

Employment Action

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Overview

This document reviews the steps on how to submit and approve an Employment Action 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 and view Reports.

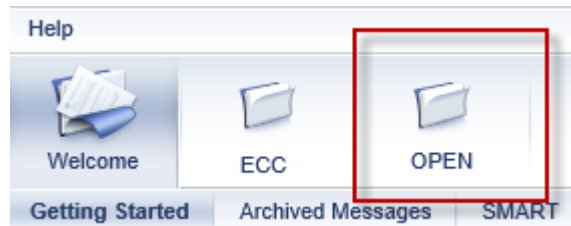
The Employment Action is an electronic action designed to be submitted by a manager or designee. Based on structural authorization the approver(s) reject or approve the action. After the approval process is completed the action is entered into SAP. The Employment Action follows an automated workflow to transport the action to the departmental or enterprise approvers

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.

Employment Action

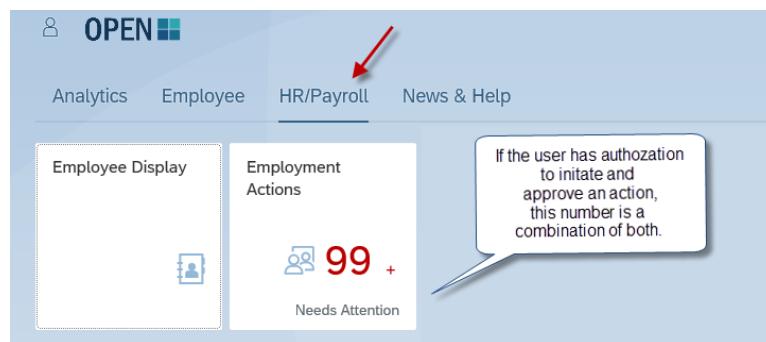
Accessing the Employment Action

Log into SAP and click on the “Open” icon



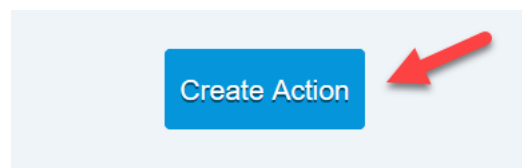
Click on the HR/Payroll Tab

Click on the Employment Actions tile to open the Dashboard



Submitting an Employee Action

1. To start an action, click the “New Action” icon



2. In the “Employee” field type the name or perrn of the employee. A drop down appears with results. To select the employee, click on their name.

Employment Action




Employee Changes

Employee
joa

NAME	PERNR	POSITION	DEPARTMENT
Joanne [REDACTED]	187737	NUREDUCS	[REDACTED]
Joanne [REDACTED]	187823	TCHCRTMEDCS	[REDACTED]
Joaquin [REDACTED]	187883	REP-ADM-SUP	[REDACTED]
Joachim [REDACTED]	187933	PHYS-CS	[REDACTED]
Joanna [REDACTED]	187986	ADMASSTS-ADM	[REDACTED]
Joanne [REDACTED]	188238	COORADSU-ADM	[REDACTED]
Joanna [REDACTED]	188317	NURPC-CS	[REDACTED]
Joan [REDACTED]	188346	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 down in the “Action” field to select the action type


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 

Action: Termination  Effective Date: 2/19/20 

Why: Accepted New Job 

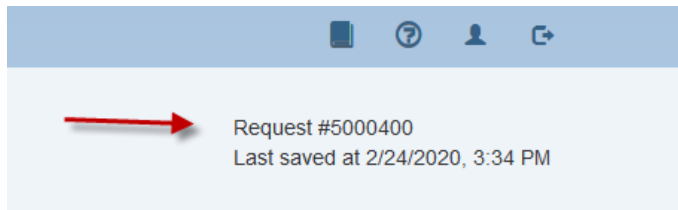




5. Enter “Effective Date” by using the calendar icon
- a. **For the Termination action: The effective date is not last day the employee worked but the actual date the employee is no longer working**
 1. Example: ***The employees last day worked was 5/15/2020. The effective date to enter is 5/16/2020.*** The 5/16/2020 is true date when the employee is no longer working
6. Use the drop down in the “Why” field to select the reason

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7. Click on the “Create” button to move forward to the next screen
8. The next screen produces the request number. Continue following the steps below until you get a confirmation the action has been submitted.
 - a. Located at the top right corner of the screen for reference



