

## Process for Applying Temporarily Inactive Status Johns Hopkins University

Temporarily Inactive (Temp Inactive) is used to stop payments for an employee without terminating his/her record. The employee remains active in SAP. The only infotype affected is IT9027, Base Pay and Labor Distribution.

### I. Who Qualifies for Temp Inactive Status

- a. Salaried students – employee group 7, subgroup 02
  - i. Personnel subareas for salaried students:
    1. U007 (undergraduate students)
    2. U008 (graduate students)
    3. U011 (visiting students)
- b. Fellowship recipients – employee group 8, subgroup 20. Fellowship recipients receive an untaxed stipend. They should not be confused with research or clinical fellows who earn wages
  - i. Personnel subareas for fellowship recipients:
    1. U007 (undergraduate students)
    2. U008 (graduate students)
    3. U011 (visiting students)
- c. PT instructors - employee group 5, subgroup 03. This group of employees may teach a course sporadically throughout the year, they are not benefit-eligible, and must be paid on the semi-monthly pay cycle. They should not be confused with an instructor/faculty member who works on a part-time or limited basis.
  - i. Personnel subareas for part time instructors:
    1. U010 (faculty)

### II. Activating Temp Inactive Status

- a. Automatic action by HRSS based on the above criteria for individuals hired, reassigned or returned from temp inactive status after go live (Jan 1, 2007)
- b. Effective date of action is the day after labor distribution date ends
- c. Does not apply to individuals who meet the above criteria who converted as active
  - i. There are some instances when the temp inactive date(s) need to be changed or added (if omitted at point of hire). In order to place the employee on temp inactive the department must send an email to the appropriate mailbox:
    1. Homewood/SAIS/Peabody [HRSharedServices-Homewoodclients@jhu.edu](mailto:HRSharedServices-Homewoodclients@jhu.edu)
    2. BSPH & Nursing [HRSharedServices-BSPHclients@jhu.edu](mailto:HRSharedServices-BSPHclients@jhu.edu)
    3. School of Medicine [HRSharedServices-somclients@jhmi.edu](mailto:HRSharedServices-somclients@jhmi.edu)

**Please note:** Please ensure the following information is included in the email: employee's name, personnel number, and effective date of the temp inactive action (date must be the **day after** last day to be paid).

### III. Stopping payments for individuals ineligible for Temp Inactive

- a. If a department wishes to stop payments for an employee for a period of time, but he/she is not eligible for Temporarily Inactive status the department can:
  - i. Place the employee on leave of absence (if eligible)
    1. Students may not be placed on LOA (JHU only).
  - ii. Change the employees status based on the appropriate business practice in accordance with SAP functionality limitations
  - iii. Terminate the employee and rehire when payments are to continue (these ISRs can be done proactively)

### IV. Departmental Responsibility

- a. Responsible for ensuring that students in the other subareas are not overpaid as temp inactive actions will not be set up for them:
  - i. U012 – Postdocs
  - ii. U013 – Medical Interns/Medical Residents
  - iii. U014 – Medical Trainees.

V. 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).
  - i. Departments do not have to return the employee from temp inactive status to pay supplements
  - ii. Funds charged to grants (internal orders that begin with 9) that are paid using one time and recurring bonuses are not captured by the effort reporting system; effort reporting is tied to infotype 9027 only.

VI. Return from Temp Inactive

- a. Resuming Payments for individuals on temp inactive with a break in pay
  - i. Initiate a return from temp inactive ISR
  - ii. A salary change ISR cannot be used for individuals currently on temp inactive
  - iii. Semi monthly salary can be adjusted at this time
  - iv. Funding source and extend labor distribution dates should be adjusted accordingly
  - v. Extending labor distribution dates through an Eform will not result in payment if there is a temp inactive action currently in effect.
  - vi. Utilize the Eform to redistribute funds during the active period only

VII. Extending Funding and Continuing Salary without Break in Service

- a. Once an employee is placed on temp inactive, a department may want 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. The effective date of the ISR will be the same day that the temp inactive action is effective in SAP. If this is the employee's first return from temp inactive the day after the effective date of the temp inactive action may need to be used.
  - iii. In comments section include the following text: "Delete temp inactive action effective XX/XX/XXXX (date), no break in payment"
  - iv. Semi monthly salary can be adjusted at this time using the base pay section of the ISR
  - v. Extend funding source and dates accordingly using the cost distribution section of the ISR
    1. Extending labor distribution dates through an Eform will not be necessary unless the ISR is retroactive, contains sponsored funds, **and** is effective outside the 3 month processing window
  - vi. Utilize the Eform to redistribute funds during the active period only

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

VIII. Extending Funding and Continuing Salary when a Future dated Temp Inactive record exists

- a. There are instances where a department may want to change a salary and extend the budget(s) past the initial date of a future dated Temp Inactive record. In addition, the department may not want any payment interruptions which will occur if the temp inactive date is not changed/updated. In these cases, the department must:
  - i. Initiate a salary change ISR
    1. Ensure that the employee is, and will be active on the effective date of the salary change. Do this by looking at the **overview** (mountain icon) of actions.
    2. The effective date of the ISR will be the date the new salary is to begin and must be a date prior to the date of the existing temp inactive action.
    3. Use the appropriate reason code (03) general increase or (09) decrease in pay.
    4. Change the semi-monthly salary (base pay section of ISR)
    5. Extend funding source and dates using the cost distribution section of the ISR
    6. In the comments section of the ISR, please include the following text: "revise the temp inactive date; no break in pay." **Without this comment HRSS will not change or update the temp inactive date and may reject the ISR if the funding dates go beyond the effective date of the temp inactive record.**

**Please note:** HRSS will remove the old temp inactive record and create a new one with an effective date that coincides with the day after the funding ends according to the ISR.

IX. Exceptions to Temp Inactive Policy

- a. Individuals who have a FT/PT/Limited semi-monthly position within JHU and accept an hourly paid position with another JHU department.
- b. Individuals paid using foreign source income (check with Tax office for appropriate guidance)
  - i. The additional position should be created with employee subgroup of JH Salaried Exempt or JH Salaried Non-exempt (semi-monthly payroll)
  - ii. The additional assignment (hire) should be created using a penny salary and the effective date should be the 1<sup>st</sup> or 16<sup>th</sup> of the month. Bonus/Supplemental Payment ISRs must be submitted to pay the employee.
  - iii. HR Shared Services will automatically place the employee on temp inactive effective the day after the first pay period ends. Bonuses can still be paid while the employee is on temp inactive.

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

<b>STEP</b>	<b>ACTION</b>
1	Log on to SAP and select the BW Report System
2	Select JH-Report Library→ Human Resources→Personnel Actions→Actions→ Personnel Actions by type
3	Select Temporarily Inactive in the Action Type field
4	Enter the Org Unit
5	Enter the Personnel Area
6	Enter the Personnel Sub Area
7	Click Execute
8	Right Click on the Calendar Year/Month column heading
9	Select the filter values option
10	Click the month(s) that you would like to display on the report