Cut-off-date

    a. Set the cut-off or buffer period given to your employees to manage and update their achievements before the commissions are processed.

    b. Set the same for both Cut-off Non-management and Management; however, you can set different days for each cut-off with the condition Cut-off Non-management days cannot be more than Cut-off Management days.
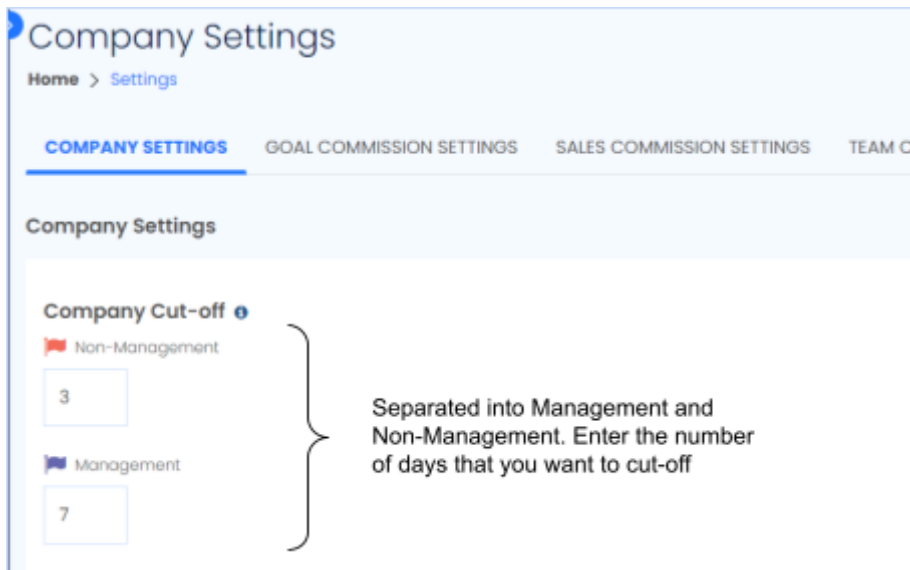
How to set up cut-off-date?

Step 1: Click **Side Menu Icon** ▶ at the upper left, then click on **Setting Icon** ⚙ at the bottom left of the side menu bar. Next, click on **Company Settings.**
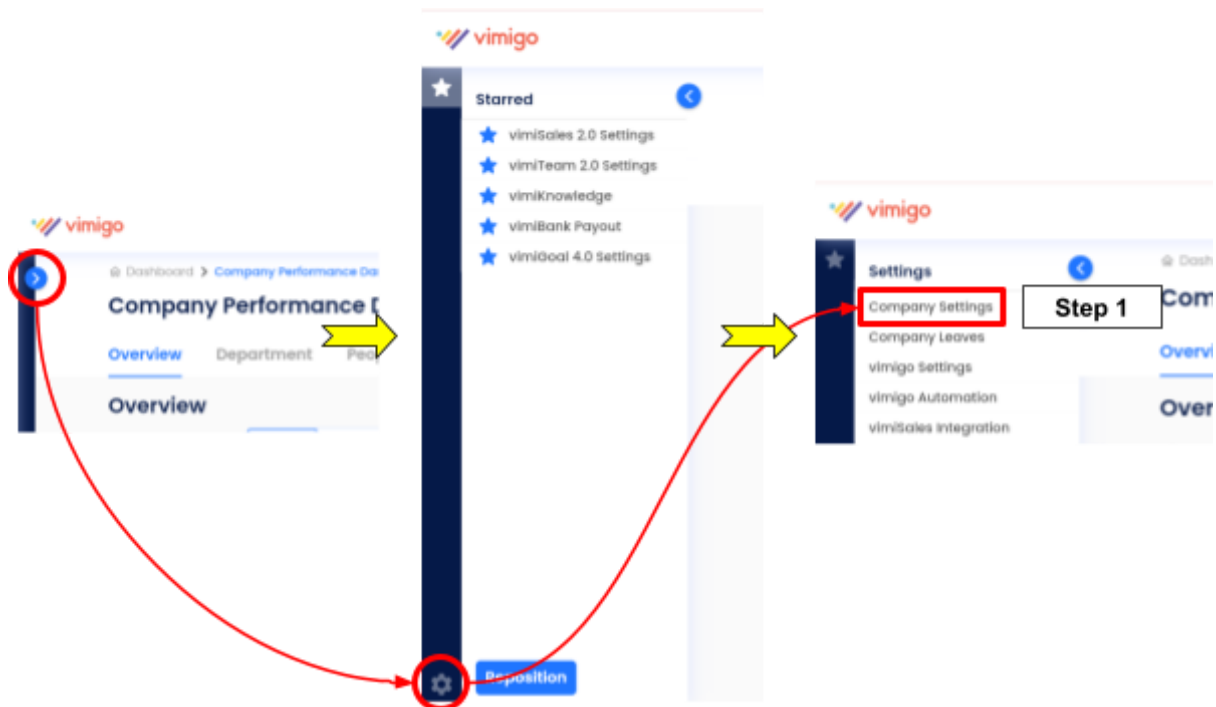
Step 2: Fill in the cut-off-date (day)

