

**Hiring**

It is necessary to add a number of data elements to the Comments section of the ISR. Use the abbreviations prior to the data. See sample below. These elements are:

- (V) Veteran status: Values are: (IT0077)
  1. Special disabled veteran
  2. Vietnam-era veteran
  3. Other veteran
  4. Newly separated veteran
  5. Non-veteran
- (PN) PACE Nurse:
  - When indicating the salary for a PACE nurse on the ISR, the primary hourly rate is indicated in the Period Salary/Hourly Rate field. The additional rate indicators for the schedules chosen by the employee will be indicated in the Comment area. For example, the employee has chosen Pace Shift. These two amounts will be added to the employee's base hourly wage
- (R) Work Schedule Rule: For all Health System employees, the Work Schedule Rule which applies to their shift must be indicated. The possible values are: Day, Eve, Night or Rotate (IT0007)
- (D) Department code: University only: enter the 5-digit legacy department code for employees eligible to accrue leave which will be used for an interface to E210. If the code is not provided, the interface will not properly function for this individual. (IT0105)
- (VIE) Visa Issue/Expiration Dates: If available, provide these two dates for Non-Resident Aliens. (IT0048)
- (A) If the employee is a Faculty member, an actual salary should be entered in the Comments section if it differs from annual salary. An example of such a circumstance would be when a 9/10-month faculty member is paid for only 9 months rather than 12. (IT9027)
- (AP) The employee is a Faculty member at the Krieger School of Arts and Sciences or the Whiting School of Engineering, an appointed salary should be entered in the Comments section as well as the actual salary, if necessary. Appointed Salary is defined as the maximum salary permitted by the contract. (IT9027)

Sample Comment Section Entry: V-1;WSR:Day

Use the indicated abbreviations to add the fields of data to the Comments Section.

**JHU LOA With/Without Pay**

When accrued leave will be used to supplement a University employee's STD, LTD or Worker's Comp, the department will indicate the correct percent supplement and the current leave balance in the Comments section.

**Return from LOA ISR**

Always include the Work Schedule Rule (IT0007) and Work Mailing and Physical address if available (IT0006).

**Bonus/Supplemental Pay ISR**

If a bonus requires a certain length of service to avoid repayment that information should be here.  
(IT0014/IT0015)

**Employee Reassignment**

Same as Hire

**Termination ISR**

Vacation Balances University only:

The leave balance for payout should be indicated in the Comments section of the ISR