



JOHNS HOPKINS
UNIVERSITY & MEDICINE

PhD HR Updates

Provost Office
HRSS

*Thank
you!*

2024 Successes:

- Transitioned to PhD Job Code
- Answered student questions
- Troubleshoot problems
- Began compliance work
- Prepared for Workday transition

Next Steps before July 1

For Current PhD Students – two processes need to happen by July 1

1. Wage Type Classification Clarification
 - Fellowship or Wage
2. Amount change to align with Collective Bargaining Agreement
 - Salary FY26 \$2,083.34 semi-monthly
 - Hourly FY26 \$27.03/hour

Wage Type Classification Clarification

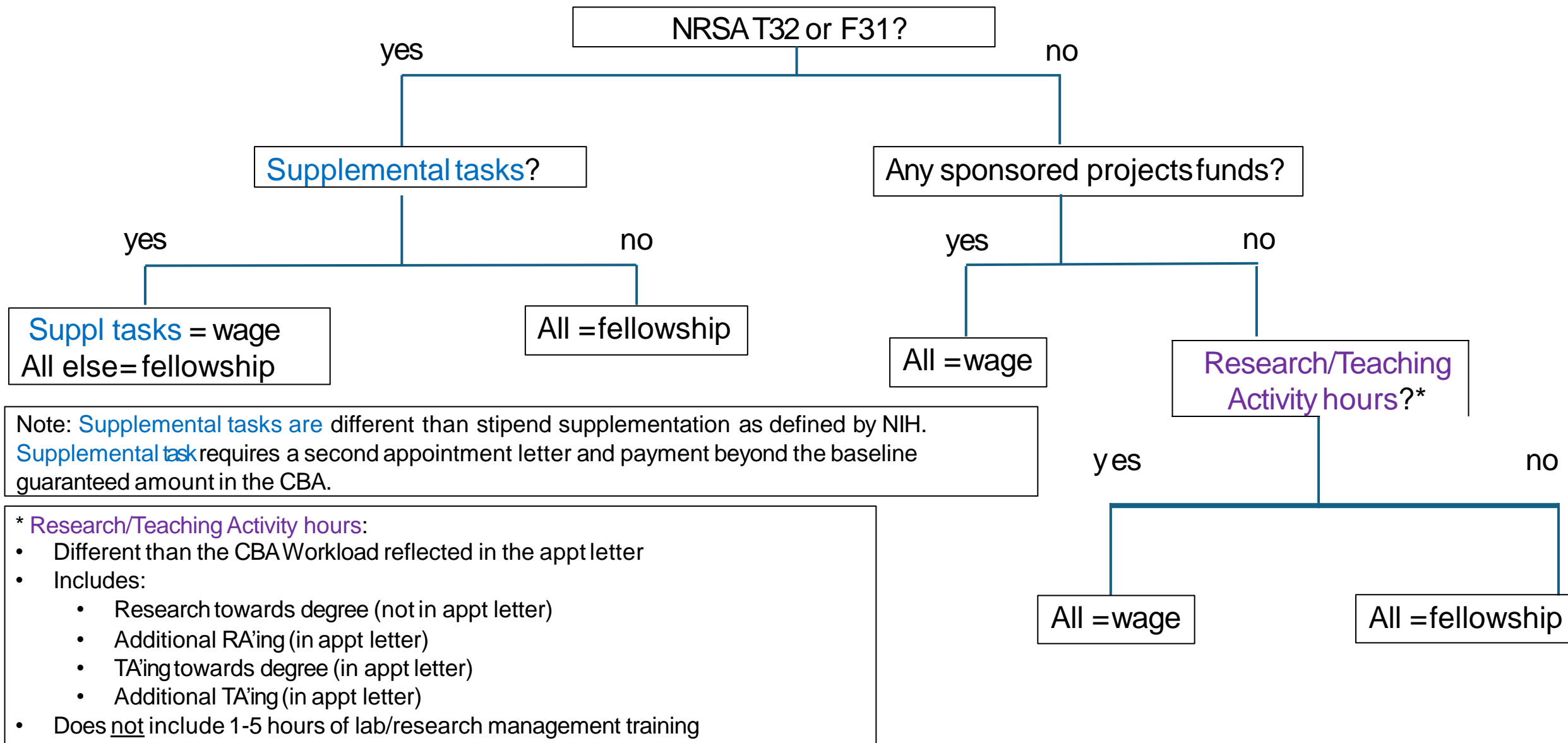
- In early FY25, a cross-functional team was assembled to ensure the university was compliantly meeting its commitments under the CBA. This ongoing, coordinated effort includes members of the Provost's Office, Finance, Human Resource Departments and the Office of General Counsel. Several Divisional Business Officers (DBOs) are also part of the team.
- The PhD Stipend Committee, a spin-off of this group, was charged with developing guidelines for how to classify payments to PhDs (i.e. fellowship versus wage)

