



Los Angeles Community College District

Evaluation Alert System (EASY) Operation & User Manual



[Manager Services](#)
Manage your team data and manage your budget. View all data associated with the employees in your team and perform services on behalf of these employees. Approve team time sheet data, write performance appraisals, monitor employee assets and equipment, initiate personnel change requests and view and print reports.

Quick Links

Time Sheet Approval (New**)	Attendance Detail
Team Absence Calendar (New**)	Manager Desktop
Employee Review	Reporting
PCR	My Budget Reports
Evaluation Alert System	

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1.0 Business Objectives

Performance Evaluation Alert System (EASY) is a web application with workflow to remind ¹Managers to complete the evaluation documents for their direct reports. The EASY application includes reminders for Classified, Faculty and Executive Staff with the ability to attach digital performance evaluations via a Managers Performance Appraisal Workbench for processing, and includes management reporting for completion and aging status.

Note: This does not include Student Workers, Unclassified or Elected Members of the Board of Trustees.

The evaluation for an employee is due based upon Collective Bargaining agreements and Board Rules as follows:

EMPLOYEE GROUP	TIMELINE
Academic Vice Presidents	Annually (May 1- June 30), comprehensive every three years
Classified Management	Annually (birth month)
Classified Supervisors	Annually (July 1)
Classified Vice Presidents	Annually (birth month)
Clerical/Technical	Annually (birth month)
Confidential	Annually (birth month)
Crafts	Annually (birth month)
Deans	Annually (anniversary date)
Faculty	<p>Probationary Faculty: Every fall semester until Probation is completed.</p> <p>Tenured Faculty: Every 3 academic years in the fall or spring semester, alternating between basic and comprehensive evaluation.</p> <p>Adjunct and Temporary Faculty: Before the completion of the second semester and every six semesters thereafter.</p>
Maintenance & Operations	Annually (birth month)

¹ The term “Manager” refers to the person in the organizational structure to whom an employee reports as identified in the LACCD SAP HR system. In some cases, the manager may want the “Supervisor”, to whom the employee directly reports, to complete the appraisal. Changes to the routing of evaluations are maintained within Organizational Management. Contact your College HR Department for changes. For Faculty, the workflow for adjuncts and temporary faculty will be sent to the Dept. Chair. The workflow for Probationary and Tenured faculty will be sent to the Dean or next higher manager.

2.0 OVERVIEW

The system is designed with the following major features.

- Managers are identified for all employees (except Student & Unclassified workers, and the elected members of the Board).
- Managers are reminded of the appraisal due dates starting 60 and 30 days before the evaluation due date and twice after the evaluation is due. Automatic reminders to Managers are sent via outlook to inform them that performance evaluations are due.
- Appraisal (evaluation) Workbench Completion Process.
- Managers updating the Status of the Performance Evaluation document as completed and attaching a digital copy of the evaluation to the SAP HR system eliminating the need to mail hard copies of the documents to HR.
- Ability to search and view previous digital copies by department, business area (college) and employee by year.
- Analytical reports identifying Business Area (College), Department, Managers performance evaluation completion rates, aging, and overall status.
- Work Item for processing in Outlook/ UWL (Portal)/ Inbox (SAP GUI)
- Workflows with actionable work items for direct access to the Appraisal workbench and for notifying the local HR representative of any organizational changes that affect the identification of the appropriate performance evaluation manager.
- HR Review and Quality Assurance Audit built in to notify the performance evaluation manager that the evaluation has been reviewed by HR for appropriate attachment and for HR to monitor and track status and completion rates.
- Ability for evaluation managers to send ESC HR message and comments directly within the Evaluation Appraisal Workbench.
- Ability for ESC HR to send the performance evaluation managers messages directly within the HR Quality Assurance Performance Evaluation Workbench.
- Access for Managers to view and download evaluation form templates from Manager Self Services.

3.0 EMAIL ALERTS, UWL (PORTAL) / INBOX (SAP GUI)

The notification program runs every day to generate alerts for performance evaluation reminders. Work items & emails are sent to the SAP ERP Business Workplace (Inbox) of the Manager and to the Inbox of Outlook. The same work items can also be accessed via the Work/Inbox of the LACCD Portal and the Manager Self Service Appraisal (evaluation) workbench.

EMAIL ALERT


Typical reminder email note:

From: HR : Workflow Agent [mailto:do-not-respond@laccd.edu]
Sent: Monday, February 20, 2017 9:57 AM
To: Duran, Andrew <DuranA@email.laccd.edu>
Subject: Reminder: Performance evaluation is due for -002 E

Reminder: Performance Evaluation is due for the following Employee

Employee Name: Mr. Walt Disney
Employee No.: 00000000
Department: IT - SAP/ERP
Title: Chairman of the Board and Chief Executive Officer

You may use the following link to complete the Evaluation form
http://www.laccd.edu/FacultyStaff/forms/Documents/FORM-PE_CM.PDF
https://sapprd.laccd.edu:8080/sap/bc/nwbc/Z1_EVAL_ALERT_HELP

Please select the attached link (url to the Appraisal Workbench) and attach the completed performance evaluation
<HTTPS://PORTAL.LACCD.EDU:50001/irj/portal/easy> 

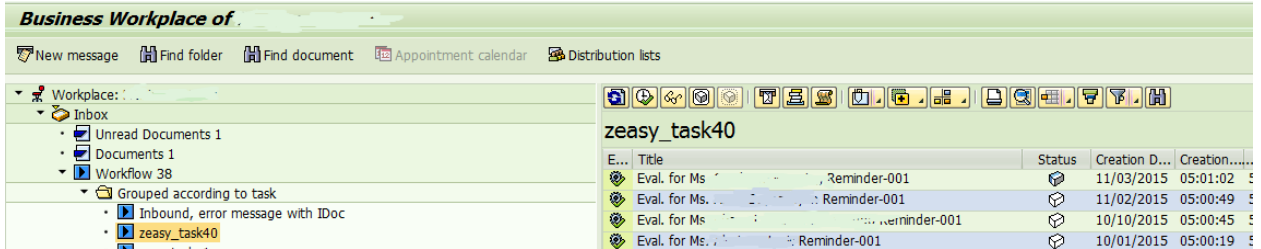
If you feel that you have received this e-mail in error, please log on to the portal and select [Forward to SPOC] through your Universal Work List (Work tab).

