Organizational Transfer- JHU Staff/Faculty

- Transfer to a new org unit in a different department within the same employer as a result of a change in funding or because of a business need*
- Position number remains the same and is moved to the new org unit (department)
- Position is not posted and will not be filled by another staff member
- Salary remains unchanged
- Employee is not terminated or reassigned
- For 25 or more changes to multiple individuals including vacant positions, please forward the information to HR/Payroll Shared Services using the Organizational Transfer Template

*Consultation with HR Manager and or Divisional HR office is required

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**YES**

1. Do you have access to the old and new org unit?
   - YES
     1. Is the entire org unit moving?
        - YES
        1. (1) Initiate position maintain/PAC ISR (reason code 05)- Updating the following information: Personnel Area, Org Unit, Home Cost Center #, Report to and salary funding source
        2. (2) Process ZSRs for any employee role changes
        3. (3) Update E210 w/ supervisor information after ISR has been processed

   - NO
     1. (1) Send completed Organizational Transfer Template to your HRSS client email box
        2. (2) New dept process ZSRs for any employee role changes
        3. (3) Update E210 with supervisor information after ISR has been processed

**NO**

1. Old organization/department needs to complete ZSR(s) giving Z61 relationships to the individuals in the new organization who will be processing ISR changes. JHED IDs will be needed for this transaction
   (2) New dept will process Org Unit Maintain ISR to change default cost center and other applicable info that may be changing
   (3) New dept will initiate position maintain/PAC ISRs (reason code 05). Updating the following information: Personnel Area, Home Cost Center #, Report to and salary funding source
   (4) New dept will process ZSRs for any employee role changes
   (5) Update E210 w/ supervisor information after ISR has been processed