

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.

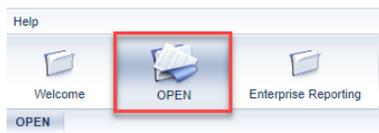
Johns Hopkins Flexible Workplace consist of four Work Modality entries:

- In Person
- Hybrid
- Modified Hybrid
- Remote

Technical Role Name: ZRHR_FIORI_OM_SUPERVISOR_APP (Bundled with Supervisor Role)

How to Access:

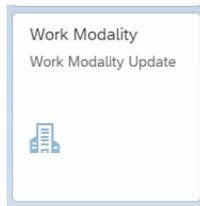
1. Log into SAP and Click on the **OPEN** tab



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

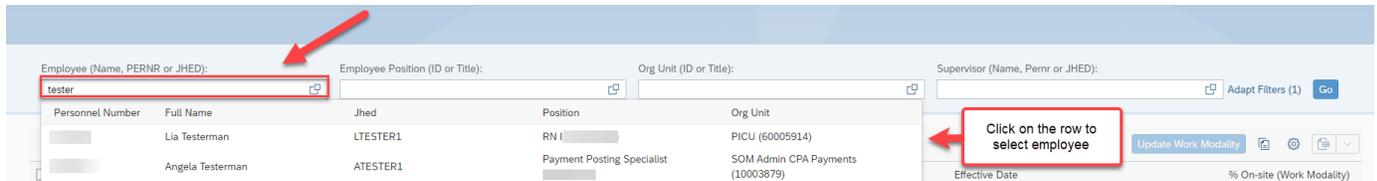


3. Click the **Work Modality** tile



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.

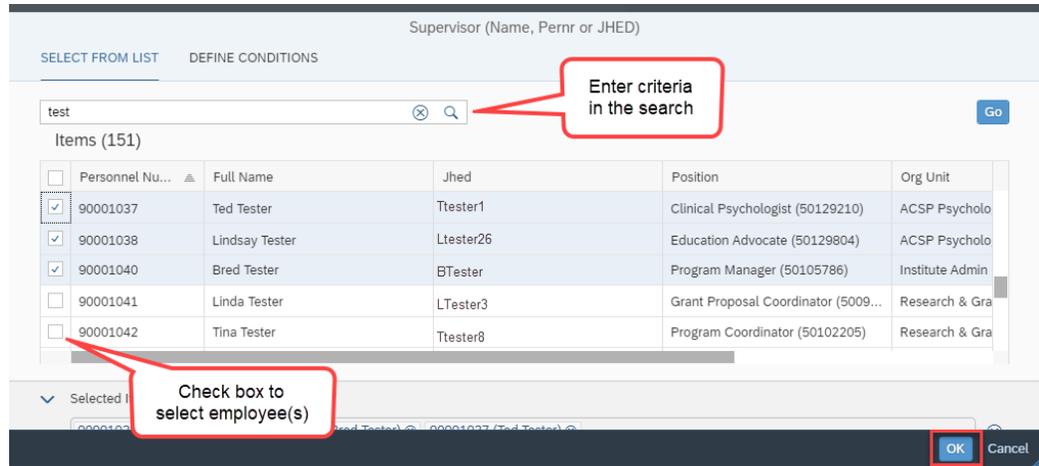


Pro Tip: To enter multiple values into a search, copy values from your spreadsheet or document and paste them into the search field that corresponds

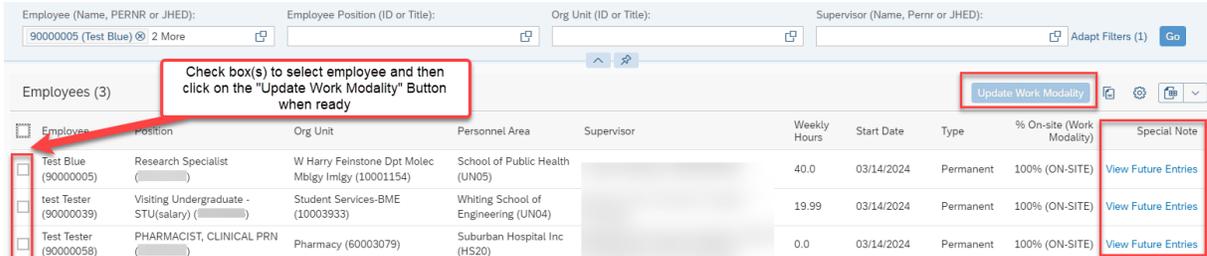
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with your values. Example: Copy Personnel Numbers (Pernr) from a spreadsheet or document, paste values into the field that says Employee and click Go. Once entered, you will see the employees appear at the bottom.

- 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



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. The current Work Modality status will also be shown, including the option to **'View Future Entries,'** which will be displayed under **Special Note**.



Pro Tip: All employees selected will be updated with the same Work Modality percentage. You can also select all 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.
 - c. Click **Calculate** to get the percentage

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- The **Work Modality** field will now appear as a heading in the report.

Employee Master Data by Date

Employee	Position	Employment Status	Work Modality
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- Under the **Work Modality** heading you will see one of the following fields displayed (Remote, On-Site, Hybrid, Modified Hybrid) this information is pulled from the employees SAP record on the Work Modality Infoype (IT9950).

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