EVALUATION SYSTEM (EASY)

The workflow sends the email at intervals of 60 and 30 days before due date; 14 and 28 days after due date.

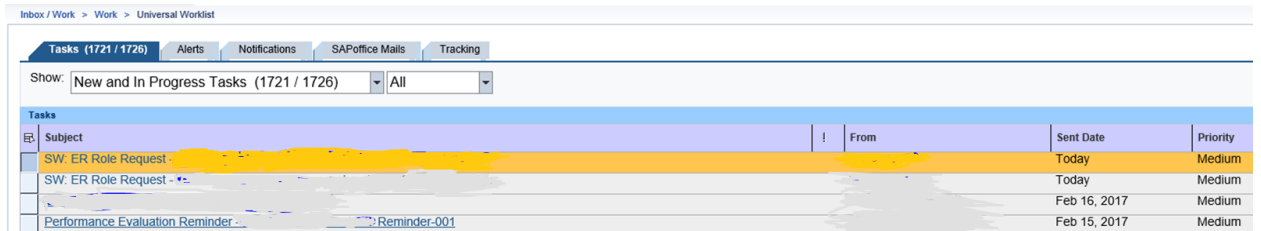
INBOX SAP GUI

In the SAP GUI ERP Business Workplace, the performance evaluation alerts appear as shown below:




UWL PORTAL

In the LACCD SAP Portal, the performance evaluation work item looks like the following located in the Universal Work List (aka UWL). As in SAP ERP Business Workplace, the manager must click the work item to open the web application and update the status of the evaluation form.



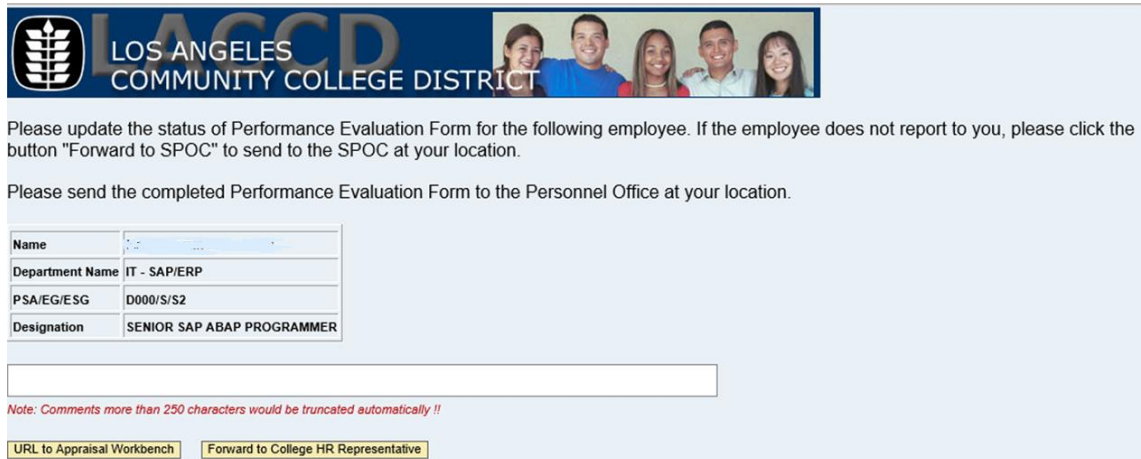
4.0 ACCESSING PERFORMANCE EVALUATIONS AND THE PERFORMANCE EVALUATION WORKBENCH

When the Manager receives the work item via email (outlook) and clicks the URL – link to the Evaluation Workbench and after signing in, it will access the LACCD SAP Portal and display the page as shown below. After selecting the execute icon  the performance evaluation workbench is displayed.

Note: Once the evaluation form is uploaded, the workflow closes and stops sending the reminder email.

The Performance Evaluation workbench can be accessed using several methods.

The easiest method is identified above via the alert reminder email.



The screenshot shows the LACCD (Los Angeles Community College District) logo and a group photo of five people. Below the header, there is a message: "Please update the status of Performance Evaluation Form for the following employee. If the employee does not report to you, please click the button 'Forward to SPOC' to send to the SPOC at your location." Below this, another message says: "Please send the completed Performance Evaluation Form to the Personnel Office at your location." A table displays employee information:

Name	[Redacted]
Department Name	IT - SAP/ERP
PSA/EG/ESG	D000/S/S2
Designation	SENIOR SAP ABAP PROGRAMMER

Below the table is a large text input field. A note below the field reads: "Note: Comments more than 250 characters would be truncated automatically !!". At the bottom of the form, there are two buttons: "URL to Appraisal Workbench" and "Forward to College HR Representative".

If the Manager thinks that the employee forms are not under his purview, he/she may click the button “Forward to Campus HR Representative”. The Manager must add some comments to the work item giving reasons for forwarding.

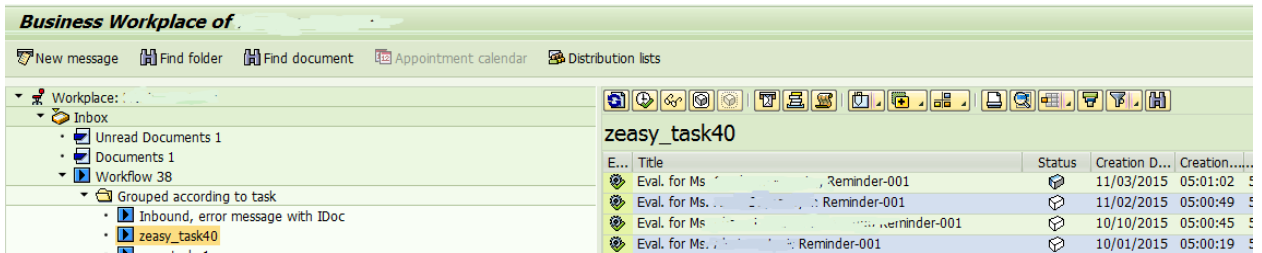
Once a work item is forwarded to the HR Representative, the Representative can forward this to the right Manager. The comments from the earlier Manager may help determine the next Manager.

