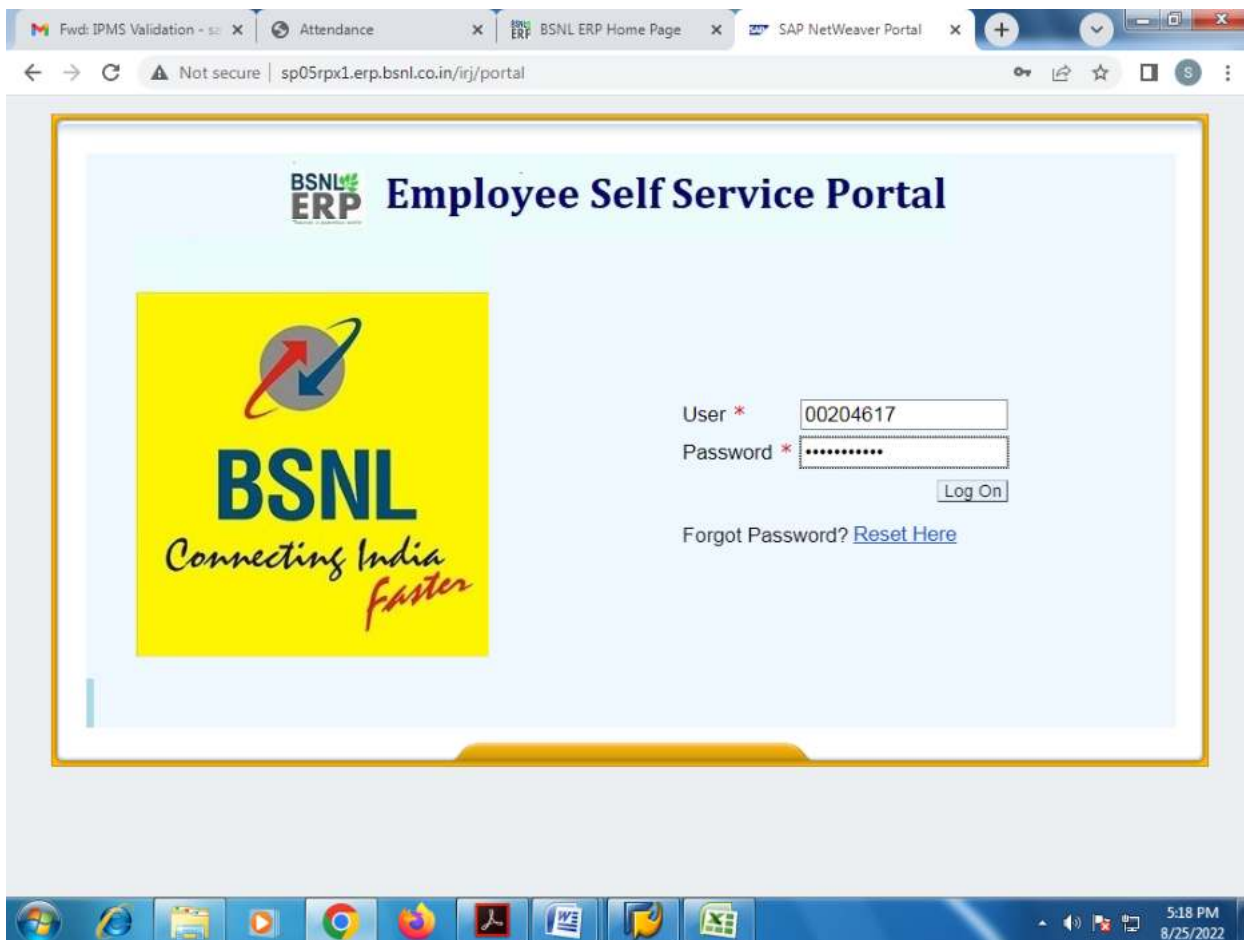
Part-1

Step 1:

Login to BSNL ESS Portal with the URL:<http://sp05rpx1.erp.bsnl.co.in/irj/portal> (Intranet) or <http://eportal.erp.bsnl.co.in/irj/portal> (internet) and fill the

Step 2

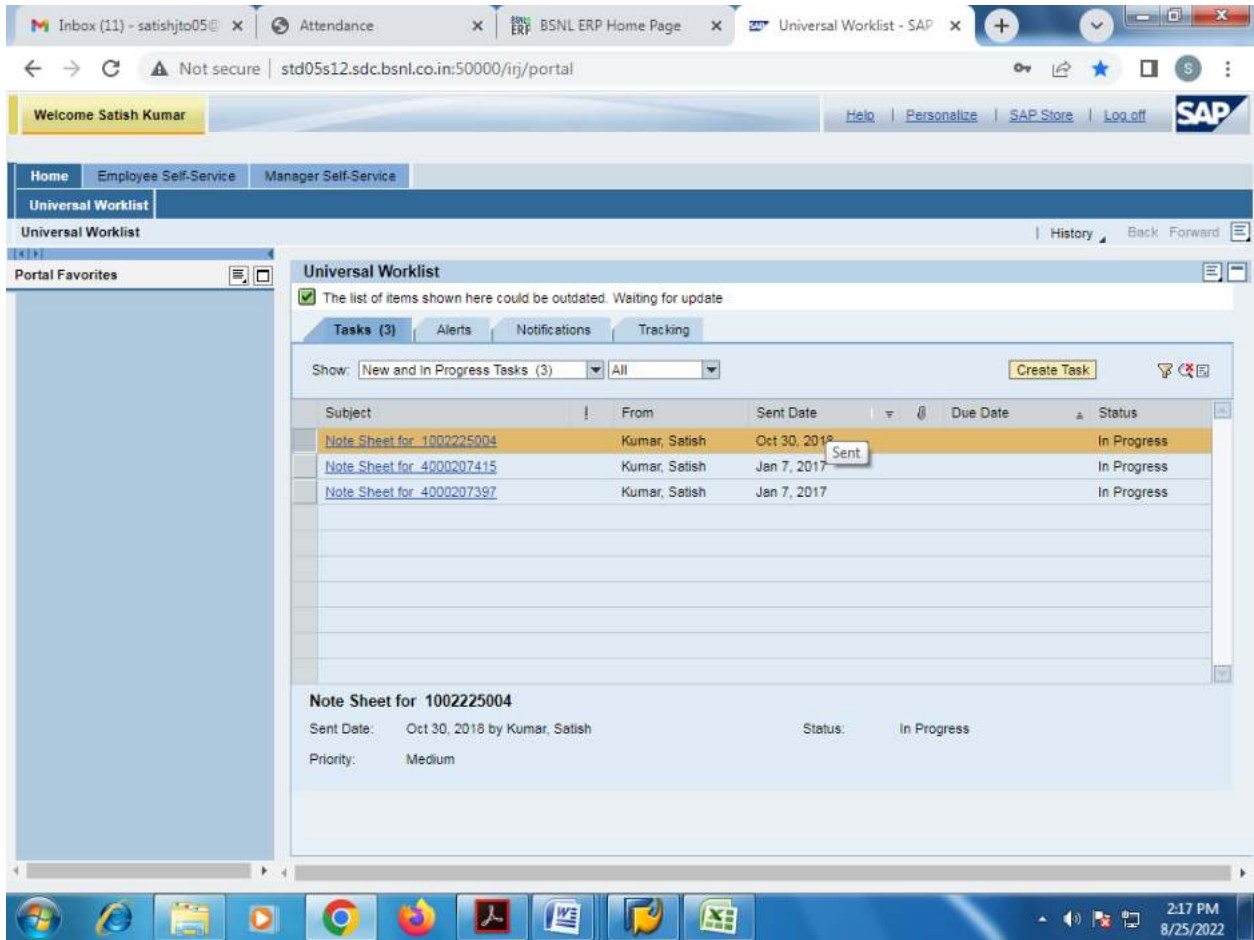
Login to BSNL ESS Portal and fill ESS User ID and Password of Controlling Officer.



