

WORK MODALITY UPDATE TOOL

Purpose: To provide information and guidance on how to update an employee(s) Work Modality using the Work Modality tile located on the OPEN tab in the SAP Portal.

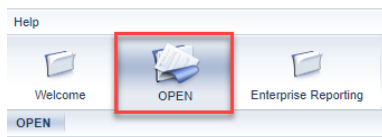
Johns Hopkins Flexible Workplace consist of four Work Modality entries:

- In Person: On-Site five days a week
- Hybrid: On-Site three to four days a week
- Modified Hybrid: On-Site one or two days a week
- Remote: Not (or rarely/not regularly) On-Site

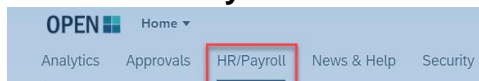
Technical Role Name: ZRHR_FIORI_OM_SUPERVISOR_APP (Bundled with Supervisor Role)

How to Access:

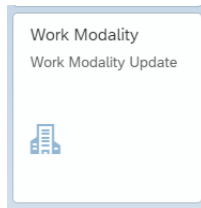
1. Log into SAP and Click on the **OPEN** tab



2. Click on **HR/Payroll** tab

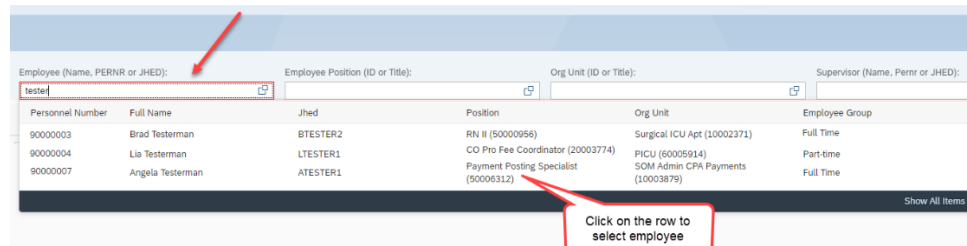


3. Click the **Work Modality** tile




Processing Instructions:

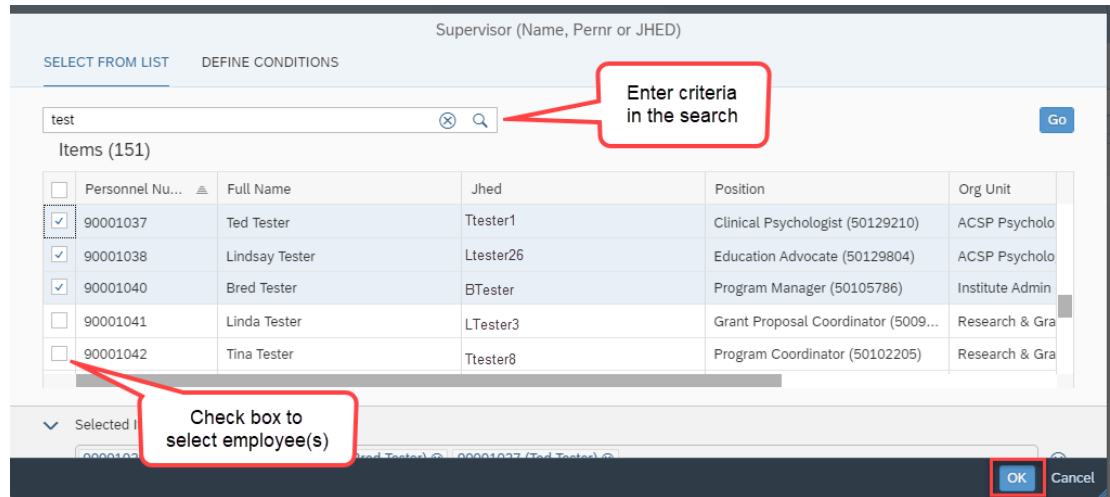
1. Locate the employee by first entering information into one or more of the fields below.
 - a. There are **two methods** to search for employee(s)
 - i. Direct Entry: Typing directly into any of the search fields will produce a dropdown. Click on the row with the employee's name to add them to the search.



