

Employment Action

Leave of Absence/Return from Leave of Absence

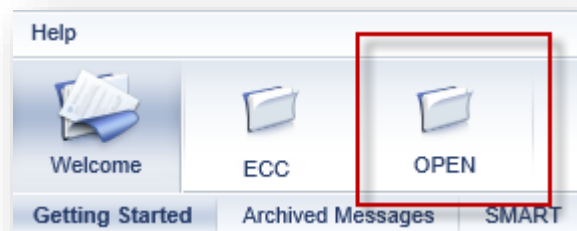
Overview

This document reviews the steps on how to submit and approve an Employment Action for Leave of Absence and Return from Leave of Absence. The objective is for the user to access the Employee Request tile, navigate the Dashboard, initiate or approve an Employment Action.

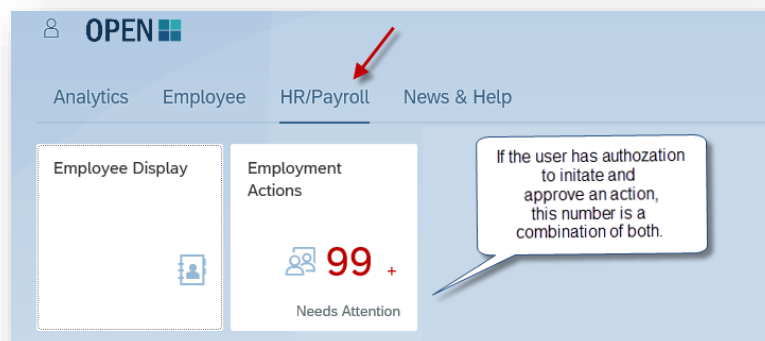
Questions about Employment Actions can be answered on the HR Shared Services website <https://ssc.jhmi.edu> or by calling HRSS directly at 443-997-5828.

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

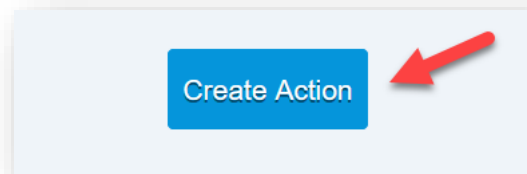


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Submitting a LOA/Return from LOA Action

1. To start an action, click the “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]	18077327	NUREDU-CS	[REDACTED]
Joanne [REDACTED]	18078213	TCHCRTMED-CS	[REDACTED]
Joquin [REDACTED]	18078813	REP-ADM-SUP	[REDACTED]
Joachim [REDACTED]	18078342	PHYS-CS	[REDACTED]
Joanna [REDACTED]	18078946	ADMASSTS-ADM	[REDACTED]
Joanne [REDACTED]	18082186	COORADSU-ADM	[REDACTED]
Joanna [REDACTED]	18083127	NURPC-CS	[REDACTED]
Joan [REDACTED]	18083186	NUR-CS	[REDACTED]

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

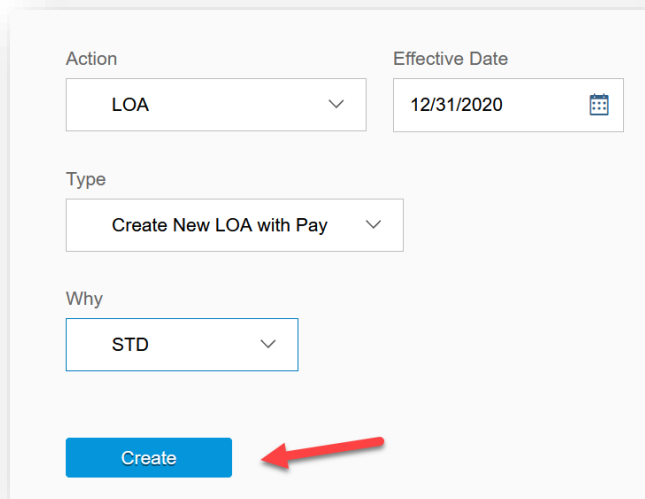
Employee Changes

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

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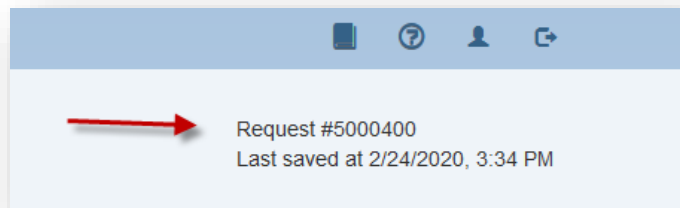
Leave of Absence/Return from Leave of Absence

4. Use the drop downs to select the appropriate “Action”, Type” and “Why”. Enter effective date and hit the “Create” button to move forward to the next screen.
 - a. The “Types” Are
 1. Create New LOA with Pay
 2. Create New LOA without Pay
 3. Extend LOA
 1. This is used only to extend the current expected return date of the employee. To change a LOA effective date, reason code or for JHU percentage please submit a new LOA Action.
 4. Return from LOA
 - b. The “Why” is the reason an employee is going on LOA



The screenshot shows a web form for creating a Leave of Absence (LOA). It contains four dropdown menus: 'Action' (set to 'LOA'), 'Effective Date' (set to '12/31/2020'), 'Type' (set to 'Create New LOA with Pay'), and 'Why' (set to 'STD'). At the bottom left is a blue 'Create' button, which is highlighted by a red arrow pointing to it from the right.