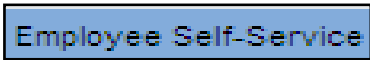


Step 3:

The Home Page of ESS Portal will be opened as shown below:



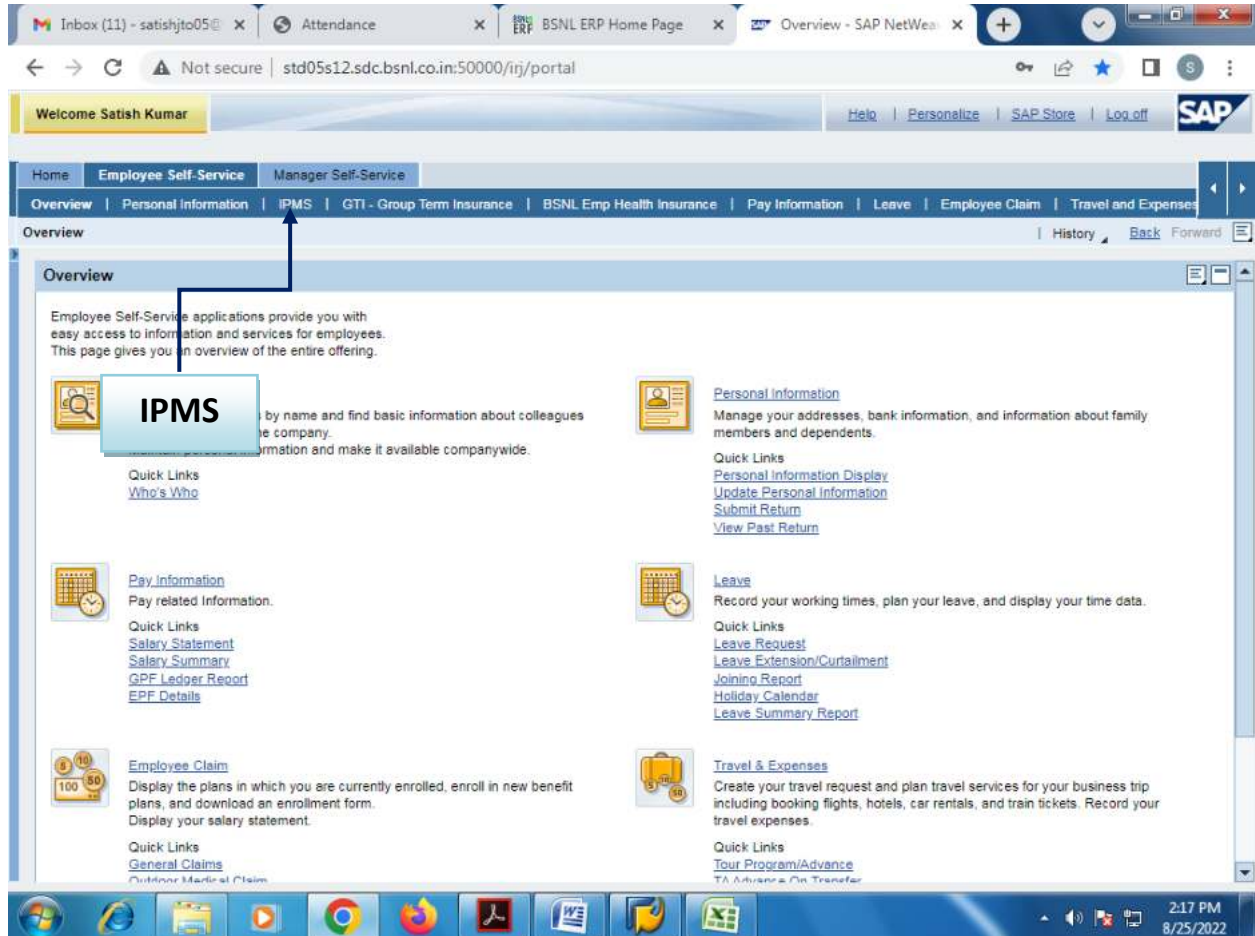
Click on the Tab Employee self Service (ESS):





Step4:

The Home screen for ESS will be opened and click on **IPMS** Tab as shown below:

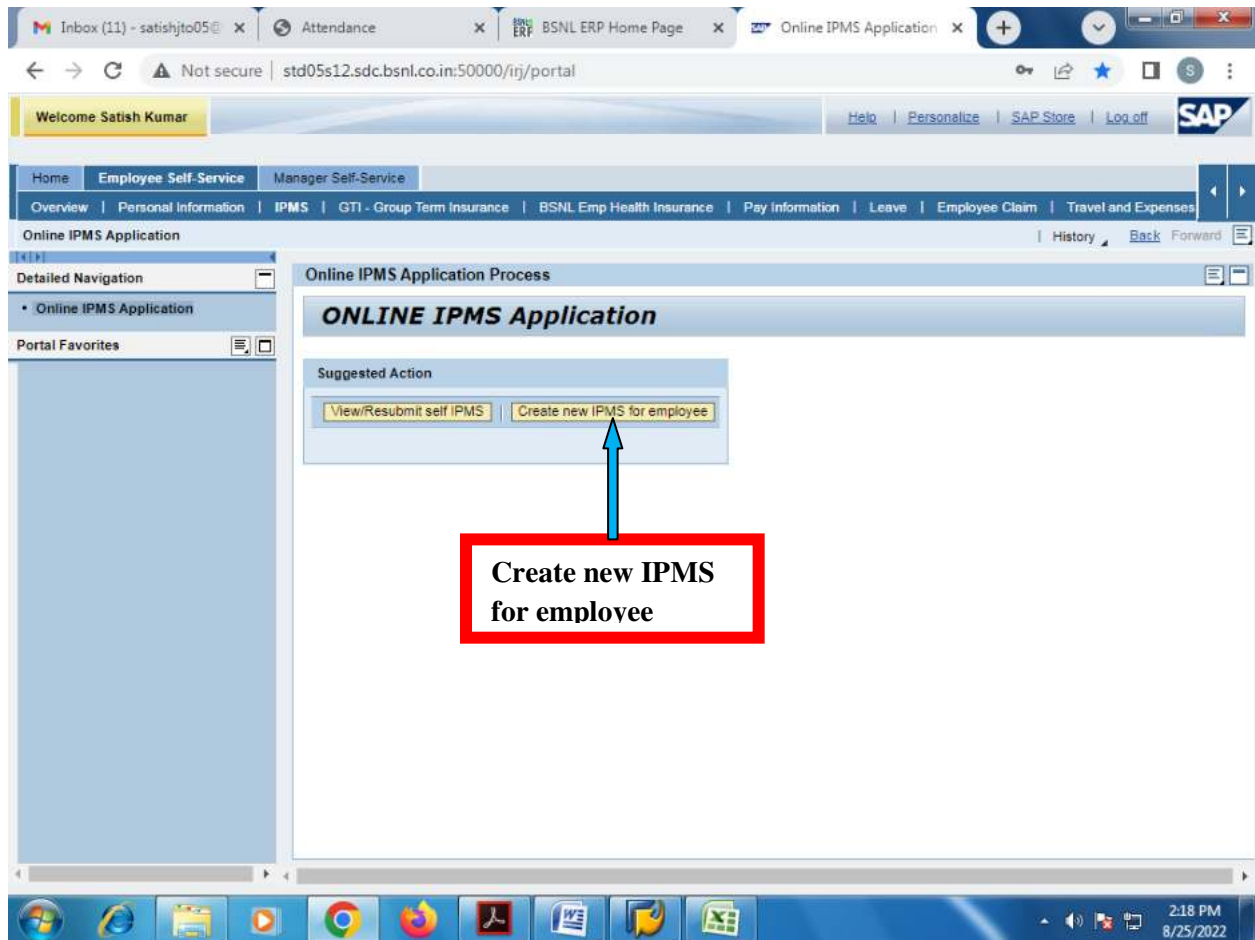




Step 5:

The screen for **IPMS** Process will be opened as shown below:

Click on “**Create new IPMS for employee**” as shown below:





Step 6:

The following screens will appear:

Select subordinate Pernr as shown in screen shot, then Month & Year for the IPMS to be created.

