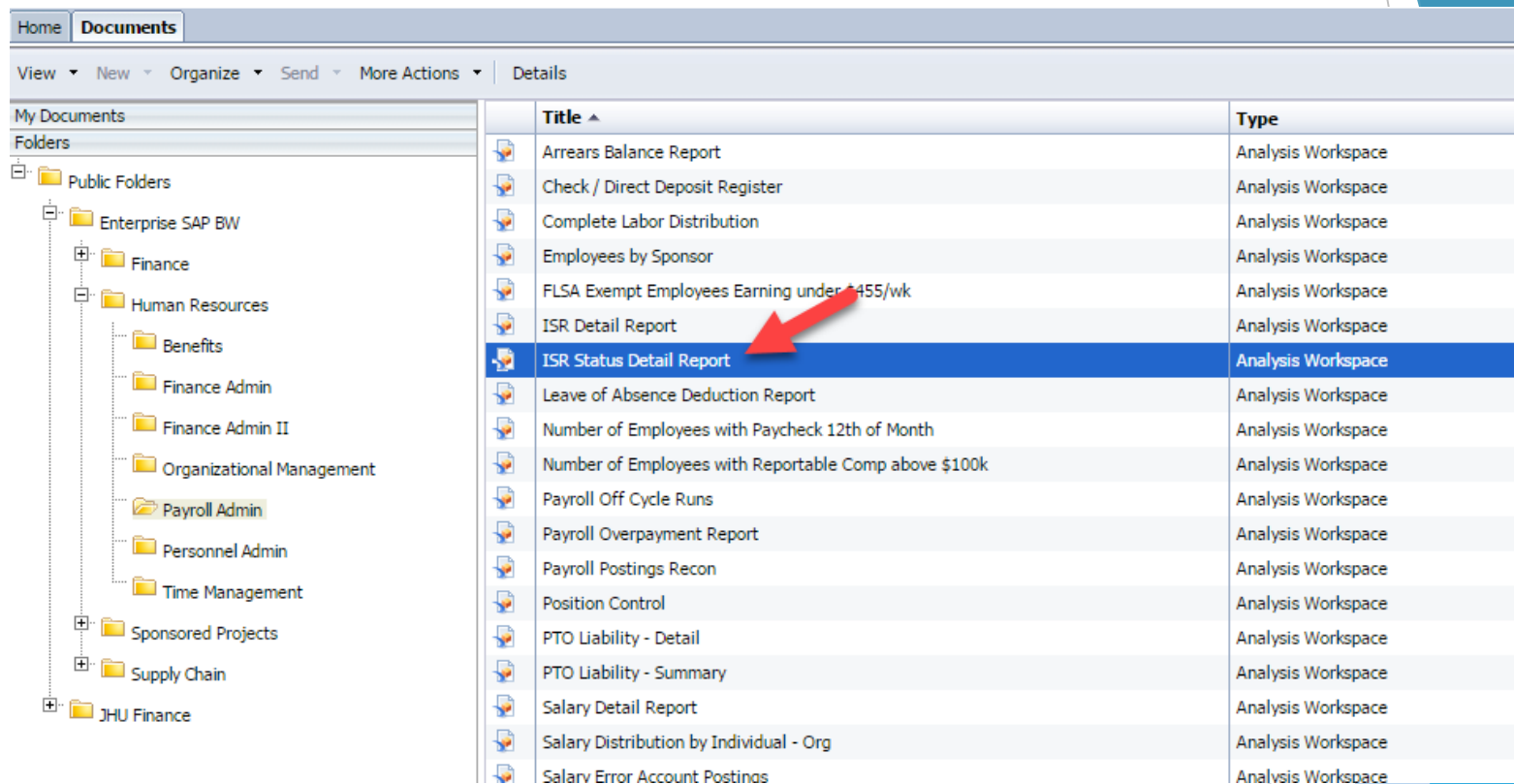


Using the ISR Status Detail Report to Identify Bottlenecks



The screenshot shows a Windows File Explorer window with the 'Documents' tab selected. The left sidebar displays a folder tree under 'My Documents' with the following structure:

