

## Salary Change ISR

This ISR type is selected when the salary of an employee needs to be changed. Completing the ISR will initiate the process necessary to change an employee's salary. The above ISR is eligible for auto upload with a few exceptions: retro semi monthly ISRs; ISRs for staff/faculty/students when a future dated action or infotype 9027 (base pay and labor distribution) is present in master data.

CODE	REASON	DEFINITION
1	Annual/Merit Increase	A salary increase based on the annual performance review process. When using this reason code, the task type J1 (Performance Review Annual) on IT19 will be marked completed with the same date as the ISR effective date and one will be created with a date one year from ISR effective date and will be listed as a new task for reporting purposes unless a different date is indicated on the ISR.
2	Step Increase	Individuals in a step-based compensation program, such as bargaining unit employees, receive increases defined by the increments (steps) in their system. For JHU, this applies only to bargaining unit employees.
3	General Increase	A salary increase which is not defined by other reasons from this list. Also used to change the pace nurse code.
4	Equity Adjustment	A salary increase made to correct a pay inequity among employees in comparable positions with comparable qualifications, experience, and performance within the same Johns Hopkins employer. For JHU, this include adjustments given to rectify salary compression.
5	Compression Adjustment	<b>JHHS Employers only.</b> An increase generated by a compensation review of the clustering of employees
7	Adjustment to Minimum	An increase to bring an employee to the minimum of his/her salary range.
8	Ingrade Adjustment	Adjustment for reasons other than those above which resulted in a salary change within grade. <b><i>For JHU, this can take the form of an in-range salary adjustment for assuming additional responsibilities and duties or developmental increase <u>within</u> the current job classification. Does not apply to JHHS Employers</i></b>
9	Decrease in Pay	Adjustment which reflects a lower rate of pay.

CODE	REASON	DEFINITION
10	Market Adjustment	A salary increase made to adjust salaries of employees to market competitive levels as appropriate based on employee experience, qualifications, and performance.
11	Equity and Market Adjustment	Reason used when both an equity and market adjustment are given on the same date
12	Union Salary Change	Reason code used for salary changes based on a union contract.
13	No Merit/Annual Review	This reason code is used to indicate when a review was completed but no merit increase was awarded. When using this reason code, the task type J1 (Performance Review Annual) on IT19 will be marked completed with the same date as the ISR effective date and will be created with a date one year from ISR effective date for reporting purposes unless a different date is indicated on the ISR.
14	Lump Sum Merit/Annual Review	This reason code is used to indicate when a review was completed and the merit was awarded in a lump sum because the individual's salary exceeds the pay range. When using this reason code, the task type J1 (Performance Review task type J1 (Performance Review Annual) on IT19 will be marked completed with the same date as the ISR effective date and will be created with a date one year from ISR effective date for reporting purposes unless a different date is indicated on the ISR.
15	SHHS Start PILOB	<b>For Suburban Hospital Only.</b> To start pay in lieu of benefits
16	SHHS Stop PILOB	<b>For Suburban Hospital Only.</b> To stop pay in lieu of benefits
17	Grant-Related Increase	<b>For JHU Only.</b> This reason code is to identify when salary is <u>increased</u> due to additional sponsored
18	Grant-Related Decrease	<b>For JHU Only.</b> This reason code is to identify when sponsored funding is <u>decreased</u> .
19	Part B Increase	<b>For JHU SOM Faculty only.</b>
20	Part B Decrease	<b>For JHU SOM Faculty only.</b>
21	Float Pool w/merit	<b>For JHH/JHHS Only.</b> Individuals moved to float pool who are eligible for a merit increase.
22	Float Pool no merit	<b>For JHH/JHHS Only.</b> Individuals in a float pool position who will receive a performance rating but no pay increase.
23	Compliance	Used when there is a change to rate based on federal, state or local laws and regulations and/or Hopkins policy. May require approval from compensation offices
24	Supp. Rate Wage Type Change	This should be used when only the supplemental rates of pay are being changed, such as PACE codes.

## **Bonus/ Supplemental Pay ISR**

This ISR type is selected when adding various bonus / supplemental payments to the master record of staff, faculty or students. This includes recurring payments, one-time payments or overtime hours to be calculated for semi-monthly, non-exempt employees of JHU. It also is used to reduce the pay of JHU employees who miss 5 or less days of consecutive days of pay. These ISRs are eligible for auto-upload with a few exceptions.

## **Hours Change ISR**

This ISR Type is selected when the weekly working hours change but the employee group remains the same. For JHU semi-monthly employee's paid a salaried amount on the semi monthly pay cycle, the semi monthly pay must change as a result of the change in hours. This is not to be used for salary or rate of pay changes where the employee's total hours per pay period remains unchanged. If the employee group is changing a position maintain, then a position attribute change ISR must be submitted.