



UNIVERSITY of MARYLAND
THE FOUNDING CAMPUS

FY16 Commitment Accounting Processing

Thursday, June 11, 2015

9:30am-11:30am

School of Pharmacy- Room N103

Presenters

- Sierra Reynolds
 - Human Resources Associate- HR
- Corinna Jenkins
 - HR Service Center Analyst- HRSC
- Susan McKechnie
 - Controller- Financial Services

Agenda

- Human Resources
 - Onboarding Updates
 - ePAF/Leap Year Processing
 - Visa Renewal Process
- Financial Services
 - FY16 Fringe Benefit Rates
 - Direct Retros
 - EFP Rollover
 - 15-26 and 16-01 Actuals Distribution & Encumbrances
 - Other Payroll Topics

ONBOARDING UPDATES

Keep In Mind

- All new faculty and nonexempt/exempt staff are **required** to attend onboarding
- Conversions are **highly recommended**
- Cut off dates are usually the Thursday before an onboarding Monday
- Input onboarding dates and spell employee names correctly. How it's entered into ePAF will be how it appears in the system

CI and CII Employees

- Contractual employees should start on the Tuesday after an onboarding Monday
- An ePAF **must** be initiated for the employee prior to them coming to HR. If there isn't an ePAF, we will be directing them back to the department
- We are available to process contractual employees Monday through Friday, 9-3:30

Conversions

- To sign conversions up for onboarding you must submit an ePAF **and** send an email to hrjobs@umaryland.edu with the employee's name and signed offer letter
- If the ePAF will not be ready by the deadline, you can just send the email with the name and signed offer letter to hrjobs@umaryland.edu
- If in doubt it is always best to send an email to HRJobs to ensure that your employee is signed up

General Reminders

- Please communicate with your new hires about when they should expect their first paycheck and how to complete time sheets
- Please let your employees know where they should report to for Day 2

Questions

You can always contact me at 6.7171 or email me at sierra.reynolds@umaryland.edu

EPAF/LEAP YEAR PROCESSING

Leap Year Processing

- Leap year row will be applied to job records on 6/30/2015 with an effective date of 7/1/2015
- All job actions with an effective date on or after 7/2/2015 will be held until the leap year row has been loaded to job records
- Hires will not be held

ePAF Processing

- When transferring or promoting an employee into your department the Job Change form should be used instead of the HIRE form
- A HIRE form should only be used for new employee to the campus or a second job for an existing employee
- Mid-stack actions will be recycled back to initiator to withdraw- the transactions will be done manually

VISA RENEWAL PROCESS

VISA Renewal Process

- Prior to expiration of current VISA employees must submit renewals work authorization paperwork to avoid termination from payroll.
- Employee must complete Section 1 of the electronic I-9
<https://secure.i9express.com/preauthenticate/LoginCaptcha.ascx?Employer=14654&Location=0600>

VISA Renewal Process

- Employee must submit original documents (Foreign Passport, I-94, and renewal document) to:
 - Human Resource Service Center, 620 W. Lexington St, 3rd floor
 - Monday-Friday 9:00 a.m. – 3:30 p.m.
- Employee must login to the Glacier system and complete the updates
- Original Glacier and supporting documents must be sent to FS-Payroll
- VISA Query **UMB_PR_VISA_EXPIRATION_DATES**

Questions or Comments on HR Topics



FY16 FRINGE BENEFIT RATES & DIRECT RETROS (DR)

New Staff

- Beryl Gwan replaced Linda Ward as Manager in SPAC-Costing & Compliance
- Provides oversight and leadership for following payroll related items:
 - Fringe Benefit rates
 - Direct Retros
 - Effort Reporting

FY16 Fringe Rates

- Not yet negotiated- “planning” rates are now in COEUS
- When the rates are finalized they will be posted on the Costing & Compliance webpage:

<http://www.umaryland.edu/cost/fringe-benefit/>

FY16 Fringe Rates

- It is not yet determined if or when UMB will be charged for Contingent I and II health insurance
- We anticipate charging the Post Doc rate (similar benefits)