- Public Folders
 - Enterprise SAP BW
 - Finance
 - Human Resources
 - Benefits
 - Finance Admin
 - Finance Admin II
 - Organizational Management
 - Payroll Admin
 - Personnel Admin
 - Time Management
 - Sponsored Projects
 - Supply Chain
 - JHU Finance

The main pane shows a list of reports with the following columns: Title and Type. The 'ISR Status Detail Report' is highlighted in blue, and a red arrow points to it.

Title	Type
Arrears Balance Report	Analysis Workspace
Check / Direct Deposit Register	Analysis Workspace
Complete Labor Distribution	Analysis Workspace
Employees by Sponsor	Analysis Workspace
FLSA Exempt Employees Earning under \$455/wk	Analysis Workspace
ISR Detail Report	Analysis Workspace
ISR Status Detail Report	Analysis Workspace
Leave of Absence Deduction Report	Analysis Workspace
Number of Employees with Paycheck 12th of Month	Analysis Workspace
Number of Employees with Reportable Comp above \$100k	Analysis Workspace
Payroll Off Cycle Runs	Analysis Workspace
Payroll Overpayment Report	Analysis Workspace
Payroll Postings Recon	Analysis Workspace
Position Control	Analysis Workspace
PTO Liability - Detail	Analysis Workspace
PTO Liability - Summary	Analysis Workspace
Salary Detail Report	Analysis Workspace
Salary Distribution by Individual - Org	Analysis Workspace
Salary Error Account Postings	Analysis Workspace

All | Required | Optional

- Employee
- ISR Number
- Effective Date (Selection Optional).
 - Include [dropdown] values Between
 - 20160701 [calendar icon] & 20160930
- Latest ISR Status
 - Include [dropdown] values Equal
 - APPR&COMPL [copy icon] [close icon] [add icon]
- ISR Action
 - Include [dropdown] Equal
 - JF;J1;J1CTY;J1FAC;J1FNP;J1SPM;J8;J9;J2
- ISR Changed On Date
- Position (Optional, Selection)
- * Personnel Area(Selection Option, Required)
 - Include [dropdown] values Equal
 - UN* [copy icon] [close icon] [add icon]
- Organizational Unit (Multiple Single, Optional)
- ISR Initiator
 - Include [dropdown] Equal
 - No values selected

These are the types of ISRs that are being tracked for this initiative.

If you wish to see only your own ISRs enter your perrn in this field.

