Reinitiating Rejected ISRs

Purpose

Rejected ISRs can be time consuming to initiate again. The Reinitiate functionality will allow you to pull through the data as it was originally submitted on the rejected ISR.

> RESTRICTION- This process will only work for ISRs that have been rejected less than 90 days from when you are attempting to reinitiate it. If the ISR was rejected more than 90 days ago you will have to create a completely new ISR.

Associated Roles

To initiate/approve ISRs you need one of the following roles:

ISR Initiator: ZRHR_PA_ISRINITIAT_All

ISR Approver: ZRHR_PA_ISRAPPROVE_ALL

Process Instruction

When an ISR is rejected and needs to be submitted with different information, follow the below steps to submit the ISR without having to retype data in all the fields.

The effective date does not need to match that of the original ISR to use this tool.

When you click "Create ISR", you will see that the ISR created defaults not only to the form of the ISR type but with all the same data as the rejected ISR (reason code, name, Approvers, rate of pay, cost center etc)

Once ISR is created, follow normal procedures for submitting the ISR type, ensuring to change data that caused original ISR to be rejected.

Key items to follow when submitting ISRs to prevent ISR from being rejected

- When you have clicked on Validate Position and SSN on Hire and Reassignment ISRs- ensure to review all the data to make sure no changes are necessary
- Ensure EAC section is completed on Position Maintain ISRs
- Utilize comments section to communicate with Approver 1 and Approver 2
    - *For Salary Change ISRs and Bonus ISRs, HRSS does not manually process so comments will not be reviewed at final stage*
- Review approvers to ensure proper approvers are selected
- Review any yellow warning messages

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Using the ISR Report to Identify Usage of the Reinitiate Process

The ISR Report in SAP has been updated to include the Reinitiated ISR number.

In order to do so you will need to add the Reinitiated ISR number column in you layout.
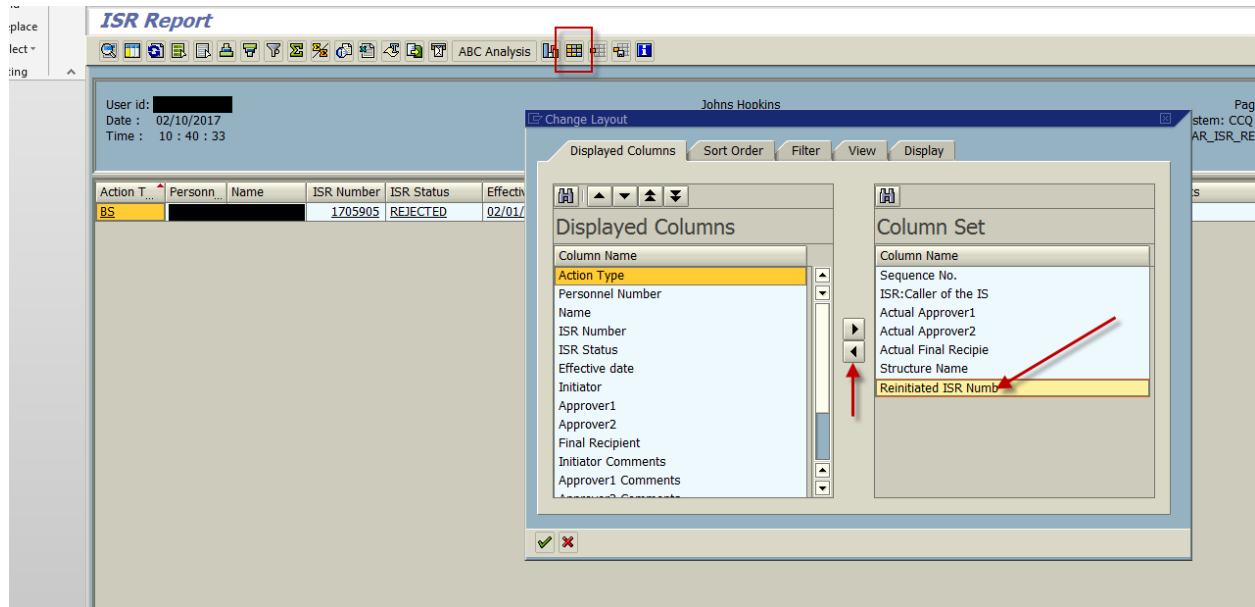
To see more about changing and saving layouts please refer to the ISR Report link below.

Additional Job Aid links

Approver II Matrix

http://ssc.jhmi.edu/hr_payroll/DataFiles_HR/Final_Approver_II_Matrix.pdf

ISR types and Reason Codes

http://ssc.jhmi.edu/hr_payroll/DataFiles_HR/ISRTypesReasons.pdf

ISR Report

http://ssc.jhmi.edu/hr_payroll/DataFiles_HR_Payroll/ReviewingISRReport.pdf

For Additional Questions

Contact HR Shared Services at 443-997-5828