

New Employment Actions (EA) Best Practices

As some know, the new Employment Actions (EA) application is replacing the Internal Service Request (ISR) process for certain actions. It has been fully rolled out to Johns Hopkins University users and the Johns Hopkins Health System will roll out throughout fiscal year 2025. If you are using it today or will be using it in the future, we wanted to share some best practices to help you as we ensure data accuracy and consistency across Johns Hopkins.

EA replaces the following ISR actions:

- Bonus / Supplemental Payments
 - Vacation and Sick Leave Payouts (JHU Only)
- Salary Changes
- Temp Inactive / Return from Temp Inactive (JHU Only)
- Leave of Absence (LOA) With & Without Pay / Return LOA
 - LOA actions are centralized through the JHHS Benefits office (JHHS Only)
- Terminations
- Retirements

Bonus/Supplemental Payments:

- Certain Wage Type's require additional information to be entered in the "Reason for Bonus" pop-up prompt. **It is important to enter a valid reason**, as comments are reviewed and audited for accuracy.

Terminations/Retirement:

- **Effective Date = First day of Termination** – This is the first day after the employee is no longer working in the department. Please note that this differs from the current ISR process.

Vacation & Sick Leave Payouts (JHU Only):

- Departments must **submit Vacation & Sick Leave Payouts via the Bonus/Supplemental Payment action in Employment Actions (EA)**. This cannot be processed until the date of the termination or non-benefit status change has occurred.
- For those who have employees who submit time via the e210:
 - Before initiating an LOA or Termination/Retirement in EA, please ensure the e210 has been submitted
 - Verify the correct codes to avoid a delay in processing or the EA being rejected

Temp Inactive (JHU Only):

- When initiating a **No Break in Service**, the "Change the Date of Temp Inactive" option can be selected as the 'Why' from the dropdown list.
- Please reference the [Temp Inactive Process](#) guide for additional information and examples.

Access the Employment Actions (EA) Resource sites:

- JHU Employment Actions: [JHU Employment Actions Support](#)
- JHHS Employment Actions: [JHHS Employment Actions Support](#)

Please share this information with your colleagues and department.

Human Resources Shared Services (HRSS) is here to support, please submit questions or comments to HRSharedServices@jh.edu or use our website at [Contact Us](#), Monday thru Friday 8:30am - 5:00pm ET.

Thank you,
HR Shared Services

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