Employment Action

Temporary Inactive/ Return from Temporary Inactive

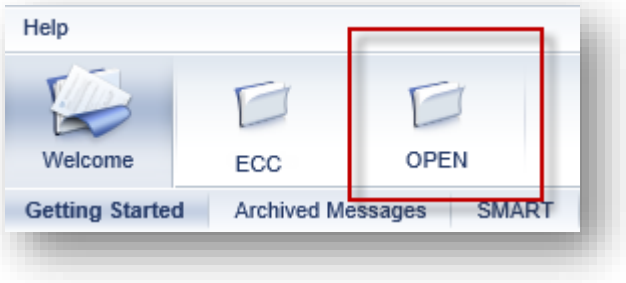
Overview

This document reviews the steps on how to submit and approve an Employment Action for Temp Inactive/Return from Temp 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 and view Reports.

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

1. Log into SAP and click on the "Open" icon



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

Submitting an Action

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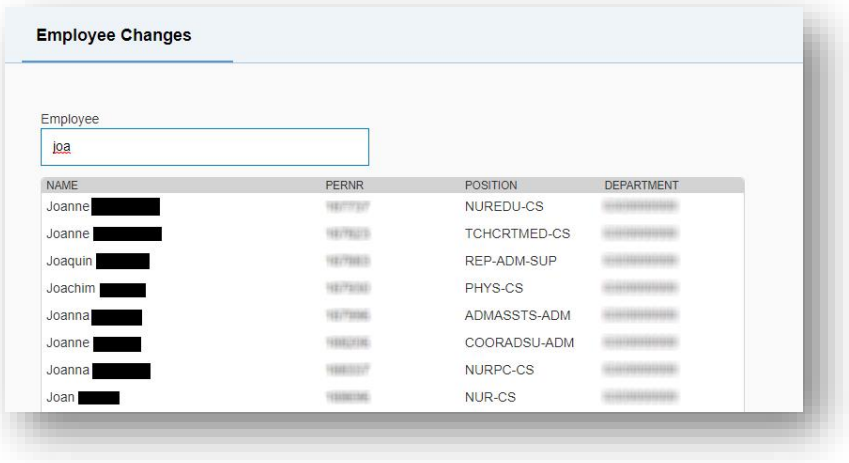
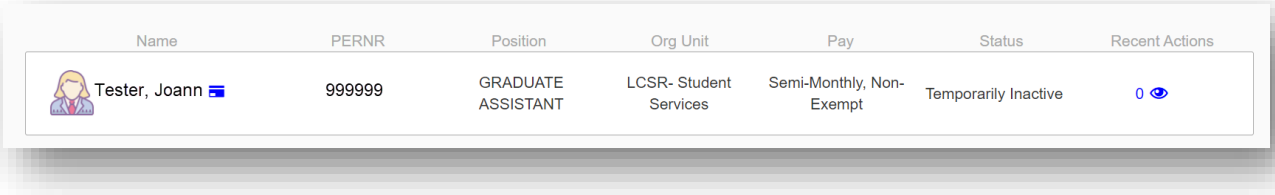
1. To start an action, click the “New Action” icon located on the left corner of the page
2. In the “Employee” field type the name or pernr of the employee. A drop down appears with results, click on the name of the employee.



3. An information box at the top of the screen provides information about the employee



4. In the Available Action drop down select Temporary Inactive and choose the “Why” reason. Enter effective date and hit the “Create” button to move forward to the next screen.
    a. The “Why” drop down choices:
        1. Change the Date of Return
            1. Change the effective date of the most recent Return Temporary Inactive Action on the employees record
        2. Change the Date of Temp Inactive
            1. Shorten or extend effective date of most recent Temporary Inactive Action on the employees record
        3. Return from Temp Inactive
            1. Create a new Return from Temporary Inactive Action

