

# Employment Action Bonus/Supplements

## Overview

---

This document reviews the steps on how to submit and approve an Employment Action for Bonus/Supplements through the OPEN tab on the SAP Portal. The objective is for the user to access the Employee Request tile, navigate the Dashboard, initiate or approve an Employment Action.

Questions about Employment Actions can be answered on the HR Shared Services website <https://ssc.jhmi.edu> or by calling HRSS directly at 443-997-5828.

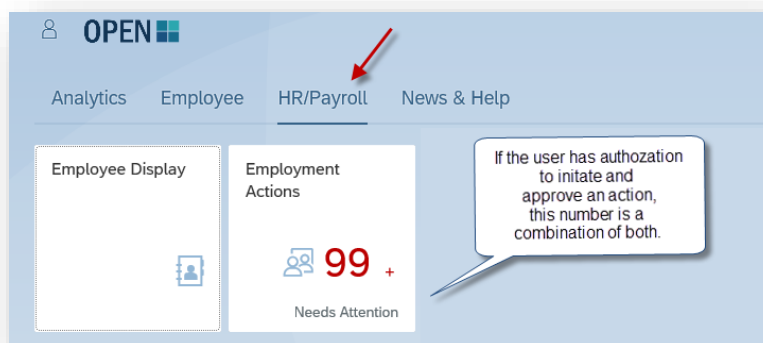
## Accessing the Employment Action

---

Log into SAP and click on the “Open” icon



Click on the HR/Payroll Tab, then click on the Employment Actions tile to open the Dashboard

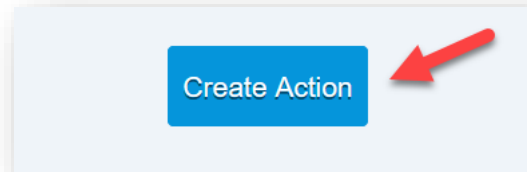


## Submitting a Bonus/Supplement Action

---

## Employment Action Bonus/Supplements

1. To start an action, click the “Create New Action” icon located on the left corner of the page



2. In the “Employee” field type the name or pernr of the employee. A drop down appears with results. To select the employee, click on their name.

**Employee Changes**

Employee

joa

| NAME               | PERNR   | POSITION     | DEPARTMENT |
|--------------------|---------|--------------|------------|
| Joanne [REDACTED]  | 1817757 | NUREDUCS     | [REDACTED] |
| Joanne [REDACTED]  | 1817823 | TCHCRTMEDCS  | [REDACTED] |
| Joquin [REDACTED]  | 1817883 | REP-ADM-SUP  | [REDACTED] |
| Joachim [REDACTED] | 1817933 | PHYS-CS      | [REDACTED] |
| Joanna [REDACTED]  | 1817998 | ADMASSTS-ADM | [REDACTED] |
| Joanne [REDACTED]  | 1818238 | COORADSU-ADM | [REDACTED] |
| Joanna [REDACTED]  | 1818337 | NURPC-CS     | [REDACTED] |
| Joan [REDACTED]    | 1818346 | NUR-CS       | [REDACTED] |

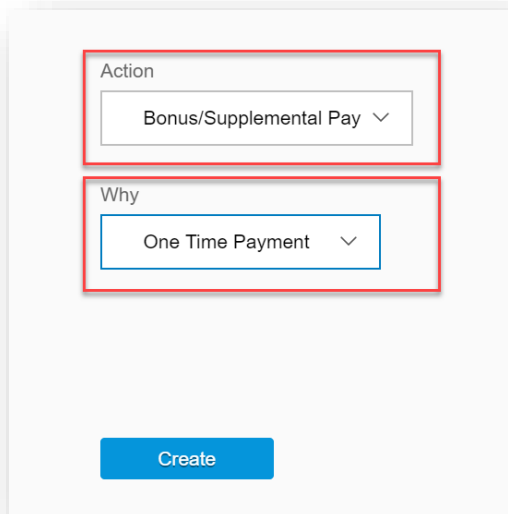
3. An information box at the top of the screen provides information about the employee

**Employee Changes**

| Name                                                                                             | PERNR  | Position               | Org Unit           | Pay                   | Status | Current Requests |
|--------------------------------------------------------------------------------------------------|--------|------------------------|--------------------|-----------------------|--------|------------------|
|  Tester, Joan | 999999 | Coordinator-CS-Service | Nutrition Services | Bi-Weekly, Non-Exempt | Active | 0                |

4. Use the drop downs to select the appropriate “Action” and “Why”. Click on the “Create” button to move forward to the next screen. Action types are Bonus/Supplemental Pay or University Adjustment. The “Why” dropdown will populate based on which “Action” type was selected.
  - a. Bonus/Supplemental Pay populates Onetime Payment, Recurring Payment and Other FLSA Payments
  - b. University Pay Adjustment populates Overtime and Reduction in Pay

