

PERFORMANCE MANAGEMENT SYSTEM · V1.0.0

User Guide

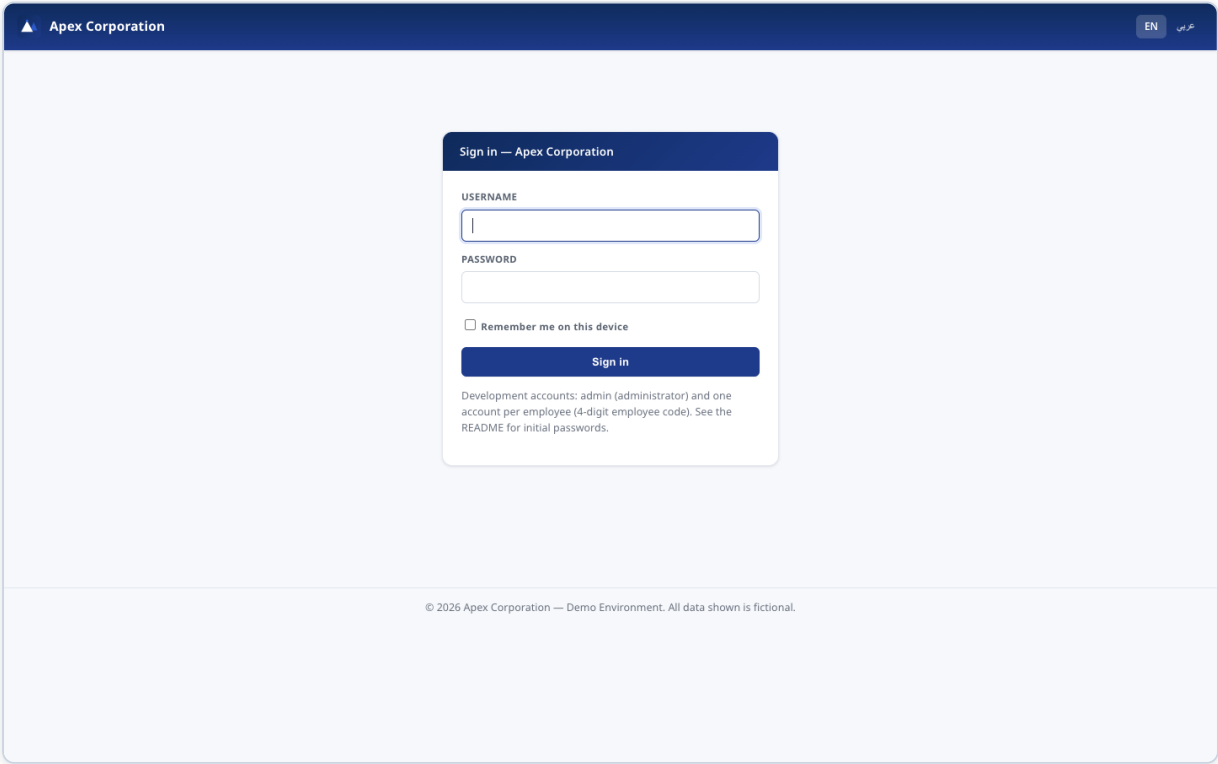
For Employees, Managers, and HR Reviewers — navigating the annual performance review, from KPI setup through final approval.

Performance Management System · User Guide · Confidential

1.	Signing in and navigation
2.	Understanding the review workflow
3.	For Managers: setting KPIs and competencies
4.	For Employees: acknowledging and self-assessing
5.	For Managers: end-year scoring and submission
6.	For HR Reviewers: two-stage approval
7.	Reports
8.	Search: PM Form Summary
9.	Notifications
10.	Your account settings

1. Signing in and navigation

Open the application URL in your browser and sign in with your username and password. Your username is your organization employee code (a 4-digit number) unless you are an HR Administrator.



Sign-in page — a language switcher (EN / عربي) is available before and after login.

After signing in you land on the **Dashboard**, which shows organization-wide completion progress (visible to HR Administrators) or your own team's progress (for managers). The left-hand sidebar is your main navigation; it adapts to your role — an employee sees only **PM Form** and their own account controls, while a manager additionally sees their team, and an HR Administrator sees the full administrative menu.

