ISR Reason Code Guide for the Hiring Process
includes reclassifications/advancements

I.   Regular Hires – Hiring Regular ISR (J1)

Reason code 01 (Reentry into Enterprise):
- Employee is being rehired after being terminated
- Not eligible for reinstatement of benefits eligibility
- Employer within the enterprise is changing

Reason code 02 (Administrative Transfer):
- A business decision is made to move an existing position from one employer to another
- Credit for prior service in the receiving organization will be coordinated with HR Offices
- Does not include self-initiated transfers between organizations

Reason code 03 (Voluntary Transfer):
- Pay cycle within current employer is changing

Reason code 04 (Interaffiliate Transfer):
- Employee was previously employed at one of the affiliated health system entities and accepts a new position with a different affiliated entity
  - Please see policy at the following link:
    http://ssc.jhu.edu/humanresources/DataFiles/INTER_Affiliate_Transfers.pdf
- Code not applicable to University hires/transfers

Reason code 05 (Hire):
- Employee is new to the enterprise
- No existing SAP record
  - Terminated prior to SAP conversion
  - Employee record converted as terminated or temporarily inactive
- Previously added to SAP in a non employee position but is now being hired as staff/faculty
- Retiree re-entering the organization in a staff/faculty position

Reason code 06 (Reinstatement):
- Employee is reentering the enterprise (voluntary or mandatory) after being terminated and meets the criteria to have benefits eligibility reinstated

II.   Student Hires – Hiring-Student/Postdoc/Resident ISR (J1SPM)

Reason code 05 (Hire):
- Student is new to the enterprise
- No existing SAP record
  - Terminated prior to SAP conversion
  - Student record converted as terminated or temporaily inactive
- Previously added to SAP in a non employee position but is now being hired as student
- Currently in SAP as student/fellowship recipient (concurrent employment)

II. Hiring-CTY Summer Camp ISR (JICTY)

Reason code 01 (Reentry into Enterprise):
- Employee is reentering the enterprise/program after being terminated
    - Previous position was staff/faculty

Reason code 05 (Hire):
- Employee is new to the enterprise
- No existing SAP record
    - Terminated prior to SAP conversion
    - Employee record converted as terminated
- Previously added to SAP in a non employee position but is now being hired as a CTY employee
- Employee will be termed at the end of summer camp without requiring a term ISR

IV. Part-Time Instructors – Hiring-Part Time Instructors ISR (JIPTI)

Reason code 01 (Reentry into Enterprise):
- Employee is reentering the enterprise after being terminated

Reason code 05 (Hire):
- Employee is new to the enterprise
- No existing SAP record
    - Terminated prior to SAP conversion
    - Employee record converted as terminated
- Previously added to SAP in a non employee position but is now being hired as at part time instructor
- Currently hired in SAP as staff/faculty (concurrent employment)

V. Non-Employee Hires – Mini-Master Regular (JA)

- Non employees who require SAP system access only
- Employee group is 08 (non employee); Personnel Subarea is U099 or H099

VI. Reassignment ISR (JF)

Reason code 01 (Promotion):
- Employee is promoted to another position within the same employer and same payroll area
- Promotions from staff to faculty if the staff position is being filled (vacation paid out at this time by indicating amount to be paid in comments section)
- Student "promotions" (ie intern to resident)
- Open position has been requisitioned and/or advertised for
- Employee will receive a new position number
- Annual review date will be moved forward one year from the effective date of the ISR if the school does not have a "universal" review date
- Vacated position may/may not be filled
- ISR is processed by receiving department
- Losing dept **does not** term employee

Reason code 02 (Demotion):
- Employee accepts another position within the same employer/payroll area at a lower pay grade/level/pay range
- Demotions from faculty to staff if the faculty position is being filled
- Open position has been requisitioned and/or advertised for
- Employee will receive a new position number
- Vacated position may/may not be filled

Reason code 03 (Lateral):
- Employee accepts another position within the same employer/payroll area at the same level and/or pay range
- Student employees who accept positions within the same personnel subarea (ie grad student to grad student)
- Open position has been requisitioned and/or advertised for
- Employee will receive a new position number
- Vacated position may/may not be filled

Reason code 04 (Student to Staff/Faculty):
- Use this reason code when reassigning a JHU student to a staff or faculty position
- Individual gets new employment dates on IT 41 but retains the same pernr
  - Exception: If the pernr is a non employee fellowship position

Reason code 05 (Staff/Faculty to Student):
- Use this reason code when reassigning a staff or faculty person to a student position
- May retain same pernr
  - Exception: If the individual is retiring

VII.   JHHS Position Maintain/PAC ISR (OMPHZ)

Reason code 04 (Advancement):
- Employee's current position has been upgraded to higher level and progresses along a career ladder (ie nurse clinician to nurse clinician I)
- Employee has taken on additional duties
- Position number remains unchanged
- Current position is not vacated/filled by another individual
- Process maintain/PAC ISR to change position elements as necessary and to update master data (ie salary, work schedule, etc)
- Review date doesn't change
- No job requisition is created.
- Used only by health system employers

VII.   JHU Position Maintain/PAC ISR (OMPUZ)

Reason code 01 (Reclassification):
- Process maintain ISR to change necessary elements of the position
  - Indicate changed fields in the comments section
  - Maintain ISR must be completed first
  - Effective date must be before or the same as effective date of PAC

- Employee's current position has been upgraded to higher level, role or range
- Employee has taken on additional duties
- Current position is not vacated/filled by another individual
- Annual review date will be moved forward one year from the effective date of the ISR
- Promotion from staff to faculty – staff position will not be re-filled
  - Payout vacation on PAC by indicating amount to be paid out in the comments section
- Faculty promotions (ie from assistant professor to associate professor)