

# ISR Status Detail Report

A User Guide

# What are we doing?

- The ISR Status Detail Report will show you each step in the lifecycle of an ISR. You can use this to help identify bottlenecks in the approval process and tweak your procedures for improved outcomes.
- If you work in HR you may recall seeing this report as part of the HR Business Services Late Action Monitoring Initiative. This user guide is written based on that initiative, which monitored hire and termination actions at JHU.
- It is possible to monitor the timeliness of all kinds of ISRs. If you need to monitor salary changes or LOA that data is also available in SAP, you just choose different selection criteria.

# Where to find the report

The screenshot displays the SAP Documents interface. On the left, a folder tree under 'My Documents' shows the following structure:

- Public Folders
  - Enterprise SAP BW
    - Finance
    - Human Resources
      - Benefits
      - Finance Admin
      - Finance Admin II
      - Organizational Management
      - Payroll Admin** (highlighted with a red arrow)
      - Personnel Admin

On the right, a list of reports is shown under the 'Title' column:

Title ^
Arrears Balance Report
Check / Direct Deposit Register
Complete Labor Distribution
Employee Last Payment
Employees by Sponsor
ISR Detail Report
<b>ISR Status Detail Report</b> (highlighted with a red arrow)
Leave of Absence Deduction Report
Number of Employees with Paycheck 12th of Month
Number of Employees with Reportable Comp above \$100k
Payroll Off Cycle Runs
Payroll Overpayment Report
Payroll Postings Recon

# Choosing prompts

All | Required | Optional

Employee

ISR Number

Effective Date (Selection Optional).

Include values Between  
20160701 & 20160930

Latest ISR Status

Include values  
APPR&COMPL

ISR Action

Include  
JF;J1;J1CTY;J1FAC;J1FNP;J1SPM;J8;J9;J2

ISR Changed On Date

Position (Optional, Selection)

\* Personnel Area (Selection Option, Required)

Include values  
UN\*

Organizational Unit (Multiple Single, Optional)

ISR Initiator

Include  
No values selected

Select a date range.

These are the types of ISRs that are being tracked for this initiative.

If you wish to see only your own ISRs enter your permr in this field.

# Sample results

Home Documents **ISR Status Detail Rep...**

Analyze Insert Display

Filter Sort Calculations Conditional Formatting Auto Update

12748 rows by 8 columns, 8 cells

Employee	ISR Number	ISR Action	Effective Date	ISR Latest Status	Completion Date	Initiated Date	InR
	1043803	Termination/Retirement	07/02/2016	APPR&COMPL	06/13/2016	06/07/2016	L
	1053105	Termination/Retirement	07/02/2016	APPR&COMPL	06/21/2016	06/17/2016	L
	1706483	Termination/Retirement	07/02/2016	APPR&COMPL	04/16/2016	06/11/2016	D
	1701379	Termination/Retirement	06/02/2016	APPR&COMPL	03/02/2016	05/01/2016	L
	1868260	Hiring Regular	07/01/2016	APPR&COMPL	07/05/2016	06/30/2016	L
	1070129	Termination/Retirement	07/31/2016	APPR&COMPL	07/20/2016	07/08/2016	L
	1061581	Termination/Retirement	07/28/2016	APPR&COMPL	03/03/2016	07/28/2016	L
			08/17/2016	APPR&COMPL	08/03/2016	07/28/2016	L
	1670372	Hiring Regular	07/31/2016	APPR&COMPL	07/13/2016	07/08/2016	L
	1691883	Hiring Regular	08/18/2016	APPR&COMPL	08/19/2016	08/17/2016	L
	1077345	Termination/Retirement	07/21/2016	APPR&COMPL	07/21/2016	07/21/2016	L
	1023062	Termination/Retirement	07/01/2016	APPR&COMPL	03/10/2016	05/03/2016	L
	1040491	Termination/Retirement	08/15/2016	APPR&COMPL	08/03/2016	08/03/2016	L
	1627884	Employee Reassignment	07/01/2016	APPR&COMPL	06/20/2016	05/11/2016	L
	1710994	Termination/Retirement	09/15/2016	APPR&COMPL	09/19/2016	09/19/2016	L
	1672868	Termination/Retirement	06/05/2016	APPR&COMPL	07/14/2016	07/13/2016	L
	1067461	Termination/Retirement	07/08/2016	APPR&COMPL	07/05/2016	07/05/2016	L
	1067357	Termination/Retirement	07/01/2016	APPR&COMPL	07/05/2016	07/05/2016	L
	1688438	Termination/Retirement	08/31/2016	APPR&COMPL	04/02/2016	08/10/2016	L
	1701023	Termination/Retirement	06/02/2016	APPR&COMPL	03/02/2016	05/01/2016	L
	1049702	Employee Reassignment	07/11/2016	APPR&COMPL	06/21/2016	06/14/2016	L
	1700352	Termination/Retirement	09/04/2016	APPR&COMPL	09/07/2016	09/07/2016	L
	1087614	Termination/Retirement	06/09/2016	APPR&COMPL	03/11/2016	08/09/2016	L
	1695586	Termination/Retirement	04/03/2016	APPR&COMPL	08/26/2016	08/24/2016	L
	1671300	Termination/Retirement	07/31/2016	APPR&COMPL	07/12/2016	07/11/2016	L
	1686167	Employee Reassignment	08/15/2016	APPR&COMPL	08/07/2016	08/05/2016	L
	1060567	Termination/Retirement	06/08/2016	APPR&COMPL	03/10/2016	06/08/2016	L
	1705932	Termination/Retirement	09/01/2016	APPR&COMPL	09/12/2016	09/10/2016	L
	1639681	Termination/Retirement	07/01/2016	APPR&COMPL	06/06/2016	06/03/2016	L
	1613521	Termination/Retirement	07/01/2016	APPR&COMPL	04/14/2016	04/12/2016	L
	1646710	Termination/Retirement	07/01/2016	APPR&COMPL	06/14/2016	06/10/2016	L
	1060828	Termination/Retirement	07/01/2016	APPR&COMPL	06/28/2016	06/27/2016	L
	1079356	Termination/Retirement	07/31/2016	APPR&COMPL	07/27/2016	07/26/2016	L
	1087961	Termination/Retirement	08/31/2016	APPR&COMPL	08/10/2016	08/10/2016	L
	1681880	Termination/Retirement	07/31/2016	APPR&COMPL	08/02/2016	07/29/2016	L
	1666550	Employee Reassignment	08/01/2016	APPR&COMPL	08/05/2016	07/01/2016	L
	1660091	Termination/Retirement	08/02/2016	APPR&COMPL	08/04/2016	08/04/2016	L
	1030937	Hiring-CTY Summer Camp	07/16/2016	APPR&COMPL	06/13/2016	05/26/2016	L
	1674949	Termination/Retirement	06/31/2016	APPR&COMPL	07/16/2016	07/16/2016	L
	1674787	Termination/Retirement	07/31/2016	APPR&COMPL	07/19/2016	07/18/2016	L
	1602577	Termination/Retirement	07/31/2016	APPR&COMPL	08/18/2016	08/18/2016	L
	1689671	Hiring-Faculty	08/12/2016	APPR&COMPL	08/15/2016	08/12/2016	L

