

Johns Hopkins – Instructions for the SAP Wage Type Request Forms
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There are two request forms – one for earnings and one for deductions. The forms are used to request a new wage type or to request a change to an existing wage type. For earnings, absence/attendance codes (pay codes) are also created when the wage type request is processed.

Overview of the Process:

- Requester (see below) completes the appropriate wage type request form and submits it to Payroll (payroll@jhu.edu) with the subject “wage type request”.
 - Requester completes and obtains a new GL account, if needed.
 - Requester completes and obtains a new vendor code, if needed.
- Payroll sends the request form to various areas for review and approval depending on the kind of wage type requested.
- Upon receiving all approvals, payroll submits the request to the SAP support team
- The SAP support team creates the new wage type; payroll tests and approves for production.

Wage types can be requested by one of the following areas:

- Human Resources
- Benefits Offices
- Tax Offices
- Payroll
- Sponsored Projects Shared Services

Earnings Request Form, complete pages 1-7 for new earnings and complete page 1 for changes to existing earnings:

- Basic information
- Earning Wage Type Questions
 - Time evaluation – complete this section if the wage type is for an absence /attendance code to be used for CATS, Kronos, and Nightingale.
 - Category – be sure to check all that apply
 - Wage Type Attributes: **factored/prorated** means that the amount of the earning will be determined based on the hire/termination date, if applicable, transaction effective date, and number of days in the pay period.
 - Wage Type Posting to General Ledger – all wage types except non-cash wage types must have a GL account identified.
 - To view GL accounts go to <http://www.jhu.edu/hopkinsone/Support/Finance.htm> and select “GL Chart of Accounts”.

- To request a new GL account, go to <http://www.jhu.edu/hopkinsone/Support/Finance%20Master%20Data.htm> and select “GL account, cost element, or commitment item

Deductions Request Form, complete pages 1-6 for new deductions and complete page 1 for changes to existing deductions:

- Basic information
- Deduction Wage Type Questions
 - Wage Type Attributes: **factored/prorated** means that the amount of the deduction will be determined based on the hire/termination date, if applicable, transaction effective date, and number of days in the pay period.
 - Priority Processing determines the order in which deductions will be taken
 - A for garnishments and taxes only
 - B for health and welfare pre-tax flex benefits
 - C for life insurance, Flexible Spending Accounts and repayments of loans and overpayments
 - E for miscellaneous JHHS pre-tax benefits
 - K for parking (pre and post tax)
 - L for pension contributions
 - P for transportation benefits
 - V for miscellaneous JHHS post-tax benefits
 - Z for voluntary deductions for contributions such as United Way
 - Arrears & Retro Calculation Rules: in the event that there is not enough earnings to cover deductions, the full amount of the deduction may not be taken. **Arrears** means that the amount of the deduction that cannot be taken will be held in the Arrears table to be deducted from the next pay(s)
 - 3rd party processing: if the deduction can be paid directly to a vendor based on the employee deduction and/or employer contribution, then the vendor information needs to be provided on the form. See <http://ssc.jhmi.edu/supplychain/forms/vdes.pdf>
 - Checks can be returned to Payroll to be sent with a report
 - Please indicate if a report is needed.