

**ISR TYPES: The following ISR types are used to create or update an employee's master data in SAP.**

<b>Hiring - Regular</b>	This ISR type is selected to initiate the process for entering a new employee's master data into SAP for all staff and faculty except for Part-time Instructors, Students and CTY Summer Camp employees.		
	01	Reentry into Enterprise	Used when hiring a previous employee who voluntarily decides to return to work for the same Johns Hopkins employer after the period for reinstatement has elapsed. Must have a previous record in SAP.
	02	Administrative Transfer	Used when a Johns Hopkins employee is transferred from one Johns Hopkins employer to another that is driven by a Johns Hopkins business decision to move a position across Johns Hopkins employers. (The original Johns Hopkins employer must submit a Termination ISR on the transferring employee).
	03	Voluntary Transfer	Used when when pay cycle within JHU is being changed (ie from weekly bargaining unit to semi staff). Also when hiring a non employee fellowship recipient into a staff/faculty position when there is no break in service.
	04	Interaffiliate Transfer	<b>JHHS Employers Only.</b> EE previously employed at one of the affiliated health system entities and accepts a new position with a different affiliated entity; Code not applicable to University hires/transfers. Guidelines can be found on the Policies and Procedures link under Guidelines for Biweekly Employees: <a href="http://ssc.jhmi.edu/bin/w/i/INTER_Affiliate_Transfers.pdf">http://ssc.jhmi.edu/bin/w/i/INTER_Affiliate_Transfers.pdf</a> .
	05	Hire	This reason code should be used when employee is new to the enterprise; terminated prior to SAP conversion; or master data record converted into SAP with terminated status.
	06	Reinstatement	This ISR type is selected when a employee who was previously employed with Johns Hopkins is returning to the same Johns Hopkins employer, within the Johns Hopkins employer reinstatement period. The time period for Reinstatement varies by Johns Hopkins entity. After the period for reinstatement has elapsed, a Hire ISR is selected using reason code 01 (Reentry into Enterprise). The employee must already have a SAP personnel number. If this is known by hiring dept, please indicate in comments. If not, a New Hire ISR is selected. Please indicate in the comments if the reason for reinstatement is voluntary (01) or mandatory (02).
	07	InterOrg Transfer	<b>JHHS Employers only.</b> EE previously employed at one of the affiliated health system entities and accepts a new position with a different affiliated entity; Code not applicable to University hires/transfers. Guidelines can be found on the Policies and Procedures link under Guidelines for Biweekly Employees: <a href="http://ssc.jhmi.edu/bin/k/m/INTER_ORG_Transfers.pdf">http://ssc.jhmi.edu/bin/k/m/INTER_ORG_Transfers.pdf</a> .

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Hiring-CTY Summer Camp	<b><u>JHU ONLY. This ISR type is selected when an employee is hired for CTY Summer Camp. The ISR is completed to initiate the process for entering a new employee's master data in SAP.</u></b>		
Hiring-Part Time Instructors	<b><u>JHU ONLY. This ISR type is selected when an employee is hired for an Instructor position in a Part Time Program. The ISR is completed to initiate the process for entering a new employee's master data in SAP.</u></b>		
Hiring-Student/Postdoc/Residents	<b><u>JHU ONLY. This ISR type is selected when a Medical Resident, Medical Intern, Medical Trainee, Post Doctoral Student, or a Graduate, Undergraduate or Visiting student is hired. It is completed to initiate the process for entering a new employee's master data in SAP.</u></b>		
Employee Reassignment	This ISR type is selected when staff, faculty or student who is currently employed with Johns Hopkins transfers to a new position within the same Johns Hopkins employer. This ISR is used to initiate the process for updating an employee's master data in SAP. Applicable when employee changes from staff/sr staff to faculty or vice versa or when student changes from undergraduate to graduate or medical intern to medical resident, for example. In these cases, it is important to note that the current position is being vacated. <b><u>The losing department does not terminate the individual being reassigned.</u></b>		
	<b>CODE</b>	<b>REASON</b>	<b>DEFINITION</b>
	01	Promotion	Transfer to a higher classification level and/or higher salary range through a requisition or posting. Also applicable for promotions from staff to faculty and progression within the student hierarchy (ie medical intern to medical resident).
	02	Demotion	Transfer to a lower position through a requisition or posting.
	03	Lateral	Transfer to a different position at the same contribution level/pay grade through a requisition or posting.
	04	Student to Staff/Faculty	<b><u>JHU Only.</u></b> Use this reason code when a student is reassigned into a staff/faculty position.
	05	Staff/Faculty to Student	<b><u>JHU Only.</u></b> Use this reason code when a staff/faculty is reassigned into a student position.
Termination Action Type (Termination/Retirement ISR)	This action type in the Termination/Retirement ISR is selected when a staff or faculty member leaves Johns Hopkins for reasons other than retirement (separate reason see below) to accept a position with another Johns Hopkins employer (e.g. JHU to JHHS), when changing payroll areas or changing from student status to faculty or staff. The reverse is also true.		
	<b>CODE</b>	<b>REASON</b>	<b>DEFINITION</b>
	01	Accepted New Job-Competitor	Accepted New Job-Competitor. For JHU, the department terminating the employee will determine if the employee is leaving to go to a competitor or not.
	02	Accepted New Job-Non Competitor	Accepted New Job-Non Competitor. For JHU, the department terminating the employee will determine if the employee is leaving to go to a competitor or not.