- Dashboard
- PM Form
- PM Form Summary
- Employee Master
- KPI Master
- Competency Master
- Reference Master

- Reports
- User Management
- Login As
- Scheduled Jobs
- Workflow Administration
- System Settings

Dashboard

Annual Review Cycle Open — performance calibration starts next week.

Welcome to the Apex Corporation performance portal. HR training available Friday.

EMPLOYEES

200

FORMS GENERATED (2026)

195

OVERALL COMPLETION

73%

Form Status Breakdown

READY / NOT STARTED

2

IN PROGRESS

47

FINALIZED

146

TOTAL

195

Department Completion, Progress & Performance

DEPARTMENT	EMPLOYEES	PROGRESS	COMPLETION	AVG. SCORE
Finance & Accounting	14	92%	78%	78.10
Human Resources	14	92%	71%	69.09
Operations	14	92%	64%	79.66
Risk Management	14	92%	78%	75.43
Corporate Strategy	14	92%	57%	50.99
Actuarial Services	13	100%	92%	76.52
Internal Audit	13	100%	76%	78.76
Claims Management	13	92%	53%	69.38
Customer Service	13	100%	84%	76.20
Investments & Treasury	13	100%	76%	77.60
Information Technology	13	92%	69%	70.79
Legal & Compliance	13	100%	100%	77.59
Marketing & Brand	13	100%	53%	63.29
Sales & Distribution	13	100%	76%	74.80
Underwriting	13	100%	61%	66.43

Open PM Form Summary

Employee Master

Reports

Recent Activity

- Workflow Administration: Reopen Review: Reason: Manager flagged a scoring error after finalization — reopened for correction.; Previous: Approved; New: Employee Acknowledged; — admin

20 Dec 2026 12:00
- Workflow Administration: Reopen Review: Reason: Manager flagged a scoring error after finalization — reopened for correction.; Previous: Approved; New: Employee Acknowledged; — admin

20 Dec 2026 12:00
- Workflow Administration: Reopen Review: Reason: Manager flagged a scoring error after finalization — reopened for correction.; Previous: Approved; New: Employee Acknowledged; — admin

20 Dec 2026 12:00
- Workflow Administration: Reopen Review: Reason: Manager flagged a scoring error after finalization — reopened for correction.; Previous: Approved; New: Employee Acknowledged; — admin

20 Dec 2026 12:00
- Workflow Administration: Reopen Review: Reason: Manager flagged a scoring error after finalization — reopened for correction.; Previous: Approved; New: Employee Acknowledged; — admin

20 Dec 2026 12:00
- Workflow Administration: Resend Notification: Reason: Employee reported the confirmation email never arrived.; Previous: Approved; New: Approved; — admin

15 Dec 2026 12:00
- Workflow Administration: Unlock Review: Reason: Employee needs to correct a typo in one field.; Previous: Approved; New: Approved; — admin

15 Dec 2026 12:00
- Workflow Administration: Resend Notification: Reason: Employee reported the confirmation email never arrived.; Previous: Approved; New: Approved; — admin

15 Dec 2026 12:00

LANGUAGE

Performance Management System — User Guide

Click **EN** / عربي in the top bar at any time. The entire interface — including PDF reports and emails — mirrors to right-to-left in Arabic. Your choice is remembered on your account.

2. Understanding the review workflow

Every annual performance review moves through a fixed sequence of stages. You will only ever be asked to act when the review reaches the stage that is yours:

STAGE	WHO ACTS	WHAT HAPPENS
KPI Creation	Manager	Manager sets KPIs (with weights) and competencies for the employee.
Employee Acknowledgement	Employee	Employee reviews and acknowledges the KPIs/competencies set for them.
Manager Review	Manager	At year-end, the manager scores actual achievement against each KPI/competency and submits to HR.
HR Review — First	HR	First HR reviewer checks and approves.
HR Review — Final	HR	A <i>different</i> HR reviewer gives final approval (the same person cannot perform both HR approvals).
Completed	—	Final score and rating are locked in; the employee and manager are notified.

You will receive an email at each stage that needs your action, with a button that takes you straight to the review (no separate login step). The same events also appear in your in-app Notifications (bell icon, top right).

3. For Managers: setting KPIs and competencies

Open **PM Form** from the sidebar and select the employee (searchable dropdown). If the review for the current year does not exist yet, you will see a blank form to fill in.

