



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](mailto: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](mailto: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](mailto: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, 3<sup>rd</sup> 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)<br>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

| <b>When Received by Cost Analysis</b> | <b>Pay Period Processed</b> | <b>Posted in FY (HRMS and Financials)</b> |
|---------------------------------------|-----------------------------|---|
| 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   

**Funding Summary Rpt Parameters**

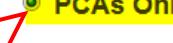
|               |  |             |  |
|---------------|--|-------------|--|
| Set ID:       | PSUMB  | Department: | <input type="text"/>   |
| *Fiscal Year: | 2015   | Empl ID:    | <input type="text"/>   |
| *As Of Date:  | 06/30/2015  | Empl Rcd#:  | <input type="text"/> 0  |

**Funding Summary By**  

**Report Option**   

**Include Terminated Employees**  

**Report Choice**  



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  
As of Date: 06/30/2015

PeopleSoft  
Employee Funding Summary Report

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

Report Option: Earnings Distribution  
SetID: PSUMB Department: 15204000 - School of Hard Knocks Fiscal Year: 2015

| EMPLOYEE<br>ID | RCD# | NAME             | EMPL<br>STATUS | FUNDING<br>LEVEL | PCBU     | PROJ ID  | ACTV | PRO-<br>GRAM | FUND       | COMBO<br>CODE | DIST.<br>% | FUNDING<br>END DATE | * PCA*<br>===== |
|----------------|------|------------------|----------------|------------------|----------|----------|------|--------------|------------|---------------|------------|---------------------|-----------------|
| 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.

The screenshot shows the 'Funding Summary Report' interface. The top navigation bar includes 'Favorites', 'Main Menu', 'Set Up HRMS', 'Product', 'Commitment Accounting', 'Reports', and 'Funding Summary USA'. Below the navigation is the report title 'Funding Summary Report' and a 'Run Control ID: FundingSummary'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run'. The main area is titled '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#:  | <input type="text"/> 0 |

Below this are two sections: 'Funding Summary By' and 'Report Option'.

**Funding Summary By:** Contains radio buttons for 'Appointment Level' (selected) and 'Position Level'.

**Report Option:** Contains radio buttons for 'Earnings' (selected), 'Deductions', and 'Tax'.

At the bottom are two sections: 'Include Terminated Employees' and 'Report Choice'.

**Include Terminated Employees:** Contains radio buttons for 'Yes' and 'No' (selected).

**Report Choice:** Contains radio buttons for 'Entire EFPs' and 'PCAs Only' (selected).

Red arrows and a callout box highlight the 'Fiscal Year' field (2016), the 'As Of Date' field (07/11/2015), and the 'Report Choice' section (PCAs Only). The callout box contains the text: 'This report displays the “problem” EFPs in effect “as of” the last day of PP 16-01.'

# 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:                                    | 00451      | HRPROD:       | 361352                           |            |       |          |      |      |       |         |            |       |
|---|------------|---------------|----------------------------------|------------|-------|----------|------|------|-------|---------|------------|-------|
| Report ID:                                    | BUD011     | Page No.      | 1                                |            |       |          |      |      |       |         |            |       |
| As of Date:                                   | 07/11/2015 | Run Date      | 07/07/2015                       |            |       |          |      |      |       |         |            |       |
| <hr/>   |            |               |                                  |            |       |          |      |      |       |         |            |       |
| PeopleSoft<br>Employee Funding Summary Report |            |               |                                  |            |       |          |      |      |       |         |            |       |
| Report Option: Earnings Distribution          |            |               |                                  |            |       |          |      |      |       |         |            |       |
| SetID:  | PSUMB      | Department:   | 15204000 - School of Hard Knocks |            |       |          |      |      |       |         |            |       |
| Fiscal Year: 2016                             |            |               |                                  |            |       |          |      |      |       |         |            |       |
| EMPLOYEE                                      | EMPL       | FUNDING       |                                  |            |       |          |      |      |       |         |            |       |
| ID  | RCD#       | NAME          | STATUS                           | LEVEL      | PCBU  | PROJ ID  | ACTV | PRO- | COMBO | DIST.   | FUNDING    | *PCA* |
| 050961  | 0          | Benes, Elaine | Active                           | AP         | 00191 | 10007777 | 00   | 152  | 182   | 2.244   | 06/15/2015 | ***   |
| 098765  | 1          | Kramer, Cosmo | Active                           | DP         | 00135 | 00395999 | 00   | 102  | 118   | 100.000 | 0000123987 | ***   |
| 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 14<sup>th</sup> 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     |
|-----------------------------------|----------------|----------|-------------|
| <b><u>FY16 EFP on 7/14/15</u></b> |                |          |             |
| 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> |

