

ISR Action - OM-JHHS Position Maintain/PAC

<b>ISR Details</b> Object ID: 50022368    Object abbr.: COORPS-ADM    PATIENT SVC COORD III ISR Number: 0 Initiator: 7646    Monica Shoer		<div style="border: 1px solid red; padding: 5px;">         This box means we need a PRNR and reason code except in cases where there is no holder in position       </div> <div style="border: 1px solid green; padding: 5px;">         This box means we do not need a PRNR       </div>																				
<b>Approver Details</b> Begin Date: 06/01/2011 Approver 1: <input type="text"/> Approver 2: <input type="text"/>																						
<b>JHHS Position Action Details</b> Please make sure the Change Box is checked next to ALL sections that contain changes.																						
<b>Object</b> Job Short Text: COORPS-ADM Position Title: PATIENT SVC COORD III		<input type="checkbox"/> No Position Changes <input type="checkbox"/> Change?																				
<b>Related Object</b> <table border="1"> <tr> <td>Organizational Unit</td> <td>10001950</td> <td>RTS Admin Staff Support</td> </tr> <tr> <td>Supervisor's Position #</td> <td>50014567</td> <td>CLINIC MANAGER, RE</td> </tr> <tr> <td>Job Code</td> <td>30000140</td> <td>Coordinator-ADM-Patient Services</td> </tr> <tr> <td>DSM Code</td> <td>10316200</td> <td>PATIENT SVC COORD III</td> </tr> <tr> <td>Exempt/Non-Exempt Status</td> <td colspan="2"><input checked="" type="checkbox"/> Non Exempt</td> </tr> </table>		Organizational Unit	10001950	RTS Admin Staff Support	Supervisor's Position #	50014567	CLINIC MANAGER, RE	Job Code	30000140	Coordinator-ADM-Patient Services	DSM Code	10316200	PATIENT SVC COORD III	Exempt/Non-Exempt Status	<input checked="" type="checkbox"/> Non Exempt		<div style="border: 1px solid black; padding: 5px;">         For Org unit we only need PRNR if changing Bus Area or department (will also need new home cost center)       </div> <input type="checkbox"/> Change?					
Organizational Unit	10001950	RTS Admin Staff Support																				
Supervisor's Position #	50014567	CLINIC MANAGER, RE																				
Job Code	30000140	Coordinator-ADM-Patient Services																				
DSM Code	10316200	PATIENT SVC COORD III																				
Exempt/Non-Exempt Status	<input checked="" type="checkbox"/> Non Exempt																					
<b>Planned Compensation</b> <table border="1"> <tr> <td>Pay grade type</td> <td>ST</td> <td>Staff</td> </tr> <tr> <td>Pay grade area</td> <td>HS</td> <td>JHHS</td> </tr> <tr> <td>Pay grade</td> <td>NONCLIN</td> <td></td> </tr> <tr> <td>Pay grade level</td> <td>NE</td> <td></td> </tr> </table>		Pay grade type	ST	Staff	Pay grade area	HS	JHHS	Pay grade	NONCLIN		Pay grade level	NE		<table border="1"> <tr> <td>Pay scale type</td> <td><input type="text"/></td> </tr> <tr> <td>Pay Scale Area</td> <td><input type="text"/></td> </tr> <tr> <td>Pay Scale Group</td> <td><input type="text"/></td> </tr> <tr> <td>PS level</td> <td><input type="text"/></td> </tr> </table> <input type="checkbox"/> Change?	Pay scale type	<input type="text"/>	Pay Scale Area	<input type="text"/>	Pay Scale Group	<input type="text"/>	PS level	<input type="text"/>
Pay grade type	ST	Staff																				
Pay grade area	HS	JHHS																				
Pay grade	NONCLIN																					
Pay grade level	NE																					
Pay scale type	<input type="text"/>																					
Pay Scale Area	<input type="text"/>																					
Pay Scale Group	<input type="text"/>																					
PS level	<input type="text"/>																					
<b>Account Assignment features</b> Personnel area: HS01    Johns Hopkins Hospital Pers. subarea: H001    Regular		Home Cost Center Cost Center: 4805510002    REHABILITATION SUPPORT STAFF ... <input type="checkbox"/> Change? <input type="checkbox"/> Change?																				
<b>Employee Group/Subgroup</b> Employee Group: 1 Full Time Employee Subgroup: 23 W1/B1 Hrly Non-Exmpt		<input type="checkbox"/> Change?																				
<b>JHEN Additional Position Attributes</b> <table border="1"> <tr> <td>Compliance</td> <td>JCAHO Compliant: Y</td> <td><input type="checkbox"/> Change?</td> <td>Officer Status: <input type="text"/></td> <td><input type="checkbox"/> Change?</td> </tr> <tr> <td></td> <td>HIPAA Training: Y</td> <td></td> <td>Required Attendance: Y</td> <td></td> </tr> <tr> <td></td> <td>HSCRC Compliant: 01 Inpatient/Outpatient, Admitting and ...</td> <td></td> <td>OFCCP (Bayview Only): <input type="text"/></td> <td></td> </tr> </table>			Compliance	JCAHO Compliant: Y	<input type="checkbox"/> Change?	Officer Status: <input type="text"/>	<input type="checkbox"/> Change?		HIPAA Training: Y		Required Attendance: Y			HSCRC Compliant: 01 Inpatient/Outpatient, Admitting and ...		OFCCP (Bayview Only): <input type="text"/>						
Compliance	JCAHO Compliant: Y	<input type="checkbox"/> Change?	Officer Status: <input type="text"/>	<input type="checkbox"/> Change?																		
	HIPAA Training: Y		Required Attendance: Y																			
	HSCRC Compliant: 01 Inpatient/Outpatient, Admitting and ...		OFCCP (Bayview Only): <input type="text"/>																			
<b>Licensing / Certification</b> <table border="1"> <tr> <td>License 1</td> <td><input type="text"/></td> <td>Certification 1</td> <td><input type="text"/></td> </tr> <tr> <td>License 2</td> <td><input type="text"/></td> <td>Certification 2</td> <td><input type="text"/></td> </tr> <tr> <td>License 3</td> <td><input type="text"/></td> <td>Certification 3</td> <td><input type="text"/></td> </tr> <tr> <td>License 4</td> <td><input type="text"/></td> <td>Certification 4</td> <td><input type="text"/></td> </tr> <tr> <td>License 5</td> <td><input type="text"/></td> <td>Certification 5</td> <td><input type="text"/></td> </tr> </table> <input type="checkbox"/> Change?			License 1	<input type="text"/>	Certification 1	<input type="text"/>	License 2	<input type="text"/>	Certification 2	<input type="text"/>	License 3	<input type="text"/>	Certification 3	<input type="text"/>	License 4	<input type="text"/>	Certification 4	<input type="text"/>	License 5	<input type="text"/>	Certification 5	<input type="text"/>
License 1	<input type="text"/>	Certification 1	<input type="text"/>																			
License 2	<input type="text"/>	Certification 2	<input type="text"/>																			
License 3	<input type="text"/>	Certification 3	<input type="text"/>																			
License 4	<input type="text"/>	Certification 4	<input type="text"/>																			
License 5	<input type="text"/>	Certification 5	<input type="text"/>																			
<b>Time Requirements</b> Shift Differential: H01    JHH/JHHSO 01 Weekend Differential: 04    JHHNon-Nurse / Non-BU On Call: 00    Not Eligible for On-Call Overtime: 02    Time and One-Half Tme Collection Indicator: 02    KRONOS		<b>Finance Reporting</b> Financial Disclosure: <input type="text"/> Conflict of Interest: <input type="text"/> <b>Payroll Requirements</b> PPV Pay Per Visit Nursing: <input type="text"/> <input type="checkbox"/> Change?																				

