

# Performance Contracting 2024 Employee Playbook





— **Step 1** - How to Access the Online Performance Management System



— **Step 2** - Navigating the Landing Page



— **Step 3** - Create a New Performance Contract



— **Step 4** - How to Use the Action Buttons



— **Step 5** - How to Start a New Performance Contract for 2024



— **Step 6** - Using the Comment Section



— **Step 7** - How to Access Previously Saved Drafts



# How to Access the Online Performance Management System

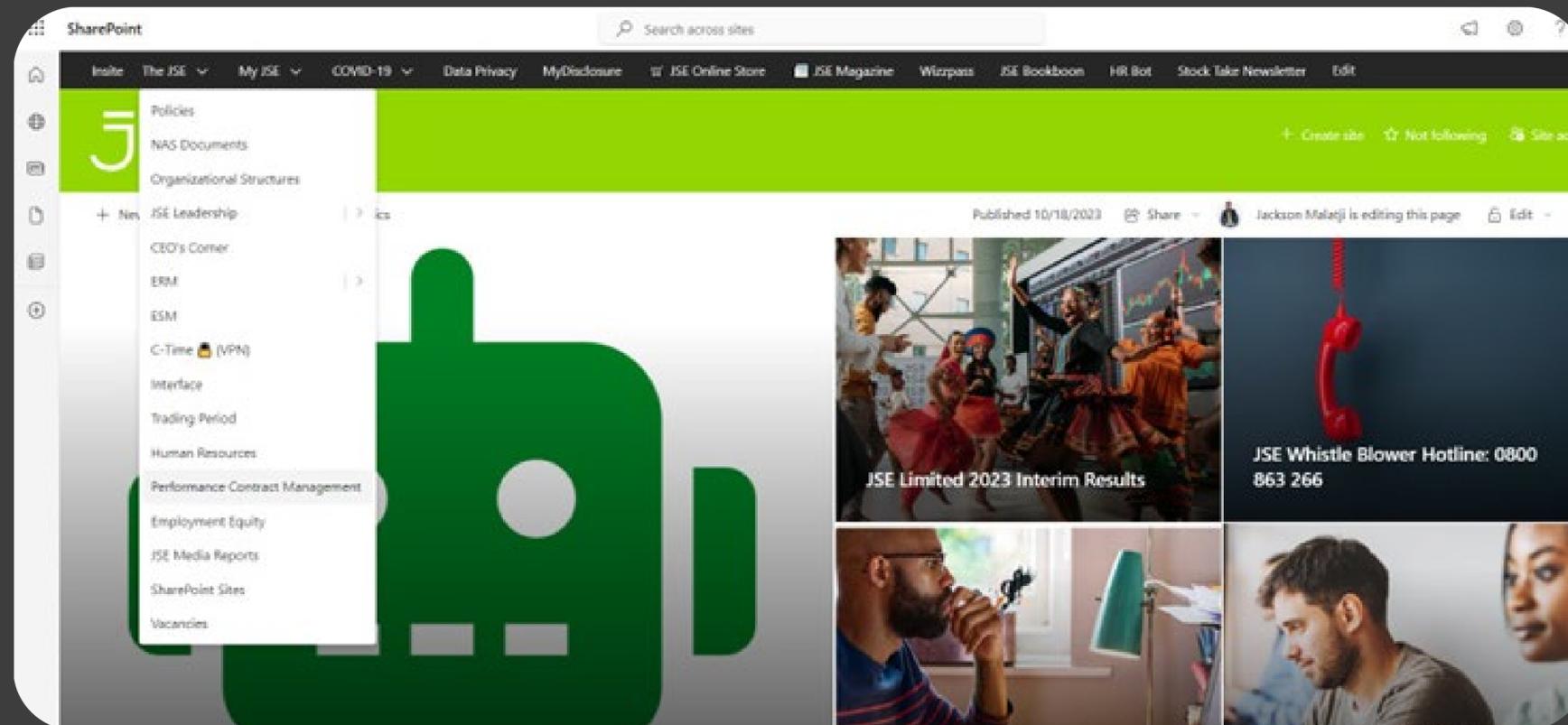


Click on the button below to access the app.

