

Employee Master Data Report
Field Descriptions

Field Name	Infotype	Infotype Name	Definition
Actual Salary	9027	Base Pay & Labor Distribution	System defaults the annual salary which is correct for employees that work over a 12 month period. Must be manually changed for individuals working less than 12 months. For example, an employee works 10 months out of the year and earns \$1,000 per month. \$10,000 would be entered in this field.
Annual Salary	9027	Base Pay & Labor Distribution	System calculated: semi rate X 24, or biweekly exe rate X 26 or hourly rate X weekly working hours X 26 (or 52 for weekly). Uses IT 9027 rate and weekly working hours from IT 0007.
Annual Salary FTE	9027	Base Pay & Labor Distribution	Salary paid to an employee over a 12 month period based on a 37.5 hour workweek.
Annual Working Hours	0007	Planned Working Time	System calculated: weekly working hours X 52 (weeks per year).
Appointed Salary	9027	Base Pay & Labor Distribution	The appointed salary is used for faculty only and is the maximum amount that can be earned during the year. For example, the annual salary amount may be \$75,000 but the faculty could earn \$100,000 through additional grant funding. JHU only
Current Supervisor	PPOSE	Relationships	Defaults from the position number that the employee reports to.
Daily Working Hours	0007	Planned Working Time	System calculated based on the work schedule rule and weekly working hours.
Date of Birth	0002	Personal Data	
DSM Code	PPOSE	Relationships	Decision Support Model code; unique code that allows job specific information to be linked as well as financial reporting. JHHS only
EEO Job Category	PPOSE	Job Attributes	Category assigned to a job title based on its primary functions and occupational activities as defined by the Standard Occupational Classification (SOC) codes and categories .
Employee	0001	Organizational Assignment	Employee Name and personnel (pernr) number.
Employee Group	0001	Organizational Assignment	Values include: full-time, part-time, limited, casual, etc. Employee group and personnel subarea determines benefit eligibility.
Employee Subgroup	0001	Organizational Assignment	Determines pay cycle and identifies FLSA status (exempt/non-exempt)
Employment Percent	0007	Planned Working Time	System calculated based on the weekly working hours and the work schedule rule. Equates to the FTE.
Employment Status	0000	Actions	Values include: active, leave of absence, termination, etc.

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Gender	0002	Personal Data	
HIPAA Training	PPOSE	JHEN - Add. Position Attr	Indicator of Health Insurance Portability and Accountability Act Training requirement
Hire Date	0041	Date Specifications	First day of employment
Hourly Pay Rate	9027	Base Pay & Labor Distribution	Employee's hourly rate of pay
HSCRC Compliant	PPOSE	JHEN - Add. Position Attr	Health Services Cost Review Commission- Maryland state regulatory organization controlling healthcare costs. Jobs that need to be reported for HSCRC reporting; JHHS only
JCAHO Compliant	PPOSE	JHEN - Add. Position Attr	Joint Commission on Accreditation of Healthcare Organizations compliance required
JHU Semi-Monthly/HS Bi-Weekly	9027	Base Pay & Labor Distribution	Indicates JHU Semi or HS biweekly salary amount
Job	0001	Organizational Assignment	Collection of tasks, duties and responsibilities of one or more positions with the same job title and classification. Each job is assigned a unique SAP job # and is assigned a Job Group, an EEO category, and FLSA status.
Job FLSA Indicator	0001	Organizational Assignment	Exempt or Non-exempt level of job (Exempt field under Organizational Plan section)
Job Group	PPOSE	Relationships	Group of jobs having the same nature of work (e.g., engineering) but requiring different levels of skill, knowledge, effort, responsibility or working conditions.
Mail Code	0001	Organizational Assignment	Where paychecks are sent. Also used for Kronos for HS.
Military Status	0077	Additional Personal Data	
Monthly Working Hours	0007	Planned Working Time	System calculated based on the work schedule rule and weekly working hours.
Nationality	0002	Personal Data	Citizenship
New Ethnic Origin	0077	Additional Personal Data	Values are: Hispanic/Latino or Not Hispanic/Latino. Note: also see race category field.
Next Review Date	0019	Monitoring of Tasks	Date of next annual review/merit increase
OFCCP	PPOSE	JHEN - Add. Position Attr	Indicator of Office of Federal Contract Compliance Programs compliant requirement; Bayview only
On Call	PPOSE	JHEN - Add. Position Attr	This field is used determine if this position is eligible for On-call status and if so, at what rate; JHHS only

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Organizational Unit	0001	Organizational Assignment	Department
Overtime	PPOSE	JHEN - Add. Position Attr	This field is used determine if this position will be eligible for overtime and the appropriate status. JHHS only
PACE Hourly Rate	9027	Base Pay & Labor Distribution	Total of base rate plus shift differentials; for PACE nurses only
Pay Grade	9027	Base Pay & Labor Distribution	Compensation Role (JHU)-The role assigned to a job that reflects the context within which the job operates – operations, professional, or leadership. There are a total of 5 roles: Administrative/Technical Operations (ATO), Academic/Clinical/Research Operations (ACRO), Administrative/Technical Professional (ATP), Academic/Clinical/Research Operations (ACRP), Leadership (L); Pay range for HS
Pay Grade Area	9027	Base Pay & Labor Distribution	Default as U for JHU; Based on entity for HS
Pay Grade Level	9027	Base Pay & Labor Distribution	Pay grade level- Contribution level (JHU)- The level assigned to a job based on the nature and type of contribution it makes to the university. There are a total of six contribution levels.; Defaults from PG for Bayview; current pay grade
Pay Grade Type	9027	Base Pay & Labor Distribution	Pay grade Type- Salary range (JHU) - A range of salaries that is assigned to a specific job based on what the market pays for the job. ; Default to ST for HS
Pay Scale Area	9027	Base Pay & Labor Distribution	A required system field. JHEN Employer is defaulted for all employees.
Pay Scale Group	9027	Base Pay & Labor Distribution	For JHU, job classification for BU = Group of jobs that are covered by a union collective bargaining agreement; Pay grade for HS
Pay Scale Level	9027	Base Pay & Labor Distribution	For JHU, reflects that rate of pay for a bargaining unit employee based on the union step rate pay schedule; BU pay range HS
Pay Scale Type	9027	Base Pay & Labor Distribution	BU for bargaining unit (all entities); ST for HS and Bayview non-BU
Payroll Area	0001	Organizational Assignment	Reflects pay cycle: weekly-JHU, semi-JHU, biweekly-HS

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Person	0709	Person ID	Person ID is a unique identifier (functions like SS#), assigned by SAP. For employees with concurrent employment it is the pernr from the first job an employee held/holds. For employees that have only had one job the person ID and pernr will be the same.
Personnel Area	0001	Organizational Assignment	Division or School (JHU); HS employer. For complete list visit http://ssc.jhmi.edu/humanresources/job_aid.html and look under enterprise structure.
Personnel Subarea	0001	Organizational Assignment	Examples are: staff, faculty, regular nurse, etc. For complete list visit http://ssc.jhmi.edu/humanresources/job_aid.html and look under enterprise structure. The personnel subarea and employee group determine benefit eligibility.
Position	0001	Organizational Assignment	
Position Cost Center	1018	Cost Distribution	Home cost center; relates to workflow
Racial Category (1 thru 6)	0077	Additional Personal Data	Race values, there are 6 race fields so that an employee may select more than 1 race. Also, see new ethnic origin field.
Second Title	0002	Personal Data	Employee's highest degree
Shift Differential	PPOSE	JHEN - Add. Position Attr	This field is used to determine if the position is eligible for shift differential and if so, at what rate. JHHS only
Tax Authority	0210	Withholding Info W4/W5 US	State where an employee works. For those working outside the US the value is MD.
Tax Company	Payroll Field		Identifies the employer
Time Collection Ind	PPOSE	JHEN - Add. Position Attr	This field will capture what time collection method will be used. Note: for Kronos users the mail code is also important.
Time Mgt Status	0007	Planned Working Time	Defaults from position and based on time collection method
Title	0002	Personal Data	Mr., Mrs., Dr. etc.
Vet Discharge Date	0077	Additional Personal Data	
Veteran Status New	0077	Additional Personal Data	
Weekend Differential	PPOSE	JHEN - Add. Position Attr	This field is used to determine if the position is eligible for weekend differential and if so, at what rate. JHHS only
Weekly Working Hours	0007	Planned Working Time	Indicates the # of hours an employee is scheduled to work per week. Must correspond to the employee group. For example, an employee working 15 hours a week may not be in the fulltime or part-time employee group.

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Work Schedule Rule	0007	Planned Working Time	For HS, the shift scheduled to work; for JHU, it's the maximum hours scheduled to work in a week and calculates sick/vacation accrual in combination with weekly working hours on E210. Please refer to our website for more details: http://ssc.jhu.edu/humanresources/DataFiles/WorkScheduleRule.pdf
Worksite	0209	Unemployment State	Location where an employee works. Multiple locations available for MD, generic locations for other states. For those working outside the US, the value is MD and the non-US location.