

When Do I Use OMT? When Do I Use ISR?

How Do I ...	Use OMT for ...	Use an ISR for ...
Edit an open requisition ? This is a position labeled with an 'SF' in OMT and it shows a requisition number in the Position Profile panel.	Editing position requisitions created in OMT. • Adding onto an Existing Requisition • Manually Closing a Requisition	Editing requisitions created <i>prior</i> to OMT go-live (8/8/2022). The Edit button in OMT will not display for requisitions created via ISR. • OM-JHU Position Maintain/PAC • JHU REC Position Maintain ISR Enhancements (Recording)
Edit an occupied position?	You cannot edit an occupied position in OMT.	Editing an occupied position • OM-JHU Position Maintain/PAC
Edit a vacant position?	Editing ALL vacant positions • Finding Vacant positions under the Organizational Unit Profile	
Copy an occupied position?	Creating a new position by duplicating an occupied position. (This also applies to positions vacant for less than 60 days.) Use the Create New Position button, select Employee or Fac/student/Non-Emp, then answer yes to "Duplicate position from an existing position?"	
Copy a vacant position?	Copying a vacant position is not possible in OMT; you can only edit one single, vacant position at a time.	
Make multiple copies of one position?	Creating multiples of a new position Use the Create New Position button, select Employee or Fac/student/Non-Emp, then enter the number of copies.	
Create a new position ?	Creating ALL new positions . • Initiating Faculty/Student/Non-Employee Positions • Create a New Staff Position	
Remove a position from my department?	Removing a position from your department • Removing a Position	
Hire? Defined as: To put someone on JHU's payroll who has been selected through the appropriate processes to hold a position. If a non-employee, to enter someone's data into SAP's HR module.	Hiring Staff who will be recruited via SuccessFactors (SF) with a requisition.	Hiring the personnel shown below into a position that was created/edited first in OMT. • Students • Postdocs • Faculty • Non-employees • Staff who are not hired via SF