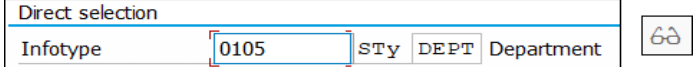


Use these lists to help you review pertinent parts of the OMT.		
<p><b>Position Profile Screen</b>                      The position Profile screen shows current details for this position and includes four sections: Overview, Additional Position Details, Job Details, and Planned Compensation. This is for review only. At the bottom of this screen is the "Edit Position JHU" button.</p>		
<p><b>Position Change Details</b>                      The Position Change Details screen will help determine what type of position you are editing or creating. This screen also determines the automated workflow for this request. The initiator is the only person who can edit this screen. The approvers will not be able to make edits here.</p>		
Field	Definition	Helpful Hints
<input type="checkbox"/> <b>Change Effective Date</b>	If this is a New Position/Requisition, it will default to the first of the month, if this is an Edit, it will default to today's date.	
<input type="checkbox"/> <b>Would you like to remove this position from your department?</b>	Selecting yes will remove the position from your department. If there is an open requisition, it will close the requisition.	
<input type="checkbox"/> <b>Is this a direct replacement?</b>	A direct replacement is filling a previously approved position. If choosing Yes then compensation fields will be closed for editing and Compensation will be bypassed in the approval process. If No, then all fields will be open for updates.	
<input type="checkbox"/> <b>Send to Talent Acquisition for recruiting?</b>	<p><b>Requisition is needed:</b> Yes will create/update position and have a requisition created. No will create/update position only.</p> <p><b>Requisition exists already:</b> Yes will update requisition and position as needed. No will close the existing requisition and leave the position as is.</p> <p><b>Requisition is not needed:</b> Position will be created/updated.</p>	
<input type="checkbox"/> <b>Requisition ID</b>	If a requisition is already posted for the position, the requisition number is listed here.	

<b>Basic Position Data</b> The Basic Position Data screen allows you to edit and refine particular attributes of a position. Refer to your departmental HR, Compensation and your finance approver for assistance with these fields.		
Field	Definition	Helpful Hints
<input type="checkbox"/> <b>Organizational Unit</b>	Commonly referred to as a department or a group within a department	
<input type="checkbox"/> <a href="#">Personnel Area</a>	School or Academic Center. First layer of organizational design within SAP.	
<input type="checkbox"/> <b>Job Code</b>	A grouping of similar positions defined by Compensation (excluding faculty and students).	<ul style="list-style-type: none"> <li>• This value defaults on direct replacements</li> <li>• For a new position, Job Code is determined in conversations with JHU Compensation for Staff/Sr. Staff Positions</li> </ul>
<input type="checkbox"/> <a href="#">Personnel Subarea</a>	<a href="#">Groups Staff and Faculty by benefit plan/leave plan eligibility</a>	
<input type="checkbox"/> <a href="#">Employee Group</a>	Determines employee work status based on weekly working hours	<ul style="list-style-type: none"> <li>• Staff -- Full Time, Part Time, Limited or Casual</li> <li>• JHU HR Policy links</li> </ul> <p><a href="#">EE Group Definitions and examples</a>  <a href="#">Benefit Eligibility by Position</a></p>
<input type="checkbox"/> <a href="#">Employee Subgroup</a>	Drives how employee is paid (hours/salary) and exempt status (exempt/non-exempt)	<ul style="list-style-type: none"> <li>• Casual usually paid hourly</li> <li>• Limited can be hourly/salaried</li> <li>• Part Time and Full Time are salaried</li> <li>• Non-exempt is eligible for overtime</li> <li>• Exempt generally does not get overtime</li> </ul>
<input type="checkbox"/> <b>Position Title</b>	The drop down menu is populated based on existing positions within this job code. Select "Other" to enter your own title. Position Title should match the title on the Job description approved by JHU Compensation. This is what will populate JHED.	If you selected "Other," <ul style="list-style-type: none"> <li>• Do not put in all caps</li> <li>• Be cautious of abbreviating words</li> <li>• SF Posting Title can be different than Position Title</li> </ul>
<input type="checkbox"/> <b>Pay Type</b>	This field will auto-populate based on the Job Code entered above. Contact Compensation with questions.	

Basic Position Data (continued)		
Field	Definition	Helpful Hints
<input type="checkbox"/> Pay Area	This field will auto-populate based on the Job Code entered above.	
<input type="checkbox"/> Pay Grade	This field will auto-populate based on the Job Code entered above. Contact Compensation with questions.	These fields will auto-populate from the Job Code entered above. Contact Compensation with questions. For a description of the letters, refer to the salary ranges website <a href="https://hr.jhu.edu/pay/salary-ranges/">https://hr.jhu.edu/pay/salary-ranges/</a> . Ensure that the paygrade hours of 40 or 37.5 match the weekly working hours. For example, ATO 40 means a 40-hour work week; ATO 37.5 means a 37.5 hour weekly work week.
<input type="checkbox"/> Pay Level	This field will auto-populate based on the Job Code entered above. Contact Compensation with questions.	Each job is assigned a level. Contributions and tasks become more complex when moving from level one to level five. These fields should auto-populate from the Job Code entered above. Contact Compensation with questions.
<input type="checkbox"/> Home Cost Center	This cost center is for routing purposes only and is not for financial labor charges.	Use the OPEN app's Employee Display tile to compare with other employees' in the same Org unit. It is located under Org Assignment/ Relationships / Position CC.
<input type="checkbox"/> Home Cost Center Fund	This fund is attached to the home cost center. It will auto-populate for most cost centers entered above. It must be manually provided if it is not populated.	
<input type="checkbox"/> Hiring Manager	<ul style="list-style-type: none"> <li>• Person responsible for making hiring decisions about this position</li> <li>• Also listed as person this position reports to in hierarchy of HR systems</li> </ul>	<ul style="list-style-type: none"> <li>• Select from a listing of those in that org unit and all the parent org units up to the top.</li> <li>• If you do not see whom you need, search by pernr, first name, last name, or first name last name, press enter and they will now appear.</li> <li>• Individuals who need access for the recruitment process can be added in later fields.</li> </ul>
<input type="checkbox"/> Time Collection Indicator	This specifies which type of time collection an employee will use.	Select KRONOS for Bargaining Unit, CATS for hourly employees, and NONE for all salary staff.
<input type="checkbox"/> Number of Months Paid	This is used for employees who work an academic calendar. If that is not the case, then it should be 12.	

Basic Position Data (continued)		
Field	Definition	Helpful Hints
<input type="checkbox"/> <b>IPEDS Required (faculty at SOM only)</b>	This is NOT required.	
<input type="checkbox"/> <b>Budgeted Salary</b>	Enter the maximum approved salary that can be offered. This is authorized by the Finance and HR Department.	<ul style="list-style-type: none"> <li>• Enter the number using a decimal point and two zeros afterwards. No commas or dollar signs.</li> <li>• This is the maximum approved salary to be offered when negotiating the starting salary of the employee. It is based upon the Pay Type, Pay Grade and Pay Level fields. It is also based on what account numbers are able to pay the employee's salary.</li> </ul>
<input type="checkbox"/> <b>Weekly Working Hours</b>	Standard weekly working hours used to calculate full time equivalency for staff/faculty	<ul style="list-style-type: none"> <li>• Needs to align appropriately with the Employee Group and Personnel Subareas</li> <li>• JHU HR Policy links  <a href="#">EE Group Definitions and examples</a>  <a href="#">Benefit Eligibility by Position</a> </li> </ul>
<input type="checkbox"/> <b>Annual Base Hours</b>	The annualized number of hours a Full-Time employee would work in this position.	

Additional Data		
The data from this panel is important for Talent Acquisition in reviewing candidates. Additionally this data here will create a more seamless on-boarding processing.		
Field	Definition	Helpful Hints
<input type="checkbox"/> <b>Work Country, Work City, Work State, Work Zip</b>	The physical work location	<ul style="list-style-type: none"> <li>• Use appropriate USPS abbreviations and no punctuation</li> <li>• Remove all commas, periods, dashes and adjust words that are in all caps.</li> </ul>
<input type="checkbox"/> <a href="#">Work Address 1</a>	The physical work location Enter the building and room/suite number OR enter the street address here. Don't include both on line 1.	<ul style="list-style-type: none"> <li>• Remove all commas, periods, dashes and adjust words that are in all caps.</li> <li>• Click for Work Address 1 link at left for formatting tips.</li> </ul>
<input type="checkbox"/> <a href="#">Work Address 2</a>	If a Building and Room/Suite in Work Address 1 field, place the street address here, otherwise leave blank.	<ul style="list-style-type: none"> <li>• Click for Work Address 2 link at left for formatting tips.</li> <li>• Use appropriate USPS abbreviations and no punctuation</li> </ul>
<input type="checkbox"/> <b>Pers Admin Code</b>	Commonly called the check sort code. This code determines where the employees paper check will be delivered.	Use the OPEN app's Employee Display tile to compare with other employees' in the same Org unit's Mail Code (under Administrator).
<input type="checkbox"/> <b>Department Code</b>	Special 5-digit code for department. This is the code that is used on the employee's E210.	Use PA20 to find this. <ul style="list-style-type: none"> <li>• Enter the personnel number of someone in the same area.</li> <li>• Type <b>0105</b> in Infotype Direct Selection.</li> <li>• Select <b>DEPT</b> in STy (subtype) dropdown.</li> <li>• Click the <b>Display</b> (glasses) button.</li> </ul>  <ul style="list-style-type: none"> <li>• Look in the <b>System ID</b> field.</li> </ul>
<input type="checkbox"/> <b>Work Schedule Rule</b>	Function that establishes standard rule around how many days an employee works per week	Make sure a 40 hr/week employee has a work schedule rule that shows 40 in it. Likewise for a 37.5 hour employee.
<input type="checkbox"/> <b>Merit Cycle</b>	When the department processes merit increases	<ul style="list-style-type: none"> <li>• For eligible employees, when the department processes merit increases</li> <li>• Select from Anniversary, January, July or October. Anniversary will be one year from the first day of employment.</li> </ul>
<input type="checkbox"/> <b>Worksite</b>	Maryland Department of Labor required value to identify work location based on state reporting guidelines related to unemployment insurance.	<ul style="list-style-type: none"> <li>• Correlates to work address</li> <li>• If employee is not working in state of Maryland, select the state where employee is working</li> </ul>

