UNIVERSITY *of* MARYLAND
THE FOUNDING CAMPUS

Payroll Reps Meeting

Wednesday, April 18, 2018

9:30am - noon

SOP – N103

Agenda

- HRS
- Costing and Compliance
- Payroll

Human Resource Services

SPS – Statewide Personnel System
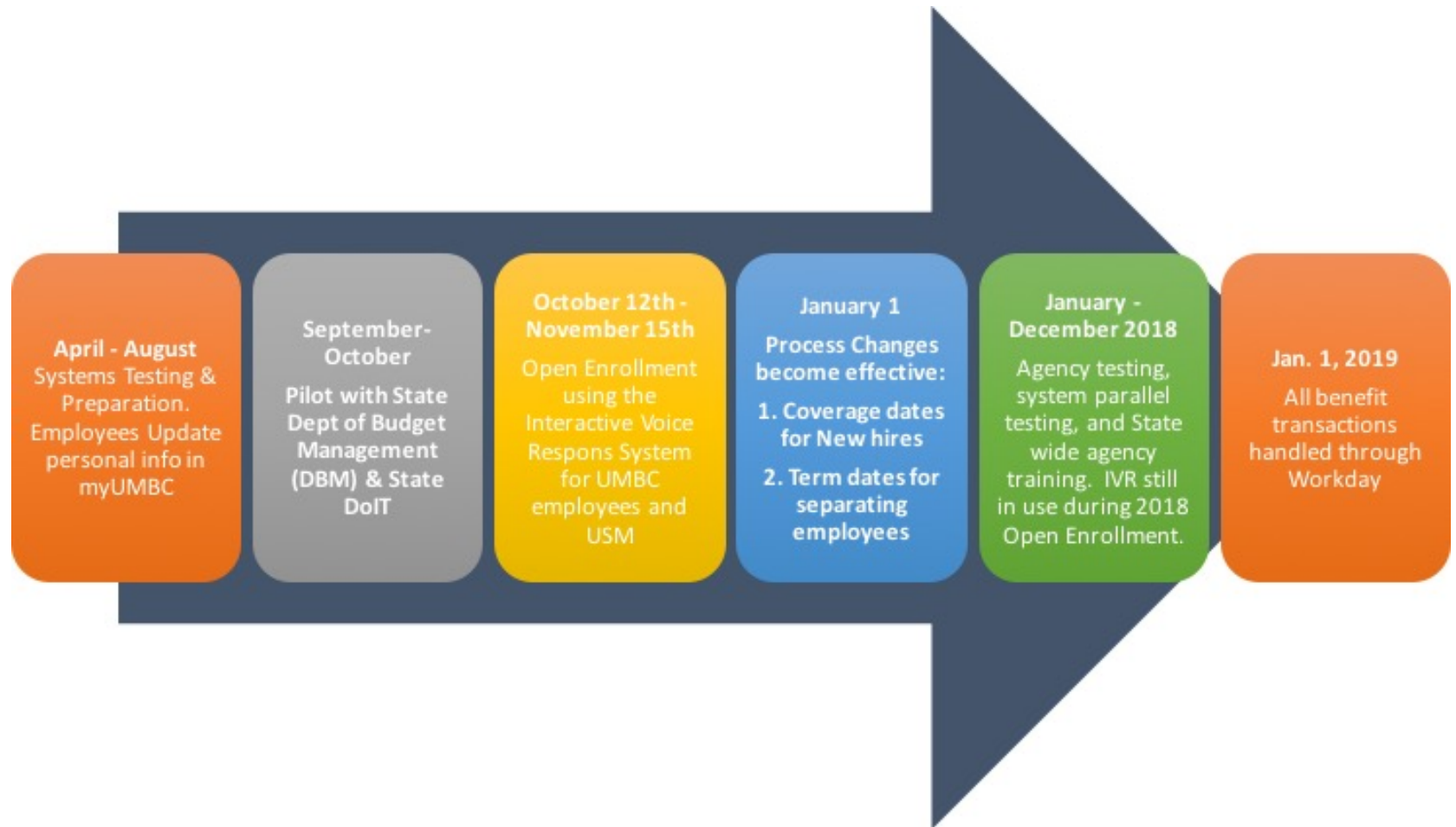
Emily Kordish
Benefits Manager