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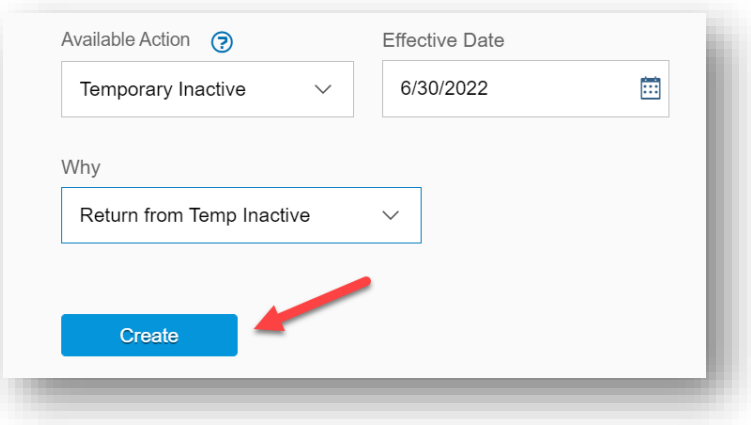
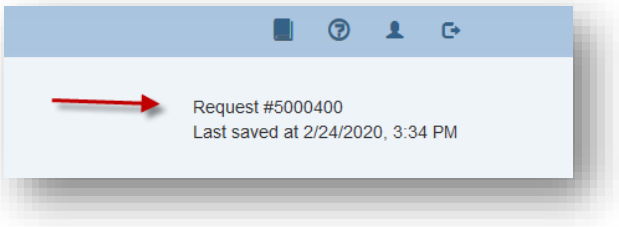
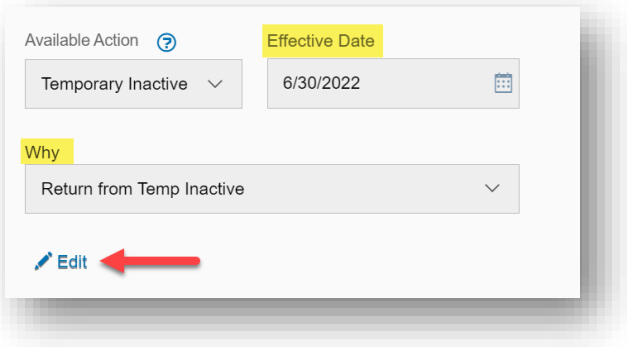


5. The next screen produces the request number (Located at the top right corner or the screen for reference)



6. The “Edit” icon can be used to update the “Why” or “Effective Date”. If the Available 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. The example below lets the user know that the employee will not be paid between 9/27/2021 - 6/29/2022.

