Lock Down Date Processing Procedures

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

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

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.

^{*}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.

^{*}If step 1 was not required, please contact HRSS for further guidance.

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)

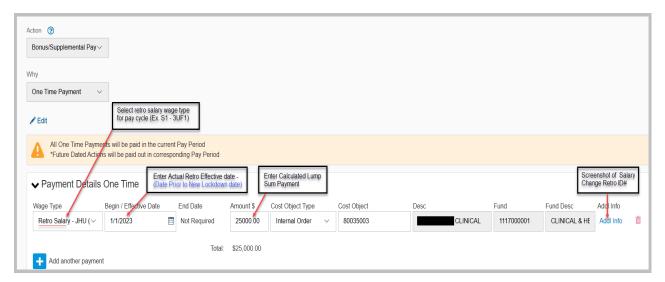
*If the retro begin date is <u>not</u> a pay period begin date, you will need to prorate the amount for that first pay period only.

Example 2 (Hourly Employees): The difference between the old and new hourly rate, multiplied by the number of hours <u>paid</u> to the employee during the retro period.

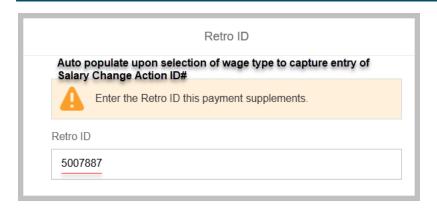
- Actual Retro Date: 1/1/2021
- New Hourly Rate \$350.00 minus the Old Hourly Rate \$300.00 = \$50.00 difference
- # Of hours paid during covered period = 500 (01/01/2023 to 12/26/2023) <u>Use CADO to actual hours worked within the retro period</u>
- 500 hours x \$50.00 difference = \$25,000 lump sum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

Step 2: Initiate Bonus Supplement Pay

Example of Employment Action – One Time Payment



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Example of Internal Service Request

From the SAP Easy Access screen: Select **ISR Actions Interface** (Command/Transaction Code: *HRPA_ISR* – HRPA 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 (Prnr) number

Click, Create ISR (F5) to begin action

One-Time Payment:

