Instructions for Performance Rating Maintainer:
Maintain HR Master Data (PA30)
Entering Performance Ratings in Beacon SAP

To enter employee performance ratings in Beacon SAP, the Performance Rating Maintainer will need to use transaction code PA30 for the following infotype/subtype:

<table>
<thead>
<tr>
<th>Infotype</th>
<th>Subtype</th>
</tr>
</thead>
<tbody>
<tr>
<td>0024 – Qualifications</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Also, please note that there are two sets of instructions:

(A) Instructions for entering performance ratings in SAP for employees that were hired BEFORE April 23, 2011.
(B) Instructions for entering performance ratings in SAP for employees who were hired AFTER April 23, 2011.

Note: If you enter the same rating/status code for Cycle 24 that was entered in the previous year(s), once you save your entry, the Cycle 24 row (07/01/2011 to 06/30/2012) will collapse and combine with the timeframe of the previous year(s). For example, if an employee received a “Very Good” for Cycle 23 (07/01/2010 to 06/30/2011) and then receives a “Very Good” for Cycle 24 (07/01/2011 to 06/30/2012), upon clicking Save, the direct entry screen will display that the employee received a “Very Good” for 07/01/2010 to 06/30/2012. Therefore, it is important to review the “Start” and “End” cycle dates to determine rating codes for performance cycles as it may reflect ratings for multiple years.

(A) Instructions for Entering Performance Ratings in SAP for Employees Hired BEFORE April 23, 2012

Employees that were in Beacon SAP at the time Cycle 24 opened for direct entry (April 23, 2012), will have a performance rating entry line that contains “Rating Not Entered” and the performance cycle period of 07/01/2011 to 06/30/2012 will be displayed on the direct entry screen. Please follow the below instructions for direct entry:

1. Go to https://mybeacon.nc.gov and log into the BEACON portal using your NCID log-on ID and password.
2. Click on the “SAP GUI” tab to launch SAP.
3. Type “PA30” in the command field of the SAP Easy Access Window and press Enter to go to the “Maintain HR Master Data” screen.
Maintain HR Master Data Screen (PA30):

4. Enter the employee’s personnel number or use the matchcode to find the employee.

5. In the “Direct Selection” area next to “Infotype,” enter “0024” (for Qualifications infotype).

   Note: The subtype field should be left blank.

4. Press Enter to ensure you are viewing the correct employee and the Qualifications Infotype will display.

5. Click the Create icon.

Person – Change Profile Screen:

6. On the Change Profile screen, you will see “Rating Not Entered” in the “Proficiency” column next to Cycle 24 (07/01/2011 to 06/30/2012) (Note: If the “Qualifications” tab is blank, please refer to instructions B). Click on “Ratings Not Entered” and the matchcode will appear.

- Click on the matchcode next to “Rating Not Entered.”

- Click on the matchcode and the following pop-up will appear:
7. Once the above **Summary Ratings Scale pop-up** appears, select the appropriate rating or status from the list and then click ✔️. *(Note: If this does not work, try to DOUBLE click on the appropriate rating code).* The Summary Ratings Scale pop-up disappears and the rating code should now be displayed in the "Proficiency" column, automatically replacing the "Rating Not Entered" that was previously displayed in that field. *(See below example).*

<table>
<thead>
<tr>
<th>Proficiency</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>VERY GOOD</td>
<td>07/01/2010</td>
<td>06/30/2011</td>
</tr>
<tr>
<td>VERY GOOD</td>
<td>01/2011</td>
<td>06/30/2011</td>
</tr>
</tbody>
</table>

8. If you need to enter Comments *(for LWOP Status, Evaluation Not Done, or Final Disciplinary Procedure)*, select the "Note" ☐ icon *(see below).*

Select the "Note" icon to add comments.

The "Notes Change" pop-up appears. Enter your comments in the text field then click ✉️ Save. To return back to the "Change Profile" screen, click on the ⬅️ Back arrow.


10. Click ✉️ Save.

**NOTE:** If you get the below error message that states, "You do not have authorization to do this," please contact Best Shared Services.

11. To return to the Maintain HR Master Data screen, click the ⬅️ Back arrow on the toolbar.

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(B) Instructions for Entering Performance Ratings in SAP for
Employees Hired AFTER April 23, 2012

For employees that were NOT in Beacon SAP at the time Cycle 24 opened for direct entry
(approximately April 23rd), additional steps are necessary in order to enter a performance status code.
Specifically, the “Qualification” tab on the “Change Profile” screen may be blank (i.e. no performance
cycle dates, no rating code, etc.). If the “Qualification” information does not appear on the “Change
Profile” screen, please follow the below steps:

Person – Change Profile Screen:

1. Click the [Create icon].

![SAP Change Profile Screen]

Note: The screen shows the field for entering qualifications, but it is empty.

[Diagram of SAP Change Profile Screen]

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2. The following “Qualification” pop-up will appear. Click Continue.

3. When the next “Qualification” pop-up appears, click to select “Performance Mgmt Summary Ratings” and then click Continue.

