

**FINAL YEAR REVIEW
USER GUIDE FOR JSE EMPLOYEES**

Aug 2023

INTRODUCTION

This document aims to provide guidance on how to submit Final-year review.

ACCESS PROCESS

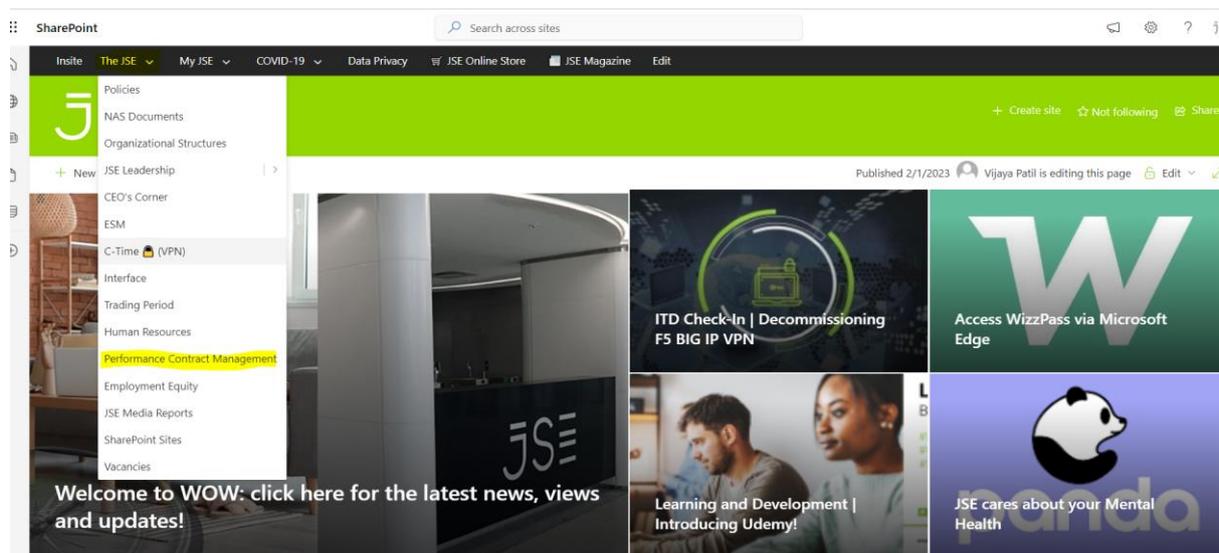
Step 1 – Connecting to the APP

Click on below link to access the app.

[Performance Contract](#)

Alternatively, you can access it via Insite- under “The JSE” menu.

[Insite - Home \(sharepoint.com\)](#)



You will be prompted to enter your credentials. Please enter your JSE credentials to Login. After successful login below page will be shown.

Landing Page-

ID	Name	Status	Division	Manager	Year	Submission Date	Edit	View	Resubmit
778	JSE SharePoint Administrator	Submitted	Governance & Assurance	JSE SharePoint Administrator	2023	28/06/2023			

Here you can view previously submitted forms. You can also check the status of your submitted forms.

*Please click on refresh button to get the latest version Or press (Ctrl+R / Ctrl+f5) for force refresh.

Step 1-

If you have already submitted your Mid-year review. You will get an edit button to start Final-year review process.

PERFORMANCE CONTRACTING / REVIEW

Name: All Year: All Status: All

ID	Name	Status	Division	Manager	Year	Submission Date	Edit	View	Resubmit
778	JSE SharePoint Administrator	Mid-year Review Completed	Governance & Assurance	JSE SharePoint Administrator	2023	24/08/2023			

PERFORMANCE CONTRACTING / REVIEW

Name: All Year: All Status: All

ID	Name	Status	Division	Manager	Year	Submission Date	Edit	View	Resubmit
778	JSE SharePoint Administrator	Mid-year Review Completed	Governance & Assurance	JSE SharePoint Administrator	2023	24/08/2023			

Final-year review

Page 1 of 1 page(s)

Once you click on edit button you will get text box to enter discussion notes against each KPI and Rating.

The screenshot shows a mobile application interface for 'PERFORMANCE CONTRACTING / REVIEW'. At the top, there is a green header with the JSE logo, a home icon, and a checkmark icon. Below the header, the interface is divided into several sections:

- Mid-year discussion notes:** Two text input boxes, one for 'Employee' and one for 'Manager', both containing the text 'Discussion notes'.
- Employee Rating:** A dropdown menu currently showing 'N/A'.
- Final-year discussion notes:** Two empty text input boxes, one for 'Employee' and one for 'Manager'.
- KPI Section:** A section titled '2. Protect and grow core business' with three empty text input boxes below it.

