

Johns Hopkins University Temp to Casual Conversion

Purpose: In an effort to streamline employment practices, the temporary employee group for JHU will be eliminated. Temporary employees will be converted to the casual employee group. Vacant temporary positions will be converted to casual or will be delimited.

All casual employees (excluding faculty) must be paid hourly via the CATS (SAP) timesheet.

BW Reporting: Here is a BW report you can run to identify your temporary and casual employees and positions within your organizational unit(s). The BW role to run the following report is: ZBHR_TA_R_TAV_UN.

- Human Resources -> Organizational Management -> **Position Status Report**

Updating: Once you have identified the employees and positions that need to be maintained to casual status, you will need to process a Position Maintain/PAC ISR. If you have 25 or more changes, you may prepare a spreadsheet with your changes and send to the University email box (HRSS-Univclients@jhu.edu).

ISR Steps:

1. Select OM-JHU Position Maintain/PAC.
2. The effective date should be the first day of the following pay period.
3. Change the employee group from Temporary to “Casual/On Call” and then select the change check box. If your employee is already Casual/On Call, then change the employee subgroup to “25- S1 hourly Non-Exempt or “26- S1 hourly Exempt”.

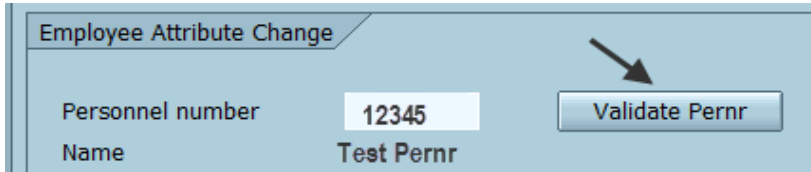
| Employee Group/Subgroup | |
|-------------------------|---|
| Employee Group | Casual / On Call <input type="checkbox"/> |
| Employee Subgroup | 25 S1 Hrly Non-Exmpt <input type="checkbox"/> |

4. Ensure the Time Collection Indicator is “01-CATS”. If it is not 01, change it to reflect 01 and select the change check box. Be sure to update the Annual # of Months your employee will be working.

| | |
|---------------------------|----------------------------------|
| Time Collection Indicator | 01 CATS <input type="checkbox"/> |
| Annual # Months Worked | 12 <input type="checkbox"/> |

5. If the position is occupied, you will need to enter in the employees’ personnel number in the Employee Attribute Change section of the ISR. Once you have entered the Perrnr, select “Validate Perrnr”

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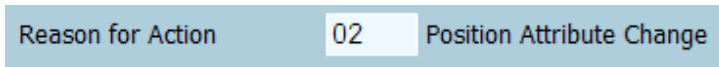
Employee Attribute Change

Personnel number

Name

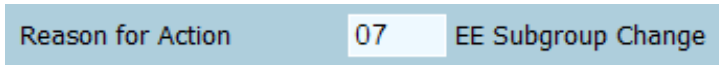
An arrow points to the "Validate Pernr" button.

6. If you are changing the employee from Temporary to Casual Status only, then you would select the reason code "02- Position Attribute Change".



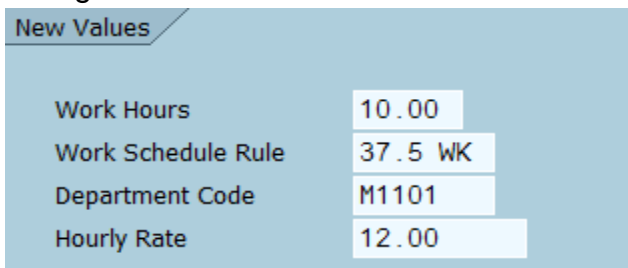
Reason for Action Position Attribute Change

- If you are changing the employee subgroup from Salaried to S1 hourly, then you would select reason code "07- EE Subgroup Change".



Reason for Action EE Subgroup Change

7. If any changes have occurred in the employees' hours and/or pay, enter the new changes in the New Values section.



New Values

Work Hours

Work Schedule Rule

Department Code

Hourly Rate

8. If any budgeting information has changed, please update the cost distribution information at the bottom of the ISR.

Paying Employee: Casual (non-faculty) employees must be paid hourly via the CATS (SAP) timesheet. They can no longer be paid via Bonus Supplemental ISR. This will ensure that the hours the employee is working are being captured among all of their active positions. The role to enter the employees' time is: ZRHR_PT_TIMEENTRY_TLCS. If you only need to view the time without processing it, then you would need the following role: ZRHR_PT_TIME_Admin_DISPLAY_UN.