



Amount Subtotal 0.00

**STANDARD OVERTIME (Wage Type 2084)**

Standard overtime wage type 2084 (JHU SEMI-MONTHLY ONLY) non exempt only to be entered on IT2010

Enter hours for each object. The begin date on the ISR should be the week ending date of the first overtime worked. Semi-monthly employees earn overtime on a weekly basis ( The work week is considered to be Monday through Sunday ). 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 that cost center. Weekly Employees may not be paid using this section.

Week Ending Date	Hours	Cost	OT Pay Subtotal

**SKIP THIS SECTION**

Hours Subtotal 0.00

Total OT Pay 0.00

**PREMIUM OVERTIME (Wage Type 205M/205A)**

Premium overtime wage type 205M/205A (JHU SEMI-MONTHLY ONLY) non exempt only to be entered on IT2010

The default overtime rate of 1.5 times the regular salary will be used unless a rate in effect is entered. Enter hours for each cost object. The begin date on the ISR should be the week ending date of the first overtime worked. Semi-Monthly employees earn overtime on a weekly basis ( The work week is considered to be Monday through Sunday ). If entering a cost center, the fund will default unless there is more than one fund available for that cost center. Weekly employees may not be paid using this section.

Wage Type	Week Ending Date	Hours	Object #	Fund	OT Pay Subtotal

**SKIP THIS SECTION**

Hours Subtotal 0.00

Total OT Pay 0.00

**OTHER FLSA EARNINGS (INFOTYPE 2010)**

Other FLSA Earnings

The wage types included in this section are those that are included in FLSA calculations. These wage types all appear on IT2010 Employee Remuneration Info. For University employees receiving shift differential, choose wage type 2290, indicate the number of hours to be paid and the corresponding rate of pay in the amount column. For University employees receiving on call pay pay, choose wage type 3040 and indicate amount of pay. For biweekly employees is also paid in this section. Indicate amount of supplement.

Wage Type	Week Ending Date	Hours	Fund	Pay Subtotal

**SKIP THIS SECTION**

Hours Subtotal 0.00

Total OT Pay 0.00

**SALARY ADJUSTMENT (WAGE TYPE 6560)**

**Salary Adjustment**

Salary adjustments are only used to reduce semi-monthly JHU employees, as well as salaried EMS employees and Health System executives who miss no more than 5 consecutive workdays or for absences of more than 5 days that are not consecutive. Use the Leave of Absence ISR to place the employee on leave of absence for greater than 5 consecutive days or for any JHU employee on Short Term Disability(STD), Long Term Disability(LTD) or Worker's Comp who is using accrued leave to supplement these benefits.

NOTE: This form is not to recoup overpayments  
Services. Payroll reductions for exempt e  
This deduction cannot be processed along

Shared  
only.

**SKIP THIS SECTION and  
GO TO COMMENTS**

Amount	Cost Object

**Comments**

Awards/ Prizes paid through payroll MUST be employment - related.  
Wage Types 3018 and 3055 DO NOT require comment regarding number of hours worked or rate of pay detail.

Awards/ Prizes that are NOT employment-related MUST be processed through Accounts Payable.