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”.

Revised January 2009
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.