SPS Details

- SPS stands for Statewide Personnel System
- The SPS Project is a DBM sponsored initiative
- SPS Benefits will use the Workday system
- SPS Workday will allow employees to enroll in benefits online and will soon replace paper enrollment

UMB Employees will be able to:

- Update dependent information such as date of birth
- Initiate life event changes such as marriage, birth of a child, etc.
- Enroll in and change benefits during Open Enrollment
- Personal information such as address, name change, DOB correction **must** be submitted through their HR office (updated in MyUMB/POSC)

SPS Timeline

April - August
Systems Testing & Preparation. Employees Update personal info in myUMBC

September-October
Pilot with State Dept of Budget Management (DBM) & State DoIT

October 12th - November 15th
Open Enrollment using the Interactive Voice Respons System for UMBC employees and USM

January 1
Process Changes become effective:
1. Coverage dates for New hires
2. Term dates for separating employees

January - December 2018
Agency testing, system parallel testing, and State wide agency training. IVR still in use during 2018 Open Enrollment.

Jan. 1, 2019
All benefit transactions handled through Workday

What this means for UMB

- UMB sends a Shell Record file of changes from our HR system to DBM every other Thursday.

- As of June 1st benefit forms will NOT be processed in the state system if the event has not been loaded into Workday via the Shell Record File Integration

- Information in eUMB (contract dates, termination dates, hire dates) must be accurate. They will drive benefit eligibility as of January 1, 2019.

Contract Renewal Reminder:

- For CII contracts that come through benefits, before renewed, you need confirm with benefits team if they are enrolled in health benefits.
  - There are some employees who enroll at Open Enrollment and do not tell departments, which the contract is then created incorrectly and causes epaf to be recycled.

Automatic Terminations and UMB E-Mail address for every new employee

Juliet Dickerson
Director, Staffing, HRIS, HR Service Center

Automatic Terminations

➢ Termination rows will be created for contractual staff employees at the time of hire

➢ Employee classes:

- ✓ 31T (Non-exempt C1)
- ✓ 22   (Non-exempt C2
- ✓ 34   (Exempt C1)
- ✓ 35   (Exempt C2)

What to Expect

➢ Terminations will be placed on the job record with an effective date of 30 days from the contract end date.

➢ Contract renewals and/or amendments will have to be processed timely to avoid having the employee terminate and disrupt pay and benefits.

➢ Process will begin in 2018

UMB E-Mail addresses

➢ In support of SPS, UMB will require every new employee to have a UMB email address - @umaryland.edu - at the time of hire

➢ HR and CITS are working on a plan to connect the onboarding registration page, to the community system, and ultimately to eUMB

➢ Payroll reps will need to enter every employee into the onboarding registration page, regardless of emplclass

➢ Process will begin in 2018 – HR will provide additional information soon

I-9 Management

Electronic I-9 for Training for Student/GRA Employees

Juliet Dickerson
Director, Staffing, HRIS, HR Service Center

Electronic Form I-9

➢ UMB converted to an electronic Form I-9 and E-Verify system for staff hires in 2015.

➢ Currently, student and GRA employees are still being processed with Form I-9's on paper.

➢ During a recent review of UMB's practices and documentation with the vendor (Equifax) - they made a strong recommendation that UMB eliminate all paper Form I-9's and transition to the electronic system.

➢ Many of our paper Form I-9's would not pass scrutiny or an audit by the Department of Homeland Security which puts the University at risk.

Transition plan

➢ Effective July 1, 2018 UMB will discontinue using all paper Form I-9's.

