

Performance Contracting 2024 Manager Playbook





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



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



— **Step 3** - Review



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



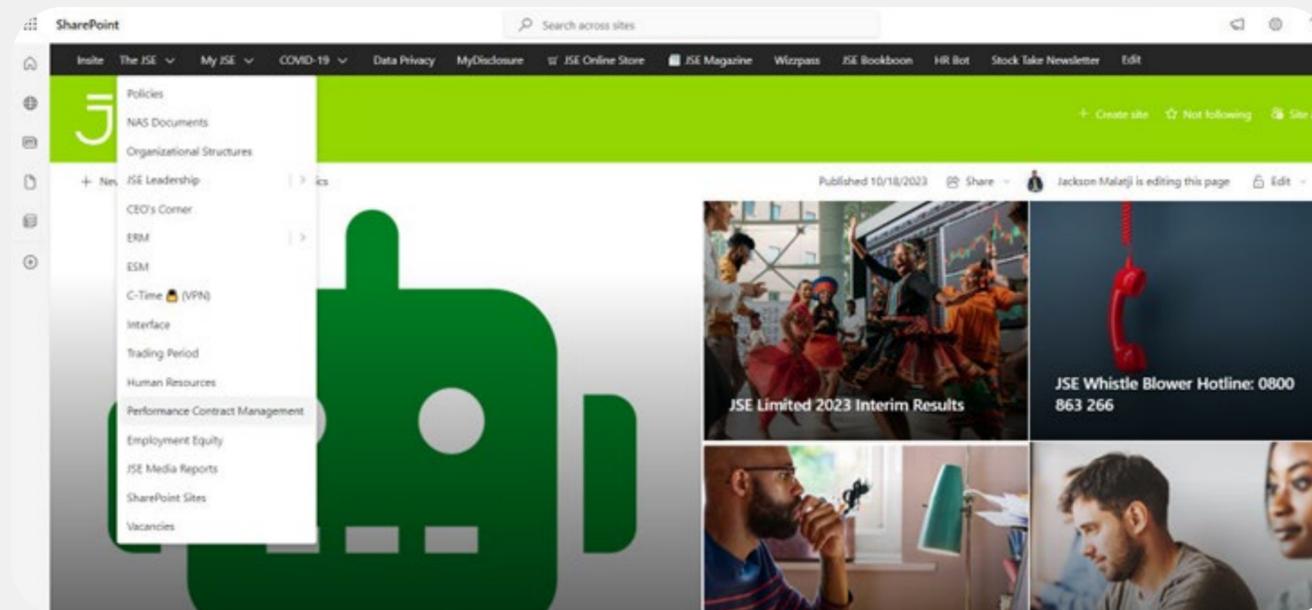
How to Access the Online Performance Management System

