

Position Maintain/PAC ISR Walk Through

Purpose: To update attributes to a vacant or occupied position and as needed to employee's record in HR Master Data.

Reminders:

- ✓ Be sure to check the change box when making edits, this will alert processors of what edits to make.



- ✓ EAC portion of the ISR will only appear if the position is currently occupied. Below we identify what changes will require this field to be required.

Process Steps:

- I. **Begin Date:** should be the effective date you want the change to occur on the position/employees record
Approver 1 & 2: will both be required if this maintain is meant to generate a Success Factors Requisition. Otherwise, follow the approval matrix ([Staff/Faculty](#) & [Students](#))



The screenshot shows two sections of a software interface. The top section, titled "ISR Details", contains the following information: Object ID: 50094300, Object abbr.: JHU-LAB, Laboratory Aide, ISR Number: 0, and Initiator: 75165 Nicole Walker. The bottom section, titled "Approver Details", contains: Begin Date: 07/01/2017, Approver 1: Compensation, and Approver 2: Budget/Finance. A note at the bottom of the Approver Details section reads: "**Screen shot demo for SF REC Approvers".

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- II. **Position Title:** Compensation approved title for position. Information feeds to JHED. If updating the employees title, be sure to fill out the EAC (Employee Attribute Change) section of the ISR
Job Short Text: Populates automatically from the job code used

Object	
Job Short Text	SPECL-HR
Position Title	HR Compliance Specialist

[Change?](#)

- III. **Organizational Unit:** SAP Org Unit number generally represents the department the position is assigned to. Controls who has access to see position and employee date in SAP. Only need to fill out the EAC portion of the ISR if the Business Area or Dept is changing, be sure to also indicate new home cost center if applicable
Supervisor Position #: Position number of who this position reports to. Will automatically default Supervisors name, if position is vacant, no value will appear
Job Code: Controls FLSA (exempt/nonexempt) status. Should be associated with the position title & FLSA status for the employee subgroup
DSM Code: JHHS only- The name of the DSM should match the Position Title used above. EAC portion will also need to be filled out if this is being maintained.

Related Object			
Organizational Unit	10001786	Compensation	
Supervisor's Position #	50083439	HR DECISION SUPPOR	Supervisor Name David Levy
Job Code	30000657	Specialist-HR	
DSM Code	30210860	HR COMPLIANCE SPECIALIST	
Exempt/Non-Exempt Status	1 Exempt		

[Change?](#)

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- IV. **Planned Compensation Data:** Range and Level of compensation. Any edits being made here, you will need to be sure the EAC portion of ISR is filled out. If employee is in a JHU pay grade level 04 or higher, the Personnel Subarea should be Sr. Staff Admin or Sr. Staff Non-Admin. *Exceptions must be approved by Compensation.*

Planned Compensation		Pay Scale is used for Bargaining Unit Employees		Change?	<input checked="" type="checkbox"/>
Pay Grade		Pay Scale			
Pay grade type	CA Salary range CA	Pay scale type			
Pay grade area	U JHU	Pay Scale Area			
Pay grade	ACR040/E	Pay Scale Group			
Pay grade level	01	PS level			

- V. **Account Assignment Features:** Personnel Area and Sub Area. Sap uses to determine JH Entity employee is working for along with benefit plans. Any edits being made here, you will need to be sure the EAC portion is filled out.

Personnel Area: The entity the employee will be working in. Org Unit, and Home Cost Center may need to be updated if this is changing. For JHHS entities, if changing refer to [Inter-affiliate](#) and [Inter-Org](#) Guidelines

Personnel SubArea: Classification to determine benefit area.

JHU Only-If Staff/Sr.Staff/BU is entered, For SF REC JHU Position Status field will populate

Account Assignment Features		Change?	<input checked="" type="checkbox"/>
Personnel area	UN02 School of Medicine		
Personnel Subarea	U016 Staff-Non Admin		

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- VI. **Employee Group/Subgroup:** Classification to determine benefit eligibility. Any edits being made here, you will need to be sure the EAC portion is filled out.
Employee Subgroup: Exemption status should coincide with the Job Code Exemption Status (exempt=exempt; non-exempt=non-exempt). *Exceptions must be approved by Compensation.*

Employee Group/Subgroup	
Employee Group	1 Full Time <input type="checkbox"/>
Employee Subgroup	25 S1 Hrly Non-Exmpt <input type="checkbox"/>

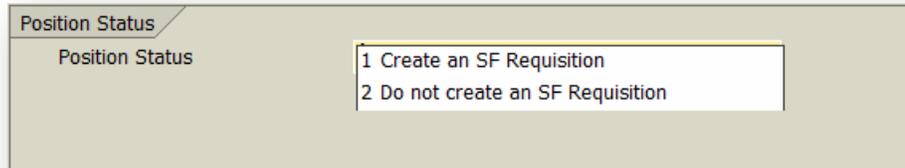
- VII. **Home Cost Center-** Controls workflow in other modules of SAP. For JHU, if this is the only field being maintained, process ZSR instead. For JHHS entities, update this field and EAC section of ISR (reason code 06).

