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**