

**ISR Details**

## Hiring Graduate Student-Fellowship

ISR Number   
Initiator

**Approver Details**

Begin Date

Approvers: Approver 1  Approver 2

SES should be selected as Approver 2 for all Homewood students regardless of where they work within JHU.

Do not include hyphens in SSN.

**Action Details**

SSN

Action Reason  Hire

Once you press validate, all position fields will populate.

This must be a Vacant position in your org unit.

**Org details**

Position

PersAdmin(Check Sort Code)  MATHEMATICAL SCI

EE group  Non-Employee

EE subgroup  Fellowship Recipient

Personnel area  Whiting School of Engineering

Pers. subarea  Graduate Stud

Payroll area  JH Semi-Monthly

Annual # Months Worked

Org. Unit  Student Services-AMS

P.scale type  Student-Graduate

P.scale area  JHU

Pay Scale Group  PS level

Home Cost Center  MATH SCI/OPERATING

Current Posn Holder

Must be a Homewood mailing code.

If field populates, then position may already be occupied.

**Personal Details**

Last name

First name

Middle name/Initial

Date of Birth

Gender

Title

Suffix

Legal name only, no nicknames.

If Permanent Resident or International - Visa Detail must be completed.

**Additional Personal Details**

Nationality(Citizenship)

Ethnicity

Veteran Status

Discharge Date

Disabled

Race Category :

American Indian or Alaskan Native  Asian

Black or African American  White

Native Hawaiian or Other Pacific Islander

Visa type

Visa Issue Date

Visa End Date

Original US Entry Date(Arrival Date)

Work Auth Exp Date(Expiry of WP)

**Emergency Contact**

Last name

First name

Telephone No.

Addr Line 1

Addr Line 2

City/State

Zip/Country

This section is not required, but important to keep on file.

**Permanent Address**

Address Line 1

Address Line 2

Addnl Line 3 for Foreign

City

State/Zip Code

Country

Phone

Cell Number

*Note: For foreign address, use address lines 1, 2 and addnl foreign address line 3 as free text fields for address*

Can use local address while in school, or permanent US address.

**Work Physical**

Campus addr.

Street addr.

City

State/Zip

Country

Phone

Worksite

**Work Mailing**

Is Work Mailing same as Work Physical?

Campus addr.

Street addr.

City

State/Zip

Country

Phone  Fax Number

Select appropriate Worksite from drop down menu.

**Dates**

Annual Review Date

Management Review Date (JHHS Only)

Experience Base Date (JHHS Only)

Probationary Review Date

"Dates" section should be left blank.

**Work Hours**

Weekly Work Hours(Scheduled)

Work Schedule Rule

For Fellowship always use: Work Hours Always = 1.0

Base Pay

JHU Semi Paid  
Semi Monthly Salary 1000.00  
Actual Salary  
Appointed Salary  
(JHU Faculty at Whiting and Arts and Sciences)

Skills

"Skills" section should be left blank.

License Number	State	Begin Date	End Date

Education

Degree	DegYr	YrsEd	Inst	Cntry	Branch1	Branch2
B.A.	2010					

Degree is required.

The student's record will be placed on TEMP INACTIVE after the cost distribution end date.

Cost Distribution

Start Date	End Date	Cost Center	Order	WBS Element	Fund	Grant	Amount	Percenta
09/01/2014	05/31/2014		90042729				1000.00	

Start date of the cost distribution must match the begin date on the ISR.

Note: If you know that your Grad Student will confer this year, please consider end date carefully.

Comments

Comments section with multiple empty lines for text input.