Guidelines for S1 Employee Subgroup Changes
JHU Client Communication*
*Faculty, Non-employee Fellowship Recipient and
Bargaining Unit positions are excluded from this process

1. **Goals:**
   - Allow individuals to have multiple positions on the semi pay cycle (salaried and hourly) with their correct rates of pay indicated on both.
   - Transition staff and students between salaried and hourly positions as changes in status and hours occur.
   - Payments for hourly staff can be made via CATs which will be quicker and does not require multiple approvers.
   - Eliminate the need for bonus supplemental ISRs to pay hourly staff which require more effort and additional approvals.

2. **Key Abbreviations/Terms:**
   - S1 salaried: Salaried exempt/ non exempt
   - S1 hourly: S1 hourly exempt/ non exempt
   - EE: Employee
   - PAC: Position attribute change
   - Place holder salary: Prior to the addition of the S1 hourly positions, all individuals paid on the semi monthly payroll had to have an amount entered on the base pay and labor distribution infotype (9027) even if it did not represent their "true" semi monthly rate. The employee was paid for actual hours worked via a bonus supplemental ISR. The most common place holder salary is a penny. Will not be permitted for student and staff positions with ee subgroups 25/26.
   - Employee Group/Subgroup Structure: http://ssc.jhu.edu/humanresources/DataFiles/EnterpriseStructureEmployGroup.pdf
   - Multiple holders in a position: Please note that if there are multiple individuals in the same position, any position changes affect all holders. This is more important now that individuals can be S1 hourly and S1 salaried. This may adjust how you manage position overlap for training of new staff by exiting staff.

3. **Who Qualifies:**

   Place holder salaried position

   - Students in EE group 7 and Staff currently with an EE subgroup 02/03 that have a place holder salary. The amount is usually between .01 and $1.00. However, it could be any amount that does not represent the true amount that the individual is earning.

   EE subgroup changes due to a status changes

   - Moving from S1 salaried to S1 hourly
     - Staff: EE group 1, 2, 3, 4, 5 and subgroups 02/03.
     - Students: in EE group 7 and subgroups 02/03
   - Moving from S1 hourly to S1 salaried
     - Staff in EE group 03,04,05 and subgroup 25/26
     - Students in EE group 7 and subgroups 25/26

4. **Reporting:**

   In order to identify place holder salaries run the Employee Master Data by Date Report located in Business Warehouse (BW report):

   Path: JH-Report Library>Human Resources>Personnel Admin>General Employee
   Report Name: Employee Master Data by Date
   Variable Criteria:
   - **Employment Status = 3 and 4**
   - **Organizational Unit= XXXXXXX (may enter single org #s or a range)**
   - **Personnel Area= UNxx**
   - **EE Group= 3, 4, 5 and 7**
   - **Key Date= Current Date (format mm/dd/yyyy)**
   - **Execute Report and sort by hourly rate to identify place holder salaries.**

If individual is no longer working or has been inactive (unpaid) for greater than six (6) months, please terminate with a current effective date.

5. **Processing Dates: Please make ee subgroup changes on a current basis but no earlier than December 16, 2009**

6. **Processing Details for Place Holder Salary Positions**

Active STAFF pernr with a place holder salary changing from S1 salaried to S1 hourly with EE subgroups 02/03

Process Position Maintain ISR with required approvers	Process PAC ISR with required approvers
• Change EE group if applicable. EE group can only be 03,04,05. • Change EE subgroup to 25/26 whichever is applicable; must match the FLSA status of the job code. • 3. Time collection indicator must be 01 (CATS). • 4. Indicate what is being changed in the comments section of the ISR. • Please wait for email confirmation that position maintain ISR has been approved and completed before initiating the PAC ISR.	• Use reason code 07 (Employee Subgroup Change). If changing weekly working hours, use reason code 3 (change in work hours). • Change weekly working hours (if applicable) and indicate correct hourly rate and cost distribution. Please note: The cost distribution indicated on the ISR will serve as the default distribution when entering hours into CATs. • Indicate the change(s) in the comment section of the ISR.

Active STUDENT pernr (includes temporarily inactive) in EE group 7 with a place holder salary changing from S1 salaried to S1 hourly with EE subgroups 02/03.

