

Employment Action Bonus/Supplements

Overview

This document reviews the steps on how to submit and approve an Employment Action for Bonus/Supplements through the OPEN tab on the SAP Portal. The objective is for the user to access the Employee Request tile, navigate the Dashboard, initiate or approve an Employment Action.

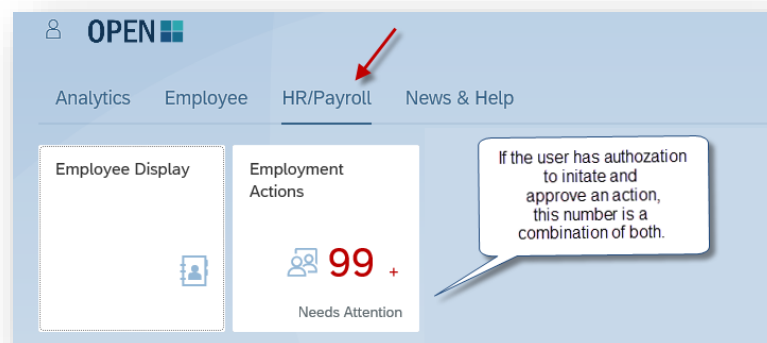
Questions about Employment Actions can be answered on the HR Shared Services website <https://ssc.jhmi.edu> or by calling HRSS directly at 443-997-5828.

Accessing the Employment Action

Log into SAP and click on the “Open” icon



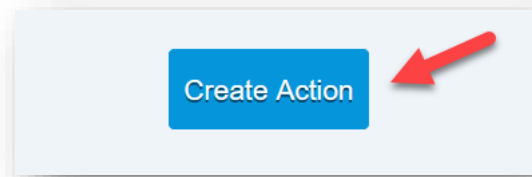
Click on the HR/Payroll Tab, then click on the Employment Actions tile to open the Dashboard



Submitting a Bonus/Supplement Action

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- To start an action, click the “Create New Action” icon located on the left corner of the page



- In the “Employee” field type the name or pernr of the employee. A drop down appears with results. To select the employee, click on their name.




Employee Changes

Employee

NAME	PERNR	POSITION	DEPARTMENT
Joanne [REDACTED]	187757	NUREDU-CS	[REDACTED]
Joanne [REDACTED]	187523	TCHCRTMED-CS	[REDACTED]
Joaquin [REDACTED]	187583	REP-ADM-SUP	[REDACTED]
Joachim [REDACTED]	187583	PHYS-CS	[REDACTED]
Joanna [REDACTED]	187586	ADMASSTS-ADM	[REDACTED]
Joanne [REDACTED]	188236	COORADSU-ADM	[REDACTED]
Joanna [REDACTED]	188337	NURPC-CS	[REDACTED]
Joan [REDACTED]	188338	NUR-CS	[REDACTED]

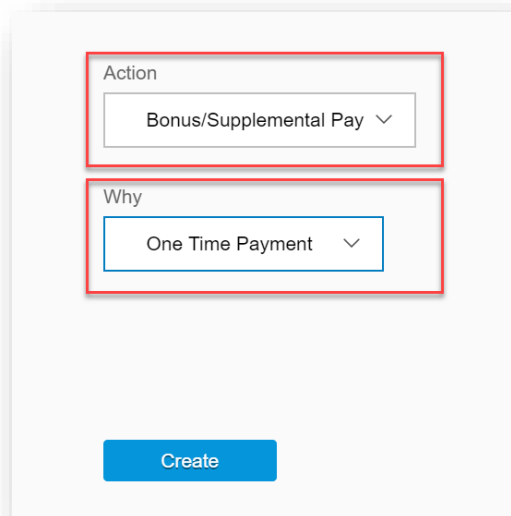
- An information box at the top of the screen provides information about the employee

Employee Changes

Name	PERNR	Position	Org Unit	Pay	Status	Current Requests
 Tester, Joan 	999999	Coordinator-CS-Service	Nutrition Services	Bi-Weekly, Non-Exempt	Active	0 

- Use the drop downs to select the appropriate “Action” and “Why”. Click on the “Create” button to move forward to the next screen. Action types are Bonus/Supplemental Pay or University Adjustment. The “Why” dropdown will populate based on which “Action” type was selected.
 - Bonus/Supplemental Pay populates Onetime Payment, Recurring Payment and Other FLSA Payments
 - University Pay Adjustment populates Overtime and Reduction in Pay

