ISR Details

Hiring Postdoc

ISR Numb
Initiator

Approver Details

Begin Date: 01/01/2024

Approver 1
Approver 2

> UEL should be selected as Approver 2 for all Homewood based Postdocs.

Action Details

SSN ☑

Action Reason: 05 Hire

Org details

Position: ☐ POSTDOCTORAL FELLOW

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

> If field populates, then position may already be occupied.

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

PersAdmin(Check Sort Code): STUDENT EMPLOYMENT

Current Posn Holder: 0

Field	Value		Field	Value
EE group	7 Student		Org. Unit	
EE subgroup	03 Salaried Exmpt		P.scale type	SG Student-Graduate
Personnel area	UN04 Whiting School of Engineering		P.scale area	U JHU
Pers. subarea	U012 Postdocs		Pay Scale Group	POSDOC PS level 01
Payroll area	S1 JH Semi-Monthly		Home Cost Center	
Annual # Months Worked				

Personal Details

> Legal Name ONLY, no nicknames/chosen names.

Field	Value		Field	Value
Last name	☑		Title	
First name	☑		Suffix	
Middle name/Initial				
Date of Birth	☑			
Gender	unknown			

Additional Personal Details

Nationality(Citizenship) ☑

Ethnicity ☑

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
☐ Armed Forces Serv Medal Vet

Race Category:
☐ American Indian or Alaskan Native
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander

☐ Native Hawaiian or Other Pacific Islander   ☐ Armed Forces Serv Medal Vet

☐ Asian   ☐ Disabled Veteran

☐ White   ○ Not a Protected Veteran

○ Prefers Not to Answer

◉ Non Veteran

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

Visa Details

Visa type	[ ]	Original US Entry Date(Arrival Date)	[ ]
Visa Issue Date	[ ]	Visa End 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	[ ] US USA

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

Permanent Address

Address Line 1	☑ [ ]
Address Line 2	[ ]
Addnl Line 3 for Foreign Address	[ ]
City	☑ [ ]
State/Zip Code	☑ [ ] [ ]
Country	US USA
Phone	[ ]
Cell Number	[ ]

REQUIRED: Can use Local Address. 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.	☑ [ ]
Street addr.	☑ [ ]
City	☑ [ ]
State/Zip	☑ [ ] [ ]
Country	US USA

Work Mailing

☐ Is Work Mailing same as Work Physical?

Campus addr.	☑ [ ]
Street addr.	☑ [ ]
City	☑ [ ]
State/Zip	☑ [ ] [ ]
Country	US USA

Phone		Fax Number		Phone		Fax Number	
Worksite	☑						

Dates

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

Work Hours

Weekly Work Hours(Scheduled)	☑		☐ FLSA Override
Work Schedule Rule		⌄	

Hrs should be listed as 37.5.
Work Schedule Rule = 37.5 WK or FELLOW if Fellowship.

Base Pay

JHU Semi Paid

Semi Monthly Salary	
Actual Salary	
Appointed Salary	

(JHU Faculty at Whiting and Arts and Sciences)

Pay Structure and Semi-monthly amount must align with Total Pay/Salary on Appointment Letter.

Skills

"Skills" section should be left blank.

	License/Cert.	License Number	State	Begin Date	End Date	▦

Education

	Degree	DegYr	YrsEd	Inst	Cntry	Branch1	Branch2		▦
								x	

Degree is Required.

Cost Distribution

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

Start Date of the Cost Distribution MUST match the Begin Date above and Start Date on Appointment Letter. End Date cannot be past end date on Current Appointment Letter (even if extension is expected).

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. Total of semi-monthly payments according to Start and End Dates must match Total Pay/Salary listed on Appointment Letter.

Comments