Performance Management Form (KPI + Competency)

Employee Selection

SELECT DEPARTMENT

SELECT EMPLOYEE

EVALUATION YEAR

(All)

1006 - Kwame Okafor

2026

Employee Information

EMPLOYEE DETAILS

Employee ID1006

NameKwame Okafor

DepartmentClaims Management

Current PositionSenior Manager

EVALUATION CONTEXT

Evaluation Year2026

KPI Weight (%)65%

Competency Weight (%)35%

Ref. NoPM20261006HDR01

Today's Date28/07/2026

REPORTING STRUCTURE

Direct ManagerJohn Smith

Job FamilySenior Management

Grade2

Sub-Department

Joining Date18/06/2021

Last Review Date

Status: Draft

100%

Save Draft

Send to Employee

Delete Records

KPI (Key Performance Indicators)Competencies

Add/Edit KPI

PERSPECTIVE

KPI NAME

TARGET

-- Select --

-- Select --

PURPOSE/DEFINITION

FORMULA/METRIC GUIDE

WEIGHT %

ACHIEVEMENT %

WT * ACH/100

COMMENTS

Enter weight %

Locked until 01/12/2026

Add KPI

Clear

✓ KPI Count: 5

✓ Total KPI Weight: 100%

✓ Perspectives: 4

NO.	PERSPECTIVE	KPI	PURPOSE/DEFINITION	FORMULA/METRIC	TARGET	WEIGHT	ACHIEVEMENT	WT*ACH/100	RATING	COMMENTS	ACTION
1	Financial	Revenue Growth			100% of plan	20%	—	0.00	Needs Improvement		
2	Customer	Customer Satisfaction Score			100% of plan	20%	—	0.00	Needs Improvement		
3	Internal Processes	Process Automation Rate			100% of plan	20%	—	0.00	Needs Improvement		
4	Learning & Growth	Employee Training Completion			100% of plan	20%	—	0.00	Needs Improvement		
5	Financial	Investment Return			100% of plan	20%	—	0.00	Needs Improvement		
Totals						100%		0.00			

TOTAL KPI WEIGHT

100%

✓ Target met!

KPI SCORE

0.00

5 KPIs

Employee Year-End Self-Assessment

Consistently met assigned objectives and contributed to team goals throughout the review period.

Development Plan for Coming Year

Continue building expertise in core responsibilities and pursue relevant professional development.

Promotion Feedback

7 / 23

Based on the role criteria for the next level, do you recommend promotion?

☐ Yes, meets next-level expectations consistently

- ☐ Borderline, some next-level behaviors, not consistent yet
- ☐ No, does not yet meet next-level expectations

Performance Management System — User Guide

MANAGER COMMENTS

① Note: Only the manager/appraiser can view this section.

Performance Summary

KPI SCORE	COMPETENCY SCORE	OVERALL PERFORMANCE SCORE	RATING
0.00	0.00	0.00	Needs Improvement
KPI Weighted Score	Competency Score	Combined Score	Overall Rating

Signatures & Approvals

EMPLOYEE NAME	MANAGER NAME
Kwame Okafor	John Smith
EMPLOYEE SIGNATURE	MANAGER SIGNATURE
1006	1001

HR Review — First Reviewer

HR REVIEWER 1 NAME *	REVIEW DATE
REVIEWER SIGNATURE	HR COMMENTS / REMARKS

PM Form — KPI Creation stage (Draft). The manager adds KPIs across four perspectives and sets weights.

1. Add KPIs under each applicable perspective — **Financial, Customer, Internal Process, Learning & Growth** — from the KPI Master list, and set a weight (%) for each. The suggested weight range for each KPI is shown as guidance.
2. Add competencies (behavioral and/or technical) from the Competency Master list, with weights.
3. The total KPI weight and total competency weight must each sum to **100%** before the form can be sent — the page shows a running total and flags it in red until it balances.
4. Click **Save Draft** at any point to save your progress without sending it anywhere.
5. When ready, click **Send to Employee**. This locks the KPI/competency structure and notifies the employee.

NOTE

The exact KPI/competency weight split (e.g. 60% KPI / 40% competency) is determined automatically by the employee's job family and grade — you do not set this split yourself.

4. For Employees: acknowledging and self-assessing

When your manager sends your KPIs, you'll receive an email and an in-app notification. Open the link (or navigate to **PM Form** yourself) to review what was set for you.