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



The screenshot shows a confirmation screen with a light blue background. At the top is a navigation bar with icons for a document, help, user, and share. Below the bar, the text 'Request #5000400' is displayed, with a red arrow pointing to it from the left. Below this, it says 'Last saved at 2/24/2020, 3:34 PM'.

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

The screenshot shows a form with the following fields:

- Action:** A dropdown menu with "LOA" selected.
- Effect... Date:** A date field with "12/31/2020" and a calendar icon.
- Type:** A dropdown menu with "Create New LOA with Pay" selected.
- Why:** A dropdown menu with "STD" selected.
- Edit:** A blue pencil icon followed by the word "Edit", which is highlighted by a red arrow.

7. Orange Message boxes display reminders or items that may need additional attention. These reminders also include the “Most recent LOA Action” if applicable.

The screenshot shows an orange message box with the following content:

Most recent LOA Action:	Why:	Effective Date:	Expected Return Date:	Percentage
LOA WITH PAY	STD	12/12/2020	1/12/2021	55.00%

A red arrow points from the "Percentage" field to a callout box that says: "Appears only for salaried employees. University commonly uses Percentage."

Below the table, there is a section for information regarding Leave Policies:

For information regarding Leave Policies:
[University Leave Policy Link](#)
 Work State/Region: Maryland, US

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8. Enter the Expected Return Date and Percent. Percent is only filled out for salaried employees.

Expected Return Date

Percent

Percent must be filled out with value from 1 to 100 if the employee is salaried and Reason LOA with Pay

9. Two documents can be attached in the format of jpg/jpeg, png, msg, doc/docx, or pdf.

10. Enter comments for your approver in the Workflow tab.

Role	Name	Date	Comments	Status
Initiator	Jane Doe			

11. Click the blue "Submit" button to forward the action to the next stage of approval(s)

Submit **Save as Draft and Exit** **Delete**

12. Once the action has been submitted a pop up will appear at the top of the screen.
- Green Message "Action 12345678" has been successfully submitted", means the action is moving to the next stage in the process for approvals
 - 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
 - Orange Warning "Action 123345678" 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

Action Submitted
Action 5000728 has been successfully submitted

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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

Position Changes 0

Approvals 10

Status

All

Change Type

All

Name	Action #	Position	Change Type	Submitted	▼ Effective	Status	Current Owner
Tester, Joan (999999)	5001514	Sr. HR Coordinator	LOA	11/21/2020	11/28/2020	Ready	Approver
Tester, Bob (999998)	5001373	Administrative Coordinator	University Pay Adjustment	11/11/2020	11/8/2020	Ready	Approver
Tester, Greg (999997)	5001354	Sr. Programmer Analyst	Bonus/Supplemental Pay	11/6/2020	11/30/2020	Ready	Approver

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. Recent Actions: 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

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Recent Actions					
JOAN TESTER					
Type	Action #	Submitted Date	Effective Date	Status	Current Owner
LOA	5000400	11/21/2020	11/28/2020	In Progress	Initiator

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
LOA

Effect...
Date
12/31/2020

Type
Create New LOA with Pay

Why
STD

 Edit

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

Expected Return Date
m/d/yyyy

Percent
0.00

Percent must be filled out with value from 1 to 100 if the employee is salaried and Reason LOA with Pay

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

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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

Workflow		Change History	
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

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Additional Information for Extend and Return LOA Actions

1. For Extend LOA

- This action can only be used to extend the current Expected Return Date.

This action is used to update the expected return date of an existing LOA. For all other changes please create a new LOA action.

Most recent LOA Action:	Why:	Effective Date:	Expected Return Date:
LOA WITHOUT PAY	STD	11/24/2020	12/24/2020

New Expected Return Date

2. Return From LOA

- Review Dates, Work Hours, Semi and Hourly rate as well as Labor Distribution can be updated by the initiator or approver

Action: **LOA** Effect... Date: 12/31/2020

Type: **Return LOA**

[Edit](#)

Most recent LOA Action:	Why:	Effective Date:	Expected Return Date:
LOA WITHOUT PAY	JHHS- Furlough	12/8/2020	12/8/2021

Review Date:

Work Hours:

Hourly Rate:

Salaried employees will have the Semi Rate field

Additional Wage Types

Labor Distribution

Percent	Cost Object Type	Cost Object	Fund
100.00	Cost Center	4500200035	VIDEO PRODUCTION
			1045000000 JHHS OPERATING

+ Add another payment

Additional Wage Types are for Hopkins Medicine only not University