

ISR Details

Hiring Graduate Student-Fellowship

ISR Number 0
Initiator

Approver Details

Begin Date 12/01/2023

Approver 1
Approver 2

UEL 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

Org details

Position Fellowship Recipient

[Validate SSN & Position](#) *Click validate button and follow prompts before entering additional information below.*

PersAdmn(Check Sort Code) F11 *Must be a Homewood mailing code*

Current Posn Holder 0 *If field populates, then position may already be occupied*

EE group Non-Employee
EE subgroup 20 Fellowship Recipient
Personnel area UN04 Whiting School of Engineering
Pers. subarea U008 Graduate Stud
Payroll area S1 JH Semi-Monthly
Annual # Months Worked 12

Org. Unit
P.scale type SG Student-Graduate
P.scale area JHU
Pay Scale Group FLLW SHIP PS level 01
Home Cost Center

This must be a vacant position in your Org. Unit.

Once you press Validate, all position fields should populate.

Legal Name ONLY, no nicknames/chosen names.

Personal Details

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

Title
Suffix

Additional Personal Details

Nationality(Citizenship)
Ethnicity
Race Category:

Military/Veteran Details
Military status
Discharge Date

Protected Veterans
 Special Disabled Veteran
 Vietnam Era Veteran

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

Disability ▾

- Other Protected Veteran
- Recently Separated Veteran
- Armed Forces Serv Medal Vet
- Disabled Veteran
- Not a Protected Veteran
- Prefers Not to Answer
- Non Veteran

If student is a Permanent Resident or International, Visa Details MUST be completed.

Visa Details

Visa type <input type="text"/>	Original US Entry Date(Arrival Date) <input type="text"/>
Visa Issue Date <input type="text"/> Visa End Date <input type="text"/>	Work Auth Exp Date(Expiry of WP) <input type="text"/>

Emergency Contact

Last name	<input type="text"/>
First name	<input type="text"/>
Telephone No.	<input type="text"/>
Addr Line 1	<input type="text"/>
Addr Line 2	<input type="text"/>
City/State	<input type="text"/> <input type="text"/>
Zip/Country	<input type="text"/> <input type="text" value="US"/> USA

This section is not mandatory but important to keep on file (if provided by student)

Permanent Address

Address Line 1	<input checked="" type="checkbox"/>	<input type="text"/>
Address Line 2	<input type="checkbox"/>	<input type="text"/>
Addnl Line 3 for Foreign Address	<input type="checkbox"/>	<input type="text"/>
City	<input checked="" type="checkbox"/>	<input type="text"/>
State/Zip Code	<input checked="" type="checkbox"/>	<input type="text"/>
Country	<input type="text" value="US"/>	USA
Phone	<input type="text"/>	
Cell Number	<input type="text"/>	

REQUIRED: Can use Local Address while in school. MUST be US Address (First/ All paychecks will go to THIS address until Direct Deposit is established and approved)

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

Work Physical

Work Mailing

Is Work Mailing same as Work Physical?

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

Select appropriate Worksite from Dropdown menu

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

Dates

Annual Review Date Experience Base Date
Management Experience Date Probationary Review Date

"Dates" section should be left blank.

Work Hours

Weekly Work Hours(Scheduled) FLSA Override
Work Schedule Rule

For Fellowship **Always Use:**
Work Hours: 1.0
Work Schedule Rule: Fellow

Base Pay

JHU Semi Paid

Semi Monthly Salary
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 is Required.

Degree	DegYr	YrsEd	Inst	Cntry	Branch1	Branch2

Cost Distribution

Student's Record will be placed on Temp Inactive the day AFTER the Cost Distribution End Date. This date will be Last Day of Pay if no Future actions/changes are made to extend date. CANNOT use 12/31/9999 as End Date

Start Date	End Date	Cost Center	Order	WBS Element	Fund	Grant	Amount	Perc...

Start Date of the Cost Distribution MUST match the Begin Date above on the ISR.

Note: If you know that your Grad Student will Confer this year, please consider the End Date carefully.

If using multiple Cost Centers or Internal Order numbers, Total of Amounts listed here MUST Equal Semi-Monthly Salary listed above in "Base Pay" section.

Comments
