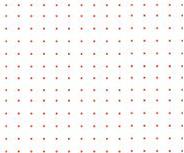


A long-exposure photograph of a road at night, showing light trails from vehicles in shades of blue and white. The road curves into the distance under a dark sky.

Intro to Performance Management

The Process of completing Evaluations on Payspace

March 2025

A solid orange vertical bar located at the bottom left of the slide.A grid of small, light-colored dots arranged in a rectangular pattern at the bottom right of the slide.

Agenda

1. **What is it?**
2. **Why are we implementing Performance Management on Payspace?**
3. **Benefits**
4. **The performance evaluation process**
5. **Timelines & Deadlines**
6. **How to complete an evaluation**
7. **Training Manual**

What is the Performance Management module on Payspace?

- **Payspace is a cloud based HR platform designed to help companies manage employee data, payroll, performance reviews as well as many other functionalities, it helps streamline processes.**
- **The platform will allow us to conduct comprehensive performance reviews, set goals and track performance.**
- **By using the platform we will provide a consistent and efficient performance management system which aligns with our goals and also ensures transparency, fairness and continuous feedback.**



Why are we introducing Performance Management on Payscale?

- 1. Aligning with Business Goals – Payscale Performance Management ensures that employee performance is directly tied to the company's strategic goals, which improves productivity and business success.**
- 1. Standardized and Consistent Process – A standardized approach to performance reviews across departments ensures fairness and reduces bias.**
- 1. Data-Driven Decisions – The platform generates reports and insights, helping managers make informed decisions about training, promotions, and career development.**
- 1. Continuous Feedback– Employees will receive real-time feedback, enabling continuous improvement and goal alignment.**

Benefits for Employees & Managers

Employees:

- Clear goals and expectations
- Regular feedback and personal growth
- Transparency, easier to identify areas of improvement and career development

Managers:

- Streamline process, saving time and effort
- Ability to track employee progress over time
- Data driven insights to support decisions

Process

1. KPI's have been set as per your role, this includes the measures of success and metrics
1. Self Assessment - to be completed by employees by a specific deadline.
1. Manager Assessment - reviews performance
1. One and One meeting will be held to discuss and calibrate the final feedback as well as set new goals and or performance improvement plans.

Key Timelines & Deadlines

Evaluation Period: CSM's & AE's – monthly basis
 Other departments – quarterly basis

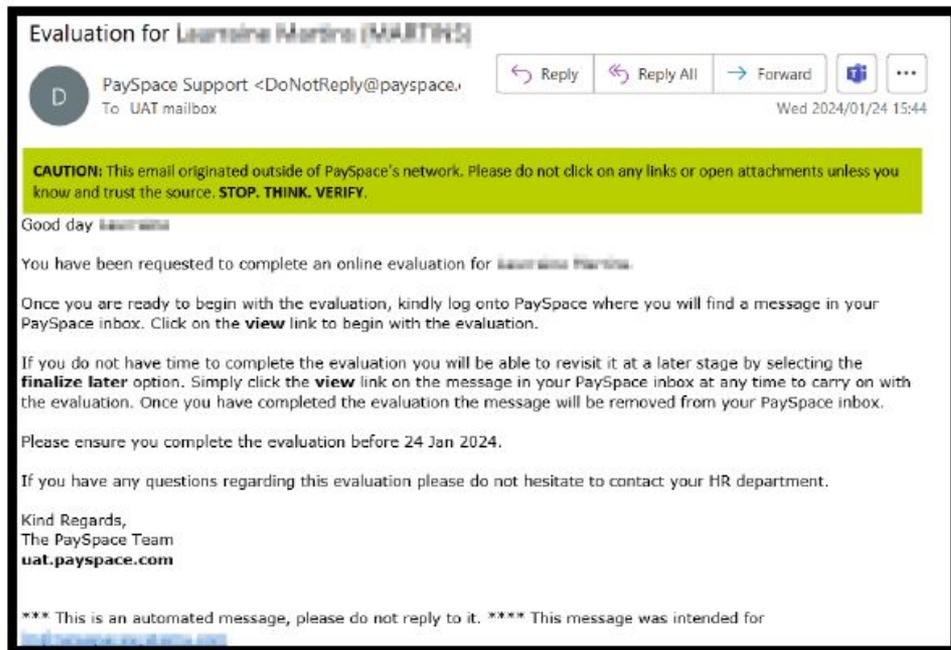
Note there will be a deadline for:

1. Self Review
2. Manager Review

This will be followed up by a feedback meeting and finalising the evaluation.

How to complete an evaluation.

1. HR will send out performance review to the rates (self and manager) – you will be notified via email to complete the review by a specific date



How to complete an evaluation.

2. Raters will see the evaluation in their inbox
 3. Click on the inbox item to start the review
 4. You will be required to rate each KPI and supply a comment should you wish to.
 5. You are also able to use your performance journal to upload or add any supporting evidence or POE.
 6. Choose to finalise now or later
- **Managers - it is advisable to complete later after the meeting has taken place.

A solid orange vertical bar on the left side of the slide.

Resources

[Training Manual](#)

The logo for logimeter, featuring the word "logimeter" in a sans-serif font. "logi" is in white and "meter" is in orange. The logo is set against a dark blue rounded square background with a thin white border.

logimeter

The text "Thank You" in a large, bold, white sans-serif font, centered on the page. The background is a dark blue gradient with a faint, stylized image of a car's interior and steering wheel.

Thank You

The website URL "www.logimeter.com" in a black sans-serif font, centered within a bright yellow rounded rectangular button.

www.logimeter.com