WORK MODALITY UPDATE TOOL

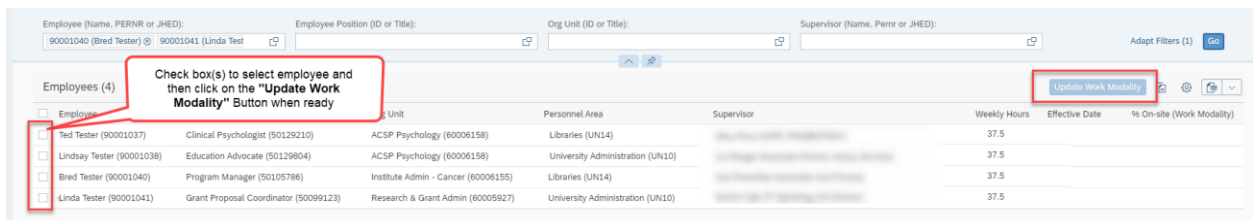
Pro Tip: To enter multiple values into a search, copy values from your spreadsheet or document and paste into the search field that corresponds with your values. (Example: Copy Personnel Numbers (Pernr) from a spreadsheet or document, paste values into the field that says Employee and click Go. Once entered, you will see the employees appear at the bottom)

- ii. **Pop Up Section:** To select multiple employees click on  in the right-hand corner to open a pop-up box. Once completed, click the **OK** button to return to the dashboard



Personnel Nu...	Full Name	Jhed	Position	Org Unit	
<input checked="" type="checkbox"/>	90001037	Ted Tester	Ttester1	Clinical Psychologist (50129210)	ACSP Psycholo
<input checked="" type="checkbox"/>	90001038	Lindsay Tester	Ltester26	Education Advocate (50129804)	ACSP Psycholo
<input checked="" type="checkbox"/>	90001040	Bred Tester	BTester	Program Manager (50105786)	Institute Admin
<input type="checkbox"/>	90001041	Linda Tester	LTtester3	Grant Proposal Coordinator (5009...	Research & Gra
<input type="checkbox"/>	90001042	Tina Tester	Ttester8	Program Coordinator (50102205)	Research & Gra

2. Click the **Go** button to produce results on the dashboard
3. Select Employee(s) by clicking on the check box, then clicking the **Update Work Modality** button



Employee	Position	Org Unit	Personnel Area	Supervisor	Weekly Hours	Effective Date	% On-site (Work Modality)
<input checked="" type="checkbox"/>	Ted Tester (90001037)	Clinical Psychologist (50129210)	ACSP Psychology (60006158)	Libraries (UN14)	37.5		
<input checked="" type="checkbox"/>	Lindsay Tester (90001038)	Education Advocate (50129804)	ACSP Psychology (60006158)	University Administration (UN10)	37.5		
<input checked="" type="checkbox"/>	Bred Tester (90001040)	Program Manager (50105786)	Institute Admin - Cancer (60006155)	Libraries (UN14)	37.5		
<input checked="" type="checkbox"/>	Linda Tester (90001041)	Grant Proposal Coordinator (50099123)	Research & Grant Admin (60005927)	University Administration (UN10)	37.5		

Pro Tip: All employees selected will be updated with the same work modality percentage. You can also select all of the employees on this list by selecting the top checkbox next to Employee.

4. Use the **Percentage Calculator** to assist with the Time Working on Site calculation.
 - a. Enter the employees Weekly Working hours between 1 and 40
 - b. Enter the hours the employee is working on-site between 0 and the weekly working hours entered above.

WORK MODALITY UPDATE TOOL

- c. Click **Calculate** to get the percentage
- d. Clicking on the **Copy Value** button will bring the percentage into the **Time Working on Site** field.

Work Modality Percentage Calculator

Percentage:

Weekly Working Hours:

Hours On-Site:

Copy Value Calculate

5. The **Effective Date** defaults to today's date and can be updated by using the calendar icon.
6. When finished click on **Save New Value** button. The update status column will indicate if the employees record has been updated.