- Dashboard
- PM Form
- PM Form Summary
- Employee Master
- KPI Master
- Competency Master
- Reference Master

- Reports
- User Management
- Login As
- Scheduled Jobs
- Workflow Administration
- System Settings

Performance Management Form (KPI + Competency)

Employee Selection

SELECT DEPARTMENT

(All)

SELECT EMPLOYEE

1010 - David Wang

EVALUATION YEAR

2026

Employee Information

EMPLOYEE DETAILS

Employee ID 1010
Name David Wang
Department Sales & Distribution
Current Position Senior Manager

EVALUATION CONTEXT

Evaluation Year 2026
KPI Weight (%) 65%
Competency Weight (%) 35%
Ref. No PM20261010HDR01
Today's Date 28/07/2026

REPORTING STRUCTURE

Direct Manager Maria Garcia
Job Family Senior Management
Grade 2
Sub-Department
Joining Date 06/10/2025
Last Review Date

Status: Pending Employee Acknowledgment

100%

KPI (Key Performance Indicators)

Competencies

- ✓ KPI Count: 5
- ✓ Total KPI Weight: 100%
- ✓ Perspectives: 4

NO.	PERSPECTIVE	KPI	PURPOSE/DEFINITION	FORMULA/METRIC	TARGET	WEIGHT	ACHIEVEMENT	WT*ACH/100	RATING	COMMENTS
1	Financial	Revenue Growth			100% of plan	20%	78%	16.00	Good	
2	Customer	Customer Satisfaction Score			100% of plan	20%	72%	14.00	Good	
3	Internal Processes	Process Automation Rate			100% of plan	20%	77%	15.00	Good	
4	Learning & Growth	Employee Training Completion			100% of plan	20%	73%	15.00	Good	
5	Financial	Investment Return			100% of plan	20%	75%	15.00	Good	
Totals						100%		75.00		

TOTAL KPI WEIGHT

100%

✓ Target met!

KPI SCORE

48.75

5 KPIs

Employee Year-End Self-Assessment

Consistently met assigned objectives and contributed to team goals throughout the review period.

Development Plan for Coming Year

Continue building expertise in core responsibilities and pursue relevant professional development.

Performance Summary

KPI SCORE

48.75

KPI Weighted Score

COMPETENCY SCORE

26.25

Competency Score

OVERALL PERFORMANCE SCORE

75.00

Combined Score

RATING

Good

Overall Rating

Employee Acknowledgement

Please review and acknowledge your performance objectives for this evaluation period.

EMPLOYEE SIGNATURE

DATE

10 / 23

STATUS

Pending Employee Acknowledgement

Signatures & Approvals

Performance Management System — User Guide

EMPLOYEE NAME

David Wang

MANAGER NAME

Maria Garcia

EMPLOYEE SIGNATURE

David Wang

MANAGER SIGNATURE

Manager Signature

HR Review — First Reviewer

HR REVIEWER 1 NAME *

HR Reviewer One

REVIEW DATE

10/12/2026

REVIEWER SIGNATURE

1016

HR COMMENTS / REMARKS

Achievement scores and competency ratings verified.

© 2026 Apex Corporation — Demo Environment. All data shown is fictional.

PM Form — Employee Acknowledgement stage.

1. Review every KPI and competency and its assigned weight.
2. Add any comments in the Employee Comments field, if you wish.
3. Click **Acknowledge**. This is a formal confirmation that you have seen and understood what you are being measured against for the year — it does not require you to agree with a score yet, since no scores have been entered at this stage.

Later in the cycle, once the achievement-entry window opens (typically toward year-end), you may also be asked to provide a **self-assessment** and, where applicable, comments toward your own **development plan** — both are visible on the same PM Form page once that stage is reached.

5. For Managers: end-year scoring and submission

Once the achievement-entry window opens (an HR-configured date, typically after the employee has acknowledged), return to the employee's PM Form.