Home Documents ISR Status Detail Rep... Analyze Insert Display

Filter - Sort - Calculations - Conditional Formatting - Auto Update

12/48 rows by 8 columns, 0 cells

ISR Status Detail Report

Employee	ISR Number	ISR Action	Effective Date	ISR Latest Status	Completion Date	Initiated Date	InR	Drop Column
	1643003	Termination/Retirement	07/02/2016	APPR&COMPL	06/13/2016	06/07/2016	L	
	1653105	Termination/Retirement	07/02/2016	APPR&COMPL	06/21/2016	06/17/2016	L	
	1706483	Termination/Retirement	07/02/2016	APPR&COMPL	09/16/2016	09/13/2016	D	
	1701379	Termination/Retirement	09/02/2016	APPR&COMPL	09/02/2016	09/01/2016	L	
	1665260	Hiring Regular	07/01/2016	APPR&COMPL	07/05/2016	06/30/2016	L	
	1670129	Termination/Retirement	07/31/2016	APPR&COMPL	07/20/2016	07/08/2016	L	
	1681581	Termination/Retirement	07/28/2016	APPR&COMPL	09/03/2016	07/28/2016	L	
			08/17/2016	APPR&COMPL	08/16/2016	07/28/2016	L	
	1670372	Hiring Regular	07/11/2016	APPR&COMPL	07/13/2016	07/08/2016	L	
	1681883	Hiring Regular	08/18/2016	APPR&COMPL	08/19/2016	08/17/2016	L	
	1677345	Termination/Retirement	07/21/2016	APPR&COMPL	07/21/2016	07/21/2016	L	
	1623062	Termination/Retirement	07/01/2016	APPR&COMPL	05/18/2016	05/03/2016	L	
	1684291	Termination/Retirement	08/19/2016	APPR&COMPL	08/19/2016	08/15/2016	L	
	1627884	Employee Reassignment	07/01/2016	APPR&COMPL	06/20/2016	05/11/2016	L	
	1710994	Termination/Retirement	09/15/2016	APPR&COMPL	09/19/2016	09/19/2016	L	
	1672988	Termination/Retirement	08/05/2016	APPR&COMPL	07/14/2016	07/13/2016	L	
	1667461	Termination/Retirement	07/08/2016	APPR&COMPL	07/03/2016	07/05/2016	L	
	1667557	Termination/Retirement	07/01/2016	APPR&COMPL	07/03/2016	07/03/2016	L	
	1689438	Termination/Retirement	08/31/2016	APPR&COMPL	09/02/2016	08/10/2016	L	
	1701023	Termination/Retirement	09/02/2016	APPR&COMPL	09/02/2016	09/01/2016	L	
	1648702	Employee Reassignment	07/11/2016	APPR&COMPL	06/21/2016	06/14/2016	L	
	1700352	Termination/Retirement	08/04/2016	APPR&COMPL	09/07/2016	09/07/2016	L	
	1687614	Termination/Retirement	08/09/2016	APPR&COMPL	08/11/2016	08/09/2016	L	
	1665886	Termination/Retirement	09/03/2016	APPR&COMPL	08/26/2016	08/24/2016	L	
	1671300	Termination/Retirement	07/31/2016	APPR&COMPL	07/12/2016	07/11/2016	L	
	1686167	Employee Reassignment	08/15/2016	APPR&COMPL	08/07/2016	08/05/2016	L	
	1680567	Termination/Retirement	08/08/2016	APPR&COMPL	08/10/2016	08/08/2016	L	
	1705932	Termination/Retirement	09/01/2016	APPR&COMPL	09/12/2016	09/10/2016	L	
	1639881	Termination/Retirement	01/01/2016	APPR&COMPL	08/16/2016	06/15/2016	L	
	1613521	Termination/Retirement	07/01/2016	APPR&COMPL	04/14/2016	04/11/2016	L	
	1648710	Termination/Retirement	07/01/2016	APPR&COMPL	06/14/2016	06/10/2016	L	
	1648828	Termination/Retirement	07/01/2016	APPR&COMPL	06/28/2016	06/27/2016	L	
	1679350	Termination/Retirement	07/31/2016	APPR&COMPL	07/27/2016	07/26/2016	L	
	1687961	Termination/Retirement	08/10/2016	APPR&COMPL	09/10/2016	09/10/2016	L	
	1681880	Termination/Retirement	07/31/2016	APPR&COMPL	08/02/2016	07/28/2016	L	
	1666550	Employee Reassignment	09/01/2016	APPR&COMPL	08/05/2016	07/01/2016	L	
	1680091	Termination/Retirement	08/02/2016	APPR&COMPL	08/04/2016	08/04/2016	L	

