JHU Approver II Matrix- Staff

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 Staff/Position		SOM/BSPH/SON	All other Schools/Divisions (Excluding SAIS)
Hire	Staff (as of 09/2017 replaced by SF Rec*		NA	NA
Employee Reassignment	Staff (as of 09/2017 replaced by SF Rec*		NA	NA
Termination	All Staff		Health Sciences HR only if Retirement	HR Business Services only if Retirement
Bonus	Sr. Staff Admin		SOM only- Business Office	NA
LOA	All Staff		Health Sciences HR	HR Business Services
Return from LOA	All Staff		Health Sciences HR	HR Business Services
Position Create/Copy	Staff (as of 09/2017 replaced by SF Rec* automation)	Classified Positions that are to be posted in SF Rec	Approver I= Compensation Approver II= Designated Budget Approver	
		Non-classified and/or positions not ready to be posted in SF Rec	NA	
Position Maintain	Staff (as of 09/2017 replaced by SF Rec* automation)	Classified Positions that are to be posted in SF Rec	Approver I= Compensation Approver II= Designated Budget Approver	
		Non-classified and/or positions not ready to be posted in SF Rec	NA	

*SF Rec= Success Factors Recruitment