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Action

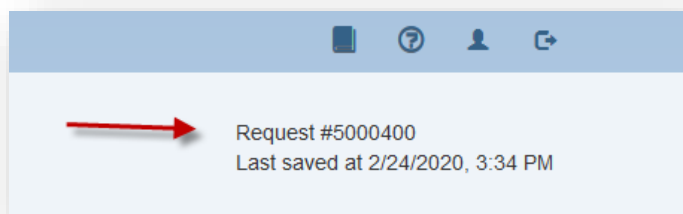
Bonus/Supplemental Pay ▾

Why

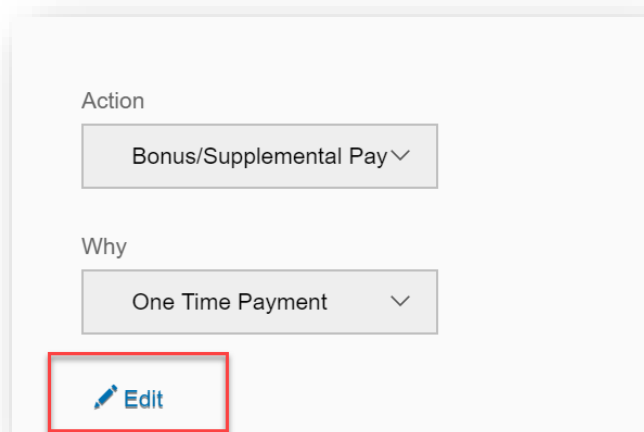
One Time Payment ▾

Create

5. The next screen produces the request number. Continue following the steps below until you get a confirmation the action has been submitted.
 - a. Located at the top right corner of the screen for reference



6. The “Edit” icon can be used to update the “Why”. If the Action needs to be changed use the back arrow button on the right hand corner of the screen



Action

Bonus/Supplemental Pay ▾

Why

One Time Payment ▾

Edit

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7. Orange Message boxes display reminders or items that may need additional attention
8. Fill out the Payment Details
 - a. Select the “Wage Type” from the drop down. Enter the “Begin/Effective Date”, “End Date” (if required) and “Amount”. The “Cost Object Type”, “Cost Object”, “Cost Object Desc”, “Fund” and “Fund Desc” will automatically populate with the Cost Information associated with the employee. Use the dropdowns or enter data into the fields to change this information. If employee’s Cost Information is missing or no longer valid the fields will be blank and will need to be manually filled out

Payment Details

Wage Type	Begin / Effective Date	End Date	Amount	Cost Object Type	Cost Object	Cost Object Desc	Fund	Fund Desc	Add Info
Incentive Bonus (3C \downarrow)	8/1/2020 📅	Not Required	220.00	Internal Or \downarrow	80002973	DEVELOPM 📄	13170000	DESIGNATED	🗑
<div style="display: flex; align-items: center;"> + Add another payment </div>			Total: \$220.00						

9. To add another payment click on the “blue plus icon” and another row will appear.
10. Two documents can be attached in the format of jpg/jpeg, png, msg, doc/docx, or pdf.
11. Enter comments for your approver in the Workflow tab.

Workflow
Change History

Role	Name	Date	Comments	Status
Initiator	Jane Doe		📄	

12. Click the blue “Submit” button to forward the action to the next stage of approval(s)

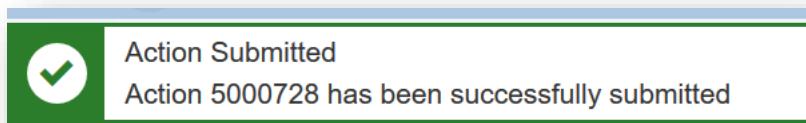
Submit

Save as Draft and Exit

Delete

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13. Once the action has been submitted a pop up will appear at the top of the screen.
 - a. Green Message “Action 12345678” has been successfully submitted”, means the action is moving to the next stage in the process for approvals
 - b. Green Message “Action 12345678” has been successfully posted to SAP”, the action was successfully submitted by the last approver and has been entered into SAP
 - c. Orange Warning “Action 123345678” will automatically be completed after payroll has been finalized”, the action has been successfully submitted by the last approver and will be entered into SAP once payroll has finalized



Approving an Employment Action

Once an Employment Action has been successfully submitted it flows through the appropriate approval(s) based on structural authorization. Approvers can approve, reject, edit or delete an action. Depending on established workflow for your area, there may be one or two approvers required for your action. Actions are loaded directly into SAP after an action has been successfully approved by the required approvals

