

Temporary Inactive Action Updated Guidelines

Purpose

In an effort to alleviate interruptions in pay for Johns Hopkins University paid learners (students), the Temporary Inactive (Temp Inactive) guidelines have been adjusted to allow for continued pay beyond budget end dates when appropriate.

New functionality will be released on **June 5, 2023**, on the Temporary Inactive Employment Action to collect a “New Temp Inactive Date” which will load the Temporary Inactive Action to the persons record resulting in a suspension of their pay on that date. This new date will disassociate the Temp Inactive date from the budget end date allowing pay to continue beyond the budget end date. Any additional earnings paid beyond the budget information in the payroll system will fall to the default Control Salary labor distribution associated with the persons SAP Org Unit. The goal is to ensure that the student’s pay is continuous throughout the period JHU is committed to provide wages or fellowship earnings to the student. This could be an anticipated graduation date, an approved budget date or another date appropriate based on program/school guidelines.

For Student and Faculty Hire ISRs (Internal Service Request) and SOM Return from Temp Inactive ISRs, the “New Temp Inactive Date” will be recorded in the comments of the ISR.

In addition to the new Temp Inactive date function, another new field has been added to Employment Actions called “Reason for Late Action” where you will be required to provide additional details if the Effective date of the action is prior to the date you are submitting it. This will provide the ability to understand why and where we may be having process bottlenecks and drive future improvements.

Temporary Inactive Eligibility				
Employee Group Student (07) Employee subgroup Salaried Non-Exempt/Exempt (02/03)	Undergraduate U007	Graduate U008	Visiting Student U011	Medical Student U017 SOM only
Employee Group Non-Employee (08) Employee subgroup Fellowship Recipient (20)	Undergraduate U007	Graduate U008	Visiting Student U011	Medical Student U017 SOM only
Employee Group Limited (03) Employee Subgroup will always be Salaried Exempt (03)	Faculty U020			

Process Instruction

Temporary Inactive Action Updated Guidelines

Temporary Inactive Employment Action Changes

When initiating an Employment Action for Temp Inactive you will now see the “New Temp Inactive Date” field to be completed

The screenshot shows the SAP Employment Action form. The 'New Temp Inactive Date' field is highlighted in yellow and contains the date 1/1/2026. A red box contains the following text: 'Date in the New Temp Inactive field will create a Temporary Inactive Action in SAP suspending pay for student/faculty. Must be the first day student/faculty is to go without pay. No longer needs to align with the budget end date.' Another red box contains the text: 'Budget end date reflects when salary earnings will fall to default cost center. Monitor to know when to submit eforms to update.' The 'Labor Distribution' table is also visible, with the 'End Date' field highlighted in red.

Actions	Effective Date	Description of Change
Existing Temp Inactive	6/16/2022	No change.
New Return from Temp Inactive	5/1/2023	Action will be added.
New Temp Inactive	1/1/2026	Action will be added.

New Temp Inactive Date: 1/1/2026

Work Hours: 19.00

Semi Amount \$: 1,000.00

▼ Labor Distribution

Begin Date	End Date	Amount \$	Cost Object Type	Cost Object	Desc
5/1/2023	5/31/2024	1000.00	Cost Center	1352581010	CONSV APP

You can use the Employment Action calendar function to skip ahead by year and then by month/day

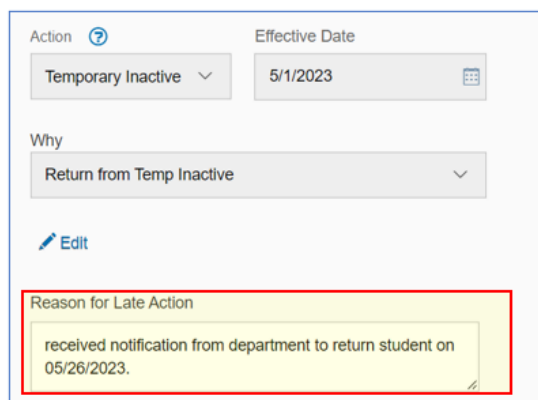
The screenshot shows the 'New Temp Inactive Date' field with a calendar icon. Below it is a calendar view for December. The calendar shows the days of the month, and the year 2024 is highlighted in red at the bottom.

Temporary Inactive Action Updated Guidelines

How to use the “Reason for Late Action” to document delay in submission

A second new field has been added to the Employment Action identifying the reason the Temp Inactive is submitted “late.” It must only be completed when submitting the Employment Action for any Effective Date before the date you submit the request.

Please provide a brief explanation to help identify business process areas where improvements can be made to improve the timeliness of actions.



The screenshot shows a form for an Employment Action. At the top, there are two fields: 'Action' with a dropdown menu set to 'Temporary Inactive' and 'Effective Date' with a date picker set to '5/1/2023'. Below these is a 'Why' dropdown menu set to 'Return from Temp Inactive'. An 'Edit' button is visible. At the bottom, a text area labeled 'Reason for Late Action' is highlighted with a red border. The text inside this area reads: 'received notification from department to return student on 05/26/2023.'

SOM (School of Medicine) Only- Return from Temp Inactive ISR

No changes have been made to the Return from Temp Inactive ISR as all University areas will be moved to Employment Action in the coming months.

In lieu of a new field, please add the “New Temp Inactive” date to the comments of the Return from Temp Inactive ISR.