| Funding Source                    | Funding Source | End Date | Percent     |
|-----------------------------------|----------------|----------|-------------|
| <b><u>FY16 EFP on 7/15/15</u></b> |                |          |             |
| 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  |
| *Fiscal Year:                                      | 2016   |
| *As Of Date:                                       | 07/11/2015                |
| Department:  | <input type="text"/>    |
| Empl ID:   | <input type="text"/>    |
| Empl Rcd#:   | <input type="text"/> 0  |
| <b>Funding Summary By</b>                          |  |
| <input checked="" type="radio"/> Appointment Level | <input type="radio"/> Position Level   |
| <b>Report Option</b>                               |  |
| <input checked="" type="radio"/> Earnings          | <input type="radio"/> Deductions   |
| <input type="radio"/> Tax                          |  |
| <b>Include Terminated Employees</b>                |  |
| <input type="radio"/> Yes                          | <input checked="" type="radio"/> No  |
| <b>Report Choice</b>                               |  |
| <input type="radio"/> Entire EFPs                  | <input checked="" type="radio"/> 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     | HRPROD:       | 409956         |                  |       |          |      |              |      |               |            |                     |       |
|---|------------|---------------|----------------|------------------|-------|----------|------|--------------|------|---------------|------------|---------------------|-------|
| Report ID:  | BUD011     | Page No.      | 25             |                  |       |          |      |              |      |               |            |                     |       |
| As of Date:   | 07/11/2015 | Run Date      | 07/20/15       |                  |       |          |      |              |      |               |            |                     |       |
|   |            |               |                |                  |       |          |      |              |      |               |            |                     |       |
| Report Option: Earnings Distribution<br>SetID: PSUMB      Department: 15204000 - School of Hard Knocks      Fiscal Year: 2016 |            |               |                |                  |       |          |      |              |      |               |            |                     |       |
| EMPLOYEE<br>ID  | RCD#       | NAME          | EMPL<br>STATUS | FUNDING<br>LEVEL | PCBU  | PROJ ID  | ACTV | PRO-<br>GRAM | FUND | Combo<br>CODE | DIST.<br>% | FUNDING<br>END DATE | *PCA* |
| 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 <sup>th</sup>  |
| Depts create new FY15 EFPs   | Now until Tuesday, June 30 <sup>th</sup> - 8pm                             |
| EFP Rollover: Copy forward FY15 EFPs to create FY16 7/1/15 EFP and “Fix” EFP     | Tuesday, June 30 <sup>th</sup> after 8pm                                   |
| PP15-26 Actuals Distributions  | Wednesday, July 1 <sup>st</sup>  |
| Depts create new FY16 EFPs   | Wednesday, July 1 <sup>st</sup> -<br>Tuesday, July 14 <sup>th</sup> by 8pm |
| Depts submit Direct Retros for FY15 (PP16-01)                                    | Friday, July 10 <sup>th</sup>  |
| EFP Redirect process   | Tuesday, July 14 <sup>th</sup> after 8pm                                   |
| PP16-01 Actuals Distribution with FY16 Fringe Benefit Rates and FY16 encumbrance | Wednesday, July 15 <sup>th</sup>   |

# 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



UNIVERSITY OF MARYLAND  
THE FOUNDING CAMPUS

## Payroll Adjustment Form University of Maryland Baltimore

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

|                       |                                    |                           |                    |                        |
|-----------------------|------------------------------------|---------------------------|--------------------|------------------------|
| <b>Check<br/>one:</b> | <b>Type of Pay<br/>Adjustment:</b> | <b>Description/Notes:</b> | <b>Attachment:</b> | <b>Earnings Codes:</b> |
|-----------------------|------------------------------------|---------------------------|--------------------|------------------------|

# PP 16-01 Reminders

- Salary Pay is calculated on 14ths instead of 10ths- Ex. New faculty employee who starts 7/1/15 will receive 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](mailto:DL-BFPayrollHelp@umaryland.edu)
- Costing & Compliance- 6-2987
  - Direct Retros
  - [effort@umaryland.edu](mailto:effort@umaryland.edu)
- CITS- 6-HELP(4357)
  - Security/access or query/report issues
  - [help@umaryland.edu](mailto:help@umaryland.edu)
- HRS-ELR- 6-7302
  - Leave

# Questions or Comments on Payroll Topics

