**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

<table>
<thead>
<tr>
<th>Employee Group</th>
<th>Employee subgroup</th>
<th>Undergraduate U007</th>
<th>Graduate U008</th>
<th>Visiting Student U011</th>
<th>Medical Student U017 SOM only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student (07)</td>
<td>Salaried Non-Exempt/Exempt (02/03)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Undergraduate U007</td>
<td>Graduate U008</td>
<td>Visiting Student U011</td>
<td>Medical Student U017 SOM only</td>
<td></td>
</tr>
<tr>
<td>Employee Group</td>
<td>Non-Employee (08)</td>
<td>Fellowship Recipient (20)</td>
<td>Undergraduate U007</td>
<td>Graduate U008</td>
<td>Visiting Student U011</td>
</tr>
<tr>
<td>Limited (03)</td>
<td>Employee Subgroup will always be Salaried Exempt (03)</td>
<td>Faculty U020</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Process Instruction**
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.

- **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.

**Budget end date reflects** when salary earnings will fall to default cost center. Monitor to know when to submit eforms to update.

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

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.
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.
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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:

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

**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_***
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(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