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# Monitoring the Timely Submissions of ISRs

(Personnel Actions by Type Report)

Displays actions for calendar  
month by action type.



# Why is Timely Submission Important?

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The timely submission of ISRs continues to be a challenge. If employees are not compensated in a timely manner there are compliance issues. Late terminations can result in overpayments which is also a concern. If an employee is receiving benefits we are required by law to send them a cobra notice addressing the continuation options for their benefits. This notice is system generated and is not sent until the ISR is processed. There are penalties when employees are not notified timely.

# Instructions for Monitoring ISR Submissions

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Monitoring may be at a personnel area level or at an organizational unit level depending on your security access. A report for each month must be run separately. Enter the month and year for the period you wish to review. Compare the changed on date to the month in review. This indicates how late or timely the ISR was initiated, approved and processed. See below for an explanation on the changed on date.

# Suggested Attributes for ISR Monitoring

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- **Changed on Date** – This is a required field on the report that tells you when the ISR was entered into SAP by HR Shared Services (HRSS). This date does not tell you when the ISR was submitted to HRSS by the initiator/approvers but HRSS generally processes ISRs within 24 to 48 hours of receipt of the ISR.
- **Salary Information** – you may wish to delete this information so that the report may be shared with a wider audience.
- **Employee Information** – may be added in order to get details on the employee affected by the ISR.

# BW Additional Resources

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- **HR BW Website:**

<http://ssc.jhmi.edu/humanresources/reporting.html>

- **HR BW Overview:**

<http://ssc.jhmi.edu/humanresources/DataFiles/BWOverview.pdf>

- **HR BW Basic Screen Description:**

<http://ssc.jhmi.edu/humanresources/DataFiles/BWScreenDescriptions.pdf>

- **JHU Personnel Area/Subareas:**

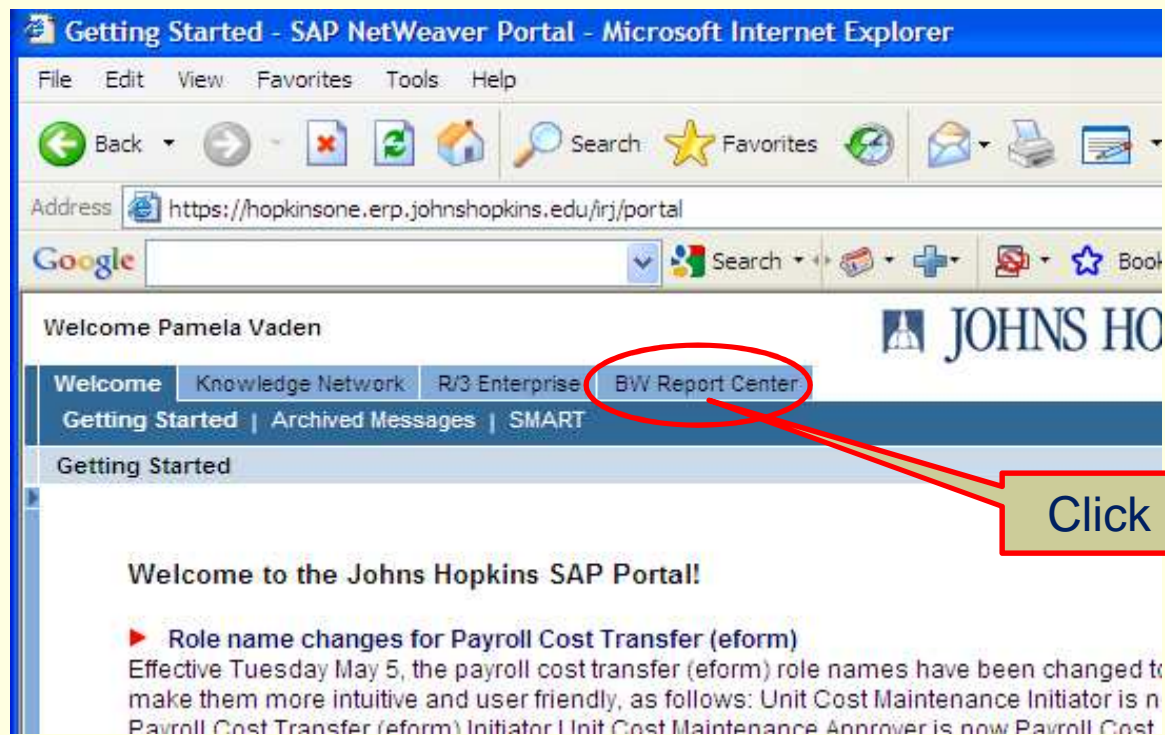
<http://ssc.jhmi.edu/humanresources/DataFiles/EnterpriseStructureJHU.pdf>