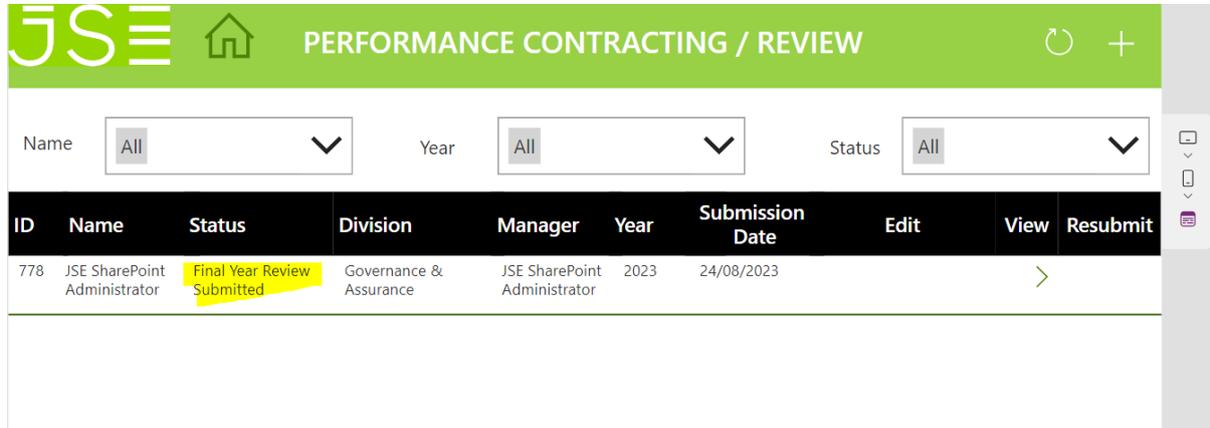
The screenshot shows the 'EMPLOYEE DETAILS' form in the same application. The header is green with the JSE logo and a home icon. A notification bubble in the top right corner says 'Final-year review submitted'. The form fields are as follows:

- FULL NAME:** JSE SharePoint Administrator
- POSITION:** test
- DIVISION:** Governance & Assurance
- REPORTING TO:** JSE SharePoint Administrat
- PERFORMANCE MANAGEMENT:** Final year Review
- FINANCIAL YEAR:** 2023
- JSE Strategic Focus Area:** (Insert or select a dimension applicable to your area)
- KPA:** [Insert individual performance areas that address this corporate scorecard element]
- KPI / Output / Measurements:** [Insert specific outputs you will deliver for each of your performance areas] and Clearly define for every KPI / output, what constitutes an M, E and X

Below these fields, there are three text input boxes, each containing the text: '1. Generate sustained high-quality earnings'.

Step 2-

After submitting notes & ratings click on tick button to submit this review. On the successful submission it will go to your manager for the review. Status will be “Final-year review submitted”.



The screenshot shows the JSE Performance Contracting / Review interface. At the top, there is a green header with the JSE logo, a home icon, and the text "PERFORMANCE CONTRACTING / REVIEW". Below the header, there are three dropdown menus for "Name", "Year", and "Status", all set to "All". To the right of these filters is a vertical sidebar with icons for search, refresh, and other actions. Below the filters is a table with the following data:

ID	Name	Status	Division	Manager	Year	Submission Date	Edit	View	Resubmit
778	JSE SharePoint Administrator	Final Year Review Submitted	Governance & Assurance	JSE SharePoint Administrator	2023	24/08/2023		>	

Step 3-

Manager will get “Review” button to review the notes.

The screenshot shows the JSE Performance Contracting / Review interface. At the top, there is a green header with the JSE logo, a home icon, and the text "PERFORMANCE CONTRACTING / REVIEW". Below the header, there are three dropdown menus for "Name", "Year", and "Status", all set to "All". Below these is a table with the following columns: ID, Name, Status, Division, Manager, Year, Submission Date, Edit, View, and Resubmit. The table contains one row with the following data: ID: 778, Name: JSE SharePoint Administrator, Status: Final year - Waiting for Managers Review, Division: Governance & Assurance, Manager: JSE SharePoint Administrator, Year: 2023, Submission Date: 24/08/2023. To the right of the row, there is a yellow "Review" button and a green checkmark icon. Below the table, there is a yellow tooltip that says "Final-year Review".

ID	Name	Status	Division	Manager	Year	Submission Date	Edit	View	Resubmit
778	JSE SharePoint Administrator	Final year - Waiting for Managers Review	Governance & Assurance	JSE SharePoint Administrator	2023	24/08/2023			

Manager can also add his/her comments against each KPI. And click on tick button to complete the review.

The screenshot shows the JSE Performance Contracting / Review interface with a review form. At the top, there is a green header with the JSE logo, a home icon, and the text "PERFORMANCE CONTRACTING / REVIEW". Below the header, there is a yellow tooltip that says "Final-year review completed". The form has several sections: "Mid-year discussion notes(Employee)", "Mid-year discussion notes(Manager)", "Employee Rating" (set to "N/A"), "Final-year discussion notes(Employee)", and "Final-year discussion notes(Manager)". Below these sections, there is a green bar and a table with the following columns: ID, Name, Status, Division, Manager, Year, Submission Date, Edit, View, and Resubmit. The table contains one row with the following data: ID: 778, Name: JSE SharePoint Administrator, Status: Final year - Waiting for Managers Review, Division: Governance & Assurance, Manager: JSE SharePoint Administrator, Year: 2023, Submission Date: 24/08/2023. To the right of the row, there is a yellow "Review" button and a green checkmark icon. Below the table, there is a yellow tooltip that says "Final-year Review".

ID	Name	Status	Division	Manager	Year	Submission Date	Edit	View	Resubmit
778	JSE SharePoint Administrator	Final year - Waiting for Managers Review	Governance & Assurance	JSE SharePoint Administrator	2023	24/08/2023			

Status will change to "Final-year Review Completed". Use View link to see the form with all the details. (Read-only form)

PERFORMANCE CONTRACTING / REVIEW

Name Year Status

ID	Name	Status	Division	Manager	Year	Submission Date	Edit	View	Resubmit
778	JSE SharePoint Administrator	Final-year Review Completed	Governance & Assurance	JSE SharePoint Administrator	2023	24/08/2023			

