



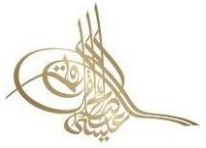
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HUMAN CAPITAL DEPARTMENT



How create your IPC for 2021 in HCMS

Step 2:

Launch **HCMS Self Service** and click on the **My IPC** link under the Performance Management section.



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Reports

Employee Profile

Employee List

Birthday List

Policy Manual

News and Policy
Announcements

Payslip

User Tools

User Password Change

My Favorite Menu

Search Attachments

Training

iLearn Nomination - Employee

iLearn Nomination Approval - Manager

My Learning History

Action Plan - Line Manager Approval

My Action Plan

Learning Post-Metric - Line Manager
Approval

Venue Booking Form Request

Performance Management

My IPC 

Review YEPA

Second Manager Review IPR

Second Manager Review YEPA

Manager - Direct Employee Assessment
Report

My IPR

My YEPA

Performance Management Reports

Step 2:

Click on '+' sign to start adding your objectives. The system will automatically fill-in the first objective which relates to the completion of PDP, with a default weightage of 5%. This is a mandatory objective that **cannot** be deleted.



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Payroll Admin ▾ Performance Management ▾ Reports ▾ Self Service ▾


Self Service->Performance Management->My IPC - My IPC & PDP

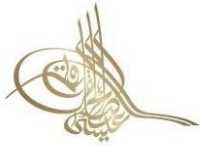
Employee *

Year *

Overall Line Manager Comments

My IPC Form

	S.No	Performance Area *	Performance Objective *	Measure *	Weightage *	Improvement Needed *	Marginally Below Target *	On Target Performance *
	<input type="button" value="-"/>	<input type="text" value="Current Processes"/>	To create a development plan that enables you to learn new skills/competencies and behaviours that help you achieve your development goals.	Completion of at least 3 development goals with relevant action plans mutually agreed and signed-off by line manager.	<input type="text" value="05"/>	Has not submitted or completed any development goals.	Successfully completes 1 or 2 development goals and relevant action plans.	Successfully completes 3 development goals and relevant action plans



Important:

Click the **Save** button every time you add a new performance objective to ensure that all your changes are captured. It is recommended to have at least 5 objectives, with a combined weightage of **100%**.

Self Service->Performance Management->My IPC - My IPC & PDP

Employee *

Year *

Overall Line Manager Comments

Save

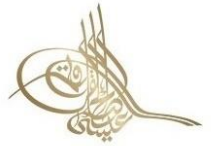
Total weightage must be equal to 100.

My IPC Form

S.No	Performance Area *	Performance Objective *	Measure *	Weightage *	Improvement Needed *	M
	Current Processes	Plan and organize the timely delivery of all L&D programs.	Successful delivery of all scheduled and ad-hoc training programs	30	Consistent delays or non-delivery of training programs due to planning and coordination issues.	
1	Current Processes	To create a development plan that enables you to learn new skills/competencies and behaviours that help you achieve your development goals.	Completion of at least 3 development goals with relevant action plans mutually agreed and signed-off by line manager.	05	Has not submitted or completed any development goals.	Success deve relev
2	Current Processes	Enhance learner experience by way of introducing improvements in L&D processes .	Introduce a minimum of 3 improvements	30	0-1 improvement	2 imp

Step 3:

Ensure that all mandatory fields are completed, as marked by a red '*'. Click the **Submit to Manager** button to submit your IPC.



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Self Service->Performance Management->My IPC - My IPC & PDP

Employee *

Year *

Overall Line Manager Comments

Total weightage must be equal to 100.

My IPC Form

S.No	Performance Area *	Performance Objective *	Measure *	Weightage *	Improvement Needed *	M
	Current Processes	Plan and organize the timely delivery of all L&D programs.	Successful delivery of all scheduled and ad-hoc training programs	30	Consistent delays or non-delivery of training programs due to planning and coordination issues.	
1	Current Processes	To create a development plan that enables you to learn new skills/competencies and behaviours that help you achieve your development goals.	Completion of at least 3 development goals with relevant action plans mutually agreed and signed-off by line manager.	05	Has not submitted or completed any development goals.	Success development relevant
2	Current Processes	Enhance learner experience by way of introducing improvements in L&D processes.	Introduce a minimum of 3 improvements	30	0-1 improvement	2 imp



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How to review your team's IPC

(For Line Managers)

Step 1:

Launch **HCMS Self Service** and click on the **Review IPC** link under the Performance Management section.

Reports

Employee List
Birthday List
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News and Policy Announcements
Payslip


User Tools

User Password Change
My Favorite Menu
Search Attachments

Training

iLearn Nomination - Employee
iLearn Nomination Approval - Manager
My Learning History
Action Plan - Line Manager Approval
My Action Plan
Learning Post-Metric - Line Manager Approval
Venue Booking Form Request

Performance Management

My IPC
Review IPC 
Review IPR
Review YEPA
Second Manager Review IPR
Second Manager Review YEPA
Second Manager Review IPC
Manager - Direct Employee Assessment Report
My IPR
My YEPA
Direct Employee Assessment

Step 2:

Click on the **Select** button to review the IPC submitted by your team member.



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You are currently logged in Easa Saleh Al Gurg Group L.L.C as E108227

Self Service ▾

Self Service->Performance Management->Review IPC - Manager Target Settings Listing

Search for [Employee]

|

	Employee	YEAR	Status
<input type="button" value="Select"/>	Enrico Quiogue Sayo	2021.00	Submitted By Employee

|

Step 3:

Add any comments as needed, then click on the relevant button of your desired action.

Approve & Submit to HC – Agree on the IPC & PDP and submit to HCD.

Send for Revision – Send the form back to the employee to make changes.

Approve & Submit to Next Inline Manager – Approve and send to next inline manager.

Self Service ▾

- Manager Review IPC

Employee *

Year *

Line Manager Comments

Next Inline Manager Comments

S.No	Performance Area	Performance Objective	Measure	Weightage	Improvement Needed	Marginally Below Target	On Target Performance	Strong Performance	Leading Performance
1	Current Processes	To create a development plan that enables you to learn new skills/competencies and behaviours that help you	Completion of at least 3 development goals with relevant action plans mutually agreed and signed-off by line manager.	05	Has not submitted or completed any development goals.	Successfully completes 1 or 2 development goals and relevant action plans.	Successfully completes 3 development goals and relevant action plans.	Successfully completes 3 development goals and relevant action plans. Demonstrates complete ownership towards	Has successfully completed 4 or more development goals and relevant action plans. Demonstrates consistent application of



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For any questions, concerns, or feedback please contact your Entity HC.