

JHU Approver II Matrix- Faculty

Below are the Approver II requirements for ISRs. If you do not see the ISR type, Employer and/or Type of Employee that you are submitting listed below then no Approver II is required, however please verify with your department that there are no department level approver requirements. Please ensure that you have selected the appropriate approvers before submitting your ISRs to avoid ISR rejection.

ISR Type/School	Type of Employee	SOM/BSPH	SON	KSAS/Whiting
Hire	Faculty/Deans	DBO	NA	HR Office
Joint Secondday Hire	Faculty	DBO	NA	HR Office
Employee Reassignment	Faculty/Deans	DBO	NA	HR Office
Termination	Faculty/Deans	DBO	NA	HR Office
Salary Change	Faculty/Deans	DBO	NA	HR Office
Bonus Supplemental Pay	Faculty/Deans	DBO	NA	HR Office
Hours Change	Faculty/Deans	DBO	NA	HR Office
LOA	Faculty/Deans	DBO	HR Office	HR Office
Return from LOA	Faculty/Deans	DBO	HR Office	HR Office
Temp Inactive/Return from TI	Faculty -Part Time Only	NA	NA	NA
Position Create/Copy	Faculty/Deans	DBO	NA	HR Office
Position Maintain	Faculty/Deans	DBO	NA	HR Office

DBO= Divisional Business Office

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