

DEPARTMENTAL WORKFLOW APPROVAL TABLE

Role/Transaction	Approver is based on	Approver Role	Additional Approvers?	Can it be forwarded?	Automatic Approval?
Online Payment	Home Cost Center of Initiator regardless of Cost Assignment/s charged	Online Payment Approver	No.	Yes	No
Travel and Reimbursement	Cost Assignment charged: can be assigned to IO; if not yet assigned to IO, 'rolls up' to responsible Cost Center. If WBSE, Project Manager of WBS. For people with SAP designation as executive, workflow is to "reports to," followed by the Tax Office.	Travel Approver	If an "Optional Approver" is assigned to a Cost Assignment, that approver is a required additional approver.	Yes	No
Shopping Cart	ECPO: Cost Center/s or Responsible Cost Center of IO/s Charged. Based on Cart Type, dollar amount, category of item/s, additional approval may be required.	Shopping Cart Approver	Additional approvers can be selected by Requisitioner in cart. May be required based on cart type, category, and/or dollar amount. See "Shopping Cart Automated Approval Process" on the SAP "Knowledge Network" tab.	Yes	LVPO, IMPO, DRUG; JHHS ECPO < \$500; Univ. Store & JHHS Hosted Catlg (internal to Hopkins); also if Requisitioner same as sole approver.
eForm (Unit Cost Maintenance)	Home Cost Center of employee's salary being allocated.	Unit Cost Maintenance Approver	Based on type, funding, may route to DBO, Controllers, SPSS...	Yes	No
Nonpayroll Cost Transfer	Home Cost Center of the initiator.	Nonpayroll Cost Transfer Approver	Based on type, funding, may route to DBO, Controllers, SPSS...	Yes	No
ISR	Org Unit of employee for whom ISR initiated. Initiator selects approver from pull-down list of approvers; only approver for that org unit can process. This transaction is Univ., plus Bayview and Clin. Assoc.	ISR Approver	Approver 2 may be required based on ISR type and business entity requirements. View resources on the http://ssc.jhmi.edu site.	No	No
ISR Lite	ISR Central , manually validating against existing roles and position, further validation if needed. HEALTH SYSTEM ONLY (not Bayview or Clinical Associates)	N/A	No	N/A	No
ZSR: BW, Security and Workflow, and Org Unit Assignment	Home Cost Center of employee being changed. If no ZSR Approver assigned to specific Home Cost Center, SAP will look for a ZSR Approver designate for a Home Cost Center "range" which includes that Home Cost Center (for example, 17046100* is a "range" for Home Cost Centers beginning with 17046100). Health System approvers have been assigned to ISR Central staff.	ZSR Approver (role assigned to all ISR Approvers)	Only for Org Unit Assignment in the case where a request contains an Org Unit associated with a Business Area different from the User's Home Business Area. A second approver will be required from that additional Business Area.	Yes: can be forwarded to any ZSR approver	No