New Hire Checklist

Applicant:
- New Hire Form
- W-4
  - Employer number 11472
- Direct Deposit

Administration:
- Mailbox
- Office Set Up
- Phone Set Up
- Email Set Up
- Change Contact Lists
- Key Request
- J-Card
- Parking: [http://www.parking.jhu.edu/transportation.html](http://www.parking.jhu.edu/transportation.html)
- Signed Copy of Offer Letter
- Safety Course
- Procurement Card
- Update Website
- Send out Announcement
- Training

Additional Items/Resources

Students
International Student Office
[http://www.jhu.edu/~isss/about.html](http://www.jhu.edu/~isss/about.html)

Pre-entrance Health Assessment
[http://www2.jhu.edu/shcenter/loader.php?page=grad_health_instructions.html](http://www2.jhu.edu/shcenter/loader.php?page=grad_health_instructions.html)

Faculty
- ISIS (academic set-up) [http://www.jhu.edu/~registr/](http://www.jhu.edu/~registr/)
  - Contact person: Craig Smith [craig.smith@jhu.edu](mailto:craig.smith@jhu.edu) or phone at 516-7877
- Effort Reporting
  - Application: [https://ers.jhu.edu/GenericERS](https://ers.jhu.edu/GenericERS)
  - Course: [https://secure.lwservers.net/](https://secure.lwservers.net/)
- Hopkins One (financial information) [http://www.controller.jhu.edu/](http://www.controller.jhu.edu/)
- Proposals
  - Routing sheet: [http://jhuresearch.jhu.edu/](http://jhuresearch.jhu.edu/)
  - GoldenRod Sheet: [http://jhuresearch.jhu.edu/rpa/goldenrod.pdf](http://jhuresearch.jhu.edu/rpa/goldenrod.pdf)
  - Blank proposal budget sheet (see Olen for copy)
- Book Order

Benefits: [http://www.benefits.jhu.edu/](http://www.benefits.jhu.edu/)
# NEW HIRE FORM

<table>
<thead>
<tr>
<th>NAME</th>
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<tbody>
<tr>
<td>Faculty Sponsor</td>
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<td>Position Title</td>
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<td>Apt Start Date</td>
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<tr>
<td>Apt End Date</td>
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<tr>
<td>Salary</td>
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<tr>
<td>SS #</td>
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<tr>
<td>Address</td>
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<tr>
<td>Phone</td>
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<tr>
<td>Email</td>
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<tr>
<td>DOB</td>
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<tr>
<td>GENDER</td>
<td>MALE or FEMALE</td>
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<tr>
<td>Highest Degree</td>
<td></td>
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<tr>
<td>Nationality (citizenship)</td>
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<tr>
<td>Ethnicity</td>
<td>Hispanic/Latino NOT Hispanic/Latino</td>
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<tr>
<td>Race</td>
<td>American Indian/Alaskan Native</td>
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<tr>
<td></td>
<td>Asian</td>
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<td></td>
<td>Black or African American</td>
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<tr>
<td></td>
<td>Native Hawaiian or other Pacific Islander</td>
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<tr>
<td></td>
<td>White</td>
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<td></td>
<td>Two or more races</td>
</tr>
<tr>
<td>Veteran Status</td>
<td>YES or NO</td>
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<tr>
<td>Disability</td>
<td>YES or NO</td>
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<tr>
<td>Visa Type</td>
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<td>Visa Issue Date</td>
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<tr>
<td>Visa End Date</td>
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<tr>
<td>Initial entry to US (date)</td>
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<tr>
<td>Expiry of WP</td>
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<td>Work location</td>
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<tr>
<td>Emergency Contact Info</td>
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</tr>
<tr>
<td>ISR Hire #</td>
<td></td>
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<tr>
<td>BUDGET to CHARGE</td>
<td></td>
</tr>
<tr>
<td>POSTION # / PERM #</td>
<td></td>
</tr>
<tr>
<td>Pay frequency</td>
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</table>

To be completed by office staff

**CODES FOR ISR:** Mail sort code H59
Dept code G4301
Employee Self Service (ESS) is an enhancement to the central HR/Payroll system that will allow you to view your personal and payroll data and easily make changes. It’s a convenient, secure, user-friendly resource that you will be able to access online through my.johnshopkins.edu. You will log on using your JHED ID; then click on My Payroll, then ESS.

Using Employee Self Service, you’ll easily be able to:

• Update your permanent address
• Update your emergency contact information
• View your personal data and work addresses
• Update your direct deposit information
• Make changes to your tax withholding information
• View your pay statements

You will be able to perform these tasks quickly, without complicated forms or additional assistance.

All employees paid via SAP will have access to ESS with the following exceptions:
• Employees on I-9 hold or I-9 pending will not be able to access direct deposit information until the hold has been removed.
• Non Resident Aliens (NRA) will not be able to change withholding information.
• Employees with foreign addresses will not be able to access permanent address information.

