

Position Attribute ISR		
Field Name	Description	Completed by:
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. Note: Begin Date should be the same effective date as was on the Position Maintain ISR	Department
SSN	Note employee's SSN, if available	Department
Action Reason	Note reason for the ISR: 01 = Position Reclassification 02 = Position Attribute change 03 = Change in work hours 04 = Advancement 05 = Organizational transfer	Department
Position	Employee's position number populates automatically on the ISR	Department
Personnel Administrator	The check sorting code. This automatically populates on the ISR.	Department
Time Administrator	Disregard – this field is not used by JHHS	
PS Level	The pay grade for non-Bargaining unit positions and the level (01-04) for Bargaining Unit positions. This should be changed on the Position Maintain ISR only.	
Amount	Employee's pay rate. For PACE nurses, this would be the base rate.	Department
Work Hours	# of weekly work hours	Department
Cost Center	Employee's cost center. This populates automatically on the ISR	Department
Comments	Always note any fields that have been changed. It is also helpful to Shared Services to note the Position Maintain ISR # that has already been processed for this individual.	Department