When the Manager clicks on “Forward to Campus HR Representative”, the Manager can search a person to be forwarded by entering Last or First Name and clicking on “Search for User Name”.

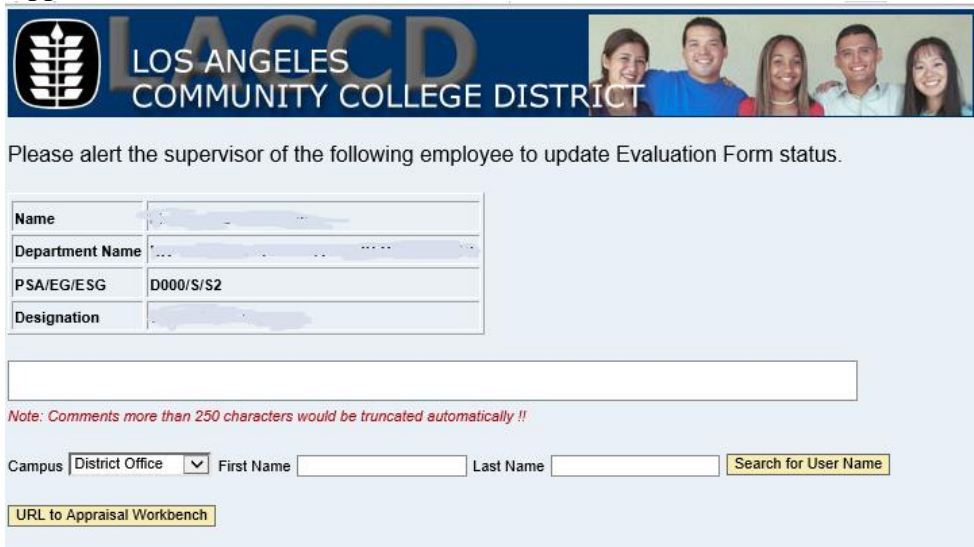
From the list searched, select the person to whom you want to forward and click on “Forward to”.

INBOX SAP GUI

In the SAP GUI ERP Business Workplace, the performance evaluation alerts appear as shown below:



You can double click on a work item. When the screen below appears, click on URL to Appraisal Workbench.



UWL PORTAL

Another way to access the Evaluation Workbench is via the LACCD SAP Portal Manager Self Service link.

In the LACCD SAP Portal, the performance evaluation work item looks like the following located in the Universal Work List (AKA UWL). As in SAP ERP Business Workplace, the manager must click the work item to open the web application and update the status of the evaluation form.

Subject	From	Sent Date	Priority
SW: ER Role Request		Today	Medium
SW: ER Role Request -		Today	Medium
Performance Evaluation Reminder -	Reminder-001	Feb 15, 2017	Medium

Access via the LACCD SAP Portal Manager Self Services (MSS) – Evaluation Alert System or via Managers Desktop

Manager Services
Manage your team data and manage your budget. View all data associated with the employees in your team and perform services on behalf of these employees. Approve team time sheet data, write performance appraisals, monitor employee assets and equipment, initiate personnel change requests and view and print reports.

Quick Links

- [Time Sheet Approval \(New**\)](#)
- [Team Absence Calendar \(New\)](#)
- [Employee Review](#)
- [PCR](#)
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- [My Budget Reports](#)

Manager's Desktop

Menu

Selected functions

- Performance Appraisals
 - Appraisal Workbench
 - Appraisal Alert
 - Detail by Dept. / Campus
 - Appraisal Aging Report
 - Appraisal Templates

Appraisal Workbench with full view and access to reports

EASY Work Bench For All Easy Reports

Menu

Back | Exit | Cancel | System

Employee Evaluation

Evaluation REPORTS Work Bench
 Please Click Any Button Below To Display Correspond...

- Appraisal Workbench: Evaluation Form Status Report Displays Employee Name, Due Da...
- Report Own Data: Report Displays Evaluation Data For Your Department Only Data Whether Evaluation Items...
- Summary Report: Report Displays Summary For All Evaluation Items In Your Dept. Shows How Many Items Where...
- Detail Report: Report Displays Details Of All Evaluation Items In Your Dept. with Employee Name And If It W...
- Detail All Report: Report Displays Details For Campus/Dept. You Have Selected

5.0 WORKFLOW


The workflow follows the current HR Organizational structure. The employees with “hats” are recognized as Managers and the alerts are sent to them. If however, the Manager feels that the appraisal alert is not relevant to him/her, it can be forwarded to the designated HR Representative at his/her location. The alert could then be forwarded to the appropriate Manager. All the Managers are expected to have valid portal access and active email addresses (in SAP).

For Faculty, the workflow for adjuncts and temporary faculty will be sent to the Department Chair. The workflow for Probationary and Tenured faculty will be sent to the Dean or next higher manager.

If you believe there is a problem with workflow, please speak with your campus SPOC to check the organizational structure.

6.0 APPRAISAL WORKBENCH

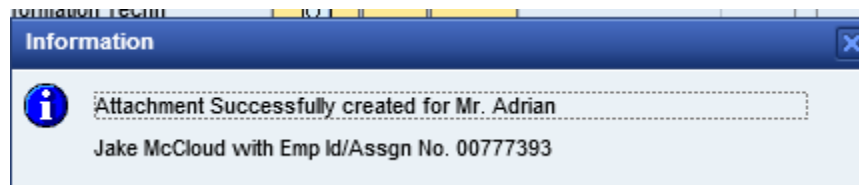
The Appraisal Workbench is used to load evaluation documents and mark it as completed. The Workbench will also show you an overall view of completed appraisals and appraisals which are due. You can use this workbench to upload evaluation documents. The selection screen and the output for the Workbench looks as follows. Enter the evaluation year and click execute.

