

Inter-Org Transfers:

Interorg transfers retain the same benefits and the PTO payout is transferred automatically.

P01: Johns Hopkins Hospital	↔	P06: JHHS/P03: JHCP/P10: JHHC/P09: EMH
P04: Johns Hopkins Home Care Group	↔	P05: Johns Hopkins Home Health Services
P04: Johns Hopkins Home Care Group	↔	P07: Johns Hopkins Pharmaquip
P04: Johns Hopkins Home Care Group	↔	P08: Johns Hopkins Pediatrics at Home
P05: Johns Hopkins Home Health Svcs	↔	P07: Johns Hopkins Pharmaquip
P05: Johns Hopkins Home Health Svcs	↔	P08: Johns Hopkins Pediatrics at Home
P07: Johns Hopkins Pharmaquip	↔	P08: Johns Hopkins Pediatrics at Home

Processing Requirements for losing organization:

1. Term employee using reason code 17. The system-generated term date and hire date in new organization should be the same. The system-generated term date is one day after the effective date of the term ISR.
2. Put “Interorg Transfer” in the comments section of term ISR

Processing Requirements for receiving organization:

1. Create or copy a position if a vacant position is not available.
2. Initiate hire ISR with new position using reason code 07. Hire date and system-generated term date should be the same.
3. Put “Interorg Transfer” in the comments section of hire ISR
4. PTO is transferred automatically by Payroll Shared Services. No forms are required.

Processing Requirements for HRSS:

ISR Checks

1. Before processing compare effective dates on the Termination and Hire ISR. The effective date on the hire should match what will be the system-generated date on the term.
2. Check the validity of active/future payments on IT 14 and 15. If valid, delimit and make note of prior date for new pernr. Only move payments that are to be paid in the current pay period or future pay periods.
3. Make note of 90 day prob quota date on IT 19 for new pernr.
4. Check EE Group & PSubarea:
 - Compare old position to new position to verify there are no changes in the EE Group. If there are changes and the employee goes from accruing PTO to not accruing PTO, be sure to notify PR Shared Services **before** executing the action. Payroll will clear the quotas earned, allowing you to execute the action without causing a Payroll error. Retro changes more than (2) two pay periods notify HR Shared Services-Benefits.
 - Compare old position to new position to verify there are no changes in the Psubarea. If there is **any** type of change in the Psubarea notify HR Shared Services-Benefits **before** executing the action and if the employee goes from Bargaining Unit to Non-Bargaining unit you will include PR Shared Services in your email.

Termination Process

1. Delimit active deductions/payments on IT 14 on the terminated pernr (make note of end date(s) for new pernr)
2. Use PA 40 to initiate termination actions. Term date will advance one day ahead from the effective date on the ISR.
3. Approve and Complete ISR.

Hire Process

1. Ensure that the effective date of the hire ISR is the same as the system-generated termination date on the termed position before initiating the action.
2. Update Monitoring of Tasks (IT 0019); task type – Prob HS 90 day quota will be the same as the effective date of the hire action if the effective date of the 90-day quota **has been** met. If it has not been met place a new date type on the new pernr that matches the date from the old pernr. If the quota has already been satisfied, mark the task as completed.
3. IT 94 – Skip
4. Update tax information on IT(s) 207 (residence tax), 208 (work tax), and 210 (Withholding Info W4/W5) from old pernr to new pernr with the same effective date of the hire action. Use current filing status and exemptions. Check “State Reciprocity List” to verify the receiving employer has reciprocity with the state of residence. If the employer has reciprocity with the state in which they live, the state taxes will reflect that state with filing status and exemption defaults. (Note: the previous employer may have had reciprocity, however the new employer may not or vice versa)
5. Save IT 0009 (Bank Details) on new pernr with direct deposit information from termed pernr (if available); SAP will pre-note the next check.
6. Update IT 0041 (Date Specifications). The following date types are to be updated based on the info from the terminated pernr if available: J2 (JH Original hire date) and JG (JH Hire Date). JJ (JH Begin Accrual) will be the same as the effective date of the hire action.
7. Move all active/future **deductions** from IT 0014 and 0015 to new pernr including 403B loans. Check YTD totals and adjust balance but retain per pay period amount.
8. Using HRSS standard email format (see below), notify the following persons that the ISR has been processed:
 - HRSharedServices-Benefits@jhu.edu
 - Dolores Jacobs
 - Trudy Dashiell
 - Venina Mitchell Rice (if JHH/JHHS ee)

Email Format for Inter-Org Transfer

Subject: Inter-Org Transfer

This is notification that the following employee will need their PTO accruals, benefits, and wage garnishments, if applicable, transferred to their new pernr.

Sally Doe

New pernr: 000123

Old pernr: 000345

Effective: 7/6/08

Transferred from: (employer name) to (employer name)

Abbreviation key:

JHHS – Johns Hopkins Health System; JHCP – Johns Hopkins Community Physicians; JHHC – Johns Hopkins Health Care; EMH – Esposito, Mayer & Hogan

Date Specification Key:

Date Type Values	Description
J2 – JH Original Hire Date	The date initially hired by any part of the organization. This field is populated at conversion from the legacy Integral field ORIGHRDT and the legacy PAYR field Employment Date.
JG – JH Hire Date	Converted from JHHS Integral system (EMPLMTDT). The leave accrual date for JHHS. When employees move from one EIN to another and their leave accrual rate is to be retained based on former experience, this date is adjusted. The SAP Time Management module refers to this date to determine accrual rate level. This date must be adjusted manually by the HR Maintainer upon Rehire, Reassignment, Reinstatement based on policy.
JJ – JH Begin Accrual	The date the employee is eligible to begin accruing leave time in the system. Not converted. This is a dynamically updated field which is used by the Time Management module. Date should correspond to hire date action for new hires/transfers.