

How to do 'Edit Rejected Goal' in PMS.

You can follow the below steps for 'Edit Rejected Goal' on Zing HR :

1. Log in to your Zing HR account.
2. On the home screen left-hand top side click on select menu, then 'PMS ' as shown below.

ZING

Click On select menu (dots)

My Time And Attendance

● Absent ● Leave Applied ● Half Day ● Leave Approved ● Present ● Outdoor Approved ...

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
	●		●	●	●	●
7	8	9	10	11	12	13
●	●					
14	15	16	17	18	19	20
					●	
21	22	23	24	25	26	27
28	29	30	31	1	2	3

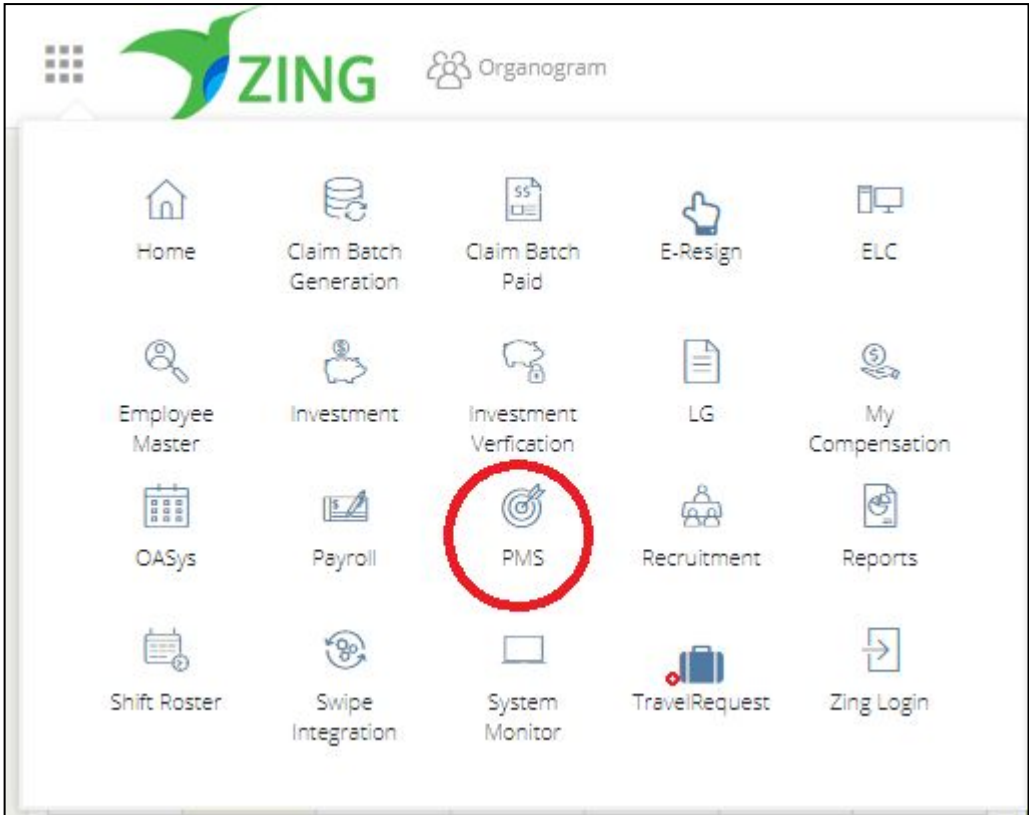
Holiday List

Absence in current month

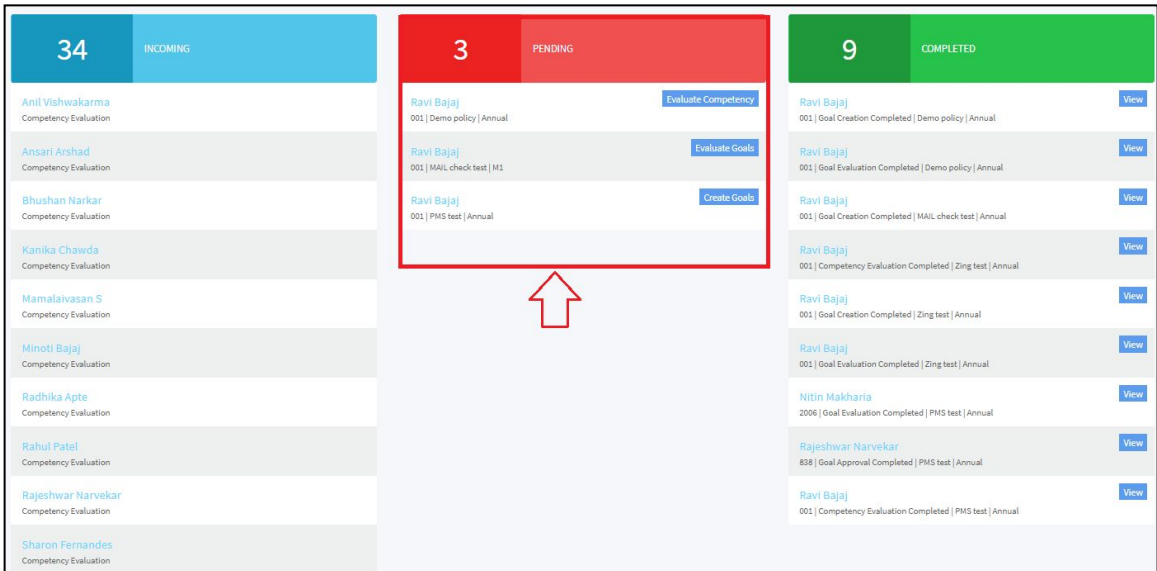
0.0

- Paternity Leaves (NA)
- Paid Leave (47.00)
- CompOff Leaves (0.00)
- BirthDay Leaves (0.00)
- Other Leaves ▾

Regularize Outdoor



3. Next on dashboard page you can able to see the 'Policy' which is rejected by approver or line manager.



4. Click on the 'Create Goals' button.

3
PENDING

Ravi Bajaj
001 | Demo policy | Annual

[Evaluate Competency](#)

Ravi Bajaj
001 | MAIL check test | M1

[Evaluate Goals](#)

Ravi Bajaj
001 | PMS test | Annual

[Create Goals](#)

5. You can able to see the both 'Financial and Customer ' goals.

Financial - 50%

Goal	Measure of Performance	UOM	Target	Weightage