Appraisals which are due will appear. Click on the attach icon  to upload a **PDF** version of your appraisal. You can use the icon to load additional attachments too. A date will then appear in the “Last Appraisal Date” column and a check mark will show in the Appraisal Completed column.

Note: Always load PDF versions of the evaluation and other documentation.

Emp Id...	First Name	Last Name	Assign Start Dt	Appr. Due	Appr. compl...	Job Co...	Job Description	Org	Attach	View	Delete	Last...	QA done by HR	Mail
777393	Mr. Adrian	Jake McCloud	05/16/2007	02/03/2018	<input checked="" type="checkbox"/>	C1074	Data Communications Speci	College Information Techn				2017	<input type="checkbox"/>	<input type="checkbox"/>
791419	Mr. Marcellus	Jo: Coburn	01/01/2016	07/01/2017	<input type="checkbox"/>	C1136	Sr Computer & Network Sup	Computer Network Support					<input type="checkbox"/>	<input type="checkbox"/>
1006601	Ms. Sheri	Mallory Woods	10/05/2015	06/13/2017	<input type="checkbox"/>	C2425	Senior Office Assistant	College Information Techn				2011	<input type="checkbox"/>	<input type="checkbox"/>
1015240	Mr. Carlos	Alberti Guzman	08/01/2014	02/05/2018	<input type="checkbox"/>	C1134	WEB Architect	College Information Techn					<input type="checkbox"/>	<input type="checkbox"/>
1021973	Mr. Fausto	Paul Hooks	01/05/2015	07/01/2017	<input type="checkbox"/>	C1136	Sr Computer & Network Sup	Computer Network Support				2009	<input type="checkbox"/>	<input type="checkbox"/>
1053388	Mr. Jim	Chiou	09/08/2015	06/27/2017	<input type="checkbox"/>	C1074	Data Communications Speci	College Information Techn					<input type="checkbox"/>	<input type="checkbox"/>






A message will appear when you have successfully uploaded an appraisal document.



You may use the other icons to view or delete the document prior to HR review. Once HR reviews and approves the attachment the “QA done by HR” will be checked.

Note: Once HR has reviewed the document, the evaluation document can no longer be deleted and a check mark will appear in the “QA done by HR” column. See graphic above.

ICON Legend

ICON	LABEL	FUNCTION
	Attach	Click to upload an evaluation document. The document must be a PDF file.
	View	Click to view the document which has been attached. This icon indicates that one document was attached.
	Delete	Click to delete an attachment. Please note, once the form has been reviewed by HR, it can no longer be deleted.
	View	Click to view the documents which have been attached. This icon indicates that multiple documents have been attached.
	Mail	Click on this icon to send an email to the College HR department or your manager.

7.0 EVALUATION STATUS REPORTS

Most campus and management reports are available in the Portal. Access to reports is based upon your roles and responsibilities. See your Campus Personnel department for assistance.

Reports which are available to you will be shown in the Manager's Desktop.

The screenshot shows the 'Manager's Desktop' interface. At the top, there are navigation tabs: PCR, Overview, Time Sheet Approval, Attendance, Employee Review, Reporting, **Manager's Desktop**, My Budget, and Evaluation Alert System. Below this, there's a sub-menu for 'Manager Services > Manager's Desktop'. The main area is titled 'Manager's Desktop: Manager's Desktop' and has a menu with options: Back, Exit, Cancel, System, Personal Data, Performance Appraisal, FI/HR Funds Management, Time Management, Workflow Inbox, and PCR. The 'Performance Appraisal' tab is active. Underneath, there are sections for 'Selected functions' (Manager's Desktop, Personal Data, FI/HR Funds Management, Time Management, Performance Appraisal) and 'Directly subordinate employees'. A table lists employees with columns for Name, ID, Relationship text, Code, Relationship text, and Valid from.

Name	ID	Relationship text	Code	Relationship text	Valid from
Mr. Mark Edward Henderson	P 00813796		Henderson		07/01/2005
College Information Technology	O 16000020		PNF		06/30/2005
Computer & Network Support	S 80005272	Incorporates	P000309	Incorporates	06/30/2005
Senior Office Assistant	S 80005275	Incorporates	P000338	Incorporates	06/30/2005
Computer Technician	S 80005276	Incorporates	P007841	Incorporates	06/30/2005
Asst Computer & Network Sup	S 80005277	Incorporates	P007841	Incorporates	06/30/2005
Manager, College Information	S 82000557	Incorporates	P008061	Incorporates	09/02/2005
WEB Architect	S 82003006	Incorporates	P008159	Incorporates	05/02/2006

Click on Managers Desktop → Performance Appraisal → Appraisal Workbench to view all reports available to you. Samples of the reports are shown below.

The screenshot shows the 'EASY Work Bench For All Easy Reports' interface. At the top, there are navigation buttons: Menu, Back, Exit, Cancel, System. The main area is titled 'Evaluation Work Bench Tool' and 'Employee Evaluation'. It features the Los Angeles Community College District logo and a graphic of a red pen writing on a document titled 'EMPLOYEE PERFORMANCE EVALUATION'. Below the graphic, there's a checkbox labeled 'Please Click Any Button Below To Display Correspond...'. A list of report options is shown, each with a yellow button and a description:

- Appraisal Workbench**: Evaluation Form Status Report Displays Employee Name, Due Da...
- Report Own Data**: Report Displays Evaluation Data For Your Department Only Data Whether Evaluation Items...
- Summary Report**: Report Displays Summary For All Evaluation Items In Your Dept. Shows How Many Items Where...
- Detail Report**: Report Displays Details Of All Evaluation Items In Your Dept. With Employee Name And If W...
- Detail All Report**: Report Displays Details For Campus/Dept. You Have Selected

Report Own Data

This report displays evaluation data for your department only. The selection screen and the output for this report looks as follows:

The red box indicates that the evaluation is over due. The Status box will turn green when the evaluation is completed.

