

# 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 web application interface:

- ISR Details:** This section contains a form with the following fields:
  - Object ID: 50094300
  - Object abbr.: JHU-LAB
  - Laboratory Aide
  - ISR Number: 0
  - Initiator: 75165 Nicole Walker
- Approver Details:** This section contains the following information:
  - Begin Date: 07/01/2017
  - Approver 1: Compensation
  - Approver 2: Budget/Finance

Below the Approver Details section, there is a note: **\*\*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?

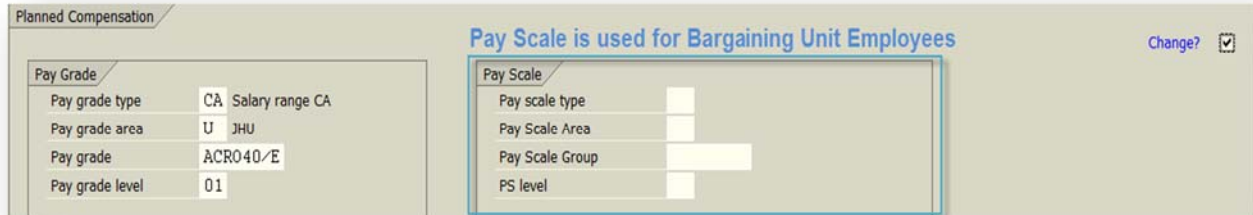
- III. **Organizational Unit:** SAP Org Unit number generally represents the department the position is assigned to. Controls who has access to see position and employee date in SAP. Only need to fill out the EAC portion of the ISR if the Business Area or Dept is changing, be sure to also indicate new 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.*



The screenshot shows the 'Planned Compensation' form. It is divided into two main sections: 'Pay Grade' and 'Pay Scale'. The 'Pay Grade' section includes fields for 'Pay grade type' (CA), 'Pay grade area' (U), 'Pay grade' (ACR040/E), and 'Pay grade level' (01). The 'Pay Scale' section includes fields for 'Pay scale type', 'Pay Scale Area', 'Pay Scale Group', and 'PS level'. A blue banner at the top right of the 'Pay Scale' section reads 'Pay Scale is used for Bargaining Unit Employees' with a 'Change?' link and a checkmark icon.

Pay Grade	
Pay grade type	CA Salary range CA
Pay grade area	U JHU
Pay grade	ACR040/E
Pay grade level	01

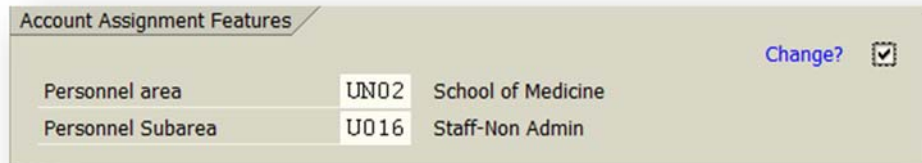
Pay Scale	
Pay scale type	
Pay Scale Area	
Pay Scale Group	
PS level	

- 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



The screenshot shows the 'Account Assignment Features' form. It includes two rows of data: 'Personnel area' with value 'UN02' and description 'School of Medicine', and 'Personnel Subarea' with value 'U016' and description 'Staff-Non Admin'. A 'Change?' link with a checkmark icon is located at the top right of the form.

Account Assignment Features	
Personnel area	UN02 School of Medicine
Personnel Subarea	U016 Staff-Non Admin

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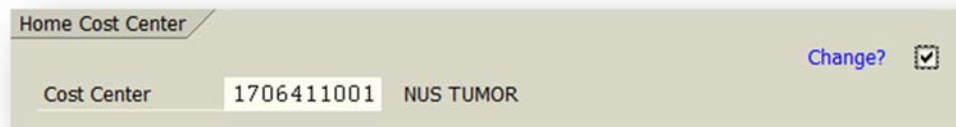
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- VI. **Employee Group/Subgroup:** Classification to determine benefit eligibility. Any edits being made here, you will need to be sure the EAC portion is filled out.  
**Employee Subgroup:** Exemption status should coincide with the Job Code Exemption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



The screenshot shows a form titled "Employee Group/Subgroup". It contains two rows of data. The first row is "Employee Group" with the value "1 Full Time" and a "Change?" link with a checkmark icon. The second row is "Employee Subgroup" with the value "25 S1 Hrly Non-Exmpt".