Performance Contract App

Alternatively, you can access it via Insite - under “The JSE” menu.  
Insite - Home (<https://jsecoza.sharepoint.com>)

Step 1



## Navigating the Landing Page

On the landing page for performance contracting, use the icon buttons on the top right of the screen to **refresh** your list of items or **create** a new item.

Step 2

ID	Name	Status	Division	Manager	Year	Submission Date	Edit	View
782	Vijaya Patil	Final year - Waiting for Managers Review	CEO Office		2023	30/09/2023		>
883	JSE SharePoint Administrator	Submitted	Governance & Assurance	Vijaya Patil	2024	13/12/2023		>

# Create a New Performance Contract

Click on the “Create new item” icon button.

Step 3

The screenshot shows a web interface for 'PERFORMANCE CONTRACTING / REVIEW'. At the top, there is a navigation bar with the JSE logo, a home icon, and a plus sign. Below the navigation bar, there are three dropdown menus for 'Name', 'Year', and 'Status', all set to 'All'. The main content area features a table with the following data:

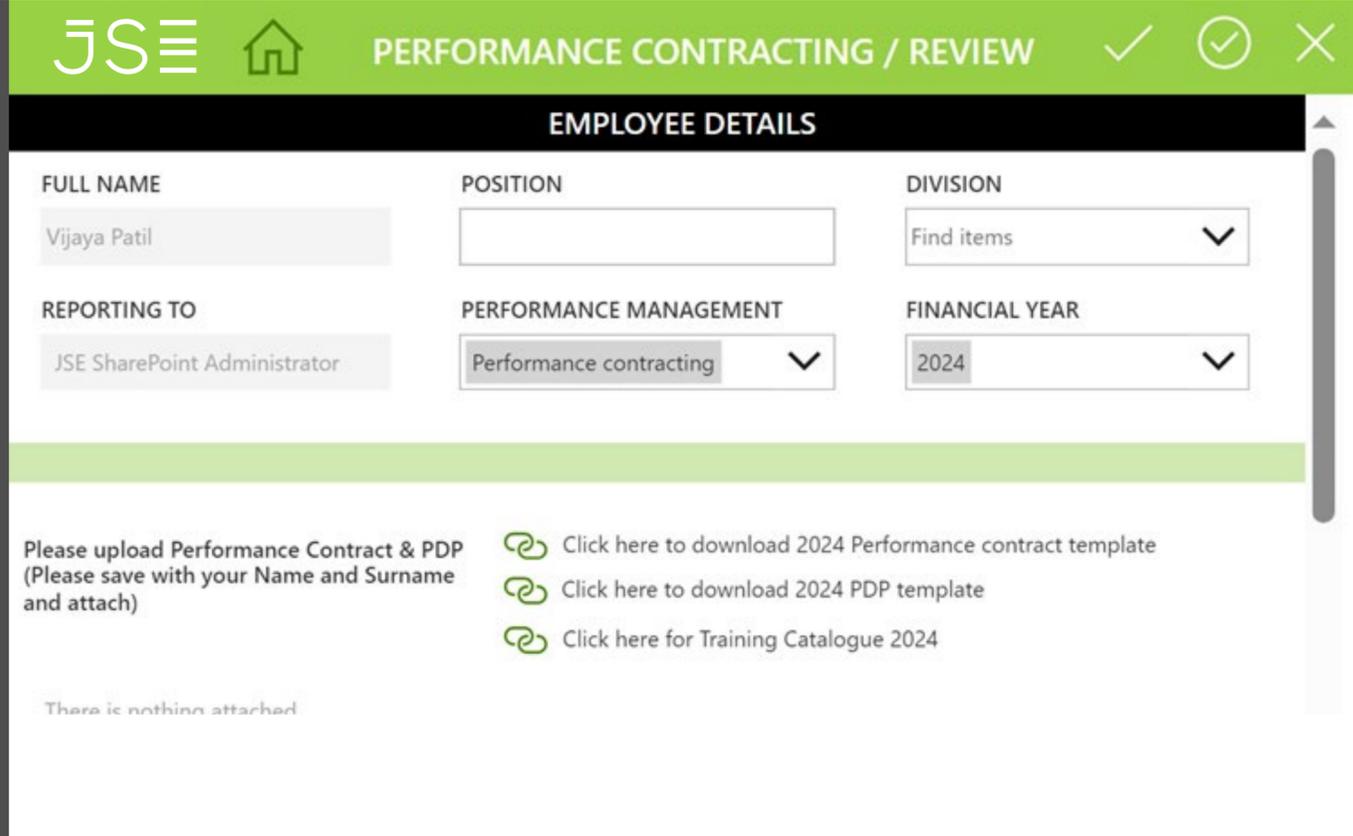
ID	Name	Status	Division	Manager	Year	Submission Date	Edit	View
782	Vijaya Patil	Final year - Waiting for Managers Review	CEO Office		2023	30/09/2023		>
883	JSE SharePoint Administrator	Submitted	Governance & Assurance	Vijaya Patil	2024	13/12/2023		>

