

Inter Org Transfers

An Inter Org Transfer is a change between certain Hospitals within Johns Hopkins where employees are permitted to retain the same benefits and leave accruals. Also the employees tax withholding and direct deposit are not interrupted. On occasion an employee makes this change but also changes between bargaining unit and staff. In these situations both benefits and leave accruals will change however we will not interrupt tax withholdings and direct deposit.

Any entities not listed on the following examples do not qualify for Inter Org Transfers. They would be processed as an Inter Affiliate.

The following are scenarios that are eligible for an Inter Org Transfer:

Johns Hopkins Hospital ← movement between → JHHS/JHCP/JHHC/EMH*

Johns Hopkins Home Care Grp ← movement between → JHHS/JHPharm/JH Peds at Home*

Johns Hopkins Home Health Svcs ← movement between → JHPharm/JH Peds at Home*

Johns Hopkins Pharmaquip ← movement between → JH Peds at Home*

Movement within any of the 3 Suburban Personnel Areas

Movement within 2 Howard County Personnel Areas

All Inter Org Transfers are required to be processed on the most current payroll.

Processing Requirements for organization employee is leaving:

1. Ensure that no hours/leave is recorded after the date you will be entering on the Term ISR.
2. Initiate Term ISR for employee using reason code 17.
 - 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 Org Transfer” in the comments section of term ISR

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 07.
 - a. Hire date and system-generated term date should be the same.

3. Put "Inter Org Transfer" in the comments section of hire ISR
4. PTO is transferred by Payroll Shared Services. No forms are required.
5. Benefits are transferred by Benefits Shared Services. No enrollment is required
6. Deductions (including parking)/recurring payments are transferred. If updates need to be made, appropriate offices will need to notify HRSS to update.

Processing Requirements for HRSS:

ISR Checks

1. Confirm effective dates of ISRs and are in the current pay period.
2. Check the validity of active/future payments/deductions on active SAP pernr.
 - a. Only move payments that are to be paid in the current pay period or future pay periods.
3. Check EE Group & PSubarea:
 - a. Compare old position to new position to verify there are no changes in the EE Group.
 - i. If there are changes and the employee goes from accruing PTO to not accruing PTO, be sure to notify payroll before executing the action. Payroll will clear the quotas earned, allowing you to execute the action.
4. Compare old position to new position to verify there are no changes in the Psubarea.
 - a. If there is any type of change in the Psubarea, notify HR Shared Services-Benefits before executing the action.
 - b. If the employee goes from Bargaining Unit to Non-Bargaining unit you will include payroll in your email.

Termination Process

1. Process Termination ISR as of the confirmed effective date.
2. Delimit active deductions/payments on Infotype 0014 on the terminated pernr (make note of end date(s) for new pernr).
3. Use PA 40 to initiate termination action. Term date will advance one day ahead from the effective date on the ISR.
4. Approve and Complete ISR.

Hire Process

1. Process Hire ISR as of the confirmed effective date.
2. Monitoring of Tasks (IT 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. Residence Status- IT 94 –Skip unless NRA
 - a. By skipping this infotype we maintain I-9 status as completed in SAP
 - b. If NRA- check for changes and after hire is completed edit data in PA30 to update.
4. Tax Infotypes 207 (residence tax), 208 (work tax), and 210 (Withholding Info W4/W5)
 - a. Record taxes as they were originally listed on termed pernr
 - i. Check "State Reciprocity List" to verify the receiving employer has reciprocity with the state of residence. Not all employers have same reciprocity, so taxes may have to be altered if there is a change in reciprocity between employers.
5. Bank Details Infotype 0009
 - a. Record on new pernr the direct deposit/check information from termed pernr.
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
 - b. Update the following with the same date as the effective date of the hire
 - i. JJ-JH Begin Accrual
- 7. Move all active/future deductions from IT 0014 and 0015 to new pernr including 403B loans.
 - a. Check YTD totals and adjust balance but retain per pay period amount.
- 8. Notify the appropriate teams within HR/PYSS to make any manual updates to PTO and Benefits

***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.