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	03	Family Obligations	Resignation due to competing family obligations. No additional explanation of this reason needs to be given.
	04	Personal Reasons	Resignation for personal reasons. No additional explanation of this reason needs to be given.
	05	Job Abandonment	
	06	Resignation (insufficient notice)	Resigns position without giving required notice.
	07	Return to School	Resignation with the intent to return to school to continue education.
	08	Health (voluntary)	Resignation for health reasons. No additional explanation of this reason needs to be given.
	09	Relocation	Resignation when moving residence to a new location. No explanation of these reasons need to be given.
	10	Dissatisfied with Employment	Resignation when feeling dissatisfied with employment at Johns Hopkins. No explanation of these reasons need to be given.
	11	Resignation (other)	Resignation for other reasons. The reason may be identified in an Exit Interview. <b>For JHU, use this code for voluntary resignations for reasons other than the ones listed.</b>
	12	Resigned in Lieu of	Resigned instead of being discharged involuntarily.
	13	Military	Resignation when signing up for military service.
	14	Visa Expiration	Employment ended as a result of a visa expiration.
	15	JHU Student who Graduated	<b>JHU only.</b> A JHU student who terminates employment as a result of graduation.
	16	Voluntary Transfer	Voluntary Transfer to a new employer within Johns Hopkins. (The new Johns Hopkins employer will use a New Hire ISR to bring the employee on-board. See Hiring-Regular section above)
	17	Inter Org Transfer	<b>JHHS Employers only.</b> Please see policy details at the following link: <a href="http://ssc.jhu.edu/humanresources/DataFiles/INTER_ORG_Transfers.pdf">http://ssc.jhu.edu/humanresources/DataFiles/INTER_ORG_Transfers.pdf</a>
	18	Inter Affiliate Transfer	<b>JHHS Employers only.</b> Please see policy details at the following link: <a href="http://ssc.jhu.edu/humanresources/DataFiles/INTER_Affiliate_Transfers.pdf">http://ssc.jhu.edu/humanresources/DataFiles/INTER_Affiliate_Transfers.pdf</a>
	19	Pay Cycle Change	<b>JHU only.</b> Term code used when employee is moving from the semi to weekly payroll or vice versa.
	20	Student Withdrew from JHU	<b>For JHU Students only.</b> Term code used when JHU student withdraws from FT student and is no longer eligible for student employment
	30	Unsatisfactory Performance	Termination as a result of unsatisfactory performance based on the policies, procedures and rules of the Johns Hopkins employer.
	31	Lack of funds to Supt Position	Termination as a result of lack of funds to continue to support the position.