- **JHHS Personnel Area/Subarea:**

<http://ssc.jhmi.edu/humanresources/DataFiles/EnterpriseStructPersAreaJHHS.pdf>

# Accessing BW

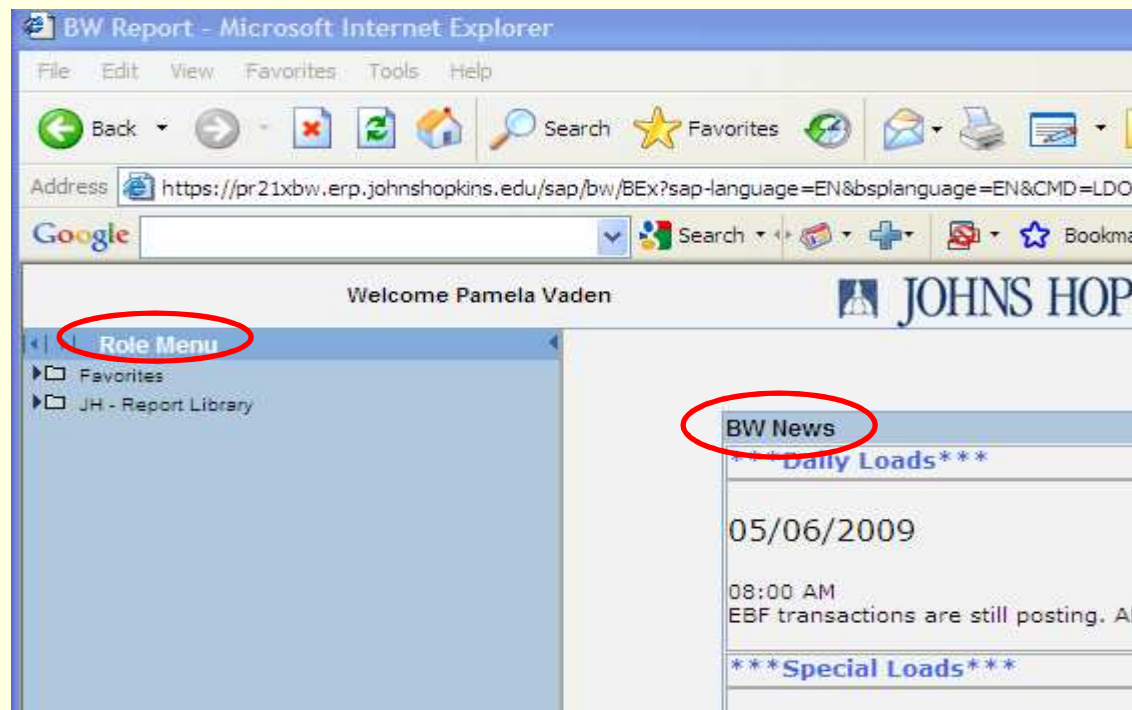
- Access BW from your portal.
- Click on the BW Report Center tab.



