

# Student New Hire Checklist

(For use with ISR Form)

Complete each field listed to ensure that you have the necessary information to complete the ISR New Hire Form. For assistance, please go to [www.jhu.edu/stujob](http://www.jhu.edu/stujob) > Employer > SAP Job Aids

## Position Details (must be completed by supervisor)

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 hourly = F11)                      Hrly Rate \$\_\_\_\_ Salary \$\_\_\_\_

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

## Student's Personal Detail (must be completed by student)

Last Name \_\_\_\_\_  
First Name \_\_\_\_\_  
Middle Name/Initial \_\_\_\_\_  
School \_\_\_KSAS \_\_\_WSE (check one)                      Highest Degree \_\_\_\_\_ (High School, BA, MA, etc.)  
Gender \_\_\_\_\_ SSN \_\_\_\_/\_\_\_\_/\_\_\_\_                      Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Nationality (Citizenship) \_\_\_\_\_ Ethnic Origin \_\_\_\_\_  
Visa Type \_\_\_\_\_ (if applicable)                      Issue Date \_\_\_\_/\_\_\_\_/\_\_\_\_                      End Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
WAD End Date \_\_\_\_/\_\_\_\_/\_\_\_\_                      Original U.S. Entry Date (Most Recent) \_\_\_\_/\_\_\_\_/\_\_\_\_

## Emergency Contact Information

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

## Permanent Address

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 # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Fax # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**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**