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**To:** hrsharedservices-info@listproc.jhu.edu  
**Date:** 9/20/2007 4:22 PM  
**Subject:** Terms/Rehires (revised)

Hello everyone,

Below is a guide for you on when terming vs rehiring is appropriate based on SAP functionality only. This does not negate any additional processing requirements for your division/school.

Instances when we must term and hire with a new pernr into a position number that is vacant within the correct pay cycle (does not have to be a newly created position if you have one available in your org):

1. Changing from JHU semi monthly to JHU weekly
2. Changing from JHU weekly to JHU semi monthly
3. Changing from student (employee group 7) to staff or faculty and vice versa
4. Changing from staff or faculty to fellowship recipient (employee group 8, subgroup 20) and vice versa

Below are instances when we must hire with a new pernr and a vacant position number within the correct pay cycle (cannot maintain existing position). Terming is not required but may be applicable -- positions can exist concurrently in SAP:

1. Accepting a new position in JHU when currently employed by one of the health system employers
2. Accepting a new position in one of the health system employer when currently employed by JHU
3. Current fellowship recipient (employee group 8, subgroup 20) accepting a student position (employee group 7)
4. Current student (employee group 7) accepting a fellowship recipient position
5. Current retiree (employee group 6) accepting a staff position (need to verify eligibility to maintain retiree status with Benefits)
6. Interaffiliate transfers within the health system

NOTE: If the position is vacant, changes to the Employee Group are permitted. If you maintain a position that is currently unoccupied but had a holder in the past, do not change information that could effect the master data of the previous holder. Always remember that the system is data driven. Maintaining a position futuristically is always the safest bet, if possible.

This will be posted on our website for you to review in the future.

Thank you.

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