

**ISR Details**

## Hiring Visiting Undergrad Salary/Fellowship

ISR Number: 0  
Initiator: \_\_\_\_\_

**Approver Details**

Begin Date: 09/01/2014

Approver 1: \_\_\_\_\_  
Approver 2: \_\_\_\_\_

Do not include hyphens in SSN.

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

**Action Details**

SSN: 111223333  
Action Reason: 05 Hire

This must be a Vacant position in your org unit.

Once you press validate, all position fields will populate.

**Org details**

Position: \_\_\_\_\_ Visiting Undergraduate-STU

PersAdmin(Check Sort Code): F11 STUDENT EMPLOYMENT

EE group: 8 Non-Employee

EE subgroup: 20 Fellowship Recipient

Personnel area: UN04 Whiting School of Engineering

Pers. subarea: U011 Visiting Stud

Payroll area: S1 JH Semi-Monthly

Annual # Months Worked: 12

Org. Unit: 10003707 Institute for NanoBioTechnology

P.scale type: SG Student-Graduate

P.scale area: U JHU

Pay Scale Group: FLLWSHIP PS level: \_\_\_\_\_

Home Cost Center: 1207340001 INBT DEANS FUNDS 01

Current Posn Holder: 0

F11 must be chosen for UG hourly students.

Validate SSN & Position

If field populates, then position may already be occupied.

**Personal Details**

Last name: \_\_\_\_\_ Title: \_\_\_\_\_  
First name: \_\_\_\_\_ Suffix: \_\_\_\_\_  
Middle name/Initial: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Gender: unknown

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: No

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: \_\_\_\_\_ 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 Management (S Only): \_\_\_\_\_  
Experience Base Date (JHHS Only): \_\_\_\_\_  
Probationary Review Date: \_\_\_\_\_

"Dates" section should be left blank.

**Work Hours**

Weekly Work Hours(Scheduled): 1.00  
Work Schedule Rule: FELLOW

For Fellowship always use: Work Hours Always = 1.0

Work Schedule Rule = Fellow

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	
NO DEGREE		HS					X

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

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
06/01/14	07/31/14						1000.00	

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

Comments

New Visiting Undergrad Hire, Fellowship

SES will need to receive a copy of either the Visiting Student Application or Appointment Letter as applicable.

