INTERNAL SERVICE REQUESTS (ISRs) APPROVAL STANDARDS

ISR Types, Roles, and Responsibilities

For the ISR Approver

ISR APPROVAL STANDARDS

The following standards are to provide guidance for ISR approvers to ensure that master data entered/updated in SAP is processed accurately, and is in compliance with policies/procedures, federal laws and regulations and follows standard payroll practices.

J1 - HIRE ISR

▶ <u>Verify Data by Viewing Hiring Candidate Information (HCI)</u>

NOTE: Effective September 5, 2017, this process will execute through SuccessFactors Recruitment for Staff Hires

- ❑ Hire Date
- ❑ SSN
- ❑ Action Reason
- ❑ Name
- ❑ Gender
- ❑ Date of Birth
- ❑ Citizenship/Ethnicity/Race
- ❑ VISA (if applicable)
- ❑ Address
- ❑ Semi Monthly/Hourly Amount
- ❑ Cost Center/IO
- ❑ Labor distribution adds up to 100%

J2 – TERMINATION/RETIREMENT ISR

❑ Correct Employee

❑ Begin Date (Actual Last Day of Work or Date of Death)

❑ Action Type

❑ Reason Code

❑ Eligible for Re-hire

❑ Correct Amount for Vacation/Sick Payout (Sick Payout is only for Retirees with unused sick leave in excess of 45 Days

   [the maximum number that can be converted to cash payout is 45 days] and Changing from FT/PT status)*

❑ Make sure E210 is closed out with "T", "RIF", or "NBS"** code and that the date matches the ISR.

▪ <u>Verify if Eligible for Retirement Status</u>

Employee must be at least age 55 and have completed 10 or more years of continuous full-time service immediately prior to termination OR have completed 30 or more years of continuous full-time service immediately prior to termination, regardless of age.

* If Employee group is PT and meet the age and years of service requirement, employee may get Sick Payout, but is not eligible for "Retiree" Action type.

❑ Check Years of Continuous FT Service

❑ Check Birth Date

❑ Be sure that 2nd approver is selected

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BS – BONUS/SUPPLEMENTAL PAY ISR

▶ <u>One-Time Payment or Recurring Payments: Verify Data From Authorizing Department Manager/Supervisor, Designee or HR</u>

❑ Correct Employee

❑ Begin Date (Should be the date the payment becomes effective. Non-discretionary bonuses must be the 1st day of the period in which it was earned.)

❑ Recurring Payments must have an End Date

❑ Correct Wage Type

❑ Correct Amount

❑ Look at Comments to verify entries

▶ <u>Salary Adjustments: Verify Data by Viewing Employee's E210</u>

❑ Correct Employee

❑ Begin Date (Must Be End of Work Week)

❑ Calculation of Salary Adjustment is Accurate (Wage Type 6560)

❑ Amount is Accurate

➢ <u>Bonus /Supplemental Pay ISR cannot be used to correct an overpayment that was created by a Leave of Absence ISR</u>

BS – BONUS/SUPPLEMENTAL PAY ISR

▶ <u>FOR OT: Verify Data by Viewing Employee's E210 and OT Report</u>

❑ Correct Employee

❑ Begin Date (Must Be End of Work Week)

❑ Correct Hours for Wage Type 2084 Standard OT

❑ Correct Hours for Wage Type 205M/205A Premium OT

❑ Look at Comments to verify entries

<u>Correct Wage Type for other types of Supplemental Pay (shift differential, military leave, on-call)</u>

▶ <u>Verify Data by Viewing Employee's E210</u>

❑ Correct Employee

❑ Begin Date (Must Be End of Work Week)

❑ Correct Wage Type – Shift Differential (2290), On-Call Pay (3040)

❑ Hours to be Paid

❑ Amount is Accurate

J4 – SALARY CHANGE ISR

- ▶ <u>Verify Data from documentation provided by appropriate management</u>
  - ❑ Correct Employee
  - ❑ Begin Date
  - ❑ Action Reason
  - ❑ Correct New Semi-Monthly/Hourly Rate
  - ❑ Actual Salary
  - ❑ Cost Distribution Start Date must match Begin Date/ Cost Center / Amount / Percentage(s)

- ▶ <u>Annual Review</u>
  - ❑ Overall Rating (correct rating scale used)
  - ❑ Review Date Completed
  - ❑ Next Review Date
  - ❑ Cost Distribution Start Date must match Begin Date / Cost Center / Amount / Percentage(s)

J5/J61 – LOA WITH/WITHOUT PAY–JHU ISR

Verify Data from documentation re: FMLA/WC/Disabilities, etc. and view E210

❑ Correct Employee

❑ Begin Date (must match E210)

❑ LOA Type

❑ LOA Reason

❑ Expected Return Date-Expected return is date of next status change (exhausting leave, end of STD/LTD, or WC), not necessarily the date of the employee's physical return to work.

❑ Percentage

 Leave the field blank if the ISR is for a Leave without Pay

 Verify calculation for STD/LTD, Worker's Compensation, Working Reduced Hours

❑ FML Indicator (Only if appropriate)

❑ Be sure 2nd approver is selected.

* Verify percentage with entries in E210 if employee is working reduced schedule while on LOA, consult Central HR for assistance.

J7 – RETURN FROM LOA /TEMP INACTIVE ISR

► <u>Verify Data from documentation and view E210</u>

❑ Correct Employee

❑ Begin Date (must match E210)

❑ Action Type (must match LOA Action Type)

❑ Action Reason

❑ Labor Distribution (Start Date is date of Return)

❑ Amount is Semi-monthly/Hourly Rate

❑ Labor Distribution Percentage must equal 100%

❑ Be sure 2nd approver is selected.

► Remove "On-Hold" Flag on E210

► If employee's hours are changed permanently upon return, also do Hours Change ISR.

► If hours change temporarily based on leave, keep employee on LOA with pay.

JA – MINI-MASTER ISR

For non-employee SAP system access only. Remember to terminate once assignment is completed.

- ❑ Begin Date
- ❑ Action Reason
- ❑ Name
- ❑ Date of Birth
- ❑ Gender
- ❑ Nationality
- ❑ Visa Type (if applicable)
- ❑ SSN
- ❑ Address
- ❑ Position Details
- ❑ Cost Distribution Details

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PDC – PERSONAL DATA CHANGE ISR

- Begin Date

- Verify Data where the Change Indicator is Checked

- If Name/SSN change, review ssn card before entering in SAP

- If Work Physical/Mailing Location, make certain Address Type is accurate

- Review nationality changes – approve if they don't affect residence status

- Only requires an initiator. However, follow departmental approval guidelines.

- Can only update one address per PDC ISR.

- Add notes to comments section as needed.

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