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	CODE	REASON	DEFINITION
	32	Completion of Contract	Termination following completion of contract. <b>For JHU, use this code for assignment completed or termination of appointment.</b>
	33	Position Discontinued	Termination when a position is deleted. <b>For JHU, use this code when a position is abolished.</b>
	35	Not Qualified	Termination when an employee is deemed to be not qualified or no longer qualified for the position.
	36	Misconduct - Policy/Proc/Rules	Involuntary termination due to violation of policies, procedures or rule.
	37	Excessive Absences	Termination due to excessive absences based on the policies, procedures and rules of the Johns Hopkins employer.
	38	Health (involuntary)	Involuntary termination due to health reason.
	39	Probationary employee	Terminated at the end of the probationary period when employee does not meet required qualifications. For JHU, this is used when terminating an employee who does not satisfactorily complete the introductory period.
	40	LOA Expiration	Termination after the expiration of the approved LOA time without further explanations in accord with the policies, procedures and rules of the employee.
	41	Failure to Return from LOA	Termination after failure to Return from LOA in accord with the policies, procedures and rules of the employee.
	42	Gross Misconduct	Termination for gross misconduct in accord with the policies, procedures and rules of the Johns Hopkins employer. For JHU, contact Human Resources before terminating an employee for gross misconduct.
	43	Other Reason	Termination for reasons not otherwise defined. <b>For JHU, this is used for involuntary terminations.</b>
	54	Administrative Error	Administrative error necessitates a termination of a perrn because of data integrity issues (ie bad ssn, incorrect hire date; please consult with HRSS before processing to be sure termination is warranted.
	55	Violation Drug/Alcohol Policy	Current employee who is terminated because of drug/alcohol problem.
	56	Physical process not completed	Applicant who did not clear through physical process.
	57	Employee never started	Applicant who passed physical but did not show for orientation or who never reported to work.

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	CODE	REASON	DEFINITION
	58	Wage to Fellowship ( <u>JHU only</u> )	Position assignment being changed from student (employee group 7) to fellowship recipient (employee group 8, subgroup 20). This code may also be used to change a faculty/staff to a non employee fellowship recipient position. This change in employee group requires a new pernr. These changes must be closely monitored to avoid overpayments. Please work with a specialist from HR/Payroll Shared Services.
	59	Fellowship to wage ( <u>JHU only</u> )	Position assignment is being changed from fellowship recipient (employee group 8, subgroup 20) to a student (employee group 7). This code may also be used to change a non employee fellowship recipient position to a faculty/staff position. This change in employee group requires a new pernr. These changes must be closely monitored to avoid overpayments. Please work with a specialist from HR/Payroll Shared Services.
	60	I9 Rejection/No Contest	Employee cannot be verified through the Everify-system and does not contest the determination
	64	Death	Death
	65	Skills Mismatch	Resignation due to the employees skills not matching the job demand requirements

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<b>Retirement Action Type (Termination/Retirement ISR)</b>	This action type in the Termination/Retirement ISR is used when staff or leave Johns Hopkins employment due to retirement. If terminating employee does not meet retirement criteria, the action must be processed as a termination instead of a retirement.		
	<b>CODE</b>	<b>REASON</b>	<b>DEFINITION</b>
	02	Retirement	Meets retiree eligibility criteria. JHU - age 55 or greater and have 10 or more consecutive years of FT service immediately prior to termination or 30 years (no age criteria) of FT service immediately prior to termination. Used by entire JH Enterprise
	04	RIF Retirement	Individual is leaving the organization due to a reduction in force and meets the retiree eligibility criteria.
	05	Early (Bayview Only)	<b>Bayview Medical Center employees only.</b> Used to indicate when the age at retirement is earlier than normal retirement age (currently 65).
<b>Inactive Codes</b>			
	03	Postponed	This code is no longer in use - PLEASE DO NOT USE
<b>Non Employee Termination Action Type (Termination/Retirement ISR)</b>	This action type in the Termination/Retirement ISR is selected when terminating a non employee position (ie contractor, agency clerical/technical) when they are no longer active in that role or when they accept a permanent role within the organization - no reason code needed/required. Non employee fellowship perrns should not be terminated using this action. Please use the termination action type.		
<b>LOA With / Without Pay</b>	This ISR type is selected when staff, faculty, students (psubarea U012 and U013 only) take a Leave of Absence with or without pay. When using this ISR, the initiator must select one of 2 action types: LOA with Pay or LOA without Pay. Students who do not qualify for temp inactive status may be placed on loa w/o pay using reason code 11 (see below). <b><i>This ISR may not be used to place students or part time instructors on temp inactive status.</i></b>		
	<b>CODE</b>	<b>REASON</b>	<b>DEFINITION</b>
	1	Military	
	2	Health	
	3	Personal	
	4	Education	
	5	Sabbatical	
	6	STD	<b>JHU only.</b> STD paid by disability company. The portion of salary not covered by STD can be supplemented with available sick/vacation time for staff and may be covered by departmental funds for faculty.
	7	LTD	JHU guidelines: LTD is paid by the disability company. The portion of salary not covered by LTD can be supplemented with available vacation time for staff and may be covered by departmental funds for faculty.
	8	Worker's Comp	Leave taken due to Worker's Compensation-related injury or illness.
	10	Union	Leave taken as provided by the union contract.

