



Performance Evaluation Job Aid – Upload Measures Department of Transformation and Shared Services

T-Code: ZHR_UPLOAD_MEASURES

NOTE: Executing this transaction will overwrite any weights, groups, measures, and department measure data that have previously been entered.

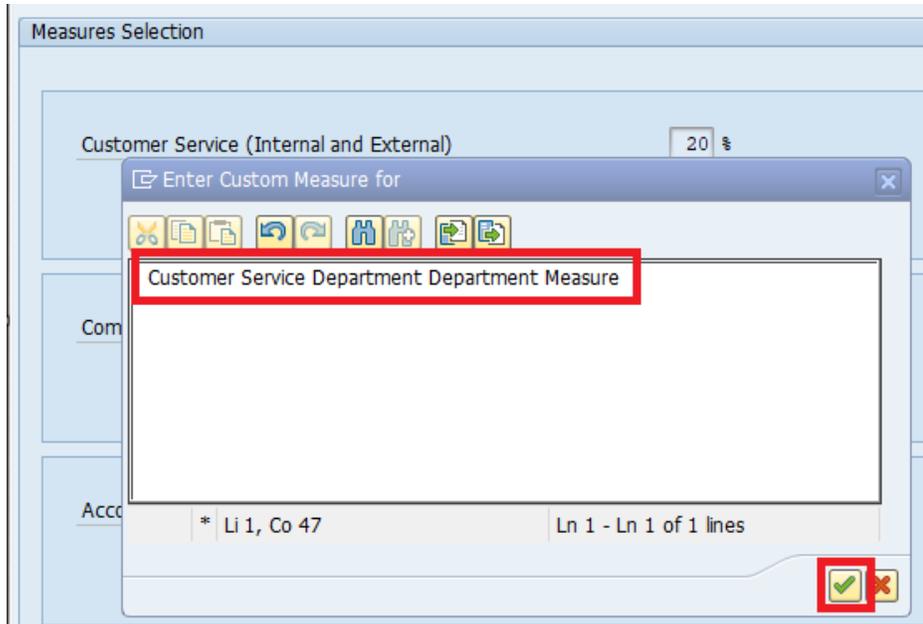
1. Go to ZHR_UPLOAD_MEASURES
2. Employee Selection
 - a. Appraisal Year and Business Area fields will automatically populate based on processors authorization. These fields cannot be edited.
 - b. The employee number field is required. At least one personnel number must be selected to execute the transaction.

Employee Selection			
Appraisal Year	2024		
Employee No.	<input type="text"/>	to	<input type="text"/>
Business Area	9906	to	<input type="text"/>

3. Measure Selection
 - a. For each desired group, enter a % weight. Cumulative Group weights must add up to 100%.
 - b. Select the standard measure, department measure, or both.

Measures Selection	
Customer Service (Internal and External)	20 %
<input checked="" type="checkbox"/> Customer Service (Internal and External)	
<input checked="" type="checkbox"/> Customer Service Department	
<input type="button" value="Edit Measure"/>	

- c. If a department measure is desired, select 'Edit Measure'. A popup text box will appear. Enter the measure description and select the green check box when done.



NOTE: If the department measure check box is selected, you must enter a measure description into the text box. If text is entered, the check box will automatically be selected. If description is not entered the message below will be received.

! Measure description is required For Measure " Customer Service Department Measurement "

4. Execution and Output
 - a. In this example all groups and measures are selected

Mass Measure Update Program



Employee Selection

Appraisal Year	2024		
Employee No.	[REDACTED]	to	[REDACTED]
Business Area	9906	to	[REDACTED]

Measures Selection

Customer Service (Internal and External)	20 %
<input checked="" type="checkbox"/> Customer Service (Internal and External)	
<input checked="" type="checkbox"/> Customer Service Department	Edit Measure
Communication	15 %
<input checked="" type="checkbox"/> Communication	
<input checked="" type="checkbox"/> Communication Department Measure	Edit Measure
Accountability	15 %
<input checked="" type="checkbox"/> Accountability	
<input checked="" type="checkbox"/> Accountability Department Measur	Edit Measure
Professionalism	15 %
<input checked="" type="checkbox"/> Professionalism	
<input checked="" type="checkbox"/> Professionalism Department Measu	Edit Measure
Initiative	15 %
<input checked="" type="checkbox"/> Initiative	
<input checked="" type="checkbox"/> Initiative Department Measure	Edit Measure
Job Knowledge, Skills, and Work Product	15 %
<input checked="" type="checkbox"/> Job Knowledge, Skills, and Work Produc	
<input checked="" type="checkbox"/> Job Knowledge... Department Measure	Edit Measure
Supervisory/Leadership	5 %
<input checked="" type="checkbox"/> Supervisory/Leadership	
<input checked="" type="checkbox"/> Supervisor/Leadership Department	Edit Measure

b. Confirm that output displays a successful status message.

App. Stat	App. Stat	Status
4	In Process	Measures Updated successfully

- c. Selected weights, groups, measures, and department measure descriptions will now reflect on EASE.

Personnel No: [REDACTED] Reviewer Name: [REDACTED]
 Position Title: HUMAN RESOURCES ANALYST

Total Group Weight % **100**

Customer Service (Internal and External) Group Weight % **20**

Measure Name	Measure Description	Edit	Select Measure
	These are typical functions for Customer Service:		
Customer Service (Internal and External)	<ul style="list-style-type: none"> Demonstrates a service-minded and positive attitude by providing helpful, courteous, responsive, and knowledgeable service Works to understand people and information before making judgments and responding Responds quickly to meet customer needs and resolve problems Takes the required actions to meet needs effectively and exceed a customer's/client's/vendor's expectations Seeks opportunities to improve the products or services to meet customer needs Establishes and maintains effective relationships with customers and gains their trust and respect 		<input checked="" type="checkbox"/>
Customer Service Department Measurement	If this box is checked, the rating manager must fill in the text box to establish any additional measurement(s) and expectations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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