

Navigating the Business (ISR) Workplace

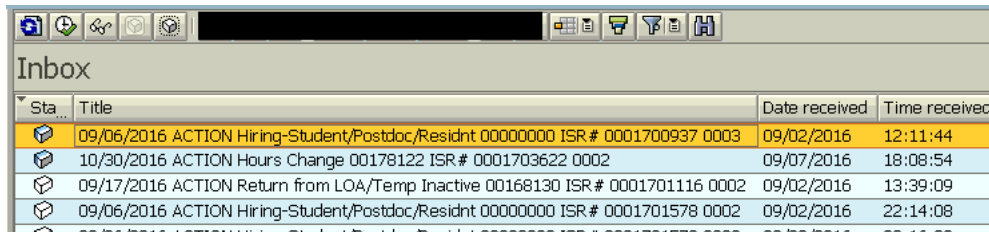
Purpose

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






*Items that are blacked out are not currently in use

Icon Definitions and Uses (from left to right)

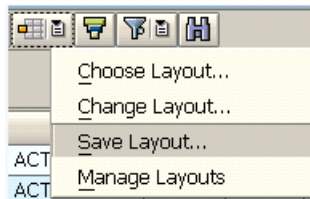
Icon	Definition	Use
	Refresh	Will refresh your list to update any ISRs you have just received in your inbox
	Execute	Opens selected ISR
	Display	Opens selected ISR
	Reserve	Puts selected ISR into pending status. ISRs automatically get moved to this status once opened. Suggested use- can use reserve status 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
	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)
	Find in List	Search by ISR number or keyword

Layout

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



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

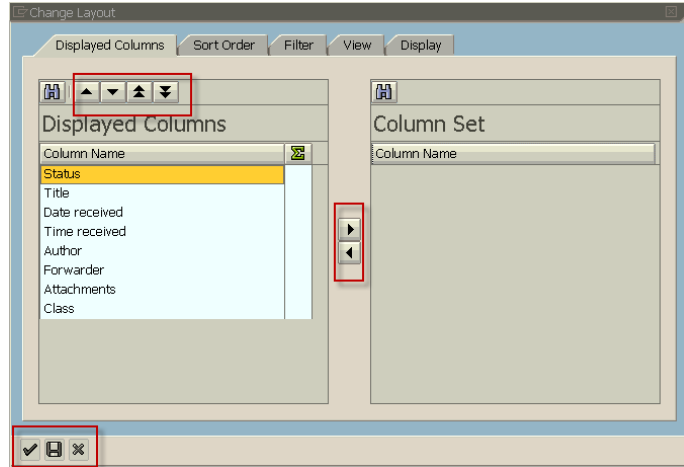
Save Layout- select to save the layout of your current inbox

Manage Layouts- allows you to delete previously created layouts

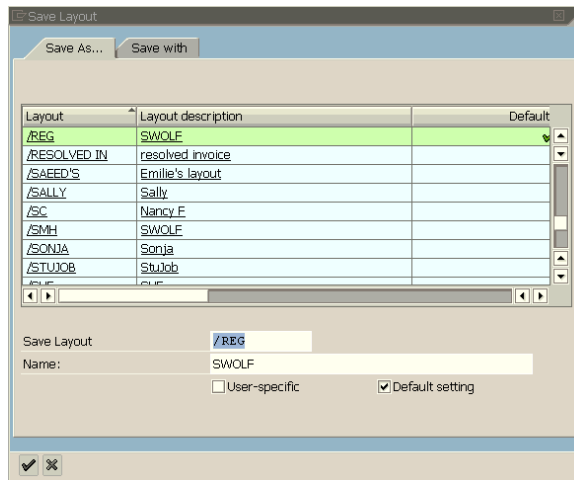
Creating a Layout

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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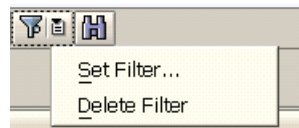
3. Click on the save icon



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

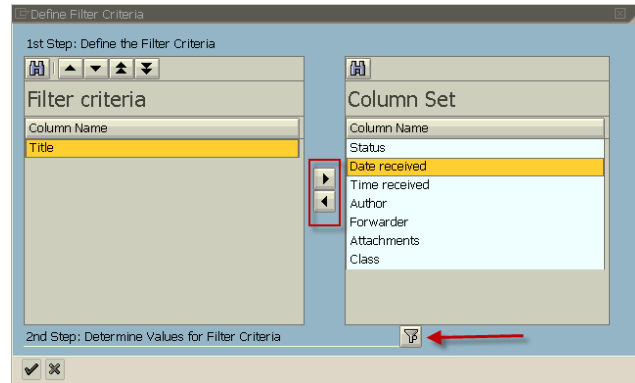


Delete Filter will only be accessible once a Filter is set.

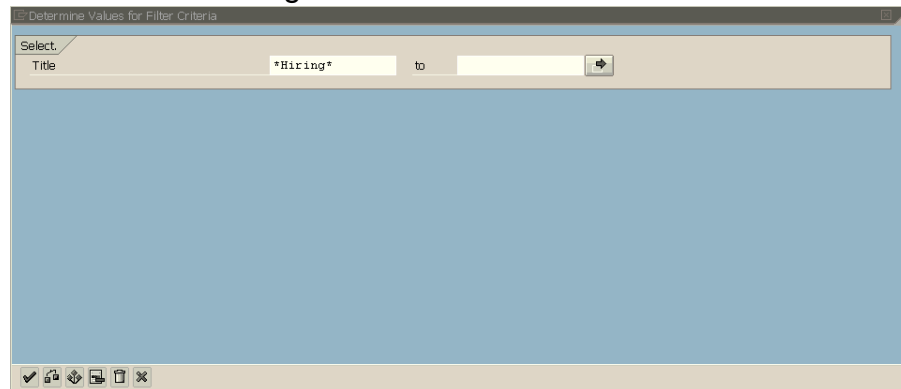
2. Click on Set Filter

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



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*

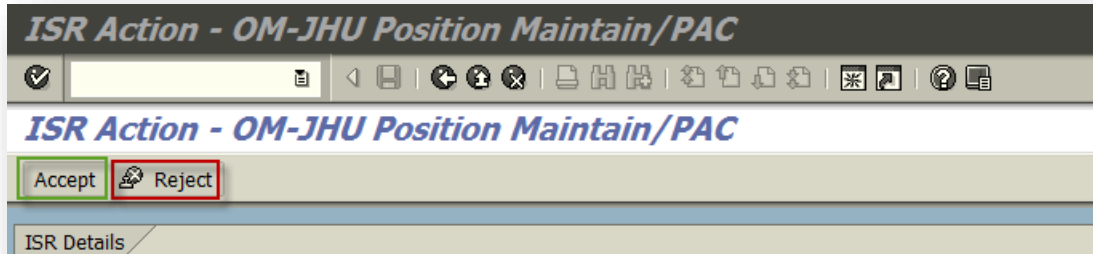


- c. Date Received
 - i. Enter a date range to ensure you are approving ISRs received by deadline
6. When you no longer need the filter click filter icon and select delete filter

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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



- 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:
http://ssc.jhmi.edu/hr_payroll/DataFiles_HR_Payroll/ReinitiateRejectedISRs.pdf

Contact HR Shared Services at 443-997-5828