

Hiring Graduate Student-Salaried/FWS

ISR Number
Initiator

0

Approver Details

Begin Date 09/01/2014

Do not include hyphens in SSN.

Approver 1
Approver 2

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 GRADUATE ASSISTANT
PersAdmin(Check Sort Code) H63 MATHEMATICAL SCI
EE group 7 Student
EE subgroup 02 Salaried Non-exmt
Personnel area UN04 Whiting School of Engineering
Pers. subarea U008 Graduate Stud
Payroll area S1 JH Semi-Monthly
Annual # Months Worked 12

Validate SSN & Position

Org. Unit 60001176 Student Services-AMS
P.scale type SG Student-Graduate
P.scale area U JHU
Pay Scale Group GRADAST1 PS level
Home Cost Center 1201730001 MATH SCI/OPERATING
Current Posn Holder 0

Must be a Homewood mailing code.

If field populates, then position may already be occupied.

Personal Details

Last name
First name
Middle name/Initial
Date of Birth
Gender unknown

Legal name only, no nicknames.

Title
Suffix

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
 Black or African American
 Native Hawaiian or Other Pacific Islander
 Asian
 White

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

Can use local address while in school, or permanent US address.

Note: For foreign address, use address lines 1, 2 and addnl foreign address line 3 as free text fields for address

Work Physical

Campus addr.
Street addr.
City
State/Zip
Country
Phone
Fax Number
Worksite

Select appropriate Worksite from drop down menu.

Work Mailing

Is Work Mailing same as Work Physical?
Campus addr.
Street addr.
City
State/Zip
Country
Phone
Fax Number

Dates

Annual Review Date
Manager (JHS Only)

Experience Base Date (JHHS Only)
Probationary Review Date

"Dates" section should be left blank.

Work Hours

Weekly Work Hours(Scheduled)

Work Schedule Rule

STUDENT

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/Cert.	License Number	State	Begin Date	End Date

Education

Degree	DegYr	YrsEd	Inst	Cntry	Branch1	Branch2
B.A.	2010					

Degree is required.

The student's record will be placed on TEMP INACTIVE after the cost distribution end date.

In this case, the FWS split is divided up over 18 pays.

Cost Distribution

Start Date	End Date	Cost Center	Order	WBS Element	Fund	Grant	Amount	Percenta
09/01/2014	05/31/2014	100002000					805.56	
09/01/2014	05/31/2014		90000245				194.44	

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

Note: If you know that your Grad Student will confer this year, please consider end date carefully.

Comments

\$1000.00 * 18 pays = \$18,000/FWS = \$3500.00 = \$194.44

Please provide any comments you deem helpful, such as: 'Concurrent Employment'