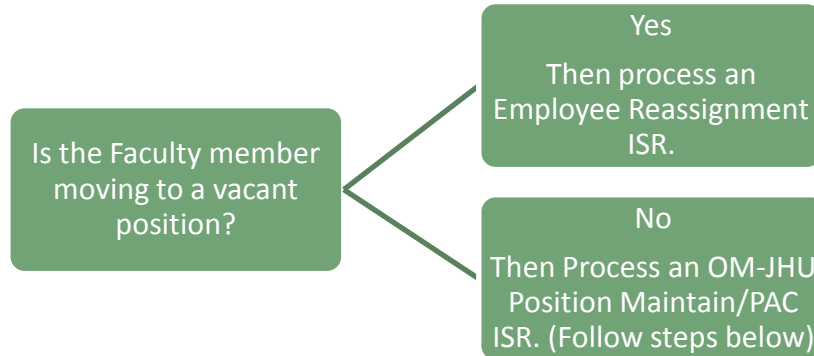


## Processing Faculty Promotions (i.e. - Moving through the Ranks)

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I. Fields that must be maintained on the OM-JHU Position Maintain/PAC ISR:

- “JHU Position Action Details” section of the ISR:
  - Fields that must be maintained: Position Title, Job Code
  - Additional Fields that may need to be maintained: Supervisor’s Position #, Planned Compensation, Employee Group, Personnel Subarea, IPEDS, Annual # Months Worked
- “Employee Attribute Change” section of the ISR:
  - Fields that must be filled out: Personnel Number, Reason for action- 08 Promotion
  - Additional Fields that may need to be filled out: Work hours, Salary Amount, Cost Distribution

II. After the OM-JHU Position Maintain/PAC ISR has been approved & completed by HR Shared Services you will need to directly update the Faculty Data information on infotype 9020. For assistance on maintaining this infotype, select link below:

[http://ssc.jhmi.edu/hr\\_payroll/DataFiles\\_HR\\_Payroll/infotype\\_9020.pdf](http://ssc.jhmi.edu/hr_payroll/DataFiles_HR_Payroll/infotype_9020.pdf)