

## ISR Processing for JHU Bargaining Unit Employees

### Employee Group & Employee Subgroup

Employee Group/Subgroup	[REDACTED]
Employee group	Casual / On Call
EE subgroup	23 W1/B1 Hrly Non-Exmpt

- ❖ Employee Group- When the Bargaining Unit Employee is first hired, the Employee Group should always be Casual. Be sure the Employee Group is set up as Casual on the position *prior* to the initiation of the Hire ISR.
  - After 3 months (Probationary Period) the Employee Group can be maintained to Full Time status via a Position Maintain/PAC ISR.
- ❖ Employee Subgroup- Should always be set up as 23- W1/B1 Hourly Non-Exempt
- ❖ Reason Code: Use reason code 03 – change in work hours

### Planned Compensation Information

Planned Compensation [REDACTED]		
Pay Grade	Pay Scale	Direct
Pay scale structure data		
Country Grouping	USA	
P.scale type	BU	Bargaining Unit
PS Area	U	JHU
ESG for CAP	1	
Pay Scale Group	SWORKER2	To SWORKER2
PS level	04	To 04

- ❖ Pay Scale Group- is associated with the Bargaining Unit “Pay Grade” (1 through 10). In this example the employee is currently on Pay Grade 2.
- ❖ PS Level- is associated with the Bargaining Unit “Steps” (1 through 5). In this example the employee is Step 4 (10 years of service).
- ❖ Note- If you plan on reusing a position number after an employee has vacated the position. Be sure to maintain the position data to that of an entry level bargaining unit employee via Position Maintain/PAC ISR prior to the initiation of the Hire ISR. The planned compensation data will be given to you from your Compensation Department.

## Salary Increases

### Union Salary Change:

#### *ISR Action - Salary Change*

Salary Change/Hours Change Action Details	
Action Reason	12 Union Salary Change
Current Work Hours	
Work Schedule Rule	40.0 WK 7 DAY 40.0 HOURS/WEEK
Weekly Working Hours	40.00
Current Pay	
Semi-Monthly Rate/Hourly Rate	14.17
PS Level	04
New Pay	
Semi-Monthly Rate/Hourly Rate	14.47

- ❖ The Bargaining Unit employee should receive a Salary Change ISR (Reason Code: Union Salary Change) every time the Bargaining Unit Contract Changes.
- ❖ The *effective date* you use for this action is the date of the new Bargaining Unit Contract. Please note that this date may vary from year to year (i.e. – 1/3/2011, 1/2/2012, and 12/31/2012).
- ❖ In the *New Pay* field you would enter the employees' new dollar amount, based on the new contractual agreement. In this example the employee has a PAY SCALE GROUP: SWORKER2 and PS LEVEL- 04:
  - 2010 Contract Agreement- Rate \$14.17
  - 2011 Contract Agreement- New Rate \$14.47

### Step Increase:

#### *ISR Action - Salary Change*

Salary Change/Hours Change Action Details	
Action Reason	02 Step Increase
Current Work Hours	
Work Schedule Rule	40.0 WK 7 DAY 40.0 HOURS/WEEK
Weekly Working Hours	18.00
Current Pay	
Semi-Monthly Rate/Hourly Rate	14.17
PS Level	04
New Pay	
Semi-Monthly Rate/Hourly Rate	14.74

- ❖ Before a Step Increase Salary Change ISR is initiated. You must first initiate a Position Maintain/PAC ISR to update the employees new PS Level. You will only need to fill out the position maintain portion of the ISR as no PAC action should be processed. Once Approved & Completed by HRSS, you may then submit the Salary Change ISR- Step Increase. (Remember to use the same effective dates for both of the actions).
- ❖ The *effective date* step increases coincide with anniversary dates and are clearly outlined in the union contract.

## Reclassification

### Position Maintain/PAC ISR:

- ❖ If an employee's Pay Scale Group is changing, then a Position Maintain/PAC ISR would need to be completed.

Pay Scale	
Pay scale type	BU Bargaining Unit
Pay Scale Area	U JHU
Pay Scale Group	SKILL7
PS level	03

Change?

- ❖ On the Position Maintain portion of the ISR you will update the Pay Scale Group with the new/updated information and select the change indicator box.

Employee Attribute Change

Personnel number

Name

Reason for Action 01 Position Reclassification

Current Values		New Values	
Work Hours	18.00	Work Hours	18.00
Work Schedule Rule	40.0 WK 7 DAY 40.0 HOURS/	Work Schedule Rule	40.0 WK 7 DAY 40.0 HOURS/WE
Department Code	M3001	Department Code	M3001
Hourly Rate	14.17	Hourly Rate	18.93

- ❖ On the Employee Attribute Change section of the ISR, you would enter in the employee's Personnel Number and then select Validate Perrnr.
- ❖ The Reason Code used will always be 01- Position Reclassification
- ❖ On the New Values portion of the ISR, you will enter in the employees' new hourly rate associated with the new Pay Scale Group.

Please note that the title may also be changing. If that's the case, please update the object name and/or object abbreviation.