

How to do 'Reset' process in PMS.

You can follow the below steps for 'Reset' process on Zing HR :

IMP : Reset process will helps to admin and managers to revert or push back one level for approval.(Only one level can revert)

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 [Holiday List](#)

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

Absence in current month

0.0

Paternity Leaves (NA)

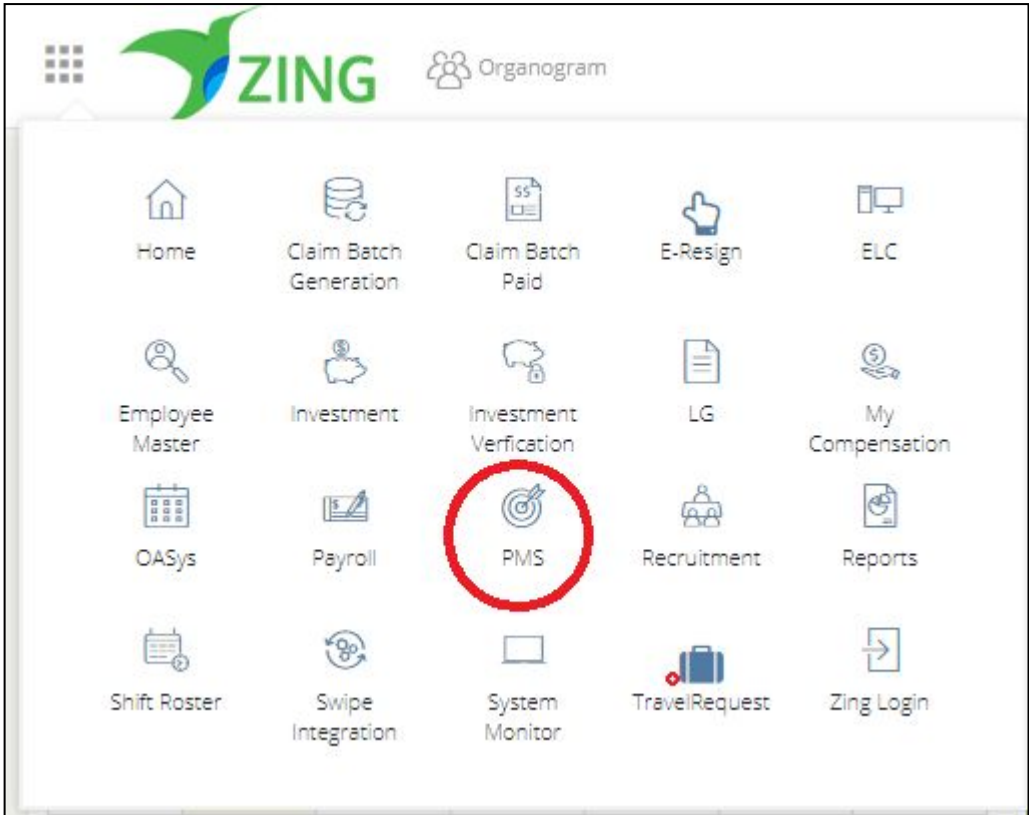
Paid Leave (47.00)

CompOff Leaves (0.00)

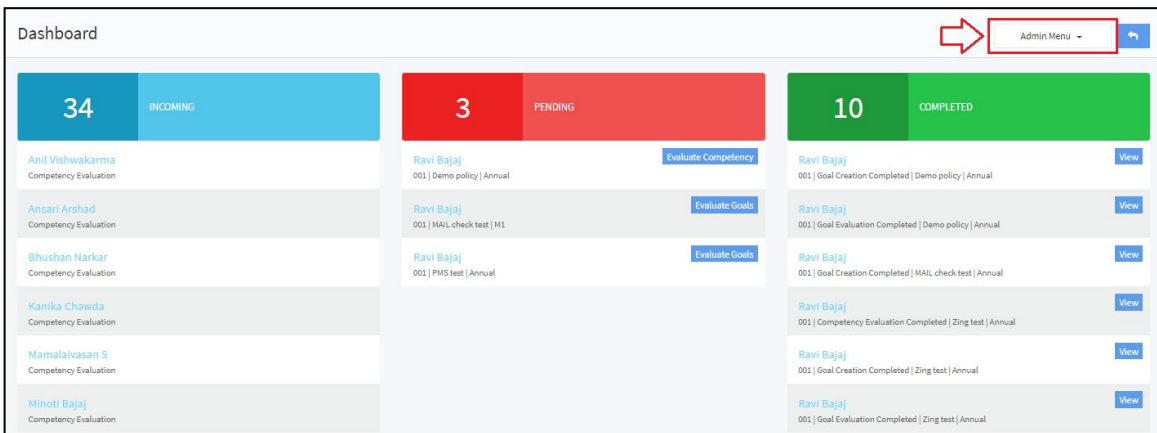
BirthDay Leaves (0.00)

