



## PhD Student Workers

### Guaranteed Funding and Wage Types

#### Guaranteed Funding Payments made to PhDs

The Collective Bargaining Agreement (CBA) ratified in April of 2024, provides for annual guaranteed funding for PhDs covered by the CBA. The annual guaranteed funding for the 24/25 academic year is \$47,000 (\$1958.34 semi-monthly) and will increase to \$50,000 in 25/26 (\$2083.34 semi-monthly) and to \$52,000 in 26/27 (\$2167.67 semi-monthly).

This annual guaranteed funding paid by the University to the PhDs will generally fall into one of two categories: Wage or Fellowship.

#### Wage

Funding is often considered a “wage” for two reasons: (1) it is paid under a CBA that consistently references the PhD student workers as employees and (2) many PhD students are regularly engaging in teaching and research in connection with their degree requirements. While this teaching and research is part of the academic experience and primarily for the PhD student’s benefit, this work at times also provides a return benefit to the University.

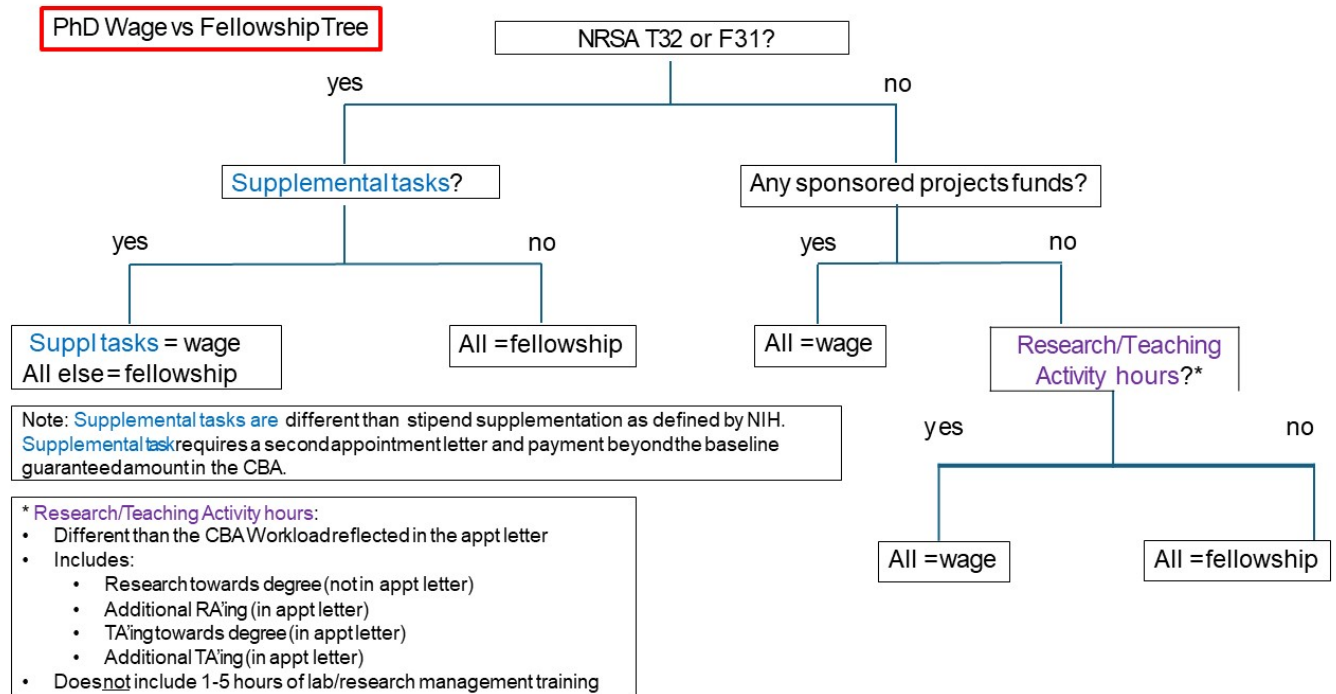
#### Fellowship

Funding for PhDs receiving NIH NRSA training grants (e.g. T-32, F31) is treated as a “fellowship” for two reasons: (1) The tax treatment of the ~\$28,000 received from the NIH has been accepted by the IRS to be a fellowship and is therefore treated as a fellowship by JHU. (2) The ~\$19,000 (for 24/25) supplemental stipend paid by the university should also be classified as a fellowship, because the NIH prohibits the university from requiring any additional obligation from the PhD in exchange for this \$19,000 supplemental stipend, making it a no-strings-attached payment. [Therefore, the full \\$47,000 \(for 24/25\) paid to PhDs funded by NRSA training grants \(T-32, F31\) should be classified as a fellowship.](#)

As a reference, the decision tree that follows here provides additional guidance for determining whether to categorize funding as a wage or fellowship.