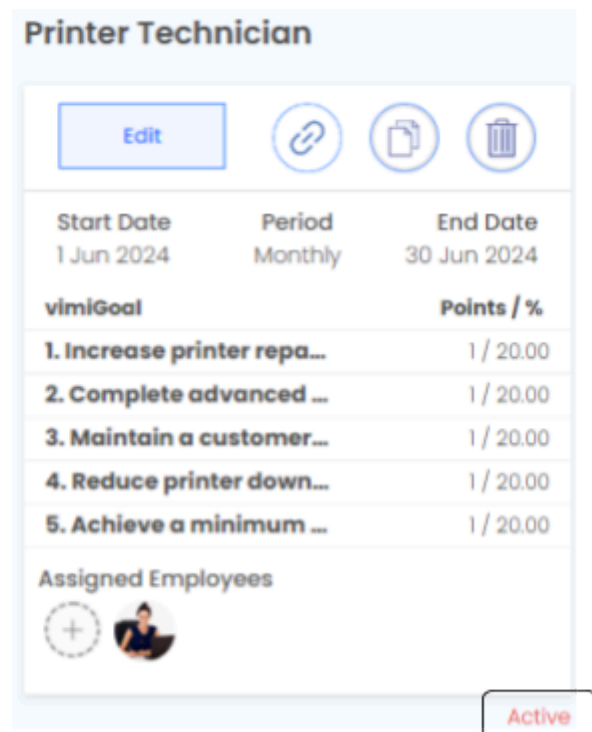The cut-off-date is the number of days in the grace period after the end of a period.

(Active Status)

<u>Example</u>

Printer Technician

<u>Before the cut-off-date, 7th July 2024</u>

For example, there is a monthly goal from 1st June 2024 to 30th June 2024. Assume the company set the cut-off-date as 7 days. Thus, after 30th June 2024, employees will have extra 7 days more to tick their goals. This is also the time for manager or anyone who appointed as approver to make changes of the figures or goals. After 7 days, the system will process the settings and results. You can no longer change the result.

| | Edit | 🔗 | 📄 | 🗑 |

Start Date	Period	End Date
1 Jun 2024	Monthly	30 Jun 2024

vimiGoal	Points / %
1. Increase printer repa...	1 / 20.00
2. Complete advanced ...	1 / 20.00
3. Maintain a customer...	1 / 20.00
4. Reduce printer down...	1 / 20.00
5. Achieve a minimum ...	1 / 20.00

Assigned Employees

Active

How to make changes to the past period (closed) column?

(Closed Status)

Example:

After the cut-off-date

If you want to make changes of the past month or past period (closed) column, please contact our Account Management team. To do this, you can either send email to us using support@vimigoapp.com or engage with our Whatsapp group to request for the change. (Standard plan and Max plan only)

Your Account Manager will send you an AUTHORIZATION FORM.

Lorry Driver (Delivery)

View

Start Date	Period	End Date
1 Apr 2024	Daily	30 Apr 2024

vimiGoal	Points / %
No late, check in on time	10 / 20.00
Delivery on time	20 / 40.00
do more than 5 deliveri...	20 / 40.00

Assigned Employees

Closed