# Johns Hopkins – Request for New SAP Earnings Wage Type

Please complete all fields on pp. 1 – 7 and Send to Payroll at payroll@jhu.edu

<table>
<thead>
<tr>
<th>Jira No.</th>
<th>______________________</th>
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<tbody>
<tr>
<td>Wage Type Created</td>
<td>__________</td>
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<tr>
<td>Transport No.</td>
<td>______________</td>
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</tbody>
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## Basic Information Required

<table>
<thead>
<tr>
<th>Date of request:</th>
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<tbody>
<tr>
<td>Requester’s Name:</td>
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| Requestor’s Phone # / Email address: |

Give a brief description of the usage of this new wage type for documentation purposes:

Is there an existing SAP Earnings Wage Type that the new wage type can be modeled from?

Yes ☐ No ☐

If yes, what is number/name?

How does the new wage type differ from the model?

Description of new wage type (for Remuneration Statement/pay stub display)? *(Limited to 20 characters)*

What is the wage type effective date?

By what date is this wage type needed?
What groupings of employees is wage type applicable for (check all that apply)?

**University Personnel Areas:**

- UN01 SAIS
- UN02 School of Medicine
- UN03 SPSBE
- UN04 Whiting School of Engineering
- UN05 School of Public Health
- UN06 School of Nursing
- UN09 School of Arts & Sciences
- UN10 University Admin
- UN11 Peabody
- UN12 Academic Centers
- UN14 Libraries
- UN15 School of Education
- UN16 Carey Business School
- UN17 University Student Services
- ALL

**Health System Personnel Areas:**

- HS01 JH Hospital
- HS02 JH Bayview Med Ctr.
- HS03 JH Comm. Physicians
- HS04 JH Home Care Group
- HS05 JH Home Health Services
- HS06 JH Health System
- HS07 JH Pharmaquip
- HS08 JH Ped at Home
- HS09 Emergency Medical Services
- HS10 JH Health Medical Assoc.
- HS11 Johns Hopkins Medical Assoc
- HS13 Potomac Home Health Care
- HS14 Potomac Home Support
- HS20 Suburban Hospital
- HS21 Suburban Physician Asst. Assoc.
- HS22 Suburban Outpatient Surg. Ctr.
- HS30 Howard County General Hosp.
- HS31 TCAS, Inc.
- HS40 Sibley Memorial Hospital
- HS50 All Children’s Health System
- HS60 Johns Hopkins Reg Physicians
- ALL Health System entities

**University Personnel Subareas:**

- U001 Deans/Executive
- U002 Visit Faculty
- U003 Sr Staff-Acad
- U004 Visit Sr Staff
- U005 Staff-Admin
- U006 Sr Staff-Appt
- U007 Undergrad Stud
- U008 Graduate Stud
- U009 Bargaining Unit
- U010 Faculty
- U011 Visiting Stud
- U012 Postdocs
- U015 Sr Staff-Admin
- U016 Staff-Technical
- U097 Americ/Exper Corp
- U098 1099R Recipient
- U099 Non-employees
- ALL

**Health System Personnel Subareas:**

- H001 Regular
- H002 Regular Nurses
- H003 Bargaining Unit
- H004 Alternate Sched
- H007 Providers
- H098 1099R Recipient
- H099 Non-employees
- ALL

**Univ. and Health System Employee Groups:**

- 1 Full Time
- 2 Part-time
- 3 Limited
- 4 Temporary
- 5 Casual / On Call
- 6 Retiree
- 7 Student
- 8 Non-Employee
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Univ. and Health System Employee
Subgroups:

☐ 02  JH Salaried Non-exmt           ☐ 14  U-Special Billing
☐ 03  JH Salaried Exmpt             ☐ 15  U-Other w/ Benefits
☐ 04  JH Executives                 ☐ 16  U-Other w/o Benefits
☐ 05  JH Retiree                     ☐ 19  H-Agency Clinical
☐ 06  JH Contractor                  ☐ 20  Fellowship Recipient
☐ 07  JH QDRO                        ☐ 21  COEUS
☐ 08  JH Beneficiary                 ☐ 22  Travelers
☐ 09  H-Agency Clerical              ☐ 23  JH Hourly Non-Exempt
☐ 10  H-Agency Technical             ☐ 24  JH Hourly Exempt
☐ 11  H-Agency Nurse                 ☐ 25  JH Hourly Exempt
☐ 12  H-Docs w/ Privileges

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EARNINGS WAGE TYPE QUESTIONS

**Time Evaluation (for Kronos, Nightingale, & CATS)**

Is the new wage type entered into Kronos, Nightingale, or CATS to be evaluated through SAP Time Evaluation?  Yes ☐ No ☐