100%

*Time Working on Site: 60% *Effective Date: 06/12/2023

✔ Total 1 records updated successfully!

Selected Employee(1)

Update Status	Employee	Position	Org Unit	Prior Work Modality	New Work Modality
Updated	Lindsay Tester (90001038)	Education Advocate (50129804)	ACSP Psychology (60006158)	100% (ON-SITE)	60% (HYBRID)

Save New Value Exit

7. Click on **Exit** to go back to the landing page.

Pro Tip: Employees who have multiple assignments will only see the work modality for the specific pennr that was updated.

Example: An employee has 3 assignments and work modality is updated for one of them. It is not a shared infotype, meaning this change will not be visible on the other pennrs when viewing IT9950. However, if you click All Personnel Assignments, you will be able to view all Work Modalities set up among the assignments.

Additional Job Aid link(s):

- [JHU Flexible Work Arrangements](#)
- [JHHS Telecommuting / Alternate Work Location Policy](#)

WORK MODALITY UPDATE TOOL

Employee Master Data by Date			
Employee	Position	Employment Status	Work Modality
	: Research Data Analyst	Active	PERM_REMOTE : Permanent Remote
	: Office Assistant	Active	PERM_ONSITE : Permanent On-Site
	: Communications & Marketing Manager	Active	PERM_HYBRID : Permanent Hybrid
	: Editor	Active	PERM_HYBRID : Permanent Hybrid
	: Research Nurse Manager	Active	PERM_ONSITE : Permanent On-Site
	: Program Director	Active	PERM_MODIFIEDHYBRID : Permanent Modified Hybrid
	: CTY Program Manager	Active	PERM_REMOTE : Permanent Remote
	: Exercise Physiologist Manager	Active	PERM_HYBRID : Permanent Hybrid
	: Sr. Research Specialist	Active	PERM_HYBRID : Permanent Hybrid
	: CO Research Program Coordinator	Active	PERM_HYBRID : Permanent Hybrid
	: Teaching Professor	Active	PERM_MODIFIEDHYBRID : Permanent Modified Hybrid
	: Financial Manager	Active	PERM_MODIFIEDHYBRID : Permanent Modified Hybrid
	: IT Sr. Manager	Active	PERM_MODIFIEDHYBRID : Permanent Modified Hybrid
	: Communications & Marketing Manager	Active	PERM_REMOTE : Permanent Remote
	: Recording Arts Coordinator	Active	PERM_ONSITE : Permanent On-Site
	: Collection Specialist	Active	PERM_MODIFIEDHYBRID : Permanent Modified Hybrid
	: Executive Director Development	Active	PERM_ONSITE : Permanent On-Site
	: Sr. Program Officer II	Active	PERM_MODIFIEDHYBRID : Permanent Modified Hybrid
	: Sr. Programmer Analyst	Active	PERM_HYBRID : Permanent Hybrid
	: Clinical Research Program Specialist	Active	PERM_HYBRID : Permanent Hybrid
	: Technical Facility Manager	Active	PERM_HYBRID : Permanent Hybrid
	: Administrative Coordinator	Active	PERM_HYBRID : Permanent Hybrid
	: CO Clinical Associate	Active	PERM_ONSITE : Permanent On-Site
	: Program Coordinator	Active	PERM_HYBRID : Permanent Hybrid
	: Administrator	Active	PERM_MODIFIEDHYBRID : Permanent Modified Hybrid
	: Cage Washing Operations Manager	Active	PERM_ONSITE : Permanent On-Site
	: Sr. Programmer Analyst	Active	PERM_REMOTE : Permanent Remote
	: Research Program Manager	Active	PERM_ONSITE : Permanent On-Site
	: Asst Director, Research Prgm Operations	Active	PERM_HYBRID : Permanent Hybrid
	: LAN Administrator III	Active	PERM_HYBRID : Permanent Hybrid
	: Sr. Program Officer	Active	PERM_MODIFIEDHYBRID : Permanent Modified Hybrid