Status	Emp. pernr	EMP. Name	Due Date	Dept. Name	Job Name
	762094	Mr. Tim Modesto Stout	08/17/2014	COMPUTER NETWORK SUPPORT B	COMPUTER & NETWORK SUPPORT SPECIALIST
	777393	Mr. Adrian Jake McCloud	05/05/2012	COLLEGE INFORMATION TECHNOLOGY	DATA COMMUNICATIONS SPECIALIST

Summary Report

The Summary Report displays a summary for all evaluation items in your Department. It shows how many items were on time vs. past due and how by long they were overdue. Enter the year and click one or more of the radial buttons. The selection screen and the output for this report looks as follows:

Campus	Dept. Name	Manager	On Time	Past Due 1-30 days	Past Due 31-90 days	Past Due 91 plus	On Time %	Past Due 1-30 days %	Past Due 31-90 days %	Past Due 91 plus %	Total
Pierce	COMPUTER NETWORK SUPPORT A	Mr. Marcellus Josh Coburn	0	0	0	2	0.00	0.00	0.00	100.00	2

Detail Report

The Detail Report displays details of all evaluation items in your Department with employee name and if it was done on-time. The selection screen and the output for this report looks as follows:

Evaluation Alert System Detail Report

Menu | [] | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant...

Year [2017] to [] []

Aging Report

Evaluation Alert System Not Completed Detail report

Camp...	Dept. Name	Manager	Emp. Name	Emp. ID	On Time	Late 1-30 days	Late 31-90 days	Late 91 plus
Pierce	COLLEGE INFORMATION TECHNOLOGY	Mr. Sam E Test	Mr. Vladimir William Paransky	791419				X

Detail All Report

The Detail All Report displays details for the Campus/Department you have selected. The selection screen and the output for this report looks as follows:

EASY Detail report by campus/Dept.

Menu | [] | Back | Exit | Cancel | System

Campus [] Select campus first to display departments

Department [] If Campus and Dept. are not selected report would use your campus and Dept.

Aging If Aging is checked report displays uncompleted items if unchecked diaplys completed items

Year [] If the year field is blank report would fetch data for past 365 days

EXECUTE

EASY Detail report by campus/Dept.

Menu | [] | Back | Exit | Cancel | System

Evaluation Alert System Completed Detail report

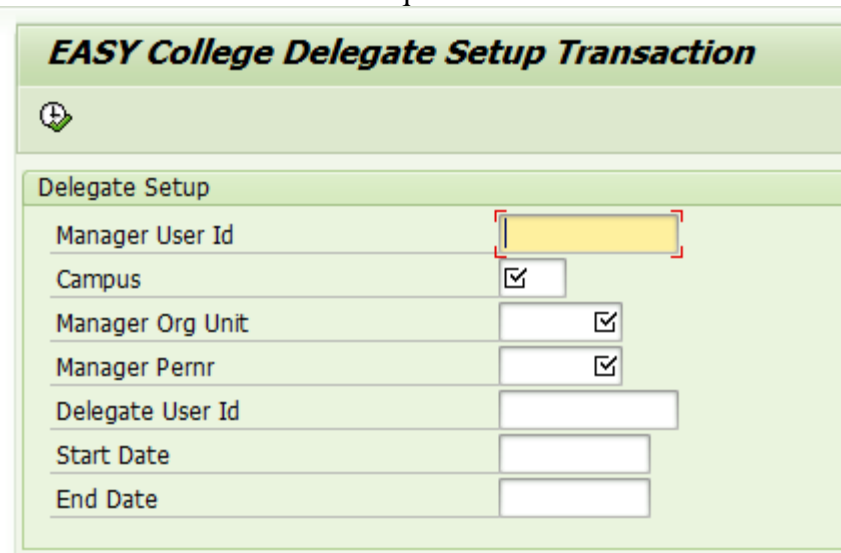
Campus	Dept. Name	Manager	Emp. Name	Emp. ID	On Time	Late 1-30 days	Late 31-90 days	Late 91 plus	OLD EASY
Pierce	COMPUTER NETWORK SUPPORT B	Mr. Michael Mason	Mr. Philip Edward Gompertz	762094				X	
Pierce	COLLEGE INFORMATION TECHNOLOGY	Mr. Sam E Test	Mr. Gregory Bruce Whaling	777393				X	

8.0 ASSIGNING A DEPARTMENTAL DELEGATE TO UPLOAD DOCUMENTS

The Manager of the Department may decide to assign a campus delegate who will upload the evaluation documents. This delegate will be assigned to upload the documents for that department only. To assign a delegate to upload the appraisal documents:

Transaction code: **ZEASY_DELEGATE_SETUP**

1. Enter information into all required fields.



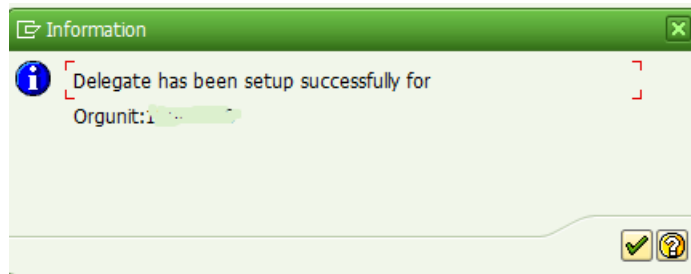
EASY College Delegate Setup Transaction

Delegate Setup

Manager User Id	<input type="text"/>
Campus	<input checked="" type="checkbox"/>
Manager Org Unit	<input checked="" type="checkbox"/>
Manager Pernr	<input checked="" type="checkbox"/>
Delegate User Id	<input type="text"/>
Start Date	<input type="text"/>
End Date	<input type="text"/>

Field	Description	Required?
Manager User Id	Alpha numeric value of the manager. Usually the same as the first characters of their email address.	Yes
Campus	4 digit alpha numeric field to indicate the location.	Yes
Manager Org. Unit	8 digit number of the organization. Can be obtained from the drop-down.	Yes
Manager Personnel Number	Personnel number of the person who will be the delegate.	Yes
Delegate User Id	Alpha numeric value of the delegate. Usually the same as the first characters of their email address.	Yes
Start Date	Effective date of the change.	Yes
End Date	Ending date of the delegation. It will default to 12/31/9999.	No

2. Press Save.



9.0 DEPARTMENTAL DELEGATE STEPS TO UPLOADING EVALUATION DOCUMENTS

The Departmental Delegate can upload evaluation documents for anyone within the department to which they are a delegate. To upload the appraisal documents:

Transaction code: **ZEASY_COLLEGE**

1. Enter information into all required fields.(At a minimum, enter the Reporting Period, Year, and Organizational Unit number.
 - a. If you are the delegate for a large organizational unit with multiple managers, you can enter the Manger ID (Person ID Number) to reduce the number of entries displayed. You can enter either the Org Unit ID, the Manager ID or both.
 - b. Or you can enter the Personnel Number of the employee whose evaluation you need to upload to pull up that record only.

