

**ISR TYPES: The following ISR types are used to create or update an employee's master data in SAP.**

<b>Hiring - Regular</b>	This ISR type is selected to initiate the process for entering a new employee's master data into SAP for all staff and faculty except for Part-time Instructors, Students and CTY Summer Camp employees.		
	01	Reentry into Enterprise	Used when hiring a previous employee who voluntarily decides to return to work for the same Johns Hopkins employer after the period for reinstatement has elapsed. Must have a previous record in SAP.
	02	Administrative Transfer	Used when a Johns Hopkins employee is transferred from one Johns Hopkins employer to another that is driven by a Johns Hopkins business decision to move a position across Johns Hopkins employers. (The original Johns Hopkins employer must submit a Termination ISR on the transferring employee).
	03	Voluntary Transfer	Used when student employee accepts staff or faculty position with no break in service (student position must be termed first) or when pay cycle within JHU is being changed (ie from bargaining unit to staff).
	04	Interaffiliate Transfer	Staff was previously employed at one of the affiliated health system entities and accepts a new position with a different affiliated entity; Code not applicable to University hires/transfers. Please see policy under the Policy and Procedures Link.
	05	Hire	This reason code should be used when employee is new to the enterprise; does not have a SAP personnel number; terminated prior to SAP conversion; master data record converted into SAP with the terminated status; and previously added to SAP in a non employee or student position but is now being hired as employee after a break in service.
	06	Reinstatement	This ISR type is selected when a employee who was previously employed with Johns Hopkins is returning to the same Johns Hopkins employer, within the Johns Hopkins employer reinstatement period. The time period for Reinstatement varies by Johns Hopkins entity. After the period for reinstatement has elapsed, a Hire ISR is selected using reason code 01 (Reentry into Enterprise). The employee must already have a SAP personnel number. If this is known by hiring dept, please indicate in comments. If not, a New Hire ISR is selected. Please indicate in the comments if the reason for reinstatement is voluntary (01) or mandatory (02).
	07	JHU Semi Conversion	This code is to be used for individuals with previous weekly assignments that were terminated from 5/1/09 -8/24/09 because all hourly non-bargaining unit staff and students were moved to the semi monthly payroll effective 9/1/09. By using this code: 1) a new I9 will not be required; and 2) direct deposit information, existing tax exemptions and miscellaneous deductions (ie parking, Cooley Center) will be transferred to new personnel number. This code will only be available through the end of 2009.

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Hiring-CTY Summer Camp	<b><i>JHU ONLY. This ISR type is selected when an employee is hired for CTY Summer Camp. The ISR is completed to initiate the process for entering a new employee's master data in SAP.</i></b>
Hiring-Part Time Instructors	<b><i>JHU ONLY. This ISR type is selected when an employee is hired for an Instructor position in a Part Time Program. The ISR is completed to initiate the process for entering a new employee's master data in SAP.</i></b>
Hiring-Student/Postdoc/Residents	<b><i>JHU ONLY. This ISR type is selected when a Medical Resident, Medical Intern, Medical Trainee, Post Doctoral Student, or a Graduate, Undergraduate or Visiting student is hired. It is completed to initiate the process for entering a new employee's master data in SAP.</i></b>

**Employee Reassignment**

This ISR type is selected when staff, faculty or student who is currently employed with Johns Hopkins transfers to a new position within the same Johns Hopkins employer. This ISR is used to initiate the process for updating an employee's master data in SAP. Applicable when employee changes from staff/sr staff to faculty or vice versa or when student changes from undergraduate to graduate or medical intern to medical resident, for example. In these cases, it is important to note that the current position is being vacated. **The losing department does not terminate the individual being reassigned.**

	CODE	REASON	DEFINITION
	01	Promotion	Transfer to a higher classification level and/or higher salary range through a requisition or posting. Also applicable for promotions from staff to faculty and progression within the student hierarchy (ie medical intern to medical resident).
	02	Demotion	Transfer to a lower position through a requisition or posting.
	03	Lateral	Transfer to a different position at the same contribution level/pay grade through a requisition or posting.

