

<b>Position Create ISR</b>		
<b>Field Name</b>	<b>Description</b>	<b>Completed by:</b>
Approver 1	Personnel number of the first approver of the action.	Department
Approver 2	Personnel number of the second approver of the action. -- Sandra Reed --	Department
Begin Date	The date the action becomes active. Current date defaults in, but can be changed to date Position becomes active.	Department
Object abbr.	Name of the Short Text abbreviation will be provided by Compensation. The Object abbr. is the Short-Text of the Job the Position belongs to.	Department
Object name	The name of the Long Text will be provided by Compensation.	Department
Belongs to Org Unit	Organization unit in which the Position resides. When changing the Organizational Unit on a Position, the user is strongly encouraged to verify the Home Cost Center (1018) assignment on the Position, as it is likely to change.	Department
Reports to (Name/Position)	Position to which the new Position reports.	Department
Belongs to JOB	Job to which the new Position is attached will be provided by Compensation.	Department
Belongs to DSM Code	JHHS Decision Support Model (DSM) code to which the new Position is attached, will be provided by Compensation	Department
Vacancy	Status of Position.	Department
Pay grade type	Pay grade type will be provided by Compensation	Department
Pay grade area	Always JHHSC	Department
Pay grade	Range structure Name	Compensation
Pay grade level	Current pay grade, i.e. NB	Department
To	End date on the record (valid to).	Department
Pay Scale type	Bargaining Union Only	Department
Pay Scale area	Always JHHSC	Department
Pay Scale Group	Bargaining Unit Pay Grade	Department
PS Level	Always 01 which equals Bargaining Unit Start Rate	Department
Company Code	Always JHEN	Department
Business Area	<a href="http://www.jhu.edu/hopkinsone/Secure_Private/deployment/Finance.htm">http://www.jhu.edu/hopkinsone/Secure_Private/deployment/Finance.htm</a>	Department

<b>Position Create ISR</b>		
<b>Field Name</b>	<b>Description</b>	<b>Completed by:</b>
Personnel area	HS01 = The Johns Hopkins Hospital HS03 = Johns Hopkins Community Physicians HS06 = The Johns Hopkins Health System HS09 = Emergency Medical Services HS10 = Johns Hopkins Health Care	Department
Pers. subarea	H001 = Regular H002 = Regular Nurses H003 = Bargaining Unit H007 = Providers (JHCP, EMS) H010 = Weekend Option Nurses (Part Time) H098 = 1099R Recipients H099 = Non- employees	Department
Employee group	1 = Full Time 2 = Part Time 3 = Limited 4 = Temporary 5 = On-call 6 = Retiree 7 = Student 8 = Non-employee	Department
Employee subgroup	23 = Hourly Non-exempt 24 = Hourly exempt Note: Non-employee subgroup will be provided by Compensation	Department
JCAHO Compliant	Always yes = Y	Department
HIPAA Training	Always yes = Y	Department
HSCRC Compliant	(Health Services Cost Review Commission) Maryland state regulatory organization controlling healthcare costs.	Compensation
Officer Status	The occupant of this position is an officer of the corporation to which this position belongs.	Compensation
Required Attendance	During emergency or inclement weather situations, the occupant of this Position must report to work, if scheduled or called. Always yes = Y	Department
Shift Differential	Shift differential eligibility code applicable for this position. Same as current.	Department
Weekend Differential	This field is used to determine if this position is eligible for weekend differential	Department
On Call	This field is used determine if this position is eligible for On-call status,	Compensation

## Position Create ISR

<b>Field Name</b>	<b>Description</b>	<b>Completed by:</b>
Overtime	This field is used to determine if this position will be eligible for overtime and the appropriate status.	Compensation
Time Collection Indicator	This field will capture what time collection will be used for the position. (KRONOS or Nightingale)	Department
Financial Disclosure	Statement required to be signed by the occupant of this position providing specific personal financial information.	Department
Conflict of Interest	Statement required to be signed by the occupant of this position certifying that the occupant does not have a relationship with any persons or corporations with whom the occupant does business which would unduly influence his/her business decisions.	Department