

EMPLOYEE SELF SERVICEPORTAL USER MANUAL

Prepared by:

KOBBY TECHNOLOGIES LIMITED

Prepared for:



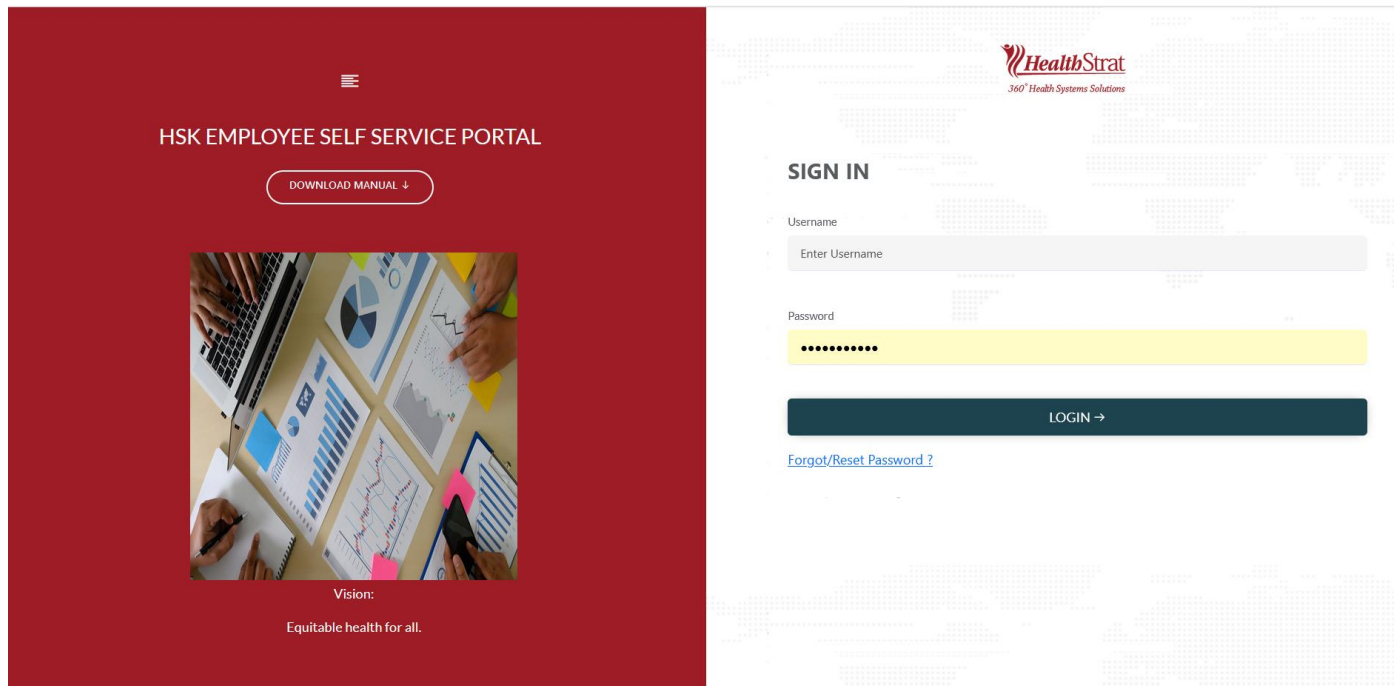
YEAR: 2024

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ESS portal contains activities that an employee can self – subscribe to. An employee must login to access the available activities.

FIRST TIME SIGN IN



HSK EMPLOYEE SELF SERVICE PORTAL

DOWNLOAD MANUAL

Vision:
Equitable health for all.

SIGN IN

Username
Enter Username

Password
.....

LOGIN →

[Forgot/Reset Password ?](#)

Fig 1: Login Page

The ESS portal can be accessed using the link: <https://ess.healthstrat.co.ke>

- I. Upon accessing the link, one is prompted to log in.
- II. For first-time users who have not accessed the ESS Portal before:
- III. Click on Forgot/Reset password.
- IV. then enter your user ID/Username e.g. (HSK\JDOE) and submit.
- V. You will get an email with an OTP used to set your password.

NOTE: The default Username will be derived from your previous login credentials.

LOGIN PROCESS AND HOMEPAGE

To login, enter Username and Password then click Login.

Upon successful login, you will see a homepage which consists of a dashboard and amenu bar. The menu shows all the services in the portal, that is:

Human resource

Finance

Procurement

Transport

Performance Management

Reports

Approvals

A summary of your profile will also be displayed on the dashboard as shown in

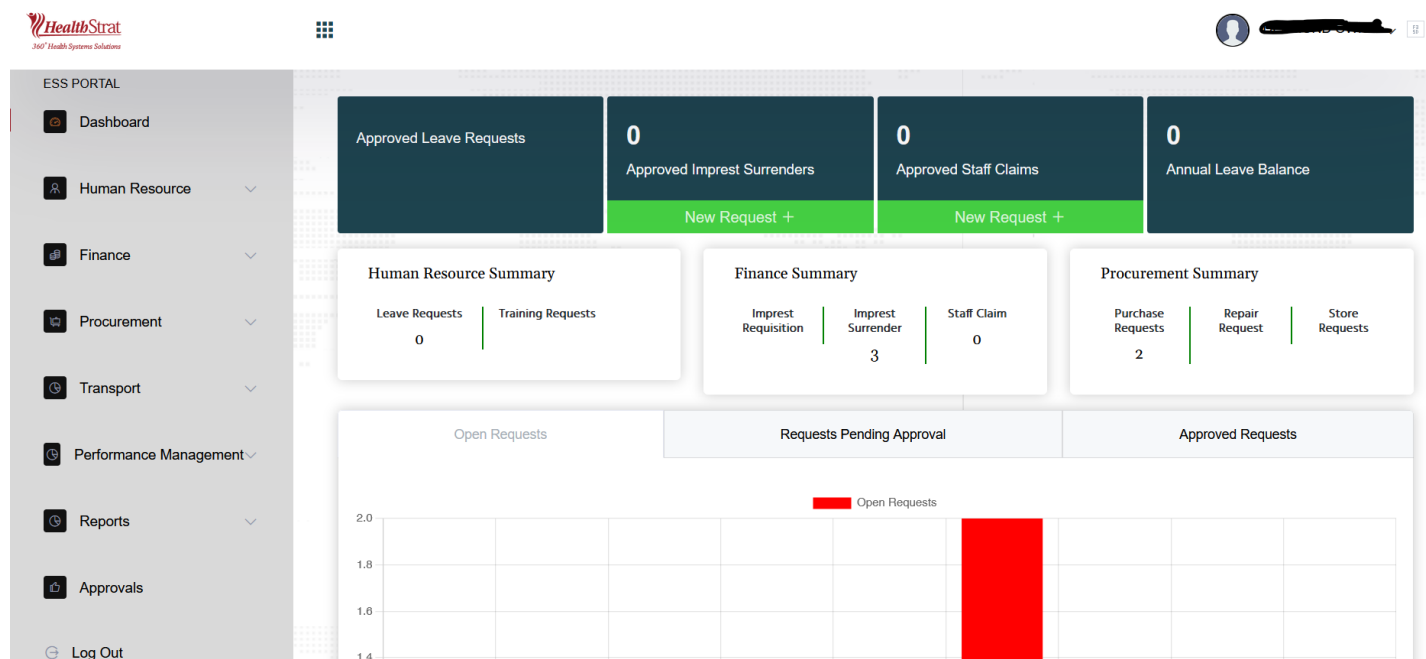


Fig 2: Dashboard

NAVIGATION

The Side menu Can be opened by hovering the mouse and clicking individual modules to open for more options.