## Wage vs. Fellowship Decision Tree



## Exceptions to the Rules

- Students Not Performing Any Teaching or Research in a Term: While this is uncommon for PhDs past their first year, this can occur. **When there is no teaching or research** and this is reflected in all documentation and communications with and related to the PhD student for the term, the annual guaranteed funding **should be classified as a fellowship**. This fact pattern is very common for first year PhDs at KSAS, WSE and SOM.
- Lab or Research Management Training (f/k/a “Good Lab Citizen”): These 5 hours are expressed in the CBA-related appointment letters and simply capture the *de minimus* tasks already carried out by/expected of all PhD students (e.g., cleaning up after their work in the lab, helping to set up meetings, etc.). This does not constitute a service. Therefore, if these are the only workload hours required of a PhD, and if the student is not engaging in any research/teaching activity hours as defines above, **the entire annual guaranteed funding should be classified as a fellowship (in the absence of any sponsored funding)**.



## International PhD Student Workers

### On-Campus Employment and Curricular Practical Training / Academic Training

International PhD students on F-1 and J-1 visas are permitted to [work up to 20 hours per week on campus](#) while school is in session and full-time in the summer (if summer is a vacation term for the student's academic program) and during recognized vacation periods like Winter Break.

For the purposes of F-1 and J-1 visa work eligibility, the university considers international students who have full graduate stipends/compensation from their division to be providing an effort equal to 20 hours of on campus employment, regardless of how many hours are listed on any CBA-related required work appointment letters. Thus, no additional work is allowed under F-1 or J-1 on-campus employment rules.

Supplemental work appointments would require eligibility for a separate type of employment authorization, F-1 [Curricular Practical Training \(CPT\)](#) or J-1 [Academic Training \(AT\)](#), and **prior** approval by OIS. Students, departments, and programs may consult OIS for help with navigating these application processes.

The application for CPT/AT should be submitted through iHopkins at least two weeks before the desired supplemental employment start date and include an employer letter. If an international student has been offered a supplemental work opportunity at JHU, they should contact their department/program administrators to obtain a supplemental appointment letter. See [Curricular Practical Training \(CPT\)](#) and [Academic Training \(AT\)](#) [info on the OIS website](#) for full details.

Student Team Contact:

[ois@jhu.edu](mailto:ois@jhu.edu)

Phone: 667-208-7001



## **Financial Aid Procedures**

All graduate-level support (Wage, Fellowship, Tuition Assistance, Health Insurance, etc.) must continue to be entered in the JHU Departmental Graduate Aid (DGA) system to ensure accurate federal and state reporting, as well as coordination with Federal Student Aid.

The portion of support that is classified as a fellowship will be treated as Other Financial Assistance (OFA) in accordance with federal regulations, thereby reducing students' eligibility for federal student aid. Specific wage types considered as fellowship support include the following:

- 3015 (Fellowship wage)
- 3192 (Ratification bonus payment, fellowship wage)
- 3195 (PhD Fellow Dependent Subsidy)
- 3200 (PhD Fellow Health Premium Reimbursement)
- 3198 (PhD Fellow International Employee Fund)



## Wage Types

### Base guaranteed pay (depends on whether source of funds is fellowship or wage)

Wage Type	Pay Statement Description	Expansive Description
1000*	Salary	Salary wage
3015*	Fellowship	Fellowship wage

### Additional pay for discretionary additional work

The general wage type for an hourly wage is SAP Wage type 1000. However, what shows on the pay statement is the wage type associated with the type of hours submitted. This will also depend on whether the PhD is paid hourly as a wage or lump sum/installments as a supplement.

The four wage types for additional pay are:

Wage Type	Pay Statement Description	Expansive Description
2077*	Regular	Hours submitted up to SAP standard weekly working hours paid at SAP Hourly rate
2084*	Standard OverTime	Hours submitted exceeding SAP standard weekly working hours and under 40/week. Paid at SAP Hourly Rate
3017	Student Supp-2nd Assign	Paid via Bonus/Supplemental Pay Employment Action. Amount determined by department.
3055	Supplement, proj-misc	Paid via Bonus/Supplemental Pay Employment Action. Amount determined by department.

\*These wage types are not determined by departments, but are SAP generated based on how the student is hired or how time is submitted; they cannot be changed

---

### New Benefits and Centrally Administered Wage Types - as they appear on the pay statement

The following wage types are newly created to improve the PhD's ability to understand their remuneration statement more clearly. Please use this list as a resource, should an inquiry be directed to you or your office.



Wage Type	Pay Statement Description	Expansive Description
3193	Ratification Bonus	Ratification bonus payment, salary wage
3192	RatifyBnsFellowshp	Ratification bonus payment, fellowship wage
3194	PhD DependentSubsidy	Paid in installments to PhDs who receive salary wage with eligible dependents. Amounts based on age of dependent.
3195	PhD FellowDepSubsidy	Paid in installments to PhDs who receive fellowship wage with eligible dependents. Amounts based on age of dependent.
3199	PhD Dep Health Premium Reim	Reimbursement for eligible dependent health (medical, dental and vision) insurance, salary wage
3200	PhD Fel Health Prem Reim	Reimbursement for eligible dependent health (medical, dental and vision) insurance, fellowship wage
6787	PhD Union Dues	Dues collected every pay period for union members
6788	PhD Union Agency Fee	Fees collected every pay period for non-union members
6858	PhD Union Beck Rate	Deductions collected every pay period for Beck objectors
3197	PhDIntEmployeeFund	International fund reimbursement to PhDs who receive salary wage
3198	PhDFellowIntEmpFund	International fund reimbursement to PhDs who receive fellowship wage