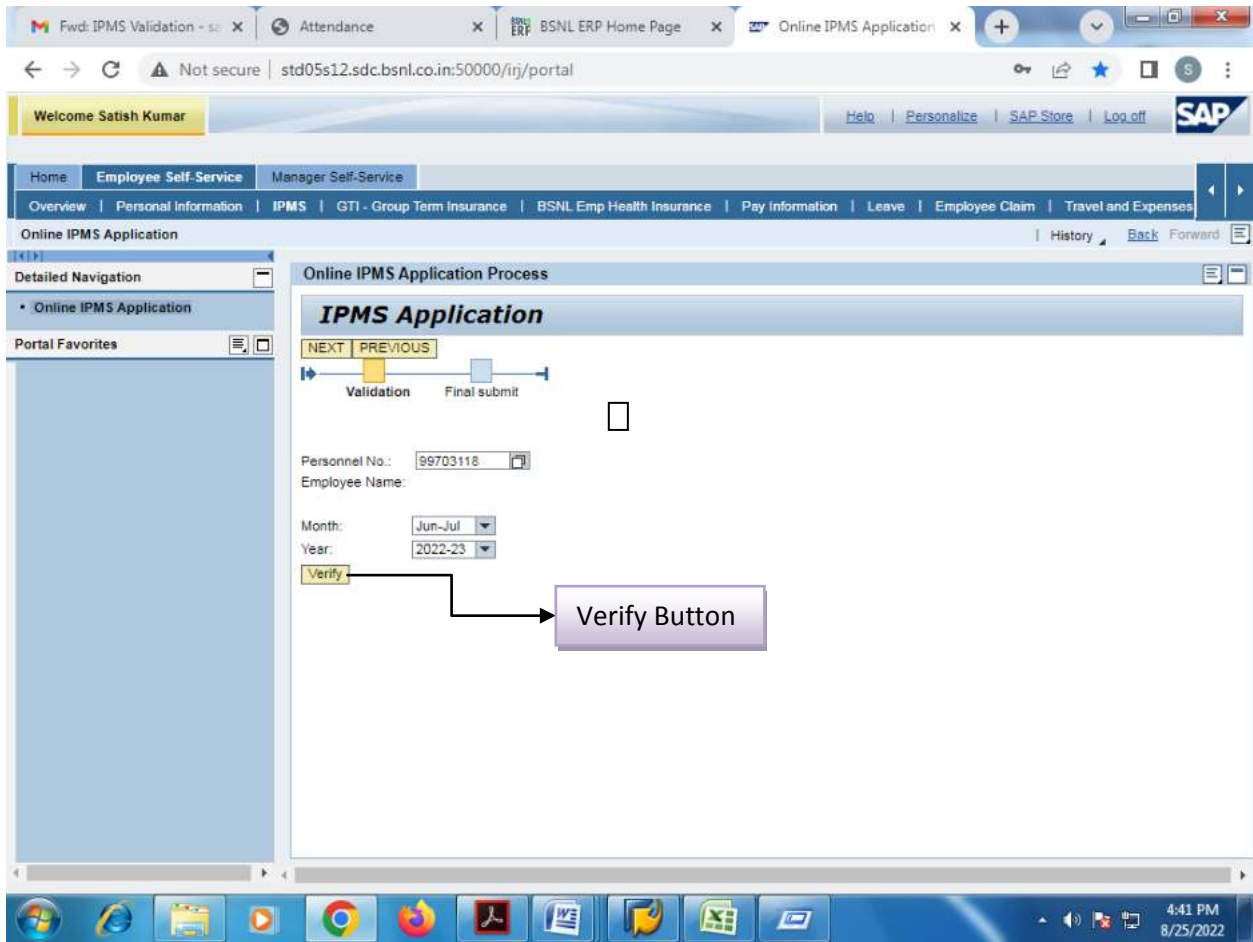
For Example: Personnel No – 99XXXX18
Select Month - June-July
Select Year - (2022-2023)

Click here for Subordinate List display for selection



Step 7:

Click on “**VERIFY**” button as shown below:





After clicking on “Verify” button as shown above the following screen will appear:

The screenshot displays the SAP Online IPMS Application Process interface. The page title is "Online IPMS Application Process" and "IPMS Application". A progress bar shows the current step as "Validation" and the next step as "Final submit". A "Verification success" message is displayed with a green checkmark. Below the message, there are input fields for "Personnel No.": 99703118, "Employee Name", "Month": Jun-Jul, and "Year": 2022-23. A red box highlights the "NEXT" button with the text "Click on NEXT".



Step 8:

After clicking on "NEXT" The following screen will appear:

The screenshot displays the SAP Online IPMS Application Process interface. The main content area is titled "Online IPMS Application Process" and includes an "Employee Information" section with the following details:

- Personnel no.: 99703118
- Empl./Appl Name: TEJ PAL SINGH
- Post: DM HCM-I ERP CENTRE ALT
- Month: JUN-JUL
- Year: 2022-23
- Personal Area: Corporate Office
- Personal SubArea: CO, New Delhi
- Employee Group: Absorbed
- Employee Subgroup: Group B
- Controlling Officer: 00204617
- Name of Controlling Officer: SATISH KUMAR
- Controlling officer Post: DM HCM-I ERP CENTRE ALT

Below the employee information is the "KPI Parameters" section, which contains a table with the following structure:

KPI Assignment				Performance Levels			
Job Role	KPI Description	KPI Type	Weightage	Target	Good	V Good	Excellent
Please use Add Row to insert records							

A red box highlights the "ADD ROW" button in the KPI Parameters section, with an arrow pointing to it from the text "ADD ROW".



Step 10:

Select “**JOB ROLE**” from the drop down menu:

The screenshot displays the SAP Online IPMS Application Process interface. The 'Employee Information' section includes the following details:

- Personnel no.: 99703118
- Empl./Appl Name: TEJ PAL SINGH
- Post: DM HCM-I ERP CENTRE ALT
- Month: FEB-MAR
- Year: 2022-23
- Personal Area: Corporate Office
- Personal SubArea: CO, New Delhi
- Employee Group: Absorbed
- Employee Subgroup: Group B
- Controlling Officer: 00204617
- Name of Controlling Officer: SATISH KUMAR
- Controlling officer Post: DM HCM-I ERP CENTRE ALT

The 'KPI Parameters' section features a table with columns for KPI Assignment, KPI Description, KPI Type, Weightage, Target, and Performance Levels (Good, V Good, Excellent). A dropdown menu is open under the 'JOB ROLE' column, showing options: EXTENDED OUT DOOR, FPH, PBX, FRANCHISEE MANAGER, FRS, and FTTH MTCE. The 'FRANCHISEE MANAGER' option is highlighted.

Select relevant **JOB Roles** from “**JOB ROLE**” column dropdown menu (Ex. Franchise Manager).



Step 11:

Select “KPI Description” from the respective DropdownMenu.

For Ex. Select “KPI Description” (SIM Sale) as shown in screen below:

The screenshot displays the SAP Online IPMS Application Process interface. The top navigation bar includes 'Home', 'Employee Self-Service', and 'Manager Self-Service'. The main content area is titled 'Online IPMS Application Process' and contains two sections: 'Employee Information' and 'KPI Parameters'.

Employee Information:

Personnel no.:	99703118
Empl./Appl Name:	TEJ PAL SINGH
Post:	DM HCM-I ERP CENTRE ALT
Month:	FEB-MAR
Year:	2022-23
Personal Area:	Corporate Office
Personal SubArea:	CO, New Delhi
Employee Group:	Absorbed
Employee Subgroup:	Group B
Controlling Officer:	00204617
Name of Controlling Officer:	SATISH KUMAR
Controlling officer Post:	DM HCM-I ERP CENTRE ALT

KPI Parameters:

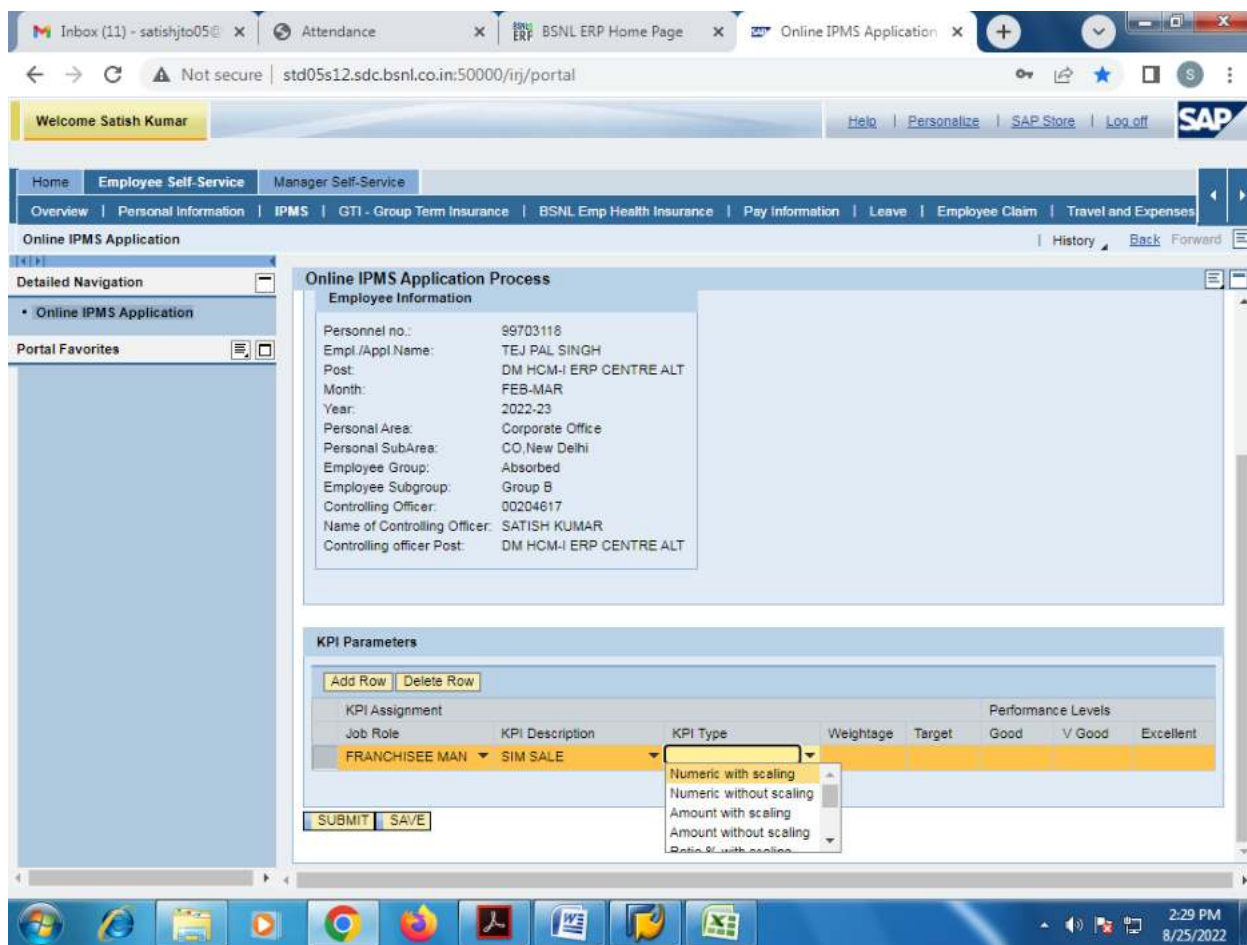
KPI Assignment		KPI Description	KPI Type	Weightage	Target	Performance Levels		
Job Role						Good	V Good	Excellent
FRANCHISEE MAN		SIM SALE						

