

## **ISR Guide for the Hiring Process includes reclassifications/advancements**

### **I. Regular Hires – Hiring Regular ISR (J1)**

#### Reason code 01 (Reentry into Enterprise):

- Employee is reentering the enterprise (voluntary or mandatory) 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 JHU to JHH and vice versa
- 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):

- Student employees change to staff or faculty
  - Student position must be terminated first
- 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](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

#### Reason code 06 (Reinstatement):

- Employee is reentering the enterprise after being terminated and meets the criteria to have benefits eligibility reinstated

### **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
- Previously hired in SAP as staff/faculty

- Staff/faculty position must be terminated

Reason code 05 (Hire) (cont'd):

- Currently in SAP as student/fellowship recipient (concurrent employment)
- No other reason code is applicable

**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

Reason code 01 (Promotion) cont'd):

- 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, role or range
- Employee has taken on additional duties
- Position number remains unchanged
- Current position is not vacated/filled by another individual

**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)