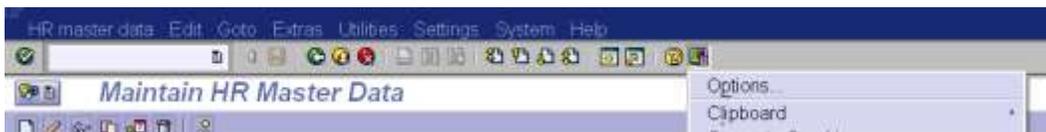


## Entering Performance Ratings into SAP

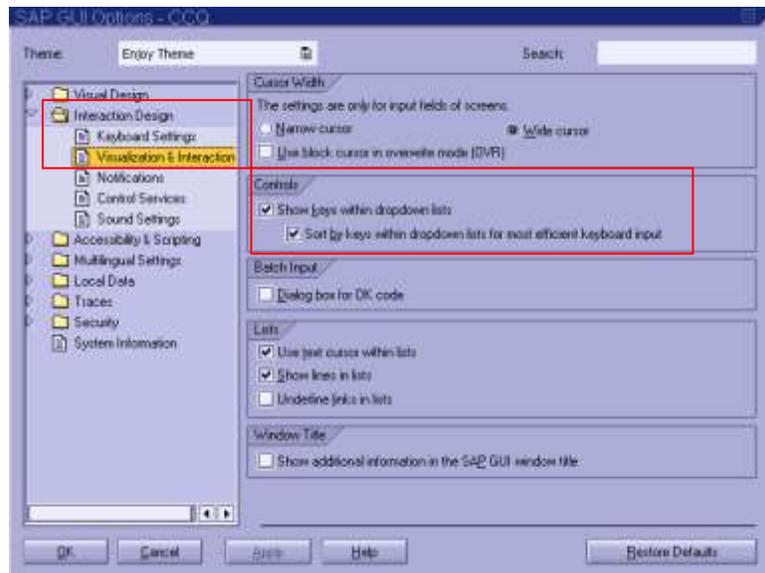
There are two ways that Performance Ratings can be updated in SAP. You can submit them on a Salary change ISR or you can enter them directly if you have the appropriate role.

Before utilizing either method, the first thing you should do is sort “keys” in SAP to have the ratings display in a more user friendly manner.

In order to have the Ratings appear in numerical order you will need to set up an option in SAP that allows the drop down menus to be sorted by “keys” (rating numbers in this case). To do this you will need to select Customize Local Layout (Alt + F12) and then select Options



Once Options is selected you will be given a pop up window. In that window, click on the arrow next to the Interaction Design Folder to open more options and then highlight Visualization & Interaction.

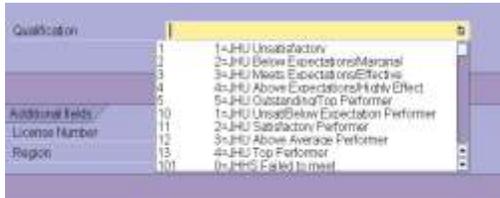


In order for the drop down to be sorted by “key” (rating number) you will need to place a check in both “Show keys within dropdown lists” and “Sort by keys within dropdown lists for most efficient keyboard input” and click apply at the bottom of the window. Click on the “OK” to close it.

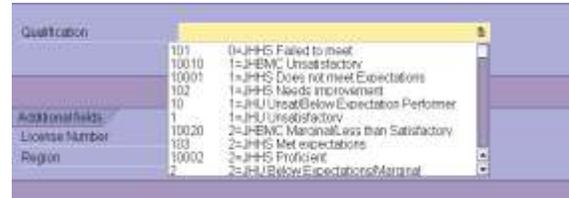
You will have to back out of the screen you are currently in and go back into it for the change to take effect. You do not need to log off of SAP completely.

This change will be applied to any drop down menus in SAP that you utilize and only needs to be made one time. Below are screen shots with the “keys” sorted and without for you to better determine if you’d like to adjust this setting:

With the “Keys” sorted:



Without the “Keys” sorted:



**Instruction on how to enter Performance Ratings on the Salary Change ISR:**

The Overall Rating and Date Review completed fields on Salary Change ISRs should only be completed when using Reason Codes (01) Annual/Merit Increase, (13) No Merit/Annual Review or (14) Lump Sum Merit/Annual Review.