EASY HR Quality Assurance Workbench/Appraisal Processing(LDV)Workbench

OrgStructure Search Help

Period
Reporting Period: All

Selection Criteria

Personnel Number:

Employment Status: 1

Personnel subarea:

Employee group:

Employee subgroup:

More Selection Criteria

Location:

List All
 QA done
 Ready for QA
 Evaluation Complete
 Evaluation Not Complete

Year and Manager ID

Year: 2017

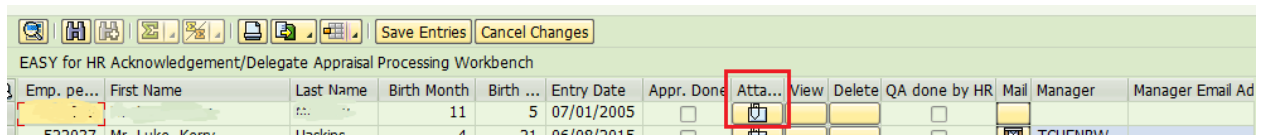
Manager Org Unit: 11000022

Manager ID:


Save Entries Cancel Changes Change Year

EASY for HR Acknowledgement/Delegate Appraisal Processing Workbench

Emp. pernr	First Name	Last Name	Birth Month	Birth Day	Entry Date	Appr. Done	Attach	View	Delete	QA done by HR	Mail	Manager	Manager Email Address
			5	21	10/01/2005	<input type="checkbox"/>	<input type="button" value="Attach"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			2	11	02/13/2006	<input type="checkbox"/>	<input type="button" value="Attach"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>	<input type="checkbox"/>	<input type="checkbox"/>		

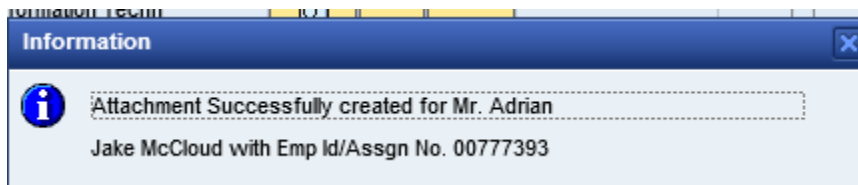


Emp. pe...	First Name	Last Name	Birth Month	Birth ...	Entry Date	Appr. Done	Atta...	View	Delete	QA done by HR	Mail	Manager	Manager Email Ad
522022	Mr. Luke Kemp	Urbine	4	21	06/08/2015	<input type="checkbox"/>				<input type="checkbox"/>		TECHNOLOGY	

Appraisals which are due will appear. Click on the attach icon  to upload a **PDF** version of the appraisal. You can use the icon to load additional attachments too. A date will then appear in the “Last Appraisal Date” column and a check mark will show in the Appraisal Completed column.

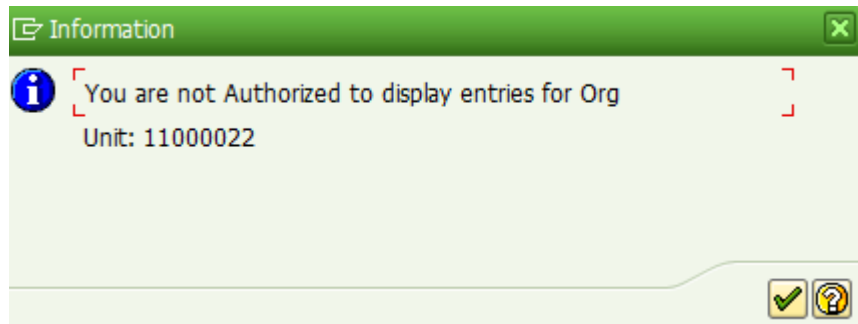
Note: Always load PDF versions of the evaluation and other documentation.

A message will appear when you have successfully uploaded an appraisal document.



You may use the other icons to view or delete the document. A member of the HR staff should then review and approve the attachment so the “QA done by HR” will be checked.

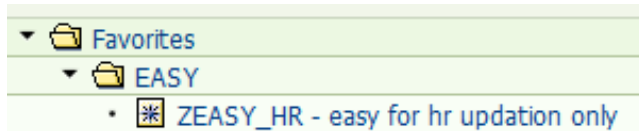
- If you enter a Manager Organization Unit number for which you are not the Delegate, you will see this error message:



10.0 HR PROCESSING – THE QUALITY ASSURANCE WORKBENCH

The Human Resources Division will review each evaluation which is uploaded into the system. If there is a problem with the evaluation, they will notify the manager who completed the form.

Human Resources staff (who are not managers) will access the HR Quality Assurance Workbench to view data using the SAP ERP GUI. There are two transaction codes which will give them Quality Assurance Workbench access: ZEASY_HR or ZEASYWB.



Transaction Code: **ZEASY_HR**

This transaction code takes you directly to the Quality Assurance Work Bench selection screen. The selection screen for this report looks as follows:

Transaction Code: **ZEASYWB**

Transaction code ZEASYWB takes you to the EASY Workbench, which includes multiple selection screens. The Workbench looks as follows:

Click on HR Report to access the selection screen for the Quality Assurance Workbench.

