

Human Resources Reports Supplemental Report

UAMS
Enterprise

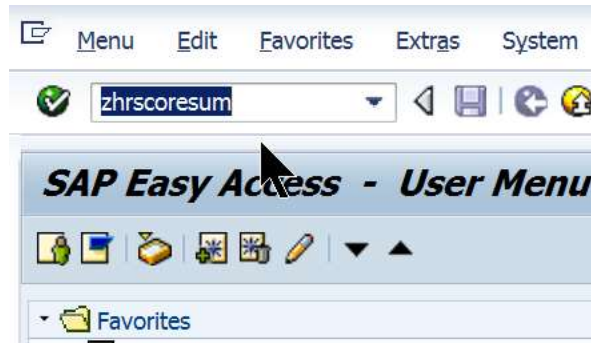
ZHRSCORESUM

Objective

Review annual appraisal performance scores for an employee, organizational unit, appraiser and/or pay scale area.

Step 1: Execute SAP Transaction ZHRSCORESUM

To execute this transaction, type ZHRSCORESUM in the command box in the upper left section of the screen then key enter. If you have this command listed in your favorites double click on that line.

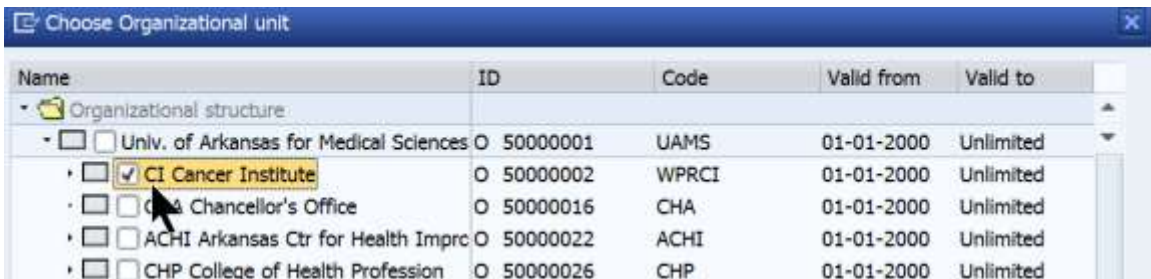


The 'HR Appraisal Performance Scores Summary Report' window opens.

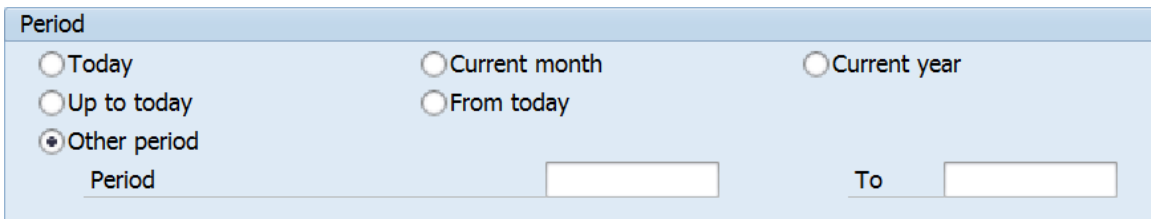
A screenshot of the 'HR Appraisal Performance Scores Summary Report' window. The title bar at the top reads 'HR Appraisal Performance Scores Summary Report'. Below the title bar are several icons. The main area is divided into sections. The first section is 'Further selections' with a yellow background, containing a button labeled 'Org. structure'. Below this is the 'Period' section with radio buttons for 'Today', 'Up to today', 'Other period', 'Current month', 'From today', and 'Current year'. The 'Other period' option is selected. Below the radio buttons are two input fields labeled 'Period' and 'To'. The next section is 'Selection' with two input fields: 'Personnel Number' and 'Organizational unit', each with a yellow arrow icon to its right. The bottom section contains several checkboxes: 'Appraiser - Use Pers# above', 'Appraisal Type will show all except 90 Day', 'Pay Scale Area', and 'See Org Structure - Org Down'. There are also two input fields labeled 'to' and a yellow arrow icon.

The following lists the views and information of the different sections within this report.

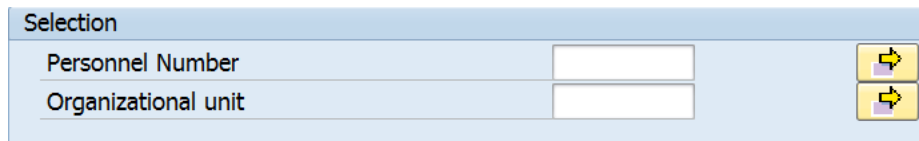
The 'Org. structure' is used mainly for single organizational units which are not in a sequence and if sub organizational units are not wanted in the report.



The 'Period' section has several choices. The most used will likely be the 'Other period' due to fiscal year end considerations.



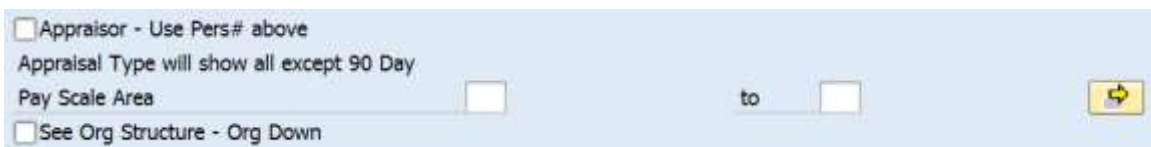
The 'Selection' section allows for one or multiple selections in the 'Personnel Number' and/or 'Organizational unit' boxes.



The next section has no title. Here the selection can use the appraiser associated with the previous selections.

Selection of a specific pay scale area is helpful with separating classified and non-classified employees.

Placing a check mark in the 'See Org Structure - Org Down' box will add the sub-org units of the 'Organizational unit' selection to the report.



The pay scale areas are as follows:

PS	Pay scale area
01	Administrative
02	Faculty
03	Other Academic
04	Nursing
05	Other Health Care
06	Classified
07	Temporary
08	Housestaff
09	Student

Report Examples

Example 1:

I select 'Other period' using the previous fiscal year dates.

HR Appraisal Performance Scores Summary Report

Further selections Org. structure

Period

Today Current month Current year

Up to today From today

Other period

Period To

In the 'Selection' section I select a master org unit and one of its sub-org units by keying their numbers into the boxes.

Selection

Personnel Number ➔


Organizational unit ➔

Multiple Selection for Organizational unit

Appraisal Pay Scale

Select Single Values | Select Ranges | Exclude Single Values | Exclude Ranges

O..	Single value
	50000622
	50047863

Because I do not want to see all of the sub org units under the master org unit I do not place a check mark next to 'See Org Structure – Org Down'. Clicking on the execute icon  will run the report and publish the results.

Appraisor - Use Pers# above
 Appraisal Type will show all except 90 Day
 Pay Scale Area to 
 See Org Structure - Org Down

Results are as follows:

Performance Scores Overview 07-01-2012 - 06-30-2013										
Org Unit	Due	Comple	1	1.5	2	2.5	3	3.5	4	
VAD Administration UAMS Human Resources	3	2	0	0	0	0	1	0	1	
VAD HR HRIS & Compensation	10	6	0	0	1	0	5	0	0	
	13	8	0	0	1	0	6	0	1	

Double clicking on the first line above reveals additional information in the following screen shots. Notice that the appraiser may not be the same as the manager/chief of the org unit. The 'Review Date' shows the month and year the last review was due.

Performance Scores Detailed 07-01-2012 - 06-30-2013					
Line	Appraisal Type	Org Unit	Name of EE	Pers No	Position
1	UAMS Performance Evaluation	VAD Administration UAMS Human Resources	SMITH , SYLVIA		HR Manager for Diversity
1	UAMS Performance Evaluation	VAD Administration UAMS Human Resources	Richards , Latricia A		Division Business Administrator
1	UAMS Performance Evaluation	VAD Administration UAMS Human Resources	Long , Hosea W		Associate VC & Chief HR Officer

PS Type	Appraiser / Mgr of Eval	Completion Date	Manager / Chief of Org	Review Date	Appr Score
Non-Classified	Long , Hosea W		Long , Hosea W	04/2013	
Non-Classified	Long , Hosea W	07-01-2013	Long , Hosea W	11/2012	
Non-Classified	BUTLER , TOM S	07-03-2013	Long , Hosea W	08/2012	

Example 2 is on the next page:

Example 2:

The 'Other period' dates are 7-01-2012 to 06-30-2013. Under the 'Selection' section 'Personnel Number' 2384 is keyed. Then a check mark is placed in the 'Appraiser – User Pers# above'. So instead of viewing the 'Personnel Number' as the appraisee the system will generate information as it pertains to the appraiser. Then click on the execute icon or key F8 on the keyboard.

HR Appraisal Performance Scores Summary Report

Further selections

Period

Today
 Current month
 Current year
 Up to today
 From today
 Other period

Period: 07-01-2012 To: 06-30-2013

Selection

Personnel Number: 2384

Organizational unit:

Appraiser - Use Pers# above
 Appraisal Type will show all except 90 Day
 Pay Scale Area: to
 See Org Structure - Org Down

Results are as follows:

The results show 6 due and 6 completed so this manager has completed their evaluations. Clicking on each line reveals the detailed information one org unit at a time.

Performance Scores Overview 07-01-2012 - 06-30-2013

Org Unit	Due	Comple	1	1.5	2	2.5	3	3.5	4
VAD HR Compensation	1	1	0	0	1	0	0	0	0
VAD HR HRIS & Compensation	5	5	0	0	1	0	4	0	0
	6	6	0	0	2	0	4	0	0

Appraisal Type	Org Unit	Name of EE	Pers No	Position	PS Type	Appraiser / Mgr of Eval	Completion Date	Manager / Chief of Org	Review Date
UAMS Performance Evaluation	VAD HR Compensation	Wyatt, Hal		HR Manager of Compensation	Non-Classified	Finne, Kimberlee L	06-26-2013	Finne, Kimberlee L	03/2013
UAMS Performance Evaluation	VAD HR HRIS & Compensation	Tackett, Marilyn A		Human Resources Analyst	Classified	Finne, Kimberlee L	06-26-2013	Finne, Kimberlee L	10/2012
UAMS Performance Evaluation	VAD HR HRIS & Compensation	Cavenor, Patricia L		Human Resources Analyst	Classified	Finne, Kimberlee L	06-27-2013	Finne, Kimberlee L	10/2012
UAMS Performance Evaluation	VAD HR HRIS & Compensation	Gay, Lisa G		Human Resources Analyst	Classified	Finne, Kimberlee L	06-27-2013	Finne, Kimberlee L	10/2012
UAMS Performance Evaluation	VAD HR HRIS & Compensation	HARMON, SUSAN L		Human Resources Analyst	Classified	Finne, Kimberlee L	06-27-2013	Finne, Kimberlee L	10/2012
UAMS Performance Evaluation	VAD HR HRIS & Compensation	Jesse, Herb R		Information Systems Training Spec-A	Non-Classified	Finne, Kimberlee L	06-27-2013	Finne, Kimberlee L	01/2013