



## **HELPFUL TIPS FOR CLIENTS OF HR SHARED SERVICES**

### **Additional Information form:**

Effective September 15, 2007, we will be accepting Personal Data Change (PDC) ISRs instead of Additional Information Forms. All the data indicated on these forms can be provided to HRSS via an ISR. Using ISRs are more efficient (eliminates re-keying of the information), and provides an electronic record of the changes. Keep in mind you must wait for the Hire/reassignment ISR to be approved before you can create a PDC ISR. (You will not be able to create the PDC ISR until one day after you receive confirmation the hire/reassignment ISR was approved by HRSS.) Once the appropriate ISR is approved, you will be able to update demographic information on the following day.

### **Changing Cost Distribution:**

If you have to change the cost distributions for weekly and biweekly employees, please do so on a position attribute change ISR. You may leave the reason for change blank. HRSS will not initiate an action to make this change but will update infotype 9027 (base pay and labor distribution) to reflect the new cost distribution with the effective date of the ISR. Please indicate "changing cost distribution only" in the comments section of the ISR. Changing cost distributions in SAP will only effect future pay cycles. It will also change the default cost distribution in the timekeeping systems. If you need to update the funding source for hours already paid, you must do this directly in Kronos, CATS or Nightingale.

Please note: A position maintain ISR is not required unless you are changing the cost distribution on the position as well. In this instance, you would complete a position attribute change ISR after the position maintain ISR has been approved and completed by HRSS.

### **Social Security Numbers:**

It is extremely important that you provide correct social security numbers when submitting ISRs. Correcting SSNs in SAP is very difficult especially when the person is concurrently employed. It can require multiple steps along with coordination with Payroll Shared Services to transfer YTD earnings. Wrong SSNs impact taxes, benefits and the ability to process future hires. As you know, an SSN is a unique number. If we hire someone into SAP (this includes travelers and independent contractors) with the wrong SSN, that SSN could belong to a future hire. We will be unable to process this hire until we resolve the SSN discrepancy.

Please verify that you have the correct SSN prior to sending any ISR requests to avoid negative tax and hiring implications.

### **ISR Comment Section:**

If you need to clarify something on the ISR, please use the comment section. Keep in mind, this box does not replace correctly completing the ISR.

In the comment section of the hire, rehire, reassignment, reinstatement ISR, please indicate the state where the employee live and work. This will assist HR Shared Services when determining the proper taxation on the employee. (i.e. overseas employees working/living outside of the US, employees living and working in different states and/or employees working in MD/DC but living in another state).

**Termination:** The ISR "Begin Date" should be the LDW (Last day worked)

**Effective Dates:** Effective dates are very important. When creating a new ISR the start date will default to the current date. Please change this to reflect the date you want the ISR to be effective.

**Vacation Payout for JHU Terms/Retirements:** Please indicate the total amount of the payout in dollars in the comments section. This information can be accessed by clicking the calculate payout button on the E210.

**Overtime (non-exempt 40 hrs per week staff):** any hours worked over 40 in a week (Monday-Sunday for JHU and Sunday through Saturday for Health System are paid at 1 ½ times the hourly rate unless a non-discretionary bonus, on call pay, and or differential pay is earned within the same work week. Supplemental ISRs must be created to pay JHU semi-monthly employees overtime using wagetype 205m. Health system employees are paid via the appropriate time keeping system.

**Overtime (non exempt 37.5 hrs per week staff):** any hours over 40 are paid at 1 ½ times the hourly rate (see above). The first 2.5 hours will be paid at standard overtime.

**Standard Overtime:** Hours above normal work schedule that do not exceed 40 hours in a work week. Standard overtime is also paid when staff member utilizes sick or other pay within the same work week (ie scheduled to work 40 hrs/week, works 35 hrs, uses 8 hrs of sick – employee would receive 3 hrs standard overtime).

**University 5-digit Dept Code:** When processing a **regular** university hire, rehire, reassignment, and/or reinstatement, please remember to include the legacy 5-digit dept code in the comments field. This is used to direct the E210 to the proper area. The dept code must be entered without punctuation. Dept codes are not required for students as well as temporary, limited and casual staff as they are not required to complete E210s. Please include the code for faculty hires, etc. as they may serve as supervisors for staff required to complete E210s.

**Reassignments:** Please forward new work address and phone number on the additional information form.

**Contact Phone #:** It is helpful to include your phone # in the comment box in case we need to contact you regarding your ISR.