Employee	ISR Number	ISR Action	Effective Date	ISR Latest Status	Completion Date	Initiated Date	Initiator Status	Approver 1 Date	Approver 1 Status	Approver 2 Date	Approver 2 Status	Final Approval Status	ISR Deadline Status
	1643803	Termination/Retirement	07/02/2016	APPR&COMPL	06/13/2016	06/07/2016	Less than 15 days	06/09/2016	Less than 15 days	06/09/2016	Less than 15 days	Less than 15 days	Less than 15 days
	1653105	Termination/Retirement	07/02/2016	APPR&COMPL	06/21/2016	06/17/2016	Less than 15 days	06/17/2016	Less than 15 days	06/20/2016	Less than 15 days	Less than 15 days	Less than 15 days
	1706483	Termination/Retirement	07/02/2016	APPR&COMPL	09/16/2016	09/12/2016	Over 60 days	09/12/2016	Over 60 days	09/16/2016	Over 60 days	Less than 15 days	Over 60 days
	1701379	Termination/Retirement	09/02/2016	APPR&COMPL	09/02/2016	09/01/2016	Less than 15 days	09/02/2016	Less than 15 days	09/02/2016	Less than 15 days	Less than 15 days	Less than 15 days
	1665260	Hiring Regular	07/01/2016	APPR&COMPL	07/05/2016	06/30/2016	Less than 15 days	06/30/2016	Less than 15 days	06/30/2016	Less than 15 days	Less than 15 days	Less than 15 days
	1670129	Termination/Retirement	07/31/2016	APPR&COMPL	07/20/2016	07/08/2016	Less than 15 days	07/08/2016	Less than 15 days	#	Not assigned	Less than 15 days	Less than 15 days
	1681581	Termination/Retirement	07/28/2016	APPR&COMPL	08/03/2016	07/28/2016	Less than 15 days	07/29/2016	Less than 15 days	08/02/2016	Less than 15 days	Less than 15 days	Less than 15 days
	1681581	Termination/Retirement	08/17/2016	APPR&COMPL	07/28/2016	07/28/2016	Less than 15 days	07/29/2016	Less than 15 days	08/02/2016	Less than 15 days	Less than 15 days	Less than 15 days
	1670372	Hiring Regular	07/11/2016	APPR&COMPL	07/13/2016	07/08/2016	Less than 15 days	07/11/2016	Less than 15 days	#	Not assigned	Less than 15 days	Less than 15 days
	1691883	Hiring Regular	08/18/2016	APPR&COMPL	08/19/2016	08/17/2016	Less than 15 days	08/18/2016	Less than 15 days	#	Not assigned	Less than 15 days	Less than 15 days
	1677345	Termination/Retirement	07/21/2016	APPR&COMPL	07/21/2016	07/21/2016	Less than 15 days	07/21/2016	Less than 15 days	#	Not assigned	Less than 15 days	Less than 15 days
	1623062	Termination/Retirement	07/01/2016	APPR&COMPL	05/18/2016	05/09/2016	Less than 15 days	05/12/2016	Less than 15 days	05/18/2016	Less than 15 days	Less than 15 days	Less than 15 days
	1684291	Termination/Retirement	08/15/2016	APPR&COMPL	08/03/2016	08/03/2016	Less than 15 days	08/03/2016	Less than 15 days	08/03/2016	Less than 15 days	Less than 15 days	Less than 15 days
	1627884	Employee Reassignment	07/01/2016	APPR&COMPL	06/20/2016	05/11/2016	Less than 15 days	05/11/2016	Less than 15 days	06/17/2016	Less than 15 days	Less than 15 days	Less than 15 days
	1710994	Termination/Retirement	09/15/2016	APPR&COMPL	09/19/2016	09/19/2016	Less than 15 days	09/19/2016	Less than 15 days	#	Not assigned	Less than 15 days	Less than 15 days
	1672988	Termination/Retirement	08/05/2016	APPR&COMPL	07/14/2016	07/13/2016	Less than 15 days	07/14/2016	Less than 15 days	#	Not assigned	Less than 15 days	Less than 15 days

Additional Resources

- ▶ **HR Analysis Overview:**
http://ssc.jhmi.edu/hr_payroll/DataFiles_HR_Payroll/AnalysisOverview.pdf
- ▶ **HRSS/PYSS Reporting Website:**
http://ssc.jhmi.edu/hr_payroll/reporting.html
- ▶ **HRSS/PYSS Job Aids Overview:**
http://ssc.jhmi.edu/hr_payroll/job_aids.html