

## Departmental HR Best Practices

### Johns Hopkins University

#### Reports

##### Weekly

Supervisors Missing/Terminated – Staff Reports - E210 System

Schedule Discrepancies – Staff Reports - E210 System

Overtime Reporting – Staff Reports - E210 System

Submission Status by Month (run for non-exempt employees only) – Staff Reports - E210 System

##### Monthly

Submission and Approval Status non-current – Staff Reports - E210 System

Work Authorization in Business Analysis– Human Resources – Payroll Admin – Work Authorization/VISA Expiration Dates

Late ISRs in Business Analysis - Human Resources – Payroll Admin – ISR Status Detail Report

Overpayment Report in Business Analysis - Human Resources/Finance Admin/Finance Overpayment Report

Hours Worked Report in Business Analysis – Human Resources – Time Management – Hours Worked and Concurrent Assignment Report in Business Analysis – Human Resources – Personnel Admin – Concurrent Assignment for ACA and ERISA compliance

##### Quarterly

Timekeepers report – Staff Reports – E210 system; to make sure the list is current and up to date for your department(s)

#### Things to Monitor

- Holiday time is taken appropriately for non-exempt employees working a non-standard week. A standard week is working the same amount of hours each day M-F. Hours and leave should be charged to the nearest 15 minute interval. Schedule should be expressed in the same way.
  - Individuals on non-standard weeks should (if departmental/operational needs allow) be reverted to a normal working week during weeks when there are JHU holidays or they take floating holidays. Otherwise, vacation leave must be used to cover the
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difference. While this does not have to apply to exempt employees, of note is the fact that the E210 system is programmed to only allow the equivalent of two standard days of floating holiday per employee regardless of exemption. You should consider treating all exempt employees similarly especially if the non-standard schedule is being worked for the employee's benefit and not the department (ie does not work in a clinical environment that requires long shifts).

- Employees are paid overtime timely and accurately. Reductions in pay are taken appropriately. Run the overtime report.
- View [HR Directory](#) monthly to ensure that your departmental information is correct. If not, please submit this form to update the information: <http://hrnt.jhu.edu/admin/HR/statuschange/>.
- Ensure that individuals whose work authorization is expiring are managed by getting the appropriate documentation for I9 re-verification, or placing them on leave or terminating employment. Details are outlined in the work authorization for non-residents procedure document.
- Make sure that employees in a Leave with Pay status are monitored so that ISRs to return them to work or extend their leave are processed timely. Employees in a Leave without Pay status should also be monitored so that ISRs to return them to work are processed timely. If the Leave without Pay needs to be extended, an email should be sent to HRSS indicating the new expected return date. Be sure to complete E210 prior to submitting ISR's for Leave With/Without Pay to be sure the ISR matches the information in the E210 to avoid over payment or underpaying an employee.