Transaction Code: ZHPA_ISR_REPORTN

Purpose: To review any information on an ISR that you have access to.

Role needed: Any one of the following roles:

ZRHR_PA_ISRAPPROVE_ALL

ZRHR_PA_ISRINITIAT_ALL

ZRHR_PA_MAINTNANCE_ALL

ISR Report Navigation:

I. Fill in your search criteria for the ISRs you would like to view

Image: Construction of the system of the	New ISR Report								
New ISR Report Select Execute Icon after you have intered in your search criteria Selector Citrar ISR Number ISR Number ISR Atoms Personnel number/Object Id ISR Status Last Name Personnel number/Object Id ISR Atoms Personnel number/Object Id ISR Status Last Name Create/Change Date Create/Change Time Optioner Tede to to Personnel number/Object Id To Iss Ratus Last Name Optional Tede to to Sequence Number Status Last Name Option User Name Create/Change Time Option:Option Effective Date Initiator Reinitiated ISR Number SF Position Status ApproverI ApproverI ApproverI Actual ApproverI Actual ApproverI Initiator's comments Approver 1's comments			出 (23) (40 40 40 I 🕱 🗷 I 🖗 🖷					
Select Execute Icon after you have entered in your search criteria. The yellow highlighted boxes are all optional helpful fields that will help to narrow down your search results. Selection Crear to Image: Selection Section	New ISR Report								
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Use wildcard for string search e.g. *Test*	Note: Comments search above is case-se	ensitive.							
	Use wildcard for string search e.g. *Test								

II. A list of the ISRs that meet your search criteria will appear. Double click on line item you would like to view more information on.

ser: CE01NKAMEIK1 Johns Hopkins ate: 04/19/2018 New ISR Report ime: 15:12:30							
Seq#	Action Type	EffectDate	Pernr/Pos#	Status	Name	Initiator	
0004	OM-JHU Position Maintain/PAC	09/05/2017	50002170	APPR&COMPL	Clinical Scheduling Coordinator	00130129	
K ₄	OM-JHU Position Maintain/PAC	09/15/2017	50112692	APPR&COMPL	Program Officer II	00130129	
0004	OM-JHU Position Maintain/PAC	09/15/2017	50111776	APPR&COMPL	Projects Coordinator	00130129	
0005	OM-JHU Position Maintain/PAC	11/10/2017	50113578	APPR&COMPL	Asst. Track Coach	00130129	
0003	OM-JHU Position Maintain/PAC	09/17/2017	20024004	APPROVED	ANIMAL FAC SPEC	00130129	
	KAMEIKI /2018 :30 Seq# 0004 0004 0005 0003	KAMEIKI ZO18 2018 Action Type 0004 OM-JHU Position Maintain/PAC 0004 OM-JHU Position Maintain/PAC 0004 OM-JHU Position Maintain/PAC 0004 OM-JHU Position Maintain/PAC 0005 OM-JHU Position Maintain/PAC 0003 OM-JHU Position Maintain/PAC	KAMEIKI ZO18 :30 Seq# Action Type EffectDate 0004 OM-JHU Position Maintain/PAC 09/05/2017 004 OM-JHU Position Maintain/PAC 09/15/2017 0004 OM-JHU Position Maintain/PAC 09/15/2017 0005 OM-JHU Position Maintain/PAC 09/15/2017 0005 OM-JHU Position Maintain/PAC 09/15/2017 0003 OM-JHU Position Maintain/PAC 09/17/2017	KAMEIKI 2018 Seq# Action Type EffectDate Pernr/Pos# 0004 0M-JHU Position Maintain/PAC 09/05/2017 50002170 004 0M-JHU Position Maintain/PAC 09/15/2017 50112692 0004 0M-JHU Position Maintain/PAC 09/15/2017 50112762 0005 0M-JHU Position Maintain/PAC 09/15/2017 50111776 0005 0M-JHU Position Maintain/PAC 11/10/2017 50113578 0003 0M-JHU Position Maintain/PAC 09/17/2017 20024004	KAMEIKI Seq# Action Type EffectDate Pernr/Pos# Status 0004 0M-JHU Position Maintain/PAC 09/05/2017 50002170 APPR&COMPL 004 0M-JHU Position Maintain/PAC 09/15/2017 50112692 APPR&COMPL 004 0M-JHU Position Maintain/PAC 09/15/2017 50111776 APPR&COMPL 0005 0M-JHU Position Maintain/PAC 11/10/2017 50113578 APPR&COMPL 0003 0M-JHU Position Maintain/PAC 09/17/2017 20024004 APPRoVED	KAMEIKI 2018 Johns Hopkins New ISR Report Seq# Action Type EffectDate Pernr/Pos# Status Name 0004 0M-JHU Position Maintain/PAC 09/05/2017 5002170 APPR4COMPL Clinical Scheduling Coordinator 004 0M-JHU Position Maintain/PAC 09/15/2017 50112692 APPR4COMPL Clinical Scheduling Coordinator 004 0M-JHU Position Maintain/PAC 09/15/2017 50112692 APPR4COMPL Program Officer II 004 0M-JHU Position Maintain/PAC 09/15/2017 50111776 APPR4COMPL Projects Coordinator 005 0M-JHU Position Maintain/PAC 11/10/2017 50113578 APPR4COMPL Asst. Track Coach 0003 0M-JHU Position Maintain/PAC 09/17/2017 20024004 APPR0VED ANIMAL FAC SPEC	

