

Type of ISR	Employer	Type of Employee	Approver II
Hiring Regular	JHHS/JHCP/EMH	Staff	JHHS Career Services
	JHHS/JHH	Staff	Not Required
	JHBMC	Staff	Not Required
	JHHCG	Staff	JHHCG Human Resources
	JHU	Faculty/Deans/Officers Staff	Divisional Bus Office for SOM, BSPH, KSAS, and UA Not Required
Hiring CTY	JHU(Only)	Staff	Not Required
Hiring Part-Time Instructors	JHU(Only)	Instructors in Part-Time Programs	Not Required
Employee Reassignment	JHHC/JHCP/EMH	Staff	JHHS Career Services
	JHHS/JHH	Staff	Not Required
	JHBMC	Staff	Not Required
	JHHCG	Staff	JHHCG Human Resources
	JHU	Faculty/Deans/Officers Staff	Divisional Bus Office for SOM, BSPH, KSAS, and UA Not Required
Mini Master Regular	ALL	ALL	Not Required
Termination	JHHC/JHCP/EMH	Staff	JHHS Compensation
	JHHS/JHH	Staff	Not Required
	JHBMC	Staff	Not Required
	JHHCG	Staff	JHHCG Human Resources
	JHU	Faculty/Deans/Officers Staff	Divisional Bus Office for SOM, BSPH, KSAS, and UA Not Required
Salary Change	JHHC/JHCP/EMH	Staff	JHHS Compensation
	JHHS/JHH	Staff	Not Required
	JHBMC	Staff	Not Required
	JHHCG	Staff	JHHCG Human Resources
	JHU	Faculty/Deans/Officers Staff	Divisional Bus Office for SOM, BSPH, KSAS, and UA Not Required
Bonus Supplemental Pay	JHHC/JHCP/EMH	Staff	JHHS Compensation
	JHHS/JHH	Staff	Not Required
	JHBMC	Staff	Not Required
	JHHCG	Staff	JHHCG Human Resources
	JHU	Faculty/Deans/Officers Staff	Divisional Bus Office for SOM, BSPH, KSAS, and UA Not Required
Hours Change	JHHC/JHCP/EMH	Staff	JHHS Compensation
	JHHS/JHH	Staff	Not Required
	JHBMC	Staff	Not Required
	JHHCG	Staff	JHHCG Human Resources
	JHU	Faculty/Deans/Officers Staff	Divisional Bus Office for SOM, BSPH, KSAS and UA Not Required
LOA With/Without Pay	JHHS/JHH	Staff	Not Required
	JHBMC	Staff	Not Required
	JHHCG	Staff	JHHCG Human Resources
	JHU	Faculty/Deans/Officers Staff	Divisional Bus Office for SOM, BSPH, KSAS, and UA; Div HR for SON Div HR- Homewood Divisions (excluding SAIS and Peabody), BSPH, SON, SOM
Return from LOA	JHHS/JHH	Staff	Not Required

Type of ISR	Employer	Type of Employee	Approver II
	JHBMC	Staff	Not Required
	JHHCG	Staff	JHHCG Human Resources
	JHU	Faculty/Deans/Officers	Divisional Bus Office for SOM, BSPH, KSAS, and UA; Div HR for SON
		Staff	Div HR- Homewood Divisions (excluding SAIS and Peabody), BSPH, SON, SOM
Return from Temp Inactive	JHU(Only)	Part-Time Instructors	Not Required
Personal Data Change	ALL	ALL	Not Required
FMLA Request	JHHC/JHCP/EMH	Staff	HR Service Center/ Benefits
	JHHS/JHH	Staff	Not Required
	JHBMC	Staff	Not Required
	JHHCG	Staff	JHHCG Human Resources
	JHU	All	Not Applicable
Position Create/Copy/Maintain	JHHS/JHH	Staff	JHHS Compensation
	JHBMC	Staff	Not Required
	JHHCG	Staff	JHHCG Human Resources
Position Create	JHU	Staff	Not Required
		Faculty/Deans/Officers	Divisional Bus Office for SOM, BSPH, KSAS, and UA
Position Copy/Maintain	JHU	Staff	Not Required
		Faculty/Deans/Officers	Divisional Bus Office for SOM, BSPH, KSAS, and UA
Position Attribute Change	JHHC/JHCP/EMH	Staff	JHHS Compensation
	JHHS/JHH	Staff	Not Required
	JHBMC	Staff	Not Required
	JHHCG	Staff	JHHCG Human Resources
	JHU	Faculty/Deans/Officers	Divisional Bus Office for SOM, BSPH, KSAS, and UA
Staff		Not Required	