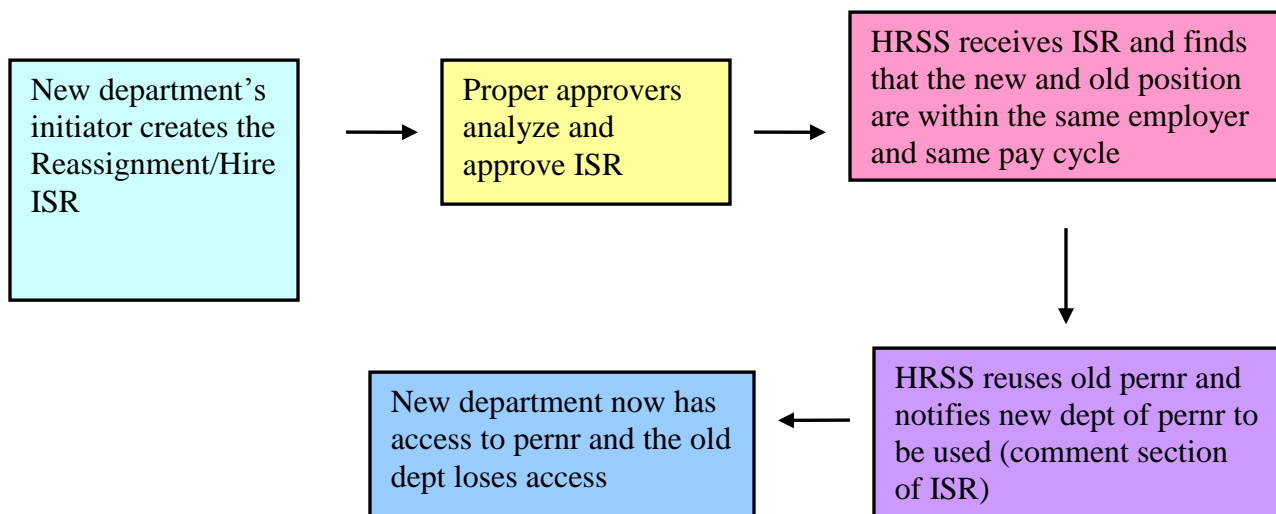


Reuse of Personnel Numbers

Personnel numbers (pernr) can be reused in several situations. A pernr becomes eligible to be reused after a termination has occurred and employee is being rehired. The situations below describe when a pernr should/will be reused according to HR Shared Services procedures.

- **Hire/Reinstatement:** An employee vacates one position with a break in service before another position is accepted within the same employer and on the same pay cycle.
 - Example: Sarah worked for JHH three months ago and is now returning to a position within JHH.
- **Reassignment:** An employee vacates one position and accepts another within the same employer without a break in service.
 - Example: John works in BSPH. He gives a two weeks notice to his manager and advises her that he will be taking a position in SOM.

Process Flow Chart: Reusing a Pernal



When not to reuse pernr:

- Pernal associated with positions in employee group 6 (retiree) and 8 (non employee) cannot be reused when individual is being hired into a "wage-earning" position (all other employee groups). The reverse is also true.
 - For instance, if an individual has a non-employee traveler position in SAP, that pernr may not be reused if the employee is later hired into a position with an employee group of 1-5 or 7.
 - During the retirement process, the pernr is switched to employee group 6 through a dynamic action. That pernr cannot be reused if the individual is subsequently hired into the organization. A new pernr is required.
 - When creating a new pernr, be sure that there is no payroll conflict if the new pernr is on a different pay cycle.
- A pernr used to hire non employee fellowship recipients should remain only for this type of position. Do not reuse this pernr to hire other non employee positions.
- Pernal converted as terminated must not be reused
- Pernal cannot be reused to re-hire ee on a different pay cycle even if the position exists in the same employer

For more information on JHEN employee groups and subgroups, please click on the following link:
<http://ssc.jhu.edu/humanresources/DataFiles/EnterpriseStructureEmployGroup.pdf>.