Student Employment Services (SES)
Policy for Processing Late ISR Documents

A major component of our responsibility is to verify and approve all ISR documents for Homewood students working throughout the JHU enterprise. As such, we must ensure compliance; properly address and handle any problems that we may encounter with a particular ISR; and meet posted cutoff dates by HRSS. To make certain that we have the time required to effectively meet all of these requirements our department has established and updates internal cutoff dates that the hiring/paying departments must meet in accordance with perspective pay dates. For a complete list of these cutoff dates go to www.jhu.edu/stujob > Employer Handbook > Cutoff Dates

It is our policy to process all ISR documents that arrive in our workflow 'on time' FIRST and FOREMOST followed by special request (see below). The only exception to this flow of approval involves an ISR Termination submitted late, but that if not approved before the next pay cycle, will result in an overpayment (see #3).

Special Request Examples:

1) The hiring department alerts SES by EMAIL that an ISR Termination has been submitted to us for approval 'after' our most recent posted cutoff date has passed. They explain that the ISR must be approved so that they can hire a new student into the position. The email must be sent to stujob@jhu.edu

2) The hiring department alerts SES by EMAIL that they have processed an Off-Cycle Check Request. The check request cannot move forward until Student Employment Services approves the corresponding ISR document. The email must be sent to stujob@jhu.edu

The only exception to this flow of approval is late ISR Termination documents that if not worked would otherwise create an overpayment; see #3 below.

3) The hiring department alerts SES by EMAIL that an ISR Termination has been sent to us after our posted cutoff date – AND – **if not worked immediately, will result in an overpayment.** The email must be sent to stujob@jhu.edu

Note: In each of the above examples, the hiring department MUST send an email to our departmental email account, NOT an individual SES staff member. The email subject line must contain the ISR document number. In the body of the email, be sure to include the student's full name, the document type, and the reason for request.

Please direct all questions to Student Employment Services at www.jhu.edu/stujob or phone us at (410) 516-8421.