FY16 Fringe Rates

- New FY16 Fringe Benefit Rates will be applied starting PP16-01 (6/28-7/11)
- For PP16-01, the new fringe rate is applied to the entire pay period even though the fringes related to 6/28-6/30 will be posted to FY15

Pay Period	Rate used	Posted in FY
15-26	FY15	2015
16-01	FY16	2015 (6/28-6/30) 2016 (7/1-7/11)
16-02	FY16	2016

FY15 Retroactive Distributions

- **NEW:** Direct retros for all types of projects* that are processed on or before 7/14 (for PP16-01) will be posted in FY15
- Direct retros for all types of projects*, except for Physician Service Contract projects, that are processed from 7/15 and forward will be posted in FY16

** Subject to Costing & Compliance approval*

Direct Retro Cut Off Dates

When Received by Cost Analysis	Pay Period Processed	Posted in FY (HRMS and Financials)
By Tuesday, 6/16 @2pm	15-25	2015
By Friday, 6/26	15-26	2015
By Friday, 7/10	16-01	2015
After Friday, 7/10	16-02	2016

DR Processing

- Reminder- a direct retro and a budget retro cannot be processed in same pay period

Plan accordingly!!!

Questions or Comments on Fringes or DR Processing



EFPS & DISTRIBUTIONS & THE FY16 ROLLOVER

FY16 EFP Rollover

- The process where we take the last EFP used for actuals distribution in FY15 and copy it to FY16
- Will occur **after 8PM on Tuesday, 6/30**
- After the rollover is done, EFPs for FY15 cannot be changed
- The EFP that is used for PP15-26 is also used for the FY15 portion of PP16-01 (via “fix” EFP)

FY15 EFP Cut Off Date

- **Tuesday- 6/30:** All EFPs for FY15 must be approved in eUMB before 8pm
 - EFPs entered but not approved by the deadline will be deleted
- No budget retros for FY15 after 6/30, 8pm

PP15-26 (6/14-6/27) Distribution

- **Wednesday-7/1:** Actuals Distribution process is run for PP15-26 with no encumbrances
- **Thursday-7/2:** Validate that payroll expenses were distributed correctly using HRMS *Payroll Charges Detail* (PCD)
- **Friday-7/3:** Validate that payroll expenses were distributed correctly using Raven *Statement of Payroll Charges* (SPC)

WHAT TO DO BEFORE THE FY16 EFP ROLLOVER

From today until 8pm on Tuesday, 6/30/15

Before the FY16 EFP Rollover

- Make sure all employees have a FY15 EFP
 - Run Funding Summary Report and/or
 - Run query UMB_CA_NO_EFP
- Administrative depts tend to forget to set up EFPs for new employees- means more work at budget time!

Before the FY16 EFP Rollover

- Review all funding sources that end 6/30/15 or earlier and determine redistributions
 - Use EFP Query or Funding Summary Report
- Complete redistributions by entering & approving new EFP for a Budget Retro
 - Approve new EFP by 8pm on Tuesday, 6/16 for PP15-25
 - Approve new EFP by 8pm on Tuesday, 6/30 for PP15-26 and PP16-01 distribution (6/28-6/30)

Before the FY16 EFP Rollover

- Check ALL Funding End Dates (FED) on EFPs:
 - No FED \Rightarrow no change required
 - FED $> 6/30/15 \Rightarrow$ no change required
 - FED $< 6/30/15 \Rightarrow$ change now so that payroll expenses do not charge PCA
 - FED $= 6/30/15 \Rightarrow$ OK to change now; must be changed in FY16 to avoid charging PCA

Before the FY16 EFP Rollover

- Funding End Dates on EFPs:
 - For sponsored projects, the funding end date is required and it can be extended to the lesser of the project end date or 6/30/20 (current FY + 5 years)
 - For all other projects, an end date is not required or recommended but if entered it cannot be greater than the end of the current fiscal year