**Termination Action Type (Termination/Retirement ISR)**

This action type in the Termination/Retirement ISR is selected when a staff or faculty member leaves Johns Hopkins for reasons other than retirement (separate reason see below) to accept a position with another Johns Hopkins employer (e.g. JHU to JHHS), when changing payroll areas or changing from student status to faculty or staff . The reverse is also true.

	CODE	REASON	DEFINITION
	01	Accepted New Job-Competitor	Accepted New Job-Competitor. For JHU, the department terminating the employee will determine if the employee is leaving to go to a competitor or not.
	02	Accepted New Job-Non Competitor	Accepted New Job-Non Competitor. For JHU, the department terminating the employee will determine if the employee is leaving to go to a competitor or not.
	03	Family Obligations	Resignation due to competing family obligations. No additional explanation of this reason needs to be given.
	04	Personal Reasons	Resignation for personal reasons. No additional explanation of this reason needs to be given.

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	05	Job Abandonment	
	06	Resignation (insufficient notice)	Resigns position without giving required notice.
	07	Return to School	Resignation with the intent to return to school to continue education.
	08	Health (voluntary)	Resignation for health reasons. No additional explanation of this reason needs to be given.
	09	Relocation	Resignation when moving residence to a new location. No explanation of these reasons need to be given.
	10	Dissatisfied with Employment	Resignation when feeling dissatisfied with employment at Johns Hopkins. No explanation of these reasons need to be given.
	11	Resignation (other)	Resignation for other reasons. The reason may be identified in an Exit Interview. <b>For JHU, use this code for voluntary resignations for reasons other than the ones listed.</b>
	12	Resigned in Lieu of Discharge	Resigned instead of being discharged involuntarily.
	13	Military	Resignation when signing up for military service.
	14	Visa Expiration	Employment ended as a result of a visa expiration.
	15	JHU Student who Graduated	<b>JHU only.</b> A JHU student who terminates employment as a result of graduation.
	16	Voluntary Transfer	Voluntary Transfer to a new employer within Johns Hopkins. (The new Johns Hopkins employer will use a New Hire ISR to bring the employee on-board. See Hiring-Regular section above)
	17	Inter Org Transfer	<b>For JHHS employers only.</b> Please see policy details at the following link: <a href="http://ssc.jhu.edu/humanresources/DataFiles/INTER_ORG_Transfers.pdf">http://ssc.jhu.edu/humanresources/DataFiles/INTER_ORG_Transfers.pdf</a>
	18	Inter Affiliate Transfer	<b>For JHHS employers only.</b> Please see policy details at the following link: <a href="http://ssc.jhu.edu/humanresources/DataFiles/INTER_Affiliate_Transfers.pdf">http://ssc.jhu.edu/humanresources/DataFiles/INTER_Affiliate_Transfers.pdf</a>
	19	Pay Cycle Change	<b>For JHU only.</b> Term code used when employee is moving from the semi to weekly payroll or vice versa.
	30	Unsatisfactory Performance	Termination as a result of unsatisfactory performance based on the policies, procedures and rules of the Johns Hopkins employer.
	31	Lack of funds to Supt Position	Termination as a result of lack of funds to continue to support the position.
	32	Completion of Contract	Termination following completion of contract. <b>For JHU, use this code for assignment completed and termination of appointment.</b>
	33	Position Discontinued	Termination when a position is deleted. <b>For JHU, use this code when a position is abolished.</b>