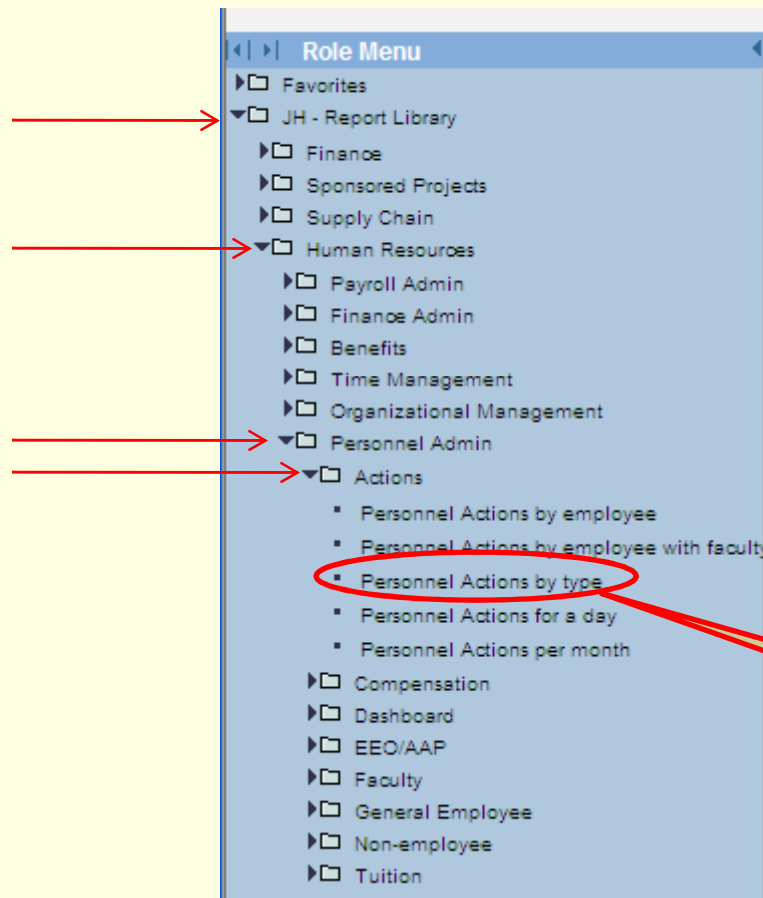
# Accessing BW – Report Center Home Page

The Business Warehouse Report Center page consists of:

- Role Menu on the left
- BW News in the center



# Access Report: Personnel Actions by Type Report



Select the following path:

- JH Report Library
- Human Resources
- Personnel Admin
- Actions
- Personnel Actions by type

Double click  
on the report

# Personnel Actions by Type Report

Options:  
= [] \* <>  
> >= < <=

Look Up Link

Field	Operator	Value	Look Up Link	Include	Insert Row
Employee (Selection Option, Optional)	=		☐	Include	Insert Row
Action Reason ( Sel. Optional)	=		☐	Include	Insert Row
Action Type (optional)			☐		
Organizational Unit(Selection Option, Required) (*)	=	10003646	☐	Include	Insert Row
Personnel Area(Selection Option, Required) (*)	=	UN10	☐	Include	Insert Row
Personnel Subarea (optional)	=		☐	Include	Insert Row
Calendar Year/Month (Single Value, Required Entry) (*)		04/2009	☐		
Changed On Date	=		☐	Include	Insert Row

