

Mini Master Position Create/Copy ISR Instructions

Object

Title Abbr: Should match the job code abbreviation

Title: Set up based on standards for your Organization

Relationships

Reports to: Position number of person responsible for non-employee

Org Unit: Must use established Org Unit in SAP or have one created.

Job Code: Same as what you would use for regular employee

DSM Code: (JHHS Use Only) Required – can use 10111100

Planned Compensation

Pay Grade Type: NS: Non Pay Scale – Semi Weekly

NB: Non Pay Scale – Bi Weekly

NW: Non Pay Scale – Weekly (Bargaining Unit)

Pay Grade Area: NA

Pay Grade: Non PS

Pay Grade Level: 00

Acct Assignment Features:

Personnel Subarea: U099 – University

H099 – Health System

HS20-HS22 – Suburban

Employee Group and Subgroup:

EE group: 8 Non-Employee

EE subgroup: Which ever applies, use drop down menu i.e.

06: Contractor (BAYVIEW ONLY)

09: A-Agency Clerical

10: H-Agency Technical

11: H-Agency Nurse

16: U-Other w/o Benefits

19: A-Agency Clinical

21: COEUS (JHU ONLY)

Cost Distribution: Same as regular employee

No JHEN Additional Position Attributes Required

COEUS Mini Master: JHU Use Only (Used for Grant Purposes)

If the employee does not need access to SAP, the position # can be entered as 99999999

Fill in the Personnel Area and the EE subgroup as 21- COEUS

Required Fields on the Mini Master ISR

The screenshot displays the 'ISR Action - Mini-Master Regular' form. The top navigation bar includes 'System' and 'Help'. The form is divided into several sections:

- ISR Details:** Includes 'ISR Number' (0) and 'Initiator' (7646 Monica Marseglia).
- Approver Details:** Includes 'Begin Date' (01/01/2014) and two 'Approver' fields (Approver 1 and Approver 2).
- Action Details:** Includes 'Action Reason' and a 'Rehire' checkbox.
- Personal Details:** A sub-section containing fields for First name, Last name, Birth date, Gender (unknown), Nationality, Residence status, Visa type, Ethnic origin, E-Mail, and SSN. A 'Required Fields' button is located to the right of this section.
- Permanent Address:** A sub-section containing fields for Address type (1 Permanent Residence), Street/House, 2nd Add.Line, City, State, Country, and Telephone No.
- Org Details:** Includes 'Position' and 'Personnel area' fields.
- Base Pay:** Includes 'PS level', 'Amount', and 'Weekly work hrs' fields.
- Cost Distribution:** A table with columns: Start Date, End Date, Cost Center, Order, WBS Element, Fund, Grant, Percen, Amount.
- Comments:** A section at the bottom for entering remarks.