

Inter-Affiliate Transfers:

Inter-affiliate transfers will receive COBRA notices and must complete new benefit enrollment forms. Taxation and remuneration details (paycheck) are the same as new hires.

P01: Johns Hopkins Hospital	↔	P02: Bayview Medical Center
P01: Johns Hopkins Hospital	↔	P04: Johns Hopkins Home Care Group
P01: Johns Hopkins Hospital	↔	P05: Johns Hopkins Home Health Services
P01: Johns Hopkins Hospital	↔	P07: Johns Hopkins Pharmaquip
P01: Johns Hopkins Hospital	↔	P08: Johns Hopkins Pediatrics at Home
P02: Bayview Medical Center	↔	JHHS/JHCP/JHHC
P02: Bayview Medical Center	↔	P04: Johns Hopkins Home Care Group
P02: Bayview Medical Center	↔	P05: Johns Hopkins Home Health Services
P02: Bayview Medical Center	↔	P07: Johns Hopkins Pharmaquip
P02: Bayview Medical Center	↔	P08: Johns Hopkins Pediatrics at Home
P06: JHHS/P03: JHCP/P10: JHHC	↔	P04: Johns Hopkins Home Care Group
P06: JHHS/P03: JHCP/P10: JHHC	↔	P05: Johns Hopkins Home Health Services
P06: JHHS/P03: JHCP/P10: JHHC	↔	P07: Johns Hopkins Pharmaquip
P06: JHHS/P03: JHCP/P10: JHHC	↔	P08: Johns Hopkins Pediatrics at Home

Processing Requirements for losing organization:

1. Terminate employee using reason code 18
2. Put "Inter-affiliate Transfer" in the comments section of term ISR
3. Benefits should not overlap between old pernr and new pernr
4. HR/Benefits office will complete and forward checklist to receiving organization's HR/Benefits Office

Processing Requirements for receiving organization:

1. Create or copy a position if a vacant position is not available.
2. Initiate hire ISR using position within receiving organization.
3. Put "Inter-affiliate Transfer" in the comments section of hire ISR
4. Employee must complete new hire paperwork during orientation to be forwarded to Payroll Shared Services for entry into SAP.
5. Benefits should not overlap between old pernr and new pernr.
6. For Bayview: please indicate what date to use for JE (JH Adjusted Service Date) as the other health system employers do not use this date specification.
7. PTO or vacation is transferred automatically by Payroll Shared Services. No forms are required.

Processing Requirements for HRSS:

Termination Group

1. Delimit deductions on IT 0014
2. Verify that any future dated earnings on IT 0015 are still valid. **If not delete the wages.**

Hire Group

1. Do not put employee on I9 hold on IT 0001 (Organizational assignment)
2. Bank details on IT 0009 should be check, not direct deposit.
3. Do not transfer any deductions/earnings from IT 0014 or IT 0015 of the old pernr to the new pernr.

4. Tax infotypes should represent defaults (same as a new hire); create an IT 0207 to change residence tax area to MDOI with the same effective date as the hire action; IT 0210 (withholding info) should be updated using defaults as well.
5. Update IT 0094 with pending I9 as employee must complete I9 with new organization
6. Update Monitoring of Tasks (IT 0019); task type – Prob HS 90 day quota will be the same as the effective date of the hire action.
7. Update IT 41 (Date Specifications). The following date types are to be updated based on the info from the terminated perrn if available: J2 (JH Original hire date), JE (JH Adjusted Service Date) **Bayview only** and JG (JH Hire Date). JJ (JH Begin Accrual) will be the same as the effective date of the hire action.

Abbreviation key:

JHHS – Johns Hopkins Health System; JHCP – Johns Hopkins Community Physicians; JHHC – Johns Hopkins Health Care

Date Specification Key:

Date Type Values	Description
J2 – JH Original Hire Date	The date initially hired by any part of the organization. This field is populated at conversion from the legacy Integral field ORIGHRDT and the legacy PAYR field Employment Date.
JE – JH Adjusted Service Date	Length of service calculation for employees who have gaps in service. This date is used by JH Bayview Medical Center for leave accrual. The Time Management module looks at this date for Bayview to determine accrual rate level. Converted from Integral (SENRTYDT). This date may need to be adjusted by the HR Maintainer upon Rehire, Reinstatement, Reassignment (JHBMC).
JG – JH Hire Date	Converted from JHHS Integral system (EMPLMTDT). The leave accrual date for JHHS. When employees move from one EIN to another and their leave accrual rate is to be retained based on former experience, this date is adjusted. The SAP Time Management module refers to this date to determine accrual rate level. This date must be adjusted manually by the HR Maintainer upon Rehire, Reassignment, Reinstatement based on policy.
JJ – JH Begin Accrual	The date the employee is eligible to begin accruing leave time in the system. Not converted. This is a dynamically updated field which is used by the Time Management module. Date should correspond to hire date action for new hires/transfers.