Execute Check

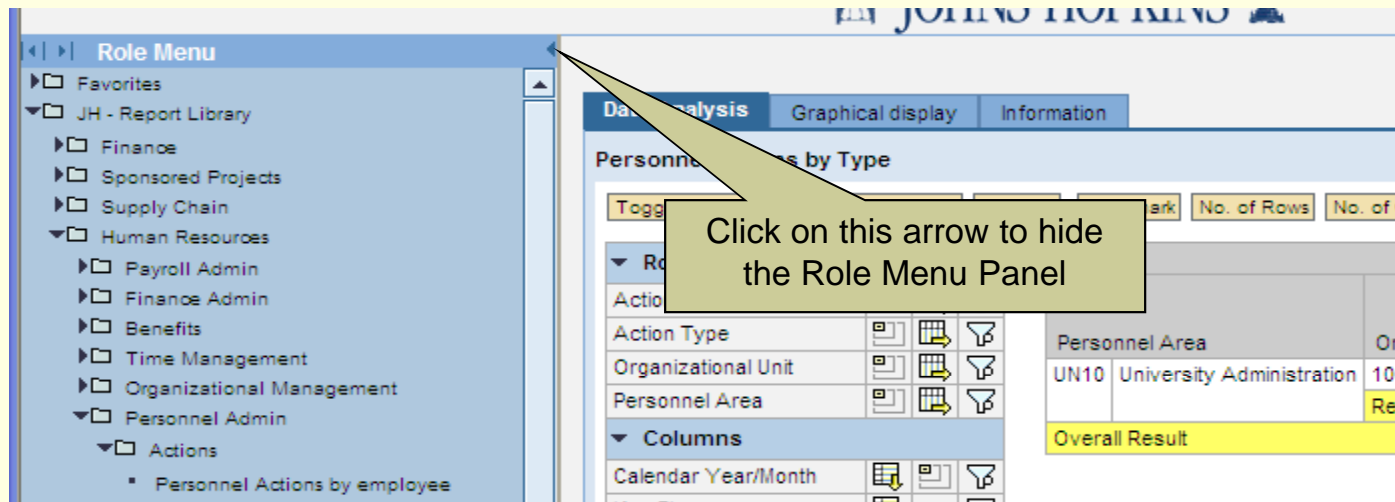
Click to validate entries

Click to run report

- Fields with an asterisk (\*) are required fields. The required fields for this report are:  
**Organizational Unit – Personnel Area – Calendar Year/Month**
- If you choose not to populate the optional fields, the system will return report results of all accounts to which you have access.
- Select the Look-up Link to select available options to define the variable.
- After populating the required fields, click “Check” to validate your entries. If you have an error you will receive an error message at the top of the page identifying the field with the error.
- If you do not get an error message after clicking “Check” you should hit “Execute” to run the report.

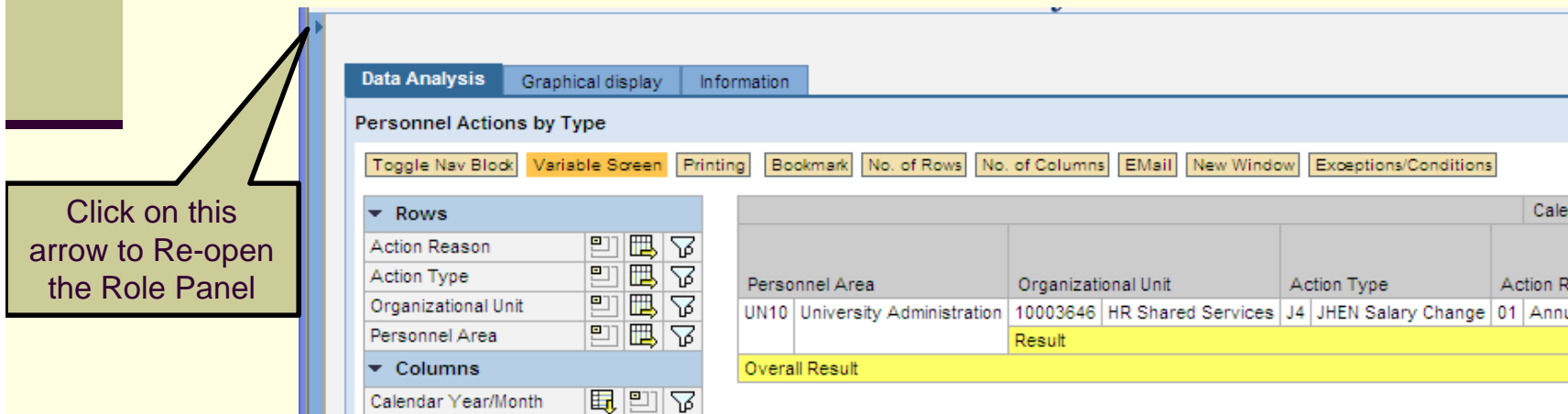
# Report Screen:

When you hide the Role Menu Panel it allows more space to view the report.



Click on this arrow to hide the Role Menu Panel

The screenshot shows the 'Role Menu' panel on the left side of the application. It contains a tree view with categories like 'Favorites', 'JH - Report Library', 'Finance', 'Sponsored Projects', 'Supply Chain', 'Human Resources', 'Payroll Admin', 'Finance Admin', 'Benefits', 'Time Management', 'Organizational Management', 'Personnel Admin', and 'Actions'. An arrow points to a small arrow icon at the top of the panel, which is used to collapse the panel.



Click on this arrow to Re-open the Role Panel

The screenshot shows the report screen with the 'Role Menu' panel collapsed. The report title is 'Personnel Actions by Type'. The report is displayed in a table format with columns for 'Personnel Area', 'Organizational Unit', 'Action Type', and 'Action Reason'. The 'Overall Result' row is highlighted in yellow.

