

**Position Changes that Require a Termination and Hire**  
**JHU Relevant**  
**March 2010**

Below is a list of scenarios that require a termination and hire based on SAP system functionality – (reassignments are not permitted):

1. Pay cycle changes (ie weekly bargaining unit employees who convert to semi monthly staff positions or semi monthly staff who become weekly bargaining unit employees).
2. Changing from a fellowship recipient (employee group 8; subgroup 20) to staff /faculty/student (ee group 7)
3. Changing from a non employee position to staff/faculty/student (ee group 7)
4. Retiree to staff/faculty
  - a. Individual must have and retain retiree pernr in SAP
  - b. Hire into another position and receive new pernr if remaining in JHU in a different capacity (ie casual status)
5. Hiring an existing health system employee in a JHU department when health system position is being vacated
  - a. Follow the JHU new hire process
  - b. May have active positions within multiple entities (concurrent employment)

**Pay Cycle Changes**

1. Termination ISR reason code must be 19 (pay cycle change).
2. There cannot be any overlap of the old and new pay cycle. In addition, the ISRs must be processed currently. Each time a payroll runs, the start date of the new position must be moved forward which would push the termination date forward as well. Please refer to the [ISR cutoffs and deadlines](#) on the HRSS website.
3. Ensure that no hours or absence codes have been entered in Kronos after termination date.
4. Entry of hours worked, and any changes to cost distribution or hours already paid must be made prior to termination. **No exceptions.** Any required changes to cost distribution must be done by journal voucher entries (please contact Payroll). Any additional hours that are still owed to the employee must be paid via bonus supplemental ISR on the new pernr.
5. Old pernr must be locked. HRSS will contact Payroll Shared Services.
6. A new personnel requisition is required for all staff positions and an appointment letter for all faculty positions before an offer of employment is extended.
  - a. When establishing start dates, please refer #2 above.
7. A background check and Occupational Health clearance may be required
8. No new I9 will be required
9. Initiate a Hire ISR to hire into vacant position
  - a. In the Comments Section of the Hire ISR, indicate the following if known:
    - i. Changing pay cycles; termination ISR # \_\_\_\_\_
    - ii. Retain employment dates from previous pernr
10. Send an email to the Benefit Service Center (benefits@jhu.edu), appropriate Divisional HR contact and HRSS (HRSharedServices-Benefits@jhu.edu) so that benefits eligibility can be retained and transferred to new pernr and the E210 accrual rate can be updated on the new pernr. Email should include the employee's name, pernr, termination date and hire date into new position.
11. Direct deposit (if applicable) will continue and move to the new pernr

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12. No new tax forms will be required
13. Parking deductions (if applicable) will be transferred to the new pernr.

**Fellowship Recipients, Non Employee Positions and Retirees that Convert to Staff/Faculty Positions**

1. Process a termination or retirement ISR using the appropriate reason code. Refer to Page 2 of [ISR Types and Reasons](#) on the HRSS website.
2. A new personnel requisition is required for all staff positions and an appointment letter for all faculty positions before an offer of employment is extended.
3. A background check and Occupational Health clearance may be required
4. I9 requirements
  - a. New I9 required if a valid I9 is not on file in TALX and the break in service between positions is greater than 3 calendar days
  - b. Non US citizens must complete a new I9 if work authorization changes or has expired since the last I9 on file with TALX was completed
    - i. Consult with your International Office regarding VISA status and work authorization.
5. Initiate a Hire ISR to hire into vacant position
  - a. In the Comments Section of the Hire ISR indicate the following if known:
    - i. Changing from fellowship to wage or vice versa; termination ISR # \_\_\_\_\_
    - ii. Retiree being hired in new staff/faculty position; retirement ISR # \_\_\_\_\_
      1. For more details on how to change a retiree to a staff/faculty position refer to Page 4 of [JHU S1 Employee Subgroup Changes](#) on the HRSS website.
6. Direct deposit (if applicable) will be moved to the new pernr but may be discontinued if a valid I9 is not on file.
7. Tax forms
  - a. Fellowship recipients
    - i. Recommended. Otherwise, individual will be taxed using the standard defaults (Single Fed with 0 exemptions; MD with 1 exemption)
  - b. Non employee positions
    - i. Required
  - c. Retirees
    - i. Optional
8. Parking deductions (if applicable) will be transferred to the new pernr for fellowship recipients only.