

ISR Details

Object ID Object abbr.

Position Create - Visiting Undergraduate Fellowship

ISR Number
Initiator

Approver Details

Begin Date Approver 1
Approver 2

TAX Office must be selected as Approver 2 for all Fellowship Position Create or Copy ISR

JHU Position Action Details

Object

Job Short Text
Position Title

Name the position so that it makes sense to you and makes it easy to identify the position later in PPOSE

Related Object

Organizational Unit **Organizational Unit to which the position belongs to**
Supervisor's Position # **Position # of Supervisor** Supervisor Name
Job Code Visiting Undergraduate-STU
Exempt/Non-Exempt Non Exempt

Planned Compensation

Pay Grade		Pay Scale	
Pay grade type	<input type="text" value="SG"/> Student-Graduate	Pay scale type	<input type="text"/>
Pay grade area	<input type="text" value="U"/> JHU	Pay Scale Area	<input type="text"/>
Pay grade	<input type="text" value="FLLWSHIP"/>	Pay Scale Group	<input type="text"/>
Pay grade level	<input type="text" value="01"/>	PS level	<input type="text"/>

Pay Scale Selection should be left blank.

Account Assignment Features

Personnel area **select appropriate from drop down menu**
Personnel Subarea Visiting Stud

Home Cost Center

Cost Center

Home Cost Center - Not an Internal Order Number (IO) IO would be indicated in cost distribution

Employee Group/Subgroup

Employee Group
Employee Subgroup Fellowship Recipient

FLSA Override

FLSA Override

Compliance

JCAHO Compliant
HIPAA Training

Officer Status
Required Attendance

Licensing / Certification

License	Certification
License 1 <input type="text"/>	Certification 1 <input type="text"/>
License 2 <input type="text"/>	Certification 2 <input type="text"/>
License 3 <input type="text"/>	Certification 3 <input type="text"/>
License 4 <input type="text"/>	Certification 4 <input type="text"/>
License 5 <input type="text"/>	Certification 5 <input type="text"/>

Position Budget

Annual Budgeted Salary
Weekly Work Hours
Annual Base Hours

Finance Reporting

Financial Disclosure
Conflict of Interest

Time Collection Indicator None
Annual # Months Worked

Comments

For example: Please make 10 new positions

You can request up to 20 copies/ creates on this ISR