

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

Jira No. _____

Wage Type Created _____

Transport No. _____

Basic Information Required

Date of request:

Requester's Name:

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?

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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

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

Univ. and Health System Employee Groups:

- 1 Full Time
- 2 Part-time
- 3 Limited
- 4 Temporary
- 5 Casual / On Call

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

Health System Personnel Subareas:

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

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Univ. and Health System Employee Subgroups:

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

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:

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.

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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:

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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)

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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? _____

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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

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**DO NOT ANSWER REMAINING QUESTIONS.
TO BE COMPLETED BY SAP SUPPORT ORGANIZATION.**

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?

- | | | |
|--------------------------|--|---------|
| <input type="checkbox"/> | /101 – All regular cash earning (No imputed amounts) | CUML 01 |
| <input type="checkbox"/> | /109 – Employer Benefit Contribution | CUML 09 |
| <input type="checkbox"/> | /110 – Employee Deductions | CUML 10 |
| <input type="checkbox"/> | /114 – Base Wage for BSI | CUML 14 |
| <input type="checkbox"/> | /191 – Pension Eligible Wages HS | CUML 91 |
| <input type="checkbox"/> | /192 – Pension Eligible Wages JHU | CUML 92 |
| <input type="checkbox"/> | /195 – JH - Pre-tax parking | CUML 95 |
| <input type="checkbox"/> | /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

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Medium of Entry – Earnings

- Internal Service Request (ISR) – **UPDATE CUSTOM TABLE???**
- Interface – **ANY CUSTOM SETTINGS? DSM?**
- Manual
- Time
- System Generated

The wage type is a garnishment wage type. In this case, reduction during arrears processing is not permitted.

Taxability

All Earnings

Is this a taxable earning or non-taxable contribution?

V_512W_D – PRCL 69

- 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:

V_512W_D - EVAL CLASS 02

- 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

All Earnings

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