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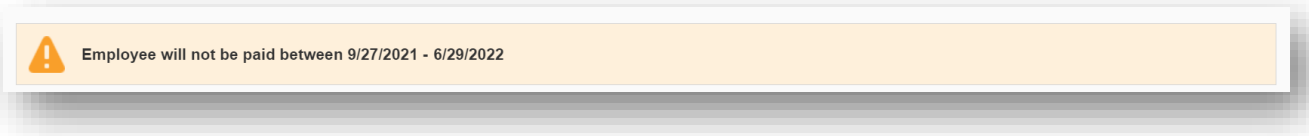
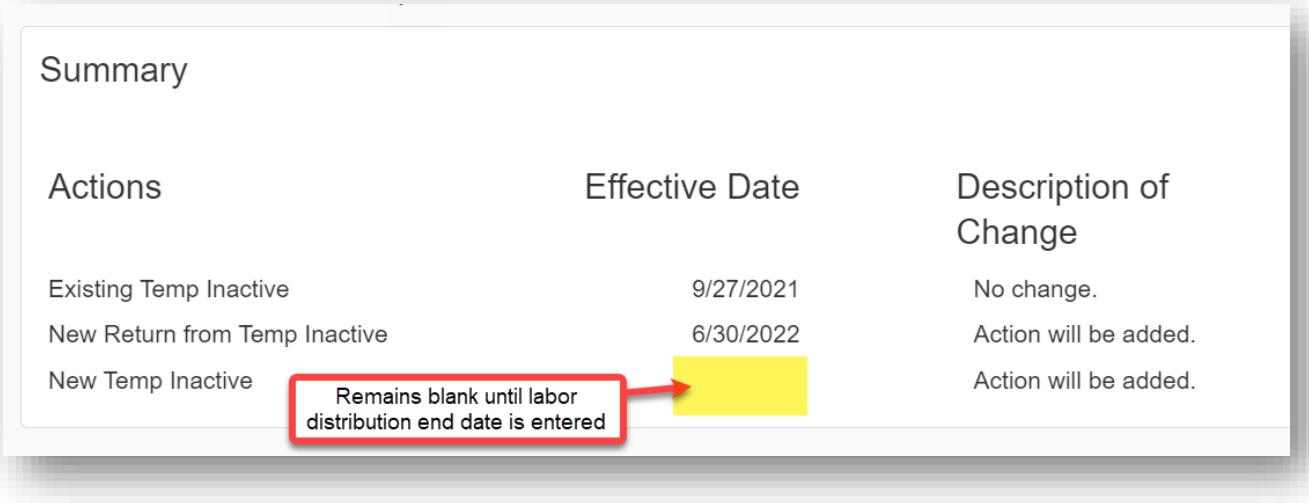
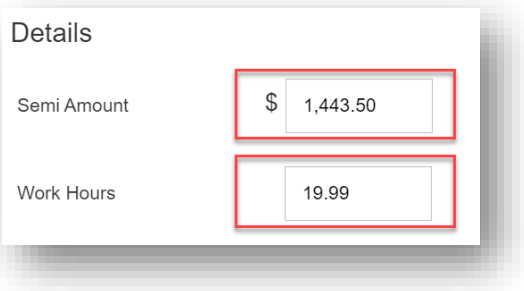


8. The "Summary" displays the types of Actions and their effective dates from the employee's SAP record. The Description of Change column explains what type of updates (if any) are going to be applied to the employee. The effective date for New Temp Inactive is derived from the end date on labor distribution, the Date columns will remain blank until labor distribution is entered.



9. Under Details users can make changes to the semi amount or work hours.



10. Review and fill out the Labor Distribution information. If applicable, click on the "Blue Plus Sign" to add another payment.
    a. **The New Temp Inactive effective date is one day after the end date field on the line(s) of distribution.** If there are multi lines of labor distribution, the furthest end date will be used as the New Temp Inactive date

