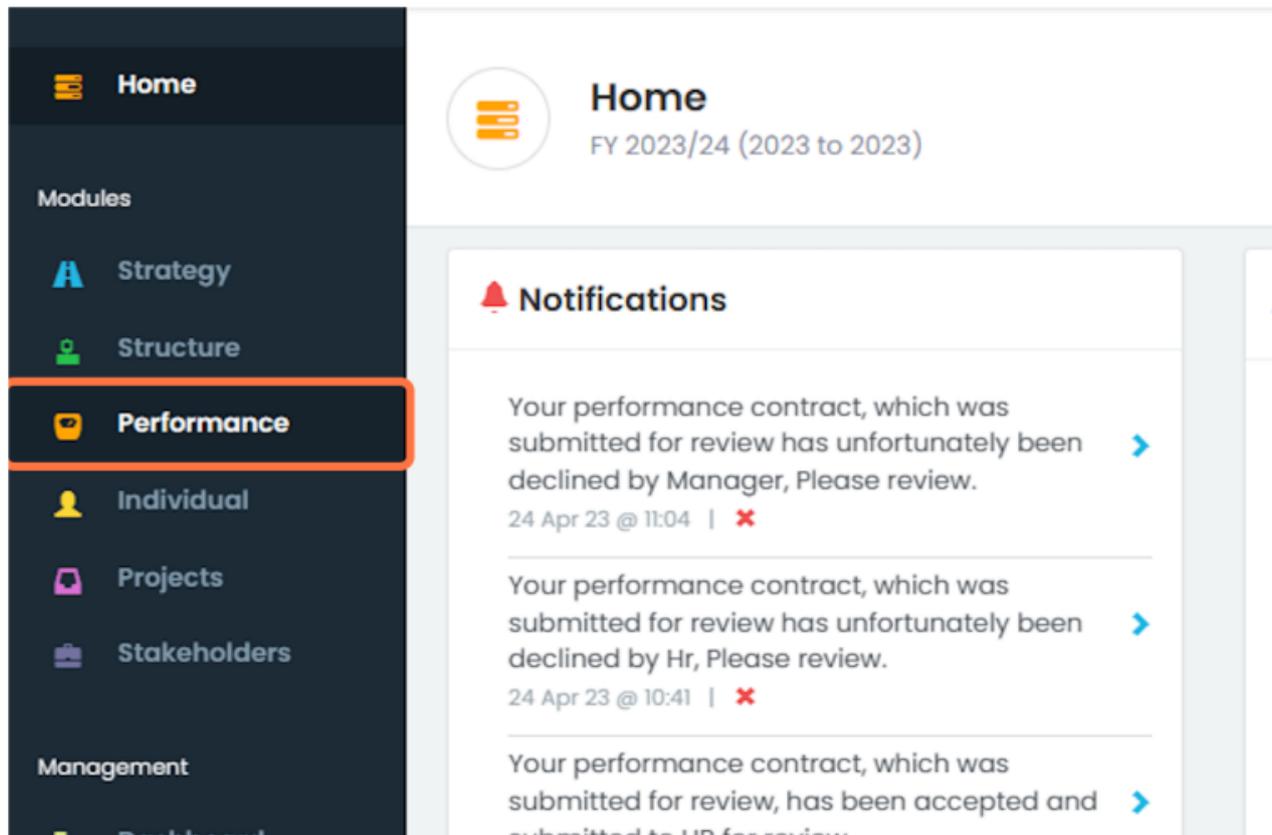
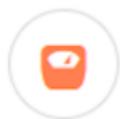
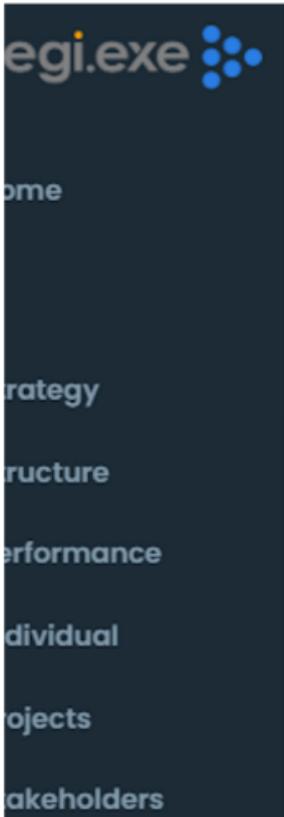