At the bottom of the table, there is a pagination control showing 'Page 1 of 1 page(s)' with navigation arrows.

## How to Use the Action Buttons

When you click “create new item”, there will be three icon action buttons to help you navigate.

Step 4



The screenshot displays a web interface for 'PERFORMANCE CONTRACTING / REVIEW'. The page is titled 'EMPLOYEE DETAILS' and contains several input fields and dropdown menus. Below the form, there are three links for downloading templates and a training catalogue.

FULL NAME	POSITION	DIVISION
Vijaya Patil		Find items
REPORTING TO	PERFORMANCE MANAGEMENT	FINANCIAL YEAR
JSE SharePoint Administrator	Performance contracting	2024

Please upload Performance Contract & PDP (Please save with your Name and Surname and attach)

- Click here to download 2024 Performance contract template
- Click here to download 2024 PDP template
- Click here for Training Catalogue 2024

There is nothing attached

# How to Start a New Performance Contract for 2024



## Step 5



The screenshot shows a web application interface for 'PERFORMANCE CONTRACTING / REVIEW'. The page title is 'EMPLOYEE DETAILS'. The form contains the following fields:

FULL NAME	POSITION	DIVISION
Vijaya Patil		Find items
REPORTING TO	PERFORMANCE MANAGEMENT	FINANCIAL YEAR
JSE SharePoint Administrator	Performance contracting	2024

Below the form, there are instructions: 'Please upload Performance Contract & PDP (Please save with your Name and Surname and attach)'. There are three links: 'Click here to download 2024 Performance contract template', 'Click here to download 2024 PDP template', and 'Click here for Training Catalogue 2024'. At the bottom, it says 'There is nothing attached.' and 'Please upload the Performance Contract & PDP'.

- After the Performance contract and PDP has been completed and uploaded – click on the submit button.
- You and your Manager will receive a confirmation of the submission.
- Your Manager will then have the opportunity to review your 2024 PM contract and PDP

## Using the Comment Section

This section is not compulsory to complete, however if you want to highlight something for your Managers attention, you can use this section.

