



HR Shared Services

Sponsored Funds Procedure for
JHU semi-monthly faculty, staff
and students

Effective February 1, 2008

Introduction

- This procedure applies to all ISRs that result in an ***increase*** in employees' salary, i.e. Salary Changes, Return from LOA, Position Attribute Change, Hours Change, Reassignment and Return from Temp Inactive

Procedure

- Retroactive salary increases impacting sponsored accounts (9xxxxxxx) with an ISR effective date (begin date) within 3 months of the date approved and completed in HRSS will be entered as indicated on the ISR. Budget distribution will be changed retroactively and prospectively as indicated on the ISR.

Scenario 1: Retro Salary Change within 3 month processing window with multiple funding sources.

ISR:

Approver Details

Begin Date: 01/01/2008

Approver 1: [REDACTED]

Approver 2: [REDACTED]

Salary Change/Hours Change Action Details

Action Reason: 03 General Increase

Base Pay

PS level: 01

Period Salary/Hourly Rate: 6,195.38

Cost Distribution

Valid From	End Date	Cost Center	Order	Fund	Grant	Amount
07/01/2007	05/31/2008		90000267	9000000001	900312	1,616.19
07/01/2007	03/31/2008		90000264	9000000001	900309	1,616.19
07/01/2007	06/30/2008		80000276	1017000001	NOT-RELEVANT GRANT	2,154.92

Valid From	End Date	Cost Center	Order	Fund	Grant	Amount
01/01/2008	05/31/2008		90000267			1,239.08
01/01/2008	03/31/2008		90000264			1,239.08
01/01/2008	06/30/2008		80000276			2,478.14
01/01/2008	06/30/2008		90032285			1,239.08

View of the Base Pay tab on IT 9027 (Base Pay and Labor Distribution) after the ISR has been processed. The salary has been updated according to the ISR.

Start To Chngd

Base Pay Labor Distribution Period Review

Subtype

Salary

Reason

Capacity util. level

PS type Faculty Work hours/period Semi-monthly

PS area JHU Next increase

PS group Level Annual salary

Wage Type	Long Text	Amount	Curr...	I...	A...	Number/unit	Time unit
1000	Salary	6,195.38	USD		<input checked="" type="checkbox"/>	0.00	

Update Base Pay per ISR

IV

Additional fields

FTE Annual salary

Actual Salary

View of the Labor Distribution tab. The distribution changed based on what was indicated on the ISR.

Start 01/01/2008 To 12/31/9999 Chngd 01/24/2008

Base Pay Labor Distribution Period Review

Labor Distribution

	From	To	Bu...	Cost Ctr	Order	Fund	Name	Grant	Wa...	Amount	Pct.
	01/01/2008	05/31/2008	170		90000267	90000000001	EXTL GO...	900312	1000	1,239.08	20.00
	01/01/2008	03/31/2008	170		90000264	90000000001	EXTL GO...	900309	1000	1,239.08	20.00
	01/01/2008	06/30/2008	170		80000276	10170000001	OPERATI...	NOT-RELEV...	1000	2,478.14	40.00
	01/01/2008	06/30/2008	170		90032285	90000000001	EXTL GO...	NOT-RELEV...	1000	1,239.08	20.00

Changes were made to the employee's record based on the information provided on the ISR.

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View of the Period Review tab. The default cost center is not being used to support the employee's salary.

Start To Chngd

Base Pay Labor Distribution **Period Review**

IV -

Cost distribution review

Bu...	Cost Ctr	Order	Name	Fund	Name	Grant	Wa...	Amount	Pct.	N:
170		90000267		9000000001	EXTL GOVT NIH L...	900312	1000	1,239.08	20.00	
170		90000264		9000000001	EXTL GOVT NIH L...	900309	1000	1,239.08	20.00	
170		80000276		1017000001	OPERATING	NOT-RELEVANT GRANT	1000	2,478.14	40.00	
170		90032285		9000000001	EXTL GOVT NIH L...	NOT-RELEVANT GRANT	1000	1,239.08	20.00	

100% of the salary is supported. No funds fell to the default cost center

Procedure

- Retroactive salary increases impacting sponsored accounts (9xxxxxxx) that have an ISR effective date that exceeds 3 months from the date the ISR is approved and completed in HRSS will have the retroactive portion (difference) allocated to the control salary account. The budget distribution will not be updated. Instead, the department is required to process an Eform to change distribution retroactively and prospectively.

Scenario 2: Retroactive salary increase ISR effective 01/01/07 with change in funding sources outside 3 month processing window. At least one budget is a sponsored account.

