

JHU Student Employee Approver II Matrix for ISR Processing in SAP

Last updated 8/13/09

◆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 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).

<http://semps.ses.hsa.jhu.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. 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	Position Copy & Creates for Non employee fellowship recipients *
SOM UN02	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stujob@jhu.edu	**SOM Financial Aid Bonnie Jenkins Genene Strickland 410-955-1324 finaid@jhmi.edu	No approver II is required	**SOM Registrar's Office Kimberly Wolf 410-955-3191 kwolf8@jhmi.edu	**SOM Registrar's Office Diane Voss 410-955-3191 bvoss1@jhmi.edu	**SOM Registrar's Office Kimberly Wolf 410-955-3191 kwolf8@jhmi.edu	JHU Tax Office Denise Church Debra Sorandes Eric Arneklev 443-997-8688 tax@jhu.edu
Libraries UN14	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stujob@jhu.edu	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stujob@jhu.edu	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stujob@jhu.edu	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stujob@jhu.edu	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 tax@jhu.edu

	Undergrad U007	Graduate U008	Visiting Students U011	Post Docs U012	Medical Residents/ Interns U013	Medical Trainees U014	<i>Position Copy & Creates for Non employee fellowship recipients *</i>
Whiting School of Engineering UN04	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stujob@jhu.edu	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stujob@jhu.edu	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stujob@jhu.edu	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stujob@jhu.edu	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 tax@jhu.edu
BSPH UN05	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stuiob@jhu.edu	**Public Health Student Account Business Ofc Carri Colison 443-287-2620 ccolison@jhsph.edu	**Public Health Student Account Business Ofc Carri Colison 443-287-2620 ccolison@jhsph.edu	**Public Health Student Account Business Ofc Carri Colison 443-287-2620 ccolison@jhsph.edu	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 tax@jhu.edu
Arts & Sciences UN09	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stuiob@jhu.edu	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stuiob@jhu.edu	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stuiob@jhu.edu	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stuiob@jhu.edu	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 tax@jhu.edu
University Admin UN10	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stuiob@jhu.edu	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stuiob@jhu.edu	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stuiob@jhu.edu	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 tax@jhu.edu
Academic Centers UN12	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stuiob@jhu.edu	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stuiob@jhu.edu	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stuiob@jhu.edu	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stuiob@jhu.edu	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 tax@jhu.edu

	Undergrad U007	Graduate U008	Visiting Students U011	Post Docs U012	Medical Residents/ Interns U013	Medical Trainees U014	<i>Position Copy & Creates for Non employee fellowship recipients *</i>
Homewood Student Affairs UN17	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stuiob@jhu.edu	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stuiob@jhu.edu	Student Employment Services Pamela Arrington Sharrie Patterson Heather Kelm 410-516-8421 stuiob@jhu.edu	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 tax@jhu.edu