

## JHU Only – Update to Vacation and Sick Leave payout process

Dear JHU Colleagues,

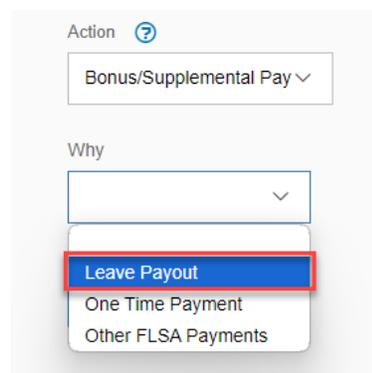
Effective November 8, 2024, there will be a change to how we process Vacation and Sick Leave payouts.

In collaboration with the Leave Benefits Administration and EBS teams, we are happy to announce new functionality in Employment Actions (EA) for Bonus/Supplemental Payments that will now allow departments to initiate the pay out of vacation and/or applicable sick leave balances upon the termination or retirement of eligible full and part time staff. A Leave Benefits Administration team member will be automatically assigned as the second approver and will verify the accuracy of the payout before approving the leave pay EA.

When submitting a Bonus/Supplemental Payment in EA, please note the following:

- The E210 must be closed out with the correct termination/retirement date and code
- The Termination/Retirement EA must be processed in SAP prior to submitting a new Bonus EA
- The Employment Action to pay out the leave balances cannot be initiated prior to the effective date of the termination/retirement
- The EA Initiator will receive an automatic email reminder to submit Vacation/Sick Leave Payout once the effective date of the Termination/Retirement has past

Upon clicking Bonus/Supplemental Payment as the action type, 'Leave Payout' will now be an available option in the dropdown under "Why", if the employee is eligible.



The screenshot shows a web form with two dropdown menus. The first dropdown, labeled 'Action', is set to 'Bonus/Supplemental Pay'. The second dropdown, labeled 'Why', is open, showing three options: 'Leave Payout' (highlighted with a red border), 'One Time Payment', and 'Other FLSA Payments'.

Two wage types to pay out leave are as follows:

- Vacation leave payouts: Wage Type 3071
- Sick leave payouts for eligible retirees: Wage Type 3054

#### Helpful Tips:

- Any Termination/Retirements with an effective date prior to 11/8/24 will be processed by Leave Benefits Administration
- New validation messages will appear upon submission of a Termination/Retirement Action in EA
- The Effective Date used will need to align with the employees Termination/Status date change
- To determine the amount to enter in EA, refer to the employees E210 and select the 'Calculate Vacation and Sick Payout' button once the appropriate termination code is entered. Click [here](#) for more information on the available termination codes.

For more information on Employment Actions or how to submit, please visit [Employment Action Application \(sharepoint.com\)](#).

If you have any questions, please contact HR Shared Services at: [HRSharedServices@jh.edu](mailto:HRSharedServices@jh.edu) or 443-997-5828 Monday thru Friday 8:30am - 5:00pm EST.

For any questions relating to Vacation/Sick Leave Payouts, please contact [JHULeaveQuestions@jh.edu](mailto:JHULeaveQuestions@jh.edu).

Thank you,  
HR Shared Services

*Providing HR Data support to Johns Hopkins University and Johns Hopkins Health System entities since 2007*