

JHHS Entities Approver II Matrix

Below are the Approver II requirements for ISRs. If you do not see the ISR type, Employer and Type of Employee that you are submitting listed below then no Approver II is required by HR Shared Services; 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/Entity	EE Type	JHHS/JHH		JHCP/JHHC	JHHCG/HHS/Pharm/Ped	EMS
		<i>Initiated by HRIPC</i>	<i>Initiated outside HRIPC</i>			
Hire	Staff	N/A	Career Services not required. All others HRIPC	Divisional HR	Divisional HR	N/A
	Nursing	N/A	N/A	Divisional HR	Divisional HR	N/A
Employee Reassignment	Staff	N/A	Career Services not required. All others HRIPC	Divisional HR	Divisional HR	N/A
	Nursing	N/A	N/A	Divisional HR	Divisional HR	N/A
Termination	All	N/A	HRIPC	JHHS Comp	Divisional HR	N/A
Salary Change	All	N/A	JHHS Compensation not required. All others HRIPC	JHHS Comp	Divisional HR	N/A
Bonus Supplemental Pay	All	N/A	JHHS Compensation not required. All others HRIPC	JHHS Comp	Divisional HR	JHHS Comp
Hours Change	All	N/A	HRIPC	JHHS Comp	Divisional HR	N/A
LOA	All	N/A	HRIPC	JHHS Comp	N/A	N/A
Return from LOA	All	N/A	HRIPC	JHHS Comp	N/A	N/A
Position Create/Copy	Staff	N/A	Career Services not required. All others HRIPC	N/A	Divisional HR	N/A
	Nursing	N/A	N/A	N/A	Divisional HR	N/A
Position Maintain	All	N/A	HRIPC	JHHS Comp	Divisional HR	N/A