If yes, what does the new code record?  ☐ Absence  ☐ Attendance

Is the code paid in hours?  Yes ☐ No ☐ If no, please explain:

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Absence/Attendance Code on Timesheet:

Description of Absence/Attendance type:

☐ Include in weekly overtime calculation for overtime eligible employees?
☐ Include in PTO calculation? (HS Only)
☐ Include hours toward FMLA eligibility?
☐ Hours reduced from an absence quota balance?  If so, please describe the quota as well as any special processing for the quota.
### Category:

What is the earning wage type category? (select all that apply)

- [ ] Basic Pay (i.e., salary) *(IT9027/Effort reportable)*
- [ ] Other Earning (i.e. supplemental) *(IT 0014 & IT0015)*
- [ ] Non-Cash (imputed Income) *(IT0014 & IT0015)*
- [ ] Time Wage Type *(Kronos, Nightingale, CATS)*
- [ ] Gross Up
- [ ] Non Resident Alien Eligible
- [ ] Federal Work Study Eligible
- [ ] Fringe Eligible @ __________ Rate
- [ ] FLSA Eligible (overtime)
- [ ] Pension Eligible
- [ ] Included in Benefit Based Salary Calculation
- [ ] Included in Annual Salary Calculation
- [ ] Included for PBC encumbrance for semi-paid.
- [ ] 221 Adjustment

### Frequency:

What is the frequency of the earning (select all that apply)?

- [ ] Recurring Every Pay Period
- [ ] One Time
- [ ] Other. Explain:

### Medium Point of Entry:

How will the earnings be initiated?

- [ ] Nightingale, Kronos, CATS
- [ ] Internal Service Request (ISR)
- [ ] Other. Explain:
## Wage Type Attributes:

Does wage type need to be factored/prorated?  ☐ Yes  ☐ No  
If yes, please explain:

Is this wage type a non-discretionary bonus?  ☐ Yes  ☐ No

Does the wage type have a fixed amount or rate (example: $0.25 per hour, use regular rate)?  ☐ Yes  ☐ No 
If yes, please explain.

## Wage Type Posting to General Ledger:

Should the wage type post to the general ledger (required for all except non-cash earnings)?

☐ Yes – GL Account Number:

☐ No

Should month-end accrual processing take place for this wage type?

☐ Yes

☐ No

## Special Processing:

Is there a special calculation formula for this wage type? (For example, based on the number of hours worked or overtime rate amount; x1.5.) Please explain in detail:
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### Taxability – To be completed by the Tax Office

Choose payment type for tax calculations?

- ☐ 1 – Regular payment (tax tables)
- ☐ 2 – Supplemental payment (fixed rate)
- ☐ 5 – **Gross-up** using regular method (tax tables)
- ☐ 6 – **Gross-up** using supplemental method (fixed rate)

What is the tax classification for the wage type?

- ☐ 1        Earnings - Fully Taxable
- ☐ 7        Earnings - Withholding & EIC (No Medicare, Soc Sec, UI)
- ☐ U        Earnings - Adoption Assistance
- ☐ V        Earnings - Flex Benefit Payout
- ☐ W        Earnings - Deferred Comp Payout - FICA-taxable
- ☐ X        Earnings – Deferred Comp Payout – FICA-exempt
- ☐ Blank – Not applicable (all other wage types)

Any special mappings for W-2?  Yes ☐  No ☐

If yes, please explain:

Any additional tax comments:
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BW Reporting – to be approved by General Accounting/DSM

**DSM** (for JHHS only):

- ☐ Yes
- ☐ No

**Salary Group/Subgroup (select one of the following):**
(For JHHS, if the GL is between 610001 and 610034, choose one of the first 13 choices, if not then choose either Fringe or None. For the group selected indicate component of earnings to be reported: Dollars only, Hours only or Both. **Select only 1 option.**)

- ☐ Dollars
- ☐ Hours
- ☐ Both

- ☐ Regular/Regular
- ☐ Bonus/Other Non-Productive
- ☐ Call Back/Call Back
- ☐ Holiday Premium/Holiday Premium
- ☐ Non Productive/Holiday
- ☐ Non Productive/Sick
- ☐ Non Productive/Vacation
- ☐ Non Productive/Non Productive
- ☐ Non Productive/Other Non-Productive
- ☐ Overtime/Overtime
- ☐ Shift-Weekend-On Call/Shift
- ☐ Shift-Weekend-On Call/On Call
- ☐ Shift-Weekend-On Call/Weekend Differential

- ☐ Fellowship/fellowship (JHU only, Non-salary)
- ☐ Fringe/Fringe (Non-salary)
- ☐ None (not applicable)

**Special Key Figures – check all that apply**

- ☐ Hours Worked per Week (Payroll Expenditure by Month)
- ☐ Actual Worked Hrs (Salary Detail Report, SOM Student Health Plan Payroll Deductions, Wage Type Report)
- ☐ Actual Hours (FLSA Exempt Employees Earning under $913/wk, Total No. Employees who receive a Paycheck in a Pay Period)
New Wage Types Must be added to TALX Interface (HRMPYI0074)

Update table ZTH_WT_EVERIFY. This table holds wage types for groupings related to UCX and TWN.

Record --220 EMPLPAYDTL (UCX, SS)

☐ ALL= Regular (If any 220 categories are selected then “ALL” must also be checked)
☐ R= Regular
☐ O=Overtime
☐ V=Vacation
☐ S=Sick
☐ H=Holiday
☐ B=Bonus
☐ E=Severance
☐ P=Pension
☐ W=Wage in lieu of notice
☐ K=Workers Compensation
☐ C=Commissions
☐ T=Tips
☐ M=Miscellaneous

Record – 210 EMPLPAYINFO (VOI, VOE)

☐ Base Pay
☐ Overtime
☐ Bonus
☐ Commissions
☐ Other Income

If Wage Type Is ISR Eligible

Update table ZTH_ISR_ADDPAY. This table holds wage types for infotype 14, 15, and 2010.

Please complete questions for Addpay table:

Available for auto upload _________________________________________________________

Governed by the validation that does not allow an ISR effective date to be entered that is before the system date? _________________________________________________________________

Wage type should be allowed to be charged to a sponsored internal order?
__________________________________________

Only auto update if payroll has not yet been run for that period? ________________________________
## Approvals (to be completed by Payroll Shared Services):

### Human Resource Office:
- JHU
- JHHS
- BMC
- HCG

### Tax Office:
- JHU
- JHHS

### Benefits Office:
- JHU
- JHHS
- BMC
- HCG

### For absences/attendance codes:
- Kronos
- Nightingale

### JHHS Accounting (for DSM):
- JHHS

### Sponsored Projects Shared Services:
- JHU/JHHS

### Finance Office (intercompany only):
- JHU
- JHHS
Wage Type Ranges

1xxx = Base Earnings on info type 9027
2xxx = Time Related Earnings
3xxx = Non-time related earnings
4xxx = Benefits
6xxx = Deductions
7xxx = Garnishments
8xxx = NRA
9xxx = Other

Wage Type Cumulations

Should this wage type cumulate into any of the following?

- ☐ /101 – All regular cash earning (No imputed amounts) CUML 01
- ☐ /109 – Employer Benefit Contribution CUML 09
- ☐ /110 – Employee Deductions CUML 10
- ☐ /114 – Base Wage for BSI CUML 14
- ☐ /191 – Pension Eligible Wages HS CUML 91
- ☐ /192 – Pension Eligible Wages JHU CUML 92
- ☐ /195 – JH - Pre-tax parking CUML 95
- ☐ /196 – Retro for Guaranteed Gross CUML 96

Point of Entry - Earnings

- ☐ Recurring Salary – Info type 9027
- ☐ Recurring Earning/Deduction – Info type 14
- ☐ One Time Earning/Deduction – Info type 15
- ☐ One Time, Flat Amount Earning Related to FLSA – Info type 2010
- ☐ Nightingale, Kronos, CATS
The wage type is a garnishment wage type. In this case, reduction during arrears processing is not permitted.

Taxability

Is this a taxable earning or non-taxable contribution?

- 1 – Taxable earning
- 2 – Non-taxable contribution (pre-tax deduction)
- 3 – Taxable but not taxed
- Blank – all other wage types

Remuneration Statement/Pay Stub Presentation

Add the wage type to the form:

- 00 – No printing on form
- 01 – Earnings (US forms)
- 02 – Employee taxes (US forms)
- 06 – EE Benefits/Deductions (pretax)
- 08 – EE Benefits/Deductions (post tax)
- 11 – Garnishments
- 12 – Non Cash Earnings (US Forms)
- 13 – Federal Work Study (US Forms)
- **ADD TO ON-LINE PAY STUB INTERFACE**

BW Reporting & Security

When a new wage type is created or deleted, contact the following email groups:

- 1 – SAP-BW-REPORTING-TEAM
- 2 – NWSecurity
- 3 – FIMASTERDATA
- 4 – SAP-HR-Payroll_Support / ISRs & PBC