Other Leaves ▾

Regularize Outdoor



3. On the new window please click on the 'Admin Menu' and select the 'Process Re-Initiation' option.



The screenshot displays an admin dashboard interface. At the top, there is a navigation bar with 'Admin Menu' and a refresh icon. Below this, a green status bar shows '10' and 'COMPLETED'. A red arrow points from the 'COMPLETED' text to a dropdown menu. The dropdown menu contains the following items: 'Admin Dashboard', 'Goal Upload', and 'Process Re-Initiation', which is highlighted with a red box. Below the status bar, there is a list of goal entries for 'Ravi Bajaj' and 'Nitin Makharia', each with a 'View' button.

Name	Goal ID	Status	Policy/Task	Frequency	Action
Ravi Bajaj	001	Goal Creation Completed	Demo policy	Annual	View
Ravi Bajaj	001	Goal Evaluation Completed	Demo policy	Annual	View
Ravi Bajaj	001	Goal Creation Completed	MAIL check test	Annual	View
Ravi Bajaj	001	Competency Evaluation Completed	Zing test	Annual	View
Ravi Bajaj	001	Goal Creation Completed	Zing test	Annual	View
Ravi Bajaj	001	Goal Evaluation Completed	Zing test	Annual	View
Nitin Makharia	2006	Goal Evaluation Completed	PMS test	Annual	View

4. Next on the Process Re-Initiation page select the 'Reset' tab.

Process Re-Initiation

New-Initiation | Change / Hold Process | **Reset** | Delete and Sync | Push Process

For Assessment Year: 2018 - Demo policy

Policy to be applied: Common

Set cut-off date: mm/dd/yyyy

Emp Code / Name	Date of Joining
Select cut of date.	

Initiate Process | Initiate with Notification

5. Select 'For Assessment Year'(Policy) from 'for assessment year' dropdown.

New-Initiation | Change / Hold Process | Reset | Delete and Sync | Push Process

For Assessment Year: 2020 - MAIL check test

Policy applied: 2020 - MAIL check test

Process: 2018 - Demo policy

2018 - Zing test

2018 - PMS test

Competency Evaluation

6. Select type of policy applied from "Policy Applied" dropdown.

The screenshot shows a web interface with a top navigation bar containing buttons: "New-Initiation", "Change / Hold Process", "Reset", "Delete and Sync", and "Push Process". Below the navigation bar, there are three main sections: "For Assessment Year:" with a dropdown menu showing "2020 - MAIL check test"; "Policy applied:" with a dropdown menu showing "Common" and a red arrow pointing to the dropdown arrow; and "Process:" with four tabs: "Goal Setting", "Goal Approval", "Goal Evaluation", and "Competency Evaluation". Below these sections is a table with a header "Emp Code / Name" and a row with the text "Select Process, Phase and Level."

7. Next select the 'Process' (Select the process where policy is pending for approval) by clicking on "Goal Approval" tab.

This screenshot is identical to the previous one, but the "Goal Approval" tab under the "Process:" section is highlighted with a red border, indicating it has been selected.

8. Select 'Phase' and 'Levels' as per shown in below screenshots.

Note - 'Phase' will be visible after the selection of 'Process'.

- Also select the phase and levels where policy is pending for approval.

For Assessment Year: 2020 - MAIL check test

Policy applied: Common

Process: Goal Setting | Goal Approval | Goal Evaluation | Competency Evaluation

Phase: A

Levels: L1 - Appraiser / Manager | L2 - Skip Level Appraiser / Manager 2 | L3 - Reviewer

<input type="checkbox"/>	Emp Code / Name	Process
<input type="checkbox"/>	001 Ravi S Bajaj	Goal Approval

9. After the selection of 'Levels', employee list will be displayed. Select the employee and click on the 'Reset' button.

<input type="checkbox"/>	Emp Code / Name	Process	Pending With	On Level
<input type="checkbox"/>	001 Ravi S Bajaj	Goal Approval	-	-
<input type="checkbox"/>	1015 Chetna A Tikoo	Goal Approval	-	-

10. Click 'OK' for the confirmation. Then the process is done.

Confirmation ✕

Do you want to proceed?

11. The name will be reflecting one level down.
Note - After the 'Reset' process policy will dropdown below only one step or one level.

For Assessment Year:
Search by:

Policy applied:

Process:

Phase:

Levels:

<input type="checkbox"/>	Emp Code / Name	Process	Pending With	On Level
<input type="checkbox"/>	1015 Chetna A Tikoo	Goal Approval	Prasad Rajappan(Reviewer)	3