

Reduction in Pay (JHU Semi-Monthly Employees)

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. Any reductions that must occur as a result, have to be coordinated with Payroll Shared Services. If the employee misses more than 5 days it is not consecutive, you may still do a reduction of pay.

There is currently no ISR to handle reductions in pay. So we've created a spreadsheet for you to use. 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.

Semi-Monthly employees: 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 based on the number of days in the pay period. 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: The daily rate is calculated for these stipend recipients 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.

Please link to the reduction in pay form by clicking the following:
<http://ssc.jhmi.edu/humanresources/DataFiles/ReductionPayJHUSemi.xls>

Please forward completed forms (typed please) to HRSharedServices-Benefits@jhu.edu in time to meet the cutoffs posted on our website.