Additional Data (continued)		
Field	Definition	Helpful Hints
<input type="checkbox"/> <b>Percent</b>	What percentage of the employee's first paycheck will be charged to which cost objects (accounts).	<ul style="list-style-type: none"> <li>• All percentages much add up to 100.</li> <li>• A minimum of one line of data must be entered.</li> <li>• Values can be changed post-hire using an eform for salaried employees and a position maintain ISR for hourly employees.</li> </ul>
<input type="checkbox"/> <b>Cost Object</b>	The account(s) that will be charged to pay the employee's salary. Informs the Finance Approver which accounts to review for availability of funds.	<ul style="list-style-type: none"> <li>• To enter a Cost Object, click in the field, type in the full number, press enter, select the arrow for the dropdown again, and choose the Cost Object.</li> <li>• Minimum of 1 account and maximum of 6 accounts</li> <li>• Additional lines would have to be included via an E-form following employment</li> </ul>
<input type="checkbox"/> <b>End Dates</b>	Enter an end date to show long the employee's salary may be paid from the account	<ul style="list-style-type: none"> <li>• Enter the end date through which labor will be committed to this Cost Object.</li> <li>• Sponsored projects may have a specific end date; validate grant end dates using GMGRANTD &gt;&gt; Award year breakdown tab &gt;&gt; Budget End Date</li> <li>• For non-sponsored accounts, use 12/31/9999 as end date if applicable.</li> </ul>
<input type="checkbox"/> <b>Fund</b>	The fund attached to the cost object for labor processing. If it does not auto-derive, it must be entered manually.	All sponsored cost objects will have a fund number starting with a nine.

<b>Requisition Details</b> The data from this panel is important for Talent Acquisition in reviewing candidates. Additionally this data here will create a more seamless on-boarding processing.		
Field	Definition	Helpful Hints
<input type="checkbox"/> <b>SF Title for Posting</b>	This title only appears in the SuccessFactors Recruiting job posting. It is not associated with the candidate upon hire, and does not appear in JHED.	<ul style="list-style-type: none"> <li>• If blank, the position title will be used.</li> <li>• Past definition: it was only populated if they were using a "working" title that was different from the the job code title.</li> </ul>
<input type="checkbox"/> <b>Target Start Date</b>	Enter the ideal date on which you would like the candidate to start work. The average time to fill a role is 60 days.	
<input type="checkbox"/> <b>In Person/Remote</b>	This determines whether the employee will work on site, remote, hybrid, or flexible. Flexible means that this will be decided upon at time of hire.	
<input type="checkbox"/> <b>Duration of Position</b>	This determines whether the position has a fixed end date.	If you select fixed, you will need to enter an end date. The "fixed" option might be used for positions that are hired to support projects with a specific end date, after which there are no longer funds to support the position.
<input type="checkbox"/> <b>Requisition Type</b>	Select from the dropdown. <ul style="list-style-type: none"> <li>• Direct Replacement</li> <li>• Restructured Replacement</li> <li>• New</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Direct Replacement</b>—The position you are filling must be an exact match since selecting this option will skip review and approval by Compensation. In addition, the job needs to have been reviewed by the Compensation team for classification validation within the past 3 years.</li> <li>• <b>Restructured Replacement</b>—Use this when you are making any substantive language changes to an existing job description or any changes are being proposed to the job classification of the position. This option will pass through Compensation for review. For example, there is a business need for the new hire to be a Sr. Administrative Coordinator instead of an Administrative Coordinator.</li> <li>• <b>New</b>—Use this when you are hiring a new employee into a position that has not been used in more than 3 years. Use this when you are hiring a new employee into a position that is new to the team, either an additional full-time equivalent (FTE) for an existing classified position in the Dept or a new classification to the Dept.</li> </ul>

Requisition Details (continued)		
Field	Definition	Helpful Hints
<input type="checkbox"/> If fixed, end date	The end date for fixed duration position.	Complete only if you selected Fixed in the field above.
<input type="checkbox"/> Direct Patient/Animal Contact	This specifies whether the employee is expected to have direct patient contact and/or direct animal contact.	Checking yes informs the pre-employment certifications, verifications and health screenings.
<input type="checkbox"/> Work with children under the age of 18?	This specifies whether the employee is expected to work with children under a certain age.	Checking yes informs the pre-employment certifications and verifications.
<input type="checkbox"/> Number of People Supervising	How many people report to this position	Enter the number of employees this position will supervise.
<input type="checkbox"/> Clinical Operations	This specifies whether the employee is expected to work in a clinical setting.	Checking yes informs the pre-employment certifications, verifications and health screenings.
<input type="checkbox"/> Summer Job	This specifies whether the employee is expected to work only for the summer time.	
<input type="checkbox"/> Department Name for Offer Letter	This is the name of the department or area <b>exactly</b> as it will appear on the offer letter to the candidate.	Do not use abbreviations, acronyms, or shortened department names.
<input type="checkbox"/> Nexus ID	<b>SOM Only:</b> Nexus software is used by the School of Medicine to start the position request process.	<b>SOM Only:</b> After approval in Nexus, enter the Nexus ID number here.
<input type="checkbox"/> Additional Hiring Managers in SF	List any other people who should be able to act as a Hiring Manager on this requisition. By default, only the position's Reports-To (current supervisor) will be able to act as a Hiring Manager.	<ul style="list-style-type: none"> <li>• This is a free text field. You may enter the name and JHED IDs.</li> <li>• Note that this does not assign access; it is a request for Talent Acquisition to assign access. If Talent Acquisition has questions about this assignment, they will contact you.</li> </ul>
<input type="checkbox"/> Additional Status Viewers in SF	List any people who should be able to view basic information in SuccessFactors about the status of this requisition.	<ul style="list-style-type: none"> <li>• This is a free text field. You may enter the name and JHED IDs.</li> <li>• Note that this does not assign access; it is a request for Talent Acquisition to assign access. If Talent Acquisition has questions about this assignment, they will contact you.</li> </ul>
<input type="checkbox"/> Contact for Offer: HRBP / Compensation	Include the first and last name of your Departmental HR representative (or HRBP, if applicable), Compensation team member, and Departmental Finance Approver for TA to contact to begin the salary process once a candidate is selected.	This is a free text field. You may enter the names and JHED IDs here.

Formatting a Job Posting This is where you input the job description that will be posted internally and externally. Follow the job aid, Formatting a Job Posting (link above in white), as Talent Acquisition can no longer format job descriptions.		
Field	Definition	Helpful Hints
<input type="checkbox"/> <b>Job Summary and Key Responsibilities</b>	Paste up to 4 sections here: <ul style="list-style-type: none"> <li>• General Summary/Purpose</li> <li>• Specific Duties and Responsibilities</li> <li>• Additional Knowledge, Skills, and Abilities (if applicable)</li> <li>• Physical Requirements (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• The format you see here is how this will post in SuccessFactors. Talent Acquisition can not edit job description formatting.</li> <li>• Refer to the job aid, Job Description Formatting</li> <li>• Use right-click and "paste as plain text" (Ctrl+Shift+V)</li> <li>• Do not use ctrl+v.</li> </ul>
<input type="checkbox"/> <b>Minimum Job Qualifications</b>	This information will default from the Job Code used. Any additional data other than that brought in by the default job code should be placed under the Preferred Qualifications area. If there are errors, contact Compensation to report them.	Only spelling and grammar corrections should be done in the section. No additional text should be added.
<input type="checkbox"/> <b>Preferred Qualifications</b>	Preferred qualifications are the additional skills preferred by the department. Provide 3-5 bullet points and only include items that are preferred. Consider things like programs, education, languages, specific trainings, etc., that the candidate must have to move forward in the process.	<ul style="list-style-type: none"> <li>• Use mixed case, no abbreviations, or punctuation</li> <li>• Use bulleted text</li> </ul>
<input type="checkbox"/> <b>External Advertising Suggestions</b>	Please provide where you would like to post this position. Advertising fees are the responsibility of your department.	Optional field
<input type="checkbox"/> <b>Other Posting Comments</b>	Comments listed here will route all the way to Talent Acquisition.	Optional field
Attachments The attachments here will not flow through to Talent Acquisition, but can be viewed by all approvers in the workflow prior to SuccessFactors.		
Field	Definition	Helpful Hints
<input type="checkbox"/> <b>Attachments</b>	These attachments will not follow to SuccessFactors and are only used for the Approval process.	
<input type="checkbox"/> <b>General Notes</b>	This comment box will not route to Success Factors and is only used to communicate with others in the workflow approval process.	