

Employment Action Salary Change

Overview

This document reviews the steps on how to submit and approve an Employment Action for Salary Changes 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.

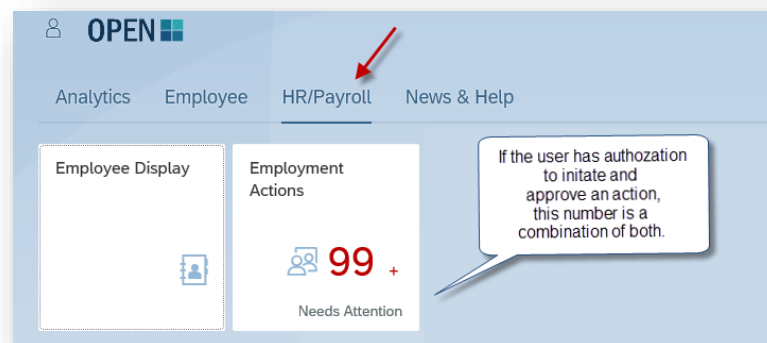
Questions about Employment Actions can be answered on the HR Shared Services website <https://ssc.jhmi.edu> or by calling HRSS directly at 443-997-5828.

Accessing the Employment Action

Log into SAP and click on the “Open” icon



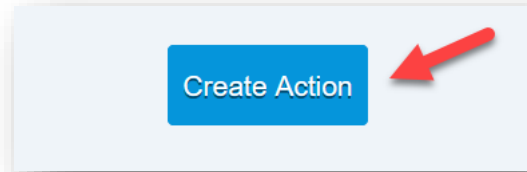
Click on the HR/Payroll Tab, then click on the Employment Actions tile to open the Dashboard



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Submitting a Salary Change

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.




Employee Changes

Employee

NAME	PERNR	POSITION	DEPARTMENT
Joanne [REDACTED]	187737	NUREDU-CS	[REDACTED]
Joanne [REDACTED]	187523	TCHCRTMED-CS	[REDACTED]
Joaquin [REDACTED]	187983	REP-ADM-SUP	[REDACTED]
Joachim [REDACTED]	187933	PHYS-CS	[REDACTED]
Joanna [REDACTED]	187986	ADMASSTS-ADM	[REDACTED]
Joanne [REDACTED]	188206	COORADSU-ADM	[REDACTED]
Joanna [REDACTED]	188337	NURPC-CS	[REDACTED]
Joan [REDACTED]	188336	NUR-CS	[REDACTED]

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

Employee Changes

Name	PERNR	Position	Org Unit	Pay	Status	Current Requests
 Tester, Joan 	999999	Coordinator-CS-Service	Nutrition Services	Bi-Weekly, Non-Exempt	Active	0 

4. Use the drop downs to select Salary Change from the drop down, enter the Effective Date and select the “Why” from the dropdown. Then click on the “create” button.

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A screenshot of a web form for creating a salary change. The form has three main sections: 'Action', 'Effective Date', and 'Why'. The 'Action' dropdown is set to 'Salary Change'. The 'Effective Date' is set to '2/28/2021'. The 'Why' dropdown is set to 'Annual/Merit Increase'. At the bottom left, there is a blue 'Create' button. A red arrow points to this button from the right.

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 of the screen for reference

A screenshot of a confirmation screen. At the top, there is a blue header bar with icons for a document, help, user, and refresh. Below the header, a red arrow points to the text 'Request #5000400' and 'Last saved at 2/24/2020, 3:34 PM'.

6. The “Edit” icon can be used to update the “Why” or “Type”. Click on the “Apply” button to make the change. If the Action needs to be changed use the back-arrow button on the right-hand corner of the screen

A screenshot of the same web form as in step 5, but with a blue 'Edit' button (with a pencil icon) at the bottom left. A red arrow points to this button from the right.

7. **Orange Message boxes display reminders or items that may need additional attention.** Make sure to read these as the message may effect an employees pay.
8. Enter the New Semi-Monthly or New Hourly Rate in the “Rate Information” Box. Under “New

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Rate Details” the different information will display depending on employee’s attributes. Annual Amount and Change Amount/ Percentage will appear for all employees. “Current Rate Details” displays the rate information at the time of the effective date of the action.

The screenshot shows a 'Rate Information' form. On the left, there is a 'New Hourly Rate' field with a red arrow pointing to the value '\$ 25.00'. To the right, there are two dropdown menus: 'New Rate Details' and 'Current Rate Details', both highlighted with red boxes. Below these are two tables of rate information.

