

Reusing Personnel Numbers

A personnel number (pernr) becomes available for reuse after a termination has occurred on an employee's record. Pernrs may be reused at the time of rehire if an employee is remaining within the same employer. The policy on reusing pernr is as follows.

- **Hire or Re-entry/Reinstatement:** An employee vacates one position with a break in service and is returning to the same employer and on the same pay cycle.

Example: Sarah worked for JHH three months ago and is now returning to a position with JHH.

- **Reassignment:** An employee vacates one position and accepts another position with the same employer without a break in service and on the same pay cycle.

- **JHU:**

Example: John works in BSPH and has accepted a position with SOM. He gives a two weeks notice and advises department of the transfer. New department submits reassignment ISR. Employee retains pernr number.

- **Health System:**

Example: Employee works for JHH and accepts another position with JHH. Reassignment is processed and pernr number is retained.

Note: There are instances when a reassignment is allowed between entities within the Health System with no break in service. The entities are: **P03**-Johns Hopkins Community Physicians, **P06**-Johns Hopkins Health Systems, and **P10**-Johns Hopkins Health Care.

Example: Sue works for P03-Johns Hopkins Community Physicians and has accepted a position with P10-Johns Hopkins Health Care. A Reassignment is processed and the pernr number is retained.

- **Bayview/JHH/JHHS:**

The normal process of reassigning an employee is generally identified by vacating one position and accepting a different position with a new/different position number. However, on occasion, Bayview will reassign an employee to the same position. This process is used to identify a lateral or promotional change. Processing a Position Maintain/PAC ISR will not give these employer's the appropriate reason codes to track this type of change. The appropriate reason codes only exist on the reassignment ISR.

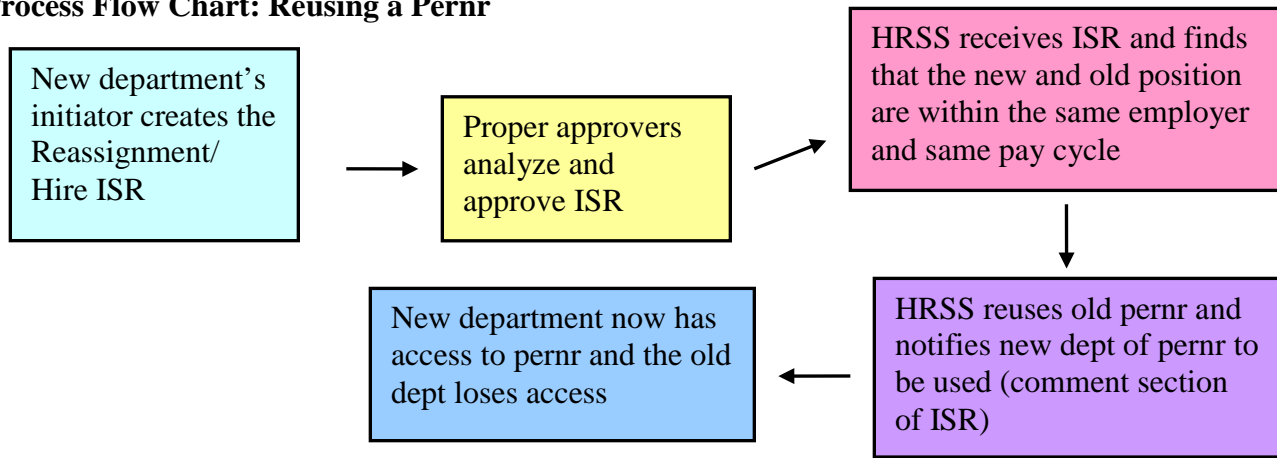
Example: The employee changed from RN Weekend Option Nurse to RN Clinical Nurse. The Job Title and DSM code would be maintained on the position and a reassignment to the same position will be processed.

Note: When processing a reassignment for Bayview "do not" list the pernr in the comments before approving and completing the ISR.

- **EMS and Executives**

Changing from salaried to hourly or vice versa: Process a reassignment ISR.

Process Flow Chart: Reusing a Pernr



When Reuse of a Pernr is not Allowed:

- Pernrs associated with positions in employee group 6 (retiree) and 8 (non employee) **cannot** be reused when an individual is being hired or reassigned into a “wage-earning” position or vice versa.

Note: If an individual has a non-employee position (i.e. Travelers) in SAP, this pernr may not be reused if the employee is later hired into a position with employee groups 1-Fulltime, 5-Casual, or 7-Student.

Note: Term/Retirement transaction, the employee group will switch to 6-Retiree via dynamic action. This pernr can **never** be reused upon return to employment. You will need to process a hire to create an additional assignment which will create a new pernr number.

- When creating new pernrns, be sure that there are no overlaps between pay cycles. (i.e. semi/weekly)
- Pernrs used to hire non employee fellowship recipient positions in employee group 8 (non employee), Employee subgroup 20 (Fellowship Recipient). This pernr can only be reused specifically for this type of hire.

Example: Employee is currently occupying a Non-Employee/Fellowship position as a Graduate Student and accepted a Faculty position. The non employee position will need to be termed and the faculty position will be hired as an additional assignment creating a new pernr number.

- Pernrs converted as terminated must not be reused
- Pernrs cannot be reused to re-hire or reassign an employee on a different pay cycle even if the position exists within the same employer.

Example: Employee termed from a university Bargaining Unit position and is returning to a full time university staff position. The pernr **cannot** be reused. An additional assignment must be created with new pernr number.

- Pernrs for Health System employers when there is a break in service and transfer is to another Health System employer other than employer previously employed.

Example: Sue worked for P01- Johns Hopkins Hospital and accepts a position with P07- Johns Hopkins Pharmaquip this transaction would result in the termination of the P01 pernr and Hire of the P07 position creating an additional assignment and new pernr number.

- Old W1/B1 pernrns for students and TLC staff/faculty that were termed/locked as of 8/24/2009

Please reference the [Inter Affiliate](#) and [Inter Org](#) Transfer Guidelines available on the HR/Payroll Shared Services website.