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	CODE	REASON	DEFINITION
	35	Not Qualified	Termination when an employee is deemed to be not qualified or no longer qualified for the position.
	37	Excessive Absences	Termination due to excessive absences based on the policies, procedures and rules of the Johns Hopkins employer.
	38	Health (involuntary)	Involuntary termination due to health reason.
	39	Probationary employee	Terminated at the end of the probationary period when employee does not meet required qualifications. For JHU, this is used when terminating an employee who does not satisfactorily complete the introductory period.
	40	LOA Expiration	Termination after the expiration of the approved LOA time without further explanations in accord with the policies, procedures and rules of the employee.
	41	Failure to Return from LOA	Termination after failure to Return from LOA in accord with the policies, procedures and rules of the employee.
	42	Gross Misconduct	Termination for gross misconduct in accord with the policies, procedures and rules of the Johns Hopkins employer. For JHU, contact Human Resources before terminating an employee for gross misconduct.
	43	Other Reason	Termination for reasons not otherwise defined. <b><i>For JHU, this is used for involuntary terminations.</i></b>
	54	Administrative Error	Administrative error necessitates a termination of a pernr because of data integrity issues (ie bad ssn, incorrect hire date; please consult with HRSS before processing to be sure termination is warranted.
	55	Violation Drug/Alcohol Policy	Current employee who is terminated because of drug/alcohol problem
	56	Physical process not completed	Applicant who did not clear through physical process
	57	Employee never started	Applicant who passed physical but did not show for orientation or who never reported to work
	58	Wage to Fellowship (JHU only)	Position assignment being changed from student employee (employee group 7) to fellowship recipient (employee group 8, subgroup 20). The change in employee group requires a new pernr. These changes must be closely monitored to avoid overpayments. Please work with a rep from HRSS when making this change.

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	CODE	REASON	DEFINITION
	59	Fellowship to wage (JHU only)	Position assignment is being changed from fellowship recipient (employee group 8, subgroup 20) to student employee (employee group 7). The change in employee group requires a new pennr. These changes must be closely monitored to avoid overpayments. Please work with a rep from HRSS when making this change.
	60	I9 Rejection/No Contest	Employee cannot be verified through the Everify-system and does not contest the determination
	64	Death	Death

**Retirement Action Type (Termination/Retirement ISR)**  
 This action type in the Termination/Retirement ISR is used when staff or leave Johns Hopkins employment due to retirement. If terminating employee does not meet retirement criteria, the action must be processed as a termination instead of a retirement.

	CODE	REASON	DEFINITION
	01	Early (Bayview only)	For Bayview, used when the ees retirement age is before normal retirement age (currently 65).
	02	Retirement	Meets retiree eligibility criteria. JHU - age 55 or greater and have 10 or more consecutive years of FT service immediately prior to termination or 30 years (no age criteria) of FT service immediately prior to termination.
	03	Postponed (Do Not Use)	As of 9/17/2009 this code is no longer being used.
	04	RIF Retirement	Individual is leaving the organization due to a reduction in force and meets the retiree eligibility criteria.

**LOA With / Without Pay**  
 This ISR type is selected when staff, faculty, students (psubarea U012 and U013 only) take a Leave of Absence with or without pay. When using this ISR, the initiator must select one of 2 action types: LOA with Pay or LOA without Pay. Students who do not qualify for temp inactive status may be placed on loa w/o pay using reason code 11 (see below). ***This ISR may not be used to place students or part time instructors on temp inactive status.***

	CODE	REASON	DEFINITION
	1	Military	
	2	Health	
	3	Personal	
	4	Education	
	5	Sabbatical	
	6	STD	For JHU only. STD paid by disability company. The portion of salary not covered by STD can be supplemented with available sick/vacation time for staff and may be covered by departmental funds for faculty.

