

Guidelines for Converting JHU Students to Staff/Faculty Positions *Casual, Non-Employee and Retiree Status Excluded*

The process as described below is to be used when employing JHU students in employee group 7 in a staff/faculty position. This applies to hires into staff/faculty positions in all employee groups except for casual (5) and non-employee (8). Individuals in a non employee position or classified as a retiree (ee group 6) are excluded from this process. For details on this process, please see Guidelines for Status Changes that Require a Termination and Hire on the HRSS website. If hiring an international employee, VISA restrictions may apply. Please consult with your International Office about how to proceed with hiring internationals.

Hiring Process

1. A new personnel requisition is required for all staff positions and an appointment letter for all faculty positions before an offer of employment is extended.
2. Initiate Position Create ISR to create a position if a vacant position is not available. A position copy ISR may be utilized as well if applicable.
 - a. **Do not** process a Position Maintain ISR to change the student position to a staff/faculty position if both positions exist in the same department; doing so could create data integrity problems if the correct date is not used.
3. Note to losing department: If student position is no longer needed, please initiate a position maintain ISR to delimit position after the student has been reassigned into a new position. Please be sure you use the first date the position will no longer be occupied as the delimit date. In the comment sections indicate: delimit position effective xx/xx/xx
4. A background check and Occupational Health clearance is required.
5. I9 requirements
 - a. New I9 required if a valid I9 is not on file in Equifax and the break in service between positions is greater than 3 calendar days
 - b. Non US citizens must complete a new I9 if work authorization changes or has expired since the last I9 on file with Equifax was completed
 - i. Consult with your International Office regarding VISA status and work authorization.
6. Initiate a Reassignment ISR to hire into staff/faculty position
 - a. In the Comments Section of the Reassignment ISR you MUST indicate the following if known:
 - i. Changing from student to staff/faculty position
 - ii. Issue new employment dates
 - iii. Indicate which personnel number (pernr) to reassign if student position exists in the same department as staff/faculty position
 1. This is the pernr used during their employment as a student in the hiring department
7. Direct deposit (if applicable) will continue uninterrupted.
8. No new tax forms will be required

9. Parking deductions (if applicable) will continue uninterrupted and transferred to the active perrn being reassigned if multiple perrns exist
10. All active student perrns (includes temporarily inactive) except for the perrn being reassigned must be terminated before HRSS can process the reassignment ISR. Please view the Employee Directory to search for other active perrns. This SAP transaction can be found in the Enduser Role folder or by typing in ZHPR_DIR into the transaction box located on the SAP Easy Access window. If an active perrn exists in another department, please contact the appropriate central office (Student Employment, Financial Aid, Student Accounts) to have position(s) terminated.
 - a. Individuals should not be hired concurrently into student and staff/faculty positions. Exceptions must be approved by the JHU Tax Office.