

ISR Details

Object ID Object abbr.

Position Create/ GRAD Fellowship

ISR Number

Initiator

Approver Details

Begin Date

Approver 1

Approver 2

All Fellowship Position Creates/ Copies need to have the Tax Office selected as Approver 2

JHU Position Action Details

Object

Job Short Text

Position Title

You can name your new position whatever you want. Name the new position so that it makes sense to you and helps identify the positions later in PPOSE.

Related Object

Organizational Unit

Supervisor's Position #

Job Code

Exempt/Non-Exempt Non Exempt

Organizational Unit to which this position belongs

Position # of Supervisor

Supervisor Name

Planned Compensation

Pay Grade

Pay grade type Student-Graduate

Pay grade area JHU

Pay grade

Pay grade level

Pay Scale

Pay scale type

Pay Scale Area

Pay Scale Group

PS level

Pay Scale Selection should be left blank.

Account Assignment Features

Personnel area

Personnel Subarea

Home Cost Center

Cost Center

Select appropriate from drop down menu

Home Cost Center- Not Internal Order Number (IO) IO would be indicated in the cost distribution

Employee Group/Subgroup

Employee Group

Employee Subgroup Fellowship Recipient

FLSA Override

FLSA Override

Compliance

JCAHO Compliant

HIPAA Training

Officer Status

Required Attendance

Licensing / Certification

License 1	<input type="text"/>	Certification 1	<input type="text"/>
License 2	<input type="text"/>	Certification 2	<input type="text"/>
License 3	<input type="text"/>	Certification 3	<input type="text"/>
License 4	<input type="text"/>	Certification 4	<input type="text"/>
License 5	<input type="text"/>	Certification 5	<input type="text"/>

Position Budget

Annual Budgeted Salary

Weekly Work Hours

Annual Base Hours

Finance Reporting

Financial Disclosure

Conflict of Interest

Time Collection Indicator

00

None

Annual # Months Worked

12

Comments

For example: Please make 10 new positions

You can request up to
20 copies/ creates on this ISR