Employment Action
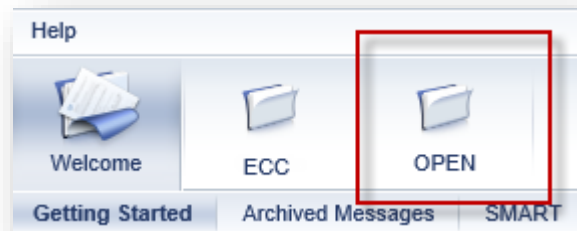## Leave of Absence/Return from Leave of Absence

Overview

This document reviews the steps on how to submit and approve an Employment Action for Leave of Absence and Return form Leave of Absence. 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.
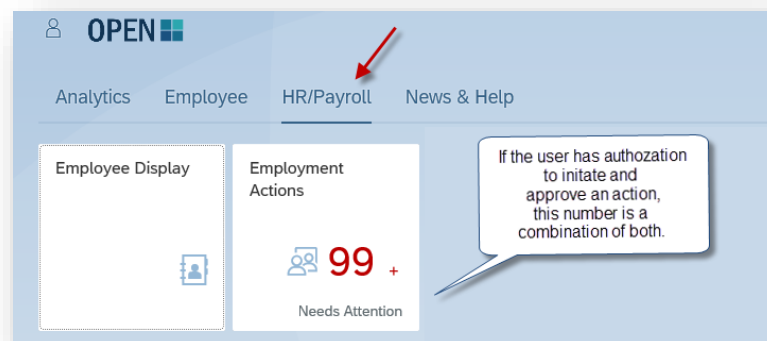
Accessing the Employment Action

Log into SAP and click on the "Open" icon

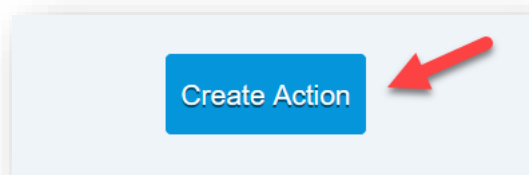Click on the HR/Payroll Tab, then click on the Employment Actions tile to open the Dashboard

Employment Action
Leave of Absence/Return from Leave of Absence
Submitting a LOA/Return from LOA Action

1. To start an action, click the "New Action" icon located on the left corner of the page

2. 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.

3. An information box at the top of the screen provides information about the employee
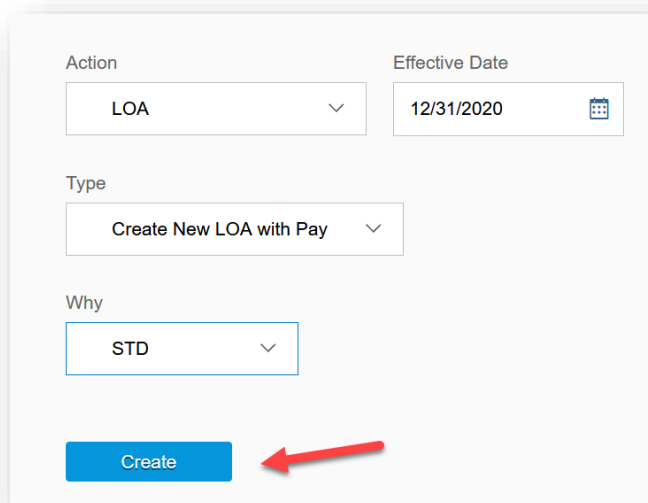
Employment Action
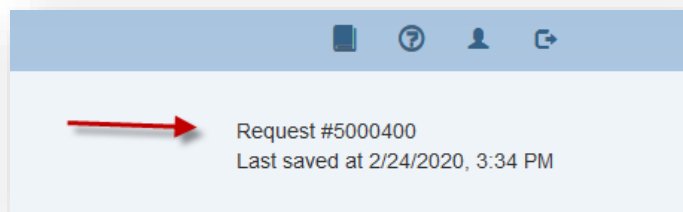## Leave of Absence/Return from Leave of Absence

4. Use the drop downs to select the appropriate "Action", Type" and "Why". Enter effective date and hit the "Create" button to move forward to the next screen.
    a. The "Types" Are
        1. Create New LOA with Pay
        2. Create New LOA without Pay
        3. Extend LOA
            1. This is used only to extend the current expected return date of the employee. To change a LOA effective date, reason code or for JHU percentage please submit a new LOA Action.
        4. Return from LOA
    b. The "Why" is the reason an employee is going on LOA

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

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

7. Orange Message boxes display reminders or items that may need additional attention. These reminders also include the "Most recent LOA Action" if applicable.

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8. Enter the Expected Return Date and Percent. Percent is only filled out for salaried employees.

9. Two documents can be attached in the format of jpg/jpeg, png, msg, doc/docx, or pdf.
10. Enter comments for your approver in the Workflow tab.

11. Click the blue "Submit" button to forward the action to the next stage of approval(s)

12. 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

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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

Name	Action #	Position	Change Type	Submitted	▼Effective	Status	Current Owner
Tester, Joan (999999)	5001514	Sr. HR Coordinator	LOA	11/21/2020	11/28/2020	Ready	Approver
Tester, Bob (999998)	5001373	Administrative Coordinator	University Pay Adjustment	11/11/2020	11/8/2020	Ready	Approver
Tester, Greg (999997)	5001354	Sr. Programmer Analyst	Bonus/Supplemental Pay	11/6/2020	11/30/2020	Ready	Approver

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. Recent Actions: 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**

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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*

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

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
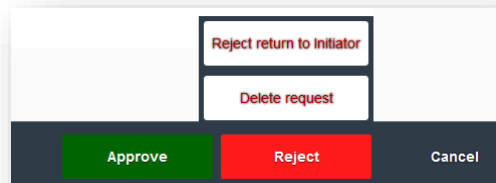
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9. Change History is a record of changes made throughout the workflow process
    a. There will be no change history recorded until the initiator hits the submit button

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 an new action for the employee

Reject return to Initiator
Delete request

Approve	Reject	Cancel

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

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Additional Information for Extend and Return LOA Actions

1. For Extend LOA
   a. This action can only be used to extend the current Expected Return Date.

2. Return From LOA
   a. Review Dates, Work Hours, Semi and Hourly rate as well as Labor Distribution can be updated by the initiator or approver