**Bonuses - Lump Sum Payment**

**Position:** Graduate Assistant  
**Org. Unit:** 10001463 Student Employment Services  
**PersArea:** UN17 Homewood Student Affairs  
**E Group:** Student  
**PSubarea:** U00 Graduate Stud  
**Type:** Student-Graduate  
**PS area:** JHO  
**PS group:** GradAs  
**Level:** 01  
**Initiator:**

**Approver Details:**
- **Begin Date:** 07/01/2016
- **Approver 1:**
- **Approver 2:**

**Student Employment**

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**PLEASE NOTE:** Any corrections to previous Bonus/Supplemental ISRs cannot be processed via an ISR. For any corrections please contact HR SHARED SERVICES for instructions.

Only one cost object is allowed per row. If splitting costs for a payment, manually calculate the split then enter an amount for each cost object on a separate line. Business Area will be defaulted automatically based on the cost object entered.

**ONE TIME PAYMENTS**

**ONE TIME PAYMENTS**

When processing a Lump Sum Payment enter your budget information in this section.

Note: The Begin Date should be the date the payment becomes effective. If the type is retroactive, retroactive payroll calculation will occur. The begin date for Non-Compensation pay types should be the period in which it was earned.

**RECURRING PAYMENTS**

Recurring payments to be entered on IT004.

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.

Please note: Recurring payments cannot be processed.

**STANDARD OVERTIME**

Standard overtime wage type 2084 (JHU SEMI-MONTHLY) non exempt only to be entered on IT0010.

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.
**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.

<table>
<thead>
<tr>
<th>Wage Type</th>
<th>Week Ending Date</th>
<th>Hours</th>
<th>OT Rate</th>
<th>Cost Object</th>
<th>Fund</th>
<th>OT Pay Subtotal</th>
</tr>
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**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 the total pay in the amount column. Wage type 3077 for biweekly employees is also paid in this section. Indicate amount of supplement in the amount column.

<table>
<thead>
<tr>
<th>Wage Type</th>
<th>Week Ending Date</th>
<th>Hours</th>
<th>Amount</th>
<th>Fund</th>
<th>Pay Subtotal</th>
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**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 caused by errors in ISR processing. These are handled by Payroll Shared Services. Payroll reductions for exempt employees (unless on FML) must be taken in full day increments only. This deduction cannot be processed along with any payments.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Cost Object</th>
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**SKIP THIS SECTION**

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Wage Types 3018 and 3055 DO NOT require comment regarding number of hours worked or rate of pay detail