

SAP OPEN: Evaluation Support Update

What It Is

The Evaluation Support Update app allows you to grant someone the ability to view and update an employee's performance reviews in SuccessFactors. (This is someone *other than* the employee's regular manager, who already has this access.) You can also make this type of update for a group of employees all at once.

Technical Role Name: ZRHR_FIORI_OM_EVAL_SUPVSR_APP

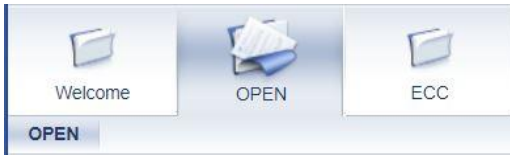
How to Access It

To access the Evaluation Support Update app, follow these steps

1. Click the **SAP icon** on your desktop.



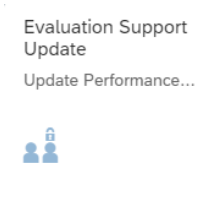
2. Click the **OPEN tab**.



3. Click the **HR/Payroll tab**.



4. Click the **Evaluation Support Update tile**.



How to Use It

Once you've arrived at the Evaluation Support Update screen, follow the steps below to grant someone the ability to update an employee's performance reviews in SuccessFactors:

1. Locate the employee by entering information in one or more of the Search fields at the top of the screen, and then click the **Go** button.

Pro Tip: To upload multiple employees → Copy Personnel Numbers (Pernr) from a spreadsheet or document, then paste values into the Employee field and click Go.

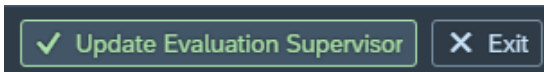
2. A list of one or more employees will appear. **Click the checkboxes** next to the names of the employees whose records you want to modify. Then click the **Update Evaluation Support** button.

Note: You can select all of the employees on this list by clicking the top checkbox.

Employee First Name	Employee Last Name	Employee Position	Employee Org Unit	Evaluation Support First Name	Evaluation Support Last Name	Evaluation Support Position
<input type="checkbox"/>		RN III WKND OPT (20028559)	Child Adolescent Psychiatry (10002071)	Gloria		LEAD CLINICAL NURSE (50025407)
<input type="checkbox"/>	Christina	PSYCHIATRIC ASST I (20037966)	Child Adolescent Psychiatry (10002071)	Gloria		LEAD CLINICAL NURSE (50025407)
<input type="checkbox"/>		RN III (50019962)	Child Adolescent Psychiatry (10002071)	Gloria		LEAD CLINICAL NURSE (50025407)
<input type="checkbox"/>	Taylor	PSYCHIATRIC ASST I (50048976)	Child Adolescent Psychiatry (10002071)	Gloria		LEAD CLINICAL NURSE (50025407)
<input type="checkbox"/>		PSYCHIATRIC ASST I (50070598)	Child Adolescent Psychiatry (10002071)	Gloria		LEAD CLINICAL NURSE (50025407)
<input type="checkbox"/>		RN III (50078124)	Child Adolescent Psychiatry (10002071)	Gloria		LEAD CLINICAL NURSE (50025407)
<input type="checkbox"/>	Cleopatrae	PSYCHIATRIC ASST II (50080452)	Child Adolescent Psychiatry (10002071)	Gloria		LEAD CLINICAL NURSE (50025407)
<input type="checkbox"/>	Angela	RN II (50112479)	Child Adolescent Psychiatry (10002071)	Gloria		LEAD CLINICAL NURSE (50025407)

3. A pop-up window will open. Enter the name, JHED ID, position title, personnel number or SAP User ID of the individual who is being given access to the employee’s performance reviews in the “Select a Supervisor for Update” field, and **select the appropriate individual** from the search results.
 - You have the ability to adjust the date to indicate when you want this update to take effect by **entering a new date** in the “Effective Date” field.

4. Lastly, click the Update Evaluation Support button, located in the lower right side of the window.



- If the update was successful, you’ll see a green message that says “Updated”.
- If the update was unsuccessful, you’ll see a red error message.

Note: You can hover over the error message to see more information about why the update was unsuccessful and how to fix the problem.

*Select a Supervisor for Update: Karen [REDACTED] (ENVIRONMENTAL CARE ASSOCIATE I)

i The employee(s) listed below will be assigned to supervisor you selected. All changes are sent to SuccessFactors night

Selected Positions(61)

Update Status	Employee	Employee Position
✓ Updated	Sal [REDACTED]	Sr. Systems Administrator (20000003)
✓ Updated	Greg [REDACTED]	Sr. Systems Administrator (20000003)
✓ Updated	Karen [REDACTED]	SR ERP BUSINESS ANALYST (20033144)

- To end an Evaluation Support Relationship without establishing a new one, click the **Remove Evaluation Support** button.

[Remove Evaluation Support](#)

- In SAP PO13, the Evaluation Support (Z02) will be delimited and the date you will see is the effective date entered on the form minus one day.

Example: If you entered 2/01/2023 on the form, 1/31/2023 would show in PO13.