

ISR Details

Personnel Number and Name of Employee

Employee

Bonus Supplement - Recurring Payments

Position UNDERGRADUATE ASSIST

ISR Number 0

Org. Unit 50000127 Athletics & Recreation St

Initiator

PersArea UN17 University Student Services

EE Group 7 Student

PSubarea U007 Undergrad Stud

EE Subgroup 25 S1 Hrly Non-Exmpt

Payr.Area S1 JH Semi-Monthly

PS type SU Student-Undergrad

PS area U JHU

PS grp UGRADA... Level 01

Approver Details

Begin Date 01/01/2020

Approver 1

Department Approver 1

Approver 2

University Experiential Learning

Bonus Supplemental Pay Details

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 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 your situation qualifies please contact Financial Research Compliance.

Note: The Begin Date should be the date the payment calculation will occur. The begin date for Non-direct was earned.

SKIP THIS SECTION

Wage Type	Busn. Area	Cost Object	Cost Object #	Fund	Amount

Enter your budget information on this section.

0.00

Note: This document should NOT be used to hire/ pay a student for more than 3 months/ 6 payments. Instead, you must initiate a New Hire ISR.

RECURRING PAYMENTS

Recurring payments to be entered on

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 can not be prorated.

End Date

Enter the end/ last payment date here

Wage Type	Busin. Area	Cost Object	Cost Object #	Fund	Amount

Wage Types for Recurring Payments can be either:
(3055) Supplement Project-Misc.
(3017) Student Supp- 2nd Assign

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	OT Pay Subtotal

Hours Subtotal 0.00 Total OT Pay 0.00

SKIP 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.

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

Hours Subtotal 0.00 Total OT Pay 0.00

SKIP THIS SECTION

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 section.

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 created by errors in ISR processing. These are handled by Payroll Shared Services. Payroll reductions for exempt employees must be processed through the "Exempt Salary Reduction" form only. This deduction cannot be processed alone.

**SKIP THIS SECTION and
GO TO COMMENTS**

Amount	Cost Object

Comments

Wage Types 3017 requires hours of work and rate of pay details - 3055 DOES NOT