

BW Report: Work Authorization/Visa Expiration Dates

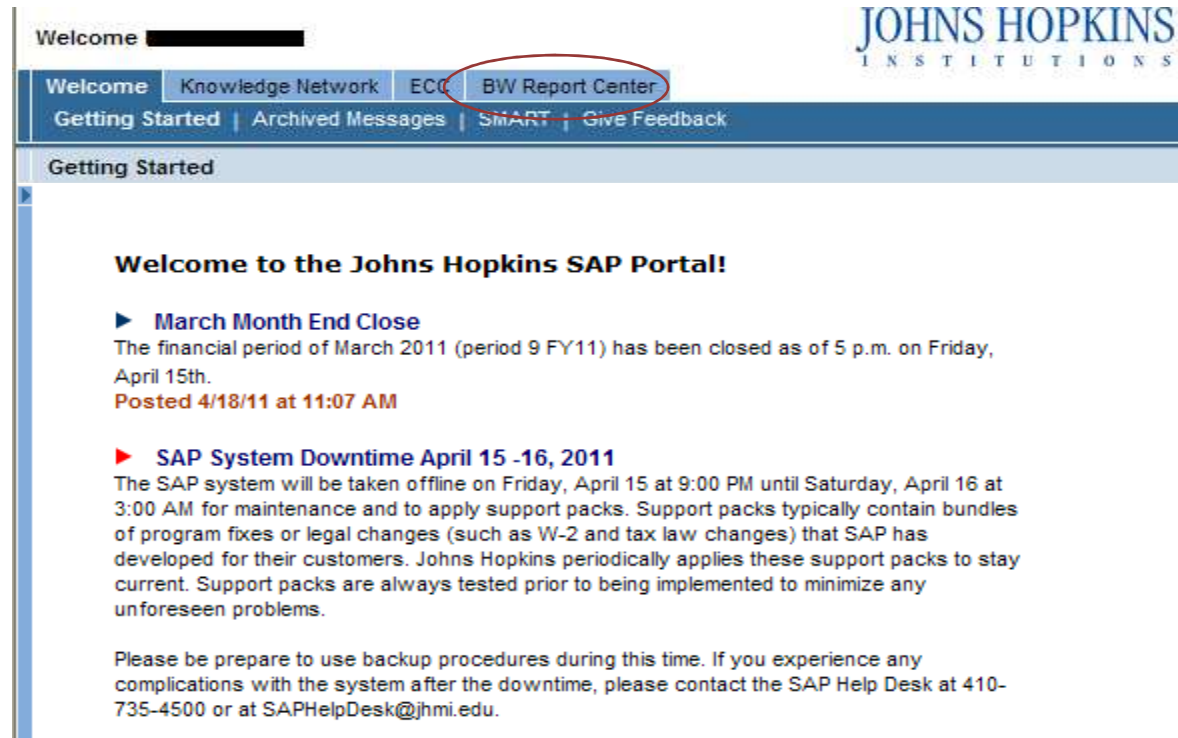
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Report Overview

The Work Authorization/Visa Expiration Dates Report is a BW report that displays the work authorization date and visa type for all employees or fellowship recipients whose residence status is nonresident alien.

Access BW

- Access BW from your portal.
- Click on the BW Report Center tab.



