

**Johns Hopkins University  
School of Medicine**

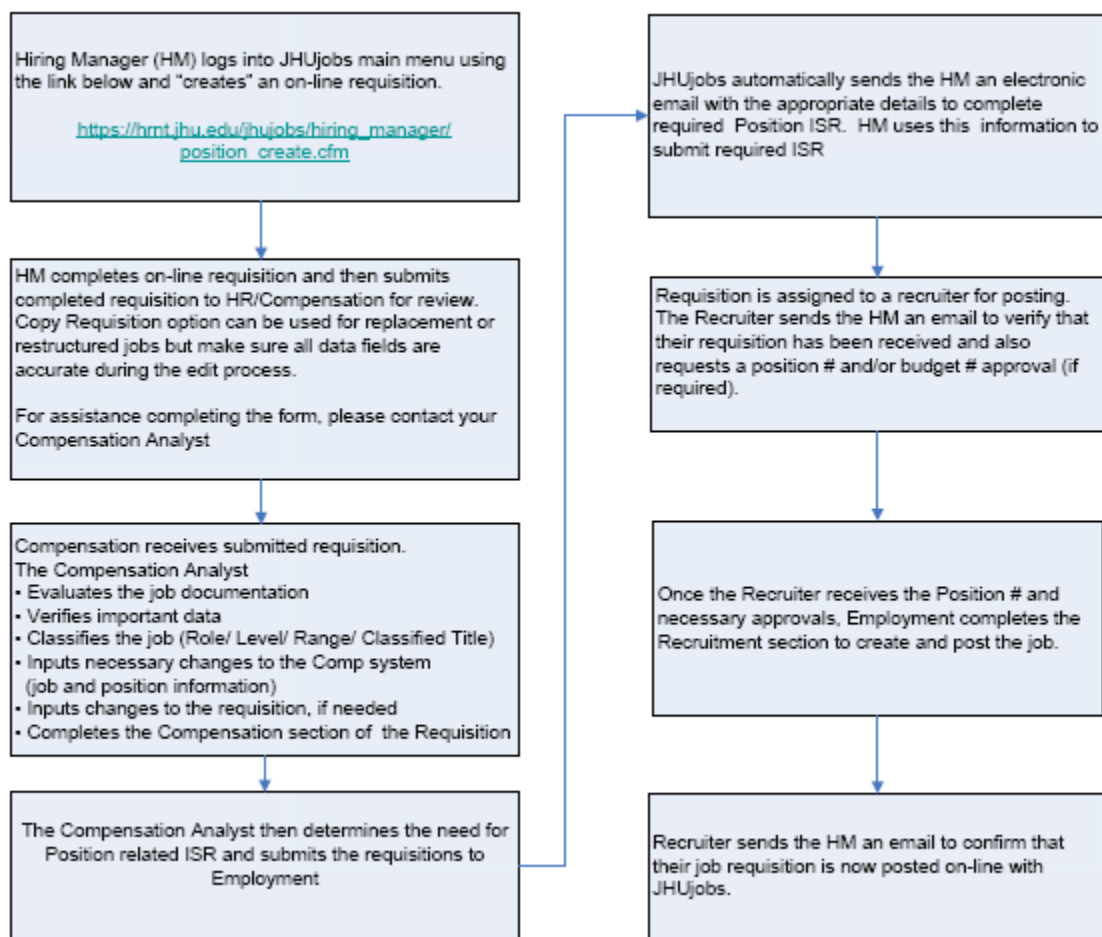
**Quick Reference Guide:  
How to Complete an Employee Requisition**

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## Creating & Submitting a Requisition with the School of Medicine

### General SoM Process\*



\*Specific procedures within each department may vary.

JOHNS HOPKINS UNIVERSITY

JHUjobs

JHUjobs Home Page Requisition Form Copy Requisition Form Help

## Requisition Form

Requisition Information

(\*) - Required fields

### 1. General Information

Req #:

Originator: Jane Doe

\* Hiring Manager JHED ID: jdoe1 Find JHED ID

Alternate Hiring Manager JHED ID: Find JHED ID

Also send ISR information to: (JHED ID) Find JHED ID

Do Not use email addresses

Use the following link to access a blank Requisition Form  
[https://hrnt.jhu.edu/jhujobs/hiring\\_manager/position\\_create.cfm](https://hrnt.jhu.edu/jhujobs/hiring_manager/position_create.cfm)

## 1. General Information

Req #- generated by JHUjobs when the requisition is submitted by the department

Originator- automatically populated by JHUjobs with the name of the person who creates the requisition; JHED ID of Hiring Manager may be changed, if desired

\*Hiring Manager - automatically populated by JHU Jobs with the JHED ID of the person who creates the requisition; JHED ID of Hiring Manager may be changed, if desired; typically will be the direct supervisor of the position or the individual responsible for hiring process; faculty/staff member listed will receive all system generated emails and updates regarding the requisition (including, but not limited to ISR information, updates on applicants sent, etc...)

Alternate Hiring Manager- faculty/staff member listed will receive all system generated emails and updates regarding the requisition (including, but not limited to ISR information, updates on applicants sent, etc)

Also Send ISR Information to- this is typically the HR representative in your area; faculty/staff member listed will receive all system generated emails and updates regarding the requisition (including, but not limited to ISR information, updates on applicants sent, etc)

**Note: Correct JHED ID permits those involved in the hiring process to receive all system generated emails and updates**

## 2. Budget

Budgeted Hiring Range:

Multiple budget lines should typically equal 100%

### Salary Budget

	Cost Center	Order	Percent	Fund	Grant
Budget #1:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Budget #2:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Budget #3:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Advertising Budget

	Cost Center	Order	Percent	Fund	Grant
Budget #1:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Budget #2:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Budget #3:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 2. Budget

Budgeted Hiring Range- proposed salary range code and/or a range of pay in dollars; typically this would reflect the range minimum and midpoint; may also reflect the budgeted salary for the position

Cost Center – used when a new position is created (170xxxxxx) along with the Order number

Order – Rich Grossi approval is required for all “new positions” on general funds (800xxxxx) before the requisition can be posted

Percent – equals 100% unless funding is knowingly distributed as a default account

**Note: All funding on general accounts should equal 100%.**

### 3. Position Specific Information

- \* SAP Org Unit:
- \* Department Code:
- \* Employee Group:

No additional spaces or characters (e.g. M2001)



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### 3. Position Specific Information

\*SAP Org Unit- the 8-digit number assigned to each unit within the University

\*Department Code- legacy alpha numeric department code beginning with M, T, or W (e.g. M2001)

\*Employee Group- employment status

- Full-Time: A regular position planned to last longer than six months requiring a minimum of 28 hours per week to be worked on a regularly scheduled basis. The actual annual salary for a full-time position must be 75% or more of the full-time equivalent annual salary.
- Part-time: A regular position planned to last longer than six months requiring less than 28 hours per week, but at least 19 hours per week, to be worked on a regularly scheduled basis. The actual annual salary for a part-time position must be less than 75% but at least 51% of the full-time equivalent annual
- Limited-Time: A regular position planned to last longer than six months limited to less than 19 hours per week to be worked on a regularly scheduled basis. The actual annual salary for a limited-time position must be less than 51% of the full-time equivalent annual salary.
- Temporary: A position planned to be of six months or less to be worked on a regularly scheduled basis. If a temporary position is going to extend beyond six months, the supervisor should review the position with a representative of the divisional Human Resources Office to determine whether status should be either full-time, part-time, or limited time. If the divisional Human Resources representative and the supervisor mutually decide to change the status, neither status nor benefits eligibility can be retroactive.
- Casual: A position not requiring work on a regularly scheduled basis and not exceeding 1,000 hours per year.

**Note:** refer to the <http://hrnt.jhu.edu/benefits/eligibility.cfm> webpage for a summary of benefits eligibility for each employment status

**Note:** Incorrect Employee Group affects the employee's benefit eligibility, retirement eligibility and employer contributions.

\* Employee SubGroup:  
\* Personnel Area:  
\* Personnel SubArea:  
Proposed Job Group:  
Proposed Classified Title:

If the person being replaced was grandfathered into Sr. Staff benefits, but the classified level is 3 or below, then the job being replaced is a Staff position

Always select UN02

Note: Do Not use this form if you are hiring a JHU student or a Faculty member

Note: A non-JHU student is treated like a staff recruitment

**\*Employee Subgroup-** the payroll cycle for the position based upon employment status and FLSA exemption status

- Salaried Non-exempt: paid semi-monthly; typically full-time and part-time staff
- Salaried Exempt: paid semi-monthly; typically full-time and part-time staff
- Hourly Non-Exempt: paid on weekly payroll; typically temporary, casual and/or bargaining unit staff
- Executive: paid semimonthly; typically full-time and part-time (please contact your recruiter prior to use of this subgroup)
- Exempt: positions not required to be paid overtime pay for hours worked in excess of 40 during a normal workweek per the Fair Labor Standards Act
- Non-Exempt: eligible for overtime pay for hours worked in excess of 40 during a normal workweek per the Fair Labor Standards Act

**Note: Selecting an incorrect employee subgroup will affect the employee's overtime eligibility record in SAP.**

**\*Personnel Area:** this will always be UN02 School of Medicine

**\*Personnel SubArea-** This field is determined by the job classification and it is a critical identifier for benefit eligibility for employees in a full time or part time employee group (e.g. U016 Staff – Non-Admin (Sponsored Funds), U005 Sr. Staff – Administration (Non-Sponsored Funds), [Bargaining Unit positions are a separate selection])

- Administration: positions that are funded by general, non-sponsored funds
- Non-Administration: positions that are funded by sponsored funds or a combination of sponsored and non-sponsored funds
- Staff: support staff positions which are administered by the staff compensation program at contribution level 1, 2, or 3
- Sr. Staff: positions which are administered by the staff compensation program at contribution level 4 or 5
- Bargaining Unit: positions that are represented by the labor union contract

**Note: The following types (U-Other w/Benefits and U-Other w/o Benefits) are not used for employees; only used for non-employee situations. Selecting an incorrect Personnel SubArea will affect the employee's benefit eligibility, retirement eligibility and employer contribution. For the temporary, limited and casual Employee Group (employment status) overrides the benefit eligibility indicated in the Personnel SubArea even though the job classification and Personnel SubArea indicate benefit eligibility.**

Proposed Classified Title- provide the appropriate classified title, if known (do not use legacy program titles)

Working Title(only if required):

In most cases, the classified title is all that is needed to post a position.

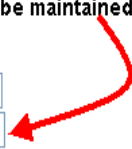
\*Position Type:

\*If this is a Direct Replacement or a Restructured Position, indicate the former

\*incumbent's name:

\*SAP Position #:

**If position is vacant, the existing position number may be used (position may need to be maintained via an ISR)**



Are the Classified title and Job Description for this requisition **the same** as a former or current position in this department?

Yes  No

If "Yes", provide the following information on the former or current incumbent:

Employee Name:

Classified Title:

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**Working Title-** this field should be completed, only if needed, to improve job search capability by candidates

**\*Position Type**

- **New Position:** a newly budgeted position
- **\*Direct Replacement:** the replacement of a position with the same classified title, role, level, range and position number
- **\*Restructured Position:** the replacement of a position with a different title, role, level, range and/or position number than used for the prior incumbent

**SAP Position ID- Note: If there is certainty that the former incumbent will vacate the posted position before the new employee's start date, the current position ID number may be used.**



\* Duration of Position:

Date Required:  (MM/DD/YYYY)

Fixed End Date:  (MM/DD/YYYY)

\* Work Days/Week:

Hours Worked:

Work Schedule Rule:

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**\*Duration of Position**

- Fixed Position: when a position is planned to have a known end date of employment (typically used for positions funded by sponsored dollars)
- Open-Ended Position: a position that is not planned to have an end date of employment

**\*Work Days/Week** - Enter the days that will be worked by the employee per week (e.g. Monday – Friday)

Weekly Work Hours (Scheduled) – Enter the daily scheduled work hours such as 8:30am to 5pm

Weekly Work Hours (Scheduled) – Enter the total number of hours scheduled for this position per week

- 37.5 hours: typically used for an exempt JHU SOM full-schedule position with minimal exceptions
- 40.0 hours: typically used for non-exempt JHU SOM full schedule position

Work Schedule Rule

- This is the standard number of hours per work week (by definition) for staff working a complete work schedule.
- For School of Medicine, this is normally 40 hours for non-exempt staff and for all exempt staff University-wide this is normally 37.5 hours.

**Note: Selecting an incorrect work schedule rule could affect the employee’s E-210.**

**Work Address Physical**

Addr Line 1:

Addr Line 2:

City:

State:

Zip:

Country:

Phone:

Fax Number:

is Work Mailing same as Work Physical?

**Work Address Mailing**

Addr Line 1:

Addr Line 2:

City:

State:

Zip:


Country:

Phone:

Fax Number:

Work Address Physical

- The Work Physical and Work Mailing Addresses have been added
- If the Work Mailing Address is the same as the Physical Address, check the box and do not enter the Mailing Address.
- The Physical Address is the location the employee will physically be located.
- The Mailing Address is the location the employee receives campus mail. It may be a central departmental office.

\* Number of people supervised:  **JHU/JHH employees only** 

Type of persons supervised:

\* Extent Work is Supervised:

Supervisor:

\* Name

\* SAP Position #

\* Title  **If supervisor contact changes, Employment must be advised ASAP**

\* Email

\* Phone

Fax

**\*Number of People Supervised-** use this field to include full time & part time JHU/JHH employees supervised (e.g. 2/6); supervision is defined as the authority to hire, fire, discipline and complete performance appraisals for two or more full or part-time staff (exclude contracted individuals, students, temporary agency staff, casual and limited staff)

**Note: Directing the work of others without the authority to hire, fire, discipline and complete performance appraisals is not considered formal supervision.**

**Note: "Addr Line 1" should contain the campus address and "Addr Line 2: should contain the street address as it coincides with the New Hire ISR**

Type of persons supervised- if a new or restructured position; please attach an organizational chart in Section 7

**4. General Job Description**

The general nature or purpose of the job:

The primary duties and responsibilities of the job:

Machines and/or equipment used on the job, include % of time used:

Computer or other special needs for the position:

Degree of independent action performed on the job:

Internal and external contacts required as part of the job:

#### 4. General Job Description

- Complete this section or go to Section 7 to attach an electronic version of the complete and current job description

The general nature or purpose of the job- briefly summarize the overall nature of the responsibilities of the job in two to four sentences; describe main functions, responsibilities and/or services provided by the job to the organization (e.g., why the job exists)

The primary duties and responsibilities of the job- list the position's duties and responsibilities, the performance of which are primary and fundamental to the job. Group similar responsibilities into one function statement; list functions in rank order of importance and provide a percentage of time for each (assign percentage amounts no less than 10%) and which total 100%.

Sample format: Describe the (result) by (duties involved).

Example: (Assists customers) by (answering routine questions via email and telephone).

Also describe the type and level of decision making, authority for decisions/recommendations; types and frequency of problem solving, and type, frequency, and purpose of contacts.

Machines and/or equipment used on the job, include % of time used- include duration, and frequency (helps with assessment of essential requirements)

**5. Minimum requirements for the position**

Education:	Physical requirements for the job:			
Special skills and knowledge:	Additional information:			
Related work experience:				
License/Cert	License Number	State	Begin Date	End Date
--Select License/Cert --				

## 5. Minimum Requirements

Education- indicate education level required for a typical candidate to be successful in the job; include the degree field(s) typically required (eg., bachelor's degree in biology or chemistry; master degree in biostatistics); list any preferred or alternate education levels in a separate sentence following the required education; focus on *qualifications required to perform the job* and not those of any specific employee

Related work experience- indicate the amount and type of experience required for a typical candidate to be successful; list any preferred experience in a separate sentence; indicate equivalent combination of formal education and experience

Special skills and knowledge- list any licenses, certifications, and/or registrations required for the job; indicate if it is mandated by a government agency (eg., Maryland Department of Labor, Licensing and Regulation), by the university, or other recognized organization; list any preferred items in a separate sentence following the required items; list those special knowledge or skills typically required to successfully perform the job duties

Physical Requirements for the job- list those physical demands that apply to the job, such as walking, stooping, lifting, talking, seeing, etc.; include the amount of physical effort to perform each task, as well as, the length of time during which the effort must be expended (duration and frequency); consider American Disabilities Act, Occupational Safety and Health Administration and Maryland Occupational Safety and Health Administration requirements

Physical Requirements for the job: list the working conditions of the general physical environment or surroundings that apply to the situation (eg. lighting, ventilation, isolation or cramped work space, temperature, or potential health situations)

License/Certification - The list only includes those licenses / certifications permitted in SAP.

- If more than one license/certification is to be entered, then click 'Save and Review' at the bottom of the page and 'Edit Position' and then an additional license/certification field will appear for your use.

**Note: If minimum qualifications exist for this job title, then use the established minimum job qualifications**

6. Departmental Approval

Final Approval Manager

## 6. Departmental Approval

- Follow departmental protocol

7. Additional Information

Electronically attach a current job description including the current classified title input in Proposed Classified title in Section 3

It is recommended that the hiring manager review the job description before submission to include current duties/responsibilities

Attach / edit / view additional documentation.

Attached Documentation

Save and Review

## 7. Additional Information

- Please add any information relevant to the job or process

**Note: title indicated in the attached document must be the current classified title, if known**

Save and Review- Hit "Save and Review" button, review/correct any prompts provided by the JHUjobs system, hit "Submit" button

**ANY NON-REQUIRED FIELD THAT IS NOT INPUT ACCORDING TO THE INSTRUCTIONS WITHIN THIS GUIDE MAY DELAY THE CLASSIFICATION AND/OR POSTING PROCESS**

## **Tips and Tricks**

- **Print out a blank copy of the requisition form and use it as a guide.**
- **Gather all the information needed prior to starting a requisition form.**
- **The SiteMinder authentication has a time-out feature that can not be changed. If you are working on a lengthy requisition, click on the 'Save and Review' button at the bottom of the page. This saves the information you've already entered. Remember to save often.**
- **If you need additional information, you can save the requisition and return later to continue work on the requisition.**
- **Remember to submit the requisition to HR. There is a 'Submit to HR' button at the bottom of the review page. After 14 days, those requisitions that have not been submitted will automatically be cancelled.**
- **If you have any questions about the requisition form, contact your HR Divisional Office or HR Manager.**

## Compensation Staff Directory

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### School of Medicine Compensation Team

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**To check for updates: [http://hrnt.jhu.edu/directory/comphr\\_staffTEMPL.cfm](http://hrnt.jhu.edu/directory/comphr_staffTEMPL.cfm)?**

**Please refer to the School of Medicine website for the compensation analyst assigned to your department:**

**<http://hrnt.jhu.edu/divisions/som/compensation/assignments.cfm>**

## Employment Staff Directory

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### School of Medicine Employment Team

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To check for updates: [http://hrnt.jhu.edu/directory/employment\\_staff.cfm](http://hrnt.jhu.edu/directory/employment_staff.cfm)



<b>Employment Team Client Assignments</b>			
<b>Don Boswell</b>	<b>Nicole Lego</b>	<b>Jaymie Hornberger</b>	<b>Lisa Beyer</b>
SOM Human Resources	Biological Chemistry	Anesthesiology	Art as Applied to Medicine
	Biomedical Engineering	Cardiology	Basic Science Institute / SOM Institute of Fund. Research
	Biophysics	Cell Biology & Anatomy	Continuing Education
	Development (Fund for JHM)	Center of Occupational Health	Dermatology
	Facilities Management	Environmental Health Services	Emergency Medicine
	HEBCAC	Infectious Diseases	History of Science
	Howard Hughes Medical Institute	Johns Hopkins Health Care	Institute of Genetic Medicine
	Institute of Cell Engineering	Student & House Staff Services / VISA Office & International Club	Medical Archives
	Comparative Medicine / Lab Animal Medicine	Urology	Medicine
	Neuroscience	Center for Innovation & Quality Patient Care	Molecular Biology & Genetics
	Ob/Gyn	Dean's Administration (Administration Bldg.)	Molecular Pharmacology
	Oncology (includes Peds Oncology)	GCRC	Neurology / Neurosurgery
	Orthopedic Surgery	Radiation Oncology	University Health
	Otolaryngology		Ophthalmology
	PBS / MSP / CPA / Greenspring	<b><i>ALL positions requiring credentialing via the MSO and/or DoN</i></b>	Pediatrics
	Pharmacology		Pathology
	Physiology		Physical Medicine / Rehabilitation
	Psychiatry		
	Public Affairs		
	Radiology		
	Surgery		
	Technology Transfer		
	Welch Medical Library		
<b>*Theresa Strawder recruits for ALL wet bench laboratory positions</b>			
<b>*Matesse Robinson recruits for ALL office/clerical positions and Bargaining Union positions</b>			
<b>*Jaymie Hornberger recruits for ALL positions requiring credentialing via the MSO and/or DoN</b>			

To check for updates:

<http://hrnt.jhu.edu/divisions/som/employment/assignments.cfm?SMSESSION=NO>