

# Procedural Guidelines for Processing Temporarily Inactive Status

## Johns Hopkins University

Temporarily Inactive (Temp Inactive) is used to stop payments for faculty and students without terminating his/her employment with JHU. The employee remains active in SAP and continues to have access to all JHU systems while in this status.

### Temp inactive eligibility chart

Employee Group 7 (student) EE subgroup 02/03 (salaried non-exempt/exempt)	U007	U008	U011	U017 Medical student
	Undergraduate	Graduate	Visiting	
	✓	✓	✓	✓

Employee Group 8 (Non-Employee) EE subgroup 20 (Fellowship recipient)	U007	U008	U011	U017 Medical student
	Undergraduate	Graduate	Visiting	
	✓	✓	✓	✓

Employee Group 3 (Limited) Employee Subgroup 03 (salaried exempt)	U020 Faculty
	✓

#### 1) Activating Temp Inactive Status

Temp inactive action entered by HRSS based on the above criteria for individuals hired, reassigned or returned from temp inactive, the effective date of action is the day after labor distribution ends.

#### 2) Departmental Responsibility

- a. The department needs to submit temp inactive ISR to stop payment in advance of an existing action date (for example temp inactive action on record for 9/1/2012 and payment need to be stop on 8/1/2012)
- b. Students in the following personnel subareas are not qualified for temp inactive status, therefore it is the department's responsibility to ensure these students are not overpaid:
  - i. U012 – Postdoc
  - ii. U013 – Medical Interns/Medical Residents
  - iii. U014 – Medical Trainees

#### 3) Paying Supplements on Temp Inactive Status

- a. Paying supplements to Temp Inactive employees is permissible. The Temp Inactive action only blocks the base pay and labor distribution (9027) infotype in SAP.
- b. Departments do not have to return the employee from temp inactive status to pay supplements.

#### 4) Resuming Payments for individuals on temp inactive with a Break in Pay/Service

a. Initiate a return from temp inactive ISR and make sure all information on ISR is completed.

i. Funding source and labor distribution dates should be adjusted accordingly

NOTE: Extending labor distribution dates through an Eform will not result in payment if there is a temp inactive action currently on the employee's record (check the Actions infotype).

b. A salary change ISR cannot be used if individual is currently on temp inactive

#### 5) Extending Funding and Continuing Salary without Break in Pay/Service

a. Once an employee is placed on temp inactive, a department may need to extend the budget(s) past the initial dates indicated on the Hire ISR. In addition, the department does not want any payment interruptions. In this case, an Eform will not override the Temp Inactive action. To extend funding and continue salary without break in service, the department must:

i. Initiate a return from temp inactive ISR

ii. If this is the employee's first return from temp inactive, the day after the effective date of the temp inactive action may be used. Otherwise, the effective date of the ISR will be the same day that the temp inactive action is effective in SAP.

iii. In comments section include the following text: "Delete temp inactive action effective XX/XX/XXXX (date), no break in pay"

iv. Semi monthly salary can be adjusted at this time using the base pay section of the ISR

v. Extend funding source and labor distribution dates accordingly using the appropriate section of the ISR

1. Extending labor distribution dates through an Eform will not be necessary unless the ISR is retroactive and falls outside the 3 month processing window or contains sponsored fund sources.

2. Utilize the Eform to redistribute funds during the active period only(i.e. period when individual is not on temp inactive)

vi. HRSS will remove the current temp inactive action and create a new action with an effective date that coincides with the day after the funding ends according to the ISR.

vii. Cannot use temp inactive ISR to extend payments, must submit return from temp inactive ISR.

#### 6) Exceptions to Temp Inactive Policy

a. Faculty members on penny salaries

b. Individuals paid using foreign source income (check with JHU Tax office for appropriate guidance)

7) Running a BW Report to see which employees are on Temporarily Inactive or will be on Temp Inactive

1. Log on to SAP, and click the **Enterprise Reporting** tab.
2. Click **Open Analysis**.

3. Under the Enterprise SAP BW, click **Human Resources**.
4. Click **Personnel Admin**.
5. Double-click **Personnel Actions by Type**.

6. Enter the **Organizational Unit** number.
7. Under Personnel Area, confirm values is **Equal**.
8. Still under Personnel Area, type \* in the field under Include.
9. Click the **Action Type** drop-down.
10. Click **JC : JHEN Temporarily Inactive**.
11. Click **OK**.
12. Enter the Calendar Year/Month in the format mm/yyyy, where 08/2016 is August 2016.
13. Check **Save Prompt Values with workspace**, click **Validate**, and then **OK**.

