

Position Maintain/PAC ISR

The Position Maintain/PAC ISR type is used by the department to maintain or update the attributes of an existing position in SAP. Be sure to click the change boxes next to each section being changed. Comments are no longer required but may still be valuable to help ensure accurate processing of this ISR.
 Employee Attribute Change Section: Complete this section to update an employee's master data record resulting from a change in the position attributes.

| CODE | REASON | DEFINITION |
|------|---------------------------|---|
| 01 | Position Reclassification | 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 (ie asst professor to associate professor) and promotions from staff to faculty when the staff position is not being filled. |
| 02 | Position Attribute Change | Use this code for position attribute changes that do not fit any of the other reason codes available. |
| 03 | Change in Work Hours | This reason is used when the change in work hours requires a change in employee group |
| 04 | Advancement | JHHS Employers only. Employee's current position has been upgraded to a higher level, employee has taken on additional duties; position number remains unchanged; and current position is not vacated or filled by another individual. |
| 05 | Organizational Transfer | Use this code when an employee is transferred to another area within the same Johns Hopkins employer based on a |
| 06 | CC/IO Change | Used to change cost centers and internal orders on weekly, biweekly and semi hourly employees. Please note that changing funding sources via ISR only effects the default funding sources in CATs, Nightingale and Kronos. Changes to the funding source of hours already paid must be done directly in the applicable timekeeping system. |
| 07 | Employee Subgroup Change | 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 |
| 08 | Promotion | Changes from a reclassification that result in a higher classification level and/or higher salary range. Also applicable for upward progression within the faculty hierarchy (e.g., assistant professor to associate professor). |
| CODE | REASON | DEFINITION |
| 09 | Demotion | Changes from a reclassification that result in a lower classification level and/or lower salary range. |

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| 10 | Lateral | Changes from a reclassification that results in no change to the classification level and salary range. For faculty, changes to a position that do not result in upward progression within the faculty hierarchy. |
| 11 | Compliance | Used when there is a change to rate based on federal, state or local laws and regulations and/or Hopkins policy. May require approval from compensation offices. |

Position Copy ISR

The Position Copy ISR is used by the department to create a new position by copying a similar position and modifying it to reflect the attributes of the new position. Number of changes must be limited to 5 and must be referenced in the comments section. May make multiple copies of position; please indicate in comments section and check appropriate change boxes to ensure all changes are made.

Position Create ISR

The Position Copy ISR is used by the department to create a new position when a similar position does not already exist in SAP. For JHU, this ISR is used with a New Position Personnel Requisition when a similar position does not already exist in SAP.

Organizational Unit Create ISR

The Organizational Unit Create ISR is used by the department to request the creation of a new organizational unit within the JH Enterprise Structure.

Organizational Unit Maintain ISR

The Organizational Unit Maintain ISR is used by the department to request changes to an established organizational unit within the JH Enterprise Structure.

Job Group Create ISR

The Job Group Create ISR is used by Compensation when creating a new job group within the JH Enterprise structure.

Job Create ISR

The Job Create ISR is used by Compensation when creating a new job within the JH Enterprise structure.

Job Maintain ISR

The Job Maintain ISR is used by Compensation to maintain or update a job within the JH Enterprise structure.

Job Group Maintain ISR

The Job Group Maintain ISR is used by Compensation to maintain or update a job group within the JH Enterprise structure.