**JHU:** The Overall Rating and Date Review Completed sections are required for some JHU staff. Please check with your Divisional HR office if you have any questions. Please note that there is both a 5 point and a 4 point rating scale for JHU. Use the scale that matches the performance review tool being utilized in your department.

**JHH:** All entities are required to complete both the Overall Rating and Date Review Completed fields. Please use the appropriate scale based on employer.

When submitting the ISR it is important to remember that you must complete both fields in order to properly apply the rating. If you select one of these fields the ISR will require you to complete the other field before submitting.

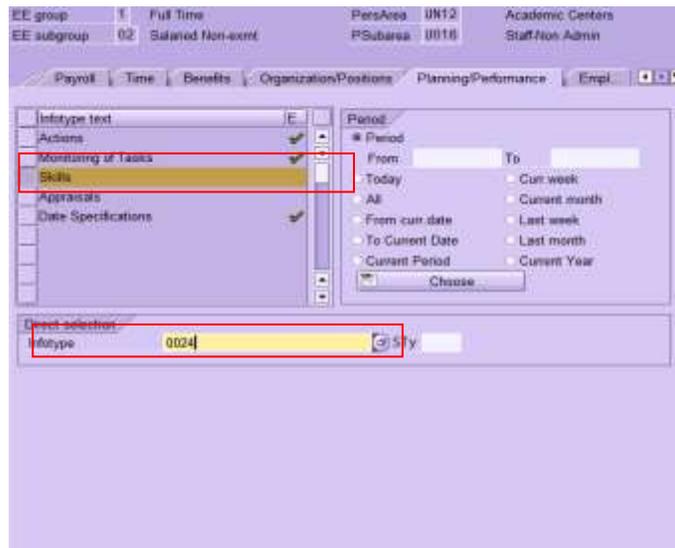


The Next Review Date will default to 1 year from the effective date of the ISR if you do not enter anything in that field.

**Instructions on how to enter Skills/Performance Ratings Directly into SAP:**

You will need access to edit the Skills field in SAP. To obtain this access you will need the role ZRHR\_PA\_SKILLS\_ALL. If you only need access to view the skills info type, that can be done with the role ZRHR\_PA\_VIEW\_ALL.

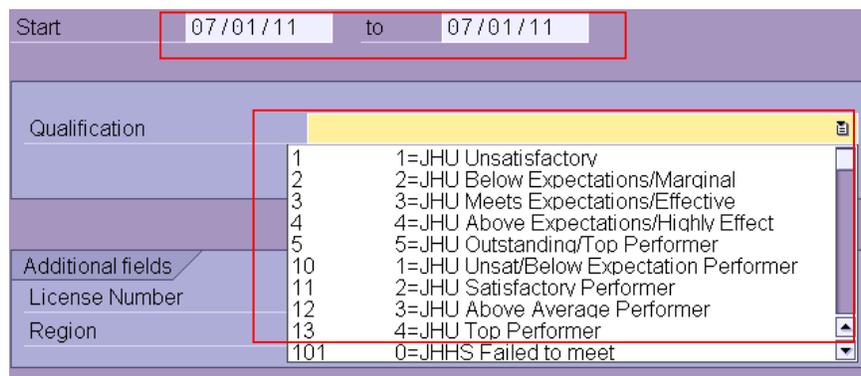
Step 1: Select the Skills infotype by either highlighting it under the Planning/Performance tab or entering 0024 into the Infotype field at the bottom of the screen.



Step 2: Select the "Create" icon at the top of the page



Step 3: Enter the "Start" date and "To" date as the same date. This date should be equal to the effective date of the Salary Change action that is either an Annual Merit Increase or a No Merit/Annual Review. Select the appropriate Performance Review Score in the dropdown. For JHU there is both a 5 point scale and a 4 point scale. Please use the scale that matches the performance review scale you are currently utilizing.



Step 4: Save entry

