

**JHHS Position Create / Position Copy ISR Change → Entities that are live with OMT**  
(Organizational Management Tool)

Please accept this notification to inform regarding a change to the **JHHS Position Create and Position Copy ISR**.

Beginning Friday, June 28<sup>th</sup>, 2024, all JHHS Position Create and Position Copy requests must be processed via OMT. The JHHS Position Create and Position Copy Internal Service Request (ISR) options will no longer be available when submitting an ISR.

The JHHS Position Maintain / PAC ISR is still available for limited use. It should be used when submitting changes on filled positions ONLY.

**JHHS OMT Support:** Visit <http://OMT.jh.edu/> or contact HR Shared Services by phone at (443) 997-5828 or email at [HRSharedServices@jh.edu](mailto:HRSharedServices@jh.edu).

Please share this communication with your colleagues and departments.

Thank you,  
HR Shared Services