

# **Johns Hopkins**

## **HR Shared Services**

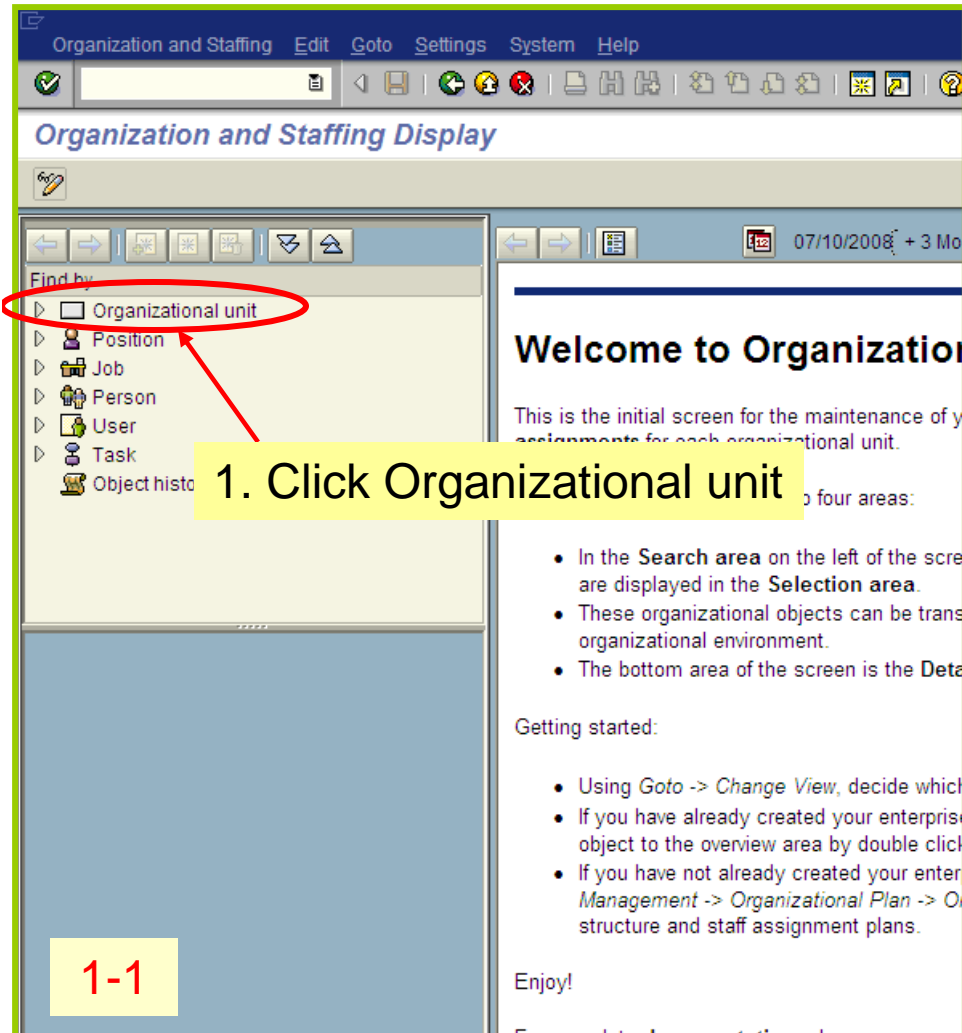


**Search for**  
**Staff Assignments/**  
**Supervisor Info**

**HR Shared Services**  
**Suite D100**  
**1101 East 33rd Street**  
**Baltimore, MD 21218**  
**Main: 443-997-5828**  
**Fax: 443-997-5822**

