

August 27, 2007

Dear JHEN Client:

Effective September 15, 2007, we will be accepting Personal Data Change (PDC) ISRs instead of Additional Information Forms. All the data indicated on these forms can be provided to HRSS via an ISR. Using ISRs is more efficient (eliminates re-keying of the information), and provides an electronic record of the changes. Keep in mind you must wait for the Hire/reassignment ISR to be approved before you can create a PDC ISR. (You will not be able to create the PDC ISR until one day after you receive confirmation the hire/reassignment ISR was approved by HRSS.) Once the appropriate ISR is approved, you will be able to update demographic information on the following day.

A PDC ISR is used when an employee's demographic information is incomplete or requires updating. When creating the PDC ISR please be sure to utilize the change indicator button to alert HRSS of changes. Although HRSS does not require an approver I on PDC ISRs, this may be a requirement per your department/divisional office. Please check with the appropriate persons for clarification. An approver II is not required for PDC ISRs.

The following fields are not included in the current hire/reassignment ISR and will require a PDC ISR instead of the additional information form:

- Emergency Contact information
- Address information (although both work mailing and work physical addresses may be the same, they are both required)
- Work Mailing Address - where the employee's mail is to be delivered; must be a complete address with full street address, city, state and zip code indicated
- Work Physical Address - where the employee is working; may be the same as work mailing; must be a complete address with full street address, city, state and zip code indicated. Must be completed to establish proper taxation, (i.e. overseas employees working/living outside of the US, employees living and working in another state and/or employees working in MD/DC but living in another state); at the time of hire, please indicate which of these situations exists in the comments section.

The following fields can also be updated/changed using a PDC ISR:

- Employee Name
- Date of Birth
- 5 Digit Legacy dept code - for University employees required to complete E210s; please do not use punctuation; should be included in the comment section of Hire/Reassignment ISR
- SSN - please do not use punctuation and be sure that this info is verified before submission; accuracy of this data is critical)
- PACE Shift Code Changes only (comments section); accompanying changes to base pay must be submitted via salary change ISR with appropriate approvals.
- Work Schedule Rule Changes (comments section)
- Personnel Administrator code (comments section)

If you require additional instruction on creating a Personal Data Change ISR, please click on the following Custom Help link: <http://prodhelp.erp.johnshopkins.edu/nav/index.htm> and search for ZHPA_ISR Initiating the Personal Data Change ISR (ZHPA_ISR)

When you join the HR Shared Services Email List group, you will receive important SAP updates. Join Now!
http://ssc.jhmi.edu/humanresources/email_list.html

Thank you,
HR Shared Services