Before the FY16 EFP Rollover

- Check for EFPs that cite PCA:
 - Run Query UMB_CA_EFP_BY_PROJ_ID
 - Enter Department PCA for project
 - If EFP is found where PCA is cited, consider changing it
- Reminder: PCAs should be zeroed out by end of the fiscal year (*except for overpayments- account 2150*)

Before the FY16 EFP Rollover

Run Funding Summary Report using an “as of” date of 6/30/15 and select the “**PCAs Only**” report choice. Only the following will be returned:

- 1.Lines marked as ‘DP’ (i.e. No EFP)
- 2.Lines with Funding End Dates of 6/30/15 or earlier (i.e. Expiring EFP)

Setting Up Funding Summary Report: Checking EFPs **Before 15-26 Distribution**

Favorites Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Reports > Funding Summary USA

Funding Summary Report

Run Control ID: FundingSummary [Report Manager](#) [Process Monitor](#)

Funding Summary Rpt Parameters	
Set ID:	PSUMB
*Fiscal Year:	2015
*As Of Date:	06/30/2015
Department:	
Empl ID:	
Empl Rcd#:	0

Funding Summary By	Report Option
<input checked="" type="radio"/> Appointment Level <input type="radio"/> Position Level	<input checked="" type="radio"/> Earnings <input type="radio"/> Deductions <input type="radio"/> Tax

Include Terminated Employees	Report Choice
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Entire EFPs <input checked="" type="radio"/> PCAs Only

Using 6/30/15 will help you insure that charges **through the end of the fiscal year** are using the correct combo code.

The default setting ("No") returns EFPs for **active** employees only. Select "Yes" if you also need to display EFPs for **terminated** employees.

Use **PCAs Only Report Choice** to isolate the EFPs that will default to the PCA/Dept level

Reviewing Funding Summary Report: Checking EFPs **Before 15-26 Distribution**

Displays problem EFPs in effect as of 6/30/15

PCAs Only Version

Only the portion of the EFP that will be charged to the PCA is displayed- not the full EFP.

eUMB-USER: 004514
Report ID: BUD011

PeopleSoft
Employee Funding Summary Report

HRPROD: 309352
Page No. 1
Run Date 06/12/2015
Run Time 11:06:46

As of Date: 06/30/2015

Report Option: Earnings Distribution

SetID: PSUMB Department: 15204000 - School of Hard Knocks Fiscal Year: 2015

EMPLOYEE ID	RCD#	NAME	EMPL STATUS	FUNDING LEVEL	PCBU	PROJ ID	ACTV	PRO- GRAM	FUND	COMBO CODE	DIST. %	FUNDING END DATE	*PCA* =====
050961	0	Benes, Elaine	Active	AP	00191	10007777	00	152	182	0000369852	2.244	06/15/2015	***
083197	0	Costanza, George	Active	AP	00184	10006232	00	156	182	0000410077	70.000	05/31/2015	***
					00184	10006681	00	151	182	0000410581	10.000	05/31/2015	***
					00184	10006762	00	151	182	0000402771	20.000	05/31/2015	***
098765	1	Kramer, Cosmo	Active	DP	00135	00395999	00	102	118	0000123987	100.000		***

Total Number of Employees Processed: - 54

of Department

AP= Appointment Level Profile (EFP is in eUM);
DP= Department Level Profile (EFP is NOT in eUM and payroll-related expenses will be charged to departmental PCA!)

(now thru 6/30)

**LEAP YEAR
JOB ROW INSERTED
EFFECTIVE 7/1/15**

(TUESDAY, 6/30/15 AFTER COB)

FY16 Leap Year

- FY16 is a leap year
- A leap year row must be added to all employees with regular bi-weekly salary with effective date of 7/1/15
- No change to annual salary
- Slight decrease in bi-weekly salary
- Applies to all paygroups except for SPC and HRL
- The new leap year factor is 26.142857 (366 days/14 days)

**FY16 EFP ROLLOVER
(AFTER 8PM ON
TUESDAY, 6/30/15)**

FY16 Rollover

- The last FY15 EFP will be used to programmatically:
 - Create the Initial 7/1/15 EFP
 - Create the “fix” EFP to be used for any earnings associated with dates prior to 7/1/15 paid in FY16

