

ISR Guide for the Hiring Process includes reclassifications/advancements

I. Regular Hires – Hiring Regular ISR (J1)

Reason code 01 (Reentry into Enterprise):

- Employee is being rehired after being terminated
- Not eligible for reinstatement of benefits eligibility
- Employer within the enterprise is changing

Reason code 02 (Administrative Transfer):

- A business decision is made to move an existing position from one employer to another
- Credit for prior service in the receiving organization will be coordinated with HR Offices
- Does not include self-initiated moves between organizations

Reason code 03 (Voluntary Transfer):

- Pay cycle within current employer is changing

Reason code 04 (Interaffiliate Transfer):

- Employee was previously employed at one of the affiliated health system entities and accepts a new position with a different affiliated entity
 - Please see policy at the following link:
http://ssc.jhu.edu/humanresources/DataFiles/INTER_Affiliate_Transfers.pdf
- Code not applicable to University hires/transfers

Reason code 05 (Hire):

- Employee is new to the enterprise
- Employee is unknown to SAP
 - Terminated prior to SAP conversion
 - Employee record converted as terminated
- Previously added to SAP in a non employee position but is now being hired as staff/faculty
- Retiree re-entering the organization in a staff/faculty position

Reason code 06 (Reinstatement):

- Employee is reentering the enterprise (voluntary or mandatory) after being terminated and meets the criteria to have benefits eligibility reinstated

Reason code 07 (JHU Semi Conversion):

- This code is to be used for individuals with previous weekly assignments that were terminated from 5/1/09 -8/24/09 because all hourly non-bargaining unit staff and students were moved to the semi monthly payroll effective 9/1/09. By using this code: 1) a new I9 will not be required; and 2) direct deposit information, existing tax exemptions and miscellaneous deductions (ie parking, Cooley Center) will be transferred to new personnel number. This code will only be available through the end of 2009.

II. Student Hires – Hiring-Student/Postdoc/Resident ISR (J1SPM)

Reason code 05 (Hire):

- Student is new to the enterprise
- Student is unknown to SAP
 - Terminated prior to SAP conversion
 - Student record converted as terminated
- Previously added to SAP in a non employee position but is now being hired as student
- Currently in SAP as student/fellowship recipient (concurrent employment)

Reason code 07 (JHU Semi Conversion):

- This code is to be used for individuals with previous weekly assignments that were terminated from 5/1/09 -8/24/09 because all hourly non-bargaining unit staff and students were moved to the semi monthly payroll effective 9/1/09. By using this code: 1) a new I9 will not be required; and 2) direct deposit information, existing tax exemptions and miscellaneous deductions (ie parking, Cooley Center) will be transferred to new personnel number. This code will only be available through the end of 2009.

III. Hiring-CTY Summer Camp ISR (JICTY)

Reason code 01 (Reentry into Enterprise):

- Employee is reentering the enterprise/program after being terminated
 - Previous position was staff/faculty

Reason code 05 (Hire):

- Employee is new to the enterprise
- Employee is unknown to SAP
 - Terminated prior to SAP conversion
 - Employee record converted as terminated
- Previously added to SAP in a non employee position but is now being hired as CTY employee
- Employee will be termed at the end of summer camp without requiring a term ISR

IV. Part-Time Instructors – Hiring-Part Time Instructors ISR (JIPTI)

Reason code 01 (Reentry into Enterprise):

- Employee is reentering the enterprise after being terminated

Reason code 05 (Hire):

- Employee is new to the enterprise
- Employee is unknown to SAP
 - Terminated prior to SAP conversion
 - Employee record converted as terminated
- Previously added to SAP in a non employee position but is now being hired as at part time instructor
- Currently hired in SAP as staff/faculty (concurrent employment)

V. Non-Employee Hires – Mini-Master Regular (JA)

- Non employees who require system access only
- Employee group is 08 (non employee)

VI. Reassignment ISR (JF)

Reason code 01 (Promotion):

- Employee is promoted to another position within the same employer and same payroll area
- Promotions from staff to faculty if the staff position is being filled (vacation paid out at this time by indicating amount to be paid in comments section)
- Student “promotions” (ie intern to resident)
- Open position has been requisitioned and/or advertised for
- Employee will receive a new position number
- Annual review date will be moved forward one year from the effective date of the ISR
- Vacated position may/may not be filled
- ISR is processed by receiving department
- Losing dept **does not** term employee

Reason code 02 (Demotion):

- Employee accepts another position within the same employer/payroll area at a lower pay grade/level/pay range
- Demotions from faculty to staff if the faculty position is being filled
- Open position has been requisitioned and/or advertised for
- Employee will receive a new position number
- Vacated position may/may not be filled

Reason code 03 (Lateral):

- Employee accepts another position within the same employer/payroll area at the same level and/or pay range
- Student employees who accept positions within the same personnel subarea (ie grad student to grad student)
- Open position has been requisitioned and/or advertised for
- Employee will receive a new position number
- Vacated position may/may not be filled

VII. JHHS Position Maintain ISR (OMPHZ) & Position Attribute Change (PAC) ISR (J3)

Reason code 04 (Advancement):

- Process maintain ISR to change necessary elements of the position
 - Indicate changed fields in the comments section
 - Maintain ISR must be completed first
 - Effective date must be before or the same as effective date of PAC
- Employee’s current position has been upgraded to higher level
- Employee has taken on additional duties
- Position number remains unchanged
- Current position is not vacated/filled by another individual
- Used only by health system employers

VII. JHU Position Maintain ISR (OMPUZ) & Position Attribute Change (PAC) ISR (J3)

Reason code 01 (Reclassification):

- Process maintain ISR to change necessary elements of the position
 - Indicate changed fields in the comments section

- Maintain ISR must be completed first
 - Effective date must be before or the same as effective date of PAC
- Employee's current position has been upgraded to higher level, role or range
- Employee has taken on additional duties
- Current position is not vacated/filled by another individual
- Annual review date will be moved forward one year from the effective date of the ISR
- Promotion from staff to faculty – staff position will not be re-filled
 - Payout vacation on PAC by indicating amount to be paid out in the comments section
- Faculty promotions (ie from assistant professor to associate professor)
- Used only by JHU