ENعربي99+Administrator (admin)Sign out

Performance Management System – User Guide

Performance Management Form (KPI + Competency)

Employee Selection

SELECT DEPARTMENT

SELECT EMPLOYEE

EVALUATION YEAR

(All)

1009 - James Johnson

2026

Employee Information

EMPLOYEE DETAILS

Employee ID

1009

Name

James Johnson

Department

Underwriting

Current Position

Manager

EVALUATION CONTEXT

Evaluation Year

2026

KPI Weight (%)

65%

Competency Weight (%)

35%

Ref. No

PM20261009HDR01

Today's Date

28/07/2026

REPORTING STRUCTURE

Direct Manager

Omar Hassan

Job Family

Senior Management

Grade

2

Sub-Department

Joining Date

23/03/2024

Last Review Date

Status: Employee Acknowledged

100%

Save

Submit to HR is available from 01/12/2026 after achievement scores are entered.

KPI (Key Performance Indicators)Competencies

Add/Edit KPI

PERSPECTIVE

KPI NAME

TARGET

-- Select --

-- Select --

PURPOSE/DEFINITION

FORMULA/METRIC GUIDE

WEIGHT %

ACHIEVEMENT %

WT * ACH/100

COMMENTS

Enter weight %

Locked until 01/12/2026

Add KPI

Clear

✓ KPI Count: 5
✓ Total KPI Weight: 100%
✓ Perspectives: 4

NO.	PERSPECTIVE	KPI	PURPOSE/DEFINITION	FORMULA/METRIC	TARGET	WEIGHT	ACHIEVEMENT	WT*ACH/100	RATING	COMMENTS	ACTION
1	Financial	Revenue Growth			100% of plan	20%	—	0.00	Needs Improvement		×
2	Customer	Customer Satisfaction Score			100% of plan	20%	—	0.00	Needs Improvement		×
3	Internal Processes	Process Automation Rate			100% of plan	20%	—	0.00	Needs Improvement		×
4	Learning & Growth	Employee Training Completion			100% of plan	20%	—	0.00	Needs Improvement		×
5	Financial	Investment Return			100% of plan	20%	—	0.00	Needs Improvement		×
Totals						100%		0.00			

TOTAL KPI WEIGHT

100%

✓ Target met!

KPI SCORE

0.00

5 KPIs

Employee Year-End Self-Assessment

13 / 23

Development Plan for Coming Year

Consistently met assigned objectives and contributed to team goals throughout the review period.

Performance Management System — User Guide

Continue building expertise in core responsibilities and pursue relevant professional development.

★ Promotion Feedback

Based on the role criteria for the next level, do you recommend promotion?

- ☐ Yes, meets next-level expectations consistently
- ☐ Borderline, some next-level behaviors, not consistent yet
- ☐ No, does not yet meet next-level expectations

MANAGER COMMENTS

① Note: Only the manager/appraiser can view this section.

📊 Performance Summary

KPI SCORE

0.00

KPI Weighted Score

COMPETENCY SCORE

0.00

Competency Score

OVERALL PERFORMANCE SCORE

0.00

Combined Score

RATING

Needs Improvement

Overall Rating

✓ Employee Acknowledgement

Please review and acknowledge your performance objectives for this evaluation period.

EMPLOYEE SIGNATURE

1009

DATE

10/02/2026

STATUS

Employee Acknowledged

EMPLOYEE COMMENTS

Objectives reviewed and acknowledged.

✍ Signatures & Approvals

EMPLOYEE NAME

James Johnson

MANAGER NAME

Omar Hassan

EMPLOYEE SIGNATURE

James Johnson

MANAGER SIGNATURE

Manager Signature

📅 HR Review — First Reviewer

HR REVIEWER 1 NAME *

REVIEW DATE

REVIEWER SIGNATURE

HR COMMENTS / REMARKS

PM Form — Manager Review stage, entering achievement scores.

1. Enter an achievement score (0–100) for every KPI and competency.
2. The system calculates the weighted score for each item, and the overall KPI score, competency score, and combined performance score automatically as you enter values.
3. Complete the self-assessment/manager-comments fields as applicable, and optionally record a promotion recommendation (Yes / Borderline / No) with comments.
4. Click **Submit to HR**. All achievement scores must be entered (no zeros left unintentionally) before this button becomes available.

TIMING

"Submit to HR" only becomes available from the configured submission start date onward (an HR Administrator sets this under System Settings → Performance Review). Attempting to submit earlier shows a friendly message with the exact date it opens.

