

## **Reduction in Pay for JHU Staff, Faculty and Students Paid a Salaried Amount on the Semi Monthly Payroll**

SAP has been configured to use wage type 6560 to handle reductions in pay for JHU semi monthly employees who **miss a total of 5 or less days of pay**. If the leave extends beyond 5 days and is *consecutive*, the employee must be placed on a leave of absence without pay using an ISR. The system will automatically reduce the semi monthly salary. If the employee misses more than 5 days it is not consecutive, you may still do a reduction of pay.

Reduction of Pays must be submitted on the bonus supplemental ISR. Please calculate the total amount to be reduced by using the hourly rate if less than a full day is missed or the daily rate if multiple days of pay require reduction based on the type of employee/student being reduced. See information below:

Semi-Monthly salaried staff and postdocs, medical interns, medical residents and medical trainees paid a salaried amount: The daily rate is calculated by dividing the semi-monthly amount by the number of working days in the pay period. The number of working days (including holidays) will vary per pay period (10, 11, 12). The hourly rate is calculated by dividing the FTE salary by 1950 or multiplying the weekly hours by 52 and then dividing that number by the actual salary.

Fellowship recipients and undergrad, grad and visiting students paid a salaried amount: The daily rate is calculated by dividing the semi-monthly amount by the number of calendar days within the pay period (including holidays and weekends).

For exempt staff: You cannot reduce the pay of an exempt staff member for less than a full day unless the reason for taking leave qualifies under the Family and Medical Leave policy. If this is the case, pay for exempt staff members may be reduced for intermittent leave of less than one day.