The 'KPI Type' dropdown menu is open, showing options: 'Numeric with scaling', 'Numeric without scaling', 'Amount with scaling', 'Amount without scaling', and 'Rate % with scaling'.



Step 12:

Select “KPI Type” from dropdown menu as per requirement (For Ex. Numeric with Scaling) as shown below:



Step 13:

Fill the field named as WEIGHTAGE, (Total weightage of all KPIs must be 100)

Fill the Values in TARGET and PERFORMANCE LEVELS (GOOD , V GOOD AND EXCELLENT) in accordance with KPI type selected.

Please take care to fill the values in Performance Level either in ascending order or in descending order as per the KPI selected.

The value filled in the Performance level “Excellent” must be equal to Target value.



Some examples as illustrated are given below for understanding purpose regarding values to be filled in 'Target' & 'Performance Levels', for different KPI Types :

KPI Type	Target	Performance Levels			Remarks
		Good	V Good	Excellent	
Hours	4	6	5	4	1. "Good", "V Good" & "Excellent" values must be in descending order. 2. "Target" value must be equal to "Excellent" value. 3. "Good" value should be greater than 'V Good' value. 4. "V Good" value should be greater than 'Excellent' value.
Days	30	40	35	30	
Date (In DDMMYY)	310822	050922	020922	310822	
Numeric with scaling	250	248	249	250	1. "Good", "V Good" & "Excellent" values must be in ascending order. 2. "Target" value must be equal to "Excellent" value. 3. "Good" value should be less than
Numeric without scaling	250	248	249	250	
Amount with scaling (In Rs.)	150000000	100000000	125000000	150000000	
Amount without scaling (In Rs.)	150000000	100000000	125000000	150000000	
Ratio % with scaling	80	60	70	80	
Ratio %	80	60	70	80	



without scaling					“V Good” value. 4. “V Good” value should be less than “Excellent” value.
-----------------	--	--	--	--	---

The following Job Roles and corresponding KPI descriptions are available in the Drop down as of now:



JOB Roles &
Corresponding KPIS L



The following Screen appears:

The screenshot displays the SAP Online IPMS Application process interface. The browser address bar shows the URL: `std05s12.sdc.bsnl.co.in:50000/irj/portal`. The user is logged in as Satish Kumar.

Employee Information

Personnel no.:	99703118
Empl./Appl Name:	TEJ PAL SINGH
Post:	DM HCM-I ERP CENTRE ALT
Month:	FEB-MAR
Year:	2022-23
Personal Area:	Corporate Office
Personal SubArea:	CO, New Delhi
Employee Group:	Absorbed
Employee Subgroup:	Group B
Controlling Officer:	00204617
Name of Controlling Officer:	SATISH KUMAR
Controlling officer Post:	DM HCM-I ERP CENTRE ALT

KPI Parameters

Buttons: Add Row, Delete Row

KPI Assignment				Performance Levels			
Job Role	KPI Description	KPI Type	Weightage	Target	Good	√ Good	Excellent
FRANCHISEE MAN	SIM SALE	Numeric with scaling	30	300	200	250	300

Buttons: SUBMIT, SAVE

The Windows taskbar at the bottom shows the system time as 2:30 PM on 8/25/2022.



Step 14:

In Similar manner we can fill the second and third Job role also.

For Example selecting Job Role as **Admin**, **Franchise Manager** and **BBC** with their KPI Description and KPI Type as shown below:

The screenshot shows the SAP Online IPMS Application Process interface. The main content area displays the 'Online IPMS Application Process' details for a user named TEJ PAL SINGH. Below this, the 'KPI Parameters' section contains a table with the following data:

KPI Assignment				Performance Levels			
Job Role	KPI Description	KPI Type	Weightage	Target	Good	V Good	Excellent
ADMN	RTI	Days	40	30	40	35	40
FRANCHISEE MAN	SIM SALE	Numeric with scaling	40	300	200	250	300

Buttons for 'SUBMIT' and 'SAVE' are visible at the bottom of the table.



Browser tabs: Fwd: IPMS Validation - 2 x, Attendance x, BSNL ERP Home Page x, Online IPMS Application x

Address bar: Not secure | std05s12.sdc.bsnl.co.in:50000/rij/portal

Welcome Satish Kumar | [Help](#) | [Personalize](#) | [SAP Store](#) | [Log off](#) | **SAP**

Home | **Employee Self-Service** | Manager Self-Service

Overview | Personal Information | **IPMS** | GTI - Group Term Insurance | BSNL Emp Health Insurance | Pay Information | Leave | Employee Claim | Travel and Expenses

Online IPMS Application | History | Back | Forward

Detailed Navigation

- Online IPMS Application

Portal Favorites

Online IPMS Application Process

Empl./Appl Name: TEJ PAL SINGH
 Post: DM HCM-I ERP CENTRE ALT
 Month: JUN-JUL
 Year: 2022-23
 Personal Area: Corporate Office
 Personal SubArea: CO, New Delhi
 Employee Group: Absorbed
 Employee Subgroup: Group B
 Controlling Officer: 00204617
 Name of Controlling Officer: SATISH KUMAR
 Controlling officer Post: DM HCM-I ERP CENTRE ALT

KPI Parameters

[Add Row](#) [Delete Row](#)

KPI Assignment					Performance Levels		
Job Role	KPI Description	KPI Type	Weightage	Target	Good	V Good	Excellent
ADMN	RTI	Days	40	30	40	35	40
FRANCHISEE MAN	SIM SALE	Numeric with scaling	40	300	200	250	300
BBC	FTTH NTC	Numeric without sca	25	150	100	120	150

[SUBMIT](#) [SAVE](#)



Step 15:

Click on Save. The following Screen will appear:

The screenshot displays the SAP Online IPMS Application Process interface. The browser address bar shows the URL: `std05s12.sdc.bsnl.co.in:50000/itj/portal`. The user is logged in as Satish Kumar. The main content area is titled "Online IPMS Application Process" and "IPMS Application". A progress bar indicates the current step is "Final submit", with "Validation" as a previous step. A confirmation message states "Data successfully saved". Below this, the "IPMS details" section provides the following employee information:

Employee Information	
Personnel no.:	99703118
Empl./Appl.Name:	TEJ PAL SINGH
Post:	DM HCM-I ERP CENTRE ALT
Month:	JUN-JUL
Year:	2022-23
Personal Area:	Corporate Office
Personal SubArea:	CO, New Delhi
Employee Group:	Absorbed
Employee Subgroup:	Group B
Controlling Officer:	00204617
Name of Controlling Officer:	SATISH KUMAR
Controlling officer Post:	DM HCM-I ERP CENTRE ALT



Step 16:

Click on Submit. The following Screen will appear:

Online IPMS application process

No changes are allowed after submission. Are you sure to submit?

