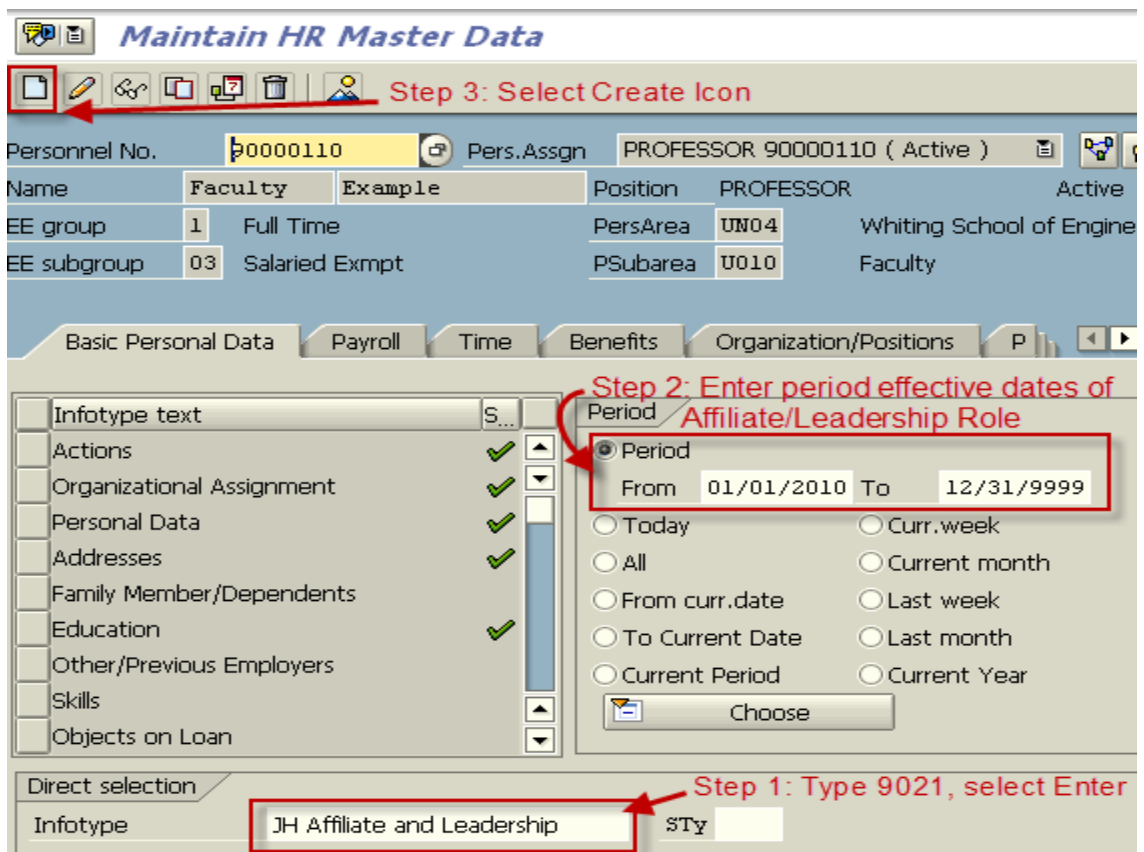


# JH Affiliate and Leadership Maintenance IT9021

## JH Affiliate and Leadership Field Definitions

Field Name	Definition
<b>Person ID</b>	A unique number to identify the employee. This is the first Personnel Number in the system for the employee. This field is display only
<b>JH Affiliate</b>	The name of a Johns Hopkins center or institute with which the faculty member is associated.
<b>Affiliation Start</b>	The date the affiliation began.
<b>Affiliation End</b>	The date the affiliation ended.
<b>Affil. Leadership Role</b>	The leadership role held by the faculty member at the affiliate.
<b>Leadership Start</b>	The date the leadership role began.
<b>Leadership End</b>	The date the leadership role ended.

- I. Follow the below steps when creating and/or adding a new Affiliate/Leadership record:



**Maintain HR Master Data**

Step 3: Select Create Icon

Personnel No. 90000110 Pers. Assgn PROFESSOR 90000110 ( Active )

Name Faculty Example Position PROFESSOR Active

EE group 1 Full Time PersArea UW04 Whiting School of Engine

EE subgroup 03 Salaried Exmpt PSubarea U010 Faculty

Basic Personal Data Payroll Time Benefits Organization/Positions P

Step 2: Enter period effective dates of Affiliate/Leadership Role

Period

From 01/01/2010 To 12/31/9999

Today Curr. week

All Current month

From curr. date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype JH Affiliate and Leadership STy

Step 1: Type 9021, select Enter

# JH Affiliate and Leadership Maintenance IT9021

## II. Fill in the necessary Affiliate and Leadership information:

JH Affiliate and Leadership			
Person ID	90000110		
JH Affiliate	AFF00081	Language Teaching Center	
Affiliation Start	01/01/2010	Affiliation End	12/31/9999
Affil Leadership Role	COCHR	Co-Chairman	
Leadership Start	03/01/2011	Leadership End	12/31/9999

## III. If you need to edit/view existing Affiliate and Leadership records. Follow the steps below:

**Maintain HR Master Data**

Personnel No. 90000110 Pers.Assgn PROFESSOR 90000110 ( Active )

Name Faculty Example Position PROFESSOR Active

EE group 1 Full Time PersArea UN04 Whiting School of Engineer

EE subgroup 03 Salaried Exmpt PSubarea U010 Faculty

Basic Personal Data Payroll Time Benefits Organization/Positions P

Infotype text S... Period

Actions ✓

Planned Working Time ✓

Absence Quotas

Quota Corrections

Time Quota Compensation

Time Transfer Specifications

Absences

Attendances

Time Sheet Defaults

Period

Period From 01/01/1800 To 12/31/9999

Today  Curr. week

All  Current month

From curr.date  Last week

To Current Date  Last month

Current Period  Current Year

Choose

Direct selection

Infotype JH Affiliate and Leadership STy

**Step 1: Enter 9021, select Enter**

**Step 2: Select All**

**Step 3: Select Overview Icon**

# JH Affiliate and Leadership Maintenance IT9021

## IV. Overview of existing records:

*List JH Affiliate and Leadership (9021)*

Step 2: Select either the pencil icon (to change) or the trash can icon (to delete) the selected entry below.

Pers. No. 90000110 Pers.Assgn PROFESSOR 90000110 ( Active )

Name Faculty Example Position PROFESSOR Active

EE group 1 Full Time PersArea UM04 Whiting School of Enginee ...

EE subgroup 03 Salaried Exmpt PSubarea U010 Faculty

Choose 01/01/1800 To 12/31/9999

Step 1: Select which record you would like to change or delete

Academic Affiliation	Start	End	Affiliation Leadership Role	Start	End
Gates Inst for Population & Repro Health	01/01/2011	12/31/9999	Other	05/01/2011	12/31/9999
Language Teaching Center	01/01/2010	12/31/9999	Co-Chairman	03/01/2011	12/31/9999

Note- You will not be able to create additional entries from the overview.