

Student New Hire Checklist

(For use with ISR Form)

Complete each field listed to ensure that you have the necessary information to complete the ISR New Hire Form. For assistance, please go to www.jhu.edu/stujob > Employer > SAP Job Aids

Position Details (must be completed by supervisor)

Position # _____ (PPOSE) Begin Date _____

Weekly Work Hrs (scheduled) _____ Work Schedule Rule = Student Work Rule

EE Group _____ EE Subgroup _____ Pay Frequency = Hrly ____ Salary ____ (check one)

PersAdmin (Check Sort Code) _____ (If hourly = F11) Hrly Rate \$_____ Salary \$_____

If Federal Work-Study: Award Amount \$_____ FWS Z-Code = _____

FWS Start Date _____ FWS End Date _____

Student's Personal Detail (must be completed by student)

Last Name _____

First Name _____

Middle Name/Initial _____

School KSAS WSE (check one) Highest Degree (High School, BA, MA, etc.)

Gender SSN Birth Date

Nationality (Citizenship) Ethnic Origin

Visa Type (if applicable) Issue Date End Date

WAD End Date Original U.S. Entry Date (Most Recent)

Emergency Contact Information

Last Name _____

First Name _____

Telephone # _____

Street /House # _____

2nd Line _____

City State Zip

Permanent Address

Street /House #

2nd Line

City

State/Zip Code

Phone #

Work 'Physical' Address

Street /House #

2nd Line

City

State/Zip Code

Phone #

Work 'Mailing' Address (If different from Work 'Physical' Address)

Street /House #

2nd Line

City

State/Zip Code

Phone #

Additional information regarding 'required' documentation for employment and payroll purposes relating to Federal Work-Study including Z-Code, Appointment Letters, and the I-9 Form can be found on the University Experiential Learning web site @ www.jhu.edu/stujob > Employer