

Reporting in Employment Action

The Reports is used to review the data from Employment Action(s). It also shows the workflow status (submitted, rejected, etc.) and any documents attached to the action. ***Employment Actions are not present in the ISR Report. They can only be viewed through the Employment Action Reports***

Process

1. Click on the dark blue “book” icon located at the top right corner of the screen
2. To search use the dropdown or enter information directly into one or more fields
 - a. **Request Type:** The type of action (Dropdown)
 - b. **Effective Dt>:** Searches for results greater than the date provided in the field (Calendar available)
 - c. **Effective Dt<:** Searches for results less than the date provided in the field (Calendar available)
 - d. **Initiator – Approver:** An initiator or approver associated with the action.
 - e. **Request ID:** Employment Action number
 - f. **Employee:** Employee’s first name, last name or a combination of both. Pernrs can also be used
 - g. **Position ID:** The position the employee is in to at the time of the action
 - h. **Request Status:** Narrows search results by Draft, In Progress, and Completed and Deleted. More than one status can be selected (Dropdown)
 - i. **Org Unit:** The organization unit employee is under (Uses org unit number)
 - j. **Personnel Area:** The entity the employee is employed
 - k. **Comments:** Comments from initiators, approvers and HRSS
 - l. **DSM Code:** DSM Code Text (dropdown)
 - i. University employees do not use DSM code

The screenshot shows the 'Action Reporting' search interface. The form includes the following fields:

- Action Type (dropdown)
- Effective Dt > (date field with calendar icon)
- Effective Dt < (date field with calendar icon)
- Initiator-Approver (text field)
- Action ID (text field)
- Employee (text field)
- Position ID (text field)
- Action Status (dropdown)
- Org Unit (text field)
- Personnel Area (text field)
- Comment (text field)
- DSM Title (dropdown)

On the right side of the form, there are two buttons: 'Search' and 'Reset', which are highlighted by a red rectangular box.

3. Click on the blue “Search” button on the right hand side to view results. A minimum of one field must be used to yield results. Click on the blue “Reset” button to clear the search criteria
4. The results are presented. Blank fields indicate there is no information at this time. Since the University does not use DSM codes, these fields will always be blank for JHU. Use the page next/back buttons to maneuver through large output of results

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Show Search Options

View

Export to Excel

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Action ID	Action type	Effective date	Name	Pernr	Position	Position Name	Org Unit	Org id	Dsm code	Dsm txt	Initiated Date	Comple ▼ date
5000...	Termination	5/13/...	BOLI...	147175	9999...	Defa...	SOM...	1000...			5/27/2...	5/27/2...

5. To view an Employment Action
 - a. Click on a row to highlight the action (the selected row turns light blue)
 - b. Then click on the blue “View” icon above the Request Type column header
6. The summary displays info regarding the employee, their position (at the time of submission) and action details

The first four lines provide a summary of the employee, their position and details of the action

Action # : 5000400		Action Type : Termination		Action Reason : Gross Misconduct		Action Status : Completed	
Effective Date 2/17/2020		Eligible for Rehire : NO		Reusing Position: Yes			
Name JOAN TESTER		Pernr 999999	Org Unit 60000000	Org Description SOM Ped Infectious Disease		Position Id 500000000	Position Title Clinical STU
Personnel Area School of Medicine		Job Id 100000000	Job Description Clinical		DSM Id		DSM Title

1. Workflow Details displays the details of the action between initiators, approvers and HRSS.
 - a. Workflow role: Lists the person who took steps on the action. (Initiator, department approval, enterprise approval or HRSS)
 - b. Full Name: Name of the initiator, approvers or HRSS
 - c. Comment: Comments entered by initiator, approver(s) or HRSS
 - d. Workflow Status
 - i. **Rejected:** The form was rejected by an approver or HRSS back to an initiator or approver to review
 - ii. **Assigned to you:** The form was assigned to you to submit or approve
 - iii. **Draft:** A form has been created but has not been submitted or approved
 - iv. **Assigned:** The form was assigned to a specific user to submit or approve
 - v. **In Progress:** The form is waiting/being reviewed by approvers or HRSS

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- vi. **Completed:** The form has been successfully completed and SAP has been updated accordingly
 - vii. **Deleted:** The form has been deleted by the initiator, approvers or HRSS. No other action can be taken on a form once it has been deleted
 - viii. **Action Date:** shows the date and time stamp
7. Change History
- e. Displays changes made throughout the workflow process.
 - f. Attachments added by the initiator show here