Yes No

Online IPMS Application

Empl/App'l Name:
Post:
Month:
Year:
Personal Area:
Personal SubArea:
Employee Group:
Employee Subgroup:
Controlling Officer:
Name of Controlling Officer:
Controlling officer Post: DM HCM| ERP CENTRE ALT

KPI Parameters

Add Row Delete Row

KPI Assignment				Performance Levels			
Job Role	KPI Description	KPI Type	Weightage	Target	Good	V Good	Excellent
ADMIN	RTI	Days	40	30	40	35	40
FRANCHISEE MAN	SIM SALE	Numeric with scaling	40	300	200	250	300
BBC	FTTH NTC	Numeric without scaling	20	150	100	120	150

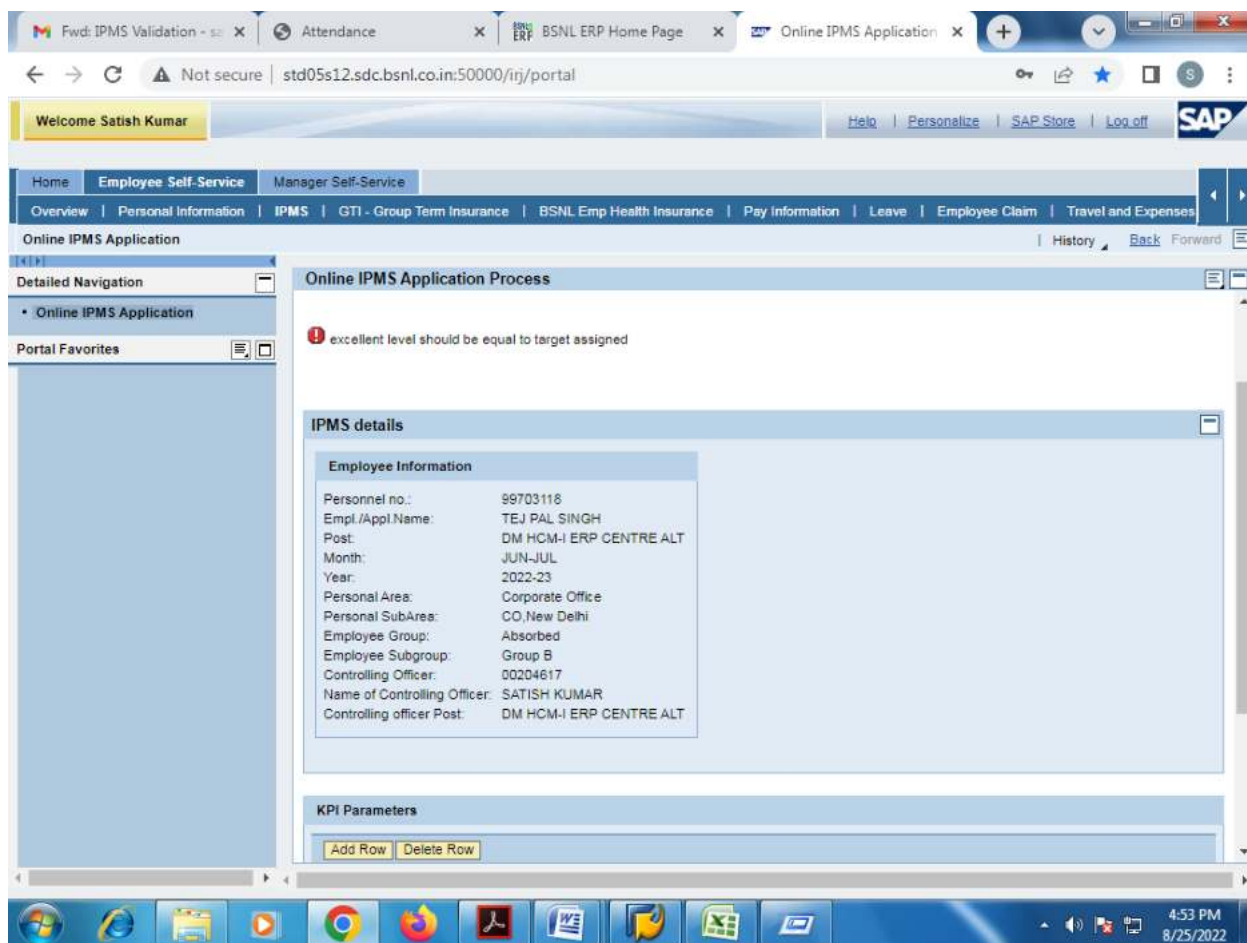
SUBMIT SAVE



Step 16:

Click on Yes Button (if sure to submit). If clicked on **“YES”** , **“Data submitted successfully”** message will appear.

In case wrong entry of data, for example **“Wrong data sequence etc. filled in Performance Level fields”** following screen may appear with error.e.g. **“Excellent level should be equal to target assigned “** etc.



In above example, target filled as 30 and excellent filled as 40 in Admin Job Role with KPI type **“Days”**. So the following screen will appear for correction of excellent value.



Browser tabs: Fwd: IPMS Validation - 52 x, Attendance x, BSNL ERP Home Page x, Online IPMS Application x

Address bar: Not secure | std05s12.sdc.bsnl.co.in:50000/rij/portal

Welcome Satish Kumar | [Help](#) | [Personalize](#) | [SAP Store](#) | [Log off](#) | **SAP**

Home | **Employee Self-Service** | Manager Self-Service

Overview | Personal Information | **IPMS** | GTI - Group Term Insurance | BSNL Emp Health Insurance | Pay Information | Leave | Employee Claim | Travel and Expenses

Online IPMS Application | History | Back | Forward

Online IPMS Application Process

Empl./Appl Name: TEJ PAL SINGH
 Post: DM HCM-I ERP CENTRE ALT
 Month: JUN-JUL
 Year: 2022-23
 Personal Area: Corporate Office
 Personal SubArea: CO, New Delhi
 Employee Group: Absorbed
 Employee Subgroup: Group B
 Controlling Officer: 00204617
 Name of Controlling Officer: SATISH KUMAR
 Controlling officer Post: DM HCM-I ERP CENTRE ALT

KPI Parameters

[Add Row](#) [Delete Row](#)

KPI Assignment					Performance Levels		
Job Role	KPI Description	KPI Type	Weightage	Target	Good	V Good	Excellent
ADMN	RTI	Days	40	30	40	35	30
FRANCHISEE MAN	SIM SALE	Numeric with scaling	40	300	200	250	300
BBC	FTTH NTC	Numeric without sca	20	150	100	120	150

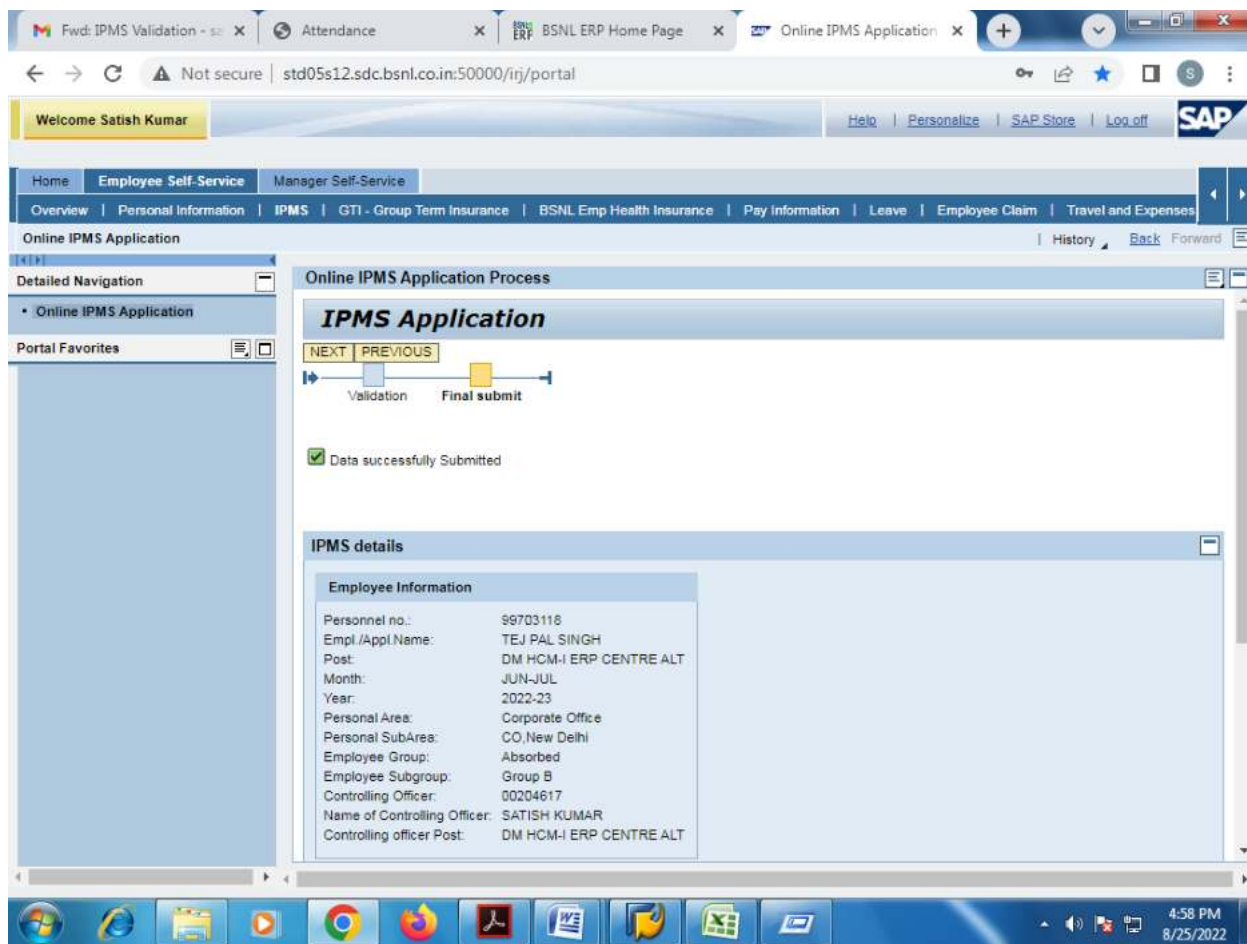
[SUBMIT](#) [SAVE](#)