# Developing Performance Contracts

1. Once logged in to StratXE, from the home page click on the "Performance" module.



2. To create a new Performance Contract, based on a users Job Profile and Template, click on "Contract (Develop)" and then "Create".



## Performance

Individual performance development and tracking

Profile

**Contract (Develop)**

Contract (Track)

Development

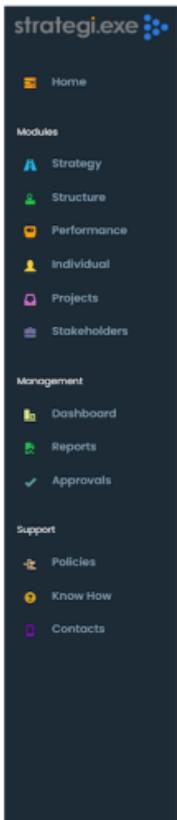
### Performance Reporting Period 2023/24 - bi-annually

Selected Performance cycle

### Actionable

Performance contract & personal development plan status fo

- 3. Each Key Performance Area can be linked to a Strategic Indicator, this will help to measure and track organizational performance. To link a Strategic Indicator to a KPA begin by clicking the drop down trigger next to the KPA. (Illustrative example below)



Musina Makhado Special Ec... Setup Demo User

1st Hall [DEVELOPING] Admin Assistant

Create KPA

**Cleaning and maintaining offices**  
KPA Weighting: 25%

**Clean offices**  
KPA Weighting: 50% ⋮

<Strategic Indicator Not Linked>

KPI	Frequency	Target	Status	Weighting	
Effective and efficient cleaning services Satisfaction score of line manager on cleanliness of offices	Quarterly	Rating %	Initialize	100%	⋮

**Maintain offices**  
KPA Weighting: 50%

<Strategic Indicator Not Linked>

KPI	Frequency	Target	Status	Weighting	
Effective and efficient maintenance of offices Level of satisfaction of line manager with maintenance provided	Quarterly	Rating %	Initialize	100%	⋮