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	CODE	REASON	DEFINITION
	11	Position Schedule	JHU guidelines: Use this for employees returning from LOA at a reduced schedule for health reasons and for employees who are on leave for part of the year (i.e., 9 months). Also applicable for students who do not qualify for temp inactive status.
	12	Suspension	
<b>JHHS Employer Codes (eff 9/2/10)</b>	21	JHHS - Military	<b>For JHHS/JHH only:</b> Period of continuous leave for military reasons
	22	JHHS - Health	<b>For JHHS/JHH only:</b> Period of continuous leave for health reasons
	23	JHHS - Personal	<b>For JHHS/JHH only:</b> Period of continuous leave for personal reasons
	24	JHHS - Education	<b>For JHHS/JHH only:</b> Period of continuous leave for educational reasons
	25	JHHS - Dependent Care	<b>For JHHS/JHH only:</b> Period of continuous leave to provide dependent care
<b>Inactive Codes</b>			
	9	MTD	This code is no longer in use - PLEASE DO NOT USE
<b>Return from LOA</b>	This ISR type is selected when a staff, faculty or student returns from a leave of absence. <i>Is not used for individuals returning from temp inactive status.</i>		
	CODE	REASON	DEFINITION
	01	Return from LOA with Pay	Returning to work/paid status following a period of leave with pay
	02	Return from LOA without Pay	Returning to work/paid status following a period of leave without pay
<b>Return from Temp Inactive</b>	This ISR type is selected when a student or part-time instructor is returning from Temporarily Inactive status; individual <b>must not</b> be benefit-eligible to qualify		
	CODE	REASON	DEFINITION
	01	Student	Semi-monthly Student or Fellowship recipients returning from an academic break; or a break in paid status
	02	Part-time Faculty	Part-time Faculty (Instructors) with a new contract returning from a Temporary Inactive status. Part-time Instructors with no active contract or no funding sources will always be Temporarily Inactive.
<b>Bonus / Supplemental Pay</b>	This ISR type is selected when adding various bonus / supplemental payments to the master record of staff, faculty or students. This includes recurring payments, one-time payments or overtime hours to be calculated for semi-monthly, non-exempt employees of JHU. It also is used to reduce the pay of JHU employees who miss 5 or less days of consecutive days of pay. These ISRs are eligible for auto-upload with a few exceptions.		

