

OM - Org Unit Approver

Purpose/Definition

Within Organization Management (OM), the Org Unit Approver role is responsible for approving the Internal Service Request (ISR) Organizational Unit Create/Change. This ISR is an electronic workflow for approving the creation of new org units or for making changes to existing org units.

Mapping Guidance

This role must be mapped to positions within the Vice President or Dean level.

Mapping Rules

Positions that receive this role CANNOT be mapped with following role(s):

- BN - Benefits All
- BN - Limited Maintenance
- BN - Tuition Programs
- OM - Object Create/Maintain
- PA - Coeus
- PA - Leave of Absence (LOA) Maintenance
- PA - Maintenance
- PA - Non-Citizen Tax Maintenance
- PR - Garnishments
- PR - Payroll All
- PR - Payroll Manager - View Only
- PR - Payroll Off Cycle Processor
- PR - Payroll Process
- PR - Tax
- TE - Family Medical Leave (FML) Approval
- TE - Time Data Maintainer - All

Positions that receive this role MUST be mapped with following role(s):

- None

Responsibilities

- Approve Organizational Unit Create/Change ISRs which are electronic workflow for approving the creation of new org units or for making changes to existing org units.

Tools

- Intranet/Internet
- SAP Business Suite

Knowledge and Skills

The following knowledge and skills are required prior to SAP End User Training:

- Read and write English sufficiently to complete the SAP Transactions.
- Use a PC or MAC and its operating system and browser to access a website on the Hopkins intranet.

Knowledge of:

- HR policies and regulations as they affect the department.

Required knowledge and skills can be obtained from established training programs in JHU and JHHS.

NOTE: The HopkinsOne Project will provide SAP End User Training that includes training on:

- How to perform SAP transactions.
- How SAP transactions relate to the business process.
- How SAP transactions relate to the system as a whole.