Employee Attribute Change

Personnel number

Name

Reason for Action

Current Values

Work Hours   
Work Sched Rule   
Hourly Rate   
Pace Shift Diff    
Pace Wknd Diff    
Geographic Diff    
Acting Pay    
Total Pay

New Values

Work Hours   
Work Sched Rule   
Hourly Rate   
Pace Shift Diff    
Pace Wknd Diff    
Geographic Diff    
Acting Pay    
Total Pay

Cost Distribution

Cost Center	Order	WBS Element	Percen...	Fund	Grant

Cost Center	Order	WBS Element	Percen...	Fund	Grant

Comments

Reason for Action (1) 7 Entries found

Restrictions

✓ ✕ 🏠 📄 🖨️ 📧

A...	Ac...	Name of reason for ac...
J3	01	Position Reclassification
J3	02	Position Attribute Change
J3	03	Change in work hours
J3	04	Advancement
J3	05	Organizational Transfer
J3	06	CC / IO Change
J3	07	EE Subgroup Change

7 Entries found

**Reason code 01**

For JHU only

**Reason code 03**

Results in changing EE group

**Reason code 04**

Advancement

**Reason code 05**

Use this code when an employee is transferred to another area within the same Johns Hopkins employer based on a business decision, org unit, funding change or cost center.

**Reason code 06**

Used only for hourly employees to update Labor Distribution. Changes to the funding source of hours already paid must be done directly in the applicable timekeeping system

**Reason code 07**

The reason code was designed to track when an employee's subgroup is changing. Health System only has two employee subgroups (23 & 24). This code **should not** be used for changing the employee group.

**Reason code 02**

Use this code for position attribute changes that do not fit any of the other reason codes available (i.e. Personnel Subarea).