

Teacher Appraisals Entering Data in SAP

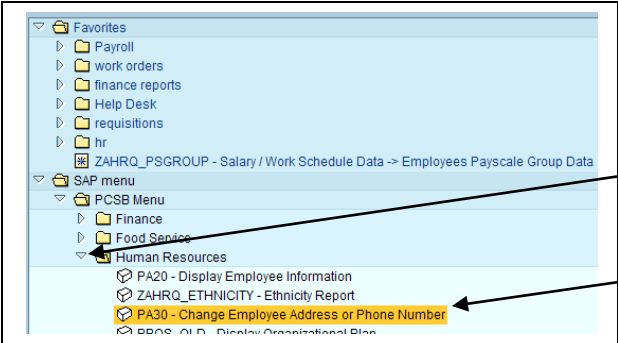
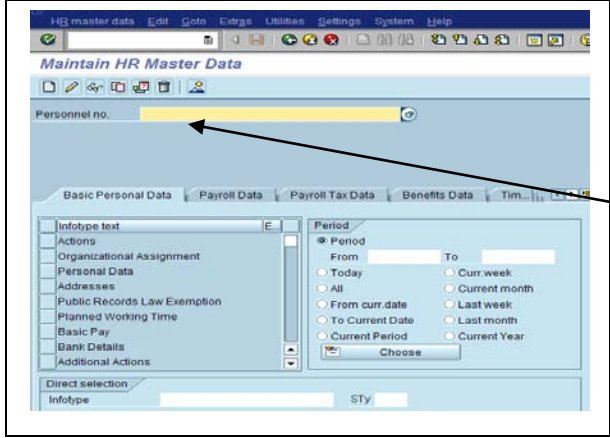
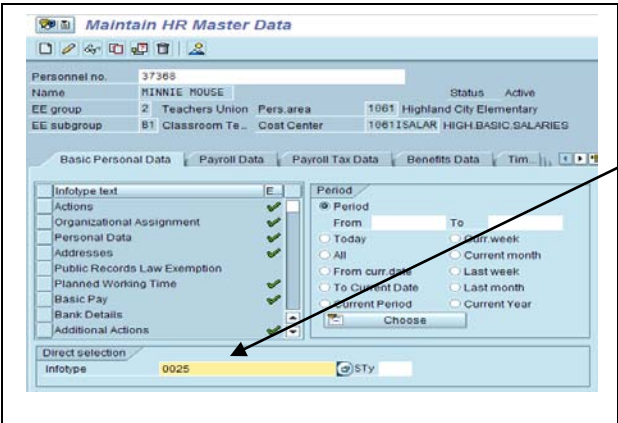
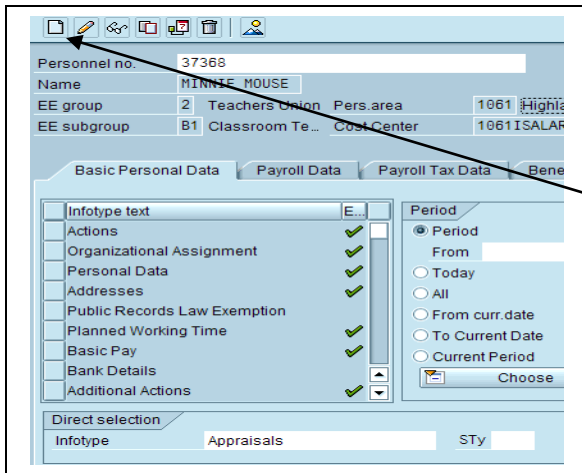
Create Appraisals Infotype 0025

**Teacher Evaluation Data in SAP
Deadline: May 28, 2010
Memo HRS # 10-024**

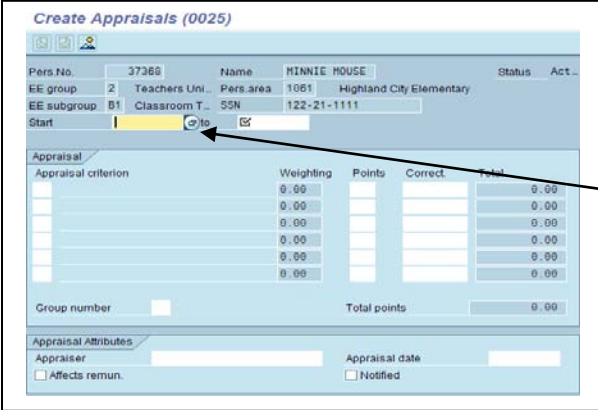
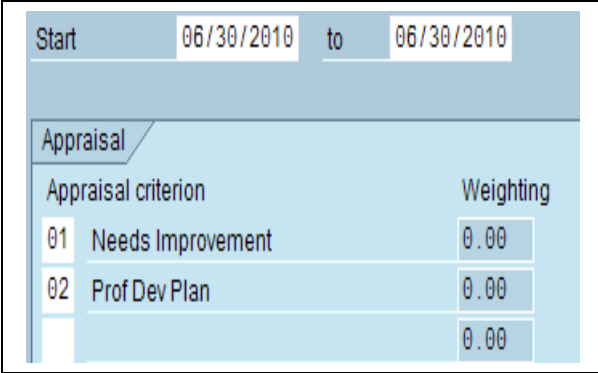
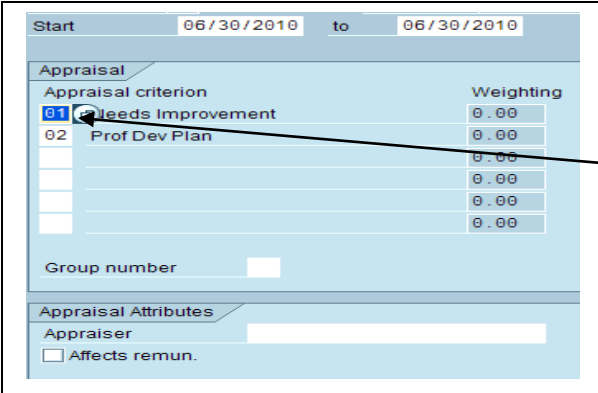
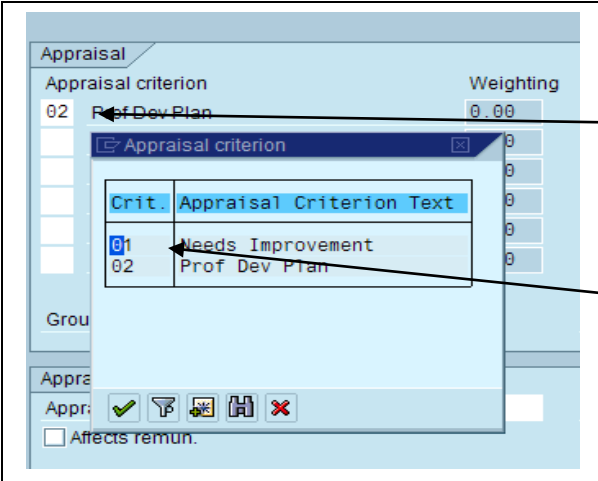

Teacher Evaluation Verification Form

**Procedures for Entering
Teacher Appraisal Data
SAP – Infotype 0025 – Appraisals**

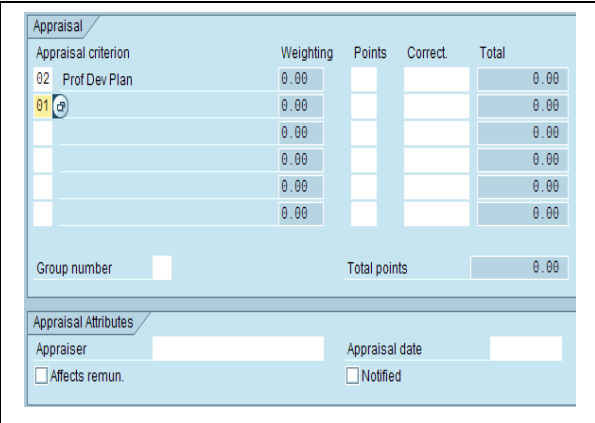
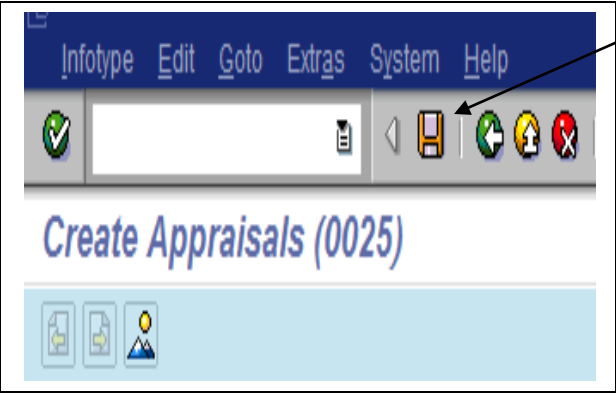
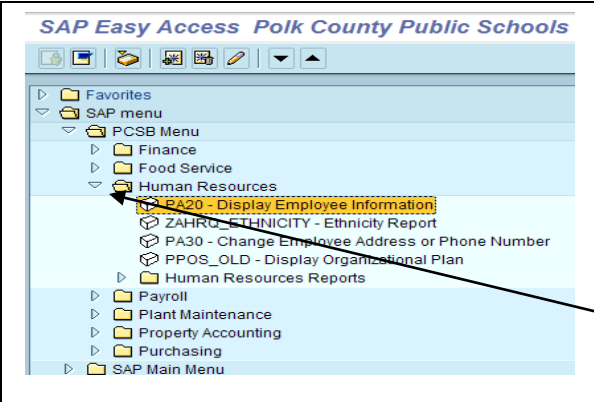
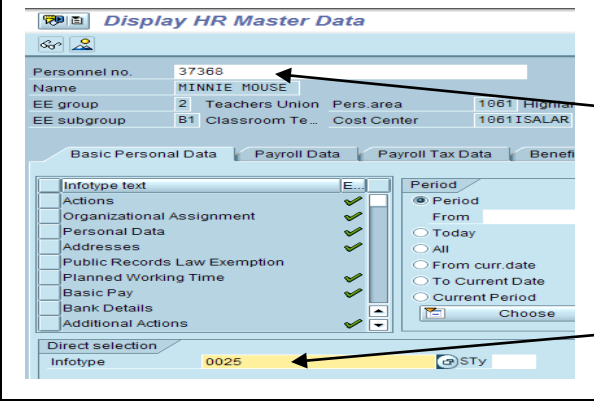
SAP Entry Appraisals using Infotype 0025 (PA30)

Steps	Screen Display	Procedures
1	 	<p>From the SAP Easy Access PCSB Menu Screen:</p> <ul style="list-style-type: none"> Click the Expand Icon to the left of PCSB > Human Resources Double Click on Change Employee Address or Phone number (PA30) <p>The Maintain HR Master Data screen is displayed.</p> <ul style="list-style-type: none"> Type the Personnel Number in Personnel no Box Press Enter or Click the Green Check
2	 	<p>In the Direct selection – Infotype field</p> <ul style="list-style-type: none"> Type 0025 Press Enter or Click the Green Check <p>The word Appraisals will display in the Infotype field.</p> <ul style="list-style-type: none"> Click the Create icon

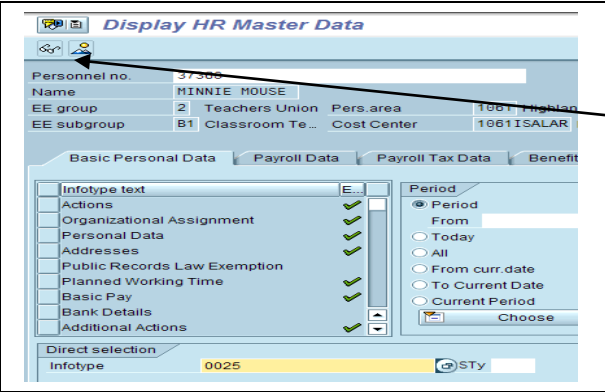
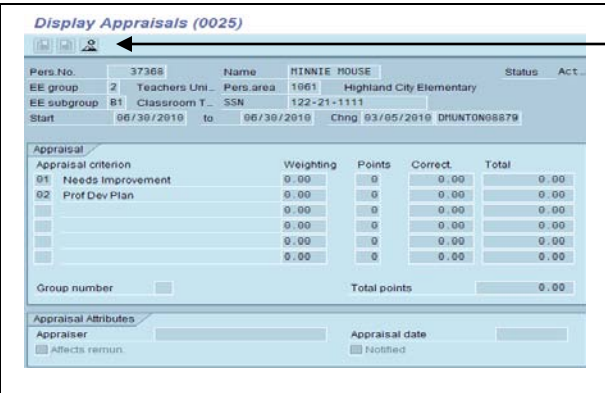
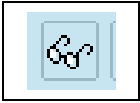

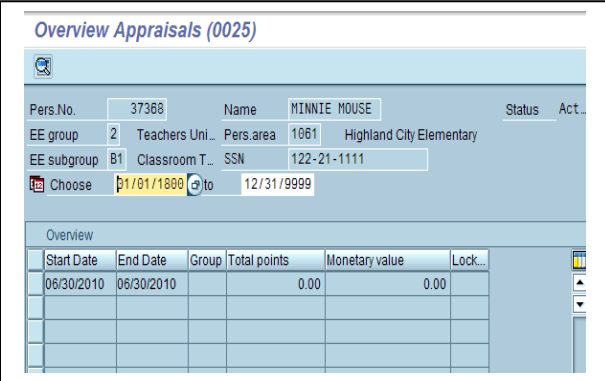
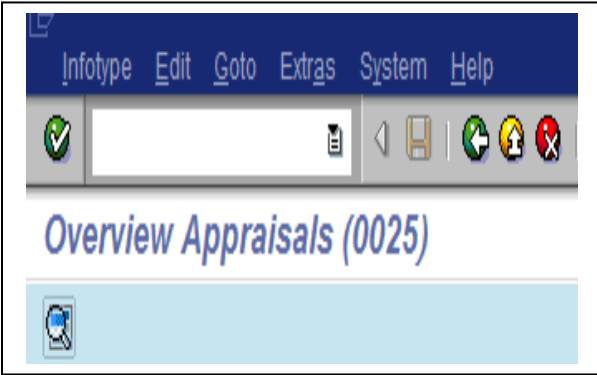
SAP Entry Appraisals using Infotype 0025 (PA30)

Steps	Screen Display	Procedures
3	 	<p>The Create Appraisals (0025) screen is displayed.</p> <ul style="list-style-type: none"> Type Start Date and To Date <p>Example: For school year 2009-2010 use:</p> <p style="text-align: center;">Start Date = 06/30/2010 To Date = 06/30/2010</p> <p>Note: Use the last date of any school year.</p> <ul style="list-style-type: none"> Press Enter or Click the Green Check <p>The Appraisal Criterion is displayed.</p> <p style="text-align: center;">01 Need Improvement 02 Professional Development Plan</p>
4	 	<p>To Delete a criterion number that does not apply,</p> <ul style="list-style-type: none"> Highlight the numbers inside the field to be deleted Press the Delete key on the key board Press Enter or Click the Green Check <p>The line is deleted.</p> <p>To re-add the Appraisal criterion:</p> <ul style="list-style-type: none"> Click inside the field Click the Search icon <div style="text-align: center;">  </div> <ul style="list-style-type: none"> Click on the appropriate Criterion Press Enter or Click the Green Check <p>Appraisal criterion may be one or both</p>

SAP Entry Appraisals using Infotype 0025 (PA30)

Steps	Screen Display	Procedures
5	 	<p>Note: These sections are not used at this time.</p> <ul style="list-style-type: none"> • Points • Correct • Affects remun • Notified <p>Once the Appraisal criterion has been entered correctly:</p> <ul style="list-style-type: none"> • Click the Save icon <p>After saving your change, SAP will go back to the main PA30 screen.</p> <p>Make sure you get out of Maintain Hr Master Data screen after completing your entry.</p>
6	 	<p>To verify information that has been entered:</p> <ul style="list-style-type: none"> • Click the Green Back Arrow <p>From the SAP Easy Access PCSB Menu Screen:</p> <ul style="list-style-type: none"> • Click the Expand Icon to the left of PCSB > Human Resources • Double Click on Display Employee Information (PA20) • Type the Personnel Number in Personnel no Box (unless it is already displayed) <p>In the Direct selection – Infotype field</p> <ul style="list-style-type: none"> • Type 0025 • Press Enter or Click the Green Check

SAP Entry Appraisals using Infotype 0025 (PA30)

Steps	Screen Display	Procedures
7	 	<p>To view most recent action:</p> <ul style="list-style-type: none"> Click the Eye Glasses icon  <ul style="list-style-type: none"> Click the Overview icon to view all actions for Infotype 25 – Appraisals 
8	 	<ul style="list-style-type: none"> Click the Green Back Arrow until you return to the SAP Easy Access PCSB Menu Screen: