

Correcting Cost Center/Internal Order on Bonus/Supp Pay

Purpose

Making a correction to a cost center/internal order to a bonus or supplemental pay that has already been loaded into SAP to be paid or already paid.

Process

This process is handled via email, not additional ISRs. ISRs cannot be used for this process because Bonus ISRs auto upload into SAP without review by HR Shared Services. Please follow the format below to submit a request to the appropriate HRSS email box.

JHHS Entities send email to HRSharedServices-HealthSystemclients@jhu.edu

JHU Schools send email to HRSS-Univclients@jhu.edu

Below is the format that should be used to correct supplements that have **already been processed in SAP**:

The screenshot shows an email client window titled "Request to Change Cost Object/Wage Type for Previously Processed Bon...". The interface includes a ribbon with "Message", "Insert", "Options", and "Format Text" tabs. Below the ribbon are various toolbars for text formatting, names, include, options, and proofing. The main content area displays the following text:

This message has not been sent.

Send

From...
To...
Cc...
Subject: Request to Change Cost Object/Wage Type for Previously Processed Bonus Supplements

Employee Name:
Pernr:
ISR# (if applicable):
Effective Date of Supplement:
Amount of Supplement:
Current Wage Type:
New Wage Type (if applicable):
Type of Payment (recurring, one-time or overtime):
Old cost object #:
New cost object #:
New Fund (if applicable and if it is not derived from cost object):

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This process is to be used only for Bonus/Supplemental Pay submitted by ISR or spreadsheet to HR Shared Services for processing. Here are some additional helpful reminders about changing where funds are being charged thru payroll.

- Position Maintain/PAC ISRs are only used to correct the default funding source for weekly and biweekly employees.
- Eforms are used to update funding for wages/fellowship for salaried JHU faculty/student/staff
- Cost Center/Internal Order changes for hours already processed through Payroll must be completed directly in the timekeeping system (Kronos, WFM, CATS) in addition to the Position Maintain ISR. For assistance with how to correct time entry records, please contact Payroll Shared Services at payroll@jhu.edu.
- If the amount of the bonus needs to be changed, you must contact HR Shared Services to delete the bonus with the incorrect amount. An additional Bonus ISR will be need to be submitted to pay the correct amount. We must obtain the proper approvals to authorize the change in the bonus amount. This must occur within the same pay period as when HRSS has deleted the original bonus to avoid an overpayment.
- For other items that are not processed thru ISR, but are handled directly in Payroll Shared Services (i.e. Overpayment advances) please contact Payroll Shared Services at Payroll@jhu.edu

Contact HR Shared Services at 443-997-5828

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