III. Use the scroll bar on the right hand side to view all the details that were submitted on that particular ISR.

Jser: CE01NKAMEIK1 Date: 04/19/2018 Fime: 15:14:22	Johns Hopkins New ISR Report	
Data Element Description	Data Element Value	
ISR Number	0001809157	
ISR Seg#	0004	
ISR Action	OMPUZ (OM-JHU Position Maintain/PAC)	
Pernr/Position#	50111776	
Reinitiated ISR Number	000000000	
SF Position Status		
Object Abbreviation	THIL-DIM	
Object Name	Broiects Coordinator	
Belated Org Unit	1002852 (SOM OB GVN Gynecology and Obstetrics)	
Related Position	20012728 (Administrative Manager)	
Pay scale type	Doubles (Hamilie Static Hamager)	
Pay Scale Area		
Pay Scale Group(Old)		
Pay Scale Group		
Pay Scale Level (01d)		
Day Scale Level		
Pay Grade Tune	OF (Salary range OF)	
Day Grade Area	I (JUIN)	
Pay grade		
Pay Grade Level (Old)	A10 40/E	
Pay Grade Level	02	
Company Code		
Business Area	OHEN (OHEN HOFFING ENTERFISE)	
Dusiness Area		
Personnel Area	UNO2 (School Schele)	
Fersonner Subarea		
Employee Group	1 (Cull 1 lime)	
ICINO Compliant	02(Salaried Won-exmt)	
NTRAD Compilant		
Officer Statue		
Dermined Attendance Democraci		
IDEDS Required		1
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Non-Compate		
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New ISR Report Features:

I. Ability to search for ISRs by comments

Comments			
Initiator's comments	*Req*	to	\$
Approver 1's comments		to	\$
Approver 2's comments		to	\$
HRSS' comments		to	\$
Note: Comments search above is case-	sensitive.		
Use wildcard for string search e.g. *Te	st*		

II. Search for ISRs that have a certain SF Position Status (i.e. Create an SF Req, Do not Create an SF Req & Change an SF Requisition). For JHU Only.

Create/Change Time	00:00:00	to	00:00:00	
Effective Date				
Initiator		✔ 🛛 🖾 🛱		
Reinitiated ISR Number		SF Position St	Short Descript.	
SE Position Status		1	Create an SF Requisition	
	22	2 5	Do not create an SF Requisition	
	0	3	Change an SF Requisition	
Approver Details	,			
Approver1		to		
Approver2		to	P	

III. No more selecting/designing a layout

Display options	\mathbf{A}
Layout	

IV. ISR total count feature

- o Count how many ISRs you initiated so far this year
- o Set Search Parameters
- o Scroll to bottom for count

Create/Change Date	01/01/2018	to	04/19/2018	
Create/Change Time	00:00:00	to	00:00:00	_
Effective Date		to		-
Initiator	75165	to		_
Reinitiated ISR Number		to		_
SF Position Status		to		_

New ISR Report

						-		
01809320	0001	OM-JHU Position Maintain/PAC	04/09/2018	20002481	INITIATED	Sponsored Project Accountant		
01809320	0002	OM-JHU Position Maintain/PAC	04/09/2018	20002481	REJECTED	Sponsored Project Accountant		
01809321	0001	OM-JHHS Position Maintain/PAC	04/20/2018	50083723	INITIATED	COMPENSATION ANALYST		
01809321	0002	OM-JHHS Position Maintain/PAC	04/20/2018	50083723	APPROVED	COMPENSATION ANALYST		
01809322	0001	OM-JHU Position Maintain/PAC	01/01/2018	50023576	INITIATED	Sr. Research Program Coordinator		
01809324	0001	OM-JHU Position Maintain/PAC	04/18/2018	20013942	INITIATED	Locksmith Coordinator		
Nu	Number of unique ISRs being displayed = 16							
,								

