

How to do 'Push Process' goal in PMS.

You can follow the below steps for 'Push' goal on Zing HR :

IMP : Push process will help admin and managers to avoid one level approval and push next one level for approval.(Only one level can avoid or skipped)

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)

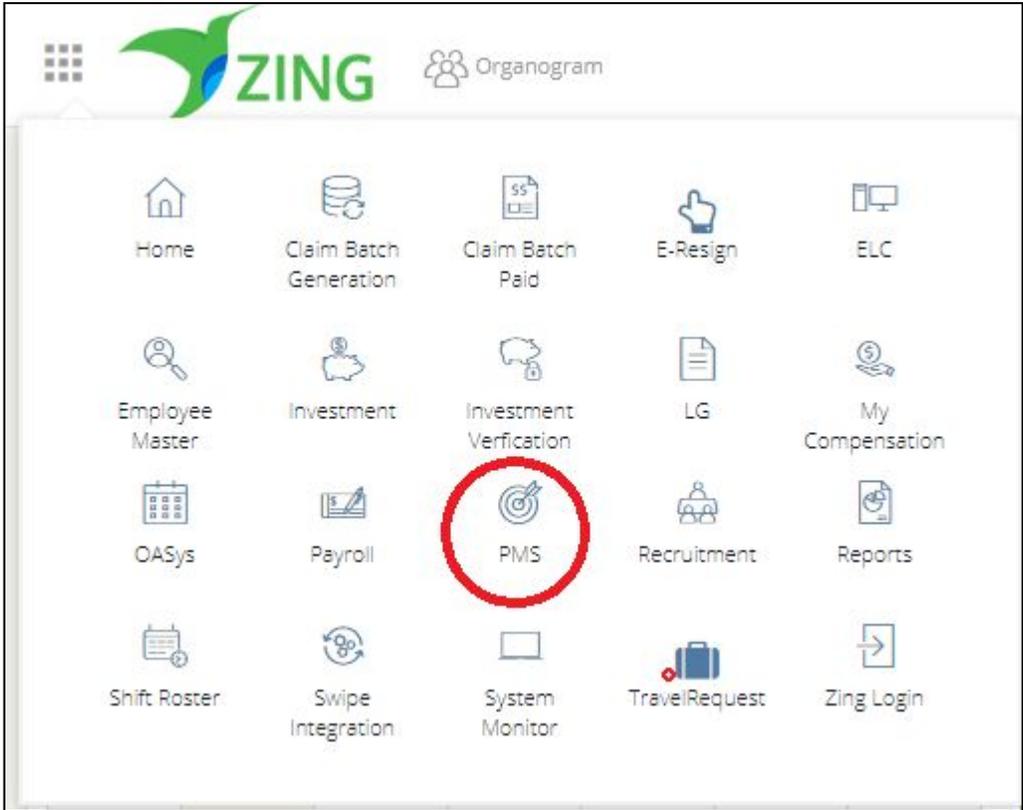
Paid Leave (47.00)

CompOff Leaves (0.00)

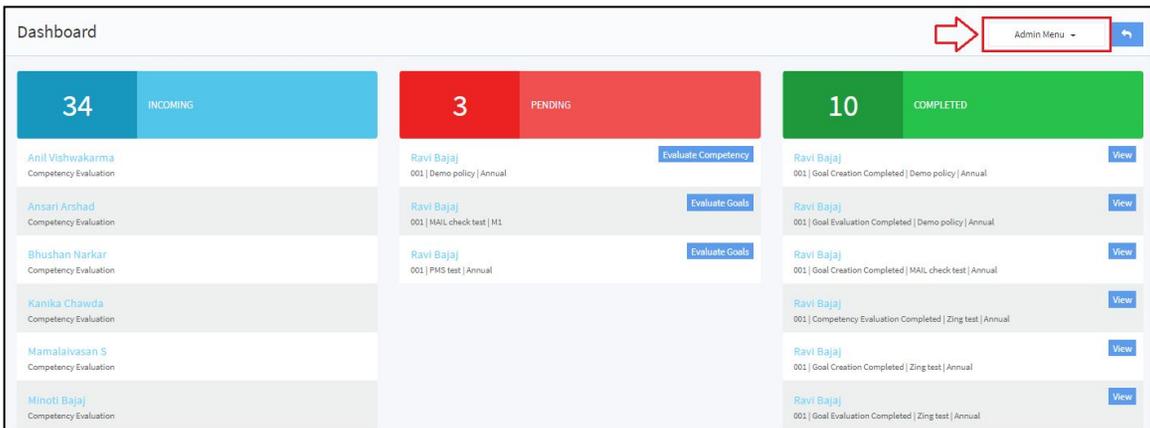
BirthDay Leaves (0.00)