Cleaning and maintaining offices tasks weighting: 100%

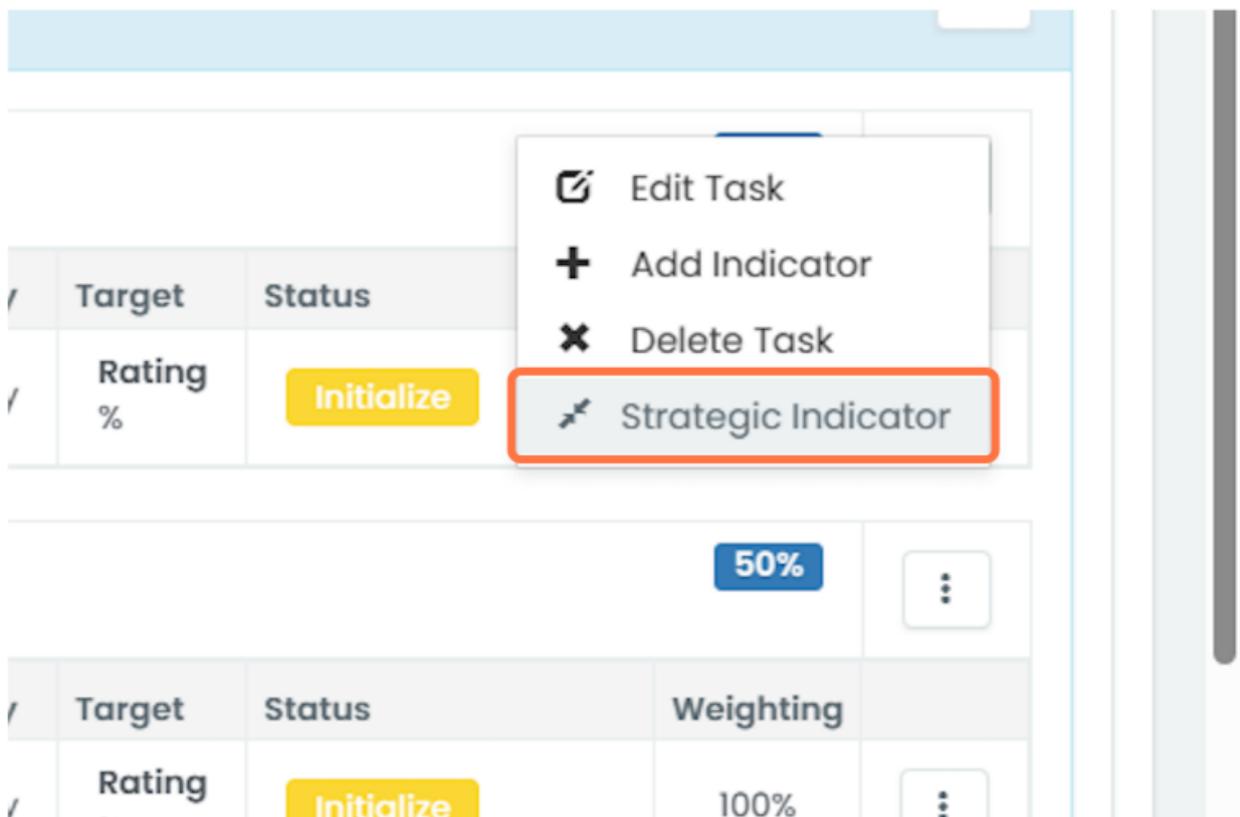
**Secretarial Duties**  
KPA Weighting: 75%