The screenshot shows the Johns Hopkins SAP Portal interface. At the top right is the Johns Hopkins Institutions logo. Below it is a navigation bar with tabs: 'Welcome', 'Knowledge Network', 'ECC', and 'BW Report Center'. The 'BW Report Center' tab is circled in red. Below the navigation bar is a 'Getting Started' section with a blue arrow icon. The main content area contains a 'Welcome to the Johns Hopkins SAP Portal!' message, followed by two announcements: 'March Month End Close' and 'SAP System Downtime April 15 -16, 2011'. The 'March Month End Close' announcement states that the financial period of March 2011 (period 9 FY11) has been closed as of 5 p.m. on Friday, April 15th, and was posted on 4/18/11 at 11:07 AM. The 'SAP System Downtime April 15 -16, 2011' announcement states that the SAP system will be taken offline on Friday, April 15 at 9:00 PM until Saturday, April 16 at 3:00 AM for maintenance and to apply support packs. Support packs typically contain bundles of program fixes or legal changes (such as W-2 and tax law changes) that SAP has developed for their customers. Johns Hopkins periodically applies these support packs to stay current. Support packs are always tested prior to being implemented to minimize any unforeseen problems. A final note asks users to be prepared to use backup procedures during this time and to contact the SAP Help Desk at 410-735-4500 or at SAPHelpDesk@jhmi.edu if they experience any complications with the system after the downtime.

Welcome [REDACTED]

JOHNS HOPKINS
INSTITUTIONS

Welcome Knowledge Network ECC **BW Report Center**

Getting Started | Archived Messages | SMART | Give Feedback

Getting Started

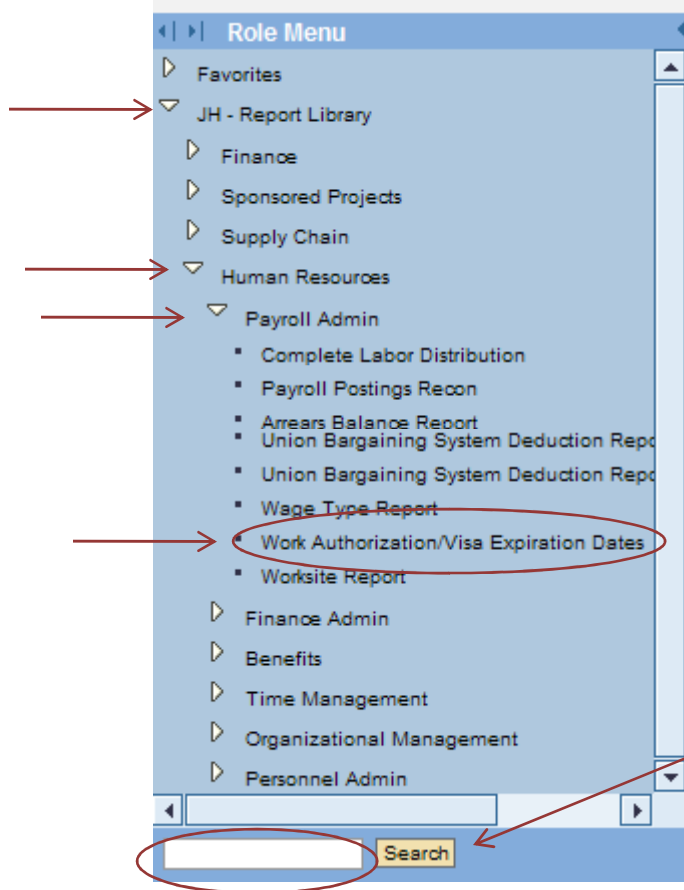
Welcome to the Johns Hopkins SAP Portal!

▶ **March Month End Close**
The financial period of March 2011 (period 9 FY11) has been closed as of 5 p.m. on Friday, April 15th.
Posted 4/18/11 at 11:07 AM

▶ **SAP System Downtime April 15 -16, 2011**
The SAP system will be taken offline on Friday, April 15 at 9:00 PM until Saturday, April 16 at 3:00 AM for maintenance and to apply support packs. Support packs typically contain bundles of program fixes or legal changes (such as W-2 and tax law changes) that SAP has developed for their customers. Johns Hopkins periodically applies these support packs to stay current. Support packs are always tested prior to being implemented to minimize any unforeseen problems.

Please be prepared to use backup procedures during this time. If you experience any complications with the system after the downtime, please contact the SAP Help Desk at 410-735-4500 or at SAPHelpDesk@jhmi.edu.

