

Termination Action Type (Termination/Retirement ISR)

The Termination/Retirement ISR is selected when a staff or faculty member leaves Johns Hopkins for reasons other than retirement (separate reason see below), accepts a position with another Johns Hopkins employer (e.g. JHU to JHHS), when changing payroll areas or changing from student status to faculty or staff or vice versa.

CODE	REASON	DEFINITION	JHU Code	JHHS Code
03	Family Obligations	Resignation due to competing family obligations. No additional explanation of this reason needs to be given.	Yes	Yes
04	Personal Reasons	Resignation for personal reasons. No additional explanation of this reason needs to be given.	Yes	No
05	Job Abandonment		Yes	Yes
06	Resignation (insufficient notice)	Resigns position without giving required notice.	Yes	No
07	Return to School	Resignation with the intent to return to school to continue education.	Yes	No
08	Health (voluntary)	Resignation for health reasons. No additional explanation of this reason needs to be given.	Yes	Yes
09	Relocation	Resignation when moving residence to a new location. No explanation of these reasons need to be given.	Yes	No
10	Dissatisfied with Employment	Resignation when feeling dissatisfied with employment at Johns Hopkins. No explanation of these reasons need to be given.	Yes	Yes
12	Resigned in Lieu of Discharge	Resigned instead of being discharged involuntarily.	Yes	Yes
13	Military	Resignation when signing up for military service.	Yes	No
14	Visa Expiration	Employment ended as a result of a visa expiration.	Yes	No
15	JHU Student who Graduated	JHU only. A JHU student who terminates employment as a result of graduation.	Yes	No
17	Inter Org Transfer	JHHS Employers only. Please see policy details at the following link: http://ssc.jhu.edu/humanresources/DataFiles/INTER_ORG_Transfers.pdf	No	Yes
18	Inter Affiliate Transfer	JHHS Employers only. Please see policy details at the following link: http://ssc.jhu.edu/humanresources/DataFiles/INTER_Affiliate_Transfers.pdf	No	Yes
19	Pay Cycle Change	JHU only. Term code used when employee is moving from the semi to weekly payroll or vice versa.	Yes	No
20	Student Withdrew from JHU	For JHU Students only. Term code used when JHU student withdraws from FT student and is no longer eligible for student employment	Yes	No

CODE	REASON	DEFINITION	JHU Code	JHHS Code
30	Unsatisfactory Performance	Termination as a result of unsatisfactory performance based on the policies, procedures and rules of the Johns Hopkins employer.	Yes	Yes
31	Lack of funds to Supt Position	Termination as a result of lack of funds to continue to support the position.	Yes	Yes
33	Position Discontinued	Termination due to position being eliminated	Yes	Yes
34	Temp/Casual Assign Completed	End of/completion of casual/temporary assignment.	Yes	Yes
36	Misconduct - Policy/Proc/Rules	Involuntary termination due to violation of policies, procedures or rule.	Yes	Yes
37	Attendance/Tardiness Issues	Termination due to excessive absences based on the policies, procedures and rules of the Johns Hopkins employer.	Yes	Yes
42	Gross Misconduct	Termination for gross misconduct in accord with the policies, procedures and rules of the Johns Hopkins employer. For JHU, contact Human Resources before terminating an employee for gross misconduct.	Yes	Yes
44	Administrative Transfer	Position is moved from between JHU and JHHS entities. For use by HR Shared Services and Central HR only	Yes	Yes
54	Administrative Error	Administrative error necessitates a termination of a pernr because of data integrity issues. For use by HR Shared Services and Central HR only	Yes	Yes
55	Violation Drug/Alcohol Policy	Current employee who is terminated because of drug/alcohol problem.	Yes	Yes
57	Employee never started	Applicant did not report to work, rescinded acceptance or failed to complete preemployment physical process.	Yes	Yes
58	Wage to Fellowship	Position assignment being changed from student (employee group 7) to fellowship recipient (employee group 8, subgroup 20). This code may also be used to change a faculty/staff to a non employee fellowship recipient position. This change in employee group requires a new pernr. These changes must be closely monitored to avoid overpayments. Please work with a specialist from HR/Payroll Shared Services.	Yes	No

