

# Student New Hire Checklist

(For use with ISR Form)

This form is designed for JH departments who hire Homewood students. Print and fill-in each field to ensure that you have the necessary information to complete the ISR New Hire Form. Remember to select Student Employment Services as Approver 2. For assistance with EE Group, EE Subgroup, etc., please go to [www.jhu.edu](http://www.jhu.edu) > Employer Handbook > Student SAP Job Aids

## Position Details

Position # \_\_\_\_\_ (PPose)                      Begin Date    \_\_\_\_/\_\_\_\_/\_\_\_\_  
Weekly Work Hrs (scheduled) \_\_\_\_\_                      Work Schedule Rule = Student Work Rule  
EE Group \_\_\_\_\_ EE Subgroup \_\_\_\_\_                      Pay Frequency = hrly \_\_\_\_ salary \_\_\_\_ (check one)  
PersAdmin (Check Sort Code) \_\_\_\_\_ (If hrly = F11)

**If Federal Work-Study:** Award Amount \$ \_\_\_\_\_                      FWS Z-Code = \_\_\_\_\_  
FWS Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_                      FWS End Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Student's Personal Detail

Last Name \_\_\_\_\_ Suffix \_\_\_\_\_  
First Name \_\_\_\_\_  
Middle Name/Initial \_\_\_\_\_  
SSN                      \_\_\_\_/\_\_\_\_/\_\_\_\_                      Birth Date                      \_\_\_\_/\_\_\_\_/\_\_\_\_  
Gender \_\_\_\_\_                      Highest Degree \_\_\_\_\_ (High School, BA, MA, etc.)  
Visa Type \_\_\_\_\_ (if applicable)                      Visa Issue Date \_\_\_\_\_                      Visa End Date \_\_\_\_\_  
Nationality (Citizenship) \_\_\_\_\_                      Ethnic Origin \_\_\_\_\_                      Race \_\_\_\_\_  
*(Race category/categories)*

## Emergency Contact Information

Last Name \_\_\_\_\_  
First Name \_\_\_\_\_  
Telephone #                      \_\_\_\_/\_\_\_\_/\_\_\_\_  
Street /House # \_\_\_\_\_  
2<sup>nd</sup> Line \_\_\_\_\_  
City \_\_\_\_\_  
State/Zip Code                      \_\_\_\_\_

**Permanent Address** (can be local OR out-of-state)

Street /House # \_\_\_\_\_  
 2<sup>nd</sup> Line \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Zip Code \_\_\_\_\_  
 Phone # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Work 'Physical' Address**

Street /House # \_\_\_\_\_  
 2<sup>nd</sup> Line \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Zip Code \_\_\_\_\_  
 Phone # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Work Site \_\_\_\_\_ (choose code from the list below)  
 Fax # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

01 = Homewood	05 = BSPH Campus
02 = Mt. Washington	06 = SON Campus
03 = Eastern	07 = Peabody
04 = SOM Campus	

**Work 'Mailing' Address** (If different from Work 'Physical' Address)

Street /House # \_\_\_\_\_  
 2<sup>nd</sup> Line \_\_\_\_\_  
 City \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 State/Zip Code \_\_\_\_\_  
 Phone # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Fax # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Additional information regarding 'required' documentation for employment and payroll purposes relating to Federal Work-Study including Z-Code, Appointment Letters, and the I-9 Form can be found on the Student Employment Services web site @ [www.jhu.edu/stujob](http://www.jhu.edu/stujob) > Employer Handbook**