

Guidelines for Converting JHU Undergraduate and Graduate Students to Casual Staff Positions Post-Graduation Policy Revision – Effective April 15, 2014

The process as described below is to be used when employing graduating undergraduate (personnel subarea U007) or graduate (personnel subarea U008) students in a casual staff position. If hiring an international student, VISA restrictions may apply; please contact the International Office before hiring non-US citizens.

1. Hire into a casual position with the same or similar duties in the same department and at the same rate of pay unless their hourly rate as a student employee is below the minimum for the CA salary range (see Compensation website for current minimums: <http://hrnt.jhu.edu/compensation/salary/>).
2. Hire as a casual employee - Employee Group 5.
3. Casual employees **cannot** work more than 28 hours per week nor exceed 987 hours in a 12 month period. Departments must monitor this.
4. Non-employee fellowship recipient positions (employee group 8, subgroup 20) are excluded from this process and must be treated as new staff positions and are therefore, subject to the full requisition process which includes application, background check, etc.

Hiring Process

1. No personnel requisition is required unless hiring employee in a position in personnel area UN02 (SOM).
2. If a personnel requisition is required, a background check and Occupational Health clearance is also required.
3. No new I9 will be required
4. Direct deposit of earnings (if applicable) will continue.
5. No new tax forms will be required
6. Active parking deductions will continue
7. Initiate Position Create ISR to create a casual staff position if a vacant staff position is not available
 1. Do not process a Position Maintain ISR to change the student position to a casual staff position; doing so could create data integrity problems if the correct date is not used when making position changes.
8. Initiate a Reassignment ISR to hire into casual staff position
9. In the Comments Section of the Reassignment ISR, indicate the following:
 1. Changing from student to casual staff position
 2. Issue new employment dates
 3. Indicate which personnel number (pernr) to reassign
 - i. PERNR issued to the student while employed in your department
10. All active student pernr's (includes temp-inactive) except for the pernr being reassigned must be terminated before HRSS can process the reassignment ISR. Please view the Employee Directory to search for other active pernr's. 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 pernr exists in another department, please contact department directly or the appropriate central office (Student Employment, Financial Aid, Student Accounts) to have position(s) terminated.