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	CODE	REASON	DEFINITION
	7	LTD	For JHU: LTD is paid by the disability company. The portion of salary not covered by LTD can be supplemented with available vacation time for staff and may be covered by departmental funds for faculty.
	8	Worker's Comp	Leave taken due to Worker's Compensation-related injury or illness.
	9	MTD	<b>For JHHS only.</b> Mid-term disability
	10	Union	Leave taken as provided by the union contract.
	11	Position Schedule	For JHU only. Use this for employees returning from LOA at a reduced schedule for a tentative period for health reasons and for employees who are on leave for part of the year (i.e., 9 months). Also applicable for students who do not qualify for temp inactive status.
	12	Suspension	
<b>Return from LOA</b>			
This ISR type is selected when a staff, faculty or student returns from a leave of absence. <i>Is not used for individuals returning from temp inactive status.</i>			
	CODE	REASON	DEFINITION
	01	Return from LOA	employee returns from a LOA with Pay
	02	Return from LOA	employee returns from a LOA without Pay
<b>Return from Temp Inactive</b>			
This ISR type is selected when a student or part-time instructor is returning from Temporarily Inactive status.			
	CODE	REASON	DEFINITION
	01	Student	Semi-monthly Student or Fellowship recipients returning from an academic break.
	02	Part-time Faculty	Part-time Faculty (Instructors) with a new contract returning from a Temporary Inactive status. Part-time Instructors with no active contract will always be Temporarily Inactive.
<b>Bonus / Supplemental Pay</b>			
This ISR type is selected when adding various bonus / supplemental payments to the master record of staff, faculty or students. This includes recurring payments, one-time payments or overtime hours to be calculated for semi-monthly, non-exempt employees of JHU. It also is used to reduce the pay of JHU employees who miss 5 or less days of consecutive days of pay. These ISRs are eligible for auto-upload with a few exceptions.			
<b>Position Attribute Change</b>			
This ISR type is submitted to update an employee's record resulting from a change in the attributes of the position held by an employee. Before a Position Attribute Change ISR is submitted, the department must submit a Position Maintain ISR to HR Shared Services, and wait for confirmation from HR Shared Services that the ISR has been approved. The effective date of the position maintain must be effective on a date no greater than the same date of the position attribute change ISR in order for the change to appear in SAP appropriately.			

**ISR TYPES: The following ISR types are used to create or update an employee's master data in SAP.**

	CODE	REASON	DEFINITION
	01	Position Reclassification	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.
	02	Position Attribute Change	Use this code for position attribute changes that do not fit any of the other reason codes available.
	03	Change in Work Hours	This reason is used when the change in work hours also includes a change in employee group
	04	Advancement	<b>JHHS Employers only.</b> Employee's current position has been upgraded to a higher level, employee has taken on additional duties; position number remains unchanged; and current position is not vacated or filled by another individual
	05	Organizational Transfer	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.

**Salary Change** This ISR type is selected when the salary of an employee needs to be changed. Completing the ISR will initiate the process necessary to change an employee's salary. The above ISR is eligible for auto upload with a few exceptions: retro semi monthly ISRs; ISRs for staff/faculty/students when a future dated action or infotype 9027 (base pay and labor distribution) is present in master data.

	CODE	REASON	DEFINITION
	1	Annual/Merit Increase	A salary increase based on the annual performance review process. When using this reason code, the task type J1 (Performance Review Annual) on IT19 will be marked completed with the same date as the ISR effective date and one will be created with a date one year from ISR effective date and will be listed as a new task for reporting purposes unless a different date is indicated on the ISR.
	2	Step Increase	Individuals in a step-based compensation program, such as bargaining unit employees, receive increases defined by the increments (steps) in their system. For JHU, this applies only to bargaining unit employees.
	3	General Increase	A salary increase which is not defined by other reasons from this list. Also used to change the pace nurse code.
	4	Equity Adjustment	A salary increase made to correct a pay inequity among employees in comparable positions with comparable qualifications, experience, and performance within the same Johns Hopkins employer. For JHU, this includes adjustments given to rectify salary compression.