- 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).



The screenshot shows a form titled "Home Cost Center". It contains one row of data: "Cost Center" with the value "1706411001 NUS TUMOR" and a "Change?" link with a checkmark icon.

- 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

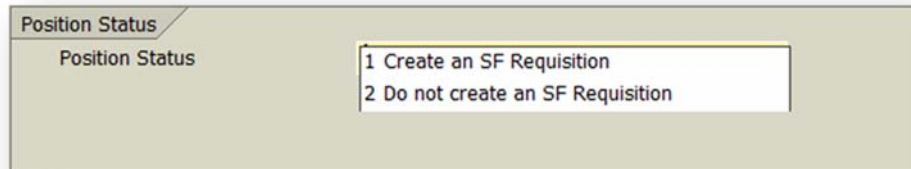
**Time Collection Indicator:**

- 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 window titled "Position Status". Inside, there is a label "Position Status" and a list box containing two options: "1 Create an SF Requisition" and "2 Do not create an SF Requisition".

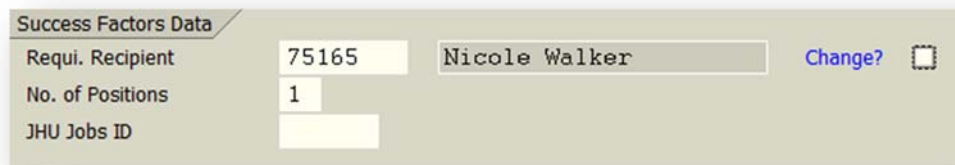
If '***Create an SF Requisition***' is selected, the following fields will need to be filled out:

### **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

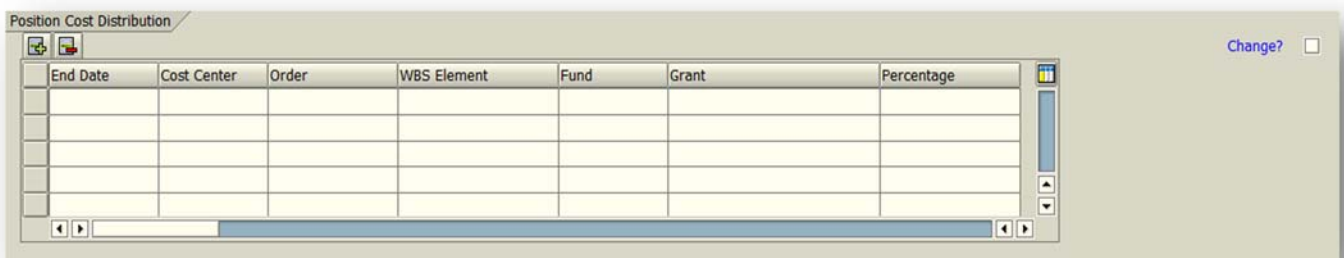


The screenshot shows a window titled "Success Factors Data". It contains the following fields:

Requi. Recipient	75165	Nicole Walker	Change? <input type="checkbox"/>
No. of Positions	1		
JHU Jobs ID			

### **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 a window titled "Position Cost Distribution". It contains a table with the following columns: End Date, Cost Center, Order, WBS Element, Fund, Grant, and Percentage. The table is currently empty.

End Date	Cost Center	Order	WBS Element	Fund	Grant	Percentage

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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
- ✓ Position Title
- ✓ 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 Perrnr" 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 shows the 'Employee Attribute Change' form. The 'Current Values' section is highlighted with a yellow box, showing the following data:

Work Hours	37.50
Work Schedule Rule	37.5 WKS 5 DAY 37.5 HOURS/
Department Code	M0701
Salary Amount	3,796.08

The 'New Values' section is also highlighted with a yellow box and is currently empty.

Below these sections are two 'Cost Distribution' tables. The top table has columns: Valid From, End Date, Cost Center, Order, WBS Element, Fund, Grant, Amount, and Percent. The bottom table has columns: Start Date, End Date, Cost Center, Order, WBS Element, Fund, Grant, Amount, and Percent. Both tables are currently empty.