9. The “Edit” icon can be used to update the “Action”, “Effective Date” and “Why” fields.

 A screenshot of a mobile application screen titled "Employee Changes". At the top right, it displays "Request #5000400" and "Last saved at 2/24/2020, 3:34 PM". Below the title is a table with columns: Name, PERNR, Position, Org Unit, Pay, Status, and Current Requests. The table contains one row for "Tester, Joan" with PERNR 999999, Position Coordinator-CS-Service, Org Unit Nutrition Services, Pay Bi-Weekly, Non-Exempt, Status Active, and Current Requests 1. Below the table are three dropdown menus: "Action" (set to Termination), "Effective Date" (set to 2/19/2020), and "Why" (set to Accepted New Job). Below these is a blue "Edit" button with a pencil icon, which is highlighted by a red arrow. At the bottom, there is an orange notification bar with a warning icon and the text: "Remind the employee to update their home address in Employee Self Service or email HR Shared Services for international addresses" with a "Done" link.

10. Message boxes display reminders or items that may need additional attention
11. “Eligible for Rehire” button will only appear if the reason selected warrants a possible in-eligible for rehire based on policy. Click on the “Yes” or “No” box to make a selection (the selection will highlight in blue)

 A screenshot of a mobile application screen showing a "Details" section. Under the heading "Eligible for Rehire", there are two buttons: "Yes" and "No". The "Yes" button is highlighted in blue.

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12. Reusing Position

- Selecting "No" indicates the position will automatically be removed from available positions to use for future hires using effective date of the term
- Selecting "Yes" means this position is going to be reused in the near future
- Positions that are direct reports cannot be ended

Reusing Position

Yes

No

?

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			

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.

- Green Message "Action 12345678" has been successfully submitted", means the action is moving to the next stage in the process for approvals
- 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
- 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

✓

Action Submitted

Action 5000728 has been successfully submitted

Employment Action

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
Hopkins, Johns (123456)	5000428	RN II	Termination	3/3/2020	2/23/2020	Reserved by Hannah Janney	Hannah Janney
Tester, Joan (999999)	5000400	Food Svc Wkr I - Retail	Termination	3/5/2020	2/19/2020	Ready	Department Approval

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 or Withdrawn in SAP
 - d. Current Request: 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

Employment Action



Pending Change Requests

TESTER JOAN

Type	Action #	Submitted Date	Effective Date	Status	Current Owner
Termination	5000400	3/5/2020	2/19/2020	In Progress	Department Approval

4. The “Action”, “Effective Date” and “Why” can be edited by using clicking on the blue “Edit” button.

- a. **For the Termination: The effective date is not last day the employee worked but the actual date the employee is no longer working**

Name	PERNR	Position	Org Unit	Pay	Status	Current Requests
 Tester, Joan	(999999)	Food Svc Wkr I - Retail	Nutrition Services	Bi-Weekly, Non-Exempt	Active	1 

Action	Effective Date
Termination	2/19/2020

Why
Gross Misconduct

[Edit](#) ←

5. Message boxes display reminders or items that may need additional attention. Clicking on the blue “Done” icon will remove the warning
6. “Eligible for Rehire button” will only appear if the reason selected warrants a possible in-eligible for rehire based on policy .The highlighted blue box is what initiator selected. To change the selection, click on the adjacent button.

Details

Eligible for Rehire

Yes **No**

The blue highlighted box is what the initiator selected

7. Reusing Position

- a. Selecting “No” indicates the position will automatically end using effective date of the term and will no longer be available to use going forward
- b. Selecting “Yes” means this position is going to be reused in the near future
- c. Positions that are direct reports cannot be ended

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- d. The highlighted blue box is what initiator selected. To change the selection, click on the adjacent button. The new selection will be highlighted in blue

8. View attachments from the initiator by hovering over the document. A pop up will appear with instructions on how to open the file
9. The Workflow indicates the status and comments entered by the initiator, approvers or HR Shared Services
 - a. Comments can be entered in the open field box
10. Change History is a record of changes made throughout the workflow process
 - a. There will be no change history recorded until the initiator hits the submit button

Workflow		Change History		
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	

11. Once the form is ready for approval click on the green “Approve” button
 - a. The action will forward to the next approval stage or be entered in SAP
12. The red “Reject” button
 - a. Clicking on “Reject return to Initiator” returns the action back to initiator
 - 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
13. Clicking the “Cancel” button returns the user to the Dashboard

14. Once the action is approved a pop up box appears at the top of the screen with information regarding the action