

Lock Down Date Processing Procedures

Lock Down Retro Dates (as of 07/26/2017)

- Semi-Monthly (S1): 01/01/2016
 - Bi-weekly (B1): 12/27/2015
 - Weekly (W1): 12/28/2015
- Note: The new retro lock down dates will be reset at the end of each fiscal year and will be set to the first pay period of the previous calendar year.

Steps to pay an employee prior to the lock down date:

Step 1: Initiate a Salary Change ISR using the current retro lock down date for that employees pay area (dates listed above). This is to correct the employee's salary from the lock down date and going forward (if necessary).

- Be sure to make note of the Salary Change ISR #

Step 2: Initiate a Bonus Supplemental Pay ISR using a current pay period effective date. In the onetime payments section of the ISR, use one of the following wage types:

- JHU- 3UF1
- Health System- 3HF1
- Fellowship Recipient: 3018

The cost object can be a cost center or non-sponsored order number. The amount should be a lump sum amount from the actual retro date to the day before the lock down date. Below are two examples to assist in calculating the lump sum amount:

Example 1 (S1 Salaried Employees): Take the difference in semi rate and multiply by the number of pay periods still owed.

- Actual Retro Date:1/1/2010
- New Semi Rate (\$3,000) minus by Old Semi Rate (\$2,500)= \$500 difference
- # of pay periods ee still due 24 (1/1/10 to 12/31/10)
- \$500 difference x 24 pay periods= \$ 12,000 lump sum payment (JHU-3UF1)

- Note: If the retro begin date is not on a pay period begin date, you will need to prorate the amount for that one pay period.

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Example 2 (Hourly Employees): Take the difference between the old and new rate and multiply by the number of hours that have been paid out to the employee during the retro time frame.

- Actual Retro Date: 1/1/2010
- New Hourly Rate (\$10.50) minus by the Old Hourly Rate (\$10.00) = \$.50 difference
- # of hours paid out = 500 hrs (01/01/2010 to 12/26/2010) – use CADO to find hrs
- 500 hours x \$.50 difference = \$ 250 lump sum payment (JHH- 3HF1)

Lastly, In the Retro ISR Fields, enter the retro ISR number (ref: step 1) and the actual retro date. Not the effective date of the ISR b/c this will automatically populate from the ISR. If you did not need to do step one, then please contact HRSS for further guidance.

Example of Completed Bonus Supplemental Pay ISR:

ONE TIME PAYMENTS

One time payments to be entered on IT0015

Payments on cost centers ending in 99 or 98 are not allowed. If entering a cost center, the fund will default after you complete the form and hit enter unless there is more than one fund available for the cost center.

Sponsored internal orders should only be charged in certain specific situations. If you are not sure if you should use a sponsored internal order, please contact Financial Research Compliance.

Note: The date the payment becomes effective. If a past date is entered, the system will calculate the date for Non-discretionary bonuses must be the 1st day of the period.

Wage Type	Busn. Area	Cost Object	Cost Object #	Fund	Amount
3UF1	170	INTERNAL ORD			1,000.00

JHU lock down wage type

Difference in semi monthly pay from 01/01/2010 to 12/31/2010.

True/Actual Date of salary change

01/01/2010

773508

J4 Salary Change

01/01/2011

Amount Subtotal 1,000.00

Salary Change ISR number that was submitted to update salary from 01/01/2011 to 12/31/9999.