Support Staff to Senior Staff Process - JHU

**Department**
1) Dept receives email from Compensation outlining reclassification of position

**Benefit Svc Ctr**
2) BSC receives copy of email from Compensation to the Dept and forwards information to Off of Benefit Services

**Ofc of Benefits Svcs**
3) Retains Compensation email until change is verified in SAP

4) Dept initiates change through a position maintain ISR. Changes the personnel subarea and updates the new level, role and range (Planned Compensation). Effective date cannot be before 1/1/07.

HRSS-Benefits
5) When approved and transaction completed in SAP, initiator/approvers receive automatic email confirming this.

**Ofc of Benefits Svcs**
6) Dept sends a position attribute change to reclassify the position. Effective date of action reflects date reclass was notified.

**Department**
7) When position attribute is updated in SAP, automatic email sent confirming this; HR/OM Rep also notifies OBS for retro changes prior to 1/1/07 via email. Earliest date possible in SAP is 1/1/07 but will notify OBS if effective date of ISR is before that date.

**Ofc of Benefits Svcs**
8) Once in SAP as Sr Staff, Benefit Rep delimits Support Staff Univ and Employee contributions after receiving request from OBS.

**HRSS-Benefits**
9) After two days establishes Faculty/Sr.Staff Univ contribution and EE contribution (if applicable); notifies OBS via email once records are updated

**Ofc of Benefits Svcs**
10) Determines eligibility; recovers funds sent to vendors (if applicable) or sends manual adjustment for retro contribution

**HRSS-Benefits**
11) Drafts a letter to employee explaining eligibility and enrollment information under the BSC letterhead

**Ofc of Benefits Svcs**
12) Dept sends E210 adjustment form to divisional HR after change of status is recognized in E210 to adjust vacation if this is applicable.

**PROCESS COMPLETED**