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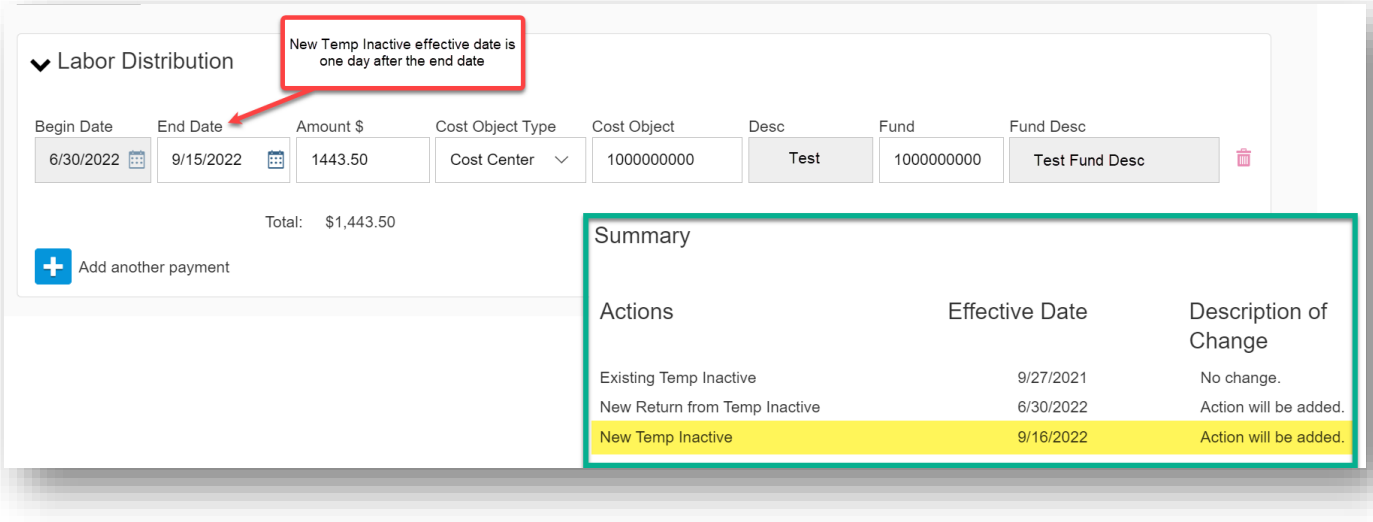
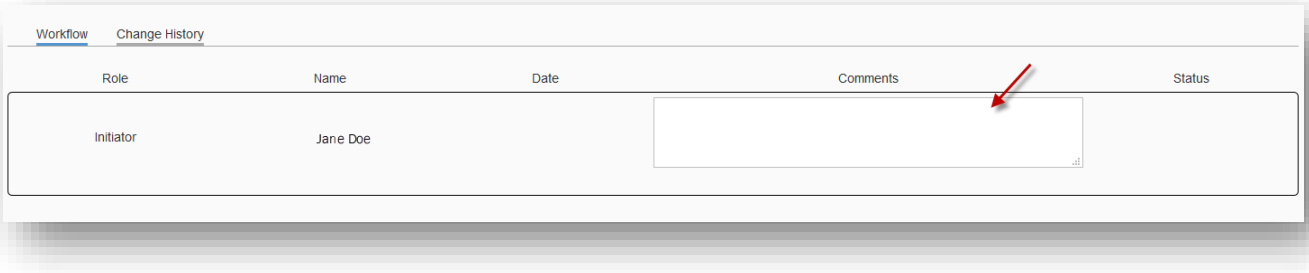
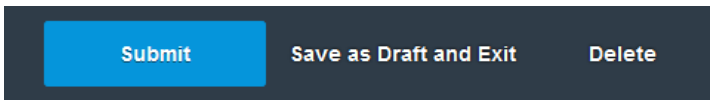


11. Two documents can be attached in the format of jpg/jpeg, png, msg, doc/docx, or pdf.
12. Enter comments for your approver in the Workflow tab.



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



14. 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 12345678” 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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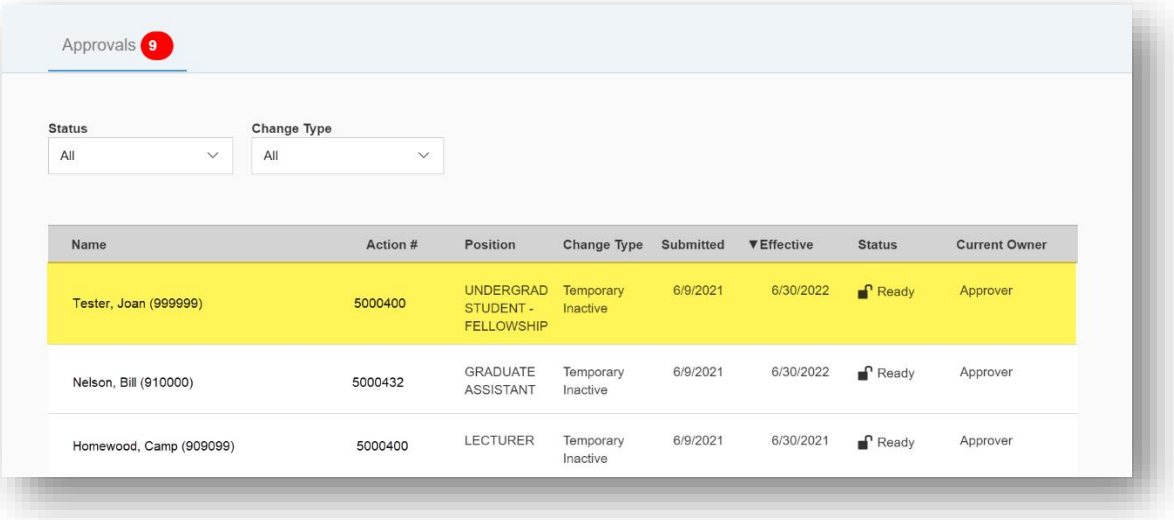
Approving an Employment Action

