

ISR Details

Position Create - Graduate Hourly

Object ID 0 Object abbr.

ISR Number 0 Initiator

Approver Details

Begin Date 01/01/2020

Approver 1 Approver 2

No Approver 2 is required for a Position Create or Position Copy ISR

JHU Position Action Details

Object

Job Short Text GRDACA-STU Position Title Graduate Assistant-Hourly

Name your position so that it makes sense to you and makes it easy to identify the position later in PPOSE

Related Object

Organizational Unit Supervisor's Position # 50015576 Grad Academic Asst Supervisor Name Job Code Exempt/Non-Exempt 2 Non Exempt

Organizational Unit to which the position belongs

Position # of Supervisor

Non-Academic Position Job Code# 50015577

Planned Compensation

Pay Grade Pay grade type SG Student-Graduate Pay grade area U JHU Pay grade GRADAST2 Pay grade level 01

Pay Scale Pay scale type Pay Scale Area Pay Scale Group PS level

Pay Scale section should be left blank.

Account Assignment Features

Personnel area Personnel Subarea U0008 Graduate Stud

Select from appropriate drop down

Home Cost Center

Cost Center

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

Employee Group/Subgroup

Employee Group Student Employee Subgroup 25 S1 Hrly Non-Exmpt

FLSA Override

FLSA Override

Compliance

JCAHO Compliant HIPAA Training

Officer Status Required Attendance

Licensing / Certification

License 1 License 2 License 3 License 4 License 5

Certification 1 Certification 2 Certification 3 Certification 4 Certification 5

Position Budget

Annual Budgeted Salary Weekly Work Hours Annual Base Hours

Finance Reporting

Financial Disclosure Conflict of Interest

Time Collection Indicator 01 CATS

Annual # Months Worked 12

Comments

For example: Please make 10 new positions

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