## Employment Action Bonus/Supplements



Action

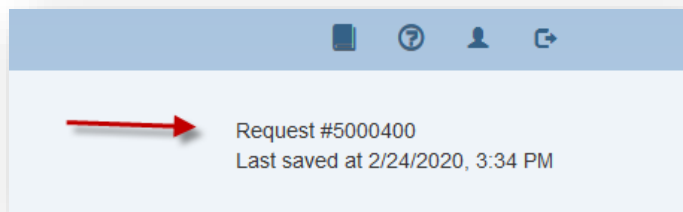
Bonus/Supplemental Pay ▾

Why

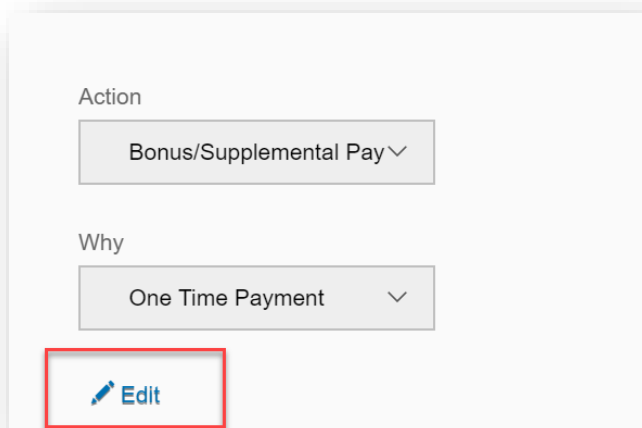
One Time Payment ▾

Create

5. The next screen produces the request number. Continue following the steps below until you get a confirmation the action has been submitted.
  - a. Located at the top right corner of the screen for reference



6. The “Edit” icon can be used to update the “Why”. If the Action needs to be changed use the back arrow button on the right hand corner of the screen



Action

Bonus/Supplemental Pay ▾

Why

One Time Payment ▾

Edit

## Employment Action Bonus/Supplements

7. Orange Message boxes display reminders or items that may need additional attention
8. Fill out the Payment Details
  - a. Select the “Wage Type” from the drop down. Enter the “Begin/Effective Date”, “End Date” (if required) and “Amount”. The “Cost Object Type”, “Cost Object”, “Cost Object Desc”, “Fund” and “Fund Desc” will automatically populate with the Cost Information associated with the employee. Use the dropdowns or enter data into the fields to change this information. If employee’s Cost Information is missing or no longer valid the fields will be blank and will need to be manually filled out

Payment Details

| Wage Type             | Begin / Effective Date | End Date     | Amount | Cost Object Type | Cost Object | Cost Object Desc | Fund     | Fund Desc  | Add Info |
|-----------------------|------------------------|--------------|--------|------------------|-------------|------------------|----------|------------|----------|
| Incentive Bonus (3C~) | 8/1/2020               | Not Required | 220.00 | Internal Or~     | 80002973    | DEVELOPM         | 13170000 | DESIGNATED |          |

Add another payment

Total: \$220.00

9. To add another payment click on the “blue plus icon” and another row will appear.
10. Two documents can be attached in the format of jpg/jpeg, png, msg, doc/docx, or pdf.
11. Enter comments for your approver in the Workflow tab.

Workflow
Change History

| Role      | Name     | Date | Comments                                                               | Status |
|-----------|----------|------|------------------------------------------------------------------------|--------|
| Initiator | Jane Doe |      | <div style="border: 1px solid #ccc; width: 100%; height: 100%;"></div> |        |

12. Click the blue “Submit” button to forward the action to the next stage of approval(s)

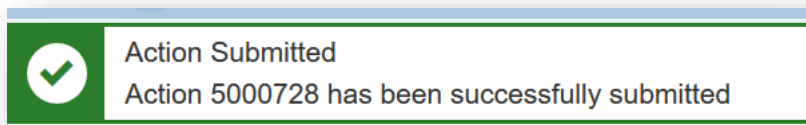
Submit

Save as Draft and Exit

Delete

## Employment Action Bonus/Supplements

13. Once the action has been submitted a pop up will appear at the top of the screen.
  - a. Green Message “Action 12345678” has been successfully submitted”, means the action is moving to the next stage in the process for approvals
  - b. Green Message “Action 12345678” has been successfully posted to SAP”, the action was successfully submitted by the last approver and has been entered into SAP
  - c. Orange Warning “Action 12345678” will automatically be completed after payroll has been finalized”, the action has been successfully submitted by the last approver and will be entered into SAP once payroll has finalized



## Approving an Employment Action

Once an Employment Action has been successfully submitted it flows through the appropriate approval(s) based on structural authorization. Approvers can approve, reject, edit or delete an action. Depending on established workflow for your area, there may be one or two approvers required for your action. Actions are loaded directly into SAP after an action has been successfully approved by the required approvals

