

Lock Down Date Processing Procedures

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 retro date 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 not a pay period begin date, you will need to prorate the amount for that first pay period only.

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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:

Action

Bonus/Supplemental Pay ▾

Why

One Time Payment ▾

[Edit](#)

All One Time Payments will be paid in the current Pay Period.

▼ Payment Details One Time

Wage Type	Begin / Effective Date	End Date	Amount \$	Cost Object Type	Cost Object	Desc	Fund	Fund Desc	Add Info
Retro Salary - JHU (3UI) ▾	1/1/2021	Not Required	2500.00	Cost Center ▾	1010242000	GENERAL FUNDS HR SHA	1010100000	UA OPERATING	Add Info

Total: \$2,500.00

[+](#) Add another payment

Referenced salary change action#

Enter actual retro eff. date

Enter calculated retro amount (Ex. 1/1/2021 - 12/31/2021)

Retro ID

Defaults after entry of wage type

Enter the Retro ID this payment supplements.

Retro ID

Enter Salary Change Action # and save

[Save](#) [Cancel](#)

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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.

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 you should please contact Financial Research Compliance.

Note: The date the payment becomes effective. If a past date is entered, the date for Non-discretionary bonuses must be the 1st day of the period earned.

Wage Type	Busn. Area	Cost Object	Cost Object #	Fund	Amount
3UF1	170	INTERNAL ORD			1,000.00

Retro ISR Fields

Actual Retro Effective Date	01/01/2010
ISR Number	773508
ISR Type	J4 Salary Change
ISR Effective Date	01/01/2011

Amount Subtotal 1,000.00

JHU lock down wage type

Difference in semi monthly pay from 01/01/2010 to 12/31/2010.

True/Actual Date of salary change

Salary Change ISR number that was submitted to update salary from 01/01/2011 to 12/31/9999.