ISR:

Salary Change/Hours Change Action Details

Action Reason Annual/Merit Increase

Base Pay

PS level

Period Salary/Hourly Rate

Cost Distribution

Valid From	End Date	Cost Center	Order	W...	Fund	Grant	Amount
10/01/2007	05/31/2008		90023894		9000000001	905397	677.08
10/01/2007	11/30/2007		90002374		9000000001	901769	677.09
12/01/2007	11/30/2008		90032050		9000000001	102154	677.09

Valid From	End Date	Cost Center	Order	W...	Fund	Grant	Amount
01/01/2007	05/31/2008		90023894		9000000001	905397	1,406.42

View of the Base Pay tab of Base Pay and Labor Distribution (IT 9027) after the ISR has been processed. The salary has been updated according to the ISR.

Start 01/01/2007 To 03/12/2007 Chngd 01/16/2008

Base Pay Labor Distribution Period Review

Subtype

Salary

Reason Capacity util. level 100.00

PS type ST Staff Work hours/period 81.25 Semi-monthly

PS area U JHU Next increase

PS group GEEXMP Level 01 Annual salary 33,754.00 USD

Wa...	Wage Type Long Text	O..	Amount	Curr...	I...	A...	Number/unit	Time unit
1000	Salary		1,406.42	USD		<input checked="" type="checkbox"/>	0.00	

Update Base Pay per ISR

IV 03/12/2007 - 03/12/2007 1,406.42 USD

Additional fields

FTE Annual salary 33,754.00

Actual Salary 33,754.00

View of the Labor Distribution tab. The distribution remained the same.

Start 01/01/2007 To 03/12/2007 Chngd 01/16/2008 [REDACTED]

Base Pay Labor Distribution Period Review

Labor Distribution

From	To	Bu...	Cost Ctr	Order	WBS Elem.	Name	Fund	Name	Grant	Wa...	Amount
01/01/2007	03/12/2007	170		90023894			9000000001	EXTL GO...	905397	1000	677.08
01/01/2007	03/12/2007	170		90002374			9000000001	EXTL GO...	901769	1000	677.09

**No updates to labor distribution will be processed by HRSS.
Department must initiate an e-form to change labor
distribution retroactively and prospectively.**

Procedure

- Retroactive Hires and Reinstatements for both sponsored and non-sponsored accounts will be entered as indicated on the ISR.
- Retroactive salary increases for non sponsored/cost centers will be entered per ISR.

Scenario 2: Retroactive salary increase ISR with change in funding sources. All funding sources are cost centers or non-sponsored funds. In this scenario the effective date is irrelevant according to the outlined procedure

Approver Details

Begin Date: 07/01/2007
 Approver 1: [Redacted]
 Approver 2: 0

Salary Change/Hours Change Action Details

Action Reason: 01 Annual/Merit Increase

Base Pay

PS level: 02
 Period Salary/Hourly Rate: 1,841.63

Cost Distribution

Valid From	End Date	Cost Center	Order	WBS Elem...	Fund	Grant	Amount
10/01/2007	12/31/9999		80006482		1117000001	NOT-RELEVANT GRANT	536.40
10/01/2007	12/31/9999		80006461		1117000001	NOT-RELEVANT GRANT	178.80
10/01/2007	12/31/9999		80006460		1117000001	NOT-RELEVANT GRANT	536.40
10/01/2007	06/30/2008		80005469		1117000001	NOT-RELEVANT GRANT	536.40

Valid From	End Date	Cost Center	Order	WBS Elem...	Fund	Grant	Amount
07/01/2007	12/31/9999		80006482				557.85
07/01/2007	12/31/9999		80006461				189.53
07/01/2007	12/31/9999		80006460				557.85
07/01/2007	06/30/2008		80005469				536.40

View of the Base Pay tab of Base Pay and Labor Distribution (IT 9027) after the ISR has been processed. The salary has been updated according to the ISR.

Start To Chngd

Base Pay Labor Distribution Period Review

Subtype

Salary

Reason	<input type="text" value="C3"/>	Effort expended to prop ...	Capacity util. level	<input type="text" value="100.00"/>
PS type	<input type="text" value="ST"/>	Staff	Work hours/period	<input type="text" value="86.67"/> Semi-monthly
PS area	<input type="text" value="U"/>	JHU	Next increase	<input type="text" value=""/>
PS group	<input type="text" value="GENE40"/>	Level <input type="text" value="01"/>	Annual salary	<input type="text" value="44,199.00"/> USD

Wa...	Wage Type	Long Text	O..	Amount	Curr...	L...	A...	Number/unit	Time uni
1000	Salary			1,841.63	USD		<input checked="" type="checkbox"/>	0.00	

Update Base Pay per ISR

View of the Period Review tab.