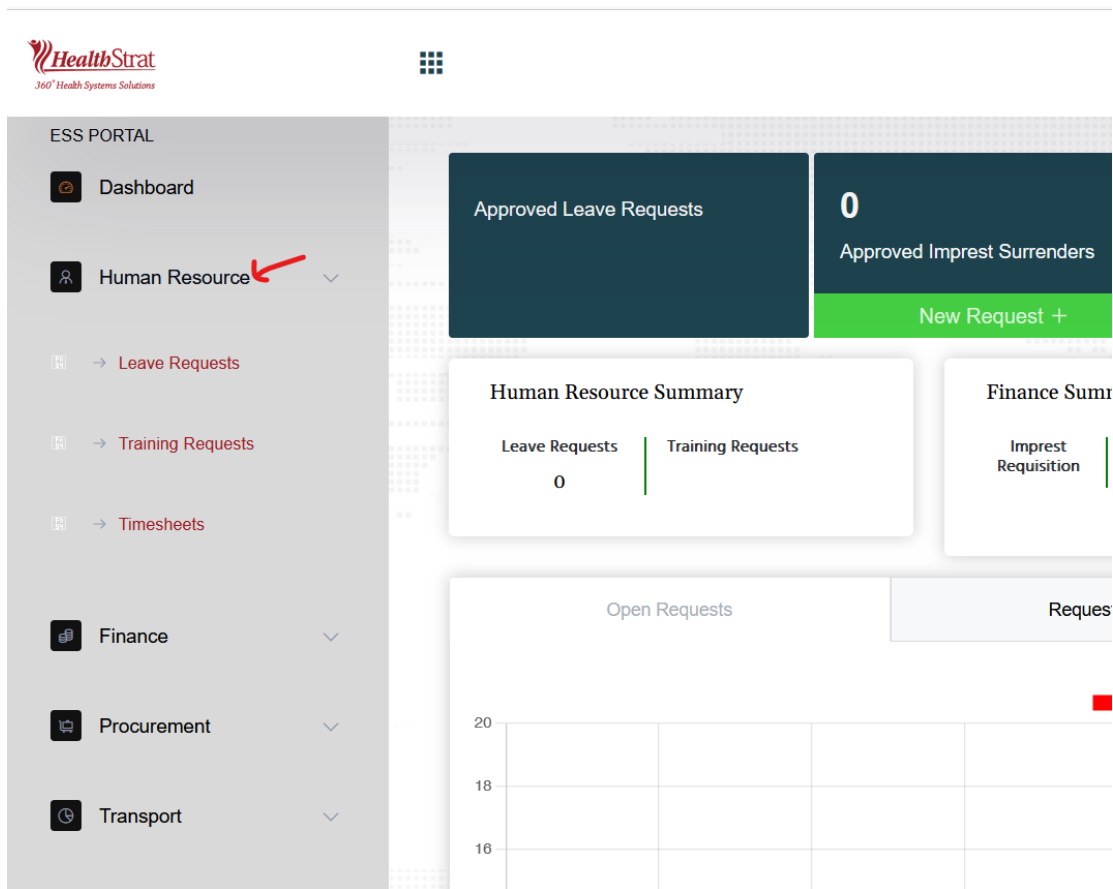


Fig 3: Side Menu

Each module opens to a different page as shown in the below image.

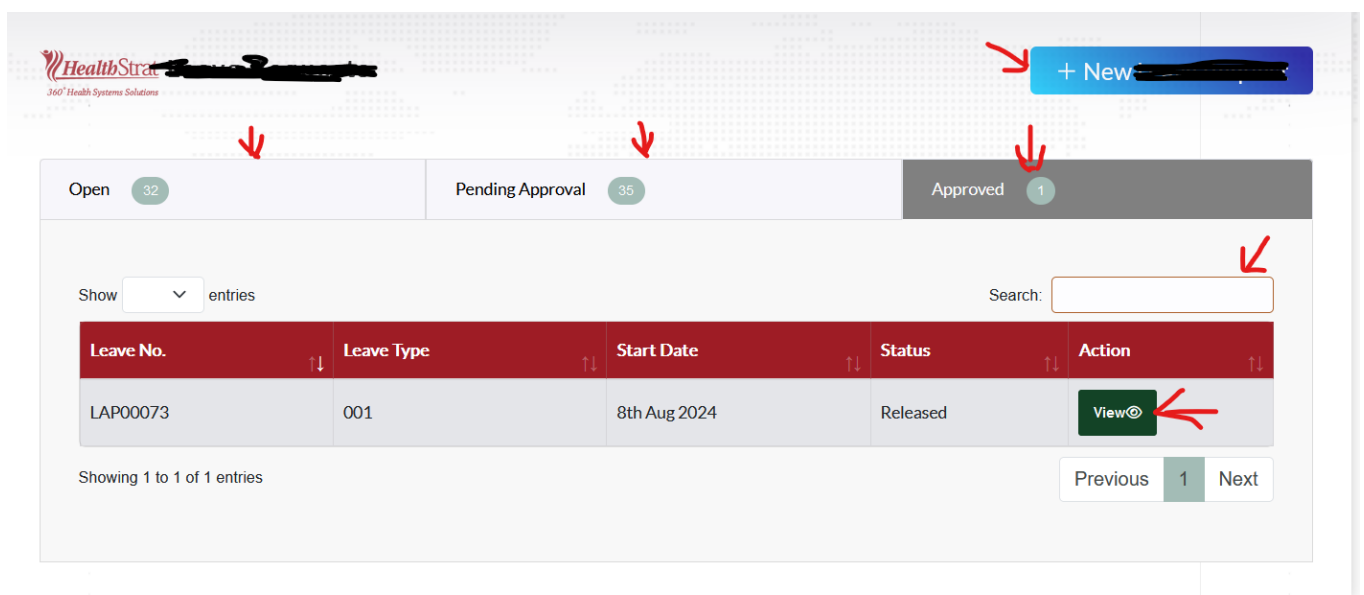


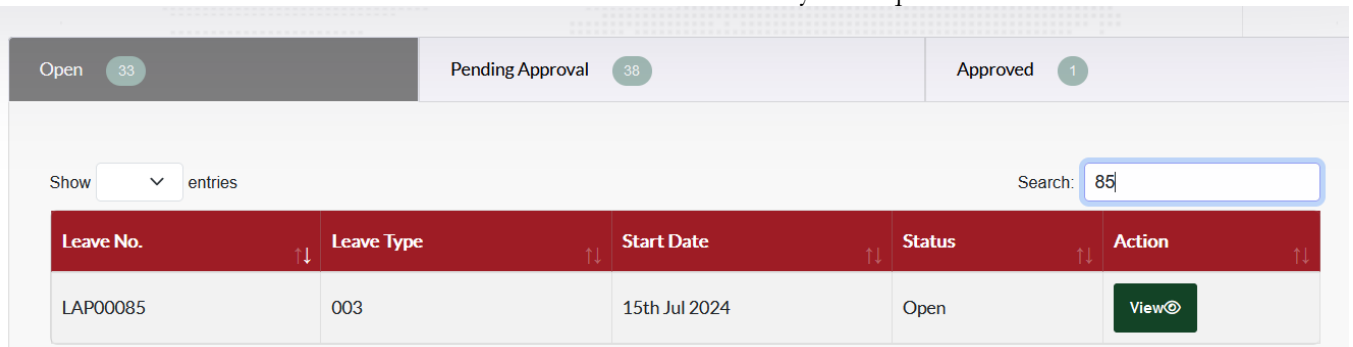
Fig 4: Sample request window

New – When clicked creates a new Request and opens to the editing window.

Open – Shows the number of Open Requests that have not been sent for Approval.

Pending Approval – Shows all Request Pending Approval.

Search – The search bar allows Users to search from a list of all your requests.



Open 33 Pending Approval 38 Approved 1

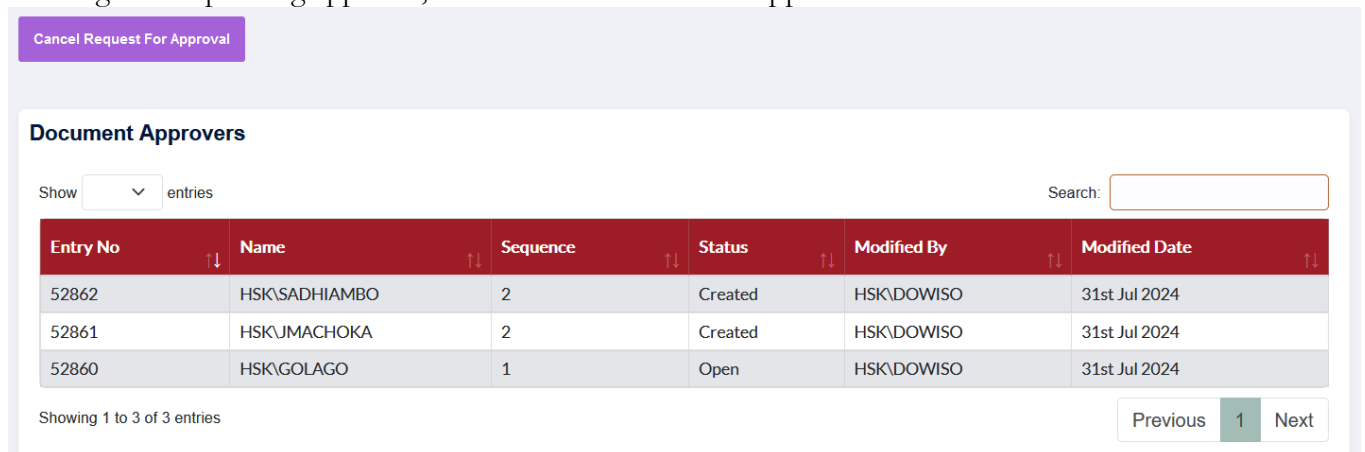
Show entries Search: 85

| Leave No. | Leave Type | Start Date | Status | Action |
|-----------|------------|---------------|--------|----------------------|
| LAP00085 | 003 | 15th Jul 2024 | Open | View |

Fig 5: Search Image

View – View Opens the details of the Request and can only be editable under **New** and **Open**

Viewing Under pending approval, Users can see the List of Approvers as shown below.



[Cancel Request For Approval](#)

Document Approvers

Show entries Search:

| Entry No | Name | Sequence | Status | Modified By | Modified Date |
|----------|---------------|----------|---------|-------------|---------------|
| 52862 | HSK\SADHIAMBO | 2 | Created | HSK\DOWISO | 31st Jul 2024 |
| 52861 | HSK\UMACHOKA | 2 | Created | HSK\DOWISO | 31st Jul 2024 |
| 52860 | HSK\GOLAGO | 1 | Open | HSK\DOWISO | 31st Jul 2024 |

Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)

Fig 6: List of approvers

Cancel Approval Request – There is also an approval cancellation button for users to cancel their Approval Requests.

Approved - Shows all Approved Requests.

