

Recipients: (hr-payrollsharedservices@lists.jh.edu)

Subject: Supervisor Update and Evaluation Support Update Tools

Good Morning,

We are pleased to announce recent changes to the Supervisor Update and Evaluation Support Update Tools, accessed from the SAP OPEN tab. Email enhancements to include new identifiers in system generated communications and automatic notifications for a supervisor change due to termination or retirement.

Effective December 15, 2023, users with the Supervisor Update and / or the Evaluation Support Update tool will notice the following email changes, read more below...

➤ **Enhancement #1 – Email Identifiers**

When using the [Supervisor Update Tool](#) or [Evaluation Support Update Tool](#), the system generated email that is automatically sent will now include identifying information.

Additional Identifiers in Email:

- **Effective Date** of the change
- **Supervisor/Manager Name**
- **Position Title, Position Org Unit Name** of the employee
- **First Name, Last Name** of who initiated the change

Example Email to Employee:

“This notification is to inform you that on [Effective Date], your record was updated to show that you are now reporting to [Supervisor/Manager Name, Position Title, Position Org Unit Name].

If this information is not correct, please reach out to [First Name, Last Name].

Thank you

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443-997-5828”

Example Email to new Supervisor/Manager:

“This notification is to inform you that [Employee Name, Position Title, Position Org Unit Name] was updated to directly report to you as of [Effective Date]. This position resides within [Personnel Area].

If this information is not correct, please reach out to [First Name, Last Name].

Thank you

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Example Email to former Supervisor/Manager:

“This notification is to inform you that [Employee Name, Position Title, Position Org Unit Name] was updated to no longer directly report to you as of [Effective Date]. This position resides within [Personnel Area].

If this information is not correct, please reach out to [First Name, Last Name].

Thank you

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➤ **Enhancement #2 – Supervisor Termination Email**

If a Supervisor/Manager has a future dated Termination on their record (at least 4 weeks out), an email notification will automatically be sent to the next their Supervisor/Manager informing of the impending change.

- Supervisor Termination Example: Tracey is a Director, Juan is a Manager, Philip is a staff employee. If Juan is terminating his position, Tracey would receive an email that Philip will now report to Tracey.

Example JHU Email:

This notification is to inform you that Kelly [redacted] will be vacating the Sr. [redacted] position in [redacted] on 12/05/2023. This position had 1 or more positions reporting to it. To maintain continuity, if no action is taken by 12/05/2023 all of the positions will be reassigned to report to your position.

Updates can be made to the Reports To relationships by contacting your HR Representative.

Thank You
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Example JHHS Email:

This notification is to inform you that Paula [redacted] will be vacating the SR [redacted] position in [redacted] on 12/02/2023. This position had 1 or more positions reporting to it. To maintain continuity, if no action is taken by 12/02/2023 all of the positions will be reassigned to report to your position.

Updates can be made to the Reports To relationships using the Supervisor Update Tool in the SAP OPEN tab at any time.

Thank You
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HR Shared Services values your input and is ready to assist when needed. Please send any support related questions or comments to HRSharedServices@jh.edu or submit them through our website at [Contact Us](#).

Thank you,
HR Shared Services

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