This HR Report is used to perform a quality assurance check of the evaluations which have been completed by each manager. HR staff will enter data into one or more of the boxes to restrict the number of evaluations which appear. The selection screen and the output for this report looks as follows:

After reviewing the attachment, click the box “QA done by HR”. This will complete the evaluation process.

Emp. perrnr	First Name	Last Name	Birth Month	Birth Day	Entry Date	Appr. Done	View	QA done by HR	Mail
714487	Mr. Jerold Eric	Watson	4	28	06/11/2013	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
771026	Ms. Sandra Soledad	McRae	2	11	02/02/2015	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
773010	Ms. Letitia Jade	Dowdy	7	18	06/11/2013	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
775039	Ms. Loretta Fern	Major	1	7	06/11/2013	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
785228	Ms. Charlene Lora	Holbrook	10	16	06/11/2013	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
799026	Ms. Selena Deloris	Coats	4	16	06/11/2013	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
801153	Ms. Barb Margaret	Herrera	6	23	09/12/2016	<input checked="" type="checkbox"/>		<input type="checkbox"/>	

Please note, once you click on the “QA done by HR” approval button, the evaluation document can no longer be deleted.

11.0 HR PROCESSING – UPLOADING EVALUATION DOCUMENTS

Human Resources staff will have access to loading Evaluation documents for a department or campus.

Transaction Code: **ZEASY_HR**


Tip: If you have one evaluation to upload, enter the Personnel Number. If you have many for one department, enter the Manager ID.


EASY HR Quality Assurance Workbench/Appraisal Processing(LDV)Workbench


OrgStructure Search Help


Period
Reporting Period: Today


Selection Criteria

Personnel Number 


Employment Status: 1 

Personnel subarea 

Employee group 

Employee subgroup 

More Selection Criteria

Location 

List All
 QA done
 Ready for QA
 Evaluation Complete
 Evaluation Not Complete

Year and Manager ID





Year: 2017


Manager ID

Click execute.

Save Entries Cancel Changes

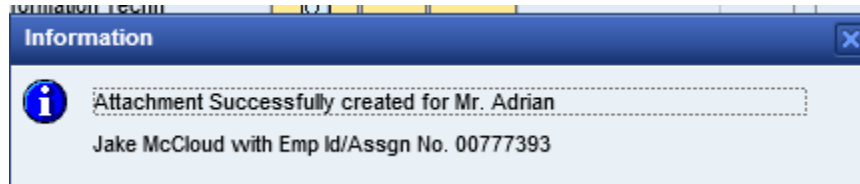
EASY for HR Acknowledgement/Delegate Appraisal Processing Workbench

Emp. pe...	First Name	Last Name	Birth Month	Birth ...	Entry Date	Appr. Done	Atta...	View	Delete	QA done by HR	Mail	Manager	Manager Email Ad
52002	Mr Luke Kemp	Mr Luke Kemp	11	5	07/01/2005	<input type="checkbox"/>				<input type="checkbox"/>		MR LUKEM	

Appraisals which are due will appear. Click on the attach icon  to upload a **PDF** version of the appraisal. You can use the icon to load additional attachments too. A date will then appear in the “Last Appraisal Date” column and a check mark will show in the Appraisal Completed column.

Note: Always load PDF versions of the evaluation and other documentation.

A message will appear when you have successfully uploaded an appraisal document.



You may use the other icons to view or delete the document. A member of the HR staff should then review and approve the attachment so the “QA done by HR” will be checked.

Note: Once HR has reviewed the document, the evaluation document can no longer be deleted and a check mark will appear in the “QA done by HR” column.

12.0 HR PROCESSING – THE DIGITAL EVALUATION SEARCH FEATURE

Human Resources staff will access the Digital Evaluation Search Feature to search for employees in the EASY Workbench. This feature is available in the SAP ERP GUI. The transaction code is: ZEASYWB.

EASY Work Bench For All Easy Reports

Evaluation Work Bench Tool

Employee Evaluation




Evaluation REPORTS Work Bench

Please Click Any Button Below To Display Corresponding Report

Appraisal Workbench	Evaluation Form Status Report Displays Employee Name, Due Date, ETC
Report Own Data	Report Displays Evaluation Data For Your Department Only Data Whether Evaluation Items Are Completed
Report Campus Wide	Report Displays EASY Details For All Campus Wide
Summary Report	Report Displays Summary For All Evaluation Items In Your Dept. Shows How Many Items Where On Time ETC
Detail Report	Report Displays Details Of All Evaluation Items In Your Dept. With Employee Name And If It Was Done On Time
Detail All Report	Report Displays Details For Campus/Dept. You Have Selected
HR Report	Report Displays Evaluation By Manager ID Selected. Used By HR For Acknowledgement


Find

Search For Evaluation Document

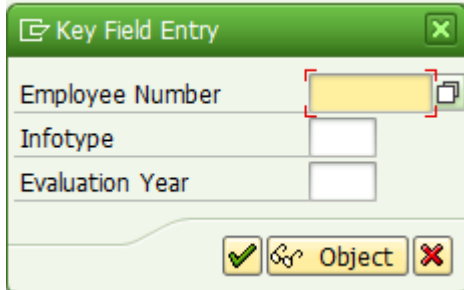
Click on Evaluation Document Finder to launch the search tool.

ArchiveLink Document Finder

Document Area



Click on the start search button. A Key Field Entry screen will appear. Enter the employee number and then execute.



