

Instructions:

1. **All fields must be completed.**
2. Student **MUST** be on payroll with JHU BEFORE they can begin working.
3. If hiring an international student, please ensure the student has completed an I-9 form with OIS.
4. Forms must be sent **prior to employment start date** to BermanHRPR@jhu.edu
5. Direct all questions to BermanHRPR@jhu.edu

Today's Date: _____ Position Start Date: _____
MM/DD/YY MM/DD/YY

Student Name _____
(Last, First, Middle Initial)

Physical Work Location _____ Check here if telecommuting

Hourly Wage \$ _____ Budget #: _____ Approx. Weekly Hours _____

Summary of duties: _____

Anticipated Position Completion Date: _____ MM/DD/YY

Authorized timesheet approver other than supervisor _____

Supervisor's Name: _____ Phone: (_____) _____

Supervisor's Signature: _____ **Date:** _____

By submitting this form, you are agreeing to remain compliant with all JHU student employment policies including but not limited to:

1. Working no more than a cumulative total of 19.9 hours per week at JH regardless of the number of student positions at JH during 1st, 2nd, 3rd and 4th terms. **Initial** _____
2. Stopping all work activities and notifying payroll when or if my enrollment falls below full-time status in any academic term **or** I will not enroll full time in the upcoming academic term, **or** I complete my degree requirements. **Initial** _____

Student Signature _____ **Date:** _____