Purpose

The Validate Position and SSN tool on the Hire ISR is in place to ensure that the ISR initiator can review that the position being used in the hire action is set up properly and eliminates the need to enter data associated with a former/concurrent employee already stored in SAP.

Do not enter any data beyond Approvers, Reason for Action, SSN and Position number on the ISR until you have clicked on “Validate Position and SSN”

It is imperative that the tool is used properly when initiating a hire ISR otherwise an initiator will not be able to submit the ISR.

When used correctly the tool completes the following:

1. Determines if the SSN entered is in use in SAP
   a. If it does not find the SSN skips to review position info
   b. If it determines the SSN is tied to a record in SAP it displays the employees name in a pop up window and once accepted by the initiator as correct, defaults the following PRNR specific information if available in SAP. You can edit the fields if your information differs.
      i. Name
      ii. Date of Birth
      iii. Gender
      iv. Title (Dr./Mr./Ms. etc.)
      v. Nationality
      vi. Ethnicity
      vii. Race
      viii. Military/Veteran Details
      ix. Home Address and Phone
      x. Emergency Contact
      xi. Education

2. Validates the Position Number is valid in SAP
   a. If the position number is not located in SAP an error message will display and you cannot submit the ISR without changing the position number and clicking on validate again.
   b. If the position number is located in SAP the following will present in display only (not able to edit)
      i. Title
      ii. Employee Group and Subgroup
      iii. Personnel Area
      iv. Pers Sub Area
Using the Validate Position and SSN Tool on the Hire ISR

v. Payroll Area
vi. Annual # Months Worked (JHU field)
vii. Org Unit
viii. Planned Comp data
ix. Home Cost Center
x. Current Position Holder – if the position is occupied you must authorize using the position by going thru another pop up box validation

That leaves limited position specific fields left to enter on the ISR such as rate of pay, weekly working hours, cost distribution, work address etc.

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
The Validate Position and SSN button is on all Hire ISR types and the Reassignment ISR. The following instructions incorporate all steps up to clicking the button along with the expectation of what happens after to the ISR.

By not using the Validate Position and SSN button properly you will not be able to submit the ISR because pertinent information cannot be entered. Certain fields are depending on knowing what type of position you are hiring before you can enter them (work schedule rule).

In the event you have to validate multiple times on the ISR you may unfortunately create a validation loop. If you cannot get the validate function to complete please back out of the ISR and attempt with the correct information.
Using the Validate Position and SSN Tool on the Hire ISR

**SSN is not already in SAP**

1. Select ISR type
2. Enter Effective date of Hire/Reassignment
3. Click Create ISR
4. Enter proper approvers
5. Enter SSN
6. Enter Action Reason
7. Enter Position number
8. Click Validate SSN & Position
9. Pop up box will appear

![Pop up box](image)

10. At this point if you believe the employee worked at a Johns Hopkins entity paid by SAP since 2007, the SSN you entered does not match what is listed in SAP.
   a. You can call HRSS to verify or verify with Employee
   b. You will need to back out of the ISR
11. If you are ok with the SSN not being located click on the Green Check in the pop up
12. The ISR will now prefill the position data
   a. If you do not see the actual words associated with the SAP information the validation did now work properly
   b. Review in SAP/call HRSS to determine what the start date of the position is compared to the date you used on the ISR

![Pop up box](image)

13. At this point continue entering data on the ISR until completed as normal
**SSN is in SAP tied to an employee**

1. Select ISR type
2. Enter Effective date of Hire/Reassignment
3. Click Create ISR
4. Enter proper approvers
5. Enter SSN
6. Enter Action Reason
7. Enter Position number
8. Click Validate SSN & Position
9. Pop up box will appear
   a. Ensure that the name on the pop up box matches the name of the employee you are hiring/reassigning
   b. If it does not match do not proceed with the ISR
      i. You can call HRSS to verify or verify with Employee
      ii. You will need to back out of the ISR
   c. If it does match click on the green check
10. The ISR will now prefill the position data
    a. If you do not see the actual words associated with the SAP information the validation did now work properly
    b. Review in SAP/call HRSS to determine what the start date of the position is compared to the date you used on the ISR
11. The ISR will now also prefill the personal data associated with the employee that is in SAP
Using the Validate Position and SSN Tool on the Hire ISR

Position: Project Administrator

Org details:
- Org Unit: 10002600
- Full Time
- Pay Scale Group: 99-00-30-HS
- Pay Area: 99-00-30-HS
- Org Unit: 10002600
- Full Time
- Pay Scale Group: 99-00-30-HS
- Pay Area: 99-00-30-HS

Personal Details:
- Last Name: Doe
- First Name: John
- Date of Birth: 12/13/1992
- Gender: M

Nationality/Citizenship: USA
Ethnicity: Not Hispanic/Latino
Race Category:
- American Indian or Alaskan Native
- Black or African American
- Native Hawaiian or Other Pacific Islander
- Asian
- White
- Two or more races

Military Veteran Details:
- Military Status: Discharged
- Discharge Date: 12/31/2014
- Disability: N
- Does Not Have a disability: Y

Emergency Contact:
- Last Name: Doe
- First Name: John
- Telephone No.: 4431111111
- Address Line 1: 1234 Main St
- City/State: Baltimore, MD, Maryland
- Zip/Country: 21234, USA

Permanent Address:
- Address Line 1: 1234 Main St
- Address Line 2:
- City: Baltimore
- State/Zip Code: MD, Maryland 21234
- Country: USA
- Phone:
- Cell/Number:

Note: For foreign address, use address lines 1, 2 and add 3 for foreign address line 3 as free text fields for address.
12. At this point continue entering data on the ISR until completed as normal

**Position used is currently occupied by another employer**

1. Select ISR type
2. Enter Effective date of Hire/Reassignment
3. Click Create ISR
4. Enter proper approvers
5. Enter SSN
6. Enter Action Reason
7. Enter Position number
8. Click Validate SSN & Position
9. Pop up box will appear

10. If you have entered the wrong position number at this point click “OK”
   a. Update the position number in the ISR and click on “Validate SSN & Position” again to restart the process
Using the Validate Position and SSN Tool on the Hire ISR

11. If you are filing a position where the current employee is leaving it, you can proceed by clicking “OK”
   a. Select enter or click on the green check at the top of the page to move past the warning message
12. At this point continue entering data on the ISR until completed as normal

Additional Job Aid links
ISR Reason Code Guide for Hire
http://ssc.jhmi.edu/hr_payroll/DataFiles_HR/Which_ISR_to_use.pdf
Work Schedule Rule Hard Error
http://ssc.jhmi.edu/hr_payroll/DataFiles_HR/RuleError.pdf
Searching for Staff Info (PPOSE)
http://ssc.jhmi.edu/hr_payroll/DataFiles_HR/Staff_assignment_list.pdf
Employee Directory

Viewing Positions and Org Units
http://ssc.jhmi.edu/hr_payroll/DataFiles_HR_Payroll/ViewingPositionsandOrgUnits.pdf

For Further Questions
Contact HR Shared Services at 443-997-5828