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**Subject:** OMT Update for Open Requisitions



Good Morning,

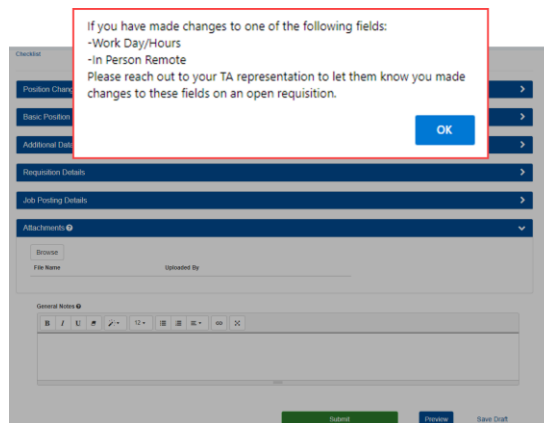
The Organizational Management Tool (OMT) is located within SAP OPEN and is replacing the legacy ISR process for Position Creates, Copies and Maintains for vacant positions. JHU has fully deployed OMT in August of 2022 and JHHS entities are currently working through a phased roll out of this new tool.

Many of our OMT users will be pleased to read about this recent update for the Organizational Management Tool (OMT).

Beginning October 31, 2023, OMT Initiators will now have the ability to update the **'In Person / Remote'** and **'Work Days / Hours'** fields on Open Requisitions in OMT.

As a time-saver, instead of closing the Requisition and creating a new one just to update those fields, you will be able to edit the existing Requisition by submitting an OMT Position Edit.

Upon making the update, you will receive a pop-up message informing you to "Please reach out to your TA representation to let them know you made changes to these fields on an open requisition." Click OK to proceed and once submitted, please follow that guidance by reaching out to your TA representative.



*\*Pop-up message will automatically appear as a reminder whenever Editing an Open Requisition in OMT.*

If you have any questions, please reach out to [HRSharedServices@jhu.edu](mailto:HRSharedServices@jhu.edu) directly or submit a message using the [Contact Us](#) option on our new website.

Thank you,  
HR / Payroll Shared Services

*Providing HR Data support to Johns Hopkins University and Johns Hopkins Health System entities since 2007*