

PA - Leave of Absence (LOA) Maintenance

Purpose/Definition

Within Personnel Administration (PA), the Leave of Absence (LOA) Maintenance role is responsible for the processing of employees beginning or ending a LOA.

Mapping Guidance

This role must be mapped to Human Resources Shared Services.

Mapping Rules

Positions that receive this role CANNOT be mapped with following role(s):

- BN - Benefits All
- BN - Limited Maintenance
- BN - Tuition Programs
- OM - Object Create/Maintain
- OM - Org Unit Approver
- PA - Coeus
- PA - Internal Service Request (ISR) Approver
- PA - Internal Service Request (ISR) Initiator
- PA - Maintenance
- PA - Non-Citizen Tax Maintenance
- PA - Unit Cost Maintenance Approver
- PA - Unit Cost Maintenance Initiator
- PA - Unit Faculty
- PA - Unit Property Education Maintenance
- PBC - Administrator
- PR - Garnishments
- PR - Payroll All
- PR - Payroll Manager - View Only
- PR - Payroll Off Cycle Processor
- PR - Payroll Process
- PR - Tax
- TE - Family Medical Leave (FML) Approval
- TE - Time Data Maintainer - All
- TE - Time Entry

Positions that receive this role MUST be mapped with following role(s):

- None

Responsibilities

- Coordinate contact with employee and external contacts.
- Coordinate distribution/receipt of forms.

- Coordinate return to work.
- Coordinate with Workers Compensation
- Maintain LOA record for employee, including integration with Time/Benefits/Payroll records.
- May maintain personal and master data related to LOA activity including changes of address and other personal data, as well as, changes to other master data including review dates, salary increases, hours, possibly position change .

Tools

- Intranet/Internet
- SAP Business Suite

Knowledge and Skills

The following knowledge and skills are required prior to SAP End User Training:

- Read and write English sufficiently to complete the SAP Transactions.
- Use a PC or MAC and its operating system and browser to access a website on the Hopkins intranet.

Knowledge of:

- LOA Regulations
- Proper Leave of Absence Regulations.

Required knowledge and skills can be obtained from established training programs in JHU and JHHS.

NOTE: The HopkinsOne Project will provide SAP End User Training that includes training on:

- How to perform SAP transactions.
- How SAP transactions relate to the business process.
- How SAP transactions relate to the system as a whole.