

ISR Details

# Hiring Visiting Undergrad Salary/Fellowship

ISR Number [redacted]  
Initiator [redacted]

Approver Details

Begin Date 01/01/2024

Approver 1 [redacted]

Approver 2 [redacted]

UEL should be selected as Approver 2 for all Homewood students regardless of where they work within JHU.

Action Details

SSN [redacted]

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 [redacted] Visiting Undergraduate Assistant

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

PersAdmin(Check Sort Code) [redacted] Must be a Homewood mailing code.

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

EE group 7 Student

Org. Unit [redacted]

EE subgroup 02 Salaried Non-exmt

P.scale type SU Student-Undergrad

Personnel area UN09 School of Arts & Sciences

P.scale area U JHU

Pers. subarea U011 Visiting Stud

Pay Scale Group VISITSAL PS level 01

Payroll area S1 JH Semi-Monthly

Home Cost Center [redacted]

Annual # Months Worked 12

Legal Name ONLY, no nicknames/ chosen names.

Personal Details

Last name [redacted]

Title [redacted] v

First name [redacted]

Suffix [redacted] v

Middle name/Initial [redacted]

Date of Birth [redacted]

Gender unknown v

Additional Personal Details

Nationality(Citizenship) [redacted]

Ethnicity [redacted] v

- Race Category:
- American Indian or Alaskan Native
  - Black or African American

Military/Veteran Details

Military status [redacted]

Discharge Date [redacted]

Disability Not informed/unknown v

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"/> US USA

This section is not mandatory but important to keep on file (if provided by the 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="checkbox"/>	US USA
Phone	<input type="checkbox"/>	<input type="text"/>
Cell Number	<input type="checkbox"/>	<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 checked="" type="checkbox"/>	<input type="text"/>
Street addr.	<input checked="" type="checkbox"/>	<input type="text"/>
City	<input checked="" type="checkbox"/>	<input type="text"/>
State/Zip	<input checked="" type="checkbox"/>	<input type="text"/>

Work Mailing

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

Country  USA  
 Phone  Fax Number   
 Worksite

Country  USA  
 Phone  Fax Number

**Dates**

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

**Work Hours**

Weekly Work Hours(Scheduled)   Hrs can be listed as 37.5 for Visiting Students.  FLSA Override  
 Work Schedule Rule

**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 on student's Visiting Application or Visiting 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

Degree is Required.

Cost Distribution

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. Start Date and End Date MUST match the Visiting Application/Letter dates or fall within the time-frame of the dates listed on the Application/Letter.

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 listed on Visiting Application/Visiting Letter.

Comments

Four empty text input fields for comments.