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<b>Position Attribute Change ISR</b>	Effective October 27, 2010 - This ISR is no longer available. Please refer to the Position Maintain/PAC ISR under the OM ISR section towards the end of the document.		
<b>Salary Change</b>	This ISR type is selected when the salary of an employee needs to be changed. Completing the ISR will initiate the process necessary to change an employee's salary. The above ISR is eligible for auto upload with a few exceptions: retro semi monthly ISRs; ISRs for staff/faculty/students when a future dated action or infotype 9027 (base pay and labor distribution) is present in master data.		
	<b>CODE</b>	<b>REASON</b>	<b>DEFINITION</b>
	1	Annual/Merit Increase	A salary increase based on the annual performance review process. When using this reason code, the task type J1 (Performance Review Annual) on IT19 will be marked completed with the same date as the ISR effective date and one will be created with a date one year from ISR effective date and will be listed as a new task for reporting purposes unless a different date is indicated on the ISR.
	2	Step Increase	Individuals in a step-based compensation program, such as bargaining unit employees, receive increases defined by the increments (steps) in their system. For JHU, this applies only to bargaining unit employees.
	3	General Increase	A salary increase which is not defined by other reasons from this list. Also used to change the pace nurse code.
	4	Equity Adjustment	A salary increase made to correct a pay inequity among employees in comparable positions with comparable qualifications, experience, and performance within the same Johns Hopkins employer. For JHU, this include adjustments given to rectify salary compression.
	5	Compression Adjustment	<b>JHHS Employers only.</b> An increase generated by a compensation review of the clustering of employees within their ranges across an organization.
	7	Adjustment to Minimum	An increase to bring an employee to the minimum of his/her salary range.
	8	Ingrade Adjustment	Adjustment for reasons other than those above which resulted in a salary change within grade. <b><i>For JHU, this can take the form of an in-range salary adjustment for assuming additional responsibilities and duties or developmental increase within the current job classification. Does not apply to JHHS Employers</i></b>
	9	Decrease in Pay	Adjustment which reflects a lower rate of pay.
	10	Market Adjustment	A salary increase made to adjust salaries of employees to market competitive levels as appropriate based on employee experience, qualifications, and performance.



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	CODE	REASON	DEFINITION
	11	Equity and Market Adjustment	Reason used when both an equity and market adjustment are given on the same date
	12	Union Salary Change	Reason code used for salary changes based on a union contract.
	13	No Merit/Annual Review	This reason code is used to indicate when a review was completed but no merit increase was awarded. When using this reason code, the task type J1 (Performance Review Annual) on IT19 will be marked completed with the same date as the ISR effective date and will be created with a date one year from ISR effective date for reporting purposes unless a different date is indicated on the ISR.
	14	Lump Sum Merit/Annual Review	This reason code is used to indicate when a review was completed and the merit was awarded in a lump sum because the individual's salary exceeds the pay range. When using this reason code, the task type J1 (Performance Review task type J1 (Performance Review Annual) on IT19 will be marked completed with the same date as the ISR effective date and will be created with a date one year from ISR effective date for reporting purposes unless a different date is indicated on the ISR.
	15	SHHS Start PILOB	<b>For Suburban Hospital Only.</b> To start pay in lieu of benefits
	16	SHHS Stop PILOB	<b>For Suburban Hospital Only.</b> To stop pay in lieu of benefits
	17	Grant-Related Increase	<b>For JHU Only.</b> This reason code is to identify when salary is <u>increased</u> due to additional sponsored funding
	18	Grant-Related Decrease	<b>For JHU Only.</b> This reason code is to identify when sponsored funding is <u>decreased</u> .
	19	Part B Increase	<b>For JHU SOM Faculty only.</b>
	20	Part B Decrease	<b>For JHU SOM Faculty only.</b>
	21	Float Pool w/merit	<b>For JHH/JHHS Only.</b> Individuals moved to float pool who are eligible for a merit increase.
	22	Float Pool no merit	<b>For JHH/JHHS Only.</b> Individuals in a float pool position who will receive a performance rating but no pay increase.
	23	Compliance	Used when there is a change to rate based on federal, state or local laws and regulations and/or Hopkins policy. May require approval from compensation offices
	24	Supp. Rate Wage Type Change	This should be used when only the supplemental rates of pay are being changed, such as PACE codes.