Taskbar: 4:55 PM 8/25/2022



Step 16:

After correction, Click on **Save** and **Submit button**. The following screen will appear.



Now the activity of controlling officer is completed w.r.t. Creation of IPMS and assigning Targets as per KPIs. This activity is to be done every two months as cycle of IPMS is bimonthly.



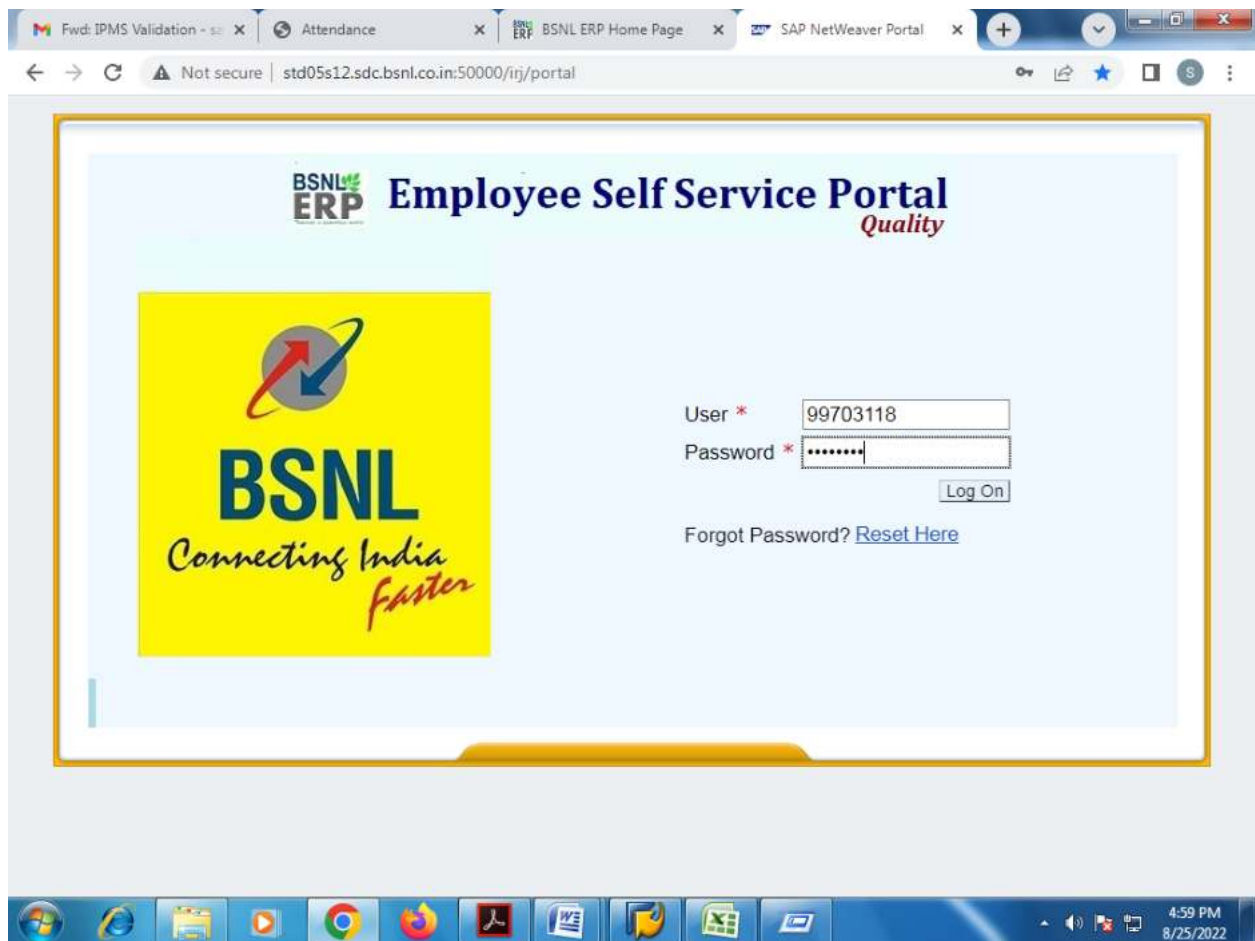
PART-II

(Activity at Subordinate Level)

Step 1:

Now subordinate employee will login to his/her ESS Portal e.g.(99703118).

The following screen appears.



Step 2:



Universal Worklist

Tasks Alerts Notifications Tracking

Show: New and In Progress Tasks All Create Task

Subject	From	Sent Date	Due Date	Status
---------	------	-----------	----------	--------

**Please click on IPMS tab in ESS and as already described in step 3 &4 of PART-I, the following screen appears.



The screenshot shows a web browser window displaying the SAP Employee Self-Service portal. The browser tabs include 'Fwd: IPMS Validation', 'Attendance', 'BSNL ERP Home Page', and 'Online IPMS Application'. The address bar shows 'std05s12.sdc.bsnl.co.in:50000/itj/portal'. The page header includes 'Welcome T.P Singh' and 'SAP' logo. The main navigation bar contains 'Home', 'Employee Self-Service', and various service links like 'Overview', 'Personal Information', 'IPMS', 'GTI - Group Term Insurance', 'BSNL Emp Health Insurance', 'Pay Information', 'Leave', 'Employee Claim', and 'Travel and Expenses'. The 'Online IPMS Application' section is active, showing a 'Suggested Action' box with two buttons: 'View/Resubmit self IPMS' and 'Create new IPMS for employee'. A red box highlights the 'View/Resubmit self IPMS' button, and an arrow points from a text box below it to the button. The text box contains the text 'VIEW / RESUBMIT SLEF IPMS'. The Windows taskbar at the bottom shows the system tray with the time '5:00 PM' and date '8/25/2022'.



Step 6:

Click on “**VIEW / RESUBMIT SLEF IPMS**”. The following screen will appear.

Online IPMS Application Process

IPMS details

PERNR	Month	Year	Name	63051648711F3511E1000000AC4DF8E
99703118	JUN-JUL	2022-23	TEJ PAL SINGH	DM HCM-I ERP CENTRE ALT

Process

Select the relevant row & Click on Process to check the KPIs assigned to him/her.

5:00 PM
8/25/2022



Step 7:

At the time of submission of values of Target achieved, select the Row of period for which Achievement is to be filled and Then Click on “PROCESS” as shown in previous step, the following screen will appear.