Access Work Authorization/Visa Expiration Date Report



Select the following path:

- JH – Report Library
- Human Resources
- Payroll Admin
- Work Authorization/Visa Expiration Dates

OR

Type all or part of the report name in the Search Box and click on "Search".

Variable Entry Screen

- Fields with an asterisk (*) are required fields in this case – Personnel Area and Org Unit.
- After populating the required fields, click “Check” to validate your entries.
- Click “Execute” to run the report.

Work Authorization/Visa Expiration Dates

Personnel Area(Selection Option, Required) (*)	=	UN*						Include	Insert Row
Organizational Unit(Selection Option, Required) (*)	[]	10000000	Johns Hopkins Enterp	To	99999999	99999999		Include	Insert Row
Personnel Subarea (Selection Option, Optional)	=							Include	Insert Row
Employee (Selection Option, Optional)	=							Include	Insert Row
Visa Expiration Date				To					
Work Auth. From Date (Optional Selection)	[]	04/15/2011		To	04/28/2011			Include	Insert Row

Execute Check

Click to run report

Click to validate entries

Insert a date or a date range

Report Results

Data Analysis Graphical display Info

Work Authorization/Visa Expiration Dates

Toggle Nav Block Variable Screen Printing Bookmark No. of Rows No. of Columns EMail New Window Exceptions/Conditions

Rows

- Employee
- Employment Status
- Job
- Residence Status
- Visa Type
- Work Authorization

Columns

Free Characteristics

- Current Supervisor
- Organizational Unit
- Personnel Area
- Personnel Subarea
- Position
- Valid from
- Valid to
- Visa Expiration Date
- Visa Subtype
- Work Permit

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Work Authorization	Employee	Residence Status	Job	Visa Type	Employment Status
01/15/2011		Non-resident Alien	Visiting Graduate-STU	J-1	Temporarily Inactive
01/20/2011		Non-resident Alien	Specialist-ACA-CTY	F-1	Active
		Non-resident Alien	Assistant-ACA	F-1	Active
01/25/2011		Non-resident Alien	Assistant-RES	F-1	Active
		Non-resident Alien	Graduate-STU	F-1	Active
01/27/2011		Non-resident Alien	Lecturer-FAC	J-1	Temporarily Inactive
02/01/2011		Non-resident Alien	Associate Dean-MGM	J-1	Temporarily Inactive
02/04/2011		Non-resident Alien	Visiting Professor-FAC	J-1	LOA Without Pay
02/08/2011		Non-resident Alien	Instructor-FAC	G-4	Temporarily Inactive
		Non-resident Alien	Graduate-STU	F-1	Active
02/25/2011		Non-resident Alien	PostDoctoral Fellow-STU	F-1	LOA Without Pay
03/07/2011		Non-resident Alien	Lecturer-FAC	E-1	Temporarily Inactive
03/18/2011		Non-resident Alien	Graduate-STU	J-1	Temporarily Inactive
		Non-resident Alien	Graduate-STU	F-1	Active
03/25/2011		Non-resident Alien	Associate-FAC	J-1	Temporarily Inactive
03/31/2011		Non-resident Alien	PostDoctoral Fellow-STU	H1B1	LOA Without Pay
		Non-resident Alien	PostDoctoral Fellow-STU	J-1	Active
		Non-resident Alien	Visiting Scientist-FAC	J-1	Active
		Non-resident Alien	PostDoctoral Fellow-STU	J-1	Active
		Non-resident Alien	Assistant-RES	J-1	Active
		Non-resident Alien	Assistant-RES	J-2	Active
04/30/2011		Non-resident Alien	Visiting Scholar-FAC	J-1	Temporarily Inactive
		Non-resident Alien	Visiting Scholar-FAC	J-1	Temporarily Inactive
		Non-resident Alien	PostDoctoral Fellow-STU	J-1	Active
		Non-resident Alien	Instructor-FAC	J-1	Temporarily Inactive

Row 1 / 643

You can add these fields to the report.