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<b>Hours Change</b>	This ISR Type is selected when the weekly working hours change but the employee group remains the same. For JHU semi-monthly employee's paid a salaried amount on the semi monthly pay cycle, the semi monthly pay must change as a result of the change in hours. This is not to be used for salary or rate of pay changes where the employee's total hours per pay period remains unchanged. <i>If the employee group is changing a position maintain, then a position attribute change ISR must be submitted.</i>
<b>Mini Master Regular</b>	This ISR Type is selected when a non-employee is added to the HR Master Data. This process covers all non-employees other than Coeus or Independent Contractors. It is used for entering a new non-employee's master data into the system for the purpose of giving SAP system access. Only unpaid non-employees (not paid through JH Payroll) are recorded on the Mini-Master Regular ISR. This includes agency personnel, doctors with "privileges," and non-employee supervisors.
<b>Mini Master Coeus</b>	This ISR Type is selected when HR Master Data needs to be entered for an individual who prepares grant applications and is not a Johns Hopkins employee. Coeus is used to prepare and track grant applications. A Master Data record needs to exist in Coeus for that individual to be able to prepare a grant application. SAP is the source record for HR Master Data in Coeus.
<b>ISR TYPES: The following Organizational Management (OM) ISR Types are used to create or update jobs, positions and organizational units in SAP.</b>	
<b>Job Create</b>	This ISR Type is used by Compensation when creating a new job within the JH Enterprise structure.
<b>Job Group Create</b>	This ISR Type is used by Compensation when creating a new job group within the JH Enterprise structure.
<b>Job Maintain</b>	This ISR type is used by Compensation to maintain or update a job within the JH Enterprise structure.
<b>Job Group Maintain</b>	This ISR type is used by Compensation to maintain or update a job group within the JH Enterprise structure.
<b>Position Create</b>	This ISR type is used by the department to create a new position when a similar position does not already exist in SAP. <b><i>For JHU, this ISR is used with a New Position Personnel Requisition when a similar position does not already exist in SAP.</i></b>
<b>Position Maintain/PAC ISR</b>	This ISR type is used by the department to maintain or update the attributes of an existing position in SAP. Be sure to click the change boxes next to each section being changed. Comments are no longer required but may still be valuable to help ensure accurate processing of this ISR.
	Employee Attribute Change Section: Complete this section to update an employee's master data record resulting from a change in the position attributes.

**ISR TYPES: The following ISR types are used to create or update an employee's master data in SAP.**

	CODE	REASON	DEFINITION
	01	Position Reclassification	Changes resulting from the reclassification of a position by Compensation. For JHU, this includes position reclassification that involves a promotion or a demotion to a different contribution level and/or salary range. Also applicable to faculty promotions (ie asst professor to associate professor) and promotions from staff to faculty when the staff position is not being filled.
	02	Position Attribute Change	Use this code for position attribute changes that do not fit any of the other reason codes available.
	03	Change in Work Hours	This reason is used when the change in work hours requires a change in employee group
	04	Advancement	<b>JHHS Employers only.</b> Employee's current position has been upgraded to a higher level, employee has taken on additional duties; position number remains unchanged; and current position is not vacated or filled by another individual.
	05	Organizational Transfer	Use this code when an employee is transferred to another area within the same Johns Hopkins employer based on a business decision, org unit or funding change.
	06	CC/IO Change	Used to change cost centers and internal orders on weekly, biweekly and semi hourly employees. Please note that changing funding sources via ISR only effects the default funding sources in CATs, Nightingale and Kronos. Changes to the funding source of hours already paid must be done directly in the applicable timekeeping system.
	07	Employee Subgroup Change	The reason code was designed to track when an employee's subgroup changing. Most applicable to individuals changing from hourly to salaried and vice versa on the semi monthly payroll. This code should not be used if changing employee group as well.
	08	Promotion	Changes from a reclassification that result in a higher classification level and/or higher salary range. Also applicable for upward progression within the faculty hierarchy (e.g., assistant professor to associate professor).
	09	Demotion	Changes from a reclassification that result in a lower classification level and/or lower salary range.
	10	Lateral	Changes from a reclassification that results in no change to the classification level and salary range. For faculty, changes to a position that do not result in upward progression within the faculty hierarchy.
	11	Compliance	Used when there is a change to rate based on federal, state or local laws and regulations and/or Hopkins policy. May require approval from compensation offices.

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<b>Position Copy</b>	This ISR type is used by the department to create a new position by copying a similar position and modifying it to reflect the attributes of the new position. <b>Number of changes must be limited to 5 and must be referenced in the comments section.</b> May make multiple copies of position; please indicate in comments section and check appropriate change boxes to ensure all changes are made.
<b>Organizational Unit Create</b>	This ISR type is used by the department to request the creation of a new organizational unit within the JH Enterprise Structure.
<b>Organizational Unit Maintain</b>	This ISR type is used by the department to request changes to an established organizational unit within the JH Enterprise Structure.