Using the Validate Position and SSN Tool on the Hire ISR

Purpose

The Validate Position and SSN tool on the Hire ISR is in place to ensure that the ISR initiator can review that the position being used in the hire action is set up properly and eliminates the need to enter data associated with a former/concurrent employee already stored in SAP.

Do not enter any data beyond Approvers, Reason for Action, SSN and Position number on the ISR until you have clicked on "Validate Position and SSN"

It is imperative that the tool is used properly when initiating a hire ISR otherwise an initiator will not be able to submit the ISR.

When used correctly the tool completes the following:

1. Determines if the SSN entered is in use in SAP
   a. If it does not find the SSN skips to review position info
   b. If it determines the SSN is tied to a record in SAP it displays the employees name in a pop up window and once accepted by the initiator as correct, defaults the following PRNR specific information if available in SAP. You can edit the fields if your information differs.
      i. Name
      ii. Date of Birth
      iii. Gender
      iv. Title (Dr./Mr./Ms. etc.)
      v. Nationality
      vi. Ethnicity
      vii. Race
      viii. Military/Veteran Details
      ix. Home Address and Phone
      x. Emergency Contact
      xi. Education
2. Validates the Position Number is valid in SAP
   a. If the position number is not located in SAP an error message will display and you cannot submit the ISR without changing the position number and clicking on validate again.
   b. If the position number is located in SAP the following will present in display only (not able to edit)
      i. Title
      ii. Employee Group and Subgroup
      iii. Personnel Area
      iv. Pers Sub Area

      v. Payroll Area

     vi. Annual # Months Worked (JHU field)

   vii. Org Unit

  viii. Planned Comp data

    ix. Home Cost Center

     x. Current Position Holder – if the position is occupied you must authorize using the position by going thru another pop up box validation

That leaves limited position specific fields left to enter on the ISR such as rate of pay, weekly working hours, cost distribution, work address etc.

Associated Roles

To initiate/approve ISRs you need one of the following roles:

ISR Initiator: ZRHR_PA_ISRINITIAT_All

ISR Approver: ZRHR_PA_ISRAPPROVE_ALL

Process Instruction

The Validate Position and SSN button is on all Hire ISR types and the Reassignment ISR. The following instructions incorporate all steps up to clicking the button along with the expectation of what happens after to the ISR.

By not using the Validate Position and SSN button properly you will not be able to submit the ISR because pertinent information cannot be entered. Certain fields are depending on knowing what type of position you are hiring before you can enter them (work schedule rule).

In the event you have to validate multiple times on the ISR you may unfortunately create a validation loop. If you cannot get the validate function to complete please back out of the ISR and attempt with the correct information.

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SSN is not already in SAP

1. Select ISR type
2. Enter Effective date of Hire/Reassignment
3. Click Create ISR
4. Enter proper approvers
5. Enter SSN
6. Enter Action Reason
7. Enter Position number
8. Click Validate SSN & Position
9. Pop up box will appear
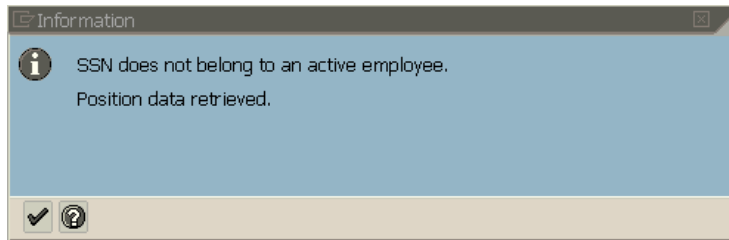
10. At this point if you believe the employee worked at a Johns Hopkins entity paid by SAP since 2007, the SSN you entered does not match what is listed in SAP.
    a. You can call HRSS to verify or verify with Employee
    b. You will need to back out of the ISR
11. If you are ok with the SSN not being located click on the Green Check in the pop up
12. The ISR will now prefill the position data
    a. If you do not see the actual words associated with the SAP information the validation did now work properly
    b. Review in SAP/call HRSS to determine what the start date of the position is compared to the date you used on the ISR
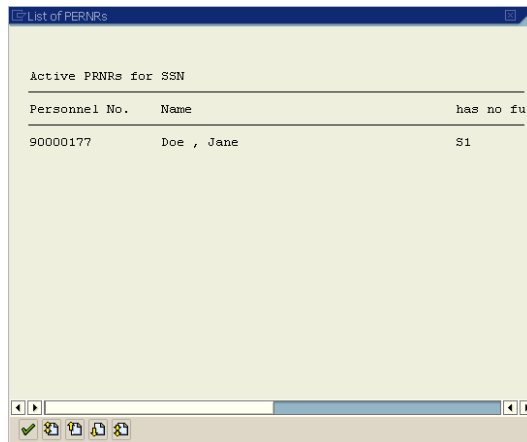