FY16 Rollover

- The “fix” EFP:
 - Will have a Funding Begin Date of 3/23/03, employee’s hire date, or date transferred to department -- whichever is latest
 - Used to distribute FY15 payroll expenses (based on pay earnings dates) that are paid in FY16 (ex. Shift, OVT, hourly employees)
 - Cannot be created if an employee has no FY15 EFP by 6/30/15
 - Prior fiscal year retro pay (<7/1/15) will be charged to PCA and the department will submit a DR to move expenses

FY16 Rollover

- EFPs will programmatically be created for both active employees and employees who were terminated after 1/1
 - No action is required on your part for terminated employees

WHAT TO DO AFTER THE ROLLOVER & BEFORE PP16-01 ACTUALS DISTRIBUTION

*From Wednesday, 7/1/15 through
Tuesday, 7/14/15 at 8PM*

Before PP16-01 Actuals Distribution

- Make sure all active employees have a valid 7/1/15 EFP
 - Review 7/1/15 EFP to be sure it is valid (check combo codes, funding end dates, % distributions)
 - Create a valid 7/1/15 EFP if it is not there
- 7/1@ 6AM – 7/14@ 8PM (Two Week period):
 - Departments review and create additional 7/1/15 EFPs as needed to reflect valid combo codes, funding end dates, % distributions

Creating New FY16 EFPs

- EFP will display the salary in effect (leap year bi-weekly rate) at the time the EFP is created
- If an ePAF submitted effective 7/1/15 but it hasn't been fully approved in eUMB then the old salary will be reflected on the EFP page- this is OK
- Reminder- salary displayed on the EFP is informational only and may not reflect the actual amount distributed.

Cost Sharing for Payroll Expenses

- NIH Salary Cap is \$183,300- check employees who may go over the cap with 7/1 pay changes
 - Amount is based on annualized salary- Ex. FTE=.20 and amount paid at UMB= \$40K → Annualized= \$200K
- This only applies to NIH agencies- if you don't know whether a sponsor is under the NIH umbrella check the following website:
<http://www.nih.gov/icd/index.html>
- Position owner creates EFP but may be unaware that a project from another department requires OTC- communicate!

Checking FY16 EFPs **Before 16-01 Distribution**

Run Funding Summary Report using an “as of” date of 7/11/15 and select the “**PCAs Only**” report choice. Only the following will be returned:

1. Lines marked as ‘DP’ (i.e. No EFP)
2. Lines with Funding End Dates of 7/11/15 or earlier (i.e. Expiring EFP)

Setting Up Funding Summary Report: (7/1 thru 7/14)

Checking FY16 EFPs Before 16-01 Distribution

This report displays the “problem” EFPs in effect “as of” the last day of PP 16-01.

Favorites Main Menu > Set Up HRMS > Product > Commitment Accounting > Reports > Funding Summary USA

Funding Summary Report

Run Control ID: FundingSummary [Report Manager](#) [Process Monitor](#)

Funding Summary Rpt Parameters

Set ID:	PSUMB	Department:	<input type="text"/>
*Fiscal Year:	2016	Empl ID:	<input type="text"/>
*As Of Date:	07/11/2015	Empl Rcd#:	0

Funding Summary By
☒ Appointment Level ☐ Position Level

Report Option
☒ Earnings ☐ Deductions ☐ Tax

Include Terminated Employees
☐ Yes ☒ No

Report Choice
☐ Entire EFPs ☒ PCAs Only

Reviewing Funding Summary Report: (7/1 thru 7/14)

Checking FY16 EFPs Before 16-01 Distribution

Displays EFPs in effect as of 7/11/15

PCAs Only Version

ALERT! Funding sources expiring 06/30/15 and earlier require your quick attention or your PCA will be charged.

