

ISR Action - OM-JHU Position Maintain/PAC

This box means we need a PRNR and reason code

This box means we do not need a PRNR

ISR Details

Object ID: 20002810 Object abbr.: ADMASSTS-ADM Administrative Coordinator

ISR Number: 0

Initiator: 7646 Monica Shoemaker

Approver Details

Begin Date: 05/01/2011

Approver 1: [ ]

Approver 2: [ ]

JHU Position Action Details

Please make sure the Change Box is checked next to ALL sections that contain changes.

No Position Changes

Object

Job Short Text: ADMASSTS-A.

Position Title: Administrative Coordinator

Related Object

Organizational Unit	10001029	Development	<input type="checkbox"/>
Supervisor's Position #	20014011	Administrative Manager	<input type="checkbox"/>
Job Code	30000087	Administrative Assistant-ADM-Support	<input type="checkbox"/>
Exempt/Non-Exempt	<input checked="" type="checkbox"/> Non Exempt		<input type="checkbox"/>

For Org unit we only need PRNR if changing Bus Area or department (will also need new home cost center)

Planned Compensation

Change?

Pay Grade		Pay Scale	
Pay grade type	OE Salary range OE	Pay scale type	[ ]
Pay grade area	U JHU	Pay Scale Area	[ ]
Pay grade	AT0 40/E	Pay Scale Group	[ ]
Pay grade level	02	PS level	[ ]

Account Assignment Features

Personnel area: UN05 School of Public Health

Personnel Subarea: U005 Staff-Admin

Home Cost Center

Cost Center: 1600301001 OFFICE OF EXTERNAL AFFAIRS

ARRA

ARRA Funded: N

ARRA Position Type: [ ]

ARRA Fund End Date: [ ]

Employee Group/Subgroup

Employee Group: 1 Full Time

Employee Subgroup: 02 Salaried Non-exmt

If only changing Home Cost Center must do ZSR

JHEN Additional Position Attributes

Compliance

JCAHO Compliant: N

HIPAA Training: N

Officer Status: N

Required Attendance: [ ]

Licensing / Certification

Change?

License 1	[ ]	Certification 1	[ ]
License 2	[ ]	Certification 2	[ ]
License 3	[ ]	Certification 3	[ ]
License 4	[ ]	Certification 4	[ ]
License 5	[ ]	Certification 5	[ ]

IPEDS

IPEDS Required: [ ]

IPEDS Service %: [ ]

IPEDS Instructional %: [ ]

IPEDS Research %: [ ]

Finance Reporting

Financial Disclosure: [ ]

Conflict of Interest: [ ]

Time Collection Indicator: 00 None

Annual # Months Worked: 12

Employee Attribute Change

Personnel number

Name

Reason for Action

Current Values		New Values	
Work Hours	<input type="text" value="0.00"/>	Work Hours	<input type="text" value="0.00"/>
Work Schedule Rule	<input type="text"/>	Work Schedule Rule	<input type="text"/>
Department Code	<input type="text"/>	Department Code	<input type="text"/>
Salary Amount	<input type="text" value="0.00"/>	Salary Amount	<input type="text" value="0.00"/>

Cost Distribution

Valid From	End Date	Cost Center	Order	WBS Element	Fund	Grant	Amount

Start Date	End Date	Cost Center	Order	WBS Element	Fund	Grant	Amount

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**  
Changes resulting from the reclassification of a position by Compensation. For JHU, this includes position reclassification that involves a promotion or a demotion to a different contribution level and/or salary range. Also applicable to faculty promotions (ie asst professor to associate professor) and promotions from staff to faculty when the staff position is not being filled.

**Reason code 03**  
Results in changing EE group

**Reason code 04**  
For JHHS only

**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 or funding change.

**Reason code 06**  
Used only for weekly, biweekly and semi 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 changing. Most applicable to individuals changing from hourly to salaried and vice versa on the semi monthly payroll. This code should not be used if changing employee group as well.

**Reason code 02**  
Use this code for position attribute changes that do not fit any of the other reason codes available.