Home Cost Center	
Cost Center	1706411001 NUS TUMOR <input type="checkbox"/>

- VIII. **JHEN Additional Position Attributes-** make any edits necessary in these fields.
Licensing/Certification- Any licenses and/or certificates entered here, will make them required on the Hire/Reassignment ISR.
Time Requirements: (JHHS only) - fill in below codes to correspond with how employee should be paid & through what time collection system.
- Shift Differential
 - Weekend Differential
 - On Call
 - Overtime
 - Time Collection Indicator
- Time Collection Indicator:** JHU only.
- 00-None- used for semi/salaried paid employees
 - 01-CATS- for your S1-hourly paid employees
 - 02-Kronos- Bargaining Unit Employees
- Annual # Months Worked:** How many months in a year will the employee be working

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- IX. **JHU SF REC ONLY-Position Status:** will be required if filling out for Staff/Sr.Staff/BU employee



The screenshot shows a 'Position Status' selection box. It contains two radio button options: '1 Create an SF Requisition' and '2 Do not create an SF Requisition'. The first option is selected.

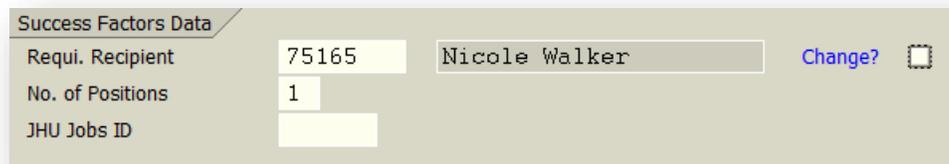
If '***Create an SF Requisition***' is selected, the following fields will need to be filled out:

Success Factors Data:

Requi. Recipient- will default with the initiator of the ISR, can be edited if differs. This should be the requisition owner- who will be completing the requisition process in SF REC

No of Positions- will default with 1, can be edited if differs

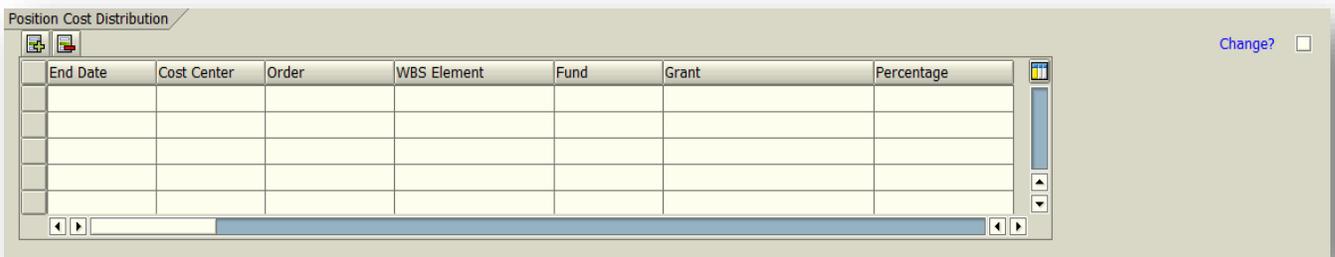
JHU Jobs ID: (temporary field) should only be filled out if tied to a JHU Jobs Req



The screenshot shows the 'Success Factors Data' form. It includes the following fields: 'Requi. Recipient' with a value of '75165' and a text box containing 'Nicole Walker' and a 'Change?' button; 'No. of Positions' with a value of '1'; and 'JHU Jobs ID' which is currently empty.

Position Cost Distribution:

Complete the planned cost distribution that the employees pay will be charged. This field will be utilized once an employee is hired into the position



The screenshot shows the 'Position Cost Distribution' table. The table has the following columns: 'End Date', 'Cost Center', 'Order', 'WBS Element', 'Fund', 'Grant', and 'Percentage'. The table is currently empty. There is a 'Change?' button in the top right corner.

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X. **Employee Attribute Change:** This section will only appear if the position is currently occupied. This section **must** be filled out if you make edits to:

- ✓ Org Unit
- ✓ DSM Code
- ✓ Planned Compensation
- ✓ Personnel Area/Subarea
- ✓ Employee Group/Subgroup.

The updates made here, will be reflected on the employees personnel record.

Personnel Number: Enter Employees Personnel Number

➤ Click on “Validate Perrn” button

Reason for Action: Select the appropriate [reason code](#) (pg.12)

Current Values: Pulls in the values that Employee currently has as of today. Not as of the effective date of the ISR.

New Values: Fill in any changes for the employee, that are happening due to the position edits

Cost Distribution: Displays differently for salaried vs hourly. Salaried has start and end date along with amount of distribution while Hourly shows no dates and percentage of distribution. Fill in the dates (if salaried), cost center/internal order/WBS element and amount/percentage in the second Cost Distribution box.

The screenshot displays the 'Employee Attribute Change' form. At the top, there is a 'Personnel number' field with the value '1234' and a 'Validate Perrn' button. Below this, the 'Name' field is redacted with a black box, and the 'Reason for Action' is set to '03 Change in work hours'. The form is divided into two main sections: 'Current Values' and 'New Values'. The 'Current Values' section shows: Work Hours (37.50), Work Schedule Rule (37.5 WKS 5 DAY 37.5 HOURS/), Department Code (M0701), and Salary Amount (3,796.00). The 'New Values' section has redacted fields for Work Hours, Work Schedule Rule, Department Code, and Salary Amount. Below these sections are two 'Cost Distribution' tables. The first table has columns for Valid From, End Date, Cost Center, Order, WBS Element, Fund, Grant, Amount, and Percent. The second table has columns for Start Date, End Date, Cost Center, Order, WBS Element, Fund, Grant, Amount, and Percent. Both tables are currently empty.