Wage Type Classification Clarification

Over the past 7 months, the PhD Stipend Committee has:

- Determined rules and guidance in the distinction between Wages and Fellowships that aligns with the terms of the CBA and remains consistent with JHU business and tax practices
- Considered implications and developed guidance for International Students and Financial Aid
- Drafted a “[PhD Guaranteed Funding and Wage Type](#)” document and decision tree and are distributing it to divisions and programs for implementation guidance

PhD Wage vs Fellowship Tree



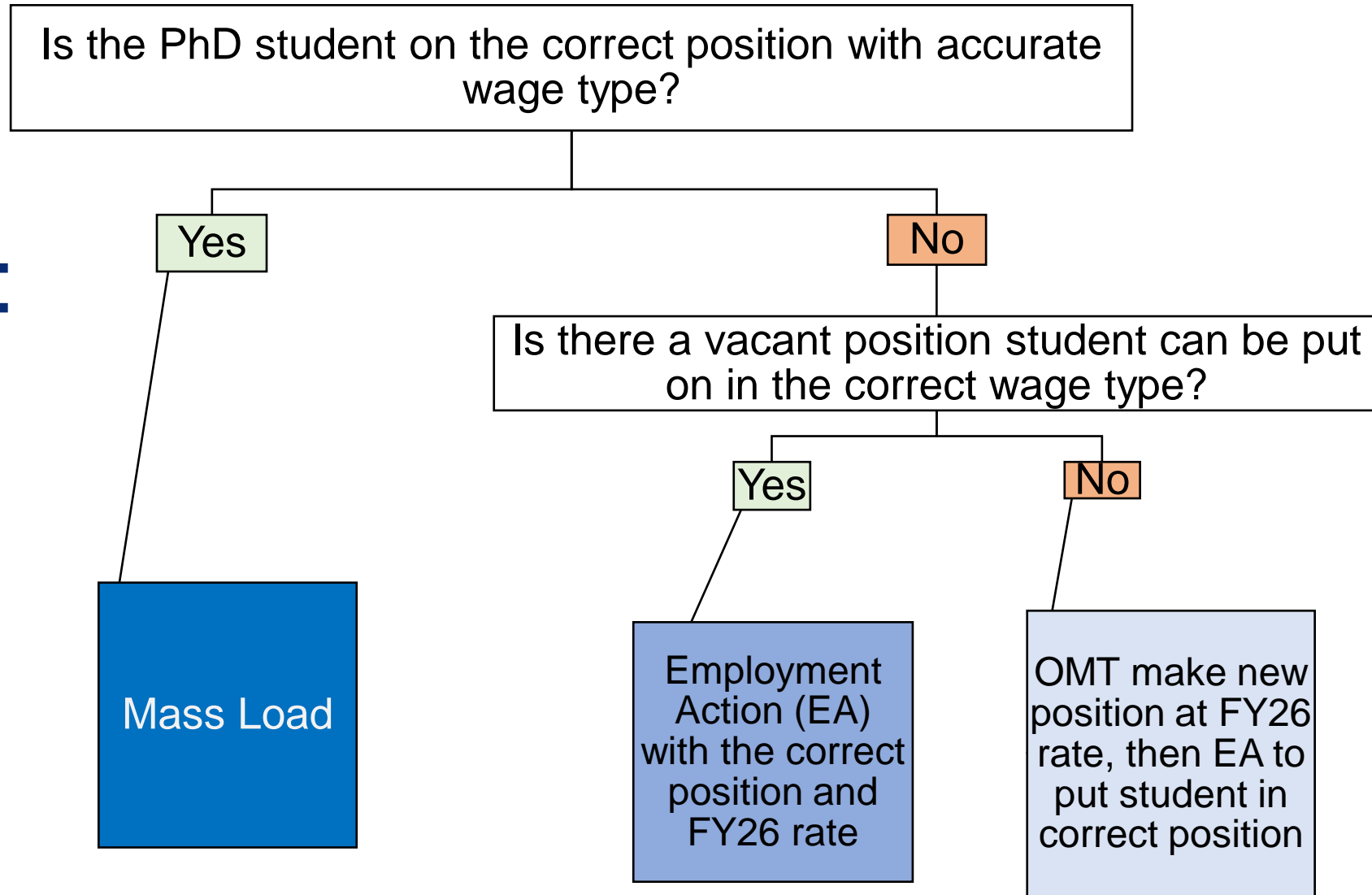
Collective Bargaining Agreement

Annual Increase

In addition to changing any wage types, all PhD students semi-monthly salary and hourly salaries are set to increase.

Salary FY26 \$2,083.34 semi-monthly
Hourly FY26 \$27.03/hour

Decision Tree: HR Edits for Current PhD Students



Mass Load

- [Mass Load Information](#)
- [Annual Merit Increase Template](#)
 - Spreadsheets due to PhDUnionRelations@jh.edu by **May 1**
 - Provost Office will compile from all divisions and send to HRSS for processing

Employment Action (EA) – Existing Vacant Position

- If there is a vacant position in the correct wage type (fellowship or salary), complete an [Employment Action](#) (EA) and ensure that the compensation is at the FY26 rates.
- Complete EAs by **May 16**

OMT – Need New Position

- If no appropriate position exists, complete the [OMT process](#) to create a new position
 - You cannot 'Reassign' a Fellowship position to a Wage position and vice versa
- Use EA to make position temp inactive until New Hire [ISR](#) initiated for the correct position. The goal is NO BREAK IN SERVICE. Then use EA to terminate temp inactive position.
- Ensure that the compensation is at the FY26 rates
- Complete ISRs by **May 23**

Hourly Positions

- Divisions/Departments will need to correct hourly amounts to FY26 rate by July 1
