Hello JHU Employment Action Users,

We have seen an increase in questions around how to appropriately submit a "No Break in Service" Temp Inactive request in Employment Actions.

A "No Break In Service" is generally for student employees who have a Temp Inactive on their record and need to continue their pay from the current Temp Inactive date to a future date.

For example

>Student A has a Temp Inactive in SAP effective 07/01/2023
>The department/division wishes to continue the students pay from 07/01/2023 through 07/01/2025 (*yes this is now allowed*! See Student Temp Inactive Guideline update June 2023)
>
>Traditionally a Return from Temp Inactive ISR would be initiated with the effective date of 07/02/2023 and in the comments the initiator would put "No Break In Service".
>>If there was a rate change the initiator could include that in the Return from Temp Inactive ISR.
>>HR Shared Services would then know to effectively move the Temp Inactive from 07/01/2023 to the next budget end date and process the rate change.
>
>NOW IN EMPLOYMENT ACTIONS
>Using the same example above.
>>The Employment Action Initiator would initiate a Temp Inactive EA effective 07/01/2025 using the "Change the Date of Temp Inactive" Reason.
>>>If there is a rate change it can be done at the same time by entering the rate in the new rate field.
>>>All of these changes load directly to SAP immediately after the final approver approves the Emp Action*
>>>*HR SHARED SERVICES DOES NOT PROCESS THE REQUEST AND DOES NOT REVIEW COMMENTS*

The Employment Action for all Temp Inactive changes also provides the Initiator/Approver a summary of what will happen in SAP and a comment indicating the date the student will be paid through.
Below you can see an Employment Action summary view available to the initiator/Approvers based on the example outlined above

Below is a chart of when to use which type of Temp Inactive in Employment Actions

Employment Action Temp Inactive Request	When to use
Change the Date of Return	Use this process when an eligible student/faculty member's Return from Temp Inactive date was incorrectly recorded on the employee's SAP record Effective date must be the date you want pay to start Depending on date change, could result in payment error (over/under) to the employee if not processed timely
Change the Date of Temp Inactive	Use this process when an eligible student/faculty member's commitment of pay is extended *(formerly referred to as no break in service)* or the commitment for JHU to pay this employee has been reduced Effective date must be the first day of Inactive status where no salary should be paid Depending on date change, could result in payment error (over/under) to the employee if not processed timely
Return from Temp Inactive	Use this process when an eligible student/faculty member has been inactive for 1 day or more and now you are being asked to restart their pay Effective date must be the date you want pay to start

Please reach out to HR Shared Services at 443-997-5828 or HRSharedServices@jh.edu with any questions