➢ HR Service Center has scheduled 3 training sessions for Form I-9 Administrators

➢ The dates are 04/24/2018, 5/01/2018 and 05/08/2018 and you can register here – Search for "Mastering the Electronic I-9 Process"

➢ If your department only hires a few students/GRA's a year, they can be directed to HR to complete their Form I-9 upon hire

➢ All foreign born student/GRA employees must be processed in HR

Healthy Working Families Act

Jamaica Cosby

Director, Employee/Labor Relations

Healthy Working Families Act

➢ Purpose - To allow employees to use sick or annual leave for "safe" purposes, such as: domestic violence, sexual assault or stalking

➢ Effective February 11, 2018

➢ Most employees are covered under existing leave polices

Healthy Working Families Act

➢ Requirements

  ➢ Provide employees who regularly work at least 12 hours/wk 1 hr. or leave for every 30 hrs. worked

  ➢ Max accrual 40hrs/calendar year

  ➢ Rollover of 40hrs unless (front loaded full 40hrs or grant limits employment to 1 year)

Healthy Working Families Act

Affected employees

➢ Contingent I

➢ Student employees

➢ *Adjunct Faculty (generally paid by stipend, exception would be if contract permits reduction of pay or class schedule regularly meets more than 12hrs every week)

➢ *GRAs (hours will be front loaded)

Eligibility

➢ Employees who've worked at least 106 calendar days

Healthy Working Families Act

What you need to do now

➢ Track hours worked for Contingent I employees

➢ Grant leave for situations specified under Healthy Working Families Act

Costing and Compliance Updates

Costing and Compliance Team Updates

- Beryl Gwan
  - Manager, Costing & Compliance
- Binita Shah
  - Cost Accountant
- Sallese Amy
  - Cost Accountant
- Christina Tabb
  - Accountant 1, Effective 03/05/18

New Salary Cap

- Stays at Executive Level II

- Executive Level II <u>increased</u>
  - From $187,000
  - To $189,600

- Effective 01/07/2018

New Salary Cap Continued

- Notice posted to link below
  - https://grants.nih.gov/grants/guide/notice-files/NOT-OD-18-137.html
- New Proposals
  - Use new salary cap for budgeting
- Active awards
  - You CAN rebudget if funds are available
  - But no <u>additional</u> budget will be provided

All Day Effort Training

- Scheduled for 04/30/2018

- Email effort@umaryland.edu to register

- Location:
  - Lexington Building, 620 W. Lexington St., Room 4104.

- Training Day Schedule
  - 9am-Noon—Effort Policy training
  - Noon-1pm—Lunch (on your own)
  - 1pm-4pm—Effort System training

FSPR- Payroll Topics

FS-Payroll Team

- Candace Chow
  - Payroll Manager
- Glenda Habeych-Randall
  - Assistant Payroll Manager
- Shanay Smith
  - Payroll Accountant
- Jen Qiu
  - Payroll Accountant
- Celeste Williams
  - Payroll Processing Associate

Travel Policy – Taxable Travel

Taxable Travel

- The new policy and its related procedure VIII-11.00(A)- UMB Policy and Procedures on Business Travel For UMB Employees and Nonemployees were approved effective 1/1/18

- Department of Financial Services published an eTravel System Enhancements message on the Portal page

Taxable Travel

- The new policy introduces 2 types of transactions that are taxable:
  - Day Business Travel Meals
  - 60-day rule for travel expense forms submitted more than 60 days after the return date
- The taxable travel transactions will appear on:
  - Payroll reports: Cost Center Report (CCR) and Payroll Register (PR)
  - Paychecks: Review Paycheck Page and Paycheck/Distributions Page
  - Payroll Charges Detail Report (PCD)

Taxable Travel

- Taxable travel transactions are considered as taxable earnings to employees and will be sent to CPB as taxable income, not reimbursements. Both employees and employer will be taxed

Travel Policy – Taxable Travel
Grants Allowability & Related Fringes

Taxable Travel Expense and Penalty

- Taxable Travel Expense **is allowable** on grants
  - Account 3330 (Instate travel taxable)
  - Account 3331 (Out-Of-State travel taxable)
  - Account 3332 (Foreign travel taxable)
  - Expense Will be posted to PCD
  - Can only be moved via Direct Retro

