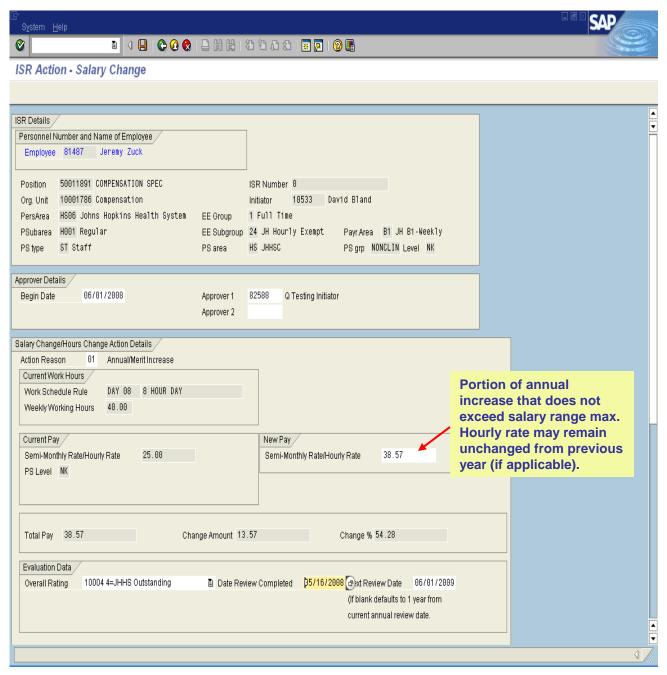
## Johns Hopkins HR Shared Services



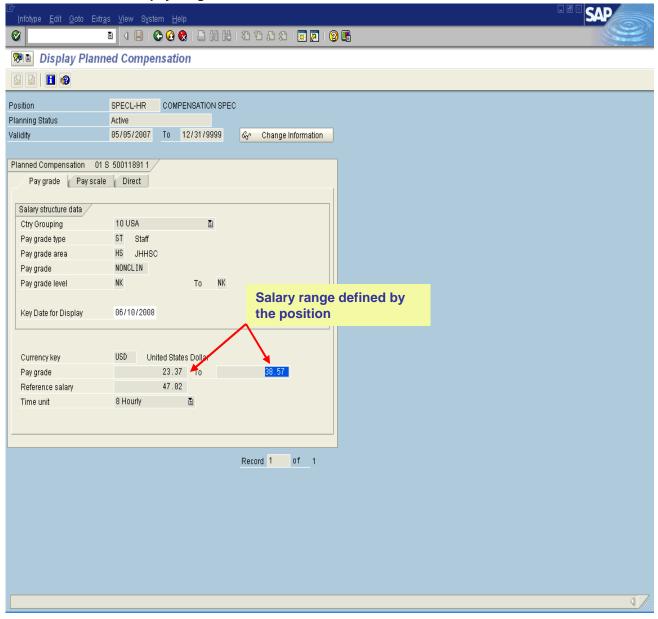
Annual increases for JHHS/JHH Employees when hourly rate Exceeds the Salary Range Max

HR Shared Services Suite D100 1101 East 33rd Street Baltimore, MD 21218 Main: 443-997-5828 Fax: 443-997-5822

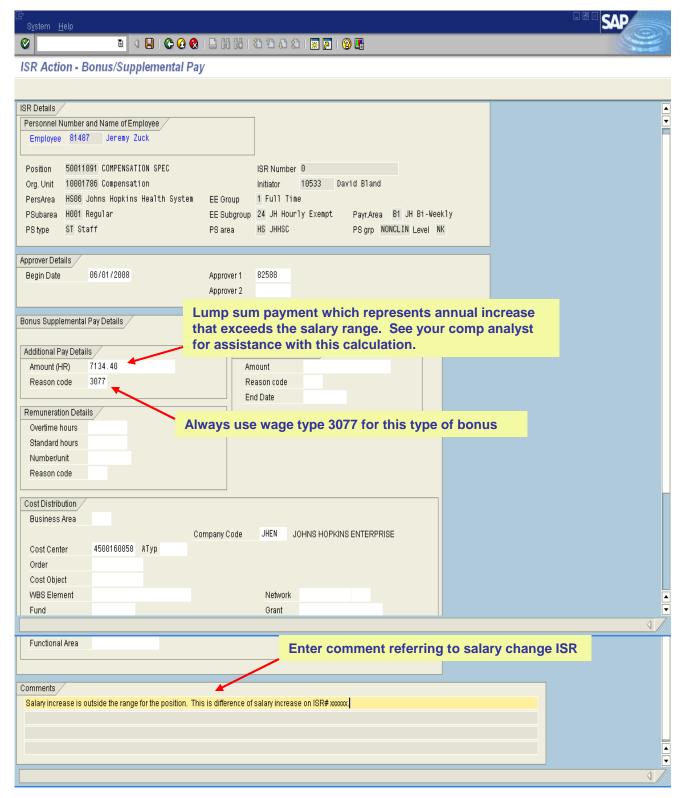
## 1<sup>st</sup> step: Process Salary change ISR using reason for change 01; see below:



Overview of planned compensation record (position side) which indicates the pay range max.



2<sup>nd</sup> step: After salary change ISR is initiated, initiate bonus/supplemental pay ISR. Effective date of this ISR should the same as salary change ISR. See details below:



NOTE: This payment can be reviewed on Infotype 2010 once the payment is processed (with proper security access).