Lock Down Retro Dates by pay area (as of 06/14/2024)

- Semi-Monthly (S1): **01/01/2023**
- Bi-weekly (B1): **12/18/2022**
- Weekly (W1): **12/26/2022**

> 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 a Salary Change – This action is submitted to correct the employee’s salary (Base Pay and Labor Distribution), effective from the Lock Down Date to current date OR future dated action.

*Future Dated actions should be reviewed for additional requests.*

Action Begin Date – Current Retro Lock Down Date (i.e. Semi-Monthly use eff. date 1/1/20XX) applicable to employee’s pay area.

- Be sure to make note of the Salary Change ISR # or Employment Action # for entry into the Bonus Supplemental request. (Example of ISR and EA entries illustrated below)
  
  ➢ ISR – Use Retro ISR fields
  ➢ EA – Use Add’l Info / Retro ID fields

**Step 2:** Initiate a Bonus/Supplemental Pay action for a “One Time Payment”. This action is submitted to pay retro monies due to the employee up to the lockdown date.

Select applicable wage type associated with the employee’s pay area (listed below), enter the actual “Retro Lockdown Date” in the “Begin/Effective Date” field and the retro amount due.

- 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 from the actual retro date to the day before the Retro Lock Down Date that is due to the employee.

Below are examples to assist in calculating lump sum amount for salaried and hourly pay, and including entry of Bonus Supplement for both ISR and EA.
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 covered = 24 (1/1/21 to 12/31/21)
- $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 rate is multiplied 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 during covered period = 500 (01/01/2021 to 12/26/2021)-Use CADO to find hours
- 500 hours x $.50 difference = $250 lump sum payment (Wage type: JHH-3HF1)

Step 2: Bonus Supplement Pay

Example of Employment Action (EA)
Example of Internal Service Request (ISR)

From the SAP Easy Access screen: Select **ISR Actions Interface** (HRPA_ISR – HRPA ISR Initiator)

**ISR 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 (pernr) number

Click, [Create ISR (F5)] to begin action

**One-time payments to be entered on IT00015**

Select Retro Wage Type code (Ex. S1=3UF1), select Cost Object type, enter Cost Object, and key amount of retro payment [Enter]

**Retro ISR Fields:**

Actual Retro Effective Date: Enter current lockdown date for pay area  
ISR Number: Enter Salary Change ISR/EA# in field created in step 1  

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