	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR005
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**POLICY:**

This policy defines The Johns Hopkins Health System Corporation's (JHHSC) and The Johns Hopkins Hospital's (JHH) process for submitting HR transactions for all employees. The HR transactions process lists the procedure for processing HR transactions, the type of HR transactions (including historical edits), deadlines for transactions, and the discipline for non-compliance.

**PURPOSE:**

The HR Transactions policy was created to establish processes for timely submittal of HR transactions to mitigate institutional and employee liability.

**1. Submittal Process**

The manager will download an SAP HR Transactions Form which can be found on [HR Information Processing Center's](#) website to process all HR transactions.

- a. Complete the form and e-mail it to HR Information Processing Center (HRIPC) at [HRIPC@jhmi.edu](mailto:HRIPC@jhmi.edu). The requestor will receive an e-mail notification, referred to as an incident, that their e-mail has been received.
- b. HRIPC will submit the SAP HR Transactions Form, including historical edits, provided all pertinent information is available at the time of receipt.
- c. When HRIPC has confirmed the form was processed as requested, the requestor will receive an e-mail stating the transactions forms, referred to as an incident that has been closed; along with the transaction form number and employee's name.

Example of Open Incident:

The following incident has been opened: 09IM008991  
 The description of the incident is:  
 Test - Doe, Jane PERNR 3500; didn't receive paycheck on 05/15/09


Example of Closed Incident:

The following email has been closed: 09IM008991  
 The description of the incident is:  
 Test - Doe, Jane PERNR 3500; didn't receive paycheck on 05/15/09; Off\_cycle\_check requested

**2. Definition of HR Transactions**

HR Transactions are all transactions that can be processed for JHHSC/JHH employees, positions, organizational units via SAP, and historical edits.

Critical transactions are transactions that cause JHHSC/JHH to be out of compliance with federal, state, and local laws. Critical transactions are new hire pay, terminations and LOAs without pay.

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High priority transactions are all changes that cause JHHSC/JHH to be out of compliance with accreditation agencies and changes that negatively impact an employees pay or benefits. High priority transactions are merits and FTE status changes.

Non-critical transactions are all transactions not listed in the other categories.


Completed means the manager has spoken with the employee about the change, documented the changes in the employee's file, submitted the SAP HR Transactions Form or historical edit form to HRIPC, and that the data is on the employee's record in SAP.

### 3. Deadlines for Transactions

- a. All critical transactions must be submitted within 10 days of the employee's last scheduled working day with the exception of new hires and historical edits. New hires must have their time-sheets completed by the Friday before Payroll Monday. Historical edits must be submitted to HRIPC for processing by Payroll Tuesday.
- b. All high priority transactions must be completed within 60 days of notification.
- c. All salary changes must be completed within 45 days of change, except for merits, which are due on the anniversary date of the employee (merits submitted 60 days overdue are considered in violation of this policy).
- d. Non-critical transactions must be completed with 75 days.

### 4. Discipline Procedure

Failure to follow the policy and procedures regarding all HR transactions (including historical edits) and submission to HRIPC within designated time frame as detailed above will be considered a violation of policy which is subject to disciplinary actions in accordance with HR603. HRIPC will send a report to the department of Employee and Labor Relations and they will contact the Director or Vice President/Division Unit Head of the department that has violated the policy.

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## HR Transactions

<b><u>CRITICAL – 10 DAYS</u></b>	<b><u>HIGH PRIORITY- 60 DAYS</u></b>	<b><u>NON-CRITICAL – 75 DAYS</u></b>	
<ul style="list-style-type: none"> <li>• Hires</li> <li>• Inter-Org transfers</li> <li>• Inter-Affiliate transfers</li> <li>• Reassignments</li> <li>• LOAs with or without pay</li> <li>• Terminations</li> <li>• Historical Edits</li> </ul>	<ul style="list-style-type: none"> <li>• Merit</li> <li>• Performance Evaluation Bargaining Unit</li> <li>• Salary/Rate Change (<b>45 Days</b>)</li> <li>• Return from LOA</li> <li>• Status Changes/FTE</li> </ul>	<ul style="list-style-type: none"> <li>• Add Roles</li> <li>• Additional Org Units</li> <li>• Address Change</li> <li>• Advancement</li> <li>• Bonus/Supplemental Pay</li> <li>• Create/Copy Position</li> <li>• Demotion</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain Position</li> <li>• Mini Master</li> <li>• Miscellaneous Pay</li> <li>• Name Change</li> <li>• Workflow</li> <li>• ZSRs BW or SAP</li> </ul>

### **RESPONSIBILITIES**

#### **Employee**

1. Notify your manager of any HR transactional changes such as unexpected illness, name or address changes, etc.
2. Notify your manager of any expected increases or unexpected deductions.

#### **Supervisor/Manager**

1. Submits all HR transactions (including historical edits) by the deadline per transaction as detailed above.
2. Checks SAP to make sure the employee's submittal has been processed accurately and within the deadlines listed above.
3. Notifies HRIPC immediately if there are discrepancies with what was submitted and processed via SAP.

#### **HR Information Processing Center**

1. Submit transactions to HR Shared Services within 48 business hours of receipt with the exception of New Hires. New hires will be processed according to established departmental and recruitment procedures.
2. Maintain HR transaction data integrity by following JHHSC/JHH policies.
3. Creates monthly late submissions report and submits report to HRC & Labor Relations department.

#### **HRC & Labor Relations**

Notifies Department Director or Vice President/Division Unit Head of late submissions.

#### **Department Director**


Assures accountability for timely completion of the HR transactions. Advises HRC & Labor Relations of actions taken.

### **REFERENCES**

Fair Labor Standards Act (FLSA) – Equal Pay

The Johns Hopkins Health System Corporation and The Johns Hopkins Human Resources Policy and Procedure Manual:

HR004 Performance Management

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HR329 Leave of Absence

HR603 Discipline

Bargaining Unit Agreement - Section 6. Wages

Consolidated Omnibus Reconciliation Act (COBRA)

Maryland Wage Payment and Collection Law

**SPONSOR**

Vice President, Human Resources

**REVIEW CYCLE**

3 years

**APPROVAL**



\_\_\_\_\_  
 Vice President, Human Resources

\_\_\_\_\_  
 10.1.10  
 Date