**Keep record of all documents**  
KPA Weighting: 34%

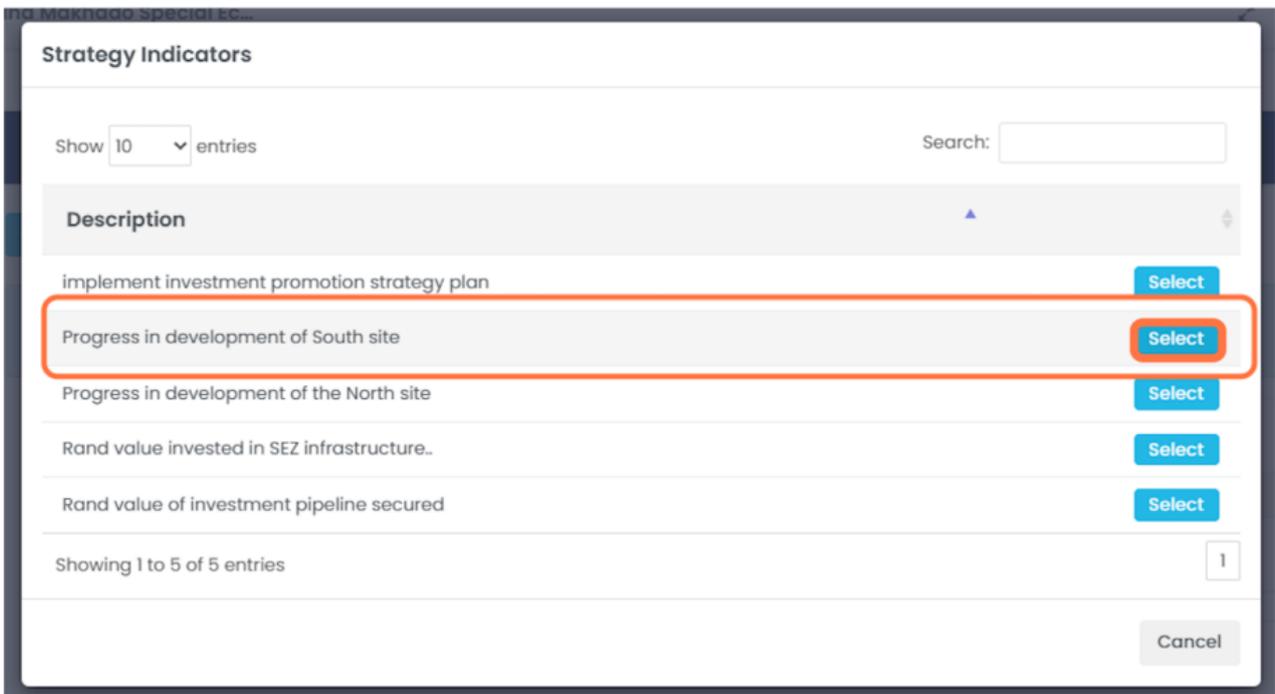
<Strategic Indicator Not Linked>

KPI	Frequency	Target	Status	Weighting	
Efficient records keeping Turnaround time to retrieve documents within the archives	Quarterly	Rating %	Initialize	100%	⋮

- 4. Then click on "Strategic Indicator".



5. Click "Select" next to the Indicator that must be linked to a KPA. This will close the pop up window, allowing you to repeat the process until all KPA's have Strategic Indicators assigned. Please note that not all KPA's require Strategic Indicators to be linked to them.



6. Each KPA, Task, Indicator, and their individual weighting, can be edited on the Performance Contract. It is important that the weighting for each of these components must add up to 100%. Once satisfied, click on "Initialize" for each task, to initialize measurement.

				<b>50%</b>	⋮
Frequency	Target	Status			
Quarterly	Rating %	<b>Initialize</b>	100%	⋮	
				<b>50%</b>	⋮
Frequency	Target	Status			
	Ratina	<b>View</b>		⋮	

7. Once initialized, the user will be prompted to set a target for the indicator. To begin, click on "View" next to the indicator.

				<b>50%</b>	⋮
Frequency	Target	Status			
Quarterly	Rating %	<b>View</b> !	100%	⋮	
				<b>50%</b>	⋮
Frequency	Target	Status			

8. A dialogue box will appear within which details about the target can be defined. Once done, click "Save" to save the target and then "Close" to exit the dialogue box. This step must be repeated for all the indicators.

**Indicator - Effective and efficient cleaning services**

**Measure:**  
Satisfaction score of line manager on cleanliness of offices

**Target Type:**  
percentage

**Function:**  
Rating

Period	Indicator Rating
Quarter 1	1-5 ?
Quarter 2	1-5 ?

**Save** ✓

Close

9. Once the above steps are completed, the contract can be submitted .

**Projects**

**Stakeholders**

**Management**

**Dashboard**

**Reports**

**Approvals**

**Part**

**Policies**

**Know How**

Secretarial Duties tasks weighting: **100%**

KPA's weighting total: **100%**

Once you contract is defined, submit to manager for r

**Submit Contract**

**Comments**  
Updates and attachments

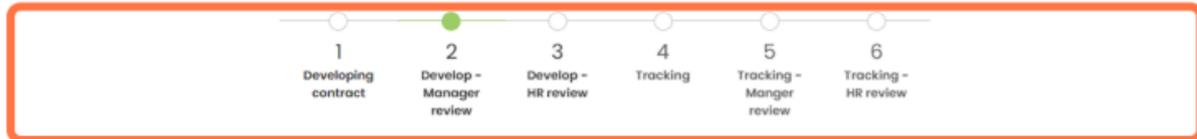
10. This will submit the contract to the line manager for approval. The line manager will be notified of a contract pending approval via email.