FINANCE

This section contains activities done at Finance level. They include:

1. Staff advance requisition
2. Staff advance surrender
3. Staff Claim

Staff advance requisition

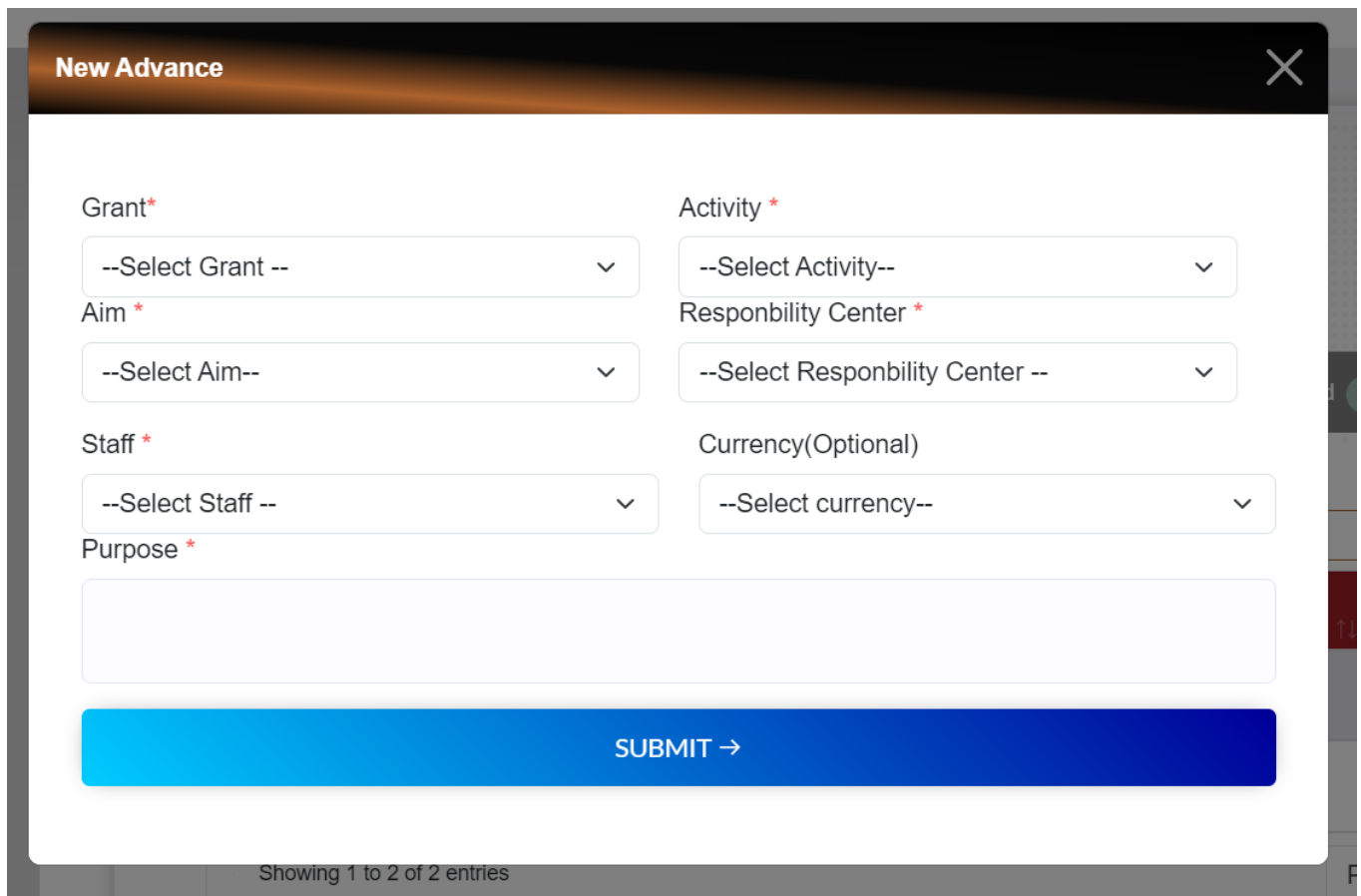
To raise a new Staff advance requisition, go to:

- Finance >> Staff advance Requisition >> New advance request

The screenshot displays the 'Staff Advance Requisition' interface. At the top left is the HealthStrat logo with the tagline '360° Health Systems Solutions'. The main title 'Staff Advance Requisition' is centered at the top. A blue button labeled '+ New Advance' is in the top right corner. Below the title, there are three tabs: 'Open' with a count of 2, 'Pending Approval' with a count of 1, and 'Approved' with a count of 1. The 'Open' tab is currently selected. Under the 'Open' tab, there is a 'Show' dropdown menu set to 'entries' and a 'Search:' input field. Below these is a table with the following columns: 'Requisition No.', 'Date Created', 'Payee', and 'Action'. The table contains one entry with 'Requisition No.' IMP1282 and 'Date Created' 15th Jul 2024. The 'Action' column for this entry has a 'View' button with an eye icon. At the bottom left of the table area, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there are navigation buttons: 'Previous', '1' (the current page), and 'Next'.

| Requisition No. | Date Created | Payee | Action |
|-----------------|---------------|-------|----------------------|
| IMP1282 | 15th Jul 2024 | | View |

Fig 7: New Advance Creation



New Advance

Grant*

Activity*

Aim*

Responsibility Center*

Staff*

Currency(Optional)

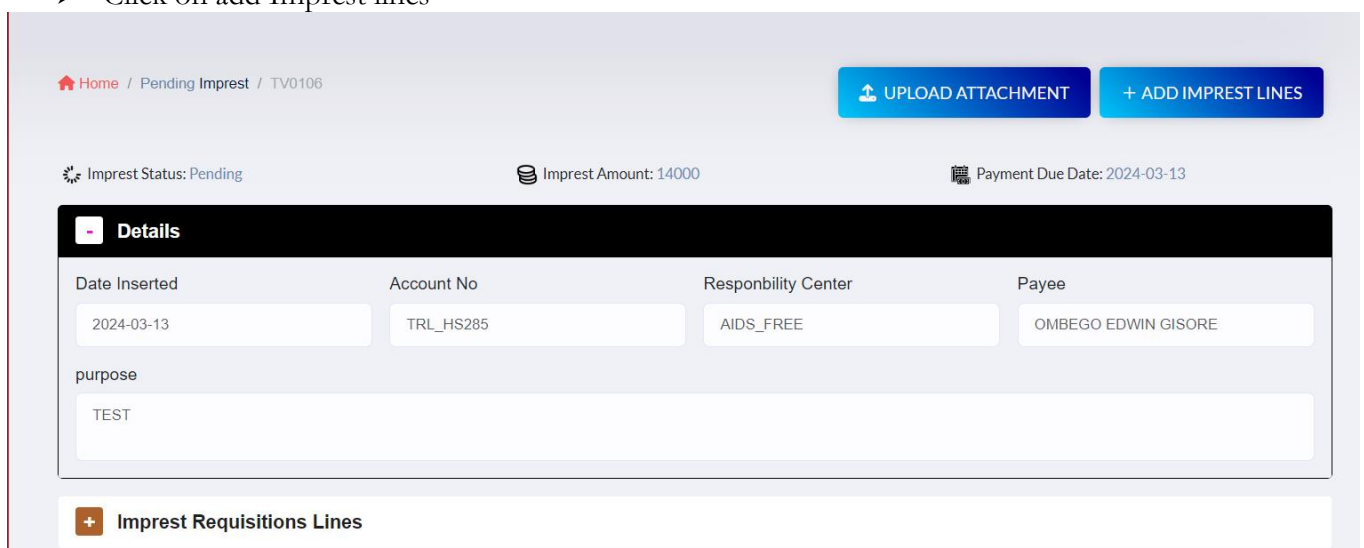
Purpose*

SUBMIT →

Showing 1 to 2 of 2 entries

Fig 8: New advance creation details filling

- Once you submit,
- Click on add Imprest lines



Home / Pending Imprest / TV0106

UPLOAD ATTACHMENT **+ ADD IMPREST LINES**

Imprest Status: Pending Imprest Amount: 14000 Payment Due Date: 2024-03-13

Details

| Date Inserted | Account No | Responsibility Center | Payee |
|---------------|------------|-----------------------|---------------------|
| 2024-03-13 | TRL_HS285 | AIDS_FREE | OMBEGO EDWIN GISORE |

purpose
TEST

+ Imprest Requisitions Lines

Fig 9: Imprest line addition and file upload

New Purchase Requisition Line

Type: --Select--

Requisition Item: 12c8180e05b4019e61892ce780bc9f367ce7b2ee

Amount *:

Quantity *:

Grant*:

Activity *:

Aim *:

Staff *:

SUBMIT →

Fig 10: Lines addition

- Once you fill in the lines and submit. Kindly note that you can add as many attachments as you'd like.
- Attach the necessary documents

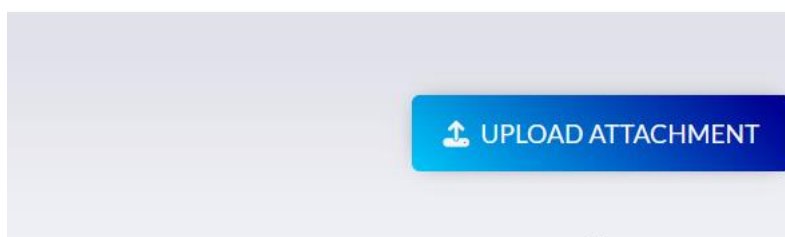


Fig 11: Document Upload

Imprest Status: Pending

Imprest Amount: 14000

Payment Due Date: 2024-03-13

Details

Date Inserted

2024-03-13

Account No

TRL_HS285

Responsibility Center

AIDS_FREE

Payee

OMBEGO EDWIN GISORE

purpose

TEST

+ Imprest Requisitions Lines

+ My Attachments

Request For Approval

Fig 12: Document Upload

- In case you want to view the requisition lines or the attachments, click on the + action
- The last step is: Send the request for approval action. You will get an email notification to confirm that your request is undergoing the approval process