- BUT punitive fringe expense is **NOT allowable**
  - It's a penalty
  - Fringe posted to 2798 (Fringe rate tax Late travel)
  - Posted via journal entry
  - Calculated Fringe rate 8.4%
  - Will not show up on PCD

Day Business Travel Meals

- Day Business Travel Meals **are allowable** on grants
  - Account 3371 Day Business Travel Meals
  - Expense Will be posted to PCD
  - Can only be moved via Direct Retro

- Related fringe expense is **also allowable**
  - Fringe posted to 2797 (Fringe rate tax Day Travel Meal)
  - Fringe will be automatically calculated in HRMS
  - Legislated Benefit Fringe rate of 8.4% will be applied
  - Fringe Expense Will be posted to PCD

Taxable Travel

Earnings Code (EC)	EC Description	GL Account	PCD	Calculated Fringe on PCD 8.4% in FY2018	Fringe GL Account	Notes
TTI	In-State Travel Taxable	3330	Yes	No- fringe is not allowed on grants so charges will be posted via JE	2798	Travel exp must be moved via DR
TTO	Out-Of-State Travel Taxable	3331	Yes	No- fringe is not allowed on grants so charges will be posted via JE	2798	Travel exp must be moved via DR
TTF	Foreign Travel Taxable	3332	Yes	No- fringe is not allowed on grants so charges will be posted via JE	2798	Travel exp must be moved via DR
TTM	Day Business Travel Meals	3371	Yes	Yes	2797	Travel exp and fringe must be moved via DR

Direct Retro (DR) for New Policy

- Direct Retro Form has been updated with new account codes

- Other DR guidelines remain unchanged. See link below:

  - http://www.umaryland.edu/media/umb/af/cost/eUMB_Direct_Retro_form_FY13_forward.xlsx

Taxable Travel

- Options to exclude or include travel reimbursement or business meals by checking the box 'Exclude TVL/BM Reimbursements' on the Run Control Page when running payroll reports (print screen)

- Taxable travel transactions (Day Business Travel Meals and the 60-day rule) will always be included on the payroll reports as these are sent to CPB as MISC earnings to be taxed

- Taxable Travel transactions have been on hold

Taxable Travel

- Since new earnings codes and accounts have been set up and the testing is complete, departments can begin sending in taxable transactions starting in PP18-22 (PP Begins 4/15/18)

- On hold taxable transactions will begin processing next week during payroll processing

- Any questions regarding the new taxable travel and business meals, email Travel Help for assistance Travelhelp@umaryland.edu

- Questions regarding any payroll reports, email Payroll Help at DL-BFPayrollHelp@umaryland.edu

Taxable Travel – Payroll Reports Run Control Page

Taxable Travel – Paycheck/Distribution

Favorites | Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > UMB Paycheck / Distributions

Company:	UMB	Earnings:	8,895.16	Empl Record:	0	Off Cycle ?:
Pay Group:	EFY	Taxes:	0.00	Form ID:		Corrected:
Pay End Date:	02/03/2018	Deductions:	0.00	Check Nbr:	
Page:	55	Net Pay:	8,895.16	Check Dt:	02/09/2018
Line:	2				

