

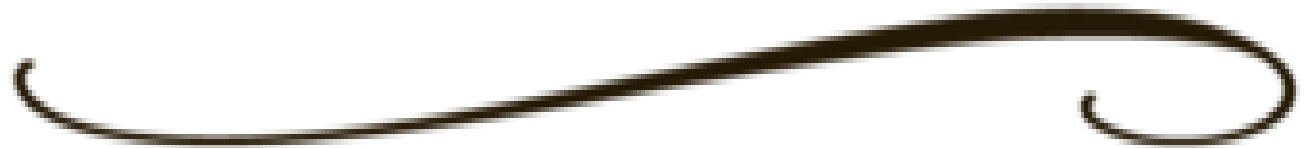
JHU TEMPORARY ID REPORT GUIDE

FOR MONITORING INDIVIDUALS WHO HAVE TEMPORARY ID
NUMBERS STORED IN SAP

What are we doing?

- When a foreign national arrives in the US for the first time they generally do not have a social security number. They will be assigned a temporary ID number beginning with 988 so that individuals who do not yet have SSNs can be hired in SAP while they complete the SSN application process.
 - 988 numbers are not real SSNs and cannot be used on the Form I-9.
 - Only temporary ID numbers beginning in 988 can be issued. Payroll maintains the master list of numbers. These numbers are unique and can only be issued once.
- This temporary ID number must be updated in SAP (for tax reasons) and Equifax (for employment authorization). These updates rely upon follow up by the employee. Local HR should monitor personnel in their areas who have temporary ID numbers in SAP and maintain a dialogue with each employee until the SSN is updated.
- The system updates are completed by a joint effort between HR Compliance Services, and HR Shared Services.

HOW TO RUN THE REPORT ...



SAP -> Enterprise Reporting -> BW Reports -> Open Analysis Folders -> Human Resources -> Personnel Admin

Enterprise Reporting

Folders

Human Resources

Open Analysis

Personnel Admin

JOHNS HOPKINS UNIVERSITY OF MEDICINE

Help Welcome OPEN Enterprise Reporting ECC ECC - Web BW GUI BW - Web SRM GUI Travel Approver

Open Analysis

Daily Loads

Notifications:

- Chrome & Edge browser users (vers.96) will not be able to adjust the height of the column headers. We are working to reformat the default views of the reports. In the meantime, users can adjust the column header height by using the Firefox browser.

Tuesday, February 22, 2022

8:00 AM

- All areas of BW reporting are available as of 2/21/2022 except as noted in the "Special Loads" area below.

BW Reports

Open Analysis

Documentation

- JHHS_AnalysisUsersGuide
- JHHS_AnalysisBookmarks
- JHU - Analysis Job Aids

Home Documents

View New Organize Send More A Details

My Documents

Folders

- Public Folders
 - Enterprise SAP BW
 - Finance
 - Human Resources
 - Benefits
 - Finance Admin
 - Finance Admin II
 - Organizational Management
 - Payroll Admin
 - Personnel Admin
 - SuccessFactors
 - SuccessFactors - O...
 - Time Management
 - Tuition
 - Sponsored Projects
 - Supply Chain
 - Technical Files
 - JHHS
 - JHU Finance

Title	Type	Last Run
Employee Experience Dates	Analysis Workspace	
Employee Master Data (w/o Pay)	Analysis Workspace	
Employee Master Data (with pay) JHU	Analysis Workspace	
Employee Master Data (with Pay)-Fixed Rate	Analysis Workspace	
Employee Master Data by Date	Analysis Workspace	
Employee Master Data-Address Data	Analysis Workspace	
Employee Master Data-Emergency Contacts	Analysis Workspace	
Faculty Affiliation and Leadership	Analysis Workspace	
Faculty Data	Analysis Workspace	
Hopkins Local	Analysis Workspace	
HR Transaction Report	Web Intelligence	
HRC Employee Report	Analysis Workspace	
Independent Contractor	Analysis Workspace	
IT Employees	Web Intelligence	
IT Employees	Analysis Workspace	
JHU Employees with Temporary IDs	Analysis Workspace	
JHU Headcount Dashboard	Analysis Application	
JHU Turnover Dashboard	Analysis Application	
Length of Service	Analysis Workspace	
Managers & Supervisors (with Pay)	Analysis Workspace	
My Positions	Analysis Application	
My Positon	Lumx Document	
Not Eligible for Rehire	Analysis Workspace	