# Part I - Search by org unit

## Use transaction code: PPOSE



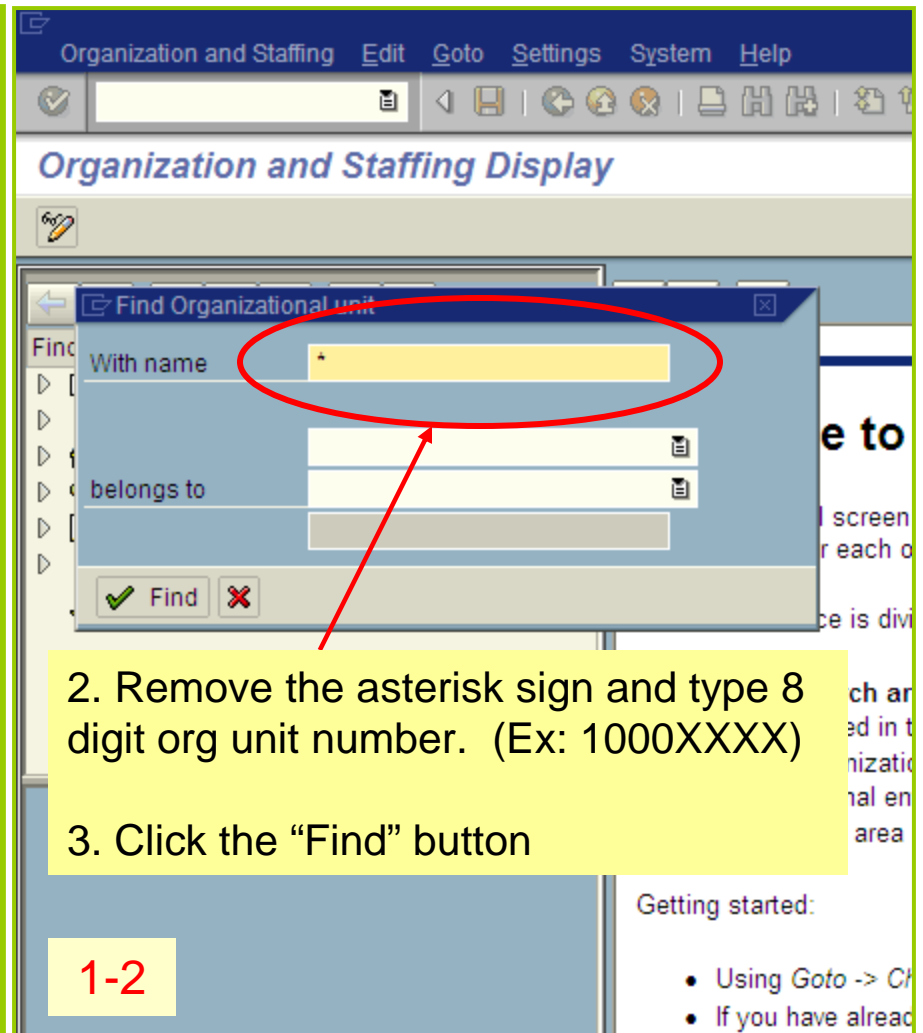
Organization and Staffing Display

Find by

- Organizational unit
- Position
- Job
- Person
- User
- Task
- Object histo

1. Click Organizational unit

1-1



Organization and Staffing Display

Find Organizational unit

With name \*

belongs to

Find

2. Remove the asterisk sign and type 8 digit org unit number. (Ex: 1000XXXX)

3. Click the "Find" button

1-2

### Organization and Staffing Display

Find by

- Organizational unit
  - Free search
  - Search term
  - Structure search
  - Object history
- Position
- Job
- Person
- User
- Task
- Object history

07/10/2008 + 3 Months

Staff assignments (structure)	Code	ID	Valid from	Valid to	Assigned as...	Assi
HR Shared Services Cer	1010285399	O 10003645	01/01/1900	Unlimited		
HR Shared Services	MGR-HR	S 20005333	01/01/1900	Unlimited	01/01/1900	Unlir
HR Services Sr. Rep	ASST-HR	S 20006441	01/01/1900	Unlimited	08/16/2007	Unlir
Trainer	ASSTTRG-HR	S 20006532	01/01/1900	Unlimited	08/16/2007	Unlir
Reporting Specialist	ASST-HR	S 20011450	01/01/1900	Unlimited	06/06/2007	Unlir
Ye, Sha	Ye	P 00019162	10/18/2006	Unlimited	07/16/2007	Unlir
Director HR Shared	DIR-HR	S 20015025	01/01/1900	Unlimited	01/01/1900	Unlir
HR Shared Services	1010285399	O 10003646	01/01/1900	Unlimited	01/01/1900	Unlir
Benefits Shared Sen	1010285399	O 10003647	01/01/1900	Unlimited	01/01/1900	Unlir
Organizational Mana	1010285399	O 10003648	01/01/1900	Unlimited	01/01/1900	Unlir

Status Name Chief


HR Shared Services Center

1-3

1. Double click

- Search result will show in the bottom left window.
- All positions and employees under this org unit will show up in top right window after you double click the org unit name on the left.

### Organization and Staffing Display

- Click the Go to icon  and select Staff assignments (list).