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



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

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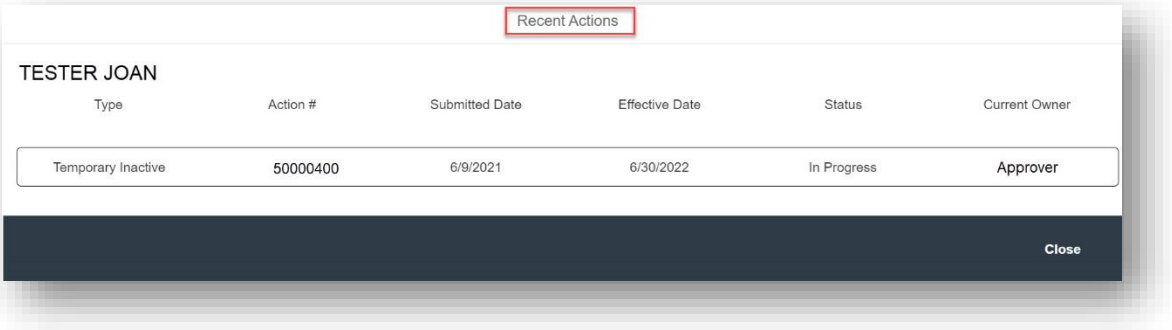
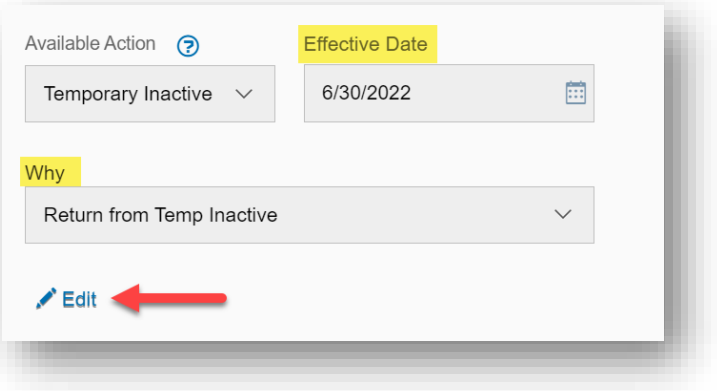
d. Recent Actions: Displays the user who currently working the action. It also displays any action(s) for this employee that have already submitted or completed

   1. **Does not show ISRs created or completed in SAP**



4. The Edit icon can be used to change the "Effective date" or "Why". *If a change needs to be made to "Available Action" reject the action back to the initiator or delete the action*



15. Changes can be made to Work Hours, Semi Amount$ and Labor Distribution by entering new data in the field's payment. For labor distribution, If applicable click on the "Blue Plus Sign" to add another payment.

    a. **The New Temp Inactive effective date is one day after the end date field on the line(s) of distribution.** If there are multi lines of labor distribution, the furthest end date will be used as the New Temp Inactive date

