

Student Employment Matters in SAP

There are many changes to previous practices concerning system access, workflow and procedures caused by implementation of the SAP system. One of the most confusing and troublesome areas has been student employment.

The present design and workflow in SAP for student employment is not ideal and needs to be revised. A team of University personnel from Controller's Office, Human Resources, Homewood Student Affairs, HopkinsOne and selected other units should convene in a few weeks to begin the process to develop recommendations to revise the workflow concerning student employment.

One of the current problems with SAP workflow concerns selection of Approver 2 for Information Service Requests (ISRs). Departments excluding those in Arts and Sciences, Engineering, and HSA, have tried to select the Homewood School's Student Employment Services Office as Approver 2 and have been unable to do so by the system.

We have identified the cause of this problem within SAP. Unfortunately, there is not a quick, easy or unanimously acceptable resolution to this issue. As a result, the temporary solution to this issue, until further notice, is that users who work in departments outside of Arts and Sciences, Engineering, and HSA should not select anyone as Approver 2. This will permit the ISR to be sent directly to HR Shared Services for entry. Certain reports will be developed for use by HSA Student Employment Services for review of certain compliance matters after the student has been paid.

Another issue concerning student employment relates to deadlines and cut-off periods. The Payroll shared service website contains deadlines for time entry for weekly employees, including students, as Monday at 2 p.m.

A third issue is regarding concurrent employment for weekly paid students. All student employees were converted to SAP. Because of the nature of SAP's Human Resources module and time constraints on implementation, some students were converted with multiple positions in SAP, such as one position for each budget line with a different CUFS Area (excluding federal work study budgets) or different rate of pay. However, only one SAP organization unit (reports to) could be captured in legacy Payroll for conversion. This unit was used as the single default unit unless you provided information to Payroll at the time of conversion with all needed information. As a result, some departments may not be able to view their student's payroll information or enter time. Since each department will enter time for its students, there may be some departments who cannot do this. For now, hours can be entered by the organization unit that currently has the position assigned to it in SAP (**if this is not your unit or if you cannot enter time or view your student, please contact Payroll Shared services**) or by a designated time entry person for your school. In a few weeks, there will be a "clean up" effort to get the positions into the correct organization unit.

Another issue relates to reports and payroll audit logs that used to be sent with the weekly payroll checks or pay advices. These reports are no longer printed automatically but a similar report can be obtained from the Business Warehouse (BW) tab. This report is being developed by the Hopkins One team as a high priority and should be available shortly. When it becomes available, this will be communicated to University personnel

If you have any questions concerning student employment and ISRs, please contact Human Resources Shared Services at 443-997-5828. For questions concerning student employment and time entry, please contact Payroll Shared Services at 443-997-6686.