<u>Purpose</u>

ISR approvers utilize the Business Workplace to open, review, approve or reject ISRs. The approver can use the tools in the workplace to organize their workflow to better organize their work.

Associated Roles

ISR Approver: ZRHR_PA_ISRAPPROVE_ALL

Process Instruction

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Sta_	Title	Date received	Time received
Ø	09/06/2016 ACTION Hiring-Student/Postdoc/Residnt 00000000 ISR# 0001700937 0003	09/02/2016	12:11:44
Ø	10/30/2016 ACTION Hours Change 00178122 ISR# 0001703622 0002	09/07/2016	18:08:54
Ø	09/17/2016 ACTION Return from LOA/Temp Inactive 00168130 ISR# 0001701116 0002	09/02/2016	13:39:09
Ø	09/06/2016 ACTION Hiring-Student/Postdoc/Residnt 00000000 ISR# 0001701578 0002	09/02/2016	22:14:08
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*Items that are blacked out are not currently in use

Icon Definitions and Uses (from left to right)

Icon	Definition	Use
5	Refresh	Will refresh your list to update any ISRs you have just received in your inbox
Φ	Execute	Opens selected ISR
GS .	Display	Opens selected ISR
	Reserve	Puts selected ISR into pending status. ISRs automatically get moved to this status once opened. Suggested use- can use reserve status to identify ISRs you have reviewed but are waiting for more information to approve/reject
	Replace	Removes reserved status
	Choose Layout	After a layout is created you can switch between them which allows you to adjust the columns and

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		order they are displayed in in the inbox
9	Sort	Sorts the inbox by column heading. Pop Up box- need to build sort order. This can also be accomplished by clicking on the heading of the column itself
	Filter	Can set filter to exclude ISRs by Status, Title or Date Received (more details below)
<u>(A)</u>	Find in List	Search by ISR number or keyword

Layout

When you hover over Choose Layout a drop down shows with a few options.

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	Choose Layout
	<u>C</u> hange Layout
ACT	Save Layout
ACT	Manage Layouts

Choose Layout – once you have Layouts saved you can pick from your list to update your inbox

Change Layout- select to make alterations to the layout of your inbox

Save Layout- select to save the layout of your current inbox

Manage Layouts- allows you to delete previously created layouts

Creating a Layout

- 1. Select Change Layout
- 2. In the pop up box use the navigation tips below
 - a. The up down arrows reorganize the column order
 - b. The left right arrows remove/add columns to be displayed

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ĒC	hange Layout				\boxtimes
	Displayed Columns Sort Order	Filter	View	Display	
	Displayed Columns			Column Set	
	Column Name	Z	1	Column Name	
	Status				
	Title				
	Date received				
	Time received				
	Author				
	Forwarder				
	Attachments		_		
	Class				
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3. Click on the save icon

🖙 Save Layout					\mathbf{X}
Save As	Gave with				
Layout	Layout desc	rintion		Defau	lt
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/SONJA	<u>Sonja</u>				
/STUJOB	<u>StuJob</u>				
Lour .	oue				
Save Layout		/ REG			
Name:		SWOLF			
		User-specific	✓ Det	fault setting	
✓ ×					

- 4. Enter a description in the save layout field
- 5. Enter a name in the name field
- 6. Click on the green check to exit second pop up
- 7. Click on the green check on the first pop up to save layout and update inbox

Setting a Filter

1. Once you click on Filter a drop down will give you two options

T	e (A)	
	Set Filter	
	Delete Filter	

Delete Filter will only be accessible once a Filter is set.

2. Click on Set Filter

3. In the pop up window use the left and right arrows to move over the column you want to filter in the inbox

	Colefine Filter Criteria 1st Step: Define the Filter Criteria 없이 수 국 소 국 Filter criteria Column Name Title	Image: Column Set Column Name Status Date received Time received Author Forwarder Attachments Class	
2nd Step: Determine Values for Filter Criteria	2nd Step: Determine Values for Filter Criteria	₽	

- 4. Click on the 2nd Step Filter icon
- 5. In second pop up box use the following search criteria based on what you want to filter
 - a. Status
 - i. Use drop down in search box to select reserved or not reserved
 - b. Title
 - i. Using * wild card search type in key word of ISR type. Some examples
 - 1. *Hiring*
 - 2. *Student*
 - 3. *Term*
 - 4. *Reassign*

Determine Values for Filter Criteria			×
Select.			
Title	*Hiring*	to	•
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- c. Date Received
 - i. Enter a date range to ensure you are approving ISRs received by deadline
- 6. When you no longer need the filter click filter icon and select delete filter

Accepting & Rejecting ISRs

- 1. Double Click on ISR you want to review in your queue
- 2. Review ISR in its entirety
 - a. As an approver, you will have the ability to make changes to the ISR if necessary
- 3. Fully verify that the information is correct on the ISR
- 4. Select the Accept or Reject button, which is located in the upper left of the ISR

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- a. Selecting Accept- will send the ISR to the next work flow recipient (either approver 2 or HR Shared Services)
- b. Selecting Reject- will cancel the ISR and the initiator will need to reinitiate a brand new ISR
 - i. Here is link to reinitiate rejected ISR instructions: <u>http://ssc.jhmi.edu/hr_payroll/DataFiles_HR_Payroll/ReinitiateRejec</u> <u>tedISRs.pdf</u>

Contact HR Shared Services at 443-997-5828