Pay Earnings Personalize | Find | First 1-15 of 15 Last

Addl #	Earnings Begin Date	Earnings End Date	Erncd		Hours	Earnings	Hourly Rate	FLSA Rate	Deptid	Combo Code	FICA	Tax Periods	TL Source	Source of Paysheet	Job Pay	Payline Calculation Status	OK to Pay
	01/21/18	02/03/18	RGS	Regular Salaried	80.00	2230.33	27.879178		06203000		Subject	1		Regular	Y	Calculated	Y
1	09/10/17	10/03/17					27.879178		06203000	0000000299	Subject	1	User Rcd	Regular	N	Calculated	Y
1	09/10/17	10/03/17	TTF	Foreign Travel Taxable		5520.00			06203000	0000000299			User Rcd	Regular	N	Calculated	Y
2	10/01/17	10/01/17					27.879178		06203000	0000000299	Subject	1	User Rcd	Regular	N	Calculated	Y
2	10/01/17	10/01/17	TTI	In State Travel Taxable		70.83			06203000	0000000299			User Rcd	Regular	N	Calculated	Y
3	07/12/17	07/15/17					27.879178		06203000	0000000299	Subject	1	User Rcd	Regular	N	Calculated	Y
3	07/12/17	07/15/17	TTO	Out of State Travel Taxable		980.00			06203000	0000000299			User Rcd	Regular	N	Calculated	Y
4	02/03/18	02/03/18					27.879178		06203000	0000000299	Subject	1	User Rcd	Regular	N	Calculated	Y
4	02/03/18	02/03/18	TVI	In State Travel		152.60			06203000	0000000299			User Rcd	Regular	N	Calculated	Y
5	02/03/18	02/03/18					27.879178		06203000	0000000299	Subject	1	User Rcd	Regular	N	Calculated	Y
5	02/03/18	02/03/18	TTI	In State Travel Taxable		47.00			06203000	0000000299			User Rcd	Regular	N	Calculated	Y
6	02/03/18	02/03/18					27.879178		06203000	0000000299	Subject	1	User Rcd	Regular	N	Calculated	Y
6	02/03/18	02/03/18	TVI	In State Travel		147.16			06203000	0000000299			User Rcd	Regular	N	Calculated	Y
7	02/03/18	02/03/18					27.879178		06203000	0000000299	Subject	1	User Rcd	Regular	N	Calculated	Y
7	02/03/18	02/03/18	TTI	In State Travel Taxable		47.00			06203000	0000000299			User Rcd	Regular	N	Calculated	Y

(1) **Regular Pay**

(2) **Taxable Travel:** $5520.00 (TTF) + 70.83 (TTI) + 980.00 (TTO) + 47.00 (TTI) + 47.00 (TTI) = $6,664.83

(3) **Non Taxable Travel Reimbursement:** $152.60 (TVI) + $147.16 (TVI) = $299.76

Gross Earnings to be taxed: $2,230.33 + $6,664.80 = $8,895.16

Taxable Travel – Review Paycheck

Favorites | Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

Paycheck Information

Paycheck Status:	Calculated	Paycheck Option:	Check
Issue Date:	02/09/2018	Paycheck Number:	
☐ Off Cycle	☐ Reprint	☐ Adjustment	☐ Corrected	☐ Cashed

Paycheck Totals

Earnings:	8,895.16
Taxes:	0.00
Deductions:	0.00
Net Pay:	8,895.16

Earnings Find | View All First ◀ 1 of 8 ▶ Last

Begin Date: 01/21/2018 **End Date:** 02/03/2018 **Addl Line Nbr:**   **Reason:** Not Specified/Other

Empl Record: 0 **Benefit Record:** 0   Additional Data

Salaried
Hours:	80.00
Rate:	27.879178
Earnings:	2,230.33

Hourly
Hours:	0.00
Rate:	0.000000
Earnings:	0.00
Rate Code:	

Overtime
Hours:	0.00
Rate:	0.000000
Earnings:	0.00
Rate Code:	

| Rate Used: | Hourly Rate | Shift: | N/A | Shift Rate: |
| State: | MD | Locality: | 007 | BALTIMORE CITY |

Other Earnings Personalize | Find | View All | | First ◀ 1 of 1 ▶ Last
 Other Earnings Details 1 | Other Earnings Details 2

Code	Description	Rate Used▲	Hours	Rate	Amount	Source

Special Accumulators Personalize | Find | View All | | First ◀ 1-3 of 3 ▶ Last

Code	Description	Hours	Earnings	Empl Record
05	Miscellaneous Adjustment		6,664.83	0
86	Expense Reimbursement		299.76	0
RE	Regular Pay	80.00	2,230.33	0

