

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 | | JHHCG/HHS/Pharm/Ped | EMS |
|-------------------------------|---------|---------------------------|--|--------------------------------|-----|
| | | <i>Initiated by HRIPC</i> | <i>Initiated outside HRIPC</i> | <i>initiated outside of HR</i> | |
| Hire | All | N/A | Career Services/Recruitment areas not required. All others HRIPC | Divisional HR | N/A |
| Employee Reassignment | All | N/A | Career Services/Recruitment areas not required. All others HRIPC | Divisional HR | N/A |
| Termination | All | N/A | Career Services/Recruitment areas not required. All others HRIPC | Divisional HR | N/A |
| Salary Change | All | N/A | JHHS Compensation not required. All others HRIPC | Divisional HR | N/A |
| Bonus Supplemental Pay | All | N/A | JHHS Compensation not required. All others HRIPC | Divisional HR | N/A |
| Hours Change | All | N/A | HRIPC | Divisional HR | N/A |
| LOA | All | N/A | HRIPC | N/A | N/A |
| Return from LOA | All | N/A | HRIPC | N/A | N/A |
| Position Create/Copy | All | N/A | Career Services/Recruitment areas not required. All others HRIPC | Divisional HR | N/A |
| Position Maintain | All | N/A | Career Services/Recruitment areas not required. All others HRIPC | Divisional HR | N/A |