

Position Maintain ISR		
Note: Information for this ISR is populated from the position number		
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. 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.	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 (Clinical, Nonclinical, Management, Nursing, IT, Flat, etc.)	Department
Pay grade level*	Current pay grade, i.e. NB	Department
To	End date on the record (valid to). Typically is 12/31/9999	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*	450 = Johns Hopkins Health System positions 480 =Johns Hopkins Hospital positions	Department

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Field Name	Description	Completed by:
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 (40 hrs per week) 2 = Part Time (30-39 hrs per week) 3 = Limited (20-29 hrs per week) 4 = Temporary 5 = Casual/On-call (<20 hrs per week) 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. (Typically = N)	Department
Required Attendance*	During an 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

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Field Name	Description	Completed by:
On Call*	This field is used determine if this position is eligible for On-call status,	Department
Overtime*	This field is used to determine if this position will be eligible for overtime and the appropriate status.	Department
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
Cost Distribution	Complete cost center and distribution percentage for each which must equal 100%	Department
Roles	Assign appropriate SAP roles	Department
Comments	Always note any changes made to the ISR in Comments.	Department

*A drop down listing is provided on screen for this field

**Information for this field can be obtained using PA20

Positions Maintains may be used to:

- Adding Roles (no Attribute will be required)
- Adding or correcting an Org Unit (no Attribute will be required)
- Correcting a cost center
- Changing an Employee group because the employee is changing the # of hours worked per week:
 - Full-time = 40 hrs/week
 - Part-time = 30 – 39 hrs/week
 - Limited = Less than 30 hrs/week
 - Temporary (float pool positions)
 - Casual/OnCall = Less than 20 hrs/week
 - Retiree
- Advancements – this transaction requires the greatest number of field changes on the ISR
 - The object name (job title) will change
 - The DSM code will change (job code with a preceding “10” for JHH and “30” for JHHSO positions).
 - The object abbreviation (short text for the job) may change. Note: for nurse clinician advancements this will stay the same. The G drive has a list under Cheat Sheets titled “Job-Master Data File122706” lists this information
 - Belongs to job (the job that it rolls to). This information is also on the Job-Master Data File 122706 on the G drive. This also does not change for any Nursing advancements
 - Pay Grade Level – should reflect the pay grade of the new position
 - All changes must be noted in “Comments” for Compensation review and Shared Services input.