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

	Help				
	Welcome	OPEN	Enterpris	se Reporting	
	OPEN		_		
2.	Click or	n HR/P	ayroll	tab	
	OPEN	Home 🔻			
	Analytics	Approvals	HR/Payroll	News & Help	Sec
~		- 14/	- 841		

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. <u>Direct Entry</u>: 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.

Employee (Name, PERN	IR or JHED):	Employee Position (ID or Title):		Org Unit (ID or Title):	Su	pervisor (Name, Pernr or JHED):	
tester	C		C		8		Adapt Filters (1) Go
Personnel Number	Full Name	Jhed	Position	Org Unit			
	Lia Testerman	LTESTER1	RNI	PICU (60005914)	-	Click on the row to select employee	Update Work Modality 🖪 🔞 f 🗸
	Angela Testerman	ATESTER1	Payment Posting S	Specialist SOM Admin CPA Payments (10003879)		Effective Date	% On-site (Work Modality)

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

test Ite	ems (151)	0	in the se	earch	G
	Personnel Nu 🚊	Full Name	Jhed	Position	Org Unit
✓	90001037	Ted Tester	Ttester1	Clinical Psychologist (50129210)	ACSP Psycholo
~	90001038	Lindsay Tester	Ltester26	Education Advocate (50129804)	ACSP Psycholo
~	90001040	Bred Tester	BTester	Program Manager (50105786)	Institute Admin
	90001041	Linda Tester	LTester3	Grant Proposal Coordinator (5009	Research & Gra
	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. The current Work Modality status will also be shown, including the option to '**View Future Entries**,' which will be displayed under **Special Note**.

E	mployee (Name, PEF 90000005 (Test Blue	RNR or JHED):	Employee Position (ID or Title):	Org	Unit (ID or Title):	Supe	rvisor (Name, Perr	er or JHED):	C Adapt	Filters (1) Go
E	mployees (3)	Check box(s) to click on the "Upd v	select employee and then late Work Modality" Button when ready					Updal	te Work Modality	ē 🛛 Թ 🗸
Ľ.,	Employee	Position	Org Unit	Personnel Area	Supervisor	Weekly Hours	Start Date	Туре	% On-site (Work Modality)	Special Note
F	Test Blue (90000005)	Research Specialist	W Harry Feinstone Dpt Molec Mblgy Imlgy (10001154)	School of Public Health (UN05)		40.0	03/14/2024	Permanent	100% (ON-SITE)	View Future Entries
	test Tester (90000039)	Visiting Undergraduate - STU(salary) (Student Services-BME (10003933)	Whiting School of Engineering (UN04)		19.99	03/14/2024	Permanent	100% (ON-SITE)	View Future Entries
	Test Tester (90000058)	PHARMACIST, CLINICAL PRN	Pharmacy (60003079)	Suburban Hospital Inc (HS20)		0.0	03/14/2024	Permanent	100% (ON-SITE)	View Future Entries

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.

Work Modality Perc	entage Calculator	
Percentage:		
Weekly Working Hours:		
Hours On-Site:		
	Copy Value	Calculate

5. Select the Type, either Permanent or Temporary.

*Time Working on Site: 50 % Percentage Calculator	Work Modality: JHU : MODIFIED HYBRID Jype: Permanent Temporary	*Start Date: *End Date:	03/13/2024 MM/dd/yyyy	
*Time Working on Site: 50 %	Work Modality: JHU : MODIFIED HYBRID Type Permanent Temporary	*Start Date:	: 03/13/2024	Ē

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.'