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	CODE	REASON	DEFINITION
	5	Compression Adjustment	<b>JHHS Employers only.</b> An increase generated by a compensation review of the clustering of employees within their ranges across an organization.
	7	Adjustment to Minimum	An increase to bring an employee to the minimum of his/her salary range.
	8	Ingrade Adjustment	Adjustment for reasons other than those above which resulted in a salary change within grade. <b>For JHU, this can take the form of an in-range salary adjustment for assuming additional responsibilities and duties or developmental increase <u>within</u> the current job classification. Does not apply to JHHS Employers</b>
	9	Decrease in Pay	Adjustment which reflects a lower rate of pay.
	10	Market Adjustment	A salary increase made to adjust salaries of employees to market competitive levels as appropriate based on employee experience, qualifications, and performance.
	11	Equity and Market Adjustment	Reason used when both an equity and market adjustment are given on the same date
	12	Union Salary Change	Reason code used for salary changes based on a union contract.
	13	No Merit/Annual Review	This reason code is used to indicate when a review was completed but no merit increase was awarded. When using this reason code, the task type J1 (Performance Review task type J1 (Performance Review Annual) on IT19 will be marked completed with the same date as the ISR effective date and will be created with a date one year from ISR effective date for reporting purposes unless a different date is indicated on the ISR.
	14	Lump Sum Merit/Annual Review	This reason code is used to indicate when a review was completed and the merit was awarded in a lump sum because the individual's salary exceeds the pay range. When using this reason code, the task type J1 (Performance Review task type J1 (Performance Review Annual) on IT19 will be marked completed with the same date as the ISR effective date and will be created with a date one year from ISR effective date for reporting purposes unless a different date is indicated on the ISR.
<b>Hours Change</b>	This ISR Type is selected when the weekly working hours change but the employee group remains the same. For JHU semi-monthly employee's paid a salaried amount on the semi monthly pay cycle, the semi monthly pay must change as a result of the change in hours. This is not to be used for salary or rate of pay changes where the employee's total hours per pay period remains unchanged. <i>If the employee group is changing a position maintain, then a position attribute change ISR must be submitted.</i>		

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<b>Mini Master Regular</b>	This ISR Type is selected when a non-employee is added to the HR Master Data. This process covers all non-employees other than Coeus or Independent Contractors. It is used for entering a new non-employee's master data into the system for the purpose of giving SAP system access. Only unpaid non-employees (not paid through JH Payroll) are recorded on the Mini-Master Regular ISR. This includes agency personnel, doctors with "privileges," and non-employee supervisors.
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<b>Mini Master Coeus</b>	This ISR Type is selected when HR Master Data needs to be entered for an individual who prepares grant applications and is not a Johns Hopkins employee. Coeus is used to prepare and track grant applications. A Master Data record needs to exist in Coeus for that individual to be able to prepare a grant application. SAP is the source record for HR Master Data in Coeus.
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**ISR TYPES: The following Organizational Management (OM) ISR Types are used to create or update jobs, positions and organizational units in SAP.**

<b>Job Create</b>	This ISR Type is used by Compensation when creating a new job within the JH Enterprise structure.
<b>Job Group Create</b>	This ISR Type is used by Compensation when creating a new job group within the JH Enterprise structure.
<b>Job Maintain</b>	This ISR type is used by Compensation to maintain or update a job within the JH Enterprise structure.
<b>Job Group Maintain</b>	This ISR type is used by Compensation to maintain or update a job group within the JH Enterprise structure.
<b>Position Create</b>	This ISR type is used by the department to create a new position when a similar position does not already exist in SAP. <b><i>For JHU, this ISR is used with a New Position Personnel Requisition when a similar position does not already exist in SAP.</i></b>
<b>Position Maintain</b>	This ISR type is used by the department to maintain or update the attributes of a previously established position in SAP. Changes must be briefly outlined in comments. <b><i>For JHU, this ISR is used with a Restructured Replacement Personnel Requisition when the existing position is vacant or when a position is reclassified by Compensation (Position Reclassification).</i></b> <u>Please indicate which fields are being changed in the comments section.</u>
<b>Position Copy</b>	This ISR type is used by the department to create a new position by copying a similar position and modifying it to reflect the attributes of the new position. <b>Number of changes must be limited to 5 and must be referenced in the comments section.</b> May make multiple copies of position; please indicate in comments
<b>Organizational Unit Create</b>	This ISR type is used by the department to request the creation of a new organizational unit within the JH Enterprise Structure.
<b>Organizational Unit Maintain</b>	This ISR type is used by the department to request changes to an established organizational unit within the JH Enterprise Structure.