Process Position Maintain ISR with required approvers	Process PAC ISR with required approvers

o Change pay grade in the planned compensation section of the ISR.
     ▪ Undergrads (U007): Ugradas2
     ▪ Grads (U008): Gradast2
     ▪ Visiting (U011): Visithrl
     ▪ All other students in EE group 7 require no change to pay grade
 o Change EE subgroup to 25/26 whichever is applicable.
 o Time collection must be 01 (CATs).
 o Indicate what is being changed in the comments section of the ISR.
 o Please wait for email confirmation that position maintain ISR has been approved and completed before initiating the PAC ISR.
	o Use reason code 07 (Employee Subgroup Change). If changing weekly working hours, use reason code 3 (change in work hours).
	 o Enter weekly working hours.
	 o Enter hourly rate and cost distribution. Please note: The cost distribution indicated on the ISR will serve as the default cost distribution when entering hours into CATs.
	 o Indicate the change(s) in the comment section of the ISR.

7. Processing Details for Changing EE subgroups - S1 Salaried to S1 Hourly

Active STAFF pernr, changing from S1 salaried to S1 hourly with EE subgroups 02/03

- Process Position Maintain ISR with require approvers
  - Change EE group if applicable. EE group can only be 03, 04, 05.
  - Change EE subgroup to 25/26 whichever is applicable; must match the FLSA status of the job code.
  - Time collection indicator must be 01 (CATS).
  - Indicate what is being changed in the comments section of the ISR.
  - Please wait for email confirmation that position maintain ISR has been approved and completed before initiating the PAC ISR.
- Staff remaining in the same position (not being filled by a different person)
- Process a PAC ISR using appropriate reason code and required approvers
  - Enter weekly working hours
  - Enter hourly rate and cost distribution
  - Indicate what is being changed in the comments section of the ISR
- Staff vacating current position (being filled by a different person)
- Complete requisition process through Divisional HR office.
- Process Reassignment/Hire ISR to move staff into the appropriate position using the appropriate hire/reassignment ISR reason code and required approvers. If this is an additional assignment (concurrent employment), use a hire ISR. If neither applies, terminate staff pernr.
- For retiring faculty and staff remaining with JHU in casual/limited status
- Process a retirement ISR
- Process a hire ISR to create an S1 pernr (concurrent employment). Should be an S1 hourly pernr unless the individual works a regularly scheduled worked week (salaried pernr). Would have a retiree and a staff pernr. Consult with Benefits/Div HR if you have questions regarding retirement eligibility and working while a JHU retiree.

Active STUDENT pernr (includes temporarily inactive) in EE group 7, changing from S1 salaried to S1 hourly with EE subgroups 02/03

- Process Position Maintain ISR with required approvers
  - Change pay grade in the planned compensation section of the ISR.
    - Undergrads (U007): Ugradas2
    - Grads (U008): Gradast2
    - Visiting (U011): Visithrl
    - All other students in EE group 7 require no change to pay grade
  - Change EE subgroup to 25/26 whichever is applicable.
  - Time collection must be 01 (CATs).
  - Indicate what is being changed in the comments section of the ISR.
  - Please wait for email confirmation that position maintain ISR has been approved and completed before initiating the PAC ISR.
- Process PAC ISR with required approvers
  - Use reason code 02 (position attribute change). If changing weekly working hours, use reason code 3 (change in work hours).
  - Enter weekly working hours.
  - Enter hourly rate and cost distribution. Please note: The cost distribution indicated on the ISR will serve as the default cost distribution when entering hours into CATs.
  - Indicate the change(s) in the comment section of the ISR.

7. Processing Details for Changing EE subgroups - S1 Salaried to S1 Hourly (cont'd)

Vacant **STAFF** position changing from S1 salaried to S1 hourly with EE subgroup 02/03	Vacant **STUDENT** position changing from S1 salaried to S1 hourly with EE subgroup 02/03
- Process Position Maintain ISR with required approvers - Change EE group if applicable. EE group can only be 03,04,05. - Change EE subgroup to 25/26 whichever is applicable - Time collection indicator must be 01 (CATS) - Indicate what is being changed in the comments section of the ISR. - Please wait until you receive email confirmation that the ISR has been approved and completed before proceeding to the next step. - Process hire ISR for new or termed EE, or reassignment ISR to move existing staff vacating current position using the appropriate hire or reassignment reason code. If this is an additional assignment (concurrent employment), use a hire ISR.	- Process Position Maintain ISR with required approvers - Change pay grade in the planned compensation section of the ISR. - Undergrads (U007): Ugradas2 - Grads (U008): Gradast2 - Visiting (U011): Visithrl - All other students in EE group 7 require no change to pay grade - Change EE subgroup to 25/26 whichever is applicable. - Time collection indicator must be 01 (CATS). - Indicate what is being changed in the comments section of the ISR. - Please wait until you receive email confirmation that the Position Maintain ISR has been approved and completed before proceeding to the next step. - Process hire for new or termed EE or reassignment ISR to move an existing student that is vacating current position using the appropriate hire or reassignment reason code. If this is an additional assignment (concurrent employment), use a hire ISR.