**Cost Center & Order#s:** Please make sure that the cost center or internal order number is correct and active before submitting the ISR. Please do not use cost centers ending in 99 or 98 to pay bonuses and/or supplemental pay.

**New Hire/Rehire/Reinstatement/Reassignment ISRs:** Please complete all entries on the ISR. Missing information will delay processing and may necessitate rejection of the ISR. For JHU Hires: please remember to send originals of the I-9 as soon as possible but after the ISR has been initiated. I9s sent before the employee is in SAP could delay processing

**Hires of Non Resident Aliens:**

Please indicate VISA type along with visa issue and exp date in comments.

**Reviewing Roles:** Please type in the following string at the SAP Easy Access screen to see a list of roles: zzwf\_su01d. Type in the person's JHED ID and hit the eyeglasses icon. If you don't know the JHED ID, you can use SAP's standard searching functionality. Please remember that you only need a position maintain to add, change or delete roles. A position attribute is not needed.

**Bonus/Supplemental Pay ISR:** Use the additional pay section if you are paying one time payments. Use the recurring pay section if you are paying a recurring bonus/supplement. Use additional pay details or recurring payment details if you are paying shift differential for JHU staff. Use the remuneration details to pay hours and/or on call pay to non exempt JHU staff who are paid semi-monthly. Exempt JHU staff cannot be paid overtime using the remuneration details. Indicate standard hours to be paid if the person works less than 40 hours a week or the use of sick or other pay mandates that the hours be paid at the standard rate. Use reason code 2084. Do not indicate the employees weekly hours in this section. This section is only used for hours to be paid. If the non exempt staff is to be paid overtime hours, complete the

overtime hour section of remuneration details and use reason code 205M. If both standard hours and overtime hours are to be paid, only one ISR is needed. Please complete both sections and use reason code 205M. HRSS will know to use 2084 for the standard hours. If hours to be paid are at any rate other than the regular rate of pay currently in SAP, indicate the number of hours to be paid in the overtime section and indicate the rate of pay in the number/unit box. Please use the comments box to clarify any element of the ISR that is not clear. If you have multiple cost assignments for supplemental pay, please indicate amount or number of hours to be paid to each cost assignment in the text.

**Employee Reassignments:** These are transfers within the same organization and the same payroll cycle. If the employees is going from semi-monthly to weekly or vice versa, or going from Bayview to JHH, please term from current assignment and rehire into a new position. Do not maintain an existing position. HRSS will create the record with a new personnel number.

**Position Attribute changes:** Please complete a position maintain before you submit the position attribute change so that the position and the person occupying the position are in sync. Please ensure that the effective date of the position maintain/create request is before or on the effective date of the position attribute change. Position maintain/attribute changes are needed for any change on the position except the addition or deletion of roles. Please indicate PACE shift codes in the comments section when doing a position attribute change even if they are not being changed.

**Student Hires:** Please indicate FT student status in comments when applicable. This will necessitate FICA exemption. Also indicate FWS awards names with corresponding SAP wage types and the award amount. We will use the end date of the cost assignment to determine when to stop payment for students paid on the semi-monthly payroll so please make sure this is accurate. HR Shared Services will place the student on temporarily inactive status the day after the end date. You must complete a return from temp inactive ISR to restart payment.

**Sending Emails:** Where feasible, please send emails to one email account. Emails are being sent to multiple places which require multiple responses. This will help us streamline our communication to our clients.

**Email Addresses:** Please note the email address for your particular area:

School of Medicine clients: [HRSharedservices-somclients@jhmi.edu](mailto:HRSharedservices-somclients@jhmi.edu)  
Bloomberg School of Public Health clients: [HRSharedServices-BSPHclients@jhu.edu](mailto:HRSharedServices-BSPHclients@jhu.edu)  
Homewood Division clients: [HRSharedServices-Homewoodclients@jhu.edu](mailto:HRSharedServices-Homewoodclients@jhu.edu)  
Health system clients: [HRSharedServices-Healthsystemclients@jhu.edu](mailto:HRSharedServices-Healthsystemclients@jhu.edu)  
Org Management inquires: [Orgmanagement@jhu.edu](mailto:Orgmanagement@jhu.edu)  
Benefit inquiries (transactional): [HRSharedServices-Benefits@jhu.edu](mailto:HRSharedServices-Benefits@jhu.edu)  
General inquires: [HRSharedServices@jhu.edu](mailto:HRSharedServices@jhu.edu)

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