

Maintain Performance Ratings

Quick Reference Guide






Overview

1. Access the PA30 screen in SAP.
2. Enter the employee's personnel number.
3. Access the employee's Qualifications screen (IT0024).
4. Select the rating from a drop-down list.
5. Save the rating.
6. Return to PA30 to enter next employee rating.





Notes

- You may access the following reports listing personnel numbers:
 - B0040 (Employee Performance Ratings & Salary)
 - B0066 (Missed Employee Performance Review)
- Do NOT change July 1 to June 30 cycle dates even if your agency uses other review cycles.
- Pay special attention to Proficiency Rating Start and End dates stored in the system since they can span more than one cycle if employee ratings remain consistent.
- You cannot enter Proficiency Ratings until the current cycle dates are displayed on the Change Profile screen.

Detailed Step-By-Steps

1. Enter PA30 on SAP Easy Access Screen.
2. Enter Personnel Number on PA30 screen.
 - a. Enter 24 in Infotype field and press Enter key.
 - b. Click Create  icon.
3. On Change Profile screen, click on Proficiency field labeled 'Rating Not Entered' for current rating period.
 - a. Select Proficiency rating on Rating Scale pop-up.
 - b. Click Enter. 
 - c. Add any explanatory notes by clicking on Note icon  (re: LOA or Evaluation Not Done, for example).
 - d. Click Save  to store the rating.
4. Click  Back arrow to return to PA30 to add other employees' ratings.

Correcting Mistakes

1. Access the PA30 screen in SAP.
 2. Enter the employee's personnel number.
 3. Access the employee's Qualifications screen.
 4. Select the Change  icon instead of the Create  icon.
 5. Select the correct rating from a drop-down list.
 6. Click Enter  and Save  to replace the incorrect rating.
- NOTE: Contact BEST Shared Services to correct a rating for one or more review periods within a multi-cycle time span.