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

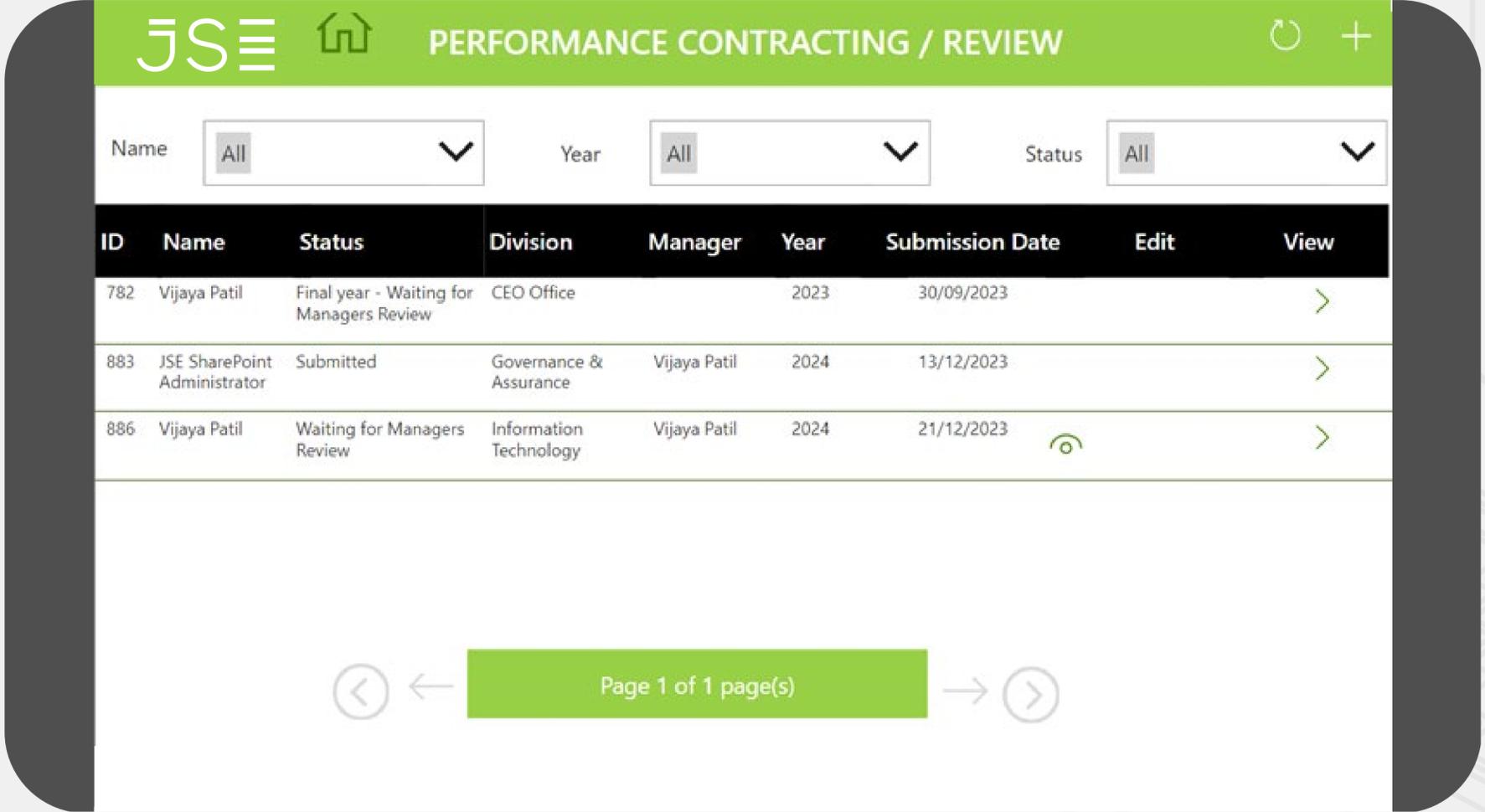


After an Employee has submitted the Performance Contract, the Manager will also get an email notification to review the Employees Performance Contract.

Navigating the Landing Page

Your Employees contracts will be listed in this view.

Step 2



The screenshot displays a web interface for 'PERFORMANCE CONTRACTING / REVIEW'. At the top, there is a green header with the JSE logo, a home icon, and a refresh icon. Below the header, there are three dropdown menus for 'Name' (set to 'All'), 'Year' (set to 'All'), and 'Status' (set to 'All'). The main content 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. At the bottom, there is a pagination bar showing 'Page 1 of 1 page(s)' with navigation arrows.

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	Waiting for Managers Review	Information Technology	Vijaya Patil	2024	21/12/2023	🗄️	>

Review

Your Employees contracts will be listed in this view.

Step 3

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	Waiting for Managers Review	Information Technology	Vijaya Patil	2024	21/12/2023	🔍	>

You will then be able to access the employees Performance Contract and PDP

Step 3
cont.

JS PERFORMANCE CONTRACTING / REVIEW

EMPLOYEE DETAILS

FULL NAME	POSITION	DIVISION
Vijaya Patil	Test	Information Technology
REPORTING TO	PERFORMANCE MANAGEMENT	FINANCIAL YEAR
Vijaya Patil	Performance contracting	2024

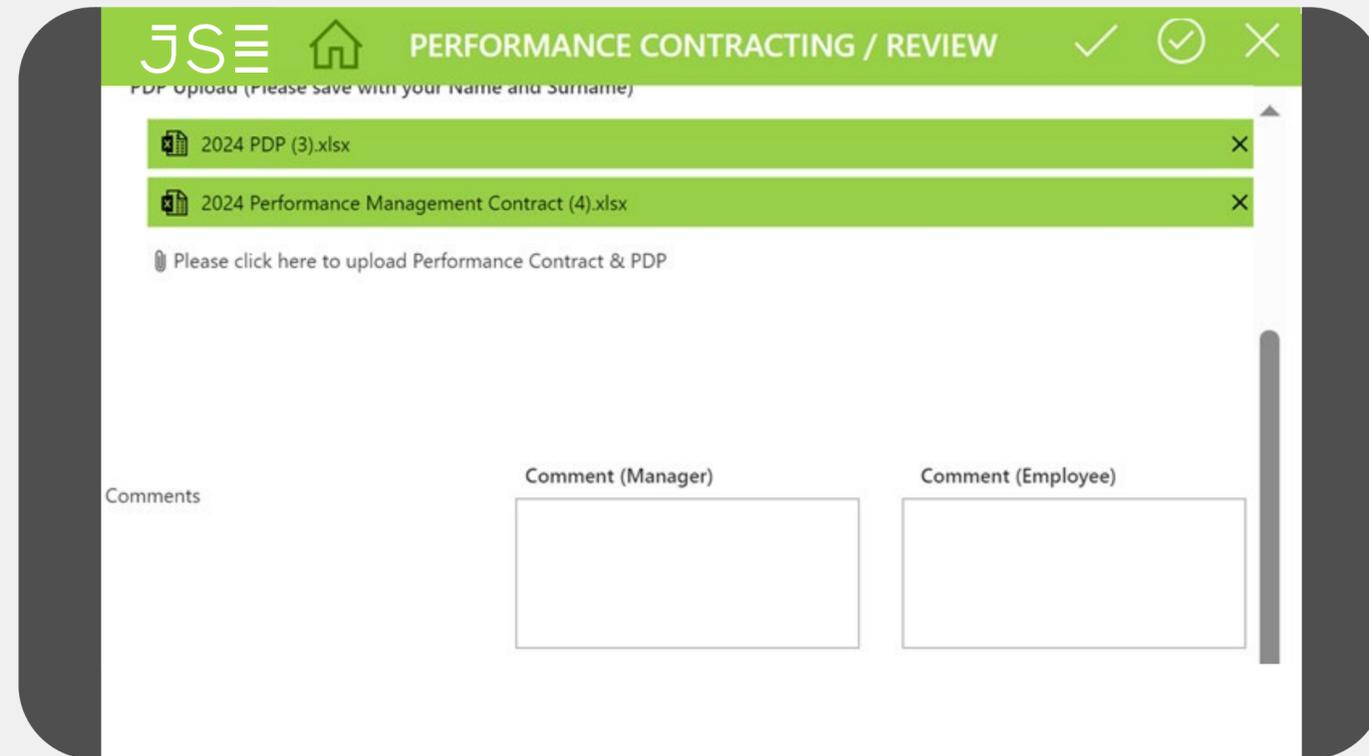
PDP Upload (Please save with your Name and Surname)

- 2024 PDP (3).xlsx
- 2024 Performance Management Contract (4).xlsx

Please click here to upload Performance Contract & PDP



Step 3 cont.



- If you have edited, made changes or have commented on the documents, click on the **“Reviewed and send back to Employee”** Icon – This is the tick icon 
- If after the review, you have no edits, changes, nor comments, click on the **“Submit”** Icon - This is the tick in the circle icon 

How to Use the Action Buttons

Take note of the following Action buttons

Step 4

JSE PERFORMANCE CONTRACTING / REVIEW

EMPLOYEE DETAILS

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



Cancel



Submit

Save a complete version that cannot be edited



Reviewed and sent back to employee

Once completed, the employee will get an email notification and if (any) make the recommended changes to the contract.



Controlo

Controlo

Thank You



JS