

## JHU Approver II Matrix- Staff

Below are the Approver II requirements for ISRs. If you do not see the ISR type, Employer and/or Type of Employee that you are submitting listed below then no Approver II is required, 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/School	Type of Staff/Position		SOM/BSPH/SON	All other Schools/Divisions (Excluding SAIS)
<b>Hire</b>	Staff (as of 09/2017 replaced by SF Rec*		NA	NA
<b>Employee Reassignment</b>	Staff (as of 09/2017 replaced by SF Rec*		NA	NA
<b>Termination</b>	All Staff		Health Sciences HR only if Retirement	HR Business Services only if Retirement
<b>Bonus</b>	Sr. Staff Admin		SOM only- Business Office	NA
<b>LOA</b>	All Staff		Health Sciences HR	HR Business Services
<b>Return from LOA</b>	All Staff		Health Sciences HR	HR Business Services
<b>Position Create/Copy</b>	Staff (as of 09/2017 replaced by SF Rec* automation)	Classified Positions that are to be posted in SF Rec	Approver I= Compensation Approver II= Designated Budget Approver	
		Non-classified and/or positions not ready to be posted in SF Rec	NA	
<b>Position Maintain</b>	Staff (as of 09/2017 replaced by SF Rec* automation)	Classified Positions that are to be posted in SF Rec	Approver I= Compensation Approver II= Designated Budget Approver	
		Non-classified and/or positions not ready to be posted in SF Rec	NA	

\*SF Rec= Success Factors Recruitment