

Johns Hopkins – Instructions for the SAP Wage Type Request Forms  
Revised February 2009

There are two request forms – one for earnings and one for deductions. The forms are used to request a new wage type or to request a change to an existing wage type. For earnings, absence/attendance codes (pay codes) are also created when the wage type request is processed.

Overview of the Process:

- Requester (see below) completes the appropriate wage type request form and submits it to Payroll ([payroll@jhu.edu](mailto:payroll@jhu.edu)) with the subject “wage type request”.
  - Requester completes and obtains a new GL account, if needed.
  - Requester completes and obtains a new vendor code, if needed.
- Payroll sends the request form to various areas for review and approval depending on the kind of wage type requested.
- Upon receiving all approvals, payroll submits the request to the SAP support team
- The SAP support team creates the new wage type; payroll tests and approves for production.

Wage types can be requested by one of the following areas:

- Human Resources
- Benefits Offices
- Tax Offices
- Payroll
- Sponsored Projects Shared Services

Earnings Request Form, complete pages 1-7 for new earnings and complete page 1 for changes to existing earnings:

- Basic information
- Earning Wage Type Questions
  - Time evaluation – complete this section if the wage type is for an absence /attendance code to be used for CATS, Kronos, and Nightingale.
  - Category – be sure to check all that apply
  - Wage Type Attributes: **factored/prorated** means that the amount of the earning will be determined based on the hire/termination date, if applicable, transaction effective date, and number of days in the pay period.
  - Wage Type Posting to General Ledger – all wage types except non-cash wage types must have a GL account identified.
    - To view GL accounts go to <http://www.jhu.edu/hopkinsone/Support/Finance.htm> and select “GL Chart of Accounts”.

- To request a new GL account, go to <http://www.jhu.edu/hopkinsone/Support/Finance%20Master%20Data.htm> and select “GL account, cost element, or commitment item

Deductions Request Form, complete pages 1-6 for new deductions and complete page 1 for changes to existing deductions:

- Basic information
- Deduction Wage Type Questions
  - Wage Type Attributes: **factored/prorated** means that the amount of the deduction will be determined based on the hire/termination date, if applicable, transaction effective date, and number of days in the pay period.
  - Priority Processing determines the order in which deductions will be taken
    - A for garnishments and taxes only
    - B for health and welfare pre-tax flex benefits
    - C for life insurance, Flexible Spending Accounts and repayments of loans and overpayments
    - E for miscellaneous JHHS pre-tax benefits
    - K for parking (pre and post tax)
    - L for pension contributions
    - P for transportation benefits
    - V for miscellaneous JHHS post-tax benefits
    - Z for voluntary deductions for contributions such as United Way
  - Arrears & Retro Calculation Rules: in the event that there is not enough earnings to cover deductions, the full amount of the deduction may not be taken. **Arrears** means that the amount of the deduction that cannot be taken will be held in the Arrears table to be deducted from the next pay(s)
  - 3<sup>rd</sup> party processing: if the deduction can be paid directly to a vendor based on the employee deduction and/or employer contribution, then the vendor information needs to be provided on the form. See <http://ssc.jhmi.edu/supplychain/forms/vdes.pdf>
    - Checks can be returned to Payroll to be sent with a report
    - Please indicate if a report is needed.