Staff advance Surrender

To raise a Staff advance Surrender, go to:

- Staff advance Surrender >> + New Advance Surrender

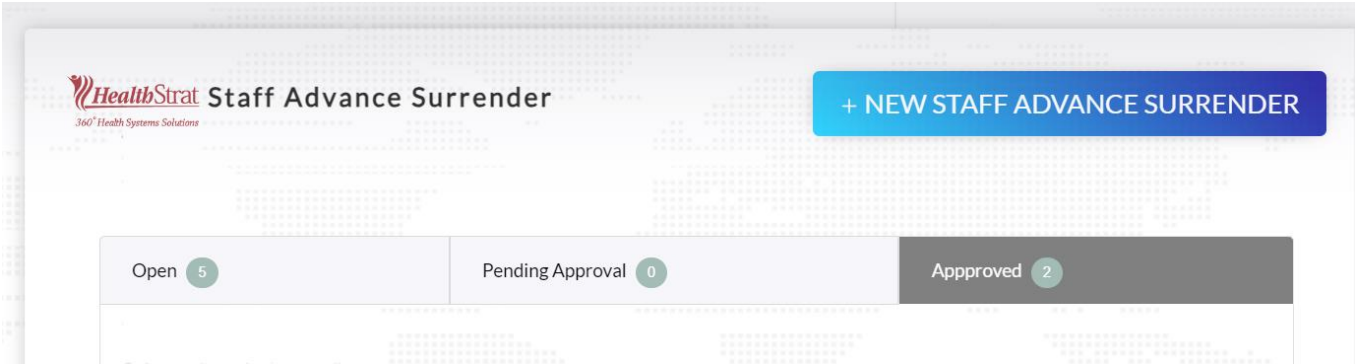


Fig 13: New Surrender Creation

- A window to select Imprest document to surrender will appear, select the document to surrender then click **submit**

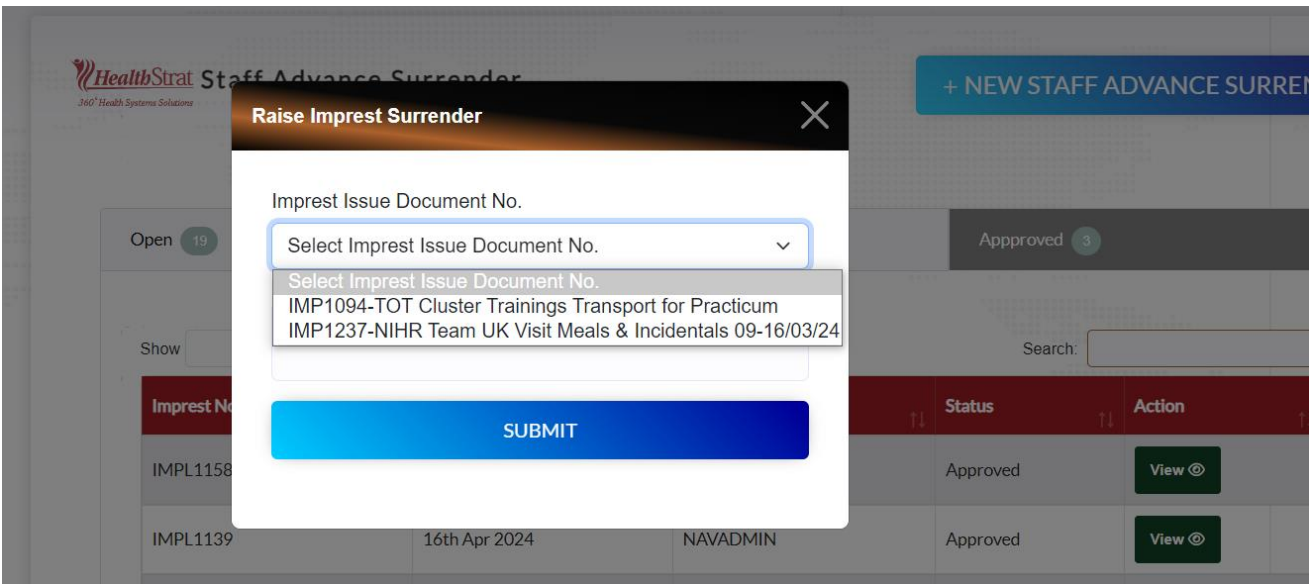


Fig 14: Surrender Document selection

- Once you click submit, you will see the page below where you will click **'add amount'** to add the actual amount spent.

The screenshot shows a web interface with a header bar containing 'Imprest Amount: KES 0.00' and 'Actual Amount Spent: KES 0.00'. Below this is a '+ Details' button. The main section is titled 'Surrender Lines' and features a table with the following columns: Account Name, Account No, Actual Spent, Remaining Amount, Amount, and Action. A single entry is visible with Account Name 'TEST', Account No '6130', Actual Spent 'KES 0.00', Remaining Amount 'KES 0.00', and Amount 'KES 4,000.00'. The 'Action' column for this entry contains a blue button labeled '+ Add Amount', which is circled in red. Below the table, it says 'Showing 1 to 1 of 1 entries' and has pagination controls for 'Previous', '1', and 'Next'.

Fig 15: Amount spent addition

- Add the amount spent and submit

The screenshot shows a modal dialog box titled 'Surrender No' with a close button (X). Inside the dialog, there is a label 'Imprest Surrender Amount: Actual Spent' above a text input field. Below the input field is a blue button labeled 'Submit →'. The background is a dimmed view of the 'Surrender Lines' table, showing two entries: 'TOT Cluster Trainings' with Amount '67' and 'TOT Cluster Trainings transport for Practicum' with Amount '5000'. Both entries have '+ Add Amount' buttons in the Action column. The background also shows the 'Imprest Amount: KES 0.00' and 'Actual Amount Spent: KES 0.00' at the top, and pagination controls at the bottom.

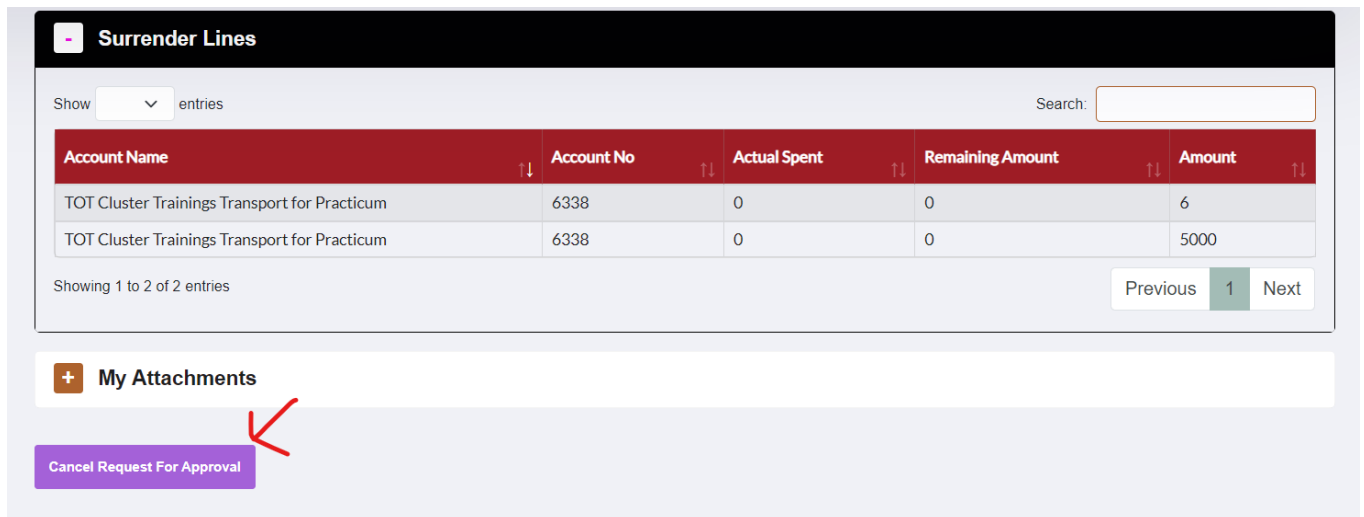
Fig 16: Add Amount

- Once you add the amount, upload the relevant attachments/receipts

The screenshot shows a green button with a white upload icon and the text 'Upload Attachment'.