Personnel Area	Organizational Unit	Action Type	Action Reason
UN10	University Administration	10003646   HR Shared Services	J4   JHEN Salary Change
01   Annual			
Result			
Overall Result			

# Variable Screen Overview

Click on this icon to remove a field from the report. (Will now appear under "Free Characteristics")

Fields / Data that are currently displayed on the report

Fields / Data that can be added to the report

The screenshot shows the 'Employee Master Data' report interface. It features a left-hand navigation pane with three sections: 'Rows', 'Columns', and 'Free Characteristics'. Each section contains a list of fields with associated icons for adding, removing, and filtering. The main report area displays a table with columns for 'Personnel Area', 'PS Group/Grade', and 'Pay G'. The 'Personnel Area' column contains 'UN10 University Administration', and the 'PS Group/Grade' column contains 'OG/U/ATO 37.5'. The 'Pay G' column contains '03'. Below the table, there are additional columns for 'O/U/ATO 40/E' and '03'. The interface also includes a top navigation bar with options like 'Toggle Nav Block', 'Variable', 'Printing', 'Bookmark', 'No. of Rows', 'No. of Columns', 'Email', and 'New'.

Personnel Area	PS Group/Grade	Pay G
UN10 University Administration	OG/U/ATO 37.5	03
	O/U/ATO 40/E	03

Filter – By clicking this filter icon a window will open and available filter values will be displayed. Select only those values you want displayed in the report.

Click on this icon to add a field to a column. (Will now appear under "Columns")

Click on this icon to add a field to a row. (Will now appear under "Rows")

# Suggested Attributes:

## Add “Changed On” Date

Data Analysis Graphical display Information

Personnel Actions by Type

Toggle Nav Block Variable Screen Printing Bookmark No. of Rows No. of Columns EMail New Window Exceptions/Conditions

**Rows**

Action Reason

Action Type

Organizational Unit

Personnel Area

**Columns**

Calendar Year/Month

Key Figures

**Free Characteristics**

Age in Years

Calendar Day

Changed On

DSM Code

EEO Job Category

Employee

Employee Group

Employment Status

						Calendar Year/Month	04/2009		
Personnel Area		Organizational Unit		Action Type		Action Reason	Number of Actions	Annual Salary	Employment Percent
UN10	University Administration	10003646	HR Shared Services	J4	JHEN Salary Change	01 Annual/Merit Increase	1		100.0
Result							1		100.0
Overall Result							1		100.0

Click Here to add this field to the report

# Suggested Attributes:

## Delete Key Figures

(Deleting the salary info will allow you to share the report with a wider audience.)

Data Analysis Graphical display Information

Personnel Actions by Type

Toggle Nav Block Variable Screen Printing Bookmark No. of Rows No. of Columns EMail New Window Exceptions/Conditions

▼ Rows

				Calendar Year/Month 04/2009		
Personnel Area	Organizational Unit	Action Type	Action Reason	Number of Actions	Annual Salary	Employment Percent
UN10	University Administration	10003646 HR Shared Services	J4 JHEN Salary Change 01 Annual/Merit Increase	1		100.0
Result				1		100.0
Overall Result				1		100.0

▼ Columns

Calendar Year/Month Key Figures

▼ Free Characteristics

Age in Years Calendar Day Changed On DSM Code EEO Job Category Employee Employee Group Employment Status

Select Filter Values to Delete the Key Figures

Existing Filter Values

- Number of Actions
- Annual Salary
- Employment Percent

New Filter Values

Key Figures

Maximum Number of Hits 200

Find

Key Figures

Select All Deselect

Transfer Close

Uncheck the Values you don't want and hit "Transfer"

# Report Screen Explanation

▼ Rows

Action Reason	[Icon]	[Icon]	[Icon]
Action Type	[Icon]	[Icon]	[Icon]
Changed On	[Icon]	[Icon]	[Icon]
Organizational Unit	[Icon]	[Icon]	[Icon]
Personnel Area	[Icon]	[Icon]	[Icon]

▼ Columns

Calendar Year/Month	[Icon]	[Icon]	[Icon]
Key Figures	[Icon]	[Icon]	[Icon]
Number of Actions	[Icon]	[Icon]	[Icon]

▼ Free Characteristics

Age in Years	[Icon]	[Icon]	[Icon]
Calendar Day	[Icon]	[Icon]	[Icon]
DSM Code	[Icon]	[Icon]	[Icon]
EEO Job Category	[Icon]	[Icon]	[Icon]

This is the month and year of the data transactions.

Personnel Area	Organizational Unit	Action Type	Action Reason	Changed On	Number of Actions
UN10 University Administration	10003646 HR Shared Services	J4 JHEN Salary Change	01 Annual/Merit Increase	04/08/2009	1

This is the date the change was made in SAP