## Performance

Individual performance development and tracking

[Dashboard](#) [Reports](#)
[Profile](#) [Contract \(Develop\)](#) [Contract \(Track\)](#) [Development Plan](#)
[My Contract](#) [My People](#) [My HR](#)

2023



1st Half [MANAGER REVIEW] Admin Assistant

### Cleaning and maintaining offices

KPA Weighting: 25%

#### Clean offices

&lt;Progress in development of South site&gt;

50%

KPI	Frequency	Target	Status	Weighting
Effective and efficient cleaning services Satisfaction score of line manager on cleanliness of offices	Quarterly	Rating %	<a href="#">View</a>	100%

#### Maintain offices

&lt;Progress in development of South site&gt;

50%

KPI	Frequency	Target	Status	Weighting
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11. From the Line Managers perspective, they can review all pending performance contracts by going to the "Performance" module page and clicking on "Contract (Develop)".

Musina Makhado Special Ec...

## Performance

Individual performance development and tracking

[Profile](#) [Contract \(Develop\)](#) [Contract \(Track\)](#) [Development Plan](#)

Performance Reporting Period 2023/24 - bi-annually  
Selected Performance cycle

2023

### Actionable

Performance contract & personal development plan status for 2023

	Contract(Develop)	Contract(Track)	Dev. Plan
Me	APPROVED <a href="#">Track</a> <a href="#">Track</a>		No Plan <a href="#">Create</a>
My People	<a href="#">Review (1)</a>	✓	✓
My Hr	✓	✓	✓

12. Click on "My People".



Profile

**Contract (Develop)**

Contract (Track)

Developer

My Contract

**My People**

My HR



13. Then click on "Review" next to the contract pending approval.

	Status	
1.com	1st Half : APPROVED	<a href="#">View</a>
ia.com	1st Half : MANAGER REVIEW	<a href="#">Review</a>
@africaia.com	1st Half : DEVELOPING	<a href="#">View</a>

14. The manager can then review if the Performance Contract is satisfactory. If yes, the manager can approve the contract by clicking "Approve". If not, the manager can decline the contract but will be required to provide comments as to why. Declining the contract will send it back to the employee who set it up.

The screenshot shows a dashboard for 'Musina Makhado Special Ec...'. It features a sidebar with navigation options like Home, Modules, Management, and Support. The main content area displays several KPI cards:

- Efficient records keeping**: Turnaround time to retrieve documents within the archives. Frequency: Quarterly, Target: Rating %, Status: View, Weighting: 100%.
- Record meeting minutes**: «Rand value of investment pipeline secured». Status: 33%.
- Efficient meeting minutes management**: Turnaround time to record and disseminate meeting minutes to members. Frequency: Quarterly, Target: Rating %, Status: View, Weighting: 100%.
- Take messages for the line manager**: «Implement investment promotion strategy plans». Status: 33%.
- Efficient commuinactions management**: Turnaround Time to record and relay messages to line manager. Frequency: Quarterly, Target: Rating %, Status: View, Weighting: 100%.

Below the KPIs, there are sections for 'Secretarial Duties tasks weighting: 100%', 'KPA's weighting total: 100%', a 'Review Action' section with an 'Add more KPIs' input field and 'APPROVE'/'DECLINE' buttons, and a 'Comments' section for updates and attachments.

15. Once the manager approves a contract, it will then be sent to the HR partner for their review. The HR partner will be able to review contract by going to the "Performance" module page, clicking on "Contract (Develop)" and then "My HR".

The screenshot shows the 'Performance' module page, titled 'Individual performance development and tracking'. It has navigation tabs for 'Profile', 'Contract (Develop)', 'Contract (Track)', and 'Development Plan'. Under the 'Contract (Develop)' tab, there are sub-tabs for 'My Contract', 'My People', and 'My HR', with 'My HR' highlighted in a red box. Below the sub-tabs is a table with the following data:

Name	Title
Cebo Ngobese	CEO
Demo User	Admin Assistant

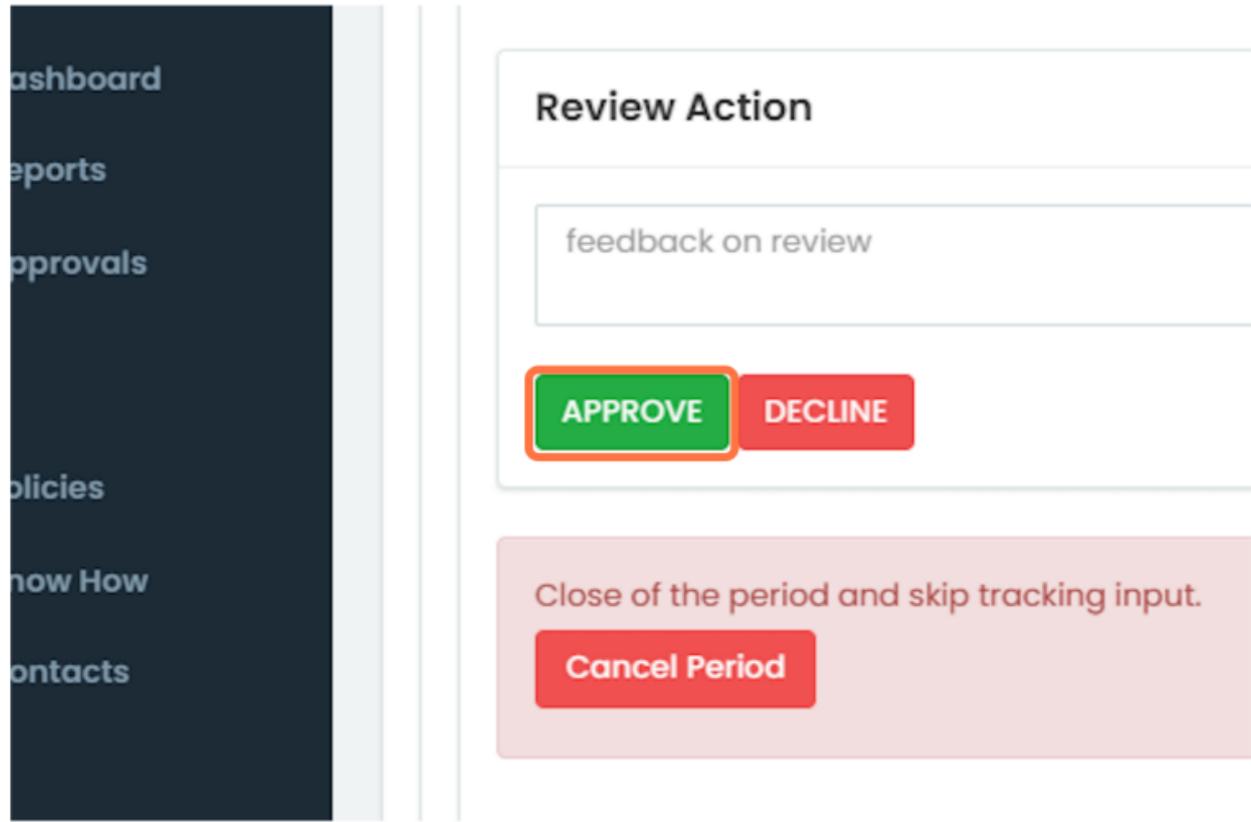
16. From this page, the HR partner will be able to review any pending contracts.

17. If the contract is satisfactory, the HR partner can approve the contract. This will notify the employee that their performance contract has been approved. If not, the HR partner can decline the contract but will be required to provide comments as to why the contract was declined.

This screenshot shows the 'My HR' sub-tab within the 'Contract (Develop)' section. It displays a table with contract details:

Name	Title	eMail	Status
Cebo Ngobese	CEO		1st Half : APPROVED
Demo User	Admin Assistant		1st Half : HR REVIEW

The 'My HR' sub-tab is highlighted in a red box, and the '1st Half : HR REVIEW' status is also highlighted in a red box.



Revision #1

Created Wed, May 3, 2023 5:12 AM by Niyaz Ebrahim

Updated Wed, May 3, 2023 6:24 AM by Niyaz Ebrahim