Start 07/01/2007 To 09/30/2007 Chngd 01/16/2008

Base Pay Labor Distribution **Period Review**

IV 07/01/2007 - 09/30/2007

Cost distribution review

Bu...	Cost Ctr	Order	WBS Elem.	Name	Fund	Name	Grant	Wa...	Amount
170		80006482			1117000001	CLINICAL & HEAL...	NOT-RELEVANT GRANT	1000	557.85
170		80006461			1117000001	CLINICAL & HEAL...	NOT-RELEVANT GRANT	1000	189.53
170		80006460			1117000001	CLINICAL & HEAL...	NOT-RELEVANT GRANT	1000	557.85
170		80005469			1117000001	CLINICAL & HEAL...	NOT-RELEVANT GRANT	1000	536.40

The salary is being charged to the appropriate budgets retroactively and prospectively. Therefore no e-form is required.

Procedure

- Retroactive and prospective **decreases** in salary will not have a 3 month processing requirement. Master data will be updated as indicated on the ISR (base pay and labor distribution information).

Scenario 3: Retroactive salary decrease with sponsored funds. A future dated action exists.

ISR:

Approver Details

Begin Date: 12/21/2007

Approver 1: [Redacted] [Redacted]

Approver 2: [Redacted] [Redacted]

Salary Change/Hours Change Action Details

Action Reason: 09 Decrease in Pay

Base Pay

PS level: 01

Period Salary/Hourly Rate: 1,041.66

Cost Distribution

Table 1:

Valid From	End Date	Cost Center	Order	WBS Element	Fund	Grant	Amount
12/21/2007	05/31/2008		90006670		9000000001	907206	2,083.00

Table 2:

Valid From	End Date	Cost Center	Order	WBS Element	Fund	Grant	Amount
12/21/2007	05/31/2008		90006670				1,041.66

View of the Base Pay tab of Base Pay and Labor Distribution (IT 9027) after the ISR has been processed. The salary has been updated according to the ISR.

Start To Chngd

Base Pay Labor Distribution Period Review

Subtype

Salary

Reason Capacity util. level

PS type Student-Graduate Work hours/period

PS area JHU Next increase

PS group Level Annual salary

Wa...	Wage Type Long Text	O..	Amount	Curr...	L...	A...	Number/unit	Time uni
3015	Fellowship		1,041.66	USD		<input checked="" type="checkbox"/>	0.00	

Base Pay has been updated

View of the Labor Distribution tab. The distribution changed based on what was indicated on the ISR.

Start 12/21/2007 To 05/31/2008 Chngd 01/29/2008

Base Pay Labor Distribution Period Review

Labor Distribution

	From	To	Bu...	Cost...	Order	Fund	Name	Grant	Wa...	Amount	Pct.
	12/21/2007	05/31/2008	160		90006670	9000000001	EXTL GO...	907206	3015	1,041.66	100.00

The distribution amount has been decreased according to the ISR

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View of the Period Review tab. The default cost center is not being used to support any of the employee's salary.

Start To Chngd

Base Pay Labor Distribution **Period Review**

IV - ◀ ▶

Cost distribution review

Bu...	Cost Ctr	Order	Fund	Name	Grant	Wa...	Amount	Pct.	Name aux acct	Func. An
160		90006670	9000000001	EXTL GOVT NIH L...	907206	3015	1,041.66	100.00		

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Overview of Base Pay and Labor Distribution (IT9027). The base pay on each future dated record was updated with new salary information.

Pers. No.	[REDACTED]		Pers.Assgn	GRADUATE STUDENT 0000 [REDACTED]		
Name	[REDACTED]		Position	GRADUATE STUDENT		
EE group	8	Non-Employee	PersArea	UN05	School of Public H	
EE subgroup	20	Fellowship Recipient	PSubarea	U008	Graduate Stud	
Choose	01/01/1800	To	12/31/9999	STy.	[REDACTED]	

	Start Date	End Date	Annual salary	Period Amount	Period hours	L...
	06/01/2008	12/31/9999	25,000.00	1,041.66	2.17	
	12/21/2007	05/31/2008	25,000.00	1,041.66	2.17	
	08/01/2007	12/20/2007	25,000.00	1,041.66	2.17	
	06/01/2007	07/31/2007	25,000.00	1,041.66	2.17	
	12/24/2006	05/31/2007	25,000.00	1,041.66	2.17	

Conclusion

- ISRs that:

- Result in an increase in salary

- Are *effective within* 3 months from the date processed in HRSS

Will be processed as indicated on the ISR

- Except when grant is closed/inactive

- Funds to be charged to closed/inactive grant will be allocated to control salary

Conclusion

- ISRs that:

- Result in an increase in salary
- Are *effective* **outside** the 3 month processing window
- Contain at least one (1) line sponsored funds
(9xxxxxxx)

Will be processed only updating the salary. The labor distribution will not be changed for any funding source (sponsored or non-sponsored). The department must submit an Eform to update labor distribution.

Conclusion

- ISRs that:
 - Are Hires, Reinstatements, or result in a ***decrease*** in salary

Will be processed as indicated on the
ISR.