

ISR Details

Position Create - Undergrad Hourly

Object ID Object abbr.

ISR Number

Initiator

Approver Details

Begin Date

Approver 1

Approver 2

No Approver 2 is required for a Position Create or Position Copy ISR

JHU Position Action Details

Object

Job Short Text
Position Title

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

Related Object

Organizational Unit
Supervisor's Position # Supervisor Name
Job Code Undergraduate-STU
Exempt/Non-Exempt Non Exempt

Organizational Unit to which the position belongs

Position # of Supervisor

30000885

Planned Compensation

Pay Grade
Pay grade type Student-Undergrad
Pay grade area JHU
Pay grade UGRADAS2
Pay grade level 01

Pay Scale
Pay scale type
Pay Scale Area
Pay Scale Group
PS level

Pay Scale section should be left blank.

Account Assignment Features

Personnel area
Personnel Subarea U007

Select from appropriate drop down menu

Home Cost Center

Cost Center

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

Employee Group/Subgroup

Employee Group Student
Employee Subgroup S1 Hrly Non-Exmpt

Student

FLSA Override

FLSA Override

Compliance

JCAHO Compliant
HIPAA Training

Officer Status
Required Attendance

Licensing / Certification

License 1
License 2
License 3
License 4
License 5

Certification 1
Certification 2
Certification 3
Certification 4
Certification 5

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