*Time Working	on Site: 50%			*Start Date: 0	3/14/2024				
⊘ Total 3 reco	rds updated successfully!								
(i) For JHU cli	③ For JHU click here for the policy. For JHHS please click here for the policy or consult with your HR Business Partner.								
i) To learn mo	ore about Work Modality refer to the	Work Modality Aide.							
Selected En	nployee(3)								
Update Status	Employee	Position	Org Unit	Prior Work Modality	Current Type	New Work Modality	New Type		Special Note
Updated	Test Blue (90000005)	Research Specialist (50021152)	W Harry Feinstone Dpt Molec Mblgy Imlgy (10001154)	100% (ON-SITE)	Permanent	50% (MODIFIED HYBRID)	Permanent		View Deleted Entries
Updated	test Tester (90000039)	Visiting Undergraduate - STU(salary) (50198055)	Student Services-BME (10003933)	100% (ON-SITE)	Permanent	50% (MODIFIED HYBRID)	Permanent		View Deleted Entries
Updated	Test Tester (90000058)	PHARMACIST, CLINICAL PRN (50069261)	Pharmacy (60003079)	100% (ON-SITE)	Permanent	50% (MODIFIED HYBRID)	Permanent		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.'

Employee Master Da	ita by Da	itte		
Employee	Y ≜‡	Filter Sort	<pre>> sition ></pre>	Employment Status
	Σ	Totals	•	Active
				Active
		Show levels		Active
		Display as	•	Active
				Active
		Move to	•	Active
		Move before		Active
		Move after		Active
		Attributes	•	Active
			Payroll Area	Active
	×	Remove	Person	Active
			Person Berconnel Area	Active
			Personnel Subarea	Active
			Position	Active
			Postal Code	Active
			Region	Active
			Salary Error CC	Active
			Service Date	Active
			Source System	Active
			Supervisor Time Depe	Active
			Tax Authority Record	Active
			Tax Company	Active
			Telephone Number	Active
			Title	Active
			User ID	Active
			Veteran Status	Active
			Work Contract	Active
			Work Modality	Active
			Work Modality Percentage	Active
			Working Title 1	Active
			Working Title 2	Active
			Working Title 4	Active
			Worksite	Active

> 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).

	L			
yee	Position		Employment Status	Work Modality
	: 1	Research Data Analyst	Active	PERM_REMOTE : Permanent Remote
	: (Office Assistant	Active	PERM_ONSITE : Permanent On-Site
	: (Communications & Marketing Manager	Active	PERM_HYBRID : Permanent Hybrid
	: 6	Editor	Active	PERM_HYBRID : Permanent Hybrid
	: 1	Research Nurse Manager	Active	PERM_ONSITE : Permanent On-Site
	: 1	Program Director	Active	PERM_MODIFIEDHYBRID : Permanent Modified Hybrid
	: (CTY Program Manager	Active	PERM_REMOTE : Permanent Remote
	: 6	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
	1	Teaching Professor	Active	PERM_MODIFIEDHYBRID : Permanent Modified Hybrid
	: 1	Financial Manager	Active	PERM_MODIFIEDHYBRID : Permanent Modified Hybrid
	:1	IT Sr. Manager	Active	PERM_MODIFIEDHYBRID : Permanent Modified Hybrid
	: (Communications & Marketing Manager	Active	PERM_REMOTE : Permanent Remote
	: 1	Recording Arts Coordinator	Active	PERM_ONSITE : Permanent On-Site
	: (Collection Specialist	Active	PERM_MODIFIEDHYBRID : Permanent Modified Hybrid
	: 1	Executive Director Development	Active	PERM_ONSITE : Permanent On-Site
	: 5	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
	:1	Technical Facility Manager	Active	PERM_HYBRID : Permanent Hybrid
	:/	Administrative Coordinator	Active	PERM_HYBRID : Permanent Hybrid
	: (CO Clinical Associate	Active	PERM_ONSITE : Permanent On-Site
	: 1	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
	: 1	Research Program Manager	Active	PERM_ONSITE : Permanent On-Site
	:/	Asst Director, Research Prgm Operations	Active	PERM_HYBRID : Permanent Hybrid
	:1	LAN Administrator III	Active	PERM_HYBRID : Permanent Hybrid
	::	Sr. Program Officer	Active	PERM_MODIFIEDHYBRID : Permanent Modified Hybrid