

PhD Student Payroll Processing Frequently Asked Questions

May, 2024

1. What do the codes on my paycheck mean?

What may appear on your check:	What it means:	Appointment Letter Type
EARNINGS/FELLOWSHIPS: Salary	Pay for PhD students who receive a wage	Guaranteed Funding
EARNINGS/FELLOWSHIPS: Fellowship	Pay for PhD students who receive a fellowship stipend	Guaranteed Funding
EARNINGS/FELLOWSHIPS: Regular	Additional pay in these categories: Regular Pay, Standard Overtime, Regular Non-Federal Work Study, MD Safe and Sick Leave	Non-guaranteed, hourly or flat rate/fixed term for a time period (e.g., per semester)
EARNINGS/FELLOWSHIPS: Ratification Bonus OR RatifyBnsFellowship	Additional pay to PhD students who received any payment from JHU at the time of ratification of the TRU Collective Bargaining Agreement. The amount will appear on your check as "Ratification Bonus". PhD students receiving only fellowships at the time the bonus is paid will have the bonus paid as a fellowship. The amount will appear on your check as "RatifyBnsFellowship".	Additional pay

Just because taxes are not withheld, does not mean the funds are not taxable. You may owe taxes on these funds. Please get more information at [IRS.gov](https://www.irs.gov).

2. What is the PhD Ratification Bonus?

Each bargaining unit employee as of the date of ratification of the TRU Collective Bargaining Agreement will receive a one-time lump sum payment of \$1,000, less all applicable federal and state tax withholdings, from the University on your May 15 paycheck.

3. Will the PhD Ratification Bonus have taxes withheld?

Yes, except as described immediately below, the University will withhold all applicable federal and state taxes on the Ratification Bonus.

Exception: PhD students who are (1) U.S. tax residents and (2) only receiving fellowships at the time the Ratification Bonus is paid, will not have any taxes withheld on the bonus. The Ratification Bonus constitutes an additional fellowship payment and should be considered a fellowship payment when completing your 2024 tax filings. For more information about fellowships and taxes please see the [Tax Office Website](#).

Exception: The University will honor any treaty facilitation already in place for International PhD students. Where a treaty is being facilitated, this could result in no tax being withheld at the federal and possibly the state level.

4. How much tax is being withheld from the PhD Ratification Bonus?

As addressed in 3 above, taxes will generally be withheld on the Ratification Bonus.

Federal taxes withheld will be at the 22% supplemental rate. State taxes will be withheld based on your withholding information on file and will follow the applicable state withholding tables. If you are a nonresident PhD and the University is facilitating a treaty for you, we will honor the treaty and this could reduce withholding.

Exception: Nonresident PhD students who are receiving only fellowships at the time the Ratification Bonus is processed will have federal taxes withheld at the 14% flat rate. State taxes will be withheld based on your withholding information on file and will follow the applicable state withholding tables. If the University is facilitating a treaty for you, we will honor the treaty and this could reduce withholding.

5. Who do I talk to if I have questions about my paycheck?

For department/program appointment and pay questions, please email the individual(s) listed below connected to your academic PhD program.

Student Employee Payroll Administrators: If you have questions or need support in answering questions from PhD candidates, please contact Payroll with your questions at Payroll@jhu.edu