Online IPMS Application Process

Personnel no.: 99703118
Empl./Appl Name: TEJ PAL SINGH
Post: DM HCM-I ERP CENTRE ALT
Month: JUN-JUL
Year: 2022-23
Personal Area: Corporate Office
Personal SubArea: CO, New Delhi
Employee Group: Absorbed
Employee Subgroup: Group B
Controlling Officer: 00204617
Name of Controlling Officer: SATISH KUMAR
Controlling officer Post: DM HCM-I ERP CENTRE ALT

KPI Parameters

KPI Assignment					Performance Levels			Achievement
Job Role	KPI Description	KPI Type	Weightage	Target	Good	V Good	Excellent	Ach. by employee
FRANCHISEE	SIM SALE	Numeric with s	40	300	200	250	300	
BBC	FTTH NTC	Numeric witho	20	150	100	120	150	

SUBMIT SAVE

Fill Achieved Target Here

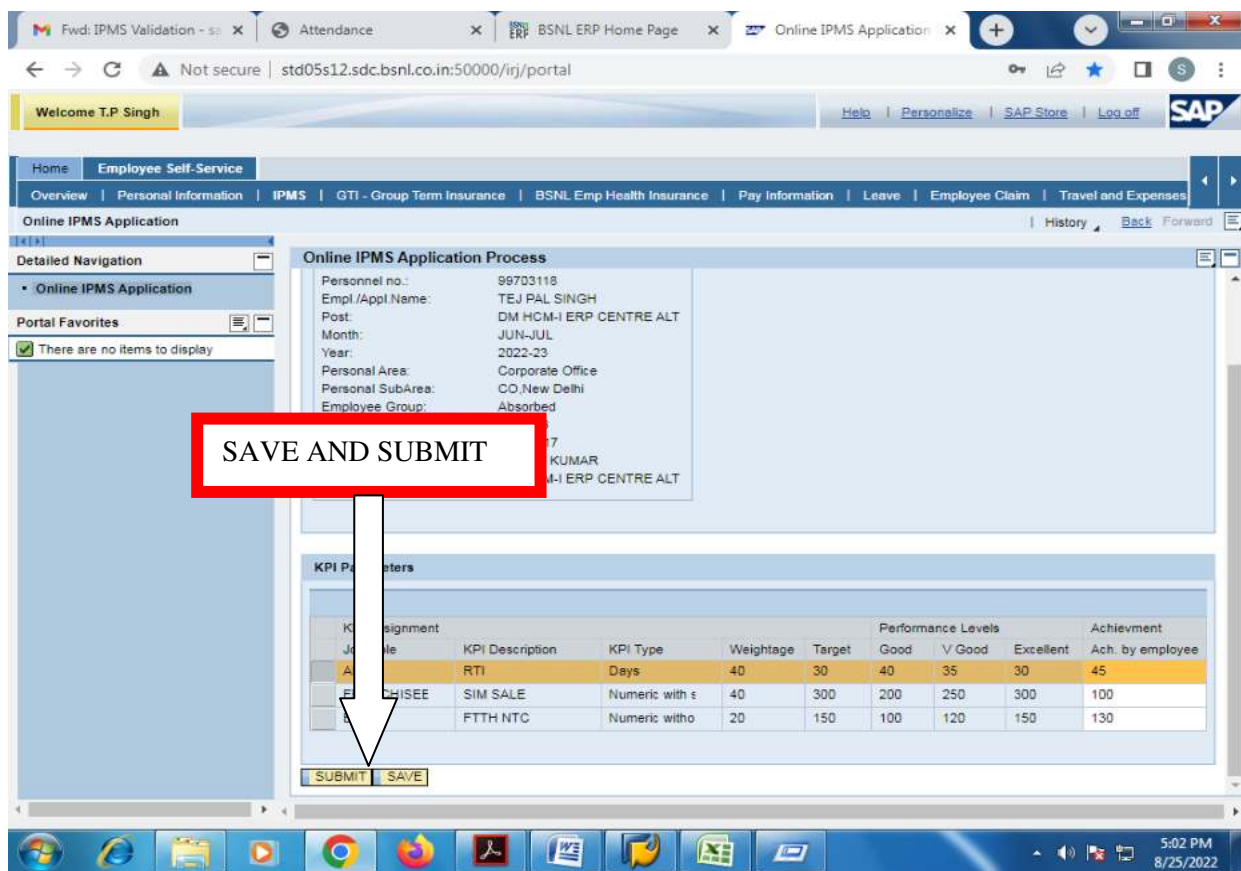


Step 8:

Fill the achievements against each KPI in the same unit/type/manner as given in Target for each & every KPI

For example, Employee has filled his achievements with Admin(RTI) - 45, Franchisee Manager(SIM Sale) – 100 and BBC(FTTH NTC) - 130 against target assigned.

The following screen will appear



Step 9:

Click on “SAVE” AND “SUBMIT”.

The IPMS activity of Employee is completed w.r.t submission of target achieved for given IPMS. This activity is to be done every two months as cycle of IPMS is bimonthly.



PART-III-A

(Controlling Officer Part – In Case of Rep. Off. agrees with all Achievements submitted by subordinate

Controlling officer will log into ESS Portal to access IPMS of his/her subordinates with Step 1, Step 2, Step 3 and Step 4 of **Part-1** and will click on View / Submit Self IPMS as shown below:

The screenshot displays the SAP Employee Self-Service (ESS) portal interface. The browser address bar shows the URL: `std05s12.sdc.bsnl.co.in:50000/irj/portal`. The page title is "Welcome T.P. Singh" and the SAP logo is visible in the top right corner. The main navigation menu includes "Home", "Employee Self-Service", "Overview", "Personal Information", "IPMS", "GTI - Group Term Insurance", "BSNL Emp Health Insurance", "Pay Information", "Leave", "Employee Claim", and "Travel and Expenses". The "Online IPMS Application" section is active, showing a "Suggested Action" box with two buttons: "View/Resubmit self IPMS" and "Create new IPMS for employee". A red rectangular box highlights the "VIEW / RESUBMIT SLEF IPMS" text, with a white arrow pointing from this box to the "View/Resubmit self IPMS" button in the suggested action area. The system tray at the bottom shows the date and time as 5:00 PM on 8/25/2022.



Step 5:

After clicking on VIEW / RESUBMIT SLEF IPMS tab, the following screen will appear: Need to select appropriate row and click on Process

The screenshot displays the SAP Online IPMS Application Process interface. The main content area is titled "Online IPMS Application Process" and contains a section for "IPMS details". Below this, there is a table with the following data:

PERNR	Month	Year	Name	
99703118	JUN-JUL	2022-23	TEJ PAL SINGH	DM HCM-I ERP CENTRE ALT

Below the table, there is a yellow "Process" button. A red box highlights this button, and an arrow points to it from a text box that says "CLICK ON PROCESS".



Step 6:

If reporting officer **Agrees** with Targets achieved values filled by his/her subordinate, the he will click on **Check box** available after scrolling to RHS of the IPMS screen as shown below

Online IPMS Application Process

Empl./Appl.Name: TEJ PAL SINGH
 Post: DM HCM-I ERP CENTRE ALT
 Month: JUN-JUL
 Year: 2022-23
 Personal Area: Corporate Office
 Personal SubArea: CO, New Delhi
 Employee Group: Absorbed
 Employee Subgroup: Group B
 Controlling Officer: 00204617
 Name of Controlling Officer: SATISH KUMAR
 Controlling officer Post: DM HCM-I ERP CENTRE ALT

KPI Parameters

KPI Assignment					Performance Levels			Achievment		Evaluation
Job Role	KPI Description	KPI Type	Weightage	Target	Good	V Good	Excellent	Ach. by employee	Achmnt as per cont. off.	Evalu
ADM	RTI	Days	40	30	40	35	30	45		
FRAN	SIM SALE	Num	40	300	200	250	300	100		
BBC	FTTH NTC	Num	20	150	100	120	150	130		

SUBMIT SAVE



The screenshot shows the SAP HR portal interface for an Online IPMS Application. The main content area displays the 'Online IPMS Application Process' with a table of performance levels and evaluation options. A red box highlights the 'AGREE/DISAGREE' column, with an arrow pointing to the 'AGREE' checkbox for the first row.

Target	Performance Levels			Achievement	Evaluation			
	Good	V Good	Excellent		Ach. by e	valuation	Marks Achieved	Weighted Score
30	40	35	30	45				<input type="checkbox"/>
300	200	250	300	100				<input type="checkbox"/>
150	100	120	150	130				<input type="checkbox"/>



Step 8:

In given Example, the controlling officer is agreed with the achievement submitted by employee for each & every KPI. The following screen appears.

Weightage	Target	Performance Levels			Achievement Ach. by employee	Evaluation		Marks Achieved	Weighted Score	Agree
		Good	V Good	Excellent		Achmt as per cont. off.	Evaluation			
40	30	40	35	30	45	45	Agree	0	0.00	<input checked="" type="checkbox"/>
40	300	200	250	300	100	100	Agree	30.000	12.00	<input checked="" type="checkbox"/>
20	150	100	120	150	130	130	Agree	86.667	17.33	<input checked="" type="checkbox"/>

The marks achieved and Weighted scored of respective job role will be auto populated as per formulae given by Restructuring cell.



