Dear Colleagues,

Happy New Fiscal Year! This communication provides information regarding a new application to manage **Work Modality** that can be accessed through the SAP OPEN tab.

The **Work Modality** Update app on the OPEN tab will help you quickly manage work modality for your employees (i.e. Hybrid, In-Person, Remote etc.).

Beginning July 1, 2023, this new application is now available to all users who have the Supervisor App role in SAP.

Work Modality
Work Modality Update

You can find more details about the Work Modality application on our new HR / Payroll Shared Services website by navigating to…

HR Data Processes → HR Data Overview → Employee Data → Work Modality Update Tile Overview

If you have any questions or need assistance, please contact HR Shared Services by phone (443) 997-5828 or email HRSharedServices@jh.edu.

Thank you,
HR Shared Services