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Subject: Employment Actions Announcement



Dear Colleagues,

After much anticipation, we are eager to announce a new enhancement for the Employment Actions (EA) application!

Effective October 13, 2023, EA users now have the ability to **submit more than one Bonus / Supplemental Payment at the same time**. This means you will no longer be restricted from Initiating and Approving multiple Bonus / Supplemental Payments at once. We heard your request and are hopeful this improved user experience will make your work a lot easier.

Employment Actions is located within SAP Open and is replacing the exiting ISR process. Employment Actions offers a self-service approach to managing HR lifecycle actions for employees.

HR Shared Services values your input and is ready to assist when needed. Please send any EA support related questions or comments to HRSharedServices@jh.edu or visit [Employment Action Application \(sharepoint.com\)](https://sharepoint.com).

Feel free to share this communication with your colleagues and departments.

Warm Regards,

HR / Payroll Shared Services

Providing HR Data support to Johns Hopkins University and Johns Hopkins Health System entities since 2007