Fig 17: Document Upload

- Confirm if the attachments are uploaded then send the documents for approval
- You can cancel Approval Request to make amendments



The screenshot displays a web interface for 'Surrender Lines'. At the top, there's a header with a minus icon and the text 'Surrender Lines'. Below this, a 'Show' dropdown is set to 'entries', and a 'Search:' field is present. A table with five columns is shown: 'Account Name', 'Account No', 'Actual Spent', 'Remaining Amount', and 'Amount'. Each column has a small up/down arrow icon. The table contains two rows of data, both for 'TOT Cluster Trainings Transport for Practicum' with 'Account No' 6338. The first row shows 'Actual Spent' 0, 'Remaining Amount' 0, and 'Amount' 6. The second row shows 'Actual Spent' 0, 'Remaining Amount' 0, and 'Amount' 5000. Below the table, it says 'Showing 1 to 2 of 2 entries' and has 'Previous', '1', and 'Next' pagination links. Below the table is a section titled '+ My Attachments'. At the bottom left, there is a purple button labeled 'Cancel Request For Approval', which is pointed to by a red arrow.

| Account Name | Account No | Actual Spent | Remaining Amount | Amount |
|---|------------|--------------|------------------|--------|
| TOT Cluster Trainings Transport for Practicum | 6338 | 0 | 0 | 6 |
| TOT Cluster Trainings Transport for Practicum | 6338 | 0 | 0 | 5000 |

Showing 1 to 2 of 2 entries

Previous 1 Next

+ My Attachments

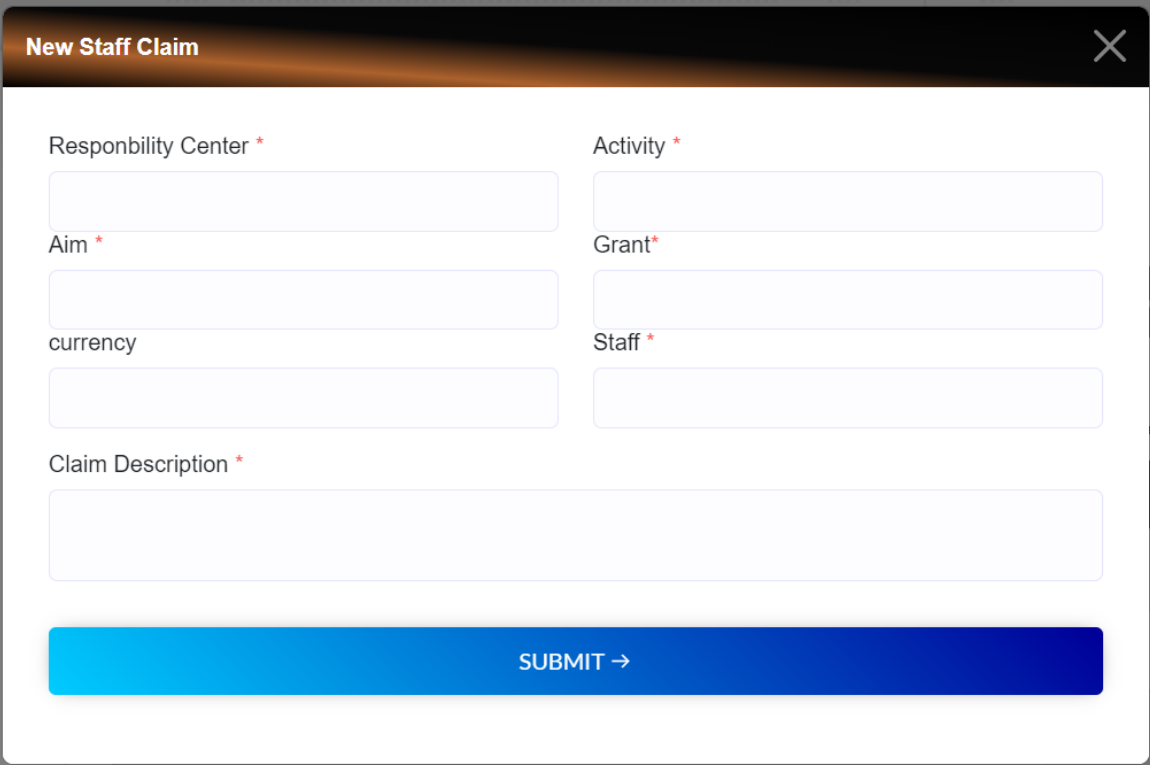
Cancel Request For Approval

Fig 18: Approval Cancellation

Staff Claim

To raise a new claim, go to:

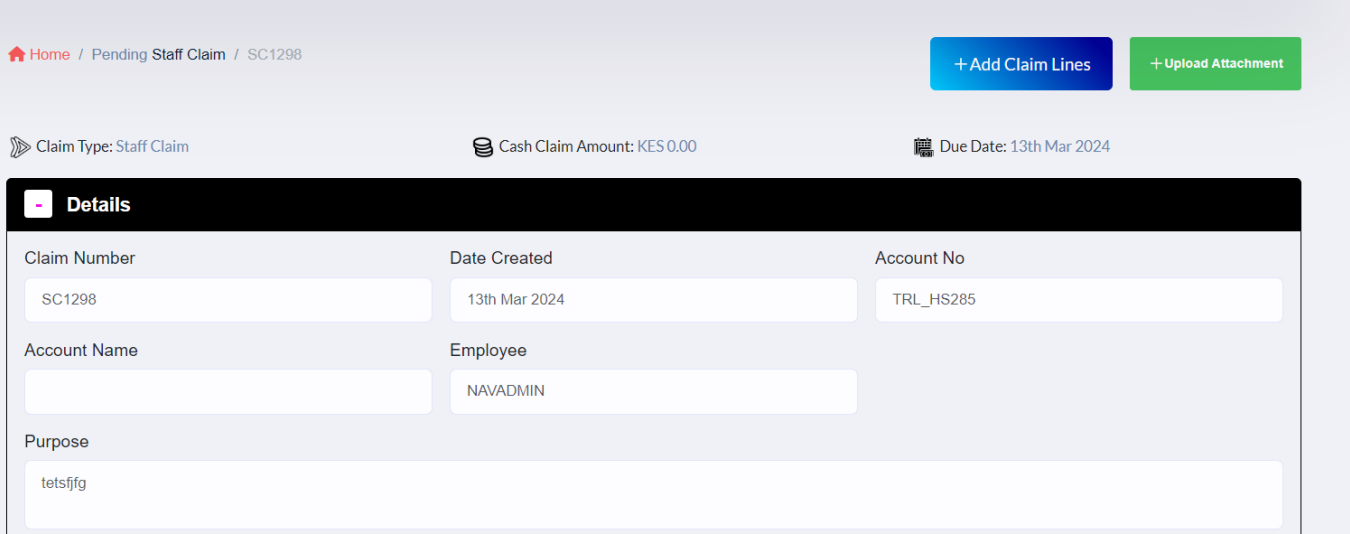
- Staff Claim >> + New Staff Claim >> Submit



The image shows a 'New Staff Claim' modal form. It has a dark header with the title 'New Staff Claim' and a close button (X). The form contains several input fields: 'Responsibility Center *', 'Activity *', 'Aim *', 'Grant*', 'currency', 'Staff *', and 'Claim Description *'. A large blue 'SUBMIT →' button is at the bottom.

Fig 19: Document Upload

- To add lines, go to: View >> + Add Claim Lines >> Submit



The image shows a 'Pending Staff Claim' page for claim SC1298. It includes a breadcrumb trail 'Home / Pending Staff Claim / SC1298' and two buttons: '+ Add Claim Lines' and '+ Upload Attachment'. Below this, it shows 'Claim Type: Staff Claim', 'Cash Claim Amount: KES 0.00', and 'Due Date: 13th Mar 2024'. A 'Details' section contains a table with the following information:

| Claim Number | Date Created | Account No |
|--------------|---------------|------------|
| SC1298 | 13th Mar 2024 | TRL_HS285 |
| Account Name | Employee | |
| | NAVADMIN | |
| Purpose | | |
| tetsjifg | | |

Fig 20: Lines addition

PROCUREMENT

This section outlines activities in the Procurement module. They include:

- Purchase Requisition

Purchase Requisition

To raise a new request, go to:

- Purchase Requisition >> + New Purchase Request.

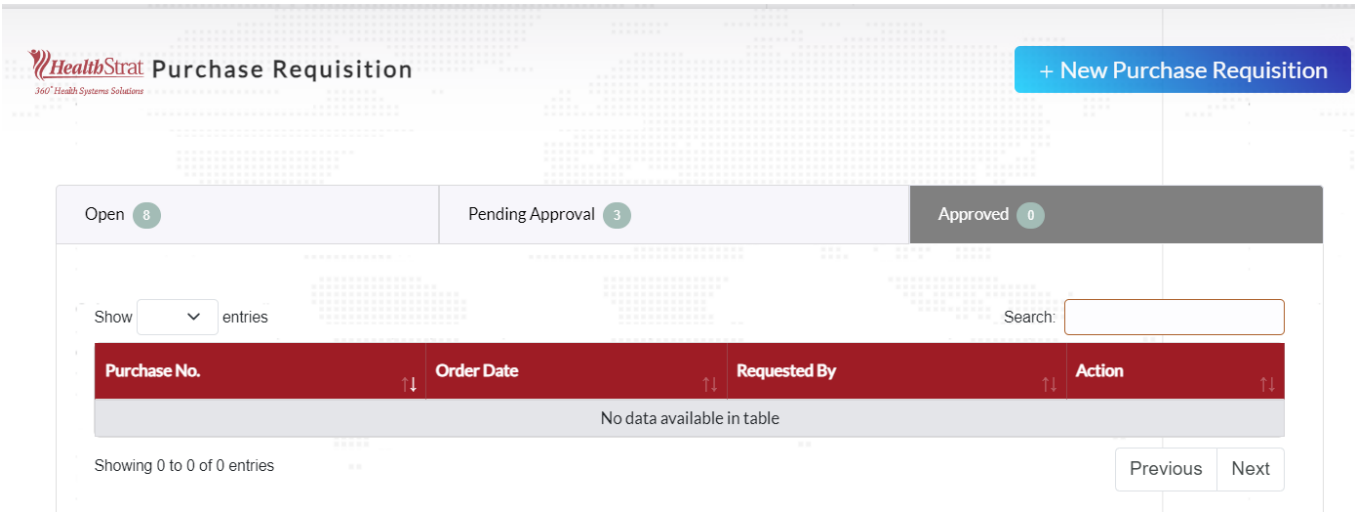


Fig 21: New Purchase Requisition Creation

- Fill in the Purchase request details correctly then submit

The screenshot shows the 'Raise Purchase Request' form. It has a dark header with the title 'Raise Purchase Request' and a close button. The form contains several fields, each with a red asterisk indicating it is required: 'Responsibility Center' (a dropdown menu with '--Select Responsibility C' selected), 'Grant' (a text field), 'Aim' (a text field), 'Activity' (a text field), 'Staff' (a text field), 'Order Date' (a date picker showing 'mm / dd / yyyy'), and 'Reason for Purchase' (a text area). At the bottom is a large blue button labeled 'SUBMIT ->'.