Step 9:

Click on “SAVE” AND SUBMIT on screen appearing as

The screenshot displays the SAP Online IPMS Application Process interface. The top navigation bar includes 'Home', 'Employee Self-Service', and 'Manager Self-Service'. The main content area is titled 'Online IPMS Application Process' and shows the following details:

- Empl./Appl. Name: TEJ PAL SINGH
- Post: DM HCM-I ERP CENTRE ALT
- Month: JUN-JUL
- Year: 2022-23
- Personal Area: Corporate Office
- Personal SubArea: CO, New Delhi
- Employee Group: Absorbed
- Employee Subgroup: Group B
- Controlling Officer: 00204617
- Name of Controlling Officer: SATISH KUMAR
- Controlling officer Post: DM HCM-I ERP CENTRE ALT

Below the details is a table titled 'KPI Parameters' with the following data:

KPI Assignment				Performance Levels			Achievement	Evaluation		
Job Role	KPI Description	KPI Type	Weightage	Target	Good	V Good	Excellent	Ach. by employee	Achmnt as per cont. off.	Evalu
ADMI	RTI	Days	40	30	40	35	30	45	45	Agree
FRAN	SIM SALE	Num	40	300	200	250	300	100	100	Agree
BBC	FTTH NTC	Num	20	150	100	120	150	130	130	Agree

At the bottom of the application process area, there are two buttons: 'SUBMIT' and 'SAVE'.

This activity of controlling officer is completed. The IPMS can be viewed by respective subordinate in his/her ESS IPMS Tab. (Illustrated in Part-2).



PART-III-B

(Controlling Officer Part – In Case of Rep Off Disagrees with Achievements submitted by subordinate)

Note: Kindly follow the steps 1-5 in Part III-A. After that follow the steps as given below:

Step 6: In case of Disagreement of any of the KPI, keep that row unchecked as shown below and fill the values as per their assessment in the field “Achmnt as per Rep Off” in that row .

The screenshot shows the SAP Online IPMS Application Process interface. The main content area displays a table with the following data:

Levels	Achievement	Evaluation	Achmnt as per cont. off.	Achmnt as per appr.	Evaluation	Marks Achieved	Weighted Score	Agree/Disagree
300	100	100	8.00			9.00		<input type="checkbox"/>
200	80	80	0.00					<input type="checkbox"/>
350	275	275	275			14.00		<input checked="" type="checkbox"/>

A callout box labeled "DISAGREE" with a purple arrow points to the "Agree/Disagree" checkbox for the row with Level 200.



Step 7: On clicking SUBMIT, the system will ask to select/fill the Next Higher/Reviewing Officer Perrnr. After selecting/filling the same, Reporting officer then need to Save & Submit the IPMS so as to forward it to Reviewing officer as shown below:

Online IPMS Application Process

! In case of disagree the approver is required

IPMS details

Employee Information

Personnel no.:	99703118
Empl./Appl.Name:	TEJ PAL SINGH
Post:	DM HCM-I ERP CENTRE ALT
Month:	APR-MAY
Year:	2022-23
Personal Area:	CORPORATE OFFICE
Personal SubArea:	CO,NEW DELHI
Employee Group:	ABSORBED
Employee Subgroup:	GROUP B
Controlling Officer:	00204617
Name of Controlling Officer:	SATISH KUMAR
Controlling officer Post:	DM HCM-I ERP CENTRE ALT

Approver Details

Approver:

Select & fill Reviewing Officer PERNR & then 'Submit'.

After clicking on Submit, Pop up will Appear. On selection YES on POP UP Screen, below screen will appear



Online IPMS Application Process

Data successfully Submitted

IPMS details

Employee Information	
Personnel no.:	99703118
Empl./Appl Name:	TEJ PAL SINGH
Post:	DM HCM-I ERP CENTRE ALT
Month:	FEB-MAR
Year:	2022-23
Personal Area:	Corporate Office
Personal SubArea:	CO, New Delhi
Employee Group:	Absorbed
Employee Subgroup:	Group B
Controlling Officer:	00204617
Name of Controlling Officer:	SATISH KUMAR
Controlling officer Post:	DM HCM-I ERP CENTRE ALT

KPI Parameters

This concludes the activity of Reporting Officer for this particular IPMS and now Reviewing Officer's activity begins as below



PART-IV

(Reviewing Officer Part – In Case of Rep Off Disagreement with Achievements submitted by subordinate)

Reviewing officer will login to ESS Portal to access such IPMS with Step 1, Step 2, Step 3 and Step 4 of **Part-I** and will click on View / Submit Self IPMS as shown below:

Step5: Reviewing officer will select the IPMS and then click on Process button.

The screenshot shows the SAP ESS portal interface. The main content area is titled 'Online IPMS Application Process'. Below this, there is a section for 'IPMS details' containing a table of assigned IPMS records. The table has the following data:

PERNR	Month	Year	Name	63051648711F3511E1000000AC4DF8E
99703118	JUN-JUL	2022-23	TEJ PAL SINGH	DM HCM-I ERP CENTRE ALT
99703118	APR-MAY	2022-23	TEJ PAL SINGH	DM HCM-I ERP CENTRE ALT
99703118	AUG-SEP	2022-23	TEJ PAL SINGH	DM HCM-I ERP CENTRE ALT
99703118	FEB-MAR	2022-23	TEJ PAL SINGH	DM HCM-I ERP CENTRE ALT

Below the table, there is a 'Process' button. An arrow points from this button to a callout box that says 'Click on Process'.



Step 6: The following screen will appear at Reviewing officer end:

The screenshot shows the SAP Online IPMS Application portal. The main content area displays a table titled "Online IPMS Application Process". The table has the following structure:

Weightage	Target	Performance Levels			Achievment		Evaluation
		Good	V Good	Excellent	Achmnt. by employee	Achmnt as per c	
100	300	200	250	300	100		
20	20	40	30	20	45		
150	150	100	120	150	130	130	

The screenshot also shows the SAP navigation bar with "Employee Self-Service" selected, and the user name "Welcome Satish Kumar". The system clock at the bottom right indicates 1:30 PM on 8/26/2022.



Step 7: Disagreed fields will be available to modify the respective fields at Reviewing officer end for his decision/evaluation. Remaining agreed fields will remain grayed out which cannot be edited further. Screen is given below:

The screenshot shows the SAP Online IPMS Application Process interface. A table displays evaluation data with callouts explaining the status of different fields:

- Grayed field as already agreed by Cont Off. (Not Editable)**: Points to the 'Achmt as per cont. off' column.
- If reviewing officer agrees with Rep. Off. then Reporting values will be auto populated here.**: Points to the 'Achmt as per appr' column.
- If Reviewing officer disagrees with Rep. Off. then need to edit/ fill values here.**: Points to the 'Evaluation' column.

Evaluation	Achmt as per cont. off	Achmt as per appr	Evaluation	Marks Achieved	Weighted Score	Agree/Disagree
150	150	150	Disagree		13.50	<input type="checkbox"/>
40	40	40	Agree	88.687	8.00	<input checked="" type="checkbox"/>
130	130	130	Agree		52.00	<input type="checkbox"/>



Step 8: After completing Step 7 the Reviewing will Save and Submit. The following Screen will appear:

The screenshot shows the SAP Online IPMS Application Process interface. A confirmation dialog box titled "Online IPMS process" is displayed, asking "No changes are allowed after submission. Are you sure to submit?". The dialog has "Yes" and "No" buttons. A green callout box with the text "Click on YES" and an arrow points to the "Yes" button.

Employee Information

Personal no: 00204617
Empl./Appl Name: SATISH KUMAR
Post: DM HCM-I ERP CENTRE ALT
Month: OCT-NOV
Year: 2022-23
Personal Area: Corporate Office
Personal SubArea: OO>New Delhi
Employee Group: BSNL Recrutee
Employee Subgroup: Group B
Controlling Officer: 99723118
Name of Controlling Officer: TEJ PAL SINGH
Controlling officer Post: DM HCM-I ERP CENTRE ALT

KPI Parameters

KPI Assignment					Performance Levels		
Job Role	KPI Description	KPI Type	Weightage	Target	Good	V Good	Excellent
FRANCHISEE MANAGE	SIM SALE	Numeric with scaling	30	300	200	250	300
ADMIN	RTI	Days	10	20	40	30	20
BBC	FTTH NTC	Numeric without scaling	60	150	100	120	150

[SUBMIT] [SAVE]

Windows taskbar at the bottom shows the time as 2:48 PM on 8/26/2022.



Final Screen after clicking on YES button.

Evaluation					
Achmnt as per cont. off.	Achmnt as per appr.	Evaluation	Marks Achieved	Weighted Score	Agree/Disagree
150	160	Disagree	48.000	14.40	<input type="checkbox"/>
40	40	Agree	80	6.00	<input checked="" type="checkbox"/>
130	130	Agree	88.667	52.00	<input type="checkbox"/>
Total weighted score				72.4	<input type="checkbox"/>

The activities of Reviewing officer are completed. The IPMS can be viewed by respective subordinate in his/her ESS IPMS Tab. (Illustrated in Part-2).