07/10/2008 + 3 Months

Find by

- Organizational unit
  - Free search
  - Search term
  - Structure search
  - Object history
- Position
- Job
- Person
- User
- Task
- Object history

Account assignment

Enhanced Checks

Financing Overview

Managerial assignment

Organizational structure

**Staff assignments (list)**

Staff assignments (structure)

Staffing Analysis

Task assignment

Code	ID	Valid from	Valid to	Assigne
1010285399	O 10003645	01/01/1900	Unlimited	
MGR-HR	S 20005333	01/01/1900	Unlimited	01/01/19
ASST-HR	S 20006441	01/01/1900	Unlimited	08/16/20
ASSTTRG-HR	S 20006532	01/01/1900	Unlimited	08/16/20
ASST-HR	S 20011450	01/01/1900	Unlimited	06/06/20
DIR-HR	S 20015025	01/01/1900	Unlimited	01/01/19
1010285399	O 10003646	01/01/1900	Unlimited	01/01/19
1010285399	O 10003647	01/01/1900	Unlimited	01/01/19
1010285399	O 10003648	01/01/1900	Unlimited	01/01/19

Status Name Chief

	HR Shared Services Center	
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1-4

y

Here's the Supervisor's name

07/10/2008 + 3 Months

Staff assignments HR Shared Services Center


Status	Status	Person/user	Personnel number	Position	Percentage	Job	Superior	Entry	be
		Addison , Cynthia	P	HR Shared Services Center Manager	100.00	Manager-HR	Karangelen , Wanda	02/21/2000	
		Jones , Monique	P	HR Services Sr. Representative	100.00	Assistant-HR	Karangelen , Wanda	06/23/2008	
		Moyd , Tyrell	P	Trainer	100.00	Assistant-HR-Training	Karangelen , Wanda	10/09/2006	
		Ye , Sha	P	Reporting Specialist	100.00	Assistant-HR	Karangelen , Wanda	10/18/2006	
		Karangelen , Wanda	P	Director HR Shared Services	100.00	Director-HR	Conway , Heidi	12/12/2005	

Column Configuration

Displayed columns

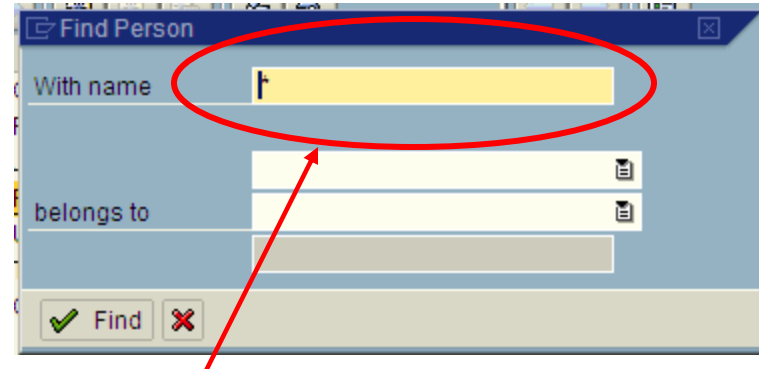
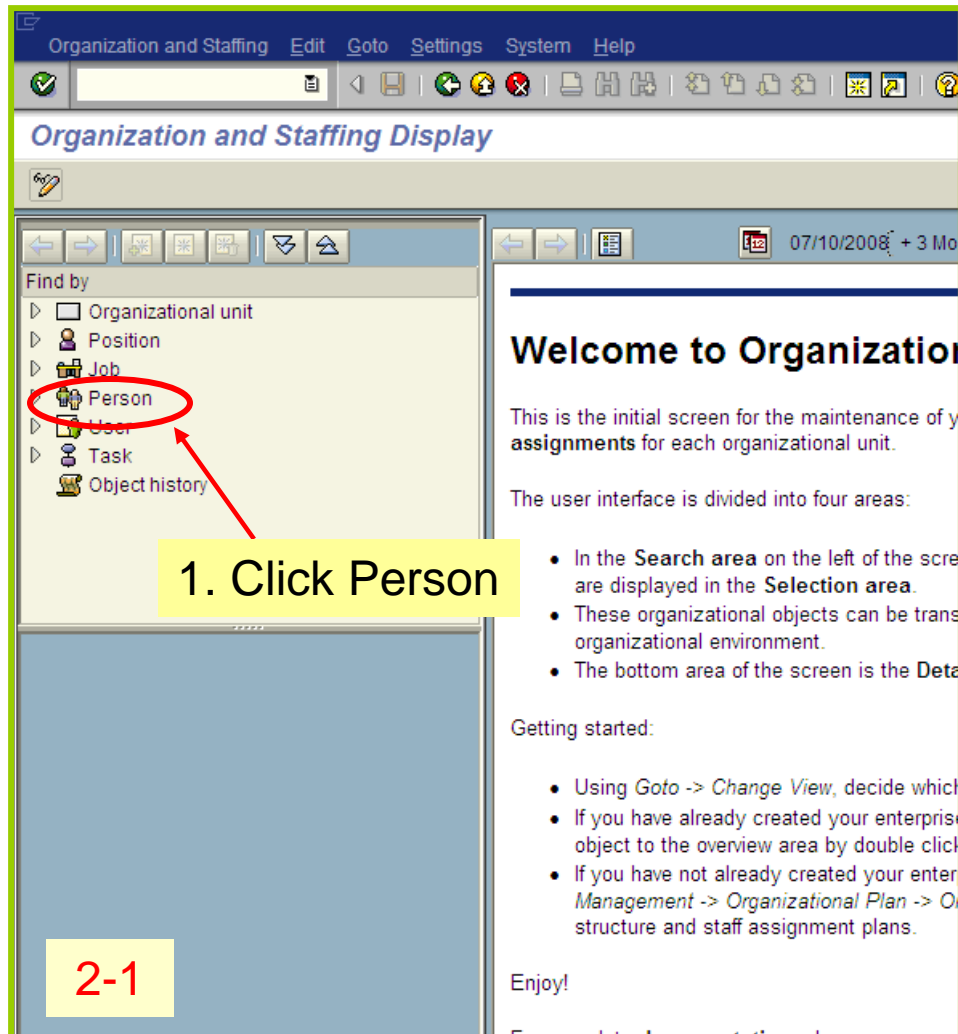
- Personnel number
- Position with staffing percentage
- Job
- Superior
- Entry
- being transferred
- Validity period of position
- Validity period of job
- Period of holder belonging to org. uni
- Position ID
- Staffing period