6. For HR Reviewers: two-stage approval

HR Administrators review submitted forms in two independent stages, enforced so the same reviewer cannot perform both:

1. **HR Review 1** — the first available HR reviewer opens the form (via **PM Form Summary** or a notification link), checks scores and comments, adds any HR remarks, and approves.
2. **HR Review 2 (Final)** — a *different* HR reviewer performs the final approval. Once approved, the review is **Completed**: the overall rating is finalized, the record is locked, and the employee and manager are notified by email.

If a submission needs correction, an HR reviewer can send it back to the manager (Return to Employee / Return to Manager) — see the Administrator Guide's Workflow Administration section for the full set of recovery actions available to HR Administrators specifically.

7. Reports

HR Administrators can generate four report types from the **Reports** page, each exportable as PDF or Excel:

Dashboard

PM Form

PM Form Summary

Employee Master

KPI Master

Competency Master

Reference Master

Reports

User Management

Login As

Scheduled Jobs

Workflow Administration

System Settings

Apex Corporation

EN

99+

Administrator (admin)

Sign out

Reports

Employee Performance Report

Full record for one employee: scores, KPI/competency breakdown, comments, development plan, workflow history and approval history.

EMPLOYEE

-- Select Employee --

REVIEW YEAR

2026

Export PDF

Export Excel

Department Summary

All employees in one department for a review year, with scores, ratings and completion.

DEPARTMENT

-- Select Department --

REVIEW YEAR

2026

Export PDF

Export Excel

Manager Summary

A manager's direct reports for a review year, with scores, ratings and completion.

MANAGER

-- Select Manager --

REVIEW YEAR

2026

Export PDF

Export Excel

Overall Organization Summary

Org-wide totals and a department-by-department breakdown for a review year.

REVIEW YEAR

2026

Export PDF

Export Excel

© 2026 Apex Corporation — Demo Environment. All data shown is fictional.

Reports page — Employee, Department, Manager, and Overall Organization summaries.

REPORT	SHOWS
Employee Performance Report	Full record for one employee: scores, KPI/competency breakdown, comments, development plan, workflow history, and approval history.
Department Summary	All employees in one department for a review year, with scores, ratings, and completion status.
Manager Summary	A manager's direct reports for a review year, with scores, ratings, and completion.
Overall Organization Summary	Org-wide totals and a department-by-department breakdown for a review year.

Every export is generated fresh from the live database at the moment you click Export — reports are never cached or pre-computed, so they always reflect the current state.

Apex Corporation

Employee Performance Report

Generated Monday, 27 July 2026 20:56

Employee Information

Employee	Kofi Diallo (1038)
Department	Sales & Distribution
Designation	Coordinator
Grade	5
Direct Manager	David Wang
Review Year	2025
Reference Number	PM20251038HDR01
Final Status	Approved

Overall Score

KPI Score	38.25
Competency Score	47.30
Overall Score	85.55
Rating	Very Good

KPI Breakdown

Perspective	KPI	Target	Weight %	Achievement %	Weighted	Comments
F	Revenue Growth	100% of plan	20	88	18.00	
C	Customer Satisfaction Score	100% of plan	20	82	16.00	
I	Process Automation Rate	100% of plan	20	87	17.00	
L	Employee Training Completion	100% of plan	20	83	17.00	
F	Investment Return	100% of plan	20	85	17.00	

Sample Employee Performance Report PDF, opened in a PDF viewer.

8. Search: PM Form Summary

The **PM Form Summary** page is the fastest way to find and track reviews across the organization (HR Administrators and read-only "branch viewer" accounts). Filter by department, employee, review year, status, or manager; results page at 50 rows at a time.

Apex Corporation

ENعربي99+Administrator (admin)Sign out

Dashboard

PM Form

PM Form Summary

Employee Master

KPI Master

Competency Master

Reference Master

Reports

User Management

Login As

Scheduled Jobs

Workflow Administration

System Settings

PM Form Summary — HR Tracking

Filters

DEPARTMENT

EMPLOYEE

REVIEW YEAR

STATUS

MANAGER

All Departments

All Employees

All Years

All Statuses

All Managers

Apply

PM Summary for All Departments (567 forms)

