

ISR Details

Hiring Undergrad Hourly

ISR Number
 Initiator

Approver Details

Begin Date

Approvers: Appr 1
 Appr 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

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) STUDENT EMPLOYMENT

EE group Student

EE subgroup S1 Hrly Non-Exmpt

Personnel area Homewood Student Affairs

Pers. subarea Undergrad Stud

Payroll area JH Semi-Monthly

Annual # Months Worked

Org. Unit Student Employment Services

P.scale type Student-Undergrad

P.scale area JHU

Pay Scale Group PS level

Home Cost Center STUDENT EMPL SVCS PE

Current Posn Holder

F11 must be chosen for UG hourly students.

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 A

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 Fax Number

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

Experience Base Date (JHHS Only)

"Dates" section should be left blank.

Management (only) Probationary Review Date

Work Hours

Weekly Work Hours(Scheduled)

Work Schedule Rule

STUDENT

For purposes of Concurrent Employment enter only the number of hrs student is "committed" to work.

Total cumulative hours are limited 19.99/wk.

Base Pay

JHU Hourly Paid

Hourly Rate 10.00

Fed Wk Study Type (Stud.only)

Work Study Begin Date

Work Study End Date

Skills

"Skills" section should be left blank.

License Number	State	Begin Date	End Date

Education

Degree	DegYr	YrsEd	Inst	Cntry	Branch1	Branch2	
NO DEGREE		HS					X

Use "no degree" for undergrads with a high school diploma.

Cost Distribution

Cost Center	Order	WBS Element	Percenta	Fund	Grant
1000020003			100.00		

Comments

Please provide any comments you deem helpful, such as: 'Concurrent Employment'