

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**

1st step: Process Salary change ISR using reason for change 01; see below:

System Help SAP

ISR Action - Salary Change

ISR Details

Personnel Number and Name of Employee
 Employee 81487 Jeremy Zuck

Position 50011891 COMPENSATION SPEC ISR Number 0
 Org. Unit 10001786 Compensation Initiator 10533 David Bland
 PersArea HS06 Johns Hopkins Health System EE Group 1 Full Time
 PSubarea H001 Regular EE Subgroup 24 JH Hourly Exempt Payr.Area B1 JH Bi-Weekly
 PS type ST Staff PS area HS JHSC PS grp NONCLIN Level NK

Approver Details

Begin Date 06/01/2008 Approver 1 82588 Q Testing Initiator
 Approver 2

Salary Change/Hours Change Action Details

Action Reason 01 Annual/Merit Increase

Current Work Hours

Work Schedule Rule DAY 08 8 HOUR DAY
 Weekly Working Hours 40.00

Current Pay

Semi-Monthly Rate/Hourly Rate 25.00
 PS Level NK

New Pay

Semi-Monthly Rate/Hourly Rate 38.57

Total Pay 38.57 Change Amount 13.57 Change % 54.28

Evaluation Data

Overall Rating 10004 4=JHHS Outstanding Date Review Completed 05/16/2008 Next Review Date 06/01/2009
 (If blank defaults to 1 year from current annual review date.)

Portion of annual increase that does not exceed salary range max. Hourly rate may remain unchanged from previous year (if applicable).

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

The screenshot shows the SAP 'Display Planned Compensation' interface. At the top, the menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'View', 'System', and 'Help'. The title bar reads 'Display Planned Compensation'. Below this, the main data area shows:

- Position: SPECL-HR COMPENSATION SPEC
- Planning Status: Active
- Validity: 05/05/2007 To 12/31/9999

A 'Change Information' button is located next to the validity dates. Below this, a sub-section titled 'Planned Compensation 01 S 50011891 1' contains tabs for 'Pay grade', 'Pay scale', and 'Direct'. The 'Pay grade' tab is active, showing 'Salary structure data' with the following fields:

- Ctry Grouping: 10 USA
- Pay grade type: ST Staff
- Pay grade area: HS JHHSC
- Pay grade: NONCLIN
- Pay grade level: NK To NK
- Key Date for Display: 06/10/2008

Below the salary structure data, the 'Pay scale' tab is active, showing:

- Currency key: USD United States Dollar
- Pay grade: 23.37 To 38.57
- Reference salary: 47.02
- Time unit: 8 Hourly

A yellow callout box with the text 'Salary range defined by the position' has two red arrows pointing to the '23.37' and '38.57' values in the 'Pay grade' field. At the bottom of the screen, it indicates 'Record 1 of 1'.

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

System Help SAP

ISR Action - Bonus/Supplemental Pay

ISR Details

Personnel Number and Name of Employee
Employee 81487 Jeremy Zuck

Position 50011891 COMPENSATION SPEC ISR Number 0
Org. Unit 10001786 Compensation Initiator 10533 David Bland
PersArea HS06 Johns Hopkins Health System EE Group 1 Full Time
PSubarea H001 Regular EE Subgroup 24 JH Hourly Exempt PayrArea B1 JH B1-Weekly
PS type ST Staff PS area HS JHHSC PS grp NONCLIN Level NK

Approver Details

Begin Date 06/01/2008 Approver 1 82588
Approver 2

Bonus Supplemental Pay Details

Additional Pay Details

Amount (HR) 7134.40 Amount
Reason code 3077 Reason code
End Date

Remuneration Details

Overtime hours
Standard hours
Number/unit
Reason code

Cost Distribution

Business Area Company Code JHEN JOHNS HOPKINS ENTERPRISE
Cost Center 4500160050 ATyp
Order
Cost Object
WBS Element Network
Fund Grant

Functional Area

Comments

Salary increase is outside the range for the position. This is difference of salary increase on ISR# xxxxxxxx

Lump sum payment which represents annual increase that exceeds the salary range. See your comp analyst for assistance with this calculation.

Always use wage type 3077 for this type of bonus

Enter comment referring to salary change ISR

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