Layout Columns Rows Background

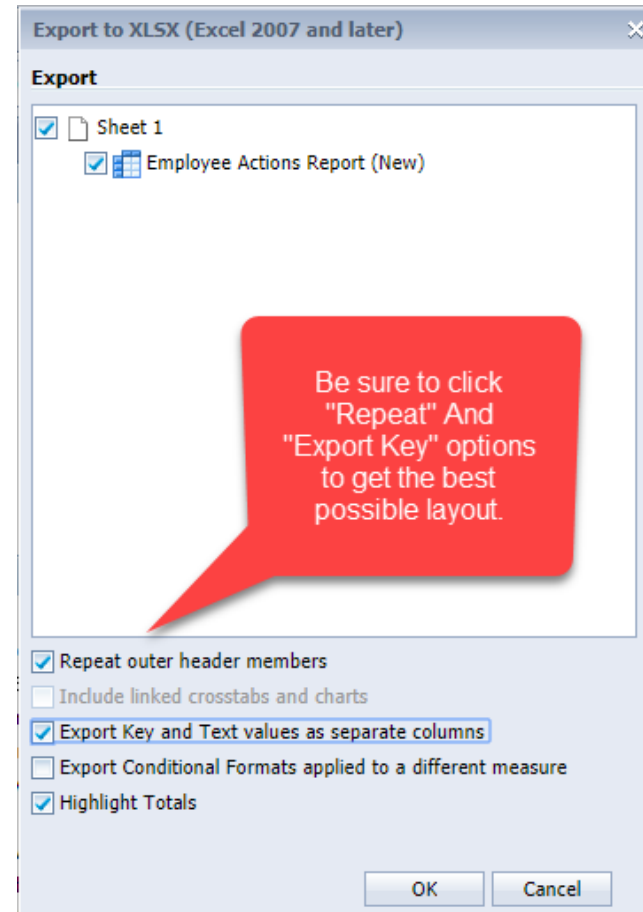
Columns: Employee, ISR Number, ISR Action, Effective Date, ISR Latest Status, Completion Date, Initiated Date, InR

Rows: Employee, ISR Number, ISR Action, Effective Date, ISR Latest Status, Completion Date, Initiated Date, Initiator Status, Approver 1 Date, Approver 1 Status, Approver 2 Date, Approver 2 Status, Final Approval Status, ISR Deadline Status

Background: Organizational Unit, Personnel Area, Personnel Subarea, Position, WBS Element, WBS Element (numc3)

# Tip

- Try exporting your results to Excel. It's much easier to make charts or pivot tables in a spreadsheet to summarize your results.



# Additional Resources

- **HR Analysis Overview:**

[http://ssc.jhmi.edu/hr\\_payroll/DataFiles HR Payroll/Analysis Overview.pdf](http://ssc.jhmi.edu/hr_payroll/DataFiles HR Payroll/Analysis Overview.pdf)

- **HRSS/PYSS Reporting Website:**

[http://ssc.jhmi.edu/hr\\_payroll/reporting.html](http://ssc.jhmi.edu/hr_payroll/reporting.html)

- **HRSS/PYSS Job Aids Overview:**

[http://ssc.jhmi.edu/hr\\_payroll/job\\_aids.html](http://ssc.jhmi.edu/hr_payroll/job_aids.html)