(1) Regular Pay

(2) Taxable Travel: $5520.00 (TTF) + 70.83 (TTI) + 980.00 (TTO) + 47.00 (TTI) + 47.00 (TTI) = $6,664.83

(3) Non Taxable Travel Reimbursement: $152.60 (TVI) + $147.16 (TVI) = $299.76

➡ Gross Earnings to be taxed: $2,230.33 + $6,664.80 = $8,895.16

Taxable Travel – Cost Center Report
(Exclude TVL/BM Reimbursements)

Report ID: PAY005   Cost Center Report   Page No. 49

Company: UMB University of Maryland, Balt.   Run Date 02/13/2018

                                       On Cycle   Run Time 14:16:04

Cost Center   06203000   Financial Services

                  80.00   2,230.33

TTF	U	5,520.00		Combo Cd =0000000299
TTI	U	70.83		Combo Cd =0000000299
TTO	U	980.00		Combo Cd =0000000299
TTI	U	47.00		Combo Cd =0000000299
TTI	U	47.00	8,895.16 * Adjusted *	Combo Cd =0000000299

"Exclude TVL/BM Reimbursements?" Option selected

Travel Reimbursement "TVI" not appeared on the Cost Center report

All other taxable travel earnings codes are listed here to be added to gross earnings

➡ $2,230.33 (Gross Earnings) + $5,520.00 + 70.83 + 980.00 + 47.00 + 47.00 (Taxable Travel) = $8,895.16

Taxable Travel - Payroll Register
(Exclude TVL/BM Reimbursements)

```
Report ID:  PAY002                          Payroll Register                    Page No.  491
Company:    UMB University of Maryland, Balt.                                    Run Date 02/13/2018
Pay Period End:02/03/2018                        On Cycle                        Run Time 14:16:30
Pay Group   EFY Exempt Full Year


Employee Name/ID      Form ID   <----- REGULAR -----> <--- OVERTIME ---> <-------- OTHER -------->
Dept. ID   Business Unit   Hours   Earnings   Hours   Earnings  Type Hours    Earnings   Gross Pay   Taxes Type   Deductions Code        Net Pay
Check Date  Check No.

                              80.00    2,230.33                                           8,895.16                                     8,895.16 U

                                                            TTF       5,520.00
                                                            TTI          70.83
02/09/2018                                                  TTO         980.00

                                                            TTI          47.00


                                                            TTI          47.00
```

"Exclude TVL/BM Reimbursements?" Option selected

Travel Reimbursement "TVI" not appeared on Payroll Register

All other taxable travel earnings codes are listed here to be added to gross earnings

$2,230.33 (Gross Earnings) + $5,520.00 + 70.83 + 980.00 + 47.00 + 47.00 (Taxable Travel) = $8,895.16

Taxable Travel – Cost Center Report
(Include TVL/BM Reimbursements)

Report ID: PAY005   Cost Center Report   Page No. 49

Company: UMB University of Maryland, Balt.   Run Date 02/13/2018

Pay Period End:02/03/2018   On Cycle   Run Time 14:12:08

Cost Center   06203000   Financial Services

80.00   2,230.33

Code		Amount		
TTF	U	5,520.00		Combo Cd =0000000299
TTI	U	70.83		Combo Cd =0000000299
TTO	U	980.00		Combo Cd =0000000299
TVI	U	152.60		Combo Cd =0000000299
TTI	U	47.00		Combo Cd =0000000299
TVI	U	147.16		Combo Cd =0000000299
TTI	U	47.00	9,194.92 * Adjusted *	Combo Cd =0000000299

"Exclude TVL/BM Reimbursements?" Option <u>NOT</u> selected

Travel Reimbursement "TVI" appeared on the Cost Center report

With all other taxable travel earnings codes are listed here to be added to gross earnings

➡ **$2,230.33 (Gross Earnings) + $5,520.00 + 70.83 + 980.00 + 47.00 + 47.00 (Taxable Travel) + 152.60 + 147.16 (non- taxable travel reimbursements) = $9,194.92**

Taxable Travel - Payroll Register
(Include TVL/BM Reimbursements)

Report ID: PAY002

Company: UMB University of Maryland, Balt.

