

Inter Affiliate Transfers

An Inter Affiliate Transfer is a change between certain Hospitals within Johns Hopkins where employees are not able to retain the same benefits and leave accrual. If the change does not qualify as an InterOrg Transfer (see Inter Org Transfer documentation) and there is no break in service then it will be treated as an Inter Affiliate Transfer.

Processing Requirements for organization employee is leaving:

1. Ensure that no hours/leave is recorded after the termination date you will be entering on the Term ISR.
2. Initiate Term ISR for employee using reason code 18.
 - a. 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.
3. Put “Inter affiliate Transfer” in the comments section of term ISR
4. Benefits should not overlap between old pennr and new pennr
5. HR/Benefits office will complete and forward checklist to receiving organization’s HR/Benefits Office

Processing Requirements for the organization in which the employee will be starting:

1. Create or copy a position if a vacant position is not available
 - a. Effective date of position must be on or before effective date of Inter Org
2. Initiate hire ISR with new position using reason code 04.
 - a. Hire date and system-generated term date should be the same.
3. Put “Inter affiliate Transfer” in the comments section of hire ISR.
4. For Bayview: please indicate what date to use for JE (JH Adjusted Service Date) as the other health system employers do not use this date specification.
5. Employee must complete new hire paperwork during orientation
 - a. Employee will be able to update tax and direct deposit information using Employee Self Service
6. PTO or vacation is transferred automatically by Payroll Shared Services. No forms are required.

Processing Requirements for HRSS:

Termination Process

1. Process Termination ISR as with confirmed effective date.
2. Delimit active deductions/payments on Infotype 0014.
3. Verify any future dated earnings on Infotype 0015. Confirm with termination initiator if should be deleted.
4. Use PA 40 to initiate termination action. Term date will advance one day ahead from the effective date on the ISR.
5. Approve and Complete ISR.

Hire Process

1. Process Hire ISR with confirmed effective date. .
2. Monitoring of Tasks (Infotype 0019);
 - a. Task type – Prob HS 90 day quota
 - i. Enter as 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.
 - ii. If the quota has already been satisfied, mark the task as completed.
3. Infotype 0094 update to pending I-9 as employee must complete I-9 with new organization
 - a. If NRA update data if changing
4. Tax Infotypes 207 (residence tax), 208 (work tax), and 210 (Withholding Info W4/W5)
 - a. Set all tax infotypes to default as with any new hire
5. Bank Details Infotype 0009
 - a. Set to default (check) as with any new hire
6. Date Specifications Infotype 0041
 - a. Update the following with same information from termed pernr
 - i. J2-JH Original Hire Date
 - ii. JG-JH Hire Date
 - iii. JE- Adjusted Service Date
 - iv. JH- Savings Elig Date(Bayview only)
 - b. Update the following with the same date as the effective date of the hire
 - i. JJ-JH Begin Accrual

*Abbreviation key:

Abbrev	Name	SAP Pers Areas
JHH	Johns Hopkins Hospital	HS01
JHBMC	Johns Hopkins Bayview Medical Center	HS02
JHCP	Johns Hopkins Community Physicians	HS03
JHHCG	Johns Hopkins Home Care Group	HS04
JHHHS	Johns Hopkins Home Health Services	HS05
JHHS	Johns Hopkins Health System	HS06
JHPharm	Johns Hopkins Pharmaquip	HS07
JH Peds at Home	Johns Hopkins Pediatrics at Home	HS08
EMS	Emergency Medical Services	HS09
JHHC	Johns Hopkins Health Care	HS10
EMH	Esposito, Mayer & Hogan	NA
SUB	Suburban Hospital	HS20, HS21,HS22
	Howard County General Hospital	HS30, HS31
	Sibley Memorial Hospital	HS40
	John Hopkins All Childrens	HS50

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.