Departmental HR Best Practices

Johns Hopkins University

Reports

Weekly

Supervisors Missing/Terminated – Staff Reports - E210 System
Schedule Discrepancies – Staff Reports - E210 System
Overtime Reporting – Staff Reports - E210 System
Submission Status by Month (run for non-exempt employees only) – Staff Reports - E210 System
Code Report – Staff Reports – E210 System (Choose the Without Pay Codes)
Pending I9 Report and Work Authorization Report:
https://ssc.jhmi.edu/hr_payroll/DataFiles_HR_Payroll/pending_i9.pdf

Monthly

Submission and Approval Status non-current – Staff Reports - E210 System
Late ISRs in Business Analysis - Human Resources – Payroll Admin – ISR Status Detail Report
Overpayment Report in Business Analysis - Human Resources/Finance Admin/Finance
Overpayment Report


Quarterly

Timekeepers report – Staff Reports – E210 system; to make sure the list is current and up to date for your department(s)

Things to Monitor

- Holiday time is taken appropriately for non-exempt employees working a non-standard week. A standard week is working the same amount of hours each day M-F. Hours and leave should be charged to the nearest 15 minute interval. Schedule should be expressed in the same way.
- Individuals on non-standard weeks should (if departmental/operational needs allow) be reverted to a normal working week during weeks when there are JHU holidays or
they take floating holidays. Otherwise, vacation leave must be used to cover the
difference. While this does not have to apply to exempt employees, of note is the fact
that the E210 system is programmed to only allow the equivalent of two standard days
of floating holiday per employee regardless of exemption. You should consider treating
all exempt employees similarly especially if the non-standard schedule is being worked
for the employee’s benefit and not the department (ie does not work in a clinical
environment that requires long shifts).

- Employees are paid overtime timely and accurately. Reductions in pay are taken
appropriately. Run the overtime report.
- View [HR Staff Directory](#) monthly to ensure that your departmental information is
correct. If not, please submit this form to update the information:
[http://hrnt.jhu.edu/admin/HR/statuschange/](http://hrnt.jhu.edu/admin/HR/statuschange/).
- Ensure that individuals whose work authorization is expiring are managed by getting
the appropriate documentation for I9 re-verification, or placing them on leave or
terminating employment. Details are outlined in the work authorization for non-
residents procedure document.
- Make sure that employees in a Leave with Pay status are monitored so that ISRs to
return them to work or extend their leave are processed timely. Employees in a Leave
without Pay status should also be monitored so that ISRs to return them to work are
processed timely. If the Leave without Pay needs to be extended, an email should be
sent to HRSS indicating the new expected return date. Be sure to complete E210 prior
to submitting ISR’s for Leave With/Without Pay to be sure the ISR matches the
information in the E210 to avoid over payment or underpaying an employee.