Effective immediately, all access to the COEUS system for grants administration will require initiation of a Mini Master COEUS ISR. You must have the ISR Initiate role to create this ISR. If not, please have an individual in your department with that role to complete the ISR for you. Emails will no longer be accepted to create COEUS records in SAP. If you have questions regarding obtaining the ISR Initiate role, please visit http://webapps.jhu.edu/smart/ for information.

HR Shared Services will assume the responsibility for processing all Mini Master COEUS ISR which will create these records in SAP. When your department representative initiates the Mini Master COEUS ISR, the following information must be submitted: the full name, date of birth, contact information (permanent address), and social security number (temporary ssn can be obtained from the Payroll Office). An approver is not required, and the position number must be all 9's (default position). Please enter your personnel area in the appropriate space along with 21 (COEUS) in the employee subgroup section of the ISR. A copy of the recommended format for creating a COEUS Mini Master ISR is attached for your review.

In addition, the SAP system will no longer interface with JHED to create JHED access for COEUS records. It will be the department's responsibility to sponsor all COEUS Jhed accounts. If you have questions or concerns regarding sponsoring Jhed access for COEUS records, please contact 6-HELP.

If you have questions regarding initiating Mini Master COEUS ISRs, HR Shared Services will be available to assist you. Please call 443-997-5828 for assistance.

ISR Details

ISR Number   0

Initiator | only initiator required |

Approver Details

Begin Date   05/01/2010

Approver 1 | N/A |
Approver 2

Action Details

Action Reason   ☐ Rehire

Personal Details

First name	Jane
Last name	Doe
Birth date	12/10/1985
Gender	2 Female 🗐
Nationality	
Residence status	🗐
Visa type	
Ethnic origin	
E-Mail	
SSN	XXXXXXXXX

| SSN REQUIRED |

| For temp SSN pls contact payroll shared services |

Permanent Address

Address type	1	Permanent Residence
Street/House no	1200 Main St	
2nd add.line		
City	Baltimore	
State	MD	21218
Country	US	
Telephone no.	410-123-4567	

Org Details

Position	99999999
Personnel area	UN10
EE subgroup	21
Personnel Administrator	
Time Administrator	

| when initiating this ISR, pls only use the all 9's default position |

Base Pay

PS level	
Amount	
Weekly work hrs	

Cost Distribution

Valid From	End Date	Cost Center	Order	WBS Element	Fund	Grant	Perce...	Amount

Comments