Other Leaves ▾

Regularize Outdoor



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



The screenshot displays an admin dashboard interface. At the top right, there is an 'Admin Menu' dropdown menu with a blue refresh icon. The menu items are 'Admin Dashboard', 'Goal Upload', and 'Process Re-Initiation'. The 'Process Re-Initiation' item is highlighted with a red rectangular box, and a red arrow points from the 'COMPLETED' text in the status bar to this menu item. The status bar itself is green and contains the number '10' and the word 'COMPLETED'. Below the status bar, there is a list of goal entries, each with a 'View' button. The entries are as follows:

| Name | Goal ID | Status | Policy | 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 |

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

Process Re-Initiation

For Assessment Year: 2018 - PMS test

Policy applied: Common

Process:

Phase: A

| <input type="checkbox"/> | Emp Code / Name |
|--------------------------|----------------------|
| <input type="checkbox"/> | 054 Geeta M Bajaj |
| <input type="checkbox"/> | 1003 Minoti Bajaj |

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

Process Re-Initiation

For Assessment Year: 2020 - MAIL check test

Policy applied:

- 2020 - MAIL check test
- 2018 - Demo policy
- 2018 - Zing test
- 2018 - PMS test

Process:

| <input type="checkbox"/> | Emp Code / Name |
|----------------------------------|-----------------|
| Select Process, Phase and Level. | |

Select 'Policy Applied' from policy applied dropdown.

Process Re-Initiation

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

For Assessment Year:

Policy applied:

Process: Goal Setting Goal Approval Goal Evaluation Competency Evaluation

| | |
|----------------------------------|---------|
| Emp Code / Name | Process |
| Select Process, Phase and Level. | |

Select the 'Process' and 'Phase' as per shown in below ('Phase' will be visible after the selection of 'Process')

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

For Assessment Year:

Policy applied:

Process: Goal Setting Goal Approval Goal Evaluation Competency Evaluation

| | |
|----------------------------------|---------|
| Emp Code / Name | Process |
| Select Process, Phase and Level. | |

Push Process

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

For Assessment Year:

Policy applied:

Process: Goal Setting Goal Approval Goal Evaluation Competency Evaluation

Phase: A

| | |
|----------------------------------|---------|
| Emp Code / Name | Process |
| Select Process, Phase and Level. | |

Push Process

After the selection of 'Phase', employee list will be displayed.
Select the employee and click on the 'Push Process' button.

Note - Policy will be 'Push' only one step ahead.

| <input type="checkbox"/> | Emp Code / Name | Process | Pending With | On Level |
|-------------------------------------|---------------------------|---------------|-----------------------------------|----------|
| <input type="checkbox"/> | 054 Geeta M Bajaj | Goal Settings | Geeta Bajaj(Appraisee / Self) | - |
| <input type="checkbox"/> | 1003 Minoti Bajaj | Goal Settings | Minoti Bajaj(Appraisee / Self) | - |
| <input type="checkbox"/> | 1004 Prasad T Rajappan | Goal Settings | Prasad Rajappan(Appraisee / Self) | - |
| <input type="checkbox"/> | 2005 Trunali Patil | Goal Settings | Trunali Patil(Appraisee / Self) | - |
| <input checked="" type="checkbox"/> | 2014 Jitendra Gohil | Goal Settings | Jitendra Gohil(Appraisee / Self) | - |

Click 'OK' for the confirmation and done it!

Confirmation ✕

Do you want to proceed?

Then this policy will be reflect in next step.

| New-Initiation | | Change / Hold Process | Reset | Delete and Sync | Push Process |
|---|------------------------|---------------------------------------|---|----------------------------------|--------------------------------------|
| For Assessment Year: 2020 - MAIL check test | | Search by: Employee Code | | <input type="button" value="Q"/> | <input type="button" value="Reset"/> |
| 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 | Pending With | On Level | |
| <input type="checkbox"/> | 2006 Nitin Makharia | Goal Approval | Rajeshwar Narvekar(Appraiser / Manager) | 1 | |
| <input type="checkbox"/> | 2014 Jitendra Gohil | Goal Approval | Rajeshwar Narvekar(Appraiser / Manager) | 1 | |