Department/Program PhD Student Employee Payroll Administrators

Division	PhD Program Name	Payroll Contact based on Academic Program	Payroll Email based on Academic Program
BSPH	Biochemistry and Molecular Biology	Adam Utapat	sutapat1@jh.edu
BSPH	Biostatistics	Mary Joy Argo	margo@jhu.edu
BSPH	Environmental Health and Engineering	Taylor Voelkel	tvoelke3@jhu.edu
BSPH	Epidemiology	Matthew Miller	mmille16@jhu.edu
BSPH	Health Behavior and Society	Krystal Lee	krystal.lee@jhu.edu
BSPH	Health Policy and Management	Anum Shahid	ashahid2@jhmi.edu
BSPH	International Health	Hunter Tereyla	htereyl1@jh.edu
BSPH	Mental Health	Patty Scott	patty.scott@jhu.edu
BSPH	Molecular Microbiology and Immunology	Alex Kim	akim55@jhmi.edu
BSPH	Population Family Reproductive Health	Gilbert Morgan	gmorga13@jhu.edu
KSAS	Astronomy and Astrophysics	Kaycie Maley	kmaley3@jh.edu
KSAS	Biophysics (The Jenkins Program)	Jessica Appel	jappel@jhu.edu
KSAS	Cell, Molecular, Dev. Biology and Biophysics	Alecia Flynn	aflynn12@jhu.edu
KSAS	Chemistry Biology Interface (CBI)	Jess Grant	jgrant31@jhu.edu
KSAS	Chemistry	Meghan Carter	mcarter@jhu.edu
KSAS	Cognitive Science	Sue Potterfield	spotter2@jhu.edu
KSAS	Earth and Planetary Science	Shelby Russell	srusse51@jh.edu
KSAS	Mathematics	Christina Bannon	cbannon1@jhu.edu
KSAS	Physics	Kaycie Maley	kmaley3@jhu.edu
KSAS	Program in Molecular Biophysics (PMB)	Jessica Appel	jappel@jhu.edu
SOM	Program in Molecular Biophysics (PMB) – for their SOM students	Johnni Lindsay	jlinds21@jh.edu
KSAS	Psychological and Brain Sciences	Sally Hauf	shauf@jhu.edu
KSAS	Anthropology	Khaleel Gheba	kgheba1@Jh.edu
KSAS	Economics	Rosana Medina	rmedina1@jhu.edu
KSAS	Political Science	Tracey Biller	tbiller@jhu.edu
KSAS	Sociology	Terri Thomas	tthomas@jhu.edu
KSAS	Classics	Alex Labat	alabat1@jhu.edu
KSAS	English	Dominique Dureau	ddureau1@jhu.edu
KSAS	History	Megan B. Zeller	mzeller4@jhu.edu
KSAS	History of Art	Lauren Crabtree	lcrabtr3@jh.edu
KSAS	History of Science and Technology	Heather Dozier	hdozier1@jhu.edu
KSAS	Comparative Thought and Literature	Marva Philip	mphilip@jhu.edu
KSAS	Modern Languages and Literatures	Jacqueline Gwynn	jgwynn1@jhu.edu
KSAS	Near Eastern Studies	Jenny Wohl	jwohl@jhu.edu
KSAS	Philosophy	Danielle Stout	danielle@jhu.edu
KSAS	Interdisciplinary Humanistic Studies	Marva Philip	mphilip@jhu.edu
SAIS	International Studies	Jon Youngs	jyoungs1@jhu.edu

Division	PhD Program Name	Payroll Contact based on Academic Program	Payroll Email based on Academic Program
SOE	Education	Tracy Walker	TWalker71@jhu.edu
SOM	Biochemistry, Cellular and Molecular Biology		ibbshrp@jhu.edu
SOM	Biological Chemistry	Darlene Sutton	dsutton5@jhmi.edu
SOM	Biomedical Engineering	Kay Beard	kaybeard@jhu.edu
SOM	Biophysics and Biophysical Chemistry	Johnni Lindsay	jlinds21@jhmi.edu
SOM	Cellular and Molecular Medicine	Sophia Grudda	hgrudda1@jhmi.edu
SOM	Cellular and Molecular Physiology	Bryoni Worsley	bworsle3@jhmi.edu
SOM	Functional Anatomy and Evolution	Maggie Cogswell	maggiecogswell@jhmi.edu
SOM	Health Sciences Informatics	Katelyn Grandy	kwettig1@jhu.edu
SOM	History of Medicine	Marian Robbins	myrobbins@jhu.edu
SOM	Human Genetics and Genomics	Sandy Muscelli	smuscel1@jhmi.edu
SOM	Immunology	Angela James	ajames@jhmi.edu
SOM	Neuroscience	Melanie Brangan	mbranag1@jhmi.edu
SOM	Pathobiology	Jennie Kelso	jkello1@jhmi.edu
SOM	Pharmacology and Molecular Sciences	Amy Paronto	aparont1@jhmi.edu
SOM	XDBio	Sophia Grudda	hgrudda1@jhmi.edu
SOM	MD/PhD	Cheikh Seye	pseye1@jhmi.edu
SON	Nursing	Charlene Camponeschi	cwalize1@jhu.edu
WSE	Applied Mathematics & Statistics	Imani Burgess	iburges3@jhmi.edu
WSE	Chemical & Biomolecular Engineering	Cathy Cao	ccao13@jhmi.edu
WSE	Civil and Systems Engineering	Elena Shichkova	elena.shichkova@jhu.edu
WSE	Computer Science	Kim Franklin	kimfranklin@jhu.edu
WSE	Electrical and Computer Engineering	Ashley Moriarty	AshleyMoriarty@jhu.edu
WSE	Environmental Health and Engineering	Taylor Voelkel	tvoelke3@jhu.edu
WSE	Materials Science and Engineering	Lauren Rodgers	lmodica1@jhmi.edu
WSE	Mechanical Engineering		me-academic@jhu.edu