

ISR Details

Hiring Graduate Student-Salaried

ISR Number
 Initiator

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

Approver Details

Begin Date

Do not include hyphens in SSN.

Approver 1
 Approver 2

Action Details

SSN

Action Reason Hire

This must be a Vacant position in your org unit.

Once you press validate, all position fields will populate.

Org details

Position Validate SSN & Position

PersAdmin(Check Sort Code) MATHEMATICAL SCI

EE group Student

EE subgroup Salaried Non-exmt

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

Legal name only, no nicknames.

Title

Suffix

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)

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

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

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

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

Work Physical

Campus addr.

Street addr.

City

State/Zip

Country

Phone Fax Number

Worksite

Select appropriate Worksite from drop down menu.

Work Mailing

Is Work Mailing same as Work Physical?

Campus addr.

Street addr.

City

State/Zip

Country

Phone Fax Number

Dates

Annual Review Management (S Only)

Experience Base Date (JHHS Only)

Probationary Review Date

"Dates" section should be left blank.

Work Hours

Weekly Work Hours(Scheduled)

Work Schedule Rule

If you know that your graduate student will be working in a non-academically linked position, you have the option of designating less than 19.99/hrs for their RA/TA position.

Base Pay

JHU Semi Paid

Semi Monthly Salary
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 Elen	Grant	Amount	Percenta
09/01/2014	05/31/2014	2017300065					

*

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

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

Comments

If this is an RA or TA position that's linked to the student's academic program you must note "Academic Position" in the comments section. If comment is omitted, it will be deemed non-academically related.