



**THE SUPERVISOR'S GUIDE TO
MANAGING SICK & SAFE LEAVE FOR
HOURLY PAID STAFF AND STUDENTS**

Go Live Date: May 1, 2020

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Sick and Safe Leave Overview for Hourly Paid Staff and Students

The Maryland Healthy Working Families Act or Maryland Paid Sick and Safe Leave (SSL) requires that JHU grant at least 1 hour of Sick and Safe Leave for every 30 hours worked for eligible employees up to a maximum of 64 hours per fiscal year (July 1 – June 30). The leave is protected and must be granted if accrued sick leave is available at the time of the request.

To be eligible for paid SSL, the hourly paid staff or student:

- **Must be employed for at least 106 calendar days**
- **Must average at least 12 hours of work per week**

Covered dependents:

- **Self**
- **Immediate family members**
- **Extended family members**

Covered reasons:

- **Treatment or care for a mental or physical illness, injury or condition**
- **Preventative medical care**
- **Maternity or paternity leave**
- **Leave that is necessary due to domestic violence, sexual assault or stalking or the need to relocate or receive services.**

Managing Leave in SAP

All active PERNRs will be evaluated to determine SSL eligibility

- Be sure that SAP has the correct weekly hours on the planned working time infotype (7) to ensure that the your employee or student is appropriately eligible for the accrual of SAP
- Weekly hours that equal at least 12 hours across all active pernrns will trigger SSL eligibility (*not the hours that are entered on the weekly timesheets*)
- The weekly hours Be sure that SAP is updated with the correct weekly working hours on the planned working time (Infotype 7)
- All leave earned is evenly distributed in the accrual banks of active pernrns (absence quotas – Infotype 2006)

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Leave Availability as of May 1, 2020

Eligible staff and students can access their SSL balance in Employee Self Service (ESS)

- Concurrent assignments will display hours earned on each assignment (not a cumulative total) – *enhancement pending*

The screenshot shows the SAP Employee Self Service (ESS) interface. At the top, there is a header with fields for 'Pers. No.', 'Name', 'Position', 'EE group', 'EE subgroup', and 'Choose'. Below this is a table titled 'Absence Quotas' with columns for 'Start Date', 'End Date', 'Abs. Quota text', 'Start ded.', 'End ded.', 'Number', and 'Deduction'. A row is visible with the following data: Start Date: 01/01/2020, End Date: 12/31/9999, Abs. Quota text: 30 Sick and Safe Leave, Start ded.: 01/01/2020, End ded.: 12/31/9999, Number: 24.05000, Deduction: 0.00000.

Below the table is a section for 'Employee Self Service' with tabs for 'Overview', 'Personal Information', 'Payroll Information', 'Time Information', 'Benefits Information', and 'W2 Information'. The 'Time Information' tab is selected, showing 'Valid for Personnel Assignments: UNDERGRAD ASST 00259729 (Active)'. There is a 'Leave Type' dropdown set to 'All Types' and an 'On Key Date' field set to '2/12/2020'. A 'Display' button is visible. Below this is a table with columns 'Leave Type', 'From', 'To', and 'Balance'. A row is shown: Sick and Safe Leave, 1/1/2020, 12/31/9999, 24.05 HOURS. An 'Exit' button is at the bottom. A green box with a purple arrow points to the 'Balance' column, containing the text 'IT2006 number - deduction = ESS balance'.

The 106 day employment requirement will be tracked in SAP Infotype 19: Monitoring of Tasks.

The screenshot shows the SAP configuration screen for Infotype 19: Monitoring of Tasks. The 'Infotype Text' field is set to 'S...'. The 'Period' section is expanded, showing options for 'From' and 'To' dates. The 'Period' radio button is selected. Other options include 'Today', 'All', 'From curr.date', 'To Current Date', 'Curr.week', 'Current month', 'Last week', and 'Last month'.



- Click on Overview (Mountain)

Overview Monitorina of Tasks (0019)

Pers. No.	[REDACTED]		Pers.Assgn	[REDACTED]		[icon]	[icon]
Name	[REDACTED]		Position	Billing Coordinator		Active	
EE group	5	Casual / On Call	PersArea	UN02	School of Medicine		
EE subgroup	25	S1 Hrly Non-Exmpt	PSubarea	U005	Staff-Admin		
[icon] Choose	01/01/1800	to	12/31/9999	STy. [REDACTED]			
Overview							
[icon]	Task On	Task Type	Task Type Text	Processing indicator	Reminder	Lock [icon]	
	02/18/2020	JR	JHU SSL Prob-106 Day	New task	[icon] 02/18/2020		

- The JHU SSL Prob-106 Day task type is only entered for hourly assignments and is designed to control the utilization of SSL.

Absence Quotas

Leave Balances are stored in SAP Infotype 2006: Absence Quotas.

- There will be an absence quota record for each assignment (PERNR).
- All active hourly assignments accrue SSL.

