Dear Colleagues,

We are pleased to announce an improvement to the **Organization Management Tool (OMT)** auto-generated hire emails upon completion of a **Success Factors (SF) hire**. This enhancement applies for both **JHU** and **JHHS**. New identifiers are included in system generated notifications upon completion of the hire action by HR Shared Services (HRSS).

Effective January 24, 2025, **JHU OMT Initiators** and **JHHS OMT Hiring Managers** and **Recruiters** will notice the following email updates.

Action types that will trigger an email notification:

- Hire
- Rehire
- Reinstatement
- Additional Personnel Assignment
- Reassignment

Identifiers included in the email notification:

- Requisition Number
- Employee Pernr
- Employee Name
- Date of Hire Action
- Position Number
- Org Unit
- Action Type Used

Example Email:

> An action has been processed in SAP for requisition - _____.
>
> Listed below are the employee & position details:
> Pernr: _____
> Date of Hire: 01/21/2025
> Employee Name: Billy _____
> Position: _____
> Org. Unit: _____
> Action type used: JHEN Hire
>
> If you have any questions/concerns please reach out to HR Shared Services.

OMT Support:

➢ **JHU OMT Support:** JHU – Organization Management Tool (OMT) Support

- ➢ **JHHS OMT Support:** [JHHS – Organization Management Tool (OMT) Support](#)

HRSS values your input and is ready to assist when needed. Please send any support related questions or comments to HRSharedServices@jh.edu or use our website at [Contact Us](#) Monday thru Friday 8:30am - 5:00pm EST.

Thank you,
HR Shared Services

Providing HR Data support to Johns Hopkins University and Johns Hopkins Health System entities since 2007