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# JHU Bargaining Unit Step Increases

# Position Maintain

**Display Organizational Assignment (0001)**

Org Structure

Pers. No. [ ] Pers.Assgn ANIMAL FAC SPEC 0 [ ] (Act...)

Name [ ] Position ANIMAL FAC ASST Active

EE group 1 Full Time PersArea UN02 School of Medicine

EE subgroup 23 JH Hourly Non-Exempt PSubarea U009 Bargaining Unit

Start 10/04/2007 to 12/31/9999 Chng 10/10/2007 MFU1

Enterprise structure

CoCode JHEN JOHNS HOPKINS ENTER...

Pers.area UN02 School of Medicine Subarea U009 Bargaining Unit

Cost Ctr 1700300098 PAYROLL ERROR Bus. Area 170 SCHOOL OF MEDICINE

Fund 1010000000 INSTITUTION WL...

Grant NOT-RELEVANT GRANT NOT-RELEVANT GRANT

Func. Area [ ]

Personnel structure

EE group 1 Full Time Payr.area W1 JH Weekly

EE subgroup 23 JH Hourly Non-Exempt Contract [ ]

Organizational plan

Percentage 100.00

Position 20026578 BUANMCR-SSR ANIMAL FAC ASST

Job key 30000898 BUANMCR-SSR BU Animal Care-SSR

Exempt N

Org. Unit 10003430 1700300599 SOM Admin Researc...

Org.key 00000000

Administrator

PersAdmin M21 LAB ANIMAL MED

PayrAdmin P11 JHU PR Admin

- A Position Maintain ISR is initiated to change the PS level (step). You must have the employee's position number. This can be found by looking at the Organizational Assignment infotype (0001) in PA20.

# Position Maintain

**Internal Service Request**

Create ISR (F5)

Internal Service Request Form

ISR Action

Select an action from the following OM-JHU Position Maintain

Details

Begin Date	08142008
Object type	Position
Object Id	20026578

- After locating the position number in PA 20, initiate the Position Maintain ISR with the effective date and Object ID, (position #) you want to maintain.

# Position Maintain

## ISR Action - OM-JHU Position Maintain

**ISR Details**

Object ID: 20020370 Object abbr.: BUANMCR-SSR ANIMAL FAC SPEC

ISR Number: 0  
Initiator: Cynthia Addison

**Approver Details**

Begin Date: 08/14/2008  
Approver 1:   
Approver 2:

**JHU Position Create/Maintain Action Details**

**Object**

Object abbr.: BUANMCR-S...  
Object name: ANIMAL FAC SPEC

**Related Object**

Belongs to Org Unit: 10003430 SOM Admin Research Animal Resources  
Reports to (Name/Position): Animal Facilities Manager  
Belongs to JOB: 30000898 BU Animal Care-SSR  
Vacancy: 2 Vacanc..

**Planned Compensation**

**Pay Grade**

Pay grade type	
Pay grade area	
Pay grade	
Pay grade level	To

**Pay Scale**

Pay scale type	BU Bargaining Unit
Pay Scale Area	U JHU
Pay Scale Group	SKILL7 To SKILL7
PS level	02 To 02

- Current data on the position will default in the body of the ISR. Confirm that effective date is correct and enter approver (s). The arrows indicate where the step would be changed.

# Position Maintain

## ISR Action - OM-JHU Position Maintain

**ISR Details**

Object ID: 20026578    Object abbr.: BUANMCR-SSR    ANIMAL FAC SPEC

ISR Number: 0

Initiator: Cynthia Addison

**Approver Details**

Begin Date: 08/14/2008

Approver 1:

Approver 2:

**JHU Position Create/Maintain Action Details**

**Object**

Object abbr.: BUANMCR-S...  
Object name: ANIMAL FAC SPEC

**Related Object**

Belongs to Org Unit: 10003430    SOM Admin Research Animal Resources  
Reports to (Name/Position):     Animal Facilities Manager  
Belongs to JOB: 30000898    BU Animal Care-SSR

Vacancy: 2 Vacanc...

**Planned Compensation**

Pay Grade	
Pay grade type	<input type="text"/>
Pay grade area	<input type="text"/>
Pay grade	<input type="text"/>
Pay grade level	<input type="text"/> To <input type="text"/>

Pay Scale	
Pay scale type	BU Bargaining Unit
Pay Scale Area	U JHU
Pay Scale Group	SKILL7 To SKILL7
PS level	03 To 03

- Make changes accordingly based on employees date of hire and the union contract. In this example, the individual is moving from step 2 to step 3.



# Position Maintain

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- After making the change to the individual's step, be sure to indicate in the comments section what change is being requested. This will speed up processing of your ISR and ensure that the requested change is completed.
- Save the ISR and make note of your ISR # for future reference.
- Please wait for an email confirmation that the Position Maintain ISR has been approved and completed before proceeding with the action to change the salary.



## Salary Change ISR

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- Initiate a salary change ISR to change the hourly rate associated with the new step as outlined in the union contract.
- Please refer questions regarding step increases to your Divisional HR office.

# Salary Change ISR

## ISR Action - Salary Change

### ISR Details

Personnel Number and Name of Employee

Employee [REDACTED]

Position 20026578 ANIMAL FAC SPEC

ISR Number 0

Org. Unit 10003430 SOM Admin Research Animal

Initiator [REDACTED] Cynthia Addison

PersArea UN02 School of Medicine

EE Group 1 Full Time

PSubarea U009 Bargaining Unit

EE Subgroup 23 JH Hourly Non-Exempt Payr.Area W1 JH Weekly

PS type BU Bargaining Unit

PS area U JHU

PS grp SKILL7 Level 02

### Approver Details

Begin Date 08/01/2008

Approver 1 [REDACTED] Heidi Conway

Approver 2 [REDACTED]

### Salary Change/Hours Change Action Details

Action Reason 03 General Increase

#### Current Work Hours

Work Schedule Rule 40.0 WK 7 DAY 40.0 HOURS/WEEK

Weekly Working Hours 40.00

#### Current Pay

Semi-Monthly Rate/Hourly Rate 16.30

PS Level 02

#### New Pay

Semi-Monthly Rate/Hourly Rate 17.33

New Salary based on union contract

Total Pay 17.33

Change Amount 1.03

Change % 6.32



## Salary Change ISR

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- Please note that the PS level in the ISR header and the current pay section will reflect the old PS level (step) until the salary change ISR is executed by HRSS.