If no comment is indicated, HR Shared Services will place the Temporary Inactive status on the record 1 day after the budget end date. If 12/31/9999 is used as the only budget end date, you could experience delays in processing as HR Shared Services will have to reach out to the ISR initiator and approvers requesting a Temp Inactive date.

Student /Faculty Hire ISR Changes

No Changes have been made to the Student/Faculty Hire ISR at this time.

In lieu of a new field, please add the “New Temp Inactive” date to the comments of the Student/Faculty Hire ISR

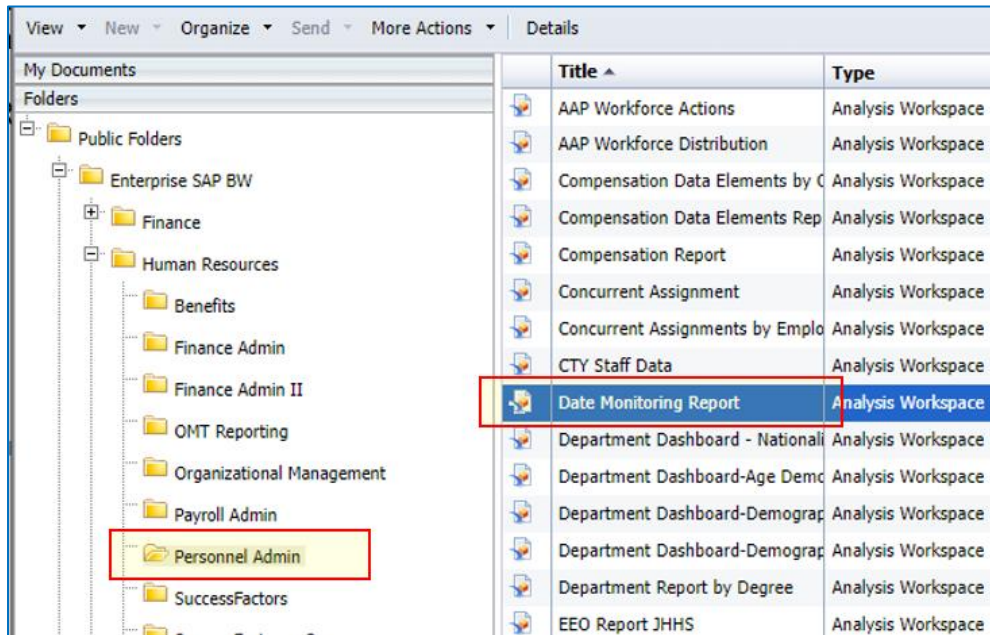
If no comment is indicated, HR Shared Services will place the Temporary Inactive status on the record 1 day after the budget end date. If 12/31/9999 is used as the only budget end date, you could experience delays in processing as HR Shared Services will have to reach out to the ISR initiator and approvers requesting a Temp Inactive date.

Temporary Inactive Action Updated Guidelines

Pay End Date Reporting (Date Monitoring Report)

The final new field is not a field you will see on the Employment Action, rather it is a field added to the process in SAP to help make monitoring of Temp Inactive statuses easier. That field is the “Pay End Date” field in the Monitoring of Tasks Infotype.

When a Temp Inactive Action is added, the “Pay End Date” Task will be created as 1 day prior to the Temp Inactive Action effective date. Once values are recorded for this field the Date Monitoring Report can be easily utilized in Business Warehouse reporting



Once you have input your parameters (additional job aid on running Date Monitoring Report being released soon) you will see in the results individuals pay end date. From here you will have your list of PRNRs (Personnel Numbers) to act on and the ability to prioritize by effective date.

Position	Employment Status	Task Type	Task Date
Undergrad Student	Active	Pay End Date	04/01/2023
GRADUATE ASST	Active	Pay End Date	02/01/2024
Fellowship Recipient	Active	Pay End Date	08/15/2023
GRADUATE ASST-SAL	Active	Pay End Date	07/02/2023
GRADUATE ASSISTANT	Active	Pay End Date	06/11/2023
GRADUATE ASSISTANT	Active	Pay End Date	04/01/2023
INSTRUCTOR	Active	Pay End Date	04/01/2023

Temporary Inactive Action Updated Guidelines

Temp Inactive EA (Employment Action) Request Summary

The Temporary Inactive action in SAP stops an eligible employee's salary from being paid. Supplemental Payments are permitted when in Temp Inactive status. Updating the Temp Inactive date requires a clear understanding of how each request type will impact the student/faculty members' pay. In Employment Actions there are 3 options identified in more detail below:

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

Associated SAP Roles

Employment Action Initiate

[JHU \(Johns Hopkins University\) Employment Action Roles](#)

ISR

Initiator access: ZRHR_PA_ISRINITIAT_ALL

Approver access: ZRHR_PA_ISRAPPROVE_ALL

Business Warehouse Reporting

ZBHR_PA_R_PAV_***

Temporary Inactive Action Updated Guidelines

(the *** should either be “All” or your Personnel Area depending on how access is granted in your area)

Additional Job Aid links

Employment Action Training Site

[JHU Employment Action Training](#)

HR Shared Services Transaction Guidance

[HR/Payroll Shared Services Transaction Overviews](#)

Questions:

Contact HR Shared Services at 443-997-5828 or HRSharedServices@jh.edu