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

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

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.

Note: For foreign address, use address lines 1, 2 and addnl foreign address line 3 as free text fields for address.
- **Worksite dropdown menu**
- **Dates** section should be left blank.
- **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.**
- **“Student” should be selected.**
- **Cannot be less than JHU Minimum (currently $15/Hour except in DC where minimum is $17/Hour).**
- **Skills section should be left blank.**
- **Use "No Degree" for Undergraduates with a High School diploma.**
<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Order</th>
<th>WBS Element</th>
<th>Perc...</th>
<th>Fund</th>
<th>Grant</th>
</tr>
</thead>
</table>

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

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