Overview Absence Quotas (2006)

Choose							
Pers. No.	[Redacted]		Pers.Assgn	[Redacted]			
Name	[Redacted]		Position	Standardized Patient 30	Active		
EE group	5	Casual / On Call	PersArea	UN02	School of Medicine		
EE subgroup	25	S1 Hrly Non-Exmpt	PSubarea	U005	Staff-Admin		
Choose	03/01/2020	To	05/31/2020	STy.			
Absence Quotas							
Start Date	End Date	Abs.	Quota text	Start ded.	End ded.	Number	Deduction
01/01/2020	12/31/9999	30	Sick and Safe Leave	01/01/2020	12/31/9999	14.08000	0.00000

Balance Shown in Hours

Leave Usage

Leave usage is limited to 4 hours per day for students and 7.5 or 8 for staff (casual and limited) based on their work schedule rule.

- If you try to enter more than the maximum allowed the system will auto correct to the maximum allowed.

Viewed in SAP Infotype 0007: Planned Working Time

Overview Planned Working Time (0007)

Choose											
Pers. No.	[Redacted]		Pers.Assgn	[Redacted]							
Name	[Redacted]		Position	Billing Coordinator							
EE group	5	Casual / On Call	PersArea	UN02	School of Medicine						
EE subgroup	25	S1 Hrly Non-Exmpt	PSubarea	U005	Staff-Admin						
Choose	01/01/1800	12/31/9999									
Start Date	End Date	WS rule	T	Empl	MoHrs	Wk.hrs	Hrs/Da	WkDys	P	LI	AI
11/04/2019	12/31/9999	40.0 WK	1	25.00	43.33	10.00	2.00	5.00			

This ee is on a 40 hour WS rule so will be limited to 8 hours of MDSS

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Recording SSL

Once you confirm that the leave is available, enter SSL as follows:

- From the SAP Easy Access Window enter CAT2
- Select the JHU Profile
- Make sure Key Date is accurate or current date
- Enter Staff or Student PERNR
- Click the Pencil Icon

Select MDSS from the drop down list and enter the leave hours that are being requested:

PSG	A/AType	Att./abs. type text	Start Date	End Date
10	MDSS	MD Sick and Safe Leave	01/01/2020	12/31/9999
10	NREG	Reg_Non FWS Hrs	05/01/2010	12/31/9999
10	OTP	Overtime Premium	01/01/1990	12/31/9999
10	REG	Regular	01/01/1990	12/31/9999

- Click Save to record the hours

Leave can be recorded (utilized) on any active PERNR but no earlier than May 1, 2020.

- Negative balances are allowed on an individual PERNR not to exceed 8 hours as long as SSL exists on another PERNR.
- Balances will be manually moved between active hourly PERNRs by Payroll Shared Services on a weekly basis.

- If the employee only has one active PERNR, please do not allow the employee to use more than what is available in their leave bank (Absence Quotas - Infotype 2006).
- If there is enough available leave, the system will provide a soft stop error message, but will allow the entry as shown below:

Rec. order	RecFund	A/AT	Total	MO 0	TU 0	WE 0	TH 0	FR 04	SA 0	SU 0
			19.50	7	7.50	5	0	0	0	0
		MDSS	19.50	7	7.50	5				

Display Messages

Personnel No.	Name	Date	Status	Type	Error Message
		04/08/2020	00	I	Negative deduction from quota 30

Recording SSL without enough available accrual

If there is not enough available leave, the amount of SSL will be reduced directly in the CATs system before the payroll is finalized

- Students/staff will not receive payment for SSL that is not accrued.
- If there is not enough available leave in SAP, the system will provide a hard stop error message, and will not allow the entry. See screenshot below:

Rec. order	RecFund	A/AT	Total	MO 0	TU 0	WE 0	TH 0	FR 04	SA 0	SU 0
			22.50	7	7.50	8	0	0	0	0
		MDSS	22.50	7	7.50	8				

Display Messages

Personnel No.	Name	Date	Status	Type	Error Message
		04/08/2020	00	E	Not enough quota 30 for attendance/absence MDSS on 04/08/2020 f

Staff and students can request leave on any of their active assignments.

- **The full cost of the leave is charged to the assignment (department) where the leave is requested.**

Position Transfers and Terminations

Position Transfers

SSL balances will be moved from a termed PERNR to an active PERNR, if one exists

- Sick and safe leave is transferred if employee converts to a salaried staff position that tracks leave balances in the E210 system
 - Clinical associates are excluded as they use paid benefit time and can use that time for sick and safe reasons
- Staff with active hourly and salaried positions will accrue SSL on both PERNRS
 - SSL will not be transferred between active assignments

These transfers will happen in Central HR (Payroll or HR Business Services).

Position Terminations

Sick and safe leave is not paid out at termination, but will be reinstated if the employee returns to employment within 37 weeks (259 calendar days).

Terminating casual and student positions is extremely critical.

- “Active” PERNRS are eligible for leave accrual

- **The aggregate total of hours on the planned working time infotype in SAP will drive SSL eligibility.**
- **All leave earned is evenly distributed across active PERNRS at the time the leave is earned.**
- **The process for moving and transferring leave is cumbersome and can be greatly reduced if concurrent assignments were limited.**

Important Links

- [Sick and Safe Leave Policy](#)
- [Sick and Safe Leave FAQ's](#)

Who to contact with questions?

