Lock Down Retro Dates by pay area (as of 06/14/2023)

- Semi-Monthly (S1): **01/01/2022**
- Bi-weekly (B1): **12/19/2021**
- Weekly (W1): **12/27/2021**

    - Note: The new retro lock down dates will be reset at the end of each fiscal year and will be set to the first pay period of the previous calendar year.

Steps to pay an employee prior to the lock down date:

Step 1: Initiate a Salary Change action using the current retro lock down date (i.e. Semi-Monthly use eff. date 1/1/2022) for the employee's pay area (dates listed above). This action is submitted to correct the employee's salary (Base Pay and Labor Distribution) effective from the Lock Down Date and going forward (if necessary).

- Be sure to make note of the Salary Change ISR # or the Employment Action # to enter in comments section of the Bonus Supplemental Pay request.

Step 2: Initiate a Bonus/Supplemental Pay action for a "One Time Payment", select applicable wage type associated with the employee's pay cycle (listed below), enter the actual <u>retro date</u> in the "Begin/Effective Date", and the retro amount due. This action is submitted to pay retro monies due up to the lockdown date.

- JHU – **3UF1**
- Health System – **3HF1**
- Fellowship Recipient: **3018**

The cost object can be a cost center or non-sponsored order number. The amount should be a lump sum amount from the actual retro date to the day before the lock down date. Below are two examples to assist in calculating the lump sum amount:

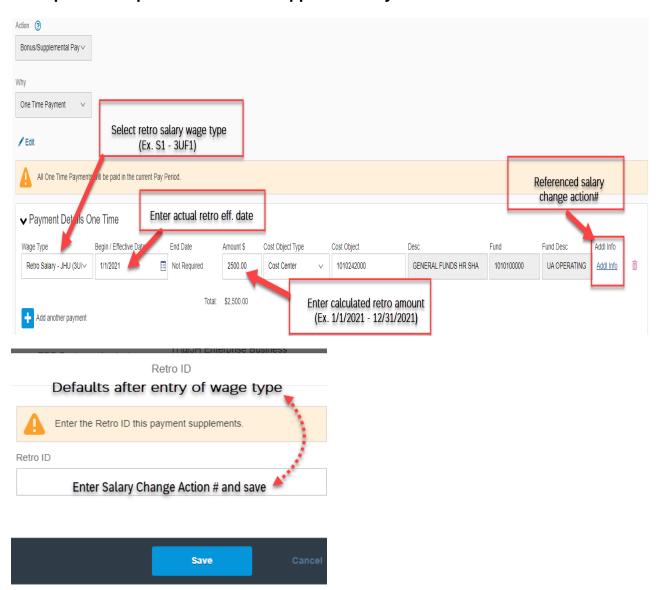**Example 1 (S1 Salaried Employees):** Take the difference in semi rate and multiply by the number of pay periods.

- Actual Retro Date: 1/1/2021
- New Semi Rate ($3,000) minus by Old Semi Rate ($2,500) = $500 difference
- # of pay periods ee still due 24 (1/1/21 to 12/31/21)
- $500 difference x 24 pay periods = $12,000 lump sum payment (JHU-3UF1)

- Note: If the retro begin date is <u>not</u> a pay period begin date, you will need to prorate the amount for that first pay period only.

Example 2 (Hourly Employees): The difference between the old and new rate is multiply by the number of hours paid to the employee during the retro period.

- Actual Retro Date: 1/1/2021
- New Hourly Rate $10.50 minus the Old Hourly Rate $10.00 = $.50 difference
- # of hours paid out = 500 for covered period (01/01/2021 to 12/26/2021) – *use CADO to find hours*
- 500 hours x $.50 difference = $250 lump sum payment (JHH- 3HF1)

Example of Completed EA Bonus Supplement Pay:

Example of Completed ISR Bonus Supplemental Pay:

In the Retro ISR Fields, enter the current lock down date in the "Actual Retro Effective Date field, and the salary change ISR number created in step 1 in the applicable field (Not the effective date of the Bonus Supplement ISR#). If step 1 was not required, please contact HRSS for further guidance.