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

<table>
<thead>
<tr>
<th>Employee Group 7 (student)</th>
<th>U007 Undergraduate</th>
<th>U008 Graduate</th>
<th>U011 Visiting</th>
<th>U017 Medical student</th>
</tr>
</thead>
<tbody>
<tr>
<td>EE subgroup 02/03 (salaried non-exempt/exempt)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Group 8 (Non-Employee)</th>
<th>U007 Undergraduate</th>
<th>U008 Graduate</th>
<th>U011 Visiting</th>
<th>U017 Medical student</th>
</tr>
</thead>
<tbody>
<tr>
<td>EE subgroup 20 (Fellowship recipient)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Group 3 (Limited)</th>
<th>U020 Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Subgroup 03 (salaried exempt)</td>
<td>✓</td>
</tr>
</tbody>
</table>

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 Temporarily 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.