

Instructions for New Fields on IT9101 (JHEN Additional Attributes)

Four additional fields were recently added to Infotype 9101. Three of the fields are required to track and monitor positions funded by the American Recovery & Reinvestment Act (ARRA) of 2009. The fourth field (unrelated to ARRA) is to track the number of months per year that the incumbent is expected to work. **Please enter this information in the comments section of the ISR.** See below for details on each field.

The first screenshot shows the 'ARRA Information' section with 'ARRA Funded' set to 'Y', 'ARRA Position Type' set to 'N', and 'ARRA Fund End Date' set to '06/30/2010'. The 'Annual # Months Worked' field is set to '2'. A callout box on the right explains that this field tracks the number of months the position is funded throughout the year, with values ranging from 1 to 12.

The second screenshot shows the 'ARRA Funded' field set to 'Y'. A pop-up window titled 'Stimulus Funded (1) 2 Entries found' is displayed, showing a table with two entries:

Stimulus Funded	Short t...
Y	Yes
N	No

The third screenshot shows the 'ARRA Position Type' field set to 'N'. A pop-up window titled 'Stimulus Position Type (1) 3 Entries found' is displayed, showing a table with three entries:

Stimulus Position Ty...	Short t...
1	New
2	Retained
3	Existing

Positions that are funded by ARRA will be set up with an ARRA Position Type of:

1. 'New' if the position is an additional position newly created because of an ARRA award,
2. 'Retained' if the position exists and the incumbent is being retained in the position because the position will now be funded by an ARRA award, or
3. 'Existing' if a position already existed but not filled prior to an ARRA award

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In order to be able to properly track ARRA funded positions, a department must submit the Position Maintain ISR for positions that currently exist in SAP indicating whether they are 'Retained' or 'Existing' as the case may be.

Annual # Months Worked 12

Stimulus Information

Stimulus Funded Y

Stimulus Position Type N

Stimulus Fund End Date 06/30/2010

This date is equivalent to the end date of the stimulus funding.

Calendar

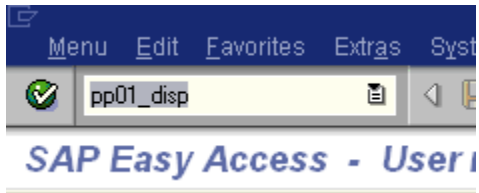
06/30/2010

	WN	MO	TU	WE	TH	FR	SA	SU
2010/6	19	10	11	12	13	14	15	16
	20	17	18	19	20	21	22	23
	21	24	25	26	27	28	29	30
2010/6	22	31	1	2	3	4	5	6
	23	7	8	9	10	11	12	13
	24	14	15	16	17	18	19	20
	25	21	22	23	24	25	26	27
	26	28	29	30	1	2	3	4

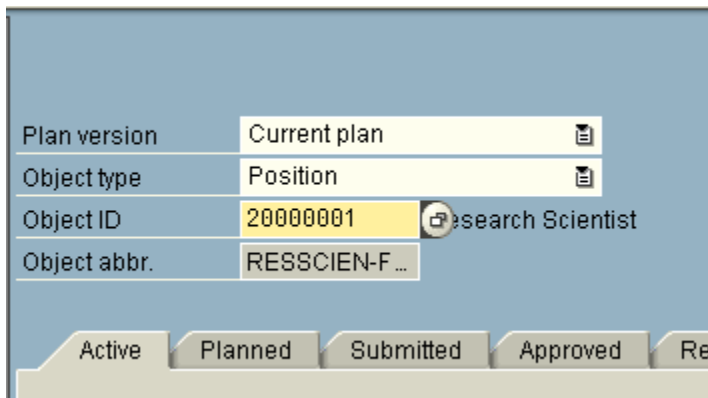
Note: Assuming a user has the appropriate SAP security role (ZRHR_OM_OBJECTDISP_ALL), this information will be in all BW Reports that provide 'Position' information. It can also be accessed online. Instructions for accessing Infotype 9101 are on the following pages.

How to access IT9101

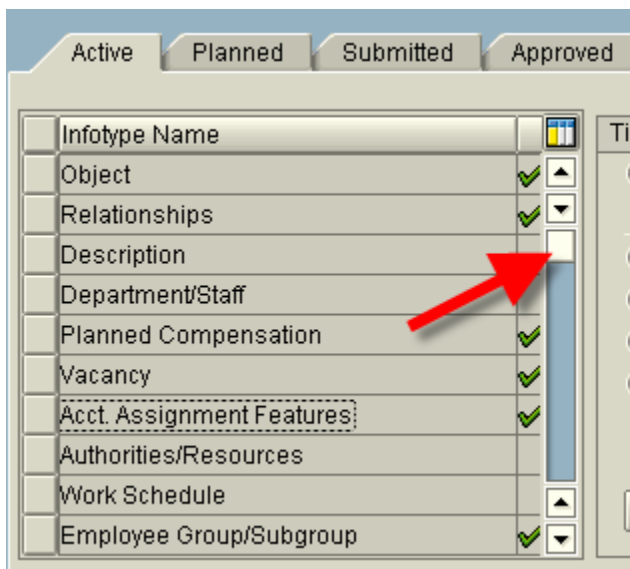
In the easy access menu enter the transaction PP01_disp



In object ID enter in the position number you would like to view, e.g., 20000001, click on enter

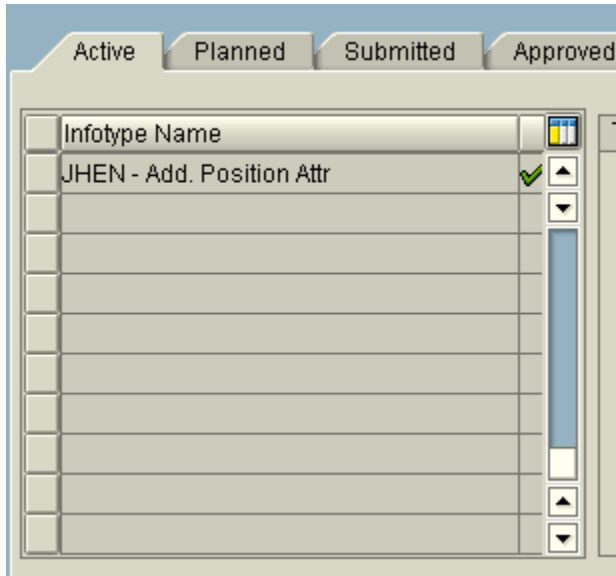


On the scroll bar, scroll all the way down;



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You will see

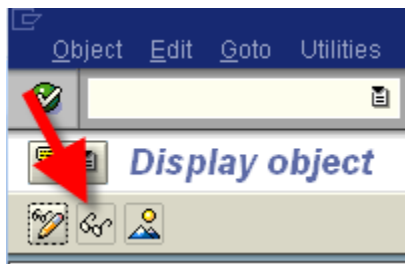


If there is a green check, that means the infotype is populated and you have access to view it.

Highlight the JHEN – Add. Position Attr



Click on the eyeglasses (display)



Instructions for New Fields on IT9101 (JHEN Additional Attributes)

You will see the following information.

Position ASSOC-FAC Associate
Planning Status Active
Validity 12/01/2008 to 12/31/9999

JHEN - Add. Position Attr

Compliance
JCAHO Compliant N
HIPAA Training N

Reporting
IPEDS Required
IPEDS Service %
IPEDS - Instructional %
IPEDS Research %

Licensing/Certification
Licensing
Requirements

Certification
Requirements

Certification
Requirements

Officer Status N
Required Attendance Personnel
Additional Background Check
Non-Compete
Intermediate Sanction
Additional Background Check
Non-Compete
Intermediate Sanction

Time Requirements
Time Collection Ind None

Finance Reporting
Financial Disclosure
Conflict of Interest

ARRA Information
ARRA Funded
ARRA Position Type
ARRA Fund End Date

Annual # Months Worked

Record 1 of 1

3 New Fields related to ARRA

New Field un-related to ARRA