

# New ISR Report

**Transaction Code:** ZHPA\_ISR\_REPORTN

**Purpose:** To review any information on an ISR that you have access to.

**Role needed:** Any one of the following roles:

ZRHR\_PA\_ISRAPPROVE\_ALL

ZRHR\_PA\_ISRINITIAT\_ALL

ZRHR\_PA\_MAINTNANCE\_ALL

## ISR Report Navigation:

1. Fill in your search criteria for the ISRs you would like to view

The screenshot shows the 'New ISR Report' application interface. It features a toolbar at the top with various icons. Below the toolbar, the title 'New ISR Report' is displayed. The main area is divided into several sections: Selection Criteria, Approver Details, and Comments. Each section contains a list of fields with input boxes and 'to' fields, and a search button. Callouts provide instructions: 'Select Execute Icon after you have entered in your search criteria.' points to the search button; 'The yellow highlighted boxes are all optional helpful fields that will help to narrow down your search results.' points to yellow highlights in the Selection Criteria section; 'Fill in your "Create/Change Dates" this should be specific to the ISR Action(s) you are looking to view.' points to the 'Create/Change Date' field.

**Selection Criteria**

ISR Number	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Sequence Number	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
ISR Actions	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Personnel number/Object Id	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
ISR Status	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Last Name	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
First Name	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
User Name	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Create/Change Date	<input checked="" type="checkbox"/>	to	<input type="text"/>	<input type="button" value="→"/>
Create/Change Time	00:00:00	to	00:00:00	<input type="button" value="→"/>
Effective Date	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Initiator	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Reinitiated ISR Number	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
SF Position Status	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>

**Approver Details**

Approver1	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Approver2	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
HR Recipient Work Center	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Actual Approver1	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Actual Approver2	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Actual HR Approver	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>

**Comments**

Initiator's comments	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Approver 1's comments	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Approver 2's comments	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
HRSS' comments	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>

Note: Comments search above is case-sensitive.  
Use wildcard for string search e.g. \*Test\*

## New ISR Report

- II. A list of the ISRs that meet your search criteria will appear. Double click on line item you would like to view more information on.

ISR#	Seq#	Action Type	EffectDate	Pernr/Pos#	Status	Name	Initiator
0001809148	0004	OM-JHU Position Maintain/PAC	09/05/2017	50002170	APPR&COMPL	Clinical Scheduling Coordinator	00130129
0001809151	0004	OM-JHU Position Maintain/PAC	09/15/2017	50112692	APPR&COMPL	Program Officer II	00130129
0001809157	0004	OM-JHU Position Maintain/PAC	09/15/2017	50111776	APPR&COMPL	Projects Coordinator	00130129
0001809168	0005	OM-JHU Position Maintain/PAC	11/10/2017	50113578	APPR&COMPL	Asst. Track Coach	00130129
0001809174	0003	OM-JHU Position Maintain/PAC	09/17/2017	20024004	APPROVED	ANIMAL FAC SPEC	00130129

- III. Use the scroll bar on the right hand side to view all the details that were submitted on that particular ISR.

Data Element Description	Data Element Value
ISR Number	0001809157
ISR Seq#	0004
ISR Action	OMPUZ(OM-JHU Position Maintain/PAC)
Pernr/Position#	50111776
Reinitiated ISR Number	0000000000
SF Position Status	
Object Abbreviation	JHU-ADM
Object Name	Projects Coordinator
Related Org Unit	10002852(SOM OB GYN Gynecology and Obstetrics)
Related Position	20012728(Administrative Manager)
Pay scale type	
Pay Scale Area	
Pay Scale Group (Old)	
Pay Scale Group	
Pay Scale Level (Old)	
Pay Scale Level	
Pay Grade Type	OE (Salary range OE)
Pay Grade Area	U(JHU)
Pay grade	ATO 40/E
Pay Grade Level (Old)	02
Pay Grade Level	02
Company Code	JHEN (JOHNS HOPKINS ENTERPRISE)
Business Area	
Personnel Area	UN02 (School of Medicine)
Personnel Subarea	U005 (Staff-Admin)
Employee Group	1 (Full Time)
Employee Subgroup	02 (Salaried Non-exmt)
JCARO Compliant	
HIPAA Training	
Officer Status	
Required Attendance Personnel	
IFEDS Required	
IFEDS Service %	000
IFEDS Instructional %	000
IFEDS Research %	000
Additional Background Check	
Non-Compete	
Intermediate Sanction	
Licensing Requirements	00000000

# New ISR Report

## New ISR Report Features:

- I. Ability to search for ISRs by comments

Comments

Initiator's comments  to

Approver 1's comments  to

Approver 2's comments  to

HRSS' comments  to

Note: Comments search above is case-sensitive.  
Use wildcard for string search e.g. \*Test\*

- II. Search for ISRs that have a certain SF Position Status (i.e. Create an SF Req, Do not Create an SF Req & Change an SF Requisition). For JHU Only.