4. When you return back to the “Change Profile” screen, click in the “Proficiency” column to select the matchcode.
5. Once you click on the match code, the following pop-up will appear:

<table>
<thead>
<tr>
<th>ID</th>
<th>Proficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>UNSATISFACTORY</td>
</tr>
<tr>
<td>0002</td>
<td>BELOW GOOD</td>
</tr>
<tr>
<td>0003</td>
<td>GOOD</td>
</tr>
<tr>
<td>0004</td>
<td>VERY GOOD</td>
</tr>
<tr>
<td>0005</td>
<td>OUTSTANDING</td>
</tr>
<tr>
<td>0006</td>
<td>INSUFFICIENT TIME TO EVALUATE</td>
</tr>
<tr>
<td>0007</td>
<td>LWF STATUS</td>
</tr>
<tr>
<td>0008</td>
<td>EVALUATION NOT DONE</td>
</tr>
<tr>
<td>0009</td>
<td>W - FINAL DISCIPLINARY PROCEDURE</td>
</tr>
<tr>
<td>0010</td>
<td>RATING NOT ENTERED</td>
</tr>
</tbody>
</table>

6. Once the above Summary Ratings Scale pop-up appears, select the appropriate rating or status from the list and then click ✓. (Note: If this does not work, try to DOUBLE click on the appropriate rating code).

**Note:** Remember that New Hires & Reinstatements that have not completed a 12-month performance cycle must be coded “Insufficient Time to Evaluate.”

The Summary Ratings Scale pop-up disappears and the rating code should now be displayed in the “Proficiency” column. (See below example).

7. The Start and End dates need to be changed to reflect the Cycle 24 timeframe. To update the “Start Date,” click in the “Start Date” field and change the value to “07/01/2011.” To update the “End Date,” click in the “End Date” field and change the value to “06/30/2012.”

**Note:** Please be sure to ONLY enter the Cycle 24 timeframe of 07/01/2011 to 06/30/2012 in the “Start” and “End” date fields. If you enter an incorrect date, something different than 07/01/2011 to 06/30/2012, and then click ✉️ Save, you will NOT be able to correct these dates. To correct the cycle dates, you will need to contact BEST Shared Services.

8. If you need to enter Comments, select the “Note” icon and enter your comments then click ✉️ Save. To return back to the “Change Profile” screen, click on the Back arrow.


10. Click ✉️ Save.

11. To return to the Maintain HR Master Data screen, click the Back arrow on the toolbar.
Viewing Performance Ratings in SAP

1. Go to https://mybeacon.nc.gov and log into the BEACON portal using your NCID log-on ID and password.

2. Click on the “SAP GUI” tab to launch SAP.

3. Type “PA20” in the command field of the SAP Easy Access Window and press Enter to go to the “Display HR Master Data” screen.

   ![SAP Easy Access](image)

**Display HR Master Data Screen (PA20):**

4. Enter the employee’s personnel number or use the matchcode to find the employee.

5. In the “Direct Selection” area next to “Infotype,” enter “0024” (for Qualifications infotype).

   *Note: The subtype field should be left blank.*

   ![Direct selection](image)

6. Press Enter to ensure you are viewing the correct employee and the Qualifications Infotype will display.

7. Click the Display icon to take you to the “Person – Display Profile” screen.
Remember to check the “Start” and “End” date field to find an employee’s performance rating for a particular cycle. Be sure to check these dates carefully since the dates may span more than one performance cycle.

In the above example, this employee received a “Very Good” rating for the 07/01/2008 to 06/30/2009 (Cycle 21) performance cycle. This employee also received a “Very Good” rating for the 07/01/2009 to 06/30/2010 (Cycle 22) performance cycle. Therefore, when the Cycle 22 “Very Good” rating was entered and “Saved,” since the performance rating code was the same for both years, those cycle dates collapsed and combined to 07/01/2008 to 06/30/2010.
Correcting/Changing Performance Ratings in SAP

Please be advised that you will be able to make corrections and/or changes to a Cycle 24 rating/status code **IF and ONLY IF** the Cycle 24 rating/status code that was entered incorrectly was **NOT** the same rating/status code that was entered the previous cycle(s). Remember, when the same rating/status code is entered as the previous year, upon saving the entry, the rows merge and the cycle timeframes combine to reflect the same rating/status code for multiple performance cycles. If the cycle timeframes combined and reflect multiple cycles, you will have to contact BEST Shared Services to make any corrections for Cycle 24.

If the Cycle 24 timeframe did NOT combine with previous cycles (i.e. “Start” and “End” date is 07/01/2011 to 06/30/2012), you will be able to correct the Cycle 24 entry. Please follow the below instructions:

1. Go to [https://mybeacon.nc.gov](https://mybeacon.nc.gov) and log into the BEACON portal using your NCID log-on ID and password.

2. Click on the “SAP GUI” tab to launch SAP.

3. Type “PA30” in the command field of the SAP Easy Access Window and press Enter to go to the “Maintain HR Master Data” screen.

4. Enter the employee’s personnel number or use the matchcode to find the employee.

5. In the “Direct Selection” area next to “Infotype,” enter “0024” (for Qualifications infotype).

   *Note: The subtype field should be left blank.*

6. Press Enter to ensure you are viewing the correct employee and the Qualifications Infotype will display.

7. Click the Change icon to take you to the “Person – Display Profile” screen.
Person – Change Profile Screen:

8. On the Change Profile screen, you will see the incorrect rating/status code next to Cycle 24 (07/01/2011 to 06/30/2012). In the “Proficiency” column, click on the matchcode.

The following pop-up will appear:

7. Once the above Summary Ratings Scale pop-up appears, select the CORRECT rating or status code from the list and then click . (Note: If this does not work, try to DOUBLE click on the appropriate rating code). The Summary Ratings Scale pop-up disappears and the NEW rating code should now be displayed in the “Proficiency” column.

Since a correction/change is being made, please select the “Note” icon and make an appropriate explanation for the change (i.e. direct entry error, etc.). Be sure to Save your comments. To return back to the “Change Profile” screen, click on the Back arrow.


10. Click Save.