8. Processing Details for Changing EE Subgroup – S1 Hourly to S1 Salaried

Active **STAFF** pernr changing from S1 hourly to S1 salaried with EE subgroup 25/26	Active **STUDENT** pernr changing from S1 hourly to S1 salaried with EE subgroup 25/26
- Process Position Maintain ISR with required approvers - Change EE group if applicable - Change EE subgroup to 02/03. - Change time collection indicator to 00 (None) - Indicate what is being changed in the comments section of the ISR. - Please wait until you receive email confirmation that the ISR has been approved and completed before proceeding to the next step. - <u>Staff remaining in the same position (not being filled by a different person)</u> - Process a PAC ISR using appropriate reason code and required approvers - Enter weekly working hours - Enter semi monthly salary amount and cost distribution (cannot use a place holder salary) - Enter 5 digit legacy dept code in the comment section if changing to FT/PT - Indicate what is being changed in the comments section of the ISR - <u>Staff vacating current position (being filled by a different person)</u> - Complete requisition process through Divisional HR office. - Process Reassignment/Hire ISR to move staff into appropriate position using the appropriate hire/reassignment ISR reason code. If this is an additional assignment (concurrent employment), use a hire. If neither applies, terminate staff pernr.	- Process Position Maintain ISR with required approvers - Change pay grade in the planned compensation section of the ISR - Undergrads (U007): Ugradas1 - Grads (U008): Gradast1 - Visiting (U011): Visitsal - All other students in EE group 7 require no change to pay grade - Change EE subgroup to 02/03. - Change time collection indicator 00 (None). - Indicate what is being changed in the comments section of the ISR. - Please wait until you receive email confirmation that the ISR has been approved and completed before initiating PAC ISR - <u>Student remaining in the same position (not being filled by different person)</u> - Process a PAC ISR using appropriate reason code (02/03) with required approvers - Enter weekly working hours - Enter semi monthly salary amount and cost distribution (cannot use a place holder salary) - Indicate what is being changed in the comments section of the ISR - <u>Student vacating current position (being filled by a different person)</u> - Process Reassignment/Hire ISR to move student into appropriate position using the appropriate hire/reassignment ISR reason code. If this is an additional assignment (concurrent employment), use a hire ISR. Otherwise, terminate student pernr.

8. Processing Details for Changing EE subgroups - S1 Salaried to S1 Hourly (cont'd)

Vacant **STAFF** position changing from S1 hourly to S1 salaried with EE subgroup 25/26	Vacant **STUDENT** position changing from S1 hourly to S1 salaried with EE subgroup 25/26

• Process Position Maintain ISR with required approvers
   o Change EE group if applicable.
   o Change EE subgroup to 02/03 whichever is applicable.
   o Time collection indicator must be 00 (None).
   o Indicate what is being changed in the comments section of the ISR.
   o Please wait until you receive email confirmation that the ISR has been approved and completed before proceeding with a hire/reassignment.
• Process Hire ISR for new or termed EE or Reassignment ISR for existing staff vacating current position using the appropriate hire/reassignment reason code. If this is an additional assignment (concurrent employment), use a hire ISR.
	• Process Position Maintain ISR with required approvers
	   o Change pay grade in the planned compensation section of the ISR.
	      ▪ Undergrads (U007): Ugradas1
	      ▪ Grads (U008): Gradast1
	      ▪ Visiting (U011): Visitsal
	      ▪ All other students in EE group 7 require no change to pay grade
	   o Change EE subgroup to 02/03 whichever is applicable.
	   o Time collection indicator must be 00 (None).
	   o Indicate what is being changed in the comments section of the ISR.
	   o Please wait until you receive email confirmation that the ISR has been approved and completed before proceeding to the next step.
	• Process Hire ISR for new or termed EE or Reassignment ISR to move an existing student vacating current position using the appropriate hire or reassignment reason code. If this is an additional assignment (concurrent employment), use a hire ISR.