Pay Period End:02/03/2018

Pay Group   EFY Exempt Full Year

Page No. 491

Run Date 02/13/2018

Run Time 14:12:38

On Cycle

80.00   2,230.33   8,895.16   8,895.16 U

06203000   PSUMB

02/09/2018

TTF	5,520.00
TTI	70.83
TTO	980.00
TVI	152.60 N
TTI	47.00
TVI	147.16 N
TTI	47.00

"Exclude TVL/BM Reimbursements?" Option <u>NOT</u> selected

Travel Reimbursement "TVI" appeared on Payroll Register

With all other taxable travel earnings codes are listed here to be added to gross earnings

→ **$2,230.33 (Gross Earnings) + $5,520.00 + 70.83 + 980.00 + 47.00 + 47.00 (Taxable Travel) = $8,895.16**

Taxable Travel - Payroll Charges Detail Report (PCD)

```
Report ID:   UMRPR183                                              UMB  PAYROLL  CHARGES  [
                                                               For  Pay  Periods:  18-16  TO  18-

   ProjID   ACCT  PayEndDT   RunID   FY               GROSS               CALCED.
                    PPRD                              SALARY            Fringe AMT        [
  =====================================================================    ============    ===
  DeptId:             EMPLOYEE:
  00158045  PCBU: 00115 Combo cd: 0000000490 ACTIVITY:00 OWNER DEPT.: 07100000 FUND COD
            1013 02-03-18  18-16   2018                1,769.49          767.95[2791]
                 02-17-18  18-17   2018                1,769.48          767.95[2791]
            --------------------------------------------------------------------------
            Account Total:                             3,538.97        1,535.90
            --------------------------------------------------------------------------
            Combo code Total:                          3,538.97        1,535.90
            --------------------------------------------------------------------------
            Project Total:                             3,538.97        1,535.90

  00390371  PCBU: 00135 Combo cd: 0000001313 ACTIVITY:00 OWNER DEPT.: 10205000 FUND COD
            3332 02-03-18  18-16   2018                1,500.00             0.00[ ]
            --------------------------------------------------------------------------
            Account Total:                             1,500.00             0.00
            --------------------------------------------------------------------------
            Combo code Total:                          1,500.00             0.00
            --------------------------------------------------------------------------
            Project Total:                             1,500.00             0.00

  00390559  PCBU: 00135 Combo cd: 0000001315 ACTIVITY:00 OWNER DEPT.: 10205000 FUND COD
            3330 02-03-18  18-16   2018                1,000.00             0.00[ ]
            --------------------------------------------------------------------------
            Account Total:                             1,000.00             0.00
            --------------------------------------------------------------------------
            Combo code Total:                          1,000.00             0.00
            --------------------------------------------------------------------------
            Project Total:                             1,000.00             0.00

  00390608  PCBU: 00135 Combo cd: 0000001322 ACTIVITY:00 OWNER DEPT.: 10205000 FUND COD
            3371 02-17-18  18-17   2018                  100.00             8.40[2797]
```

HRMS Combo Code

HRMS Combo Code

- HRMS Combo Codes are created by the Finance team when they set up projects
  - SPAC (Restricted Funds- Grants and Contracts)
  - FS-General Accounting (State Funds)
- If a HRMS Combo Code is not available in eUMB HRMS system, contact the Finance team to add and the HRMS Combo Code should be available the next day
- In HRMS (payroll, travel, and DRs), we only use HRMS Combo Code, not a Project ID

HRMS Combo Code – Online Search

Combination Code Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼Search Criteria

Set ID:	begins with ▾	
GL Combination Code:	begins with ▾	
Description:	begins with ▾	
Search Additional Chartfields:	= ▾	▾
Account:	begins with ▾	
Owner Dept ID:	begins with ▾	
Project:	begins with ▾	10018308
Fund:	begins with ▾	
Program:	begins with ▾	