New Rate Details	
Annual Amount	\$52,000.00
Total Hourly Rate	\$25.00
Hourly Rate	\$25.00
Additional Wage Type	\$0.00
Change Amount / Percent	\$2.10 / 9.2%

Current Rate Details	
Annual Amount	\$47,632.00
Total Hourly Rate	\$22.90
Hourly Rate	\$22.90
Additional Wage Type	\$0.00

9. Wage types can be removed, added or updated via “Additional Wage Types”. Click on the arrow to open or close this section.

The screenshot shows the 'Additional Wage Types' section. It features a header with a right-pointing arrow and the text 'Additional Wage Types'. Below the header is a table with three columns: 'Wage Type', 'Amount', and 'End Date'. At the bottom left of the table is a blue button with a white plus sign and the text 'Add New Entry'.

10. Click on the “Continue to Labor Distribution” button to review Labor Distribution

The screenshot shows a single blue button with white text that reads 'Continue to Labor Distribution'.

11. Update the Labor Distribution as needed. For University employees more than 6 lines of Labor Distribution must be update via an Eform

The screenshot shows the 'Labor Distribution' form. It features a header with a right-pointing arrow and the text 'Labor Distribution'. Below the header is a table with six columns: 'Begin Date', 'End Date', 'Amount \$', 'Cost Object Type', 'Cost Object', and 'Fund'. The first row contains the following values: '2/28/2021', '12/31/9999', '2600.00', 'Internal Order', '80000055', and 'HUMAN'. Below the table is a blue button with a white plus sign and the text 'Add another payment'. At the bottom center, there is a red text label that reads 'This is a Semi - Monthly Example'.

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12. If Annual/Merit Increase, Annual/ No Merit Increase or Lump Sum Merit/Annual Review is selected as the “Why” then a “Continue to Evaluation” button will appear. Click on the button to enter Evaluation information if applicable

Evaluations

Overall Rating	Date Review Completed	Next Review Date
<input style="width: 90%; border: 1px solid #ccc;" type="text" value="Please Select"/>	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="m/d/yyyy"/>	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="m/d/yyyy"/>

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

[Workflow](#) [Change History](#)

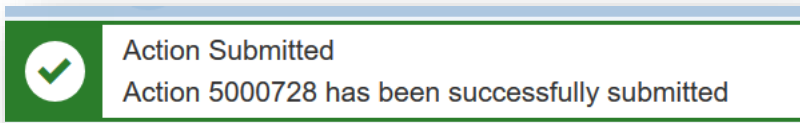
Role	Name	Date	Comments	Status
Initiator	Jane Doe		<input style="width: 95%; height: 30px; border: 1px solid #ccc;" type="text"/>	

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

Submit
Save as Draft and Exit
Delete

16. 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
Johnson, Rodney (126657)	5002665	Custodian Floor Tech	Salary Change	2/3/2021	2/1/2021	Ready	Approver
Chen, Weiran (1022)	5002669	RESEARCH ASSOCIATE	Salary Change	2/4/2021	2/4/2021	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, LOA with or without pay 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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Type	Action #	Submitted Date	Effective Date	Status	Current Owner
Salary Change	50000400	2/3/2021	2/1/2021	In Progress	Initiator

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*

Action



Salary Change

Effective Date

2/28/2021

Why

Annual/Merit Increase

 Edit 

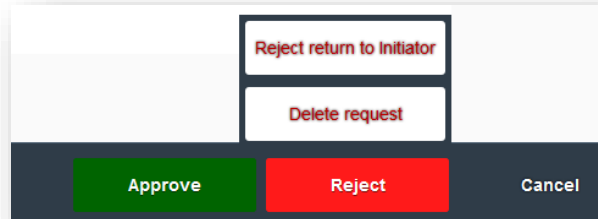
- Orange Message boxes display reminders or items that may need additional attention
- Edits can be made to any of the open fields including Rate Information, Wage Information, Labor Distribution and evaluation.
- View attachments from the initiator by hovering over the document. A pop up will appear with instructions on how to open the file
- 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
- Change History is a record of changes made throughout the workflow process
 - There will be no change history recorded until the initiator hits the submit button

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

- 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
- The red “Reject” button
 - Clicking on “Reject return to Initiator” returns the action back to initiator

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- 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 a new action for the employee



- 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