Fig 22: New Purchase Requisition Creation

To add lines, go to:

- Add requisition lines >> Fill relevant details in the next window.

Home / Open Purchase Request / REQ3556

Upload Attachment + Add Requisition Lines

No: REQ3556 Order Date: Invalid date Document Date: Invalid date

Details

| | |
|--------------------|--------------|
| Requisition Number | Amount |
| REQ3556 | 2000 |
| Type | Requested By |
| Purchase | |

+ Purchase Requisition Lines

+ My Attachments

Fig 23: Requisition and file upload

- Add the requisition lines details

New Purchase Requisition Line

Type: --Select--

Requisition Item: >>>>>> 12c8180e05b4019e61892ce780bc9f367ce7b2ee

Amount * Quantity *

Grant * Activity *

Aim * Staff *

SUBMIT ->

Fig 24: Purchase Requisition line details

- Add the Relevant Attachments the send for approval

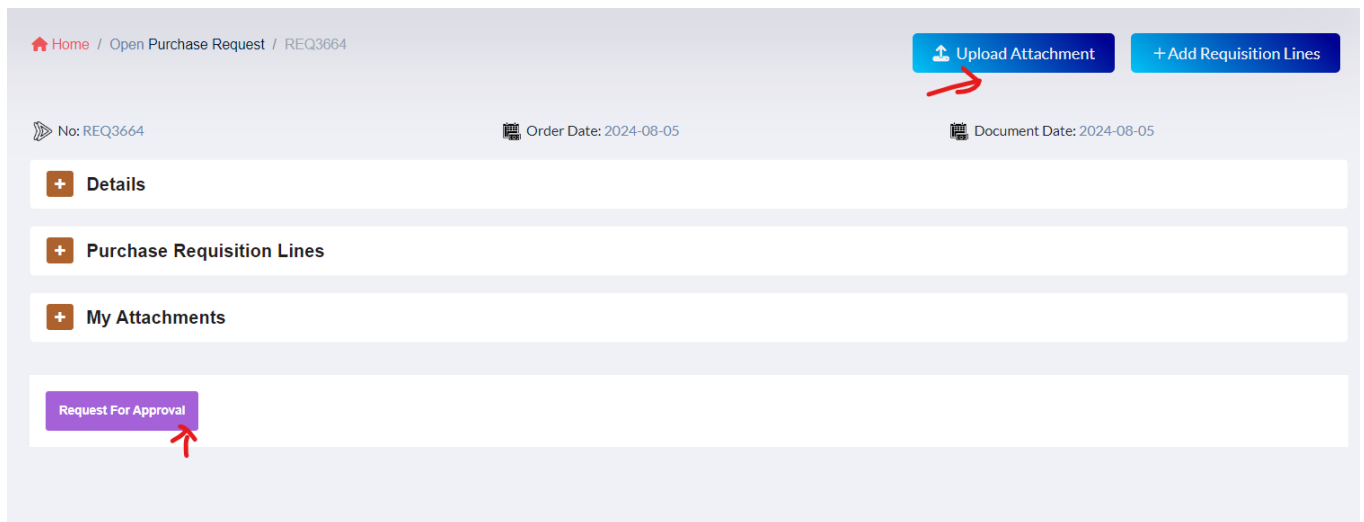


Fig 25: Request for approval

APPROVALS

- For approvals, there is a section under approvals where you can approve documents.

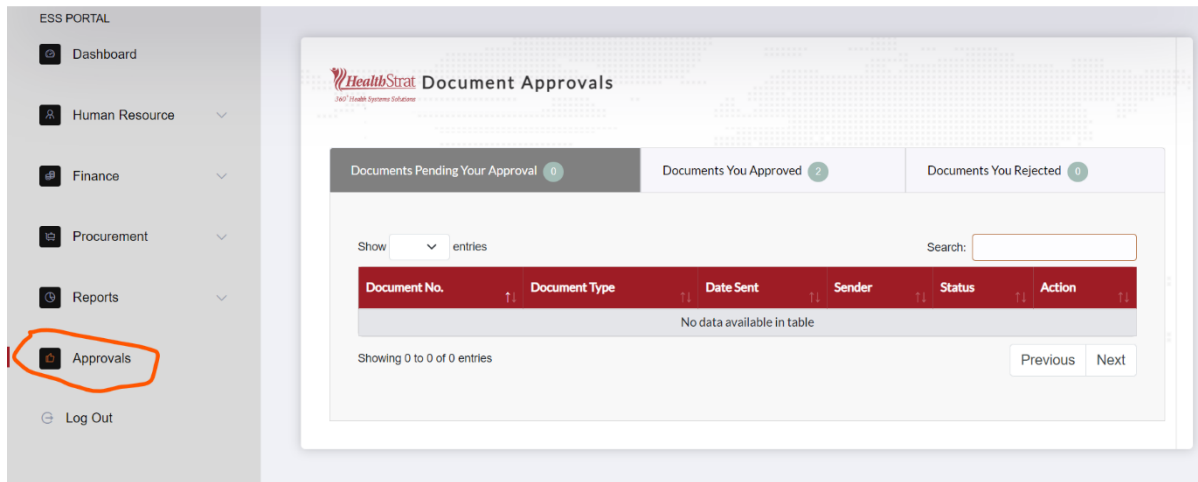
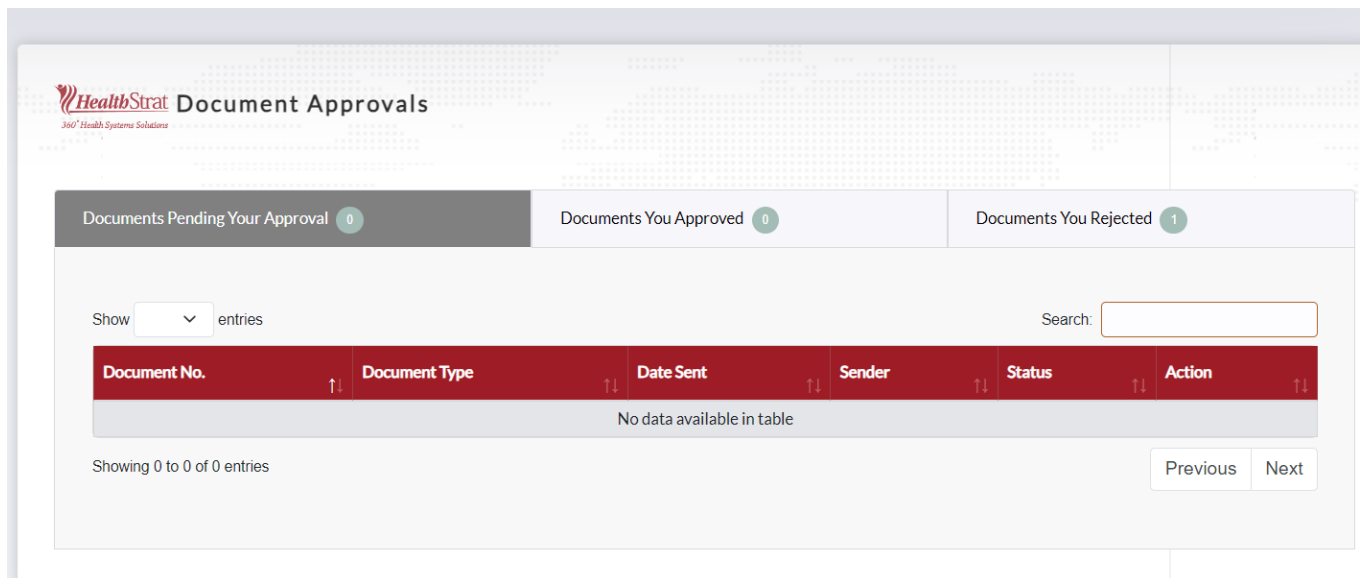


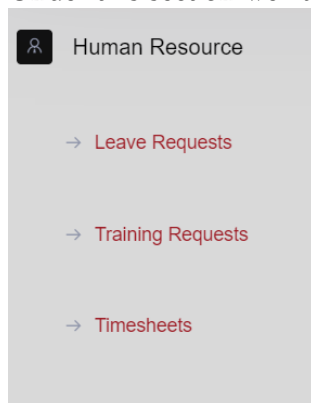
Fig 26: Approval Window

- Once you click on that, you will be able to see the documents pending approval, those approved and those you have rejected.