☐ Include History   ☐ Case Sensitive

[Search]   [Clear]   Basic Search   📰 Save Search Criteria

Search Results

View All

Set ID	Process Group	GL Combination Code	Description	Account	Owner Dept ID	Project	Product	Fund	Program	Class Field	Affiliate	Operating Unit	Alternate Account	Budget Reference	Chartfield 1	Chartfield 2	Transaction Dept ID	Business Unit PC	Activity ID
PSUMB	(blank)	0000027244		0000	10410000	10018308	(blank)	182	152	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	00184	00
PSUMB	(blank)	0000027293		0000	10410000	10018308	(blank)	182	151	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	00184	00

HRMS Combo Code – Query Search

UMB_CA_PROJSTATS_BY_PROJID Project Dates-Status by PROJID

Project ID LIKE (%): 10018308

View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (1 kb)

View All   First 1-2 of 2 Last

	Project	Combo Code	Eff Date	Status	CAProjID	ProjDescr	Begin Date	End Date	ProjStatus	Project Manager	PC Bus Unit	Owner Dept	Fund	Program
1	10018308	0000027244	08/23/2016	I	10018308		02/01/2016	12/31/2016	C	002600	00184	10410000	182	152
2	10018308	0000027293	06/26/2017	I	10018308		02/01/2016	12/31/2016	C	002600	00184	10410000	182	151

Administrative Leave

Administrative Leave

- Employees who are designated as "Essential Employees" must be flagged in eUMB
  - Contact HR-ELR to add essential employees in the system
- Essential employees who are required to work on an Administrative Leave Day, they can take an alternate date, the TRC they need to report on ETS
  - ADEEH (Nonexempt)
  - ADEES (Exempt)

Administrative Leave

- Employees who are not designated as essential employees but were required to work on an Admin Day, they need to report
  - ADMS (Exempt)
  - ADMH (Nonexempt)
- Require to enter a comment on ETS with the original authorized Admin Date that they worked
- Refer to the presentation slides on 2/16/17 for the details on Administrative Leave Reporting

ETS Reporting Error

ETS Reporting Error

- ETS Approvers are final approvers to approve employees' ETS

- It is important for ETS Approvers to review ETS before approving

- Once ETS get approved by ETS Approvers, they would get loaded into the payroll system and processed

ETS Reporting Error

- If an employee is out on an extended leave for possible FMLA reason, contact HR-ELR because they can send a letter to the employee about their eligibility/rights

- ETS Approvers should not be approving ETS with all types of leave before going on unpaid status.

- If an employee is not on FMLA (sick), he/she should be coded as unpaid as soon as VAC/PER/HOL leave is exhausted

- ETS should be recycled for correction (see next 2 examples)

ETS Reporting Error

	TRC	Sun 01/07	Mon 01/08	Tue 01/09	Wed 01/10	Thu 01/11	Fri 01/12	Sat 01/13	Sun 01/14	Mon 01/15	Tue 01/16	Wed 01/17	Thu 01/18	Fri 01/19	Sat 01/20	Total Hours	Override Reason Code
Regular	RGS		D		D	D	D				D	D	D	D			

PAID LEAVE

	TRC															Total	
Other Paid Leave	ADMS			8.00												8.00	
Holiday	HLS									8.00						8.00	
Sick	SCS															0.00	
Personal	PRS															0.00	
Vacation	VCS															0.00	

Total Hours			8.00						8.00						16.00

UNPAID LEAVE

UnPaid Leave															0.00

Comment Text

came in at 9apm on Jan 9.

ETS Reporting Error

Faculty at 60% FTE; Standard Hours/week: 24

	TRC	Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	Fri 12/29	Sat 12/30	Sun 12/31	Mon 01/01	Tue 01/02	Wed 01/03	Thu 01/04	Fri 01/05	Sat 01/06	Total Hours	Override Reason Code
Regular	RGS												D	D			

PAID LEAVE

	TRC	Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	Fri 12/29	Sat 12/30	Sun 12/31	Mