SAP EVALUATION UPLOAD (HR-W006)
SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

    1.1 This work instruction discusses the process that is used to upload employee evaluations in the SAP system for Saint Louis Public Schools.

2.0 RESPONSIBILITY:

    2.1 Human Resources Technician

3.0 APPROVAL AUTHORITY:

    _____ _____

    Signature   Date

    3.1 Human Resource Chief Officer

4.0 DEFINITIONS:

    4.1 SLPS - Saint Louis Public Schools

    4.2 SAP – Information system used at Saint Louis Public Schools

    4.3 HR – Human Resource

5.0 WORK INSTRUCTION:

    5.1 Log on to SAP

    5.2 Go to SA38.

    5.3 Get the program "ZPREVALUPDATE".

    5.4 Input data from rating spreadsheet. (See HR-W005)

    5.5 Execute for SAP update.

6.0 ASSOCIATED DOCUMENTS:

    6.1 Rating spreadsheet

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Rating Spreadsheet	Computer	999 years	N/A	Password protected

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
04/02/08		Initial Release

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