

# JHU Student Employee Approver II Matrix for ISR Processing in SAP

◆The following approver matrix applies to all ISRs. Approver II is not required for position copy and position create ISRs unless the position is for a non employee fellowship recipient (stipend earnings). These ISRs require an Approver II from the JHU Tax Office (see below)\*. All other ISRs for non employee fellowship recipients, will follow the approval path based on the personnel subarea.

Click on the following link for info on how to set up fellowship recipients in SAP: <http://ssc.jhu.edu/humanresources/DataFiles/FellowshipRecipients.pps>

◆**Student Employment Services must be chosen as Approver II when hiring a Homewood undergraduate student in any division/school within JHU**

◆ISRs for students registered in the following schools do not require approver II. ISRs must be processed through a central office: School of Education, Carey Business School, School of Nursing and Peabody (see contact link below).

<https://orchid.hosts.jhmi.edu/stujob/sapQnA.cfm?nonHW>

**\*\*Please note, if hiring a student to work in a department in a different school (personnel area), send an email to receive approval from your designated approver II before processing the ISR. This also applies when maintaining a position. Please note approval in comments section of ISR. For example, the hiring dept is SOM (UN02) and the student is registered FT in BSPH (UN05). Structural authorization prevents the hiring dept from selecting an approver II in BSPH. ISRs without appropriate approval noted in the comments will be rejected.**

	Undergrad U007	Graduate U008	Visiting Students U011	Post Docs U012	Medical Residents/ Interns U013	Medical Trainees U014	Medical Students U017	Position Copy & Creates for Non employee fellowship recipients *
<b>SOM UN02</b>	Student Employment Services Bonnie Harris Sharrie Patterson Shantay Walker 410-516-8414 <a href="mailto:stujob@jhu.edu">stujob@jhu.edu</a>	Student Employment Services Bonnie Harris Sharrie Patterson Shantay Walker 410-516-8414 <a href="mailto:stujob@jhu.edu">stujob@jhu.edu</a>	No approver II is required	**SOM Registrar's Office Kimberly Averella <a href="mailto:kwolf8@jhmi.edu">kwolf8@jhmi.edu</a> Patricia Crapanzano <a href="mailto:pcrapan1@jhmi.edu">pcrapan1@jhmi.edu</a> 410-955-3191	**SOM Registrar's Office Catherine Klein 410-955-3192 <a href="mailto:cklein1@jhmi.edu">cklein1@jhmi.edu</a>	**SOM Registrar's Office Kimberly Averella 410-955-3191 <a href="mailto:kwolf8@jhmi.edu">kwolf8@jhmi.edu</a>	**SOM Student Affairs Robin Lenzo 410-955-3419 <a href="mailto:rlenzo1@jhmi.edu">rlenzo1@jhmi.edu</a>	JHU Tax Office Denise Church Debra Sorandes Eric Arneklev 443-997-8688 <a href="mailto:tax@jhu.edu">tax@jhu.edu</a>
<b>Libraries UN14</b>	Student Employment Services Bonnie Harris Sharrie Patterson Shantay Walker 410-516-8414 <a href="mailto:stujob@jhu.edu">stujob@jhu.edu</a>	This student type not applicable for this school	This student type not applicable for this school	This student type not applicable for this school	JHU Tax Office Denise Church Debra Sorandes Eric Arneklev 443-997-8688 <a href="mailto:tax@jhu.edu">tax@jhu.edu</a>			

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<b>Whiting School of Engineering UN04</b>	Student Employment Services Bonnie Harris Sharrie Patterson Shantay Walker 410-516-8414 <a href="mailto:stujob@jhu.edu">stujob@jhu.edu</a>	This student type not applicable for this school	This student type not applicable for this school	This student type not applicable for this school	JHU Tax Office Denise Church Debra Sorandes Eric Arneklev 443-997-8688 <a href="mailto:tax@jhu.edu">tax@jhu.edu</a>			
<b>BSPH UN05</b>	Student Employment Services Bonnie Harris Sharrie Patterson Shantay Walker 410-516-8414 <a href="mailto:stujob@jhu.edu">stujob@jhu.edu</a>	**Public Health Student Account Business Ofc Carri Colison 443-287-2620 <a href="mailto:ccolison@jhsph.edu">ccolison@jhsph.edu</a>	**Public Health Student Account Business Ofc Carri Colison 443-287-2620 <a href="mailto:ccolison@jhsph.edu">ccolison@jhsph.edu</a>	**Public Health Student Account Business Ofc Carri Colison 443-287-2620 <a href="mailto:ccolison@jhsph.edu">ccolison@jhsph.edu</a>	This student type not applicable for this school	This student type not applicable for this school	This student type not applicable for this school	JHU Tax Office Denise Church Debra Sorandes Eric Arneklev 443-997-8688 <a href="mailto:tax@jhu.edu">tax@jhu.edu</a>
<b>Arts &amp; Sciences UN09</b>	Student Employment Services Bonnie Harris Sharrie Patterson Shantay Walker 410-516-8414 <a href="mailto:stujob@jhu.edu">stujob@jhu.edu</a>	This student type not applicable for this school	This student type not applicable for this school	This student type not applicable for this school	JHU Tax Office Denise Church Debra Sorandes Eric Arneklev 443-997-8688 <a href="mailto:tax@jhu.edu">tax@jhu.edu</a>			
<b>University Admin UN10</b>	Student Employment Services Bonnie Harris Sharrie Patterson Shantay Walker 410-516-8414 <a href="mailto:stujob@jhu.edu">stujob@jhu.edu</a>	Student Employment Services Bonnie Harris Sharrie Patterson Shantay Walker 410-516-8414 <a href="mailto:stujob@jhu.edu">stujob@jhu.edu</a>	Student Employment Services Bonnie Harris Sharrie Patterson Shantay Walker 410-516-8414 <a href="mailto:stujob@jhu.edu">stujob@jhu.edu</a>	This student type not applicable for this school	This student type not applicable for this school	This student type not applicable for this school	This student type not applicable for this school	JHU Tax Office Denise Church Debra Sorandes Eric Arneklev 443-997-8688 <a href="mailto:tax@jhu.edu">tax@jhu.edu</a>

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<b>Academic Centers UN12</b>	Student Employment Services Bonnie Harris Sharrie Patterson Shantay Walker 410-516-8414 <a href="mailto:stujob@jhu.edu">stujob@jhu.edu</a>	This student type not applicable for this school	This student type not applicable for this school	This student type not applicable for this school	JHU Tax Office Denise Church Debra Sorandes Eric Arneklev 443-997-8688 <a href="mailto:tax@jhu.edu">tax@jhu.edu</a>			
<b>Homewood Student Affairs UN17</b>	Student Employment Services Bonnie Harris Sharrie Patterson Shantay Walker 410-516-8414 <a href="mailto:stujob@jhu.edu">stujob@jhu.edu</a>	Student Employment Services Bonnie Harris Sharrie Patterson Shantay Walker 410-516-8414 <a href="mailto:stujob@jhu.edu">stujob@jhu.edu</a>	Student Employment Services Bonnie Harris Sharrie Patterson Shantay Walker 410-516-8414 <a href="mailto:stujob@jhu.edu">stujob@jhu.edu</a>	This student type not applicable for this school	This student type not applicable for this school	This student type not applicable for this school	This student type not applicable for this school	JHU Tax Office Denise Church Debra Sorandes Eric Arneklev 443-997-8688 <a href="mailto:tax@jhu.edu">tax@jhu.edu</a>