Use this quick reference guide to help you navigate and edit your personal information through ESS.

Note:
For Security purposes, ESS will automatically log you off after five minutes of no activity. HR/Payroll Services is happy to answer your questions and to help you. Please contact them by calling 443-997-5828.
SAP at Hopkins supports specific internet browsers. Please verify that you are currently using a supported browser by going here: https://know.it.jhu.edu/x/aRerAQ

Accessing ESS
You can access ESS through https://my.johnshopkins.edu/ using your JHED ID and password. The ESS icon is the first icon within the “myPayroll” icon group.

Overview
ESS consists of four modules that allow you to review and/or edit your personal information. The four modules include:

1. Personal Information
2. Payroll Information
3. Time Information
4. Benefits Information

When navigating between the different modules, you can use the Overview screen or the corresponding tabs located at the top of the screen.

The rest of this guide will provide step-by-step instructions on how to review/edit specific personal information within each module.
Personal Information

Update your permanent address, emergency contact information, additional personal data, and view your personal data and work addresses.

Permanent Address

Follow these steps to edit your personal address:

1. Click Edit.
2. Enter your permanent address. Be sure to include information in all of the highlighted/required fields.
   
   **Note:**
   - Be sure to populate the Maryland County field if you live in Maryland. It is required for Maryland residents ONLY even though it’s not marked with a red asterisk.
   - For Primary Phone, enter your area code in the first box and remaining seven-digit number in the second box.
   - **Major Intersection** is a field requested from emergency management. *(Example: one of the JHHS nurses lives near the intersection of Northern Pkwy. and Falls Rd. This is most likely where the emergency management team would pick her up during severe weather).*
3. Click Review.
4. Click Save.

Work Addresses

Work addresses are read-only. Users cannot edit their own work address. Contact your department SAP/HR administrator to update this information.

Emergency Contact

Follow these steps to edit your emergency contact information:

1. Click Edit.
2. Enter the information pertaining to your emergency contact person. Be sure to include information in all of the highlighted/required fields.
   
   **Note:**
   - For Telephone, enter the area code in the first box and the remaining seven-digit number in the second box.
3. Click Review.
4. Click Save.
Personal Data

Personal data is read-only. Users cannot edit their own personal data. Contact your department SAP/HR administrator to update this information.

Additional Personal Data

Follow these steps to edit information about your race, ethnicity, and/or military status:

1. Click Edit.
2. Use the drop-down menus, checkboxes, and entry fields to edit your additional personal data.
3. Click Review.
4. Click Save.

Payroll Information

Update your direct deposit information, update your federal and state withholding information, and view your latest and previous pay statements.

Direct Deposit

Follow these steps to edit your current default bank:

1. Click Edit.
2. Use the entry fields, drop-down menus, and disclaimer checkbox to edit your direct deposit information.
   • To change the default bank, type in the routing number or click the paper icon at the end of the field to search for your bank’s routing number.
     i. If you need to search for the routing number, when the Advanced Search screen appears, type in the name of your bank in the **Bank name** field using an asterisk before and after.
        **Example:** *Bank of America*
     ii. Click the Go button.
• When the result appears, click the **Bank number** once to return it to the **Routing Number** field.

  **Note:**

  *There may be several results, so you may want to add the **City** to your search to narrow the results.*

3. Click **Review**.

4. Click **Save**.

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**Adding Additional Banks**

For direct deposits, in addition to the default bank, you can maintain up to two additional banks.

  **Example:** your default bank might be M&T but you may have an “additional” savings account at the Johns Hopkins Federal Credit Union.

The additional bank(s) will be processed first in the deposit process.

  **Example:** if the payroll deposit is $1,000 and the additional bank is set to deposit $100 into a savings account, that $100 will be taken first, then $900 will be deposited into what you have selected as your default bank.

You can choose to deposit by a percentage or dollar amount of your net pay. Follow these steps to add an additional bank to your direct deposit:

1. Click **New Additional Bank**.

2. Use the entry fields, drop-down menus, and disclaimer checkbox to enter all required information about your new additional bank.

3. Click **Review**.

4. Click **Save**.

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**Pay Statement**

The most recent pay statement will appear by default. It will display in a PDF format. Use the drop-down menu to select the month and year to view a different pay statement. Click **Exit** when you are finished viewing pay statements.

**Note:**

*Use the PDF tool bar to zoom, save, email, or print the statement you are currently viewing.*
Follow these steps to edit your federal and state withholdings:

1. Click **Edit**.
2. Use the entry fields and drop-down menus to make changes to your federal and state withholdings.

   **Note:**
   
   You must read the declaration statement and check the checkbox next to Declaration.

3. Click **Review**.
4. Click **Save**.

### Employment and Wage Verification

This link will take you to an online help resource used to provide employment and/or wage verification to lending agencies and services.