This box means we need a PRNR and reason code.

This box means we do not need a PRNR.

For Org unit we only need PRNR if changing Bus Area or department (will also need new home cost center).

If only changing Home Cost Center must do ZSR.
Reason code 01
Changes resulting from the reclassification of a position by Compensation. For JHU, this includes position reclassification that involves a promotion or a demotion to a different contribution level and/or salary range. Also applicable to faculty promotions (i.e., assistant professor to associate professor) and promotions from staff to faculty when the staff position is not being filled.

Reason code 03
Results in changing EE group

Reason code 04
For JHHS only

Reason code 05
Use this code when an employee is transferred to another area within the same Johns Hopkins employer based on a business decision, org unit or funding change.

Reason code 06
Used only for weekly, biweekly, and semi-hourly employees to update Labor Distribution. Changes to the funding source of hours already paid must be done directly in the applicable timekeeping system.

Reason code 07
The reason code was designed to track when an employee’s subgroup changing. Most applicable to individuals changing from hourly to salaried and vice versa on the semi-monthly payroll. This code should not be used if changing employee group as well.

Reason code 02
Use this code for position attribute changes that do not fit any of the other reason codes available.