Appraisal Process Automation

Business Context

A leading Pharma Company needed to automate the manual process of employee appraisal module to reduce the massive time taken on this piece of work .

Challenges with manual Appraisal process

Our client, known for its high efficiency in pharma space, faced challenges with few HR functions that were carried in a manual process. All these were extremely time consuming.

The client felt the need for automating one of the few processes - Performance appraisal with Payroll Generation, as this was extremely time consuming and at a time leading to inapproriate analytics.

Our Solution

We built a robust and seamless solution designed to automate the Appraisal and Payroll generation Process, the process involved:

Step 1: Master level easily definable parameters and monitoring slabs, for each division

Step 2: Integration with 3rd party system to pick sales team's SFE effort data

Step 3: Employee level self assesment on Qualitative data for defined intervals .

Step 4: Lines managers assesment for his reportees, on Qualitative data for the same interval

Step 5: Appraisal Grade and Rating generation based on Quantitative and Qualitative paramemter assessment

Step 6: HR personnel provision to adjust the rating, case-on-case basis

Step 7: System generated New payroll based on the recent appraisal ratings (variable compoments and fixed components are both considered in Payroll Generation)

Step 8: A well-defined analytics to get structured analytics on Appraisal

Benefits from our Solution

Use of the KEA-*Appraisal Module* model leads to quick generation of Appraisal and payroll:

➢ Reduce the time line for Automated Vs manual method

➢ Commendable reduction in waiting time for other stakeholders

➢ Reduce manual errors

➢ Prevent loss of documents

➢ Ensure compliance

➢ Improve the participant's experience

➢ Analytics in specific to Appraisal and Payroll, just on finger tips

➢ Generation of alerts or enforcement rules to prevent delays and incomplete data

➢ *Environment Friendly* – reduced paperwork and being time and cost effective