1. The “Approvals” tab presents action(s) that have been submitted and are awaiting approval. The circle next to the tab indicates the number of actions that need attention. If the circle is grey with a “0” it means no action(s) are pending. Users who have authorization to approve and initiate have both the “Employee Changes” and “Approvals” tab.
2. Click on a row to select and open an action

| Employee Changes 0      |          | Approvals 2                |                           |           |           |                              |                     |  |
|-------------------------|----------|----------------------------|---------------------------|-----------|-----------|------------------------------|---------------------|--|
| Status<br>All           |          | Change Type<br>All         |                           |           |           |                              |                     |  |
| Name                    | Action # | Position                   | Change Type               | Submitted | Effective | Status                       | Current Owner       |  |
| Hopkins, Johns (123456) | 5000428  | RN II                      | Termination               | 3/3/2020  | 2/23/2020 | Reserved by<br>Hannah Janney | Hannah Janney       |  |
| Tester, Joan (999999)   | 5000400  | Food Svc Wkr I -<br>Retail | Bonus/Supplemental<br>Pay | 3/5/2020  | 2/19/2020 | Ready                        | Department Approval |  |

## Employment Action Bonus/Supplements

3. An information box at the top of the screen provides the below information about the employee
  - a. Name, PERNR, Position and Org Unit
  - b. Pay: The pay cycle and exemption status
  - c. Status: Displays the employee's current status of Active or Withdrawn in SAP
  - d. Current Request: Displays the user who currently working the action. It also displays any action(s) for this employee that have already submitted or completed
    1. Does not show ISRs created or completed in SAP

Pending Change Requests

TESTER JOAN

| Type                    | Action # | Submitted Date | Effective Date | Status      | Current Owner       |
|-------------------------|----------|----------------|----------------|-------------|---------------------|
| Bonus/ Supplemental Pay | 5000400  | 3/5/2020       | 2/19/2020      | In Progress | Department Approval |

4. The "Edit" icon is disabled for making changes to the "Action type" and "Why". If a change needs to be made reject the action back to the initiator or delete the action

Action  
Bonus/Supplemental Pay

Why  
One Time Payment

 Edit

Error

"Edit" is not allowed for Bonus Action for Approver Role.

[OK](#)

5. Changes can be made to the payment details including adding another payment.

Payment Details

| Wage Type            | Begin / Effective Date | End Date     | Amount          | Cost Object Type | Cost Object | Cost Object Desc | Fund     | Fund Desc  | Add Info                                                                              |
|----------------------|------------------------|--------------|-----------------|------------------|-------------|------------------|----------|------------|---------------------------------------------------------------------------------------|
| Incentive Bonus (3C) | 8/1/2020               | Not Required | 220.00          | Internal Or      | 80002973    | DEVELOPM         | 13170000 | DESIGNATED |  |
|                      |                        |              | Total: \$220.00 |                  |             |                  |          |            |                                                                                       |

Please Select

- Bonus - Gross-up-Reg Rate (3G76)
- Bonus - Gross-up-Sup Rate (3G77)
- Expense Reimb-Taxable (3117)
- Foreign Sourced Income (3020)
- Honorarium (3025)
- Incentive Bonus (3026)
- Lump Sum Fellowship Pymt (3018)
- MoveAllow GrossUpSupRate (3G78)
- MovingAllowance Taxable (3035)

## Employment Action Bonus/Supplements

6. Orange Message boxes display reminders or items that may need additional attention
7. View attachments from the initiator by hovering over the document. A pop up will appear with instructions on how to open the file
8. The Workflow indicates the status and comments entered by the initiator, approvers or HR Shared Services. Comments can be entered in the open field box
9. Change History is a record of changes made throughout the workflow process
  - a. There will be no change history recorded until the initiator hits the submit button

| <u>Workflow</u> |          | <u>Change History</u> |                                     |
|-----------------|----------|-----------------------|-------------------------------------|
| Role            | Name     | Date                  | Change                              |
| Initiator       | Jane Doe | 3/3/2020              | Document 1.docx uploaded to request |
| Initiator       | Jane Doe | 3/3/2020              | Document 2.docx uploaded to request |

10. Once the form is ready for approval click on the green “Approve” button. The action will forward to the next approval stage or be entered in SAP
11. The red “Reject” button
  - a. Clicking on “Reject return to Initiator” returns the action back to initiator
    - i. Enterprise approvers have the option to reject back to the initiator or approver
  - b. Clicking on “Delete Request” will delete the action
    - i. The initiator will see the status deleted status on their dashboard. After an action is deleted no other steps can be taken. The initiator must submit a new action for the employee

12. Clicking the “Cancel” button returns the user to the Dashboard
13. Once the action is approved a pop up box appears at the top of the screen with information regarding the action