1. The “Approvals” tab presents action(s) that have been submitted and are awaiting approval. The circle next to the tab indicates the number of actions that need attention. If the circle is grey with a “0” it means no action(s) are pending. Users who have authorization to approve and initiate have both the “Employee Changes” and “Approvals” tab.
2. Click on a row to select and open an action

Employee Changes 0		Approvals 2						
Name	Action #	Position	Change Type	Submitted	Effective	Status	Current Owner	
Hopkins, Johns (123456)	5000428	RN II	Termination	3/3/2020	2/23/2020	Reserved by Hannah Janney	Hannah Janney	
Tester, Joan (999999)	5000400	Food Svc Wkr I - Retail	Bonus/Supplemental Pay	3/5/2020	2/19/2020	Ready	Department Approval	

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3. An information box at the top of the screen provides the below information about the employee
 - a. Name, PERNR, Position and Org Unit
 - b. Pay: The pay cycle and exemption status
 - c. Status: Displays the employee's current status of Active or Withdrawn in SAP
 - d. Current Request: Displays the user who currently working the action. It also displays any action(s) for this employee that have already submitted or completed
 1. Does not show ISRs created or completed in SAP

Pending Change Requests						
TESTER JOAN						
Type	Action #	Submitted Date	Effective Date	Status	Current Owner	
Bonus/ Supplemental Pay	5000400	3/5/2020	2/19/2020	In Progress	Department Approval	


4. The "Edit" icon is disabled for making changes to the "Action type" and "Why". *If a change needs to be made reject the action back to the initiator or delete the action*

Action

Bonus/Supplemental Pay

Why


One Time Payment

 Edit

Error

"Edit" is not allowed for Bonus Action for Approver Role.

5. Changes can be made to the payment details including adding another payment.

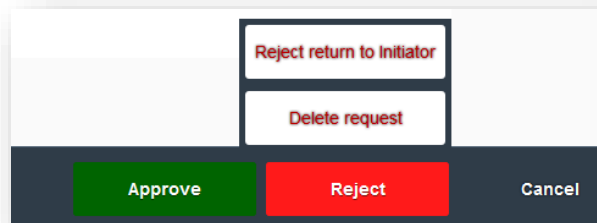
Payment Details									
Wage Type	Begin / Effective Date	End Date	Amount	Cost Object Type	Cost Object	Cost Object Desc	Fund	Fund Desc	Addl Info
Incentive Bonus (3K)	8/1/2020	Not Required	220.00	Internal Or	80002973	DEVELOPM	13170000	DESIGNATED	
			Total:	\$220.00					
Please Select									
Bonus - Gross-up-Reg Rate (3G76)									
Bonus - Gross-up-Sup Rate (3G77)									
Expense Reimb-Taxable (3117)									
Foreign Sourced Income (3020)									
Honorarium (3025)									
Incentive Bonus (3026)									
Lump Sum Fellowship Pymt (3018)									
MoveAllow GrossUpSupRate (3G78)									
MovingAllowance Taxable (3035)									

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6. Orange Message boxes display reminders or items that may need additional attention
7. View attachments from the initiator by hovering over the document. A pop up will appear with instructions on how to open the file
8. The Workflow indicates the status and comments entered by the initiator, approvers or HR Shared Services. Comments can be entered in the open field box
9. Change History is a record of changes made throughout the workflow process
 - a. There will be no change history recorded until the initiator hits the submit button

Workflow		Change History		
Role	Name	Date	Change	
Initiator	Jane Doe	3/3/2020	Document 1.docx uploaded to request	
Initiator	Jane Doe	3/3/2020	Document 2.docx uploaded to request	

10. Once the form is ready for approval click on the green “Approve” button. The action will forward to the next approval stage or be entered in SAP
11. The red “Reject” button
 - a. Clicking on “Reject return to Initiator” returns the action back to initiator
 - i. Enterprise approvers have the option to reject back to the initiator or approver
 - b. Clicking on “Delete Request” will delete the action
 - i. The initiator will see the status deleted status on their dashboard. After an action is deleted no other steps can be taken. The initiator must submit a new action for the employee



12. Clicking the “Cancel” button returns the user to the Dashboard
13. Once the action is approved a pop up box appears at the top of the screen with information regarding the action