eUMB-USER: 004511

Report ID: BUD011

As of Date: 07/11/2015

Report Option: Earnings Distribution

SetID: PSUMB

Department: 15204000 - School of Hard Knocks

Fiscal Year: 2016

PeopleSoft

Employee Funding Summary Report

HRPROD: 361352

Page No. 1

Run Date 07/07/2015

Run Time 11:06:46

EMPLOYEE ID	RCD#	NAME	EMPL STATUS	FUNDING LEVEL	PCBU	PROJ ID	ACTV	PRO-GRAM	FUND	COMBO CODE	DIST. %	FUNDING END DATE	*PCA* =====
050961	0	Benes, Elaine	Active	AP	00191	10007777	00	152	182	0000369852	2.244	06/15/2015	***
098765	1	Kramer, Cosmo	Active	DP	00135	00395999	00	102	118	0000123987	100.000		***

Total Number of Employees Processed: - 53

Department

ALERT! If Funding Level = DP (Department Level Profile), employee **DOES NOT HAVE EFP** in eUMB. Payroll-related expenses will be charged to the departmental PCA!

FY16 REDIRECT EFPS TO PCA PROCESS

On Tuesday, 7/14/15 after 8pm

FY16 Redirect EFP Process

- If the FY16 EFP has a funding end date of 6/30/15 or earlier, on Tuesday, July 14th after 8pm, the EFP will be changed by the system
- A process will run to replace any combo code with an expired funding end date with your department default combo code- AKA your PCA- with funding end date of 7/1/2015

EFP Redirect Example

The initial FY16 EFP created effective 7/1/15 with combo codes expiring before 7/1/15 was not fixed before 7/14/15 at 8pm

A redirect process will run on Tuesday, 7/14/15 to remove combo codes with funding end dates prior to 7/1/15 and add the PCA/Dept Default combo code equal to the percent of combo codes removed.

Funding Source	Funding Source End Date	Percent
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FY16 EFP on 7/14/15

State	blank	10%
Revolving	blank	5%
Grant#1	5/31/2015	20%
Grant#2	6/30/2015	30%
Grant#3	7/31/2015	25%
Grant#4	8/31/2015	10%
		<u>100%</u>

FY16 EFP on 7/15/15

State	blank	10%
Revolving	blank	5%
Grant#3	7/31/2015	25%
Grant#4	8/31/2015	10%
PCA	7/1/2015	50%
		<u>100%</u>

PP16-01 ACTUALS DISTRIBUTION & ENCUMBRANCES

On Wednesday, 7/15/15

PP16-01 (6/28-7/11) Distribution

- **Wednesday-7/15:** Actuals Distribution process is run for PP16-01 with encumbrances calculated from 7/12/15 forward
- **Thursday-7/16:** Validate that payroll expenses were distributed correctly using PCD
- **Friday-7/17:** Validate that payroll expenses were distributed correctly using SPC

PP16-01 Actuals Distribution

- Two Week period = 6/28-7/11/15
- Using FY16 Fringe Benefit Rates for entire PP16-01 (6/28-7/11)
- For PCD reporting purposes, we refer to period of 6/28-30 as PP15-27 (AKA the payroll accrual) and 7/1-11 as PP16-01
- For SPC reporting purposes, we refer to the entire pay period as 16-01 and use the Fiscal Year field to segregate 6/28-30 from 7/1-11

PP16-01 Actuals Distribution

- PP16-01 covers payroll expenses associated with both FY15 and FY16- when the actuals distribution is run:
 - FY15 payroll expenses (based on pay earnings dates) will be distributed based on the “fix” EFP (Ex. Shift, OVT, hourly employees)
 - FY16 payroll expenses (based on pay earnings dates) will be distributed based on the 7/1/15 EFP in effect

PP16-01 Actuals Distribution

- When a valid EFP is not set up before the 16-01 actuals distribution process is run:
 - Payroll expenses associated with earnings dates greater than the Funding End Dates on your EFPs will be distributed to your PCA
 - You will need to do a budget retro
 - You will have LARGE encumbrance balances on your PCA

Setting Up Funding Summary Report: (starting 7/15)

Checking FY16 EFPs **Used** in 16-01 Distribution

This report displays the “problem” EFPs in effect “as of” the last day of PP 16-01.

