

## Hiring - Regular ISR

The Hiring - Regular ISR type is selected to initiate the process for entering a new/existing employee's master data into SAP. This ISR is used for all Staff that do not get submitted through SuccessFactors.

CODE	REASON	DEFINITION
01	Reentry into Enterprise	Used when hiring a previous employee who voluntarily decides to return to work for the same Johns Hopkins employer after the period for reinstatement has elapsed. Must have a previous record in SAP.
02	Administrative Transfer	Used when a Johns Hopkins employee is transferred from one Johns Hopkins employer to another that is driven by a Johns Hopkins business decision to move a position across Johns Hopkins employers. (The original Johns Hopkins employer must submit a Termination ISR on the transferring employee).
03	Voluntary Transfer	Used when pay cycle within JHU is being changed (i.e., from weekly bargaining unit to semi staff). Also, when hiring a non-employee fellowship recipient into a staff/faculty position when there is no break in service.
04	Interaffiliate Transfer	<b>JHHS Employers Only.</b> EE previously employed at one of the affiliated health system entities and accepts a new position with a different affiliated entity; Code not applicable to University hires/transfers. Guidelines can be found on the Policies and Procedures link under Guidelines for Biweekly Employees: <a href="http://ssc.jhmi.edu/bin/w/i/INTER_Affiliate_Transfers.pdf">http://ssc.jhmi.edu/bin/w/i/INTER_Affiliate_Transfers.pdf</a> .
05	Hire	This reason code should be used when employee is new to the enterprise; terminated prior to SAP conversion; or master data record converted into SAP with terminated status.
07	InterOrg Transfer	<b>JHHS Employers only.</b> EE previously employed at one of the affiliated health system entities and accepts a new position with a different affiliated entity; Code not applicable to University hires/transfers. Guidelines can be found on the Policies and Procedures link under Guidelines for Biweekly Employees: <a href="http://ssc.jhmi.edu/bin/k/m/INTER_ORG_Transfers.pdf">http://ssc.jhmi.edu/bin/k/m/INTER_ORG_Transfers.pdf</a> .
08	Reinstatement-Voluntary	This reason code should be used when an employee who was previously employed with Johns Hopkins is voluntarily returning to the same Johns Hopkins employer, within the Johns Hopkins employer reinstatement period. The time period for Reinstatement varies by Johns Hopkins entity. After the period for reinstatement has elapsed, a Hire ISR is selected using reason code 01 (Reentry into Enterprise). The employee must already have an SAP personnel number. If this is known by hiring dept, please indicate in comments. If not, a New Hire ISR is selected.
09	Reinstatement-Mandated	This reason code should be used when an employee who was previously employed with Johns Hopkins is returning under a mandated reinstatement to the same Johns Hopkins employer, within the Johns Hopkins employer reinstatement period. The time period for Reinstatement varies by Johns Hopkins entity. After the period for reinstatement has elapsed, a Hire ISR is selected using reason code 01 (Reentry into Enterprise). The employee must already have an SAP personnel number. If this is known by hiring dept, please indicate in comments. If not, a New Hire ISR is selected.

22	SP Hiring	This reason code should be used to track initiative-related hires. "SP" is short-hand for Strategic Planning.
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### Hiring - CTY Summer Camp ISR

JHU ONLY. This ISR type is selected when an employee is hired for CTY Summer Camp. The ISR is completed only to resolve a data issue as CTY Summer Hires are now submitted through SuccessFactors.

### Hiring - Student/Postdoc/Residents ISR

JHU ONLY. The Hiring - Student/Postdoc/Resident ISR is selected when a Medical Resident, Medical Intern, Medical Trainee, Post-Doctoral Student, or a Graduate, Undergraduate or Visiting student is hired. It is completed to initiate the process for entering a new/existing employee's master data in SAP.

### Hiring Faculty ISR

JHU ONLY. The Hiring - Faculty ISR is selected to initiate the process for entering a new or existing employees master data into SAP. This ISR is used for all Faculty employees.

### Employee Reassignment ISR

The Reassignment ISR is selected when a staff, faculty or student who is currently employed with Johns Hopkins transfers to a new position within the same Johns Hopkins employer. This ISR is used to initiate the process for updating an employee's master data in SAP. Applicable when employee changes from staff/sr staff to faculty or vice versa or when student changes from undergraduate to graduate or medical intern to medical resident, for example. In these cases, it is important to note that the current position is being vacated. **The losing department does not terminate the individual being reassigned.** If Employee was hired through SuccessFactors the reassignment action will be submitted through SF and no ISR action should be submitted.

CODE	REASON	DEFINITION
01	Promotion	Transfer to a higher classification level and/or higher salary range through a requisition or posting. Also applicable for promotions from staff to faculty and progression within the student hierarchy (i.e., medical intern to medical resident).
02	Demotion	Transfer to a lower position through a requisition or posting.

03	Lateral	Transfer to a different position at the same contribution level/pay grade through a requisition or posting.
04	Student to Staff/Faculty	<b><u>JHU Only.</u></b> Use this reason code when a student is reassigned into a staff/faculty position.

05	Staff/Faculty to Student	<b><u>JHU Only.</u></b> Use this reason code when a staff/faculty is reassigned into a student position.
06	Interaffiliate Transfer	<b><u>JHHS Employers Only.</u></b> EE previously employed at one of the affiliated health system entities and accepts a new position with a different affiliated entity; Code not applicable to University hires/transfers. Guidelines can be found on the Policies and Procedures link under Guidelines for Biweekly Employees: <a href="http://ssc.jhmi.edu/bin/w/i/INTER_Affiliate_Transfers.pdf">http://ssc.jhmi.edu/bin/w/i/INTER_Affiliate_Transfers.pdf</a> .
07	InterOrg Transfer	<b><u>JHHS Employers only.</u></b> EE previously employed at one of the affiliated health system entities and accepts a new position with a different affiliated entity; Code not applicable to University hires/transfers. Guidelines can be found on the Policies and Procedures link under Guidelines for Biweekly Employees: <a href="http://ssc.jhmi.edu/bin/k/m/INTER_ORG_Transfers.pdf">http://ssc.jhmi.edu/bin/k/m/INTER_ORG_Transfers.pdf</a> .
22	SP Hiring	This reason code should be used to track initiative-related hires. "SP" is short-hand for Strategic Planning.

### Mini Master Regular ISR

The Mini Master Regular Type is selected when a non-employee is added to the HR Master Data. This process covers all non-employees other than Coeus or Independent Contractors. It is used for entering a new non-employee's master data into the system for the purpose of giving SAP system access. Only unpaid non-employees (not paid through JH Payroll) are recorded on the Mini-Master Regular ISR. This includes agency personnel, doctors with "privileges," and non-employee supervisors.

### Mini Master Coeus ISR

This ISR Type is selected when HR Master Data needs to be entered for an individual who prepares grant applications and is not a Johns Hopkins employee. Coeus is used to prepare and track grant applications. A Master Data record needs to exist in Coeus for that individual to be able to prepare a grant application. SAP is the source record for HR Master Data in Coeus.