SRL. NO	EMPLOYEE	DEPARTMENT	DESIGNATION	KPI SCORE %	COMPETENCY SCORE %	OVERALL SCORE %	RATING SCORE	RATING	STATUS	REF NO
1	1105 - Amanda White	Actuarial Services	Analyst	29.05	55.25	84.30	84	Very Good	Approved	PM202611051
2	1105 - Amanda White	Actuarial Services	Analyst	23.45	42.90	66.35	66	Good	Approved	PM202511051
3	1105 - Amanda White	Actuarial Services	Analyst	29.05	53.95	83.00	83	Very Good	Approved	PM202411051
4	1045 - Carmen Gonzalez	Actuarial Services	Analyst	44.10	53.90	98.00	98	Outstanding	Approved	PM202610451
5	1045 - Carmen Gonzalez	Actuarial Services	Analyst	30.60	38.50	69.10	69	Good	Approved	PM202410451
6	1045 - Carmen Gonzalez	Actuarial Services	Analyst	40.50	49.50	90.00	90	Outstanding	Approved	PM202510451
7	1165 - Carmen Perez	Actuarial Services	Analyst	32.85	40.70	73.55	74	Good	Approved	PM202611651
8	1165 - Carmen Perez	Actuarial Services	Analyst	30.15	36.30	66.45	66	Good	Approved	PM202511651
9	1165 - Carmen Perez	Actuarial Services	Analyst	36.90	45.10	82.00	82	Very Good	Approved	PM202411651
10	1024 - Emily Clark	Actuarial Services	Senior Manager	43.55	23.10	66.65	67	Good	Approved	PM202410241
11	1024 - Emily Clark	Actuarial Services	Senior Manager	55.25	30.10	85.35	85	Very Good	Approved	PM202510241
12	1024 - Emily Clark	Actuarial Services	Senior Manager	46.80	25.55	72.35	72	Good	Approved	PM202610241
13	1135 - Ingrid Andersson	Actuarial Services	Associate	26.40	22.05	48.45	48	Needs Improvement	Approved	PM202411351
14	1135 - Ingrid Andersson	Actuarial Services	Associate	45.10	36.90	82.00	82	Very Good	Approved	PM202611351
15	1135 - Ingrid Andersson	Actuarial Services	Associate	45.10	36.90	82.00	82	Very Good	Approved	PM202511351
16	1195 - Kavita Iyer	Actuarial Services	Associate	28.70	53.30	82.00	82	Very Good	Approved	PM202611951
17	1195 - Kavita Iyer	Actuarial Services	Associate	25.20	47.45	72.65	73	Good	Approved	PM202411951
18	1195 - Kavita Iyer	Actuarial Services	Associate	29.75	55.90	85.65	86	Very Good	Approved	PM202511951
19	1075 - Kavita Nair	Actuarial Services	Associate	33.75	41.25	75.00	75	Good	Approved	PM202610751
20	1075 - Kavita Nair	Actuarial Services	Associate	34.65	42.90	77.55	78	Good	Approved	PM202410751
21	1075 - Kavita Nair	Actuarial Services	Associate	38.25	47.30	85.55	86	Very Good	Approved	PM202510751
22	1025 - Michael Brown	Actuarial Services	Manager	53.30	28.70	82.00	82	Very Good	Approved	PM202410251
23	1025 - Michael Brown	Actuarial Services	Manager	60.45	32.90	93.35	93	Outstanding	Approved	PM202610251
24	1025 - Michael Brown	Actuarial Services	Manager	53.30	28.70	82.00	82	Very Good	Approved	PM202510251
25	1120 -	Actuarial	Senior	42.35	34.65	77.00	77	Good	Approved	PM202511201

	Michelle Mitchell		Services	Analyst	Performance Management System — User Guide			82	Very Good	Approved	PM202611201
	26	1120 - Michelle Mitchell	Actuarial Services	Senior Analyst	45.10	36.90	82.00				

PM Form Summary — filterable, paginated tracking grid.

Click **View** on any row to open that employee's PM Form directly.

9. Notifications

The bell icon in the top navigation bar shows your unread notification count. Notifications are created for every workflow event that concerns you — a review assigned to you, an acknowledgement received, a submission awaiting your review, a return-to-manager, a finalization — and can be marked read individually or all at once from the **Notifications** page.

10. Your account settings

From the top-right user menu you can change your password at any time (**Account** → **Change Password**). You will be required to change your password on first login and whenever your organization's password-expiry policy requires it — the system will route you there automatically when needed, preserving whatever page you were trying to reach so you land back on it after changing your password.