

## Lock Down Date Processing Procedures

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### Lock Down Retro Dates by pay area (as of 06/17/2025)

- Semi-Monthly (S1): **01/01/2024**
- Bi-weekly (B1): **12/17/2023**
- Weekly (W1): **12/25/2023**

\*New retro lock down dates will be reset at the end of each fiscal year to represent the first pay period of the previous calendar year.

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

**Step 1:** Initiate Salary Change - This action is submitted to correct the employee's salary/hourly rate (Base Pay and Labor Distribution), effective from the Lock Down Date to date and applicable future dated actions.

Action Begin date - Current retro lock down date applicable to the employee's pay area. (I.E., Semi-Monthly – eff. date 1/1/20XX)

- Be sure to make note of the Salary Change ISR number or the Employment Action number to reference in the Bonus Supplement Retro Field: (Examples of ISR and EA *Retro Field* is illustrated below)
  - ISR - Retro ISR Fields
  - EA - Add'l Info/ Retro ID fields

\*If step 1 was not required, please contact HRSS for further guidance.

**Step 2:** Initiate Bonus/Supplemental Pay action for a “One Time Payment” - This action is submitted to pay retro monies due to employee up to the lockdown date (1 day prior to new lock date).

Select applicable wage type associated with the employee's pay area (See list below), enter the actual “Retro Lockdown date” in the “Begin/Effective Date” field and the amount of retro pay that is due to the employee. (The amount represents the lump sum calculated from the actual retro date up to the date prior to the new lock down date).

Retro Wage Types:

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

The cost object can be a cost center or non-sponsored order number.

Listed below are examples to calculate lump sum amounts for salaried and hourly pay, and entry of Bonus Supplement Pay for both EA and ISR.

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### Calculating A Lump Sum Payment

**Example 1** (S1 Salaried Employees): The difference between old and new semi rate, multiplied by the number of pay periods.

- Actual Retro Date: 1/1/2021
- New Semi Rate (\$4,041.50) minus by Old Semi Rate (\$3,541.50) = \$500 difference
- # Of pay periods covered = 24 (1/1/23 to 12/31/23)
- \$500 difference x 24 pay periods = \$12,000 lump sum payment (Wage type: JHU-3UF1)

\*If the retro begin date is not 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 hourly rate, multiplied by the number of hours paid to the employee during the retro period.

- Actual Retro Date: 1/1/2021
- New Hourly Rate \$350.00 minus the Old Hourly Rate \$300.00 = \$50.00 difference
- # Of hours paid during covered period = 500 (01/01/2023 to 12/26/2023) - Use CADO to actual hours worked within the retro period
- 500 hours x \$50.00 difference = \$25,000 lump sum payment (Wage type: JHH- 3HF1)

### Step 2: Initiate Bonus Supplement Pay

#### Example of Employment Action – One Time Payment

Action

Bonus/Supplemental Pay

Why

One Time Payment

[Edit](#)

Select retro salary wage type for pay cycle (Ex. S1 - 3UF1)

All One Time Payments will be paid in the current Pay Period  
\*Future Dated Actions will be paid out in corresponding Pay Period

▼ Payment Details One Time

Enter Actual Retro Effective date - (Date Prior to New Lockdown date)

Enter Calculated Lump Sum Payment

Screenshot of Salary Change Retro ID#

Wage Type	Begin / Effective Date	End Date	Amount \$	Cost Object Type	Cost Object	Desc	Fund	Fund Desc	Add Info
Retro Salary - JHU	1/1/2023	Not Required	25000.00	Internal Order	80035003	CLINICAL	1117000001	CLINICAL & HE	<a href="#">Add Info</a>


Total: \$25,000.00

+ Add another payment

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Retro ID

**Auto populate upon selection of wage type to capture entry of Salary Change Action ID#**

 Enter the Retro ID this payment supplements.

Retro ID

5007887

### Example of Internal Service Request

From the SAP Easy Access screen: Select **ISR Actions Interface**  
(Command/Transaction Code: **HRPA\_ISR** – HRP A ISR Initiator)

### Action Details:

**ISR Action:** Select Bonus/Supplemental Pay

**Details:** Begin Date – Enter applicable Retro Lockdown Date (Ex. S1 – 1/1/XX)

**Employee:** Enter employee personnel (Pnrn) number

Click,  **Create ISR (F5)** to begin action

### One-Time Payment:

**ONE TIME PAYMENTS**

One time payments to be entered on IT0015

Payments on cost centers ending in 99 or 98 are not allowed. If entering a cost center, the fund will default after you complete the form and hit enter unless there is more than one fund available for the cost center.  
Sponsored internal orders should only be charged in certain specific situations. If you are not sure if your situation qualifies please contact Financial Research Compliance.

Note: The Begin Date should be the date the payment becomes effective. If a past date is entered, retroactive payroll calculation will occur. The begin date for Non-discretionary bonuses must be the 1st day of the period in which it was earned.

Wage Type	Busn. Area	Cost Object	Cost Object #	Fund	Amount
3UF1	170	INTERNAL ORD	80044580	1017000001	12,000.00

**Retro ISR Fields**

Amount Subtotal 12,000.00

Actual Retro Effective Date	01/01/2023
ISR Number	3005751
ISR Type	J4 Salary Change
ISR Effective Date	01/01/2024