

This email is being sent to clarify the process for correcting the cost object on bonus supplements. This is handled via email, not additional ISRs. The email will be attached to the employee's record as documentation of the request. Position attribute change ISRs are only used to correct the default funding source for weekly and biweekly employees. Cost object changes for hours already processed through Payroll must be completed directly in the timekeeping system (Kronos, Nightingale, CATS) in addition to the position attribute change ISR. For assistance with how to correct time entry records, please contact Payroll Shared Services at payroll@jhu.edu. If the amount of the bonus needs to be changed, you must contact HR Shared Services to delete the bonus with the incorrect amount and then process a new bonus supplement ISR with the correct amount. We must obtain the proper approvals to authorize the change in the bonus amount. This must occur within the same pay period to avoid an overpayment.

Below is the format that should be used to correct supplements that have already been processed in SAP:

Email Subject Line: Request to change cost object/wage type for previously processed bonus supplements

Employee Name:

Pernr:

ISR # (if applicable):

Effective Date of Supplement:

Amount of Supplement:

Current Wage type:

New Wage type (if applicable):

Type of payment: (recurring, one-time, or overtime)

Old cost object #:

New cost object#:

New Fund (if applicable and if it is not derived from cost object):

Please note that certain supplements are processed by HR Shared Services and others are processed by Payroll Shared Services. All supplement corrections are processed by HR Shared Services except: Overpayment Advances (3041), Overpayment Repayment (616P & 616B), EB15 Cost Transfers (3LUx) and Legacy Retro (3LHx). This information can be found on our website at the following link:

<http://ssc.jhu.edu/humanresources/DataFiles/HRSharedServicesPayrollSharedServices.pdf>.