Create/Change Time  to

Effective Date  to

Initiator

Reinitiated ISR Number

SF Position Status

SF Position Status (1) 3 Entries found

SF Position St..	Short Descript.
1	Create an SF Requisition
2	Do not create an SF Requisition
3	Change an SF Requisition

Approver Details

Approver1  to

Approver2  to

- III. No more selecting/designing a layout

Display options

Layout

- IV. ISR total count feature

- o Count how many ISRs you initiated so far this year
- o Set Search Parameters
- o Scroll to bottom for count

Create/Change Date  to

Create/Change Time  to

Effective Date  to

Initiator  to

Reinitiated ISR Number  to

SF Position Status  to

## New ISR Report

01809320	0001	OM-JHU Position Maintain/PAC	04/09/2018	20002481	INITIATED	Sponsored Project Accountant
01809320	0002	OM-JHU Position Maintain/PAC	04/09/2018	20002481	REJECTED	Sponsored Project Accountant
01809321	0001	OM-JHHS Position Maintain/PAC	04/20/2018	50083723	INITIATED	COMPENSATION ANALYST
01809321	0002	OM-JHHS Position Maintain/PAC	04/20/2018	50083723	APPROVED	COMPENSATION ANALYST
01809322	0001	OM-JHU Position Maintain/PAC	01/01/2018	50023576	INITIATED	Sr. Research Program Coordinator
01809324	0001	OM-JHU Position Maintain/PAC	04/18/2018	20013942	INITIATED	Locksmith Coordinator
Number of unique ISRs being displayed =				16		

### V. More visually appealing

ISR#	Seq#	Action Type	EffectDate	Pernr/Pos#	Status	Name	Initiator	Approver1	Ap
001809292	0002	OM-JHU Position Maintain/PAC	04/01/2018	50040585	APPROVED	Sr. Financial Manager	00075165	90000001	90
001809293	0001	OM-JHU Position Create	03/01/2018	00000000	INITIATED		00075165	90000001	00
001809293	0002	OM-JHU Position Create	03/01/2018	00000000	APPROVED		00075165	90000001	00
001809294	0001	OM-JHU Position Copy	03/01/2018	50015859	INITIATED	Special Security Coordinator	00075165	90000001	00
001809295	0001	OM-JHU Position Maintain/PAC	03/01/2018	50066623	INITIATED	Program Coordinator	00075165	90000001	90

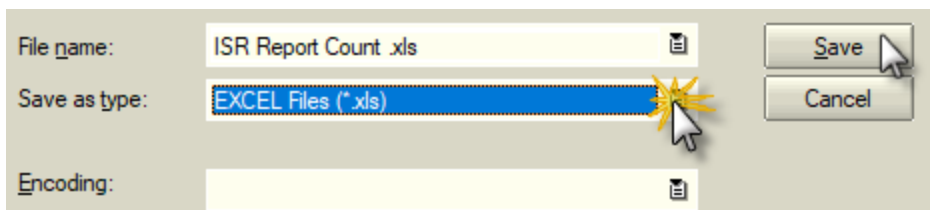
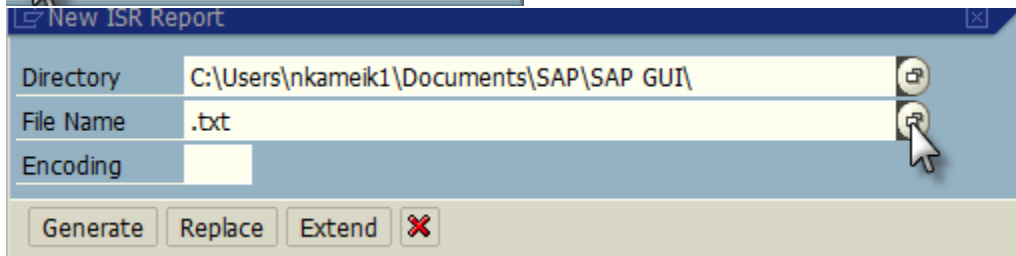
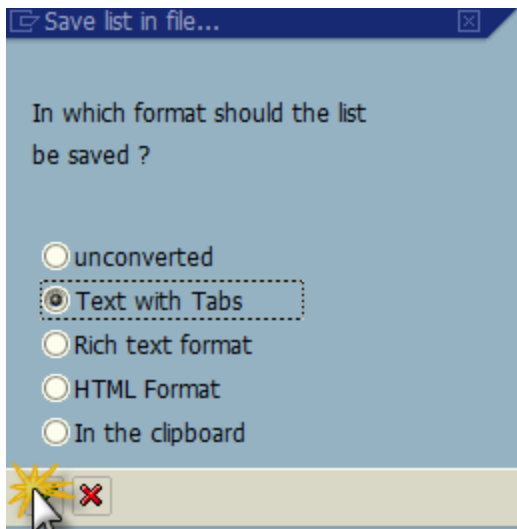
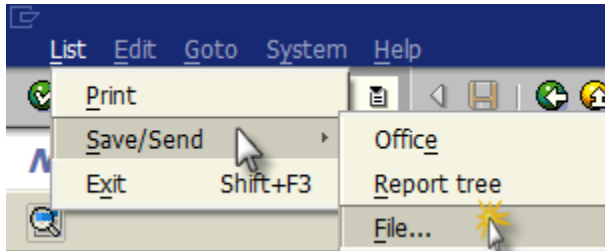
Data Element Description	Data Element Value
ISR Number	0001809292
ISR Seq#	0002
ISR Action	OMPUZ (OM-JHU Position Maintain/PAC)
Pernr/Position#	50040585
Reinitiated ISR Number	0000000000
SF Position Status	Create an SF Requisition
Object Abbreviation	JHU-FIN
Object Name	Sr. Financial Manager
Related Org Unit	50000252 (Center of Excellence)
Related Position	50011414 (Assistant Director Finance)
Pay scale type	
Pay Scale Area	
Pay Scale Group (Old)	
Pay Scale Group	
Pay Scale Level (Old)	
Pay Scale Level	
Pay Grade Type	PE (Salary range PE)
Pay Grade Area	U (JHU)
Pay grade	ATP
Pay Grade Level (Old)	04
Pay Grade Level	04
Company Code	JHEN (JOHNS HOPKINS ENTERPRISE)
Business Area	211 (HUMAN LANGUAGE TECHNOLOGY COE)
Personnel Area	UN12 (Academic and Business Centers)
Personnel Subarea	U015 (Sr Staff-Admin)
Employee Group	1 (Full Time)

### VI. Added Text next to the alphanumeric values within the ISR Report

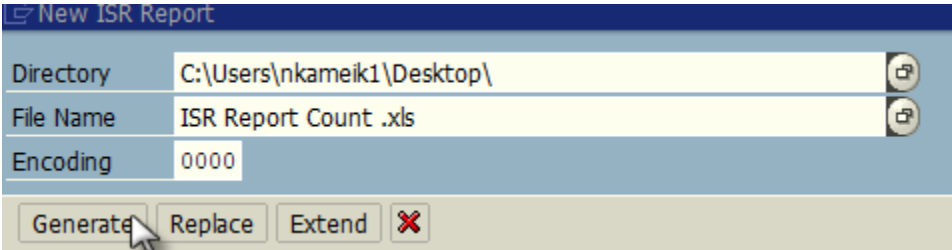
Personnel Area	UN12 (Academic and Business Centers)
Personnel Subarea	U015 (Sr Staff-Admin)
Employee Group	1 (Full Time)
Employee Subgroup	03 (Salaried Exmpt)

## New ISR Report

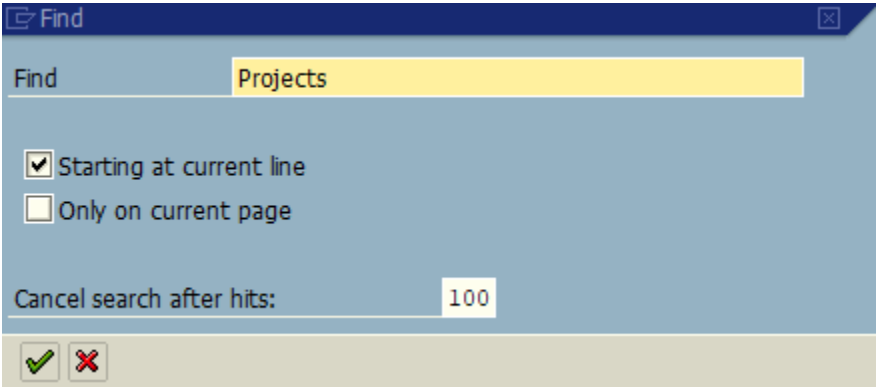
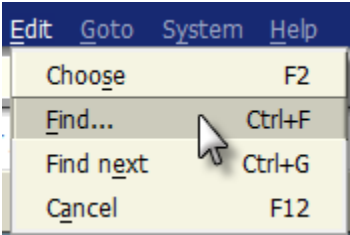
- VII. Faster run time
  - o Less wait time when running your report
- VIII. Export ISR data to excel (List -> Save/Send -> File)
  - o Select Text w/ Tabs
  - o Select Radio button to title report and change to Excel file
  - o Select Save then Generate



# New ISR Report



- IX. Find feature added (Edit -> Find)
  - o Search for certain key words, ISR number, position # etc



No. of hits:		7						
0001809157	0004	OM-JHU Position Maintain/PAC	09/15/2017	50111776	APPR&COMPL	Projects	Coordinator	
0001809213	0001	OM-JHU Position Copy	01/04/2018	50111776	INITIATED	Projects	Coordinator	
0001809213	0002	OM-JHU Position Copy	01/04/2018	50111776	APPROVED	Projects	Coordinator	
0001809214	0001	OM-JHU Position Maintain/PAC	01/04/2018	50111776	INITIATED	Projects	Coordinator	
0001809214	0002	OM-JHU Position Maintain/PAC	01/04/2018	50111776	APPROVED	Projects	Coordinator	
0001809214	0003	OM-JHU Position Maintain/PAC	01/04/2018	50111776	APPROVED	Projects	Coordinator	
0001809214	0004	OM-JHU Position Maintain/PAC	01/04/2018	50111776	REJECTED	Projects	Coordinator	