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My Position	Lumx Document	
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“JHU Employees with Temporary IDs”

Home Documents JHU Employees with ...

Analyze Insert Display

Filter Sort Calculations Conditional Formatting

Data Layout

Prompts: JHU Employees with Temporary IDs

Prompt Summary

- JHU Employees with Temporary IDs [SAP Business...
- Employee :
- Organizational Unit (Multiple Single, Optional)
- Personnel Area (Selection Option, Required) :
- Personnel Subarea (Selection Option, Optional)

Required Optional

Employee

- Organizational Unit (Multiple Single, Optional)
- Personnel Area (Selection Option, Required)

Include values Equal

No values selected

Personnel Subarea (Selection Option, Optional)

Save prompt values with workspace

Required prompts

Validate OK Cancel

Prompt window will appear.

Prompts : JHU Employees with Temporary IDs

Prompt Summary

* JHU Employees with Temporary IDs [SAP Business Wa...]

Employee :

Organizational Unit (Multiple Single, Optional)

* Personnel Area (Selection Option, Required) :

Personnel Subarea (Selection Option, Optional)

All | Required | Optional

Employee

Organizational Unit (Multiple Single, Optional)

* Personnel Area (Selection Option, Required)

Include values Equal

UN*

Personnel Subarea (Selection Option, Optional)

Save prompt values with workspace

* Required prompts

Validate OK Cancel

If you normally select org units when you run Analysis reports because of org level security it will be required for this report too.

Green check indicates successful validation.

UN* is a wildcard value that will return all personnel areas for which you have access.

General best practice is to Validate selections before running.

General best practice for Analysis reporting is to check this box to save prompt values.

Results may be exported to Excel if needed.

The screenshot shows the SAP Business Objects Analysis tool interface. The main window displays a data table titled "JHU Employees with Temporary IDs" with columns for "Hopkins ID", "Person", and "Employee". The left sidebar contains a tree view of dimensions, including "Key Figures", "Date of Birth", "Employee", "Employee Group", "Employee Subgroup", "Employment Status", "Hopkins ID", "Organizational Unit", "Oversight Unit", "Person", "Personnel Area", "Personnel Subarea", and "Position". The bottom pane shows a list of rows with hierarchical dimensions like "Hopkins ID > Hopkins ID", "Person > Person", etc.

Export to Excel

Highlight Totals is generally checked by default. It's fine to leave as is.

The screenshot shows the "Export to XLSX (Excel 2007)" dialog box. The "Export" section is visible, showing a list of sheets to export, including "Sheet 1" and "JHU Employee". Below the list, there are several checkboxes for export options: "Repeat outer header members" (checked), "Include linked crosstabs and charts" (unchecked), "Export Key and Text values as separate columns" (checked), "Export Conditional Formats applied to a different measure" (unchecked), and "Highlight Totals" (checked). The "OK" and "Cancel" buttons are at the bottom right.

General best practice is to check “Repeat outer header members” and “Export Key and Text values as separate columns” when exporting Analysis reports to Excel.

WHAT TO DO WITH REPORT RESULTS



Business Process

- Foreign nationals without SSNs are also required to completed the Foreign National Information Form (FNIF).
- Once SSN cards are received, employees should upload them into the system.
- The FNIF system emails a unique link to the employee that they will use to access the system and upload their SSN number
- Employees unable to access this link in order to upload their SSN cards should contact I9ComplianceSvcs@jhu.edu for assistance.