**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
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.
d. Clicking on the **Copy Value** button will bring the percentage into the **Time Working on Site** field.

5. Select the **Type**, either **Permanent** or **Temporary**.

   **Pro Tip**: The Start Date automatically defaults to today’s date and can be updated by using the calendar icon. Upon selecting, ‘Temporary’ the Start Date and End Date will be required. Upon selecting, ‘Permanent’ only the Start Date is required.

6. When you finish click the **Save New Value** button. The update status column will indicate if the employees record has been updated. After the update, if there were existing entries overwritten, they can be viewed by clicking ‘**View Deleted Entries**’.

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 pernr 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 pernrs 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

BW Reporting:

➢ To pull in Work Modality attributes on the Employee Master by Data Report right click on the 'Employee' field and click 'Attributes,' scroll down and you will see 'Work Modality.'
The **Work Modality** field will now appear as a heading in the report.

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).