Funding Summary Report

Run Control ID: Funding_Summary

[Report Manager](#)

[Process Monitor](#)

[Run](#)

Funding Summary Rpt Parameters

Set ID: PSUMB

Department:

*Fiscal Year: 2016

Empl ID:

*As Of Date: 07/11/2015

Empl Rcd#: 0

Funding Summary By

☒ Appointment Level

☐ Position Level

Report Option

☒ Earnings

☐ Deductions

☐ Tax

Include Terminated Employees

☐ Yes

☒ No

Report Choice

☐ Entire EFPs

☒ PCAs Only

[Save](#)

[Return to Search](#)

[Previous in List](#)

[Next in List](#)

[Notify](#)

[Add](#)

[Update/Display](#)

Reviewing Funding Summary Report: (starting 7/15)

Checking FY16 EFPs **Used** in 16-01 Distribution

Displays problem EFPs
in effect as of PP16-01

PCAs Only Version

Example where no
changes were made
to FY16 EFPs

eUMB-USER: 004514

Report ID: BUD011

As of Date: 07/11/2015

PeopleSoft

Employee Funding Summary Report

HRPROD: 409956

Page No. 25

Run Date 07/20/15

Run Time 10:32:09

Report Option: Earnings Distribution

SetID: PSUMB Department: 15204000 - School of Hard Knocks Fiscal Year: 2016

EMPLOYEE			EMPL	FUNDING				PRO-		Combo	DIST.	FUNDING	*PCA*
ID	RCD#	NAME	STATUS	LEVEL	PCBU	PROJ ID	ACTV	GRAM	FUND	CODE	%	END DATE	=====
050961	0	Benes, Elaine	Active	AP	00135	00395999	00	102	118	0000123987	2.244	07/01/2015	***
098765	1	Kramer, Cosmo	Active	DP	00135	00395999	00	102	118	0000123987	100.000		***

Total Number of Employees Processed: - 54

End of Department

ALERT! Funding sources expiring 6/30/15 and earlier were changed by the redirect process to charge your PCA

Key Dates Summary

Action	Dates in 2015
Depts submit Direct Retros for FY15 (PP15-26)	Friday, June 26 th
Depts create new FY15 EFPs	Now until Tuesday, June 30 th - 8pm
EFP Rollover: Copy forward FY15 EFPs to create FY16 7/1/15 EFP and "Fix" EFP	Tuesday, June 30 th after 8pm
PP15-26 Actuals Distributions	Wednesday, July 1 st
Depts create new FY16 EFPs	Wednesday, July 1 st - Tuesday, July 14 th by 8pm
Depts submit Direct Retros for FY15 (PP16-01)	Friday, July 10 th
EFP Redirect process	Tuesday, July 14 th after 8pm
PP16-01 Actuals Distribution with FY16 Fringe Benefit Rates and FY16 encumbrance	Wednesday, July 15 th

Tools for Checking EFPs

- Use Funding Summary Report
 - Main Menu>Set Up HRMS> Product Related> Commitment Accounting> Reports> Funding Summary USA
- Use queries (recommend using pivot tables with download to Excel)
 - Main Menu> Reporting Tools> Query> Query Viewer
 - UMB_CA_EFP_BY_EMPL_ID (one employee)
 - UMB_CA_EFP_BY_DEPT_ID (all employees)
 - UMB_CA_NO_EFP (for missing EFPs)
 - UMB_CA_EFP_BY_PROJ_ID (check PCA)
 - UMB_CA_EFP_BY_COMBO_CODE (alternative to proj ID)

PP16-01 Reminders

- Since we use the real service dates on the PA form, the earnings will be distributed to the appropriate fiscal year according to those dates
- Write the appropriate fiscal year on the top of the PA form
- Pay earnings prior to 7/1/15 will be distributed using the “Fix” EFP unless a combo code is entered on the form

