

Good Morning,

As the beginning of the new Fiscal Year approaches, we have adjusted the retroactive Lock Down Dates in SAP Payroll effective as of Friday, 6/14/2024. The new dates for the following pay areas are as follows:

Pay Area	Earliest Retro Date
Weekly payroll (W1)	12/26/2022
Bi-weekly payroll (B1)	12/18/2022
Semi-monthly (S1)	01/01/2023

If you have a situation where you need to make a payment / change to an employee record prior to the Lock Down Dates, please follow the instructions available on our HR/Payroll Shared Services website: https://hrpayroll.ssc.jhu.edu/wp-content/uploads/sites/14/lock_down_date.pdf

For any ISR's or EA's currently in-process – we will reach out to Initiators and work with you to ensure timely processing of your request.

Please contact our HRSS or Payroll teams with any questions. Our contact information can be found here: <https://hrpayroll.ssc.jhu.edu/general-information/contacts/>.

Thank you,
HR / Payroll Shared Services