✓ ✗

To add or delete columns, click the "column configuration" icon  and check or uncheck the available options.

1-5

# Part II - Search by last name or personnel number



Organization and Staffing Edit Goto Settings System Help

Organization and Staffing Display

07/10/2008 + 3 Months

Find by

- Organizational unit
- Position
- Job
- Person
  - Free search
  - Search term
  - Structure search
- User
  - Search term
  - Structure search
- Task
- Object history

Organizational assignment	Code	ID	Valid from	Valid t
Fu , Miriam	Fu	P 00063424	05/08/2007	Unlim
Organizational Management Representative	ASST-HR	S 20000742	01/01/1900	Unlim
Organizational Management Shared Svcs		O 10003648	01/01/1900	Unlim


Status	Employee	Code
	Fu , Katherine	Fu
	Fu , Miriam	Fu
	Fu , Qin	Fu
	Fu , Shawn	Fu
	Fu , Sheng	Fu
	Fu , Yingbin	Fu

- Search result will show in the bottom left window.
- Double click the employee's name and their position and org unit information will display in top right window.
- Double click org unit name

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### Organization and Staffing Display

- Click the Go to icon  and select Staff assignments (list)

Find by

- Organizational unit
- Position
- Job
- Person
  - Free search
  - Search term
  - Structure search
- User
  - Search term
  - Structure search
- Task
- Object history

07/10/2008 + 3 Months

	Code	ID	Valid from
	Fu	P 00063424	05/08/200
representative	ASST-HR	S 20000742	01/01/190
nt Shared Svcs	1010285399	O 10003648	01/01/190

Status Employee Code

Fu, Katherine	Fu
Fu, Miriam	Fu
Fu, Oie	Fu

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Here's the Supervisor's name

### Staff assignments Organizational Management Shared Svcs

Status	Status	Person/user	Position	Percentage	Job	Superior	Entry	being transferred
		Bland , David	Organizational Management Supervisor	100.00	Coordinator-HR	Addison , Cynthia	10/16/2006	
		Fu , Miriam	Organizational Management Representative	100.00	Assistant-HR	Johnson , Joan	05/08/2007	
		Vaden , Pamela	Organizational Management Representative	100.00	Assistant-HR	Bland , David	11/06/2006	
		Jackson , Bonita	Organizational Management Representative	100.00	Assistant-HR	Bland , David	08/16/2006	
		Cromwell , Tracy	Organizational Management Representative	100.00	Assistant-HR	Johnson , Joan	06/24/2003	
		Shoemaker , Monica	Organizational Management Representative	100.00	Assistant-HR	Bland , David	11/01/2006	

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