CODE	REASON	DEFINITION	JHU Code	JHHS Code
59	Fellowship to wage	Position assignment is being changed from fellowship recipient (employee group 8, subgroup 20) to a student (employee group 7). This code may also be used to change a non employee fellowship recipient position to a faculty/staff position. This change in employee group requires a new pennr. These changes must be closely monitored to avoid overpayments. Please work with a specialist from HR/Payroll Shared Services.	Yes	No
64	Death	Death	Yes	Yes
66	Voluntary Separation Prog	Employee is voluntary terminated and opted to VSP	No	Yes
67	Failed to meet emp elig reqs	Employee is involuntarily terminated due to failure to meet employment eligibility requirements such as initial I9 completion, certifications, licensures etc, Occ Health requirements, background checks, etc. Employee is voluntarily terminated because employee eligibility to work in the US has expired or I9 Rejection/No contest. For JHU employees use code 14 - Visa Expiration.	Yes	Yes
68	LOA Expiration- Health LOA/WC	For HR and HRIS use only. Employee is terminated after LOA expiration or failure to submit or complete required documentation that would support need for continuous leave. Use only after exploring leave as an accommodation under the ADA.	Yes	Yes
69	LOA Expiration-Non Health LOA	Employee is terminated for failure to return from Non health LOA (Education/Military/Personal etc.) or failure to submit or complete required documentation that would support need for continuous leave	Yes	Yes
70	PerDiemFailed to meet min reqs	Per diem employee is involuntarily terminated due to failure to meet or maintain minimum requirements.	No	Yes
71	Probationary -Involuntary	Employee is involuntarily terminated during the probationary period.	Yes	Yes
72	Probationary- Voluntary	Employee resigns during the probationary period.	Yes	Yes
73	Dissatisfied With Pay		Yes	Yes
74	Lack of Promotional Opps		Yes	Yes
75	Accepted New Job		Yes	No
77	Position Discontinued COVID 19	Limited use during Covid pandemic with permission from central HR	Yes	Yes
78	Dissatisfied with Work Location	Employee resigned due to commute or work location issues	Yes	Yes
79	Permanent Remote Work	Employee wanted/found 100% remote work	Yes	Yes

80	Covid Policy Noncompliance	Employee did not adhere to Covid policy requirements	Yes	Yes
----	----------------------------	--	-----	-----

Retirement Action Type (Termination/Retirement ISR)

This action type in the Termination/Retirement ISR is used when staff or Faculty leave Johns Hopkins employment due to retirement. If terminating employee does not meet retirement criteria, the action must be processed as a termination instead of a retirement.

CODE	REASON	DEFINITION	JHU Code	JHHS Code
02	Retirement	Meets retiree eligibility criteria. JHU- age 55 or greater and have 10 or more consecutive years of FT service immediately prior to termination or 30 years (no age criteria) of FT service immediately prior to termination. Used by entire JH Enterprise.	Yes	Yes
04	RIF Retirement	Individual is leaving the organization due to a reduction in force and meets the retiree eligibility criteria.	Yes	Yes
05	Early (Bayview Only)	Bayview Medical Center employee only. Used to indicate when the age at retirement is earlier than normal retirement age (currently 65).	No	Yes
06	RIF Retirement COVID 19	Limited use during Covid pandemic with permission from central HR	Yes	Yes

Non Employee Termination Action Type (Termination/Retirement ISR)

This action type in the Termination/Retirement ISR is selected when terminating a non employee position (ie contractor, agency clerical/technical) when they are no longer active in that role or when they accept a permanent role within the organization - no reason code needed/required. Non employee fellowship pernrns should not be terminated using this action. Please use the termination action type.