Position Maintain/PAC ISR Walk Through

**Purpose:** To update attributes to a vacant or occupied position and as needed to employee’s record in HR Master Data.

**Reminders:**

- Be sure to check the change box when making edits, this will alert processors of what edits to make.

- EAC portion of the ISR will only appear if the position is currently occupied. Below we identify what changes will require this field to be required.

**Process Steps:**

1. **Begin Date:** should be the effective date you want the change to occur on the position/employee’s record
   
   **Approver 1 & 2:** will both be required if this maintain is meant to generate a Success Factors Requisition. Otherwise, follow the approval matrix (Staff/Faculty & Students)
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II. **Position Title:** Compensation approved title for position. Information feeds to JHED. If updating the employees title, be sure to fill out the EAC (Employee Attribute Change) section of the ISR

   **Job Short Text:** Populates automatically from the job code used

III. **Organizational Unit:** SAP Org Unit number generally represents the department the position is assigned to. Controls who has access to see position and employee date in SAP. Only need to fill out the EAC portion of the ISR if the Business Area or Dept is changing, be sure to also indicate new home cost center if applicable

   **Supervisor Position #:** Position number of who this position reports to. Will automatically default Supervisors name, if position is vacant, no value will appear

   **Job Code:** Controls FLSA (exempt/nonexempt) status. Should be associated with the position title & FLSA status for the employee subgroup

   **DSM Code:** JHHS only- The name of the DSM should match the Position Title used above. EAC portion will also need to be filled out if this is being maintained.
IV. **Planned Compensation Data:** Range and Level of compensation. Any edits being made here, you will need to be sure the EAC portion of ISR is filled out. If employee is in a JHU pay grade level 04 or higher, the Personnel Subarea should be Sr. Staff Admin or Sr. Staff Non-Admin. *Exceptions must be approved by Compensation.*

![Planned Compensation](image1)

V. **Account Assignment Features:** Personnel Area and Sub Area. Sap uses to determine JH Entity employee is working for along with benefit plans. Any edits being made here, you will need to be sure the EAC portion is filled out.

**Personnel Area:** The entity the employee will be working in. Org Unit, and Home Cost Center may need to be updated if this is changing. For JHHS entities, if changing refer to [Inter-affiliate](#) and [Inter-Org](#) Guidelines

**Personnel SubArea:** Classification to determine benefit area.

- JHU Only: If Staff/Sr.Staff/BU is entered, For SF REC JHU Position Status field will populate

![Account Assignment](image2)
VI. **Employee Group/Subgroup:** Classification to determine benefit eligibility. Any edits being made here, you will need to be sure the EAC portion is filled out. **Employee Subgroup:** Exemption status should coincide with the Job Code Exemption Status (exempt=exempt; non-exempt=non-exempt). *Exceptions must be approved by Compensation.*

![Employee Group/Subgroup](image)

VII. **Home Cost Center:** Controls workflow in other modules of SAP. For JHU, if this is the only field being maintained, process ZSR instead. For JHHS entities, update this field and EAC section of ISR (reason code 06).

![Home Cost Center](image)

VIII. **JHEN Additional Position Attributes:** make any edits necessary in these fields. **Licensing/Certification:** Any licenses and/or certificates entered here, will make them required on the Hire/Reassignment ISR. **Time Requirements:** (JHHS only) - fill in below codes to correspond with how employee should be paid & through what time collection system.

- Shift Differential
- Weekend Differential
- On Call
- Overtime
- Time Collection Indicator

**Time Collection Indicator:**
- 00-None- used for semi/salaried paid employees
- 01-CATS- for your S1-hourly paid employees
- 02-Kronos- Bargaining Unit Employees

**Annual # Months Worked:** How many months in a year will the employee be working
IX. **JHU SF REC ONLY-Position Status:** will be required if filling out for Staff/Sr.Staff/BU employee

If ‘Create an SF Requisition’ is selected, the following fields will need to be filled out:

**Success Factors Data:**

- **Requi. Recipient** will default with the initiator of the ISR, can be edited if differs. This should be the requisition owner- who will be completing the requisition process in SF REC
- **No of Positions** is a required field

**Position Cost Distribution:**

Complete the planned cost distribution that the employees pay will be charged. This field will be utilized once an employee is hired into the position

X. **Employee Attribute Change:** This section will only appear if the position is currently occupied. This section **must** be filled out if you make edits to:
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- Org Unit
- DSM Code
- Position Title
- Planned Compensation
- Personnel Area/Subarea
- Employee Group/Subgroup.

The updates made here, will be reflected on the employees personnel record.

**Personnel Number:** Enter Employees Personnel Number

- Click on “Validate Pernr” button

**Reason for Action:** Select the appropriate *reason code* (pg.12)

**Current Values:** Pulls in the values that Employee currently has as of today. Not as of the effective date of the ISR.

**New Values:** Fill in any changes for the employee, that are happening due to the position edits

**Cost Distribution:** Displays differently for salaried vs hourly. Salaried has start and end date along with amount of distribution while Hourly shows no dates and percentage of distribution. Fill in the dates (if salaried), cost center/internal order/WBS element and amount/percentage in the second Cost Distribution box.