

ISR Details

Hiring Graduate Student-Salaried/FWS

ISR Number 0
Initiator

Approver Details

Begin Date 01/01/2024
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
Action Reason 05 Hire

Org details

Position GRAD ASSISTANT

Validate SSN & Position *Click validate button and follow prompts before entering additional information below.*

PersAdmin(Check Sort Code) *Must be a Homewood mailing code.*

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

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

Org. Unit

P.scale type SG Student-Graduate

P.scale area U JHU

Pay Scale Group GRADAST1 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.

If field populates, then position may already be occupied

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:
 American Indian or Alaskan Native
 Black or African American

Military/Veteran Details

Military status

Discharge Date

Disability Not informed/unknown

Protected Veterans

 Special Disabled Veteran

 Vietnam Era Veteran

 Other Protected Veteran

 Recently Separated Veteran

- Native Hawaiian or Other Pacific Islander
- Asian
- White

- 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"/> |
| Zip/Country | <input type="text"/> <input type="text"/> <input type="text"/> |

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

Permanent Address

| | | |
|----------------------------------|----------------------|-------------------------------------|
| Address Line 1 | <input type="text"/> | <input checked="" type="checkbox"/> |
| Address Line 2 | <input type="text"/> | |
| Addnl Line 3 for Foreign Address | <input type="text"/> | |
| City | <input type="text"/> | <input checked="" type="checkbox"/> |
| State/Zip Code | <input type="text"/> | <input checked="" type="checkbox"/> |
| Country | <input type="text"/> | <input type="text"/> |
| 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

| | | |
|--------------|----------------------|-------------------------------------|
| Campus addr. | <input type="text"/> | <input checked="" type="checkbox"/> |
| Street addr. | <input type="text"/> | <input checked="" type="checkbox"/> |
| City | <input type="text"/> | <input checked="" type="checkbox"/> |
| State/Zip | <input type="text"/> | <input checked="" type="checkbox"/> |
| Country | <input type="text"/> | <input type="text"/> |

Work Mailing

Is Work Mailing same as Work Physical?

| | | |
|--------------|----------------------|-------------------------------------|
| Campus addr. | <input type="text"/> | <input checked="" type="checkbox"/> |
| Street addr. | <input type="text"/> | <input checked="" type="checkbox"/> |
| City | <input type="text"/> | <input checked="" type="checkbox"/> |
| State/Zip | <input type="text"/> | <input checked="" type="checkbox"/> |
| Country | <input type="text"/> | <input type="text"/> |

Phone Fax Number

Phone Fax Number

Worksite

Select appropriate Worksite from Dropdown menu

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) 1-19.99

FLSA Override

Work Schedule Rule

If you know that your Grad Student will be working in a non-academically linked position, you have the option of designating less than 19.99 hrs for their RA/TA position.

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 |
|---------------|----------------|-------|------------|----------|
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| | | | | |

Education



| Degree | DegYr | YrsEd | Inst | Cntry | Branch1 | Branch2 | |
|--------|-------|-------|------|-------|---------|---------|---|
| | | | | | | | X |
| | | | | | | | |
| | | | | | | | |

Degree is Required.

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

For Grad Students with FWS, the FWS Breakdown MUST be completed in the Cost Distribution Area. THIS ONLY APPLIES TO GRAD STUDENTS WITH FWS.

Cost Distribution



| Start Date | End Date | Cost Center | Order | WBS Element | Fund | Grant | Amount | Percen... |
|------------|----------|-------------|-------|-------------|------|-------|--------|-----------|
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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

If this is an RA or TA position that's linked to the student's academic program you must note "**Academic Position**" in the comments section. If comment is omitted, it will be deemed non-academically related.