test	test	Number	0	50

[Save](#)
[Comment](#)

Customer - 50%

Goal	Measure of Performance	UOM	Target	Weightage
Test	Test	Number	0	50

[Save](#)
[Comment](#)

[Submit](#)

Case - Financial goal is Approved by approver and Customer goal is Rejected.

6. Financial goal is already approved by approver, so employee's will not able to 'Edit ' this goal.

Financial - 50%

Goal	Measure of Performance	UOM	Target	Weightage
test	test	Number	0	50

Not able to Edit this goals

[Save](#)
[Comment](#)

7. Customer goal is rejected by approver so employees can be able to 'Edit ' this goal.

Customer - 50%				
Goal	Measure of Performance	UOM	Target	Weightage
Test	Test	Number	0	50
Employee can able to Edit this Goal				
				<input type="button" value="Save"/> <input type="button" value="Comment"/>

8. Next make the correct changes and 'Save' these changes click on the 'Submit' button.

Financial - 50%				
Goal	Measure of Performance	UOM	Target	Weightage
test	test	Number	0	50
				<input type="button" value="Save"/> <input type="button" value="Comment"/>
Customer - 50%				
Goal	Measure of Performance	UOM	Target	Weightage
Test	Test	Number	0	50
				<input type="button" value="Save"/> <input type="button" value="Comment"/>
				<input type="button" value="Submit"/>