V. More visually appealing

SR#	Seq#	Action Type	EffectDate	Pernr/Pos#	Status	Name	Initiator	Approverl	Ap
001809292	0002	OM-JHU Position Maintain/PAC	04/01/2018	50040585	APPROVED	Sr. Financial Manager	00075165	90000001	90
001809293 001809293	0001 0002	OM-JHU Position Create OM-JHU Position Create	03/01/2018 03/01/2018	00000000	INITIATED APPROVED		00075165 00075165	90000001 90000001	00
001809294	0001	OM-JHU Position Copy	03/01/2018	50015859	INITIATED	Special Security Coordinator	00075165	90000001	00
001809295	0001	OM-JHU Position Maintain/PAC	03/01/2018	50066623	INITIATED	Program Coordinator	00075165	90000001	90

Oata Element Description	Data Element Value	
ISR Number	0001809292	
ISR Seq#	0002	
ISR Action	OMPUZ (OM-JHU Position Maintain/PAC)	
Pernr/Position#	50040585	
Reinitiated ISR Number	000000000	
SF Position Status	Create an SF Requisition	
Object Abbreviation	JHU-FIN	
Object Name	Sr. Financial Manager	
Related Org Unit	50000252 (Center of Excellence)	
Related Position	50011414 (Assistant Director Finance)	
Pay scale type		
Pay Scale Area		
Pay Scale Group(Old)		
Pay Scale Group		
Pay Scale Level(Old)		
Pay Scale Level		
Pay Grade Type	PE(Salary range PE)	
Pay Grade Area	U (JHU)	
Pay grade	ATP	
Pay Grade Level(Old)	04	
Pay Grade Level	04	
Company Code	JHEN (JOHNS HOPKINS ENTERPRISE)	
Business Area	211 (HUMAN LANGUAGE TECHNOLOGY COE)	
Personnel Area	UN12 (Academic and Business Centers)	
Personnel Subarea	U015(Sr Staff-Admin)	
Employee Group	1(Full Time)	

VI. Added Text next to the alphanumeric values within the ISR Report

Personnel Area	UN12(Academic and Business Centers)
Personnel Subarea	U015(Sr Staff-Admin)
Employee Group	1(Full Time)
Employee Subgroup	03(Salaried Exmpt)

- VII. Faster run time
 - o Less wait time when running your report
- VIII. Export ISR data to excel (List -> Save/Send -> File)
 - o Select Text w/ Tabs
 - o Select Radio button to title report and change to Excel file
 - o Select Save then Generate



New ISR Report

🗁 New ISR Re	port	
Directory	C:\Users\nkameik1\Desktop\	æ
File Name	ISR Report Count .xls	0
Encoding	0000	
Generate	Replace Extend X	

- IX. Find feature added (Edit -> Find)
 - o Search for certain key words, ISR number, position # etc

Edit	<u>G</u> oto	S <u>y</u> stem	<u>H</u> elp			
C	hoo <u>s</u> e		F2			
E	ind	Ctrl+F				
F	ind n <u>e</u> xt	Ctrl+G				
C	ancel	F12				

🖙 Find							
Find	Projects						
Starting at current line Only on current page							
Cancel search after	hits:	100					
✓ X							

Ľ	⊡ Find 🛛 🖂									
No. of hits: 7										
	0001809157	0004	OM-JHU B	Position	Maintain/PAC	09/15/2017	50111776	APPR&COMPL	Projects	Coordinator
	0001809213	0001	OM-JHU B	Position	Сору	01/04/2018	50111776	INITIATED	Projects	Coordinator
	0001809213	0002	OM-JHU B	Position	Сору	01/04/2018	50111776	APPROVED	Projects	Coordinator
	0001809214	0001	OM-JHU B	Position	Maintain/PAC	01/04/2018	50111776	INITIATED	Projects	Coordinator
	0001809214	0002	OM-JHU B	Position	Maintain/PAC	01/04/2018	50111776	APPROVED	Projects	Coordinator
	0001809214	0003	OM-JHU H	Position	Maintain/PAC	01/04/2018	50111776	APPROVED	Projects	Coordinator
	0001809214	0004	OM-JHU H	Position	Maintain/PAC	01/04/2018	50111776	REJECTED	Projects	Coordinator