PP16-01 Payroll Adjustment Form

FY 15



Payroll Adjustment Form University of Maryland Baltimore

Employee Name (Last, First):	<input type="text"/>	Pay Period Processed (FY-PP):	<input type="text"/>
Empl ID/Rcd#/ Paygroup:	<input type="text"/> 0 <input type="text"/>	Dates of Service:	6/1/15-6/30/15
Employee Title:	<input type="text"/>	Empl Class:	<input type="text"/>
Department Name:	<input type="text"/>	Payroll Contact:	<input type="text"/>
Department ID:	<input type="text"/>	Contact phone:	<input type="text"/>

Check one:	Type of Pay Adjustment:	Description/Notes:	Attachment:	Earnings Codes:
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PP 16-01 Reminders

- Salary Pay is calculated on 14ths instead of 10ths- Ex. New faculty employee who starts 7/1/15 will received 11/14ths pay; exempt employee terminating 6/30/15 will receive 3/14ths pay
- Employees attending Onboarding on Monday, 6/29/15 should have a hire date of 6/28/15 for a full bi-weekly pay
- Employees last day work on Friday, 7/10/15 should have a termination effective date of 7/12/15 for a full bi-weekly pay
- Hourly Pay (Non-exempt and hourly employees) is calculated based on hours entered on timesheet or scheduled hours

PP 16-01 Reminders

- All calendars and calculation charts have been updated and published on FS-Payroll website at <http://www.umaryland.edu/financialservices/payroll/>
 - Payroll Calendar
 - Pay Date Schedule
 - CA Calendar
 - FY Salary Calculation Chart – 10ths
 - FY Salary Calculation Chart – 14ths

Questions or Comments on CA Processing



OTHER PAYROLL TOPICS

Advanced Sick Leave

- Advanced Sick Leave (ASL) tracking and repayment can now be tracked in eUMB
- Departments no longer keep track of ASL using a shadow system
- Departments should have ASL balances sent to HR-Employee Relations (HR-ELR) to enter on the ASL Setup page

Advanced Sick Leave

- If you haven't done it already, please contact HR-ELR immediately
- Employees are not able to report ASL on their timesheets until the setup page is created by HR-ELR

Advanced Sick Leave

- A new Advanced Sick Leave training for ETS Approvers in UPK format has been created
 - ETS Approvers should take the UPK training
 - The UPK can be found on the Portal page > UMB Systems Tutorials Browser > eUMB Electronic Timesheets > ETS Approver > Advanced Sick Leave
- If you have any questions related to ASL, please contact HRS-ELR at 6-7302

eUMB System Limits On Leave

- Generally, employees are not allowed to have any negative leave balances
- Maximum Negative Leave Allowance Effective 3/22/15
 - **Sick** – 0
 - **Annual** – 40 (Annual leave can be advanced with a maximum of 40 hours. A copy of the advanced annual leave approval, signed by the appropriate departmental authority, must be maintained in the employee's departmental personnel file)
 - **Personal** – 0
 - **Holiday** – 16 (employees cannot take advance holiday leave, the maximum of 16 hours is in need for employees to report holiday leave at the beginning of the pay period)

eUMB System Limits On Leave

- Departments should submit a Payroll Adjustment Form (PAF) adjusting any positive leave to offset negative leave
- An edit has been added to prevent employees from submitting a timesheet with leave that exceeds the maximum negative leave allowances
- If you have questions regarding the leave policies, please contact HRS-ELR

Other Items

- System maintenance the last weekend in June- HRMS will not be available from Friday, June 26 @6PM through Sunday, June 28
- Timesheets
 - New faculty and exempt
 - Staff clean up
- Legislative audit- ***They're here!***

Key Contacts

- FS- Payroll- 6-1243
 - EFP rollover process
 - DL-BFPayrollHelp@umaryland.edu
- Costing & Compliance- 6-2987
 - Direct Retros
 - effort@umaryland.edu
- CITS- 6-HELP(4357)
 - Security/access or query/report issues
 - help@umaryland.edu
- HRS-ELR- 6-7302
 - Leave

Questions or Comments on Payroll Topics

