

ISR Details

Hiring Undergrad Hourly

ISR Number 0
Initiator 326763

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 111223333
Action Reason 05 Hire

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

Once you press Validate, all position fields should populate.

Org details

Position Undergraduate Assistant Hourly
Validate SSN & Position [Click validate button and follow prompts before entering additional information below.](#)
PersAdmin(Check Sort Code)
Current Posn Holder 0
EE group 7 Student
EE subgroup 25 S1 Hrly Non-Exmpt
Personnel area UN17 University Student Services
Pers. subarea U007 Undergrad Stud
Payroll area S1 JH Semi-Monthly
Annual # Months Worked 12
Org. Unit Org Unit
P.scale type SU Student-Undergrad
P.scale area U JHU
Pay Scale Group UGRADAS2 PS level 01
Home Cost Center Home CC

F11 must be chosen for ALL Hourly students. Mail to Home (003) is not appropriate.

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"/> <input type="text"/>
Zip/Country	<input type="text"/> US USA

This section is not mandatory but important to keep on file (if provided by 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	US USA	
Phone	<input type="text"/>	
Cell Number	<input type="text"/>	

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

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)

Select appropriate Worksite from Dropdown menu

Work Physical	Work Mailing
<input checked="" type="checkbox"/> Campus addr. <input checked="" type="checkbox"/> Street addr. <input checked="" type="checkbox"/> City <input checked="" type="checkbox"/> State/Zip	<input type="checkbox"/> Is Work Mailing same as Work Physical? <input checked="" type="checkbox"/> Campus addr. <input checked="" type="checkbox"/> Street addr. <input checked="" type="checkbox"/> City <input checked="" type="checkbox"/> State/Zip

Country USA
 Phone Fax Number
 Worksite

Country USA
 Phone Fax Number

Worksite dropdown menu

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Dates

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

"Dates" section should be left blank.

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Work Hours

Weekly Work Hours(Scheduled)
 Work Schedule Rule
 FLSA Override

For purposes of Concurrent Employment, enter only the number of Hours the student is "committed" to work. **Total cumulative hours between ALL hourly positions are limited to 19.99/week.**

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"Student" should be selected.

Base Pay

JHU Hourly Paid

Hourly Rate
 Fed Wk Study Type (Stud.only)
 Work Study Begin Date
 Work Study End Date
 FWS Amount

Cannot be less than JHU Minimum (currently \$15/Hour except in DC where minimum is \$17/Hour).

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Skills

License/Cert.	License Number	State	Begin Date	End Date

Skills section should be left blank.

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Education

Degree	DegYr	YrsEd	Inst	Cntry	Branch1	Branch2

Use "No Degree" for Undergraduates with a High School diploma.

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Cost Distribution



Cost Center	Order	WBS Element	Perc...	Fund	Grant

The percentage MUST equal 100%. You may use multiple Cost Centers or Internal Order numbers.

Comments

Please provide any comments you deem helpful, such as "Concurrent Employment", 1st and 2nd Approvers for TimesheetX, etc.