13. At this point continue entering data on the ISR until completed as normal

Using the Validate Position and SSN Tool on the Hire ISR

SSN is in SAP tied to an employee

1. Select ISR type
2. Enter Effective date of Hire/Reassignment
3. Click Create ISR
4. Enter proper approvers
5. Enter SSN
6. Enter Action Reason
7. Enter Position number
8. Click Validate SSN & Position
9. Pop up box will appear
    a. Ensure that the name on the pop up box matches the name of the employee you are hiring/reassigning
    b. If it does not match do not proceed with the ISR
        i. You can call HRSS to verify or verify with Employee
        ii. You will need to back out of the ISR
    c. If it does match click on the green check

10. The ISR will now prefill the position data
    a. If you do not see the actual words associated with the SAP information the validation did now work properly
    b. Review in SAP/call HRSS to determine what the start date of the position is compared to the date you used on the ISR
11. The ISR will now also prefill the personal data associated with the employee that is in SAP

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Action Details

SSN	123459872
Action Reason	01 Reentry into Enterprise

Org details

Position	50003482 OJECT, ADMINISTRATOR		Validate SSN & Position
Dept Code(JHU E210 only)			
PersAdmin(Check Sort Code)	☑	Org. Unit	10002165 Facilities Management
EE group	1 Full Time	P.scale type	ST Staff
EE subgroup	24 W1/B1 Hrly Exmpt	P.scale area	HS JHHSC
Personnel area	HS01 Johns Hopkins Hospital	Pay Scale Group	NONCLIN PS level NK
Pers. subarea	H001 Regular	Home Cost Center	4800310305 BUILDINGS & GROUNDS
Payroll area	B1 JH Bi-Weekly	Current Posn Holder	0
Annual # Months Worked			

Personal Details

Last name	Doe	Title	5 Dr.
First name	Jane	Suffix	
Middle name/Initial		Application Id	☑
Date of Birth	12/13/1982		
Gender	2 Female		

Additional Personal Details

Nationality(Citizenship) US USA

Ethnicity E2 Not Hispanic/Latino

Race Category:
- [ ] American Indian or Alaskan Native
- [ ] Black or African American
- [ ] Native Hawaiian or Other Pacific Islander
- [ ] Asian
- [ ] White
- [ ] Two or more races

Military/Veteran Details

Military status

Discharge Date 12/31/2014

Disability N Does not have a disability

◉ Protected Veterans
- [ ] Special Disabled Veteran
- [ ] Vietnam Era Veteran
- [ ] Other Protected Veteran
- [ ] Recently Separated Veteran
- [ ] Armed Forces Serv Medal Vet
- [ ] Disabled Veteran
- ○ Not a Protected Veteran
- ○ Prefers Not to Answer
- ○ Non Veteran

Emergency Contact

Last name	Doe
First name	John
Telephone No.	4431112222
Addr Line 1	1234 Main St
Addr Line 2	
City/State	Baltimore MD Maryland
Zip/Country	21224 US USA

Permanent Address

Address Line 1	1234 Main St
Address Line 2	
Addnl Line 3 for Foreign Address	
City	Baltimore
State/Zip Code	MD Maryland 21224
Country	US USA
Phone	
Cell Number	

Note: For foreign address, use address lines 1, 2 and addnl foreign address line 3 as free text fields for address

12. At this point continue entering data on the ISR until completed as normal

Position used is currently occupied by another employer

1. Select ISR type
2. Enter Effective date of Hire/Reassignment
3. Click Create ISR
4. Enter proper approvers
5. Enter SSN
6. Enter Action Reason
7. Enter Position number
8. Click Validate SSN & Position
9. Pop up box will appear
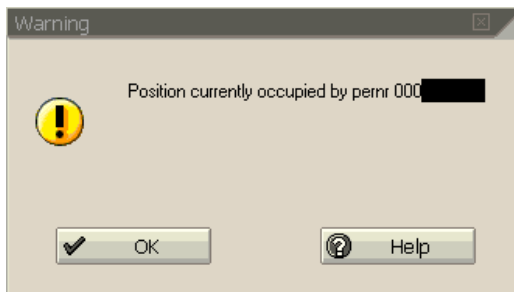
10. If you have entered the wrong position number at this point click "OK"
    a. Update the position number in the ISR and click on "Validate SSN & Position" again to restart the process

11. If you are filing a position where the current employee is leaving it, you can proceed by clicking "OK"
    a. Select enter or click on the green check at the top of the page to move past the warning message
12. At this point continue entering data on the ISR until completed as normal

Additional Job Aid links

ISR Reason Code Guide for Hire

http://ssc.jhmi.edu/hr_payroll/DataFiles_HR/Which_ISR_to_use.pdf

Work Schedule Rule Hard Error

http://ssc.jhmi.edu/hr_payroll/DataFiles_HR/RuleError.pdf

Searching for Staff Info (PPOSE)

http://ssc.jhmi.edu/hr_payroll/DataFiles_HR/Staff_assignment_list.pdf

Employee Directory

Viewing Positions and Org Units

http://ssc.jhmi.edu/hr_payroll/DataFiles_HR_Payroll/ViewingPositionsandOrgUnits.pdf

For Further Questions

Contact HR Shared Services at 443-997-5828