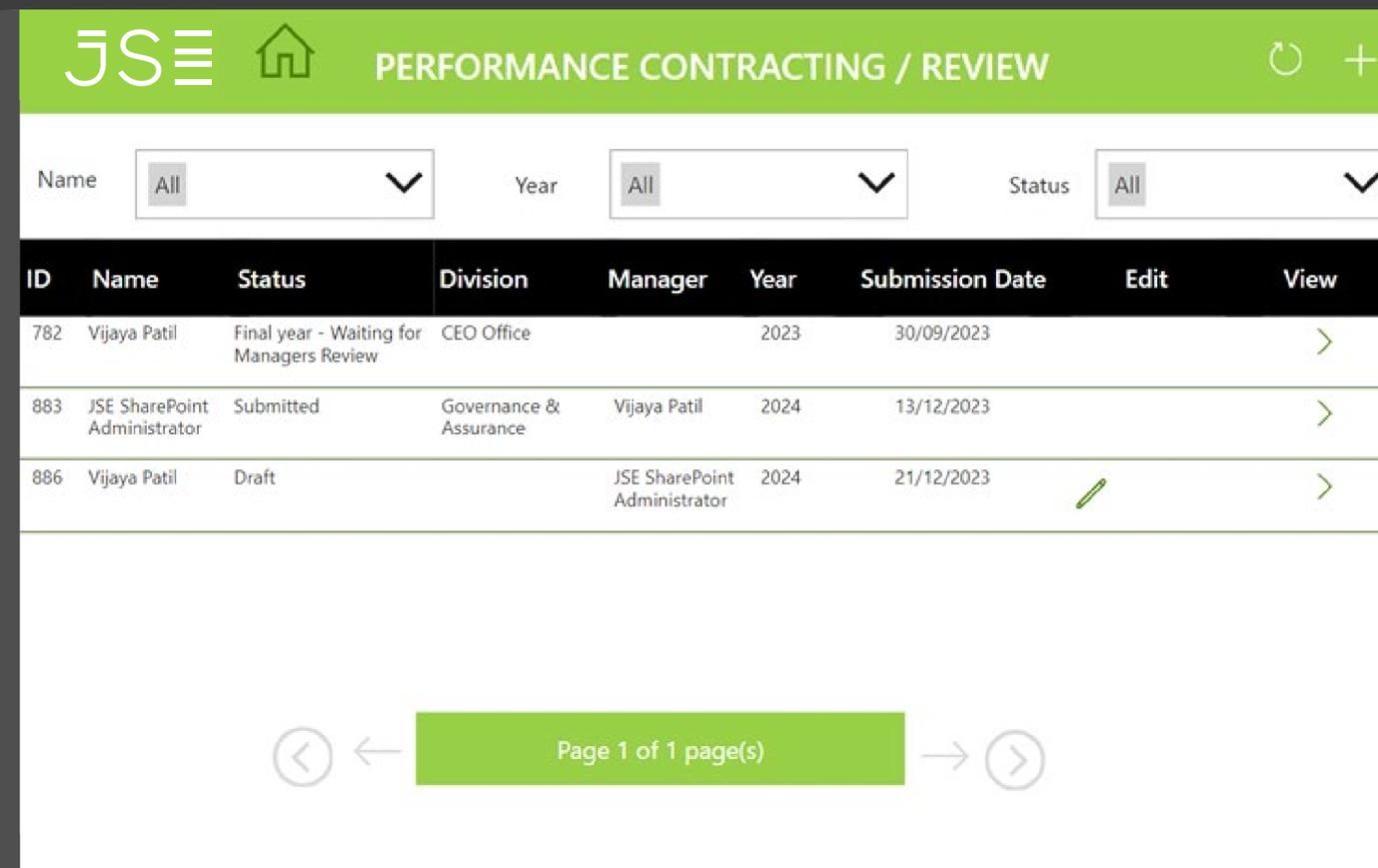
Step 6

The screenshot displays a mobile application interface for 'PERFORMANCE CONTRACTING / REVIEW'. At the top, there is a green header bar with the JS logo, a home icon, the title 'PERFORMANCE CONTRACTING / REVIEW', and navigation icons (checkmark, refresh, close). Below the header, a message reads 'Please upload the Performance Contract & PDP'. The main content area is titled 'Comments' and contains two side-by-side text input fields: 'Comment (Employee)' on the left and 'Comment (Manager)' on the right. The 'Comment (Manager)' field has a vertical scrollbar on its right side.

## How to Access Previously Saved Drafts

- You may use the **Edit** button for saved drafts
- Submitted contracts cannot be edited and will be waiting for Managers approval. Use the **View** button to see the contract in a read-only format.
- After submitting, Employees and Managers will receive an email notification as confirmation.

### Step 7



The screenshot displays the JSE Performance Contracting / Review interface. At the top, there is a navigation bar with the JSE logo, a home icon, and the text 'PERFORMANCE CONTRACTING / REVIEW'. Below the navigation bar, there are three dropdown menus for 'Name', 'Year', and 'Status', all set to 'All'. The main content area is a table with the following columns: ID, Name, Status, Division, Manager, Year, Submission Date, Edit, and View. The table contains three rows of data:

ID	Name	Status	Division	Manager	Year	Submission Date	Edit	View
782	Vijaya Patil	Final year - Waiting for Managers Review	CEO Office		2023	30/09/2023		>
883	JSE SharePoint Administrator	Submitted	Governance & Assurance	Vijaya Patil	2024	13/12/2023		>
886	Vijaya Patil	Draft		JSE SharePoint Administrator	2024	21/12/2023		>

At the bottom of the table, there is a pagination bar showing 'Page 1 of 1 page(s)' with navigation arrows on either side.



Contra

**Thank You**



JS