- Hourly FY26 \$27.03/hour
- All hourly positions are wage
- Can be completed through EAs, ISRs, or mass load by **May 30**

Timeline

- Office Hours with Provost Office and HRSS
 - April 28 12-1pm
 - May 1 11am-12pm
 - May 6 12-1pm
 - May 8 11am-12pm
- May 1: Mass Load spreadsheets to PhDUnionRelations@jh.edu
- May 16: Employment Actions (EAs) completed
- May 23: OMT, ISR, EAs completed
- May 30: Hourly position EAs completed

Guides and Templates

- [University Experiential Learning guides](#)
- [Student Position Matrix](#)
- [Reuse of Position Numbers](#)

Alignment with PhD Appointment Letters

- Appointment Coordinators (those who initiate appointment letters) need to know tax withholding question for the appointment letter.
- Follow the [Funding Decision Tree](#) to know how to answer tax withholding question.
 - For Domestic Students
 - Fellowship=no taxes withheld
 - Wage=taxes withheld
 - International students have other factors in their tax withholding calculations, see the [decision tree](#) or contact [Tax Office](#) with questions

Incoming PhD Students

- For incoming PhD students, use the “[PhD Guaranteed Funding and Wage Type](#)” document and decision tree to help determine position and wage type
- First day of training (classes or other activities) should be their hire date – also the start date of their appointment letters
 - For most students, that will be the first day of the semester/term (August 25, 2025)
- I-9 must be completed before payments can commence
- Make sure all incoming students are paid at the FY26 rates

Questions for Divisions

- Will these changes be initiated at the divisional or departmental/program levels?
- How many students currently on fellowship need to be changed to wage and vice versa?
- Are there any outlier students to the minimum guaranteed funding (VTSI scholars, etc.)?