Key Field Entry

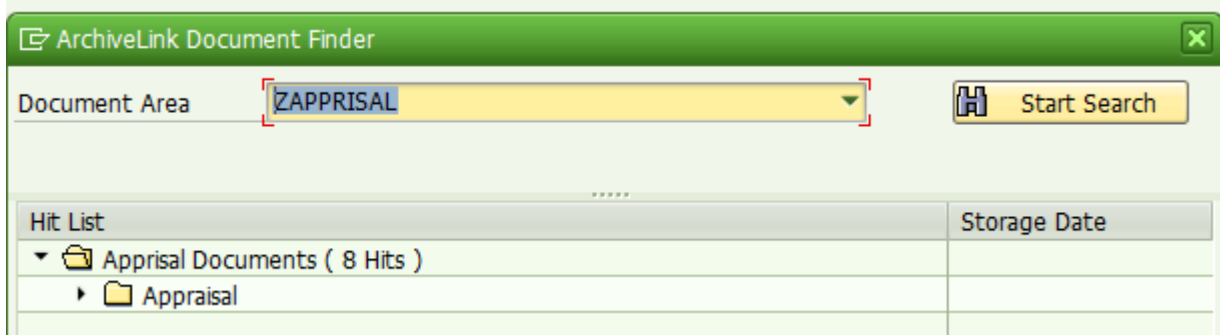
Employee Number

Infotype

Evaluation Year

Object

A hit list will appear which indicates how many documents have been attached.

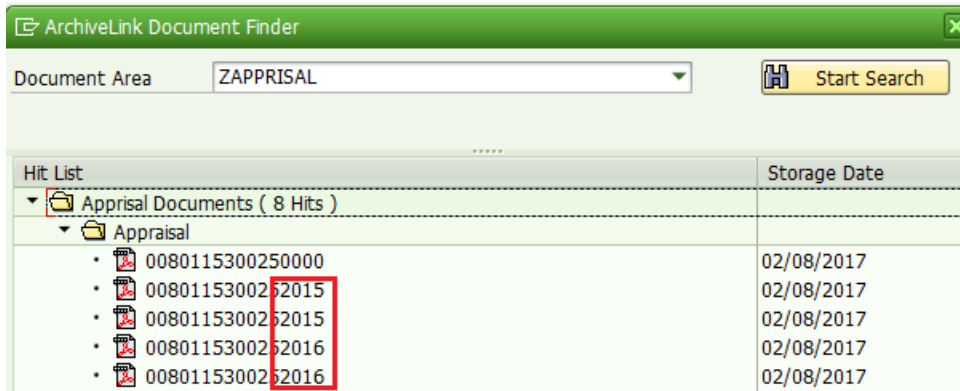


ArchiveLink Document Finder

Document Area

Hit List	Storage Date
▼ Appraisal Documents (8 Hits)	
▶ Appraisal	

Click on the Appraisal folder and a listing of appraisals will be displayed. The last four digits in the numeric sequence indicates year.



ArchiveLink Document Finder

Document Area

Hit List	Storage Date
▼ Appraisal Documents (8 Hits)	
▶ Appraisal	
• 0080115300250000	02/08/2017
• 0080115300252015	02/08/2017
• 0080115300252015	02/08/2017
• 0080115300252016	02/08/2017
• 0080115300252016	02/08/2017

Double click on one of the lines to open the document.

13.0HR REPORTS

Human Resources staff will access the EASY District-wide reports using the SAP ERP GUI. The transaction code is: ZEASYSUMMARY.

Transaction Code: **ZEASYSUMMARY** - easy summary report

This transaction code is used to check how many evaluations have been completed by each college on-time or past-due. Enter data into one or more of the boxes to restrict the number of colleges which appear. The selection screen and the output for this report looks as follows:

The screenshot shows the SAP GUI interface for the 'Evaluation Alert System Summary Report'. The 'Favorites' menu is open, showing 'ZEASYSUMMARY - easy summary report' selected. The report title is 'Evaluation Alert System Summary Report'. The selection screen includes a 'Year' field set to '2017', a 'Report by Campus' checkbox checked, and 'Aging Report' and 'Past 365 Days' checkboxes unchecked.

Campus	On Time	Past Due 1-30 days	Past Due 31-90 days	Past Due 91 plus	On Time %	Past Due 1-30 days %	Past Due 31-90 days %	Past Due 91 plus %	Total
City	21	15	11	16	33.33	23.81	17.46	25.40	63
District Office	5	5	2	4	31.25	31.25	12.50	25.00	16
East	5	6	3	8	22.73	27.27	13.64	36.36	22
Harbor	17	6	1	8	53.13	18.75	3.13	25.00	32
ITV	0	0	0	1	0.00	0.00	0.00	100.00	1
Mission	7	7	5	8	25.93	25.93	18.52	29.63	27
Pierce	15	11	7	20	28.30	20.75	13.21	37.74	53
Southwest	9	5	14	12	22.50	12.50	35.00	30.00	40
Trade Technical	15	7	4	5	48.39	22.58	12.90	16.13	31
Valley	57	49	33	13	37.50	32.24	21.71	8.55	152
West	12	11	11	14	25.00	22.92	22.92	29.17	48

14.0 FREQUENTLY ASKED QUESTIONS (FAQ'S)

1. **Why doesn't EASY send me a reminder every week?** The Human Resources Division determined that 60/30 days before and 14/28 days after was the best reminder schedule.
2. **How can I see which evaluations are due for my department?** You can review which evaluations are due anytime by going to the Portal → Manager Services → Evaluation Alert System
3. **Can someone else upload documents besides the manager?** Each manager can assign a departmental delegate to upload the evaluation documents. The access will be controlled by the organizational unit.
4. **Which reports are available to me?** EASY reports vary based upon your role. You can tell which reports are available to you by looking at the menu under Appraisal Workbench in the Portal. Not all reports are available to everyone.
5. **Can I delete an evaluation form?** Yes. Prior to HR review, you can click on the 'delete' icon to remove an evaluation form. The 'view' icon will change depending upon how many attachments remain after you remove the first document. If no documents remain attached, the 'view' field will be blank.
6. **What happens when the organization structure is changed? Am I still responsible for completing the evaluation form for the employee?** If the evaluation was due under your management, you are still responsible for completing the evaluation form. If the previous manager no longer works for LACCD, the new manager will complete the due evaluation form.
7. **Is there someone on the campus who can obtain completion rates for each department?** Each College will have one HR Representative who can pull reports which list completion rates by department.
8. **Is there someone I can speak with if I have a question?** Yes, if you have a question about the workflow, contact your campus SPOC. If you have any other questions, send an email to: SAP HR DO HELP.

