

ISR Details

Hiring Undergraduate Student Hourly w/ FWS

ISR Number
Initiator

Approver Details

Begin Date

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
Action Reason Hire

Do not include hyphens in SSN.

This must be a Vacant position in your org unit.

Once you press validate, all position fields will populate.

Validate SSN & Position

Org details

Position
PersAdmin(Check Sort Code) STUDENT EMPLOYMENT
EE group Student
EE subgroup S1 Hrly Non-Exmpt
Personnel area Homewood Student Affairs
Pers. subarea Undergrad Stud
Payroll area JH Semi-Monthly
Annual # Months Worked

Org. Unit Student Employment Services
P.scale type Student-Undergrad
P.scale area JHU
Pay Scale Group PS level
Home Cost Center STUDENT EMPL SVCS PE
Current Posn Holder

F11 must be chosen for UG hourly students.

If field populates, then position may already be occupied.

Personal Details

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

Title
Suffix

Legal name only, no nicknames.

If Permanent Resident or International - Visa Detail must be completed.

Additional Personal Details

Nationality(Citizenship)
Ethnicity
Veteran Status
Discharge Date
Disabled

Race Category :

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

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

Work Mailing

Is Work Mailing same as Work Physical?

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

Select appropriate Worksite from drop down menu.

Dates

Annual Review Management
Experience Base Date (JHHS Only)
Probationary Review Date

"Dates" section should be left blank.

Work Hours

Weekly Work Hours(Scheduled)

Work Schedule Rule

STUDENT

For purposes of Concurrent Employment enter only the number of hrs student is "committed" to work. Total cumulative hours are limited 19.99/wk.

Base Pay

JHU Hourly Paid

Hourly Rate 10.00

Fed Wk Study Type (Stud.only) ZF01

Work Study Begin Date 08/28/14

Work Study End Date 05/14/15

The FWS Z-Codes (Type) can be found on our website.

The effective & begin date must match the dates on the FWS report.

Skills

"Skills" section should be left blank.

License Number	State	Begin Date	End Date

Education

Degree	DegYr	YrsEd	Inst	Cntry	Branch1	Branch2
NO DEGREE		HS				

Use "no degree" for undergrads with a high school diploma.

The FWS cost split happens behind the scene just use your cost center at 100%.

Cost Distribution

Cost Center	Order	WBS Element	Percenta	Fund	Grant
1000020003			100.00		

The percentage must equal 100%. you may have multiple cost centers or internal Order numbers.

Comments

New Hire w/FWS

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