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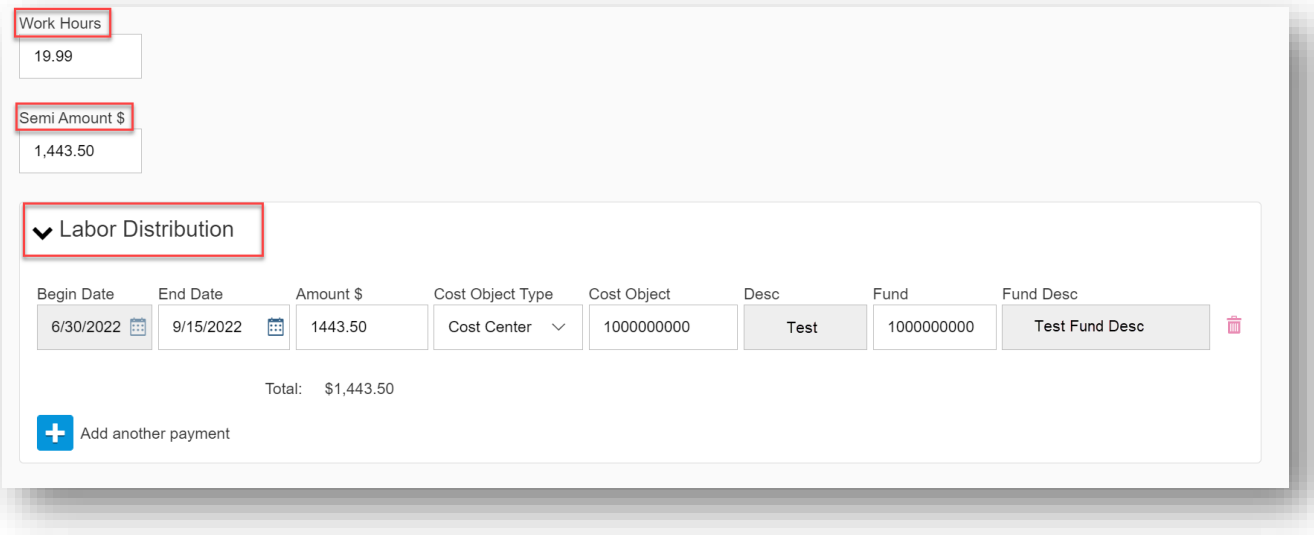
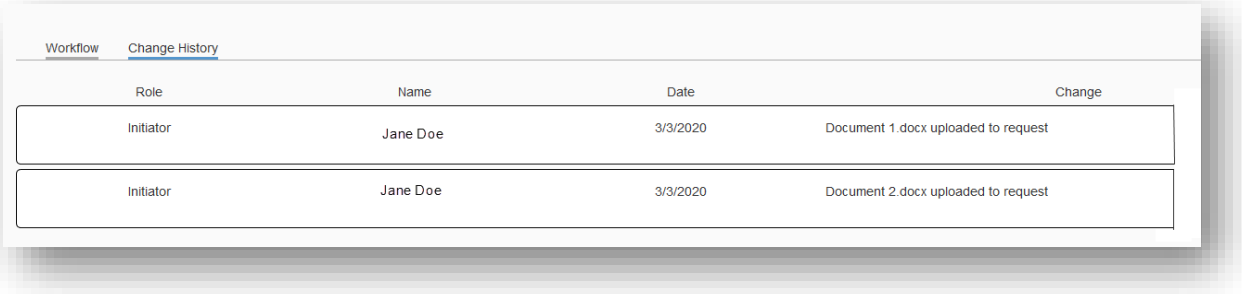


5. Orange Message boxes display reminders or items that may need additional attention
6. View attachments from the initiator by hovering over the document. A pop up will appear with instructions on how to open the file
7. The Workflow indicates the status and comments entered by the initiator, approvers or HR Shared Services. Comments can be entered in the open field box
8. 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



9. 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
10. 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

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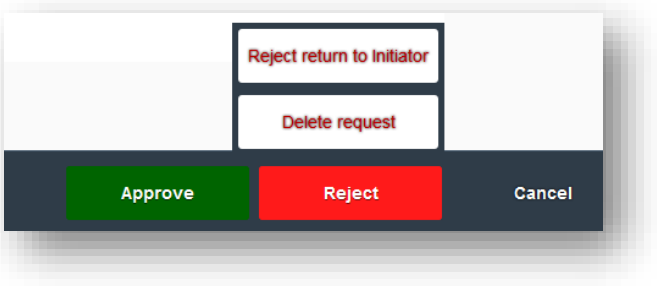

11. Clicking the “Cancel” button returns the user to the Dashboard
12. Once the action is approved a pop up box appears at the top of the screen with information regarding the action