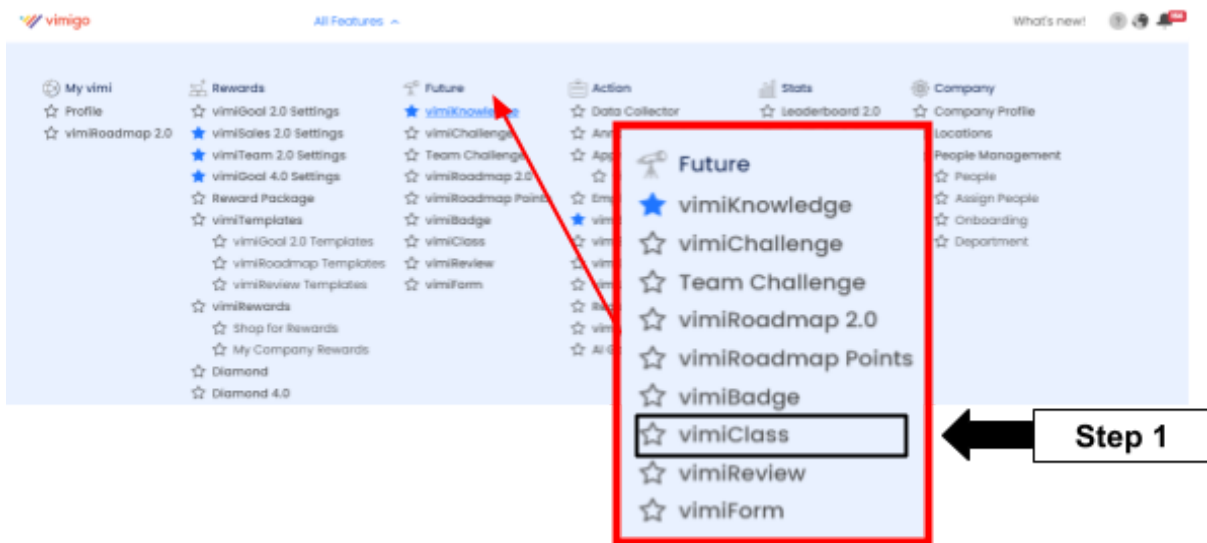


What is vimiClass?

- used to categorize employees.
- allows to automatically assign vimiClass Medal to employees periodically.

How to set vimiClass?

Step 1: Head over to **All Features** Tab at the top of the website Under **Future** list, click on **vimiClass**.



Step 2: **Setting** Page. Click **Yes** to enable vimiClass.



Step 3: Month to cycle, **click the box to select how many months** to award your employee. This allows you to automatically assign vimiClass Medal to employees periodically.

vimiClass Medal Settings

Enable vimiClass
No Yes

Month to cycle **Step 3**

12 months
12 months
6 months
3 months
1 month

Medal Name

vimiClass Medal Settings Description

This allows you to automatically assign vimiClass Medal to employees periodically

Option 1:
This option allows you to award employees once every 12 months. You can choose:

1. From January till December of the SAME year (where vimiClass Medal will be awarded in January of the following year) OR
2. From July THIS year till June NEXT year (where vimiClass Medal will be awarded in July of the following year)

Criteria: Employee must have a record of 6 months vimiGoal performance. Otherwise, the record for vimiGoal (Yearly Type) will not be included in the calculation.

Option 2:
This option allows you to award employees once every 6 months. You can choose from the two periods, i.e. from January till June OR from July till December. Once it is set, it will take place on the next month's cut off date.

Criteria: Employee must have a record of 3 months vimiGoal performance. Otherwise, the record for vimiGoal (Yearly Type) will not be included in the calculation.

Option 3:
This option allows you to award employees once every 3 months. You can choose from the four periods, i.e. from January till March OR from January April June OR from July till Sept OR from Oct till December. Once it is set, it will take place on the next month's cut off date.

Criteria: Employee must have a record of 2 months vimiGoal performance. Otherwise, the record for vimiGoal (Quarterly Type) will not be included in the calculation.

Option 4:
This option allows you to award employees once every 1 month. You can choose from the four periods. Once it is set, it will take place on the next month's cut off date.

Criteria: Employee must have a record of 1 month vimiGoal performance.

Step 4: Set your medal **name**.

Medal Name

Medal Name

Medal Name

Step 5: Set the **percentage for each vimiGoal required** to achieve. This allows you to set the minimum percentage of vimiGoals that need to be completed to achieve medal Class A, B, and C.

Medal Class	Medal Name	% of vimiGoals required to achieve
A	Class A 优秀	90.00
B	Class B 良好	70.00
C	Class C 合格	50.00

e.g. James who completed 91% of vimiGoals will achieve medal class A because medal class A will be awarded to employees who completed 90% and onwards of vimiGoal.

Step 6: Fill in the medal description. You can **enter the benefits or rewards** for each class and also **requirements of the relevant medals** here.

Medal Class	Medal Name	% of vimiGoals required to achieve	Medal Description
A	Class A 优秀	90.00	Additional annual leave more 10 days.
B	Class B 良好	70.00	Additional annual leave more 5 days.
C	Class C 合格	50.00	Additional annual leave more 2 days.

e.g. Employee who achieves medal class A is eligible to get 10 days of additional annual leave.

Step 7: Click on **Save Changes**. **Successful**

The screenshot displays the vimiClass settings interface for three medal classes: Class A (优秀), Class B (良好), and Class C (合格). Each class has a corresponding medal icon (A: gold, B: silver, C: bronze). The settings for each class include the Medal Name, the percentage of vimiGoods required to achieve the medal, and the Medal Description. The 'Save Changes' button is highlighted with a red box, and a red arrow points from it to a green success message box that reads 'Successfully updated vimiClass settings.' with a checkmark icon.

Medal Class	Medal Name	% of vimiGoods required to achieve	Medal Description
A	Class A 优秀	90.00	Additional annual leave more 10 days.
B	Class B 良好	70.00	Additional annual leave more 5 days.
C	Class C 合格	50.00	Additional annual leave more 2 days.