

<b>Bonus/Supplemental Pay ISR</b>		
<b>Field Name</b>	<b>Description</b>	<b>Completed by:</b>
Approver 1	Personnel number of the first approver of the action.	Department
Approver 2	Personnel number of the second approver of the action. -- Sandra Reed --	Department
Begin Date	Effective date of the bonus/supplemental pay.	Department
Reason Code	Reason codes that are acceptable for JHHS employees: Bonus, Incentive Bonus, Supplement Pay-JHHS	Department
Remuneration Details	JHU only – disregard	
Recurring Payment Details	If applicable, note any recurring bonus payments and the payment end date.	Department
Cost Center	Employee's cost center. This populates automatically on the ISR	Department
Comments	All bonus/supplemental payments should be approved by Compensation prior to the ISR submission	Department