

SuccessFactors Position Create/Copies/Maintains

Purpose: To create a SuccessFactors Requisition for JHU Staff/ Sr. Staff/BU Positions

ISR Types that can be used to create a Requisition in SuccessFactors:

- OM-JHU- Position Create
- OM-JHU- Position Copy
- OM-JHU- Position Maintain/PAC

Below is a description of each change on the Position ISR that you will see when requesting the information be sent to SF Recruitment. All other fields remain the same and need to be completed as well.

I. Approver 1 & Approver 2 will be required

Approver 1 = Compensation person for your area

Approver 2 = Budget person in your dept/division or school

The screenshot shows the 'ISR Details' and 'Approver Details' sections of a SuccessFactors form. The 'ISR Details' section includes fields for 'Object ID' (0), 'Object abbr.', 'ISR Number' (0), and 'Initiator' (75165 Nicole Walker). The 'Approver Details' section includes a 'Begin Date' field (06/16/2017) and two empty fields for 'Approver 1' and 'Approver 2', which are highlighted with a red box.

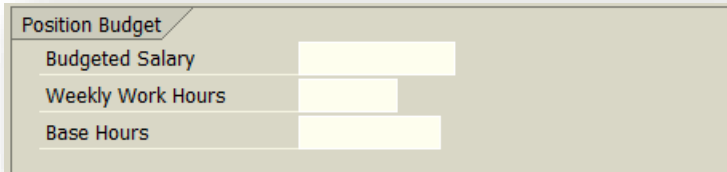
II. Personnel Subarea must be Staff/Sr.Staff/BU in order to generate a Req

The screenshot shows the 'Account Assignment Features' section of a SuccessFactors form. The 'Personnel area' and 'Personnel Subarea' fields are checked. A dropdown menu is open for the 'Personnel Subarea' field, showing a list of subareas with their corresponding codes and descriptions. The 'Employee Group/Subgroup' section shows 'Employee Group' as '1 Full T' and 'Employee Subgroup' as '02'. The 'JHEN Additional Position Attributes' section is also visible.

PSubar ...	P.subarea text
U006	Sr Staff-Appt
U016	Staff-Non Admin
U005	Staff-Admin
U009	Bargaining Unit
U015	Sr Staff-Admin
U004	Visit Sr Staff
U003	Sr Staff-Non Ad

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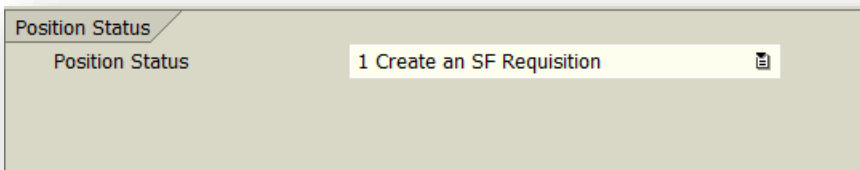
III. Position Budget Information is required



Position Budget

Budgeted Salary	<input type="text"/>
Weekly Work Hours	<input type="text"/>
Base Hours	<input type="text"/>

IV. Position Status should be set to “Create an SF Requisition” or “Change an SF Requisition (which will automatically default in if position is tied to an Open Req)”

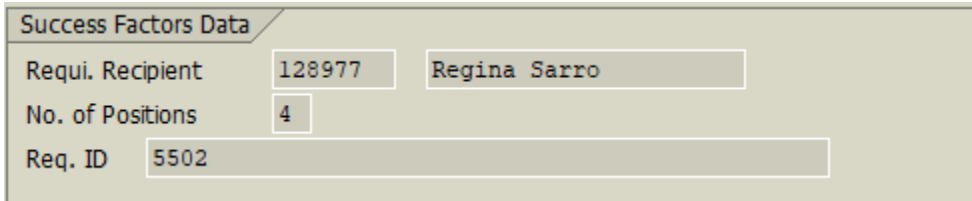


Position Status

Position Status

V. Success Factors Data

- Requi. Recipient- defaults with the initiators pernr, can be edited if different from person creating the ISR
- No. of positions- is required, can be edited to request multiples if copy/create ISR. Will automatically populate for maintain ISR based on linked positions table
- Req ID- will populate if maintaining an open requisition

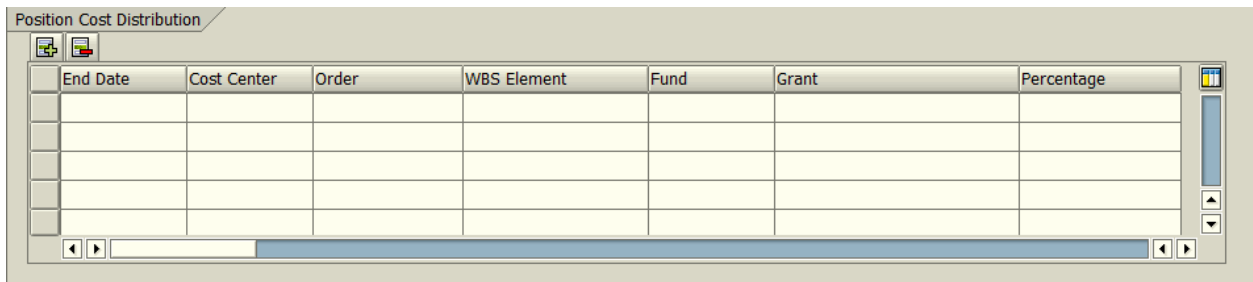


Success Factors Data

Requi. Recipient	<input type="text" value="128977"/>	<input type="text" value="Regina Sarro"/>
No. of Positions	<input type="text" value="4"/>	
Req. ID	<input type="text" value="5502"/>	

VI. Position Cost Distribution information is required

This should be filled out and will be utilized once a candidate has been hired.



Position Cost Distribution

End Date	Cost Center	Order	WBS Element	Fund	Grant	Percentage

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VII. Linked Positions

This field will only appear on the JHU Position Maintain ISR. It gives you the ability to add/remove positions to your requisition. It will also display what positions/employees are currently linked to your open requisition.

Action	New Linked Position	Linked Position	Position Title	Holder Pernr	Holder Name	Hire Date
		50126468	CTY DE Instructor	0		
		50126469	CTY DE Instructor	0		
		50126528	CTY DE Instructor	90000181	Mary Trully	06/01/2018