HUMAN RESOURCE MANAGEMENT

Under this section we have the following sub-modules:



Leave Requests

- To raise a new leave request, Click on the ‘+New Leave Request’

The screenshot shows the 'Leave Requests' page in the HealthStrat system. At the top left is the HealthStrat logo and the text '360° Health Systems Solutions'. The main heading is 'Leave Requests'. On the top right is a blue button labeled '+ New Leave Request'. Below the heading is a summary bar with three sections: 'Open' with a count of 33, 'Pending Approval' with a count of 36, and 'Approved' with a count of 1. Below this is a table with columns: 'Leave No.', 'Leave Type', 'Start Date', 'Status', and 'Action'. The table contains three rows of data. Each row has a 'View' button with an eye icon in the 'Action' column. Above the table, there is a 'Show' dropdown menu set to 'entries' and a 'Search:' input field.

| Leave No. | Leave Type | Start Date | Status | Action |
|-----------|------------|---------------|--------|-----------------------|
| LAP00090 | 001 | 9th Jul 2024 | Open | <button>View</button> |
| LAP00089 | 004 | 22nd Jul 2024 | Open | <button>View</button> |
| LAP00087 | 004 | 30th Jul 2024 | Open | <button>View</button> |

- The dialog box below will appear for you to fill in the fields “leave type”, “leave start date” and “Days applied” then click on save.

NOTE: Sick leave allows users to backdate, other leave types are Planned in advance and hence should be applied earlier.

New Leave Request

Leave Type * Annual leave

Leave Start Date * 08/05/2024

Days Applied 5

SAVE ->

Progress: 1. Leave Header, 2. Attachments, 3. Submit, 4. Done

- Once you click on save, for leave types such as **sick leave, paternity, maternity** and **study leave** you can upload a relevant attachment and click on next

New Leave Request

Attachments LAP00023

Choose Files No file chosen

Upload

Prev < Next >

Progress: 1. Leave Header, 2. Attachments (active), 3. Submit, 4. Done

- Once you click next, you can send the request for approval by clicking the action below.

New Leave Request

Send LAP00023 For Approval << Prev

Progress: 1. Leave Header, 2. Attachments, 3. Submit (active), 4. Done

- You can view the leave details and its status after sending for approval and clicking "View leave details"

Leave Type: 001
Days Applied: 5
Leave Days Balance: 32

+ Details

+ My Attachments

Cancel Request For Approval

Document Approvers

Show

▼

entries

Search:

| Entry No. | Name | Sequence | Status | Modified By | Modified Date |
|-----------|----------|----------|----------|-------------|---------------|
| 48472 | NAVTEST | 2 | Open | NAVADMIN | 2nd Aug 2024 |
| 48471 | NAVADMIN | 1 | Approved | NAVADMIN | 2nd Aug 2024 |

Showing 1 to 2 of 2 entries


Previous
1
Next

- To cancel approval, click on” **Cancel Request for Approval**”

Training requests

For training requests, we have two types:

- Non-adhoc:** These are trainings that have been planned for/budgeted for by the organization. The training needs are already pre-set by the HR team. To apply for one:
 - Click on ‘**+New Training Requests**’.


Training Requests

+ New Training Request

Open 9
Pending Approval 1
Approved 0

| Request No. | Request Date | Adhoc | Start Date | End Date | No. Of Days | Action |
|-------------|--------------|-------|------------|----------|-------------|--------|
|-------------|--------------|-------|------------|----------|-------------|--------|

- You will be prompted to fill in the fields below then submit.

New Training Request

Adhoc *

No

Training Need

--Select Training Need--

REPORT WRITING

DBA

MICROSOFT CERTIFICATION

TEST

LATEST

| Request No. | Request Date | Adhoc | Start Date | End Date | No. Of Days |
|-------------|--------------|-------|------------|----------|-------------|
|-------------|--------------|-------|------------|----------|-------------|

II. **Ad hoc:** These are trainings that were not planned for by the organization. To apply for one:

- Click on New training Request >> select yes under Adhoc'

Home / Open Training Requests /

+ Add Training Lines

Upload Attachment

Details

| | | |
|------------------|----------------|--------------------|
| Request Number | Description | Planned Start Date |
| TR-0097 | | 0001-01-01 |
| Planned End Date | Number of Days | Venue |
| 0001-01-01 | 0 | |

- You will be prompted to fill in the fields above then submit.

New Training Request

Adhoc *

Yes

Training Course *

Field of Training *

Training Type *

Select

Start Date *

End Date *

mm/dd/yyyy

mm/dd/yyyy

Sponsor Type *

Provider *

Training Cost *

Select

0.00

Training Objectives *

SUBMIT

- The added details will be saved under Adhoc Training lines.

Adhoc Training Lines

Show entries

Search:

| Training Name | Training Area | Training Objectives | Venue | Provider |
|---------------|---------------|---------------------|--------|----------|
| TEST | IT | TEST1 | ONLINE | TEST |

Showing 1 to 1 of 1 entries


Previous

1


Next


- You can also add attachment by clicking the Upload attachment on the to right of the page >> upload your selected document >> submit to add the attachment. It will appear as shown below.

My Attachments




Davis July 2024 Timesheet.pdf.pdf





Davis Mutuku July 2024 Timesheet.pdf.pdf




Request For Approval

- You can preview the attachment by clicking the green download icon

Timesheets

- To create a new timesheet, click ‘+ New Timesheet’



Timesheets

+ New Timesheet

Open 40

Pending Approval 0

Approved 0

Show entries

Search:

| Timesheet No | Date Captured | Period Date | Total Hours | Status | Action |
|----------------------------|---------------|-------------|-------------|--------|--------|
| No data available in table | | | | | |

Showing 0 to 0 of 0 entries

Previous

Next

- You will be required to select the Timesheet period as shown below and click ‘Submit.’

- Select +New Timesheet line to upload a new timesheet. Shown below>

- Open the Timesheet line >>fill project working with>>click submit >>submit button.

- Automatically, the line is generated to add hours worked as shown below. For Staff with several projects will repeat the previous step of adding lines and select their Projects respectively.

+
Details

+
Lines

| Total Hours | Description | Month | Days | | | | | | | | | | | | | | |
|-------------|-----------------------------------|-------|-----------|----------|--------|----------|--------|--------|---------|-----------|----------|--------|----------|--------|--------|---------|-----------|
| | | | Wednesday | Thursday | Friday | Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Monday | Tuesday | Wednesday |
| 0 | MESIS Year 4 | 8 | 5 | 8 | 5 | 0 | 0 | 7 | 7 | 7 | 8 | 9 | 0 | 0 | 0 | 0 | |
| 0 | Health Strat FY 2024 | 8 | 8 | 9 | 9 | 0 | 0 | 7 | 6 | 9 | 9 | 0 | 0 | 0 | 0 | 0 | |
| 0 | Becton Dickinson Oncology Project | 8 | 6 | 7 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |

+
My Attachments

Request For Approval

- Click on the **save** button at the end of the lines to save the hours worked for each project.
- To upload Attachments (if any) >click + Upload Attachments.

Home
/ Timesheets / TSH000084

+ Upload Attachment
+ New Timesheet Line

Approval Status: Open

- Choose upload page >Choose file >Upload >Submit

Upload Attachment

Attachment


Choose Files
No file chosen

Submit →


+ Upload Attachment
+ New Timesheet Line


- Check uploaded Attachments > under “+ Attachments”

My Attachments




Davis July 2024 Timesheet.pdf.pdf





Davis Mutuku July 2024 Timesheet.pdf.pdf




Request For Approval

TRANSPORT

This section contains two sections:

1. Transport
2. Taxi



Transport

→ Transport

→ Taxi

Transport

- To create a new transport request: click on the '+New Transport Request' below.


Transport

+ New Transport Request

Open 1

Pending Approval 1

Approved 0

Show entries

Search:

| Request Date | Transport Status | Destination | Planned Start Date |
|----------------------------|------------------|-------------|--------------------|
| No data available in table | | | |

Showing 0 to 0 of 0 entries

PreviousNext

- You will be directed to a new page, fill required fields as prompted below

New Transport Request

Grant*

--Select Grant --

Responsibility Center *

--Select Responsibility Center --

Travel Type

--Select Option--

Destination

Start Date

mm/dd/yyyy

Start Time

--:-- --

End Date

mm/dd/yyyy

End Time

--:-- --

Car Capacity

Traveling Reason *

- Fill in relevant details and Click on the 'submit' button.
- Fill the Employees Lines >Click on "+Add Traveling Employees" below

[Home](#) / [Open Transport Request](#) / TREQ-0069

+ ADD TRAVELING EMPLOYEES

Details

| | | | |
|-------------------|-------------|--------------------|--------------------|
| Date Created | Destination | Planned Start Date | Planned Start Time |
| 11th Jul 2024 | NAIROBI | 7th Jun 2024 | 11:09 AM |
| Planned End Date | Return Time | | |
| 20th Jul 2024 | 00:00 AM | | |
| Reason for Travel | | | |
| TRAINING | | | |

- Fill Employee details click "Submit" to fill the lines.

Traveling Employees [X]

Employee

CAROLINE CHERUIYOT ▼

SUBMIT →

- Send the request for approval

Taxi

To make a taxi request click on the '+ New Taxi Request'.

HealthStrat Taxi 360° Health Systems Solutions

+ New Taxi Request

Open 2 Pending Approval 0 Approved 0

Show ▼ entries Search:

| Request Date | Transport Status | Destination | Planned Start Date |
|----------------------------|------------------|-------------|--------------------|
| No data available in table | | | |

Showing 0 to 0 of 0 entries Previous Next

Fill in the required details below.

New Taxi Request

Start Date

mm/dd/yyyy

Start Time

--:-- --

End Date

mm/dd/yyyy

End Time

--:-- --

Car Capacity

Number of Night Outs

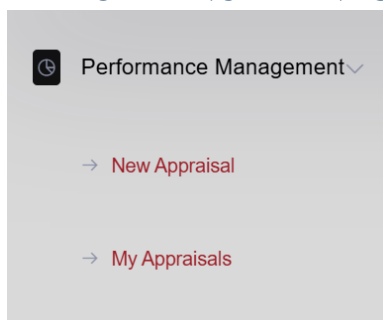
Pick Up from

Traveling Reason *

SUBMIT →

Click “Submit” to fill the

PERFORMANCE MANAGEMENT




Under this module, we have 2 categories:

1. [New Appraisals](#)
2. [My Appraisals](#)

To create a new appraisal,

- Click on the ‘+ New appraisal and fill in the details following the spaces provided.


Employee Appraisal

APPRAISAL APPLICATION STEP 1 / 4 →

Responsibility Center

Choose.. ▾

Remarks

Start Appraisal →

Fill the fields. >> Responsibility Center >> remarks >> Click “Start Appraisals”.

Start New Performance Target >> Click on +New Performance Objectives

- Performance Objectives

+ New Performance Target

Show ▾ entries

Search:

| Key Responsibility | Weight | Mid Year Rating | End Year Rating | Action |
|----------------------------|--------|-----------------|-----------------|--------|
| No data available in table | | | | |

Showing 0 to 0 of 0 entries

Previous
Next

- Appraisal Details

Appraisal Period
2024

Appraisal Stage
New

Appraiser Name
DERICK LUVEMBE MASINDE

Appraisal Period Start
mm/dd/yyyy

Appraisal Period End
mm/dd/yyyy

Reward Type
Bonus

Below Table Set Targets > Fill description weight>Save Targets

rd
Resource
ment
t
nce Manage

Setting Appraisal Targets

Target Description

Weight

0

Maximum Score: (5)

Save Target →

Click “Get Attributes” field below.

Performance Targets

+ New Performance Target

Get Attributes →

Go Next →

Show

▼

entries

Search:

| Key Responsibility | Weight | Mid Year Rating | End Year Rating | Action |
|--------------------|--------|-----------------|-----------------|--------|
| above average | 4 | 0 | 0 | N/A |
| 5 | 1 | 0 | 0 | N/A |

Showing 1 to 2 of 2 entries

Previous

1

Next

Performance Attributes

← Prev

Initiate Appraisal →

Show entries

Search:

| Attribute Description | Maximum Score | Mid Year Rating | End Year Rating | Action |
|--------------------------|---------------|-----------------|-----------------|--------|
| TIME MANAGEMENT | 5 | 0 | 0 | N/A |
| TEAM WORK | 5 | 0 | 0 | N/A |
| SOCIAL RESPONSIBILITY | 5 | 0 | 0 | N/A |
| PROFESSIONALISM | 5 | 0 | 0 | N/A |
| TRAINING AND DEVELOPMENT | 5 | 0 | 0 | N/A |

Click “Initiate Appraisal” to view your generated Appraisal.

View existing appraisal records, click on “my Appraisals.”

My Appraisals 4

Score Requests 0

Show entries

Search:

| Appraisal No. | Appraisal Period | Status | Appraisal Stage | Appraiser | Action |
|---------------|------------------|---------|-----------------|-----------|------------------------|
| APP000033 | 2024 | Setting | New | HS234 | View → |
| APP000032 | 2024 | Setting | Mid-Year | HS234 | View → |
| APP000031 | 2024 | Setting | Mid-Year | HS234 | View → |
| APP000030 | 2024 | Setting | Mid-Year | HS234 | View → |

Showing 1 to 4 of 4 entries

Previous

1

Next

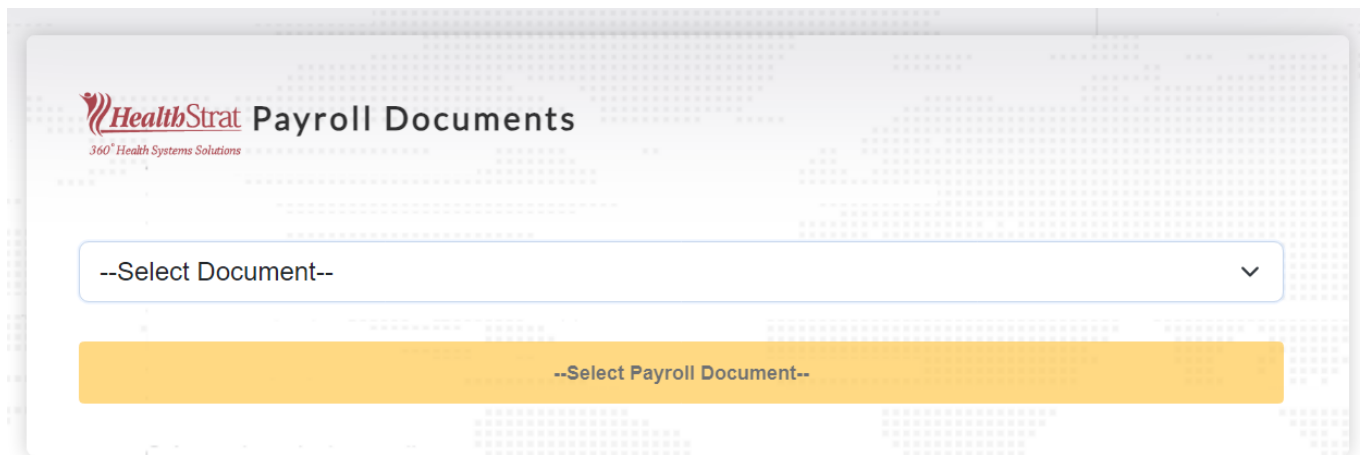
REPORTS

Under reports we have sub-modules reports:

- Payroll reports- This helps to cross-check financial data.
- Leave reports- shows you all leave incurred (already taken), difference (unplanned and taken leave), and future scheduled (planned on the schedule for the future).

Payroll reports

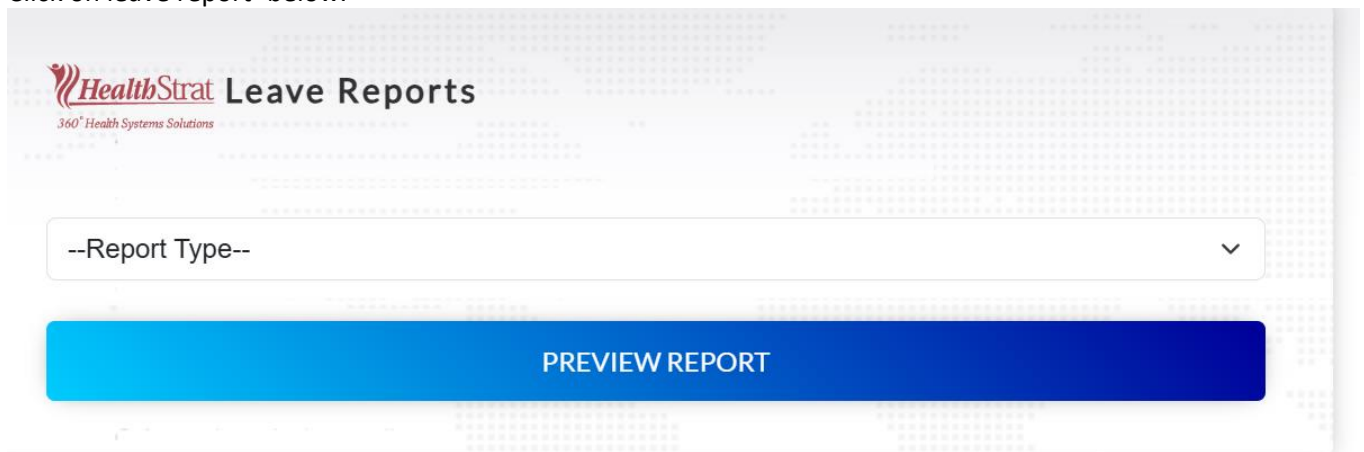
To check reports posted click drop down 'select document'.

The screenshot shows the 'Payroll Documents' section of the HealthStrat 360° Health Systems Solutions interface. At the top left is the HealthStrat logo with the tagline '360° Health Systems Solutions'. The main heading is 'Payroll Documents'. Below this, there is a white dropdown menu with the text '--Select Document--' and a downward arrow. Underneath the dropdown is a wide, orange rectangular button with the text '--Select Payroll Document--' in black.

Select the document and fill details above>prompt to select document >select period>submit.

Leave report

Click on leave report>below.

The screenshot shows the 'Leave Reports' section of the HealthStrat 360° Health Systems Solutions interface. At the top left is the HealthStrat logo with the tagline '360° Health Systems Solutions'. The main heading is 'Leave Reports'. Below this, there is a white dropdown menu with the text '--Report Type--' and a downward arrow. Underneath the dropdown is a wide, blue rectangular button with the text 'PREVIEW REPORT' in white.

Choose the report type you will work with>click preview report button.