FastFacts
Feature Presentation
June 13th, 2018

To dial in, use this phone number and participant code...
- Phone number: 888-651-5908
- Participant code: 182500

To participate via VoIP...
- You must have a sound card
- You must have headphones or computer speakers
Today’s Topic

- We’ll be taking a look at...

JHU REC Position ISRs Enhancements
Today’s Presenter

- Nikki Walker
  Project Manager, HR/Payroll Shared Services
Session Segments

- Presentation
  - Nikki will address the enhancements made to the JHU REC Position ISRs.
  - During Nikki’s presentation, your phone will be muted.

- Q&A
  - After the presentation, we’ll hold a Q&A session.
  - We’ll open up the phone lines, and you’ll be able to ask questions.
  - Nikki will answer as many of your questions as time allows.
Contact Us

- If you would like to submit a question during the presentation or if you’re having technical difficulties, you can email us at: 
  fastfacts@jhu.edu
At the end of this FastFacts session, we’ll ask you to complete a short survey.

Your honest comments will help us to enhance and improve future FastFacts sessions.
How To View Full Screen

Welcome to FastFacts!

A Web-Based Learning Experience
JHU REC Position ISRs Enhancements
Agenda

- Main and linked positions overview
- New validations to the JHU Position ISRs
- New enhancements to the JHU Position Maintain ISR
- A live demonstration of the JHU Position Maintain ISR
- Helpful resources
- Q&A
Main & Linked Positions Overview

- **Main position:** is the position that is sent to SuccessFactors to create a requisition.
  - This position should also be hired last as it will close out the requisition in SuccessFactors.

- **Linked Positions:** are openings associated with your requisition.

- The main and linked positions will be tied together by the ISR number that will be submitted for them.
New Validations

The following validations have been added to the SuccessFactors Position ISRs (i.e. Create an SF Req or Change an SF Req).

- Hard Error if Approver 1 is not in a Compensation org unit
- Unable to enter paygrade value “NA” Non pay scale
- If a “linked” position number has been entered for a position maintain, the ISR will automatically adjust the Position number to the “main” position number.
- Unable to enter a future effective date
New Validations

- The following validations have been added to all JHU Position ISRs (SF and Non SF):
  - Warning message if subarea is Sr. Staff (U003/U015) and paygrade level is not equal to 04 or higher unless an Executive Specialist.
  - FLSA override check box- warning message will appear to check FLSA override box if job code and employee subgroup FLSA status is out of sync.
    - Only check the box if position should be set up this way. Otherwise make the adjustments to your position (i.e. changing job code or employee subgroup).
  - Time collection indicator will now automatically populate based upon the employee subgroup
New Enhancements

- If maintaining a position associated with an open requisition:
  - The Position status on the maintain ISR will automatically default to “Change in SF Requisition”.
  - The req number will now be displayed on the ISR.
  - Req Recipient field will be grayed out and unable to be changed.
  - If there is multiple positions on one requisition and someone has been hired into one of the openings, no changes can be made to the position details.

- If a requisition is already open and you are making edits to the following compensation related fields: position title, job code, planned compensation information, subarea and employee group, Compensation will be required to review and approve the ISR.
  - Remember to send your Compensation approver an email letting them know there is an ISR pending for them.

- If you are not making any changes to these Compensation related fields the ISR will flow right to Approver 2.
  - It is still a requirement to enter an approver 1 on ISR.
New Enhancements

- Linked position field added to the JHU Position Maintain ISR
  - Ability to add/remove existing position numbers when creating or changing an existing requisition.
  - When linking positions that have different attributes (i.e. title, planned comp, employee group, etc.) the auto update program will update all position attributes to match the main position.
  - Unable to add position numbers that are associated with other open requisitions.
  - Employees pernr, name and hire date will populate in table if hired into one of the positions after the requisition creation date.
  - The field where the number of positions is recorded will update automatically when adding/removing positions.

- Helpful text added to ISR in blue
  - Any changes made on this ISR will be applied to all positions.
  - To add a position to an existing requisition you will need to process a position maintain ISR on the requisitions main position.
Demo- JHU REC Position Maintain

- https://sapqa.erp.johnshopkins.edu/irj/portal/classic?j
Helpful Resources

- HR/Payroll Shared Services Website
  - [http://ssc.jhmi.edu/hr_payroll/index.html](http://ssc.jhmi.edu/hr_payroll/index.html)
    - SAP-Help Job Aids -> SuccessFactors Recruitment

- HRSS University Clients email box:
  - HRSS-Univclients@jhu.edu

- HR/Payroll Shared Services phone number:
  - 443-997-5828
The new linked positions field will tremendously help cut down on the number of ISRs needed to link positions.

The new enhancements/validations added will:
- Alert you when a position is associated with a requisition
- Ensure you always make updates on your “main” position
- Alert you when items are out of sync on the ISR
- Ensure Compensation is your approver 1

Changes will be in production tomorrow - June 14th
Q&A

- We’re going to open the phone lines now!
- There will be a slight pause, and then a recorded voice will provide instructions on how to ask questions over this conference call line.
- We’ll be answering questions in the order that we receive them.
- We’ll also be answering the questions that were emailed to us during the presentation.
- If there’s a question that we can’t answer, we’ll do some research after this session, and then email the answer to all participants.
Thank You!

- Thank you for participating!
- We would love to hear from you.
  - Are there certain topics that you would like us to cover in future FastFacts sessions?
  - Would you like to be a FastFacts presenter?
  - Please email us at: fastfacts@jhu.edu
Before we close, please take the time to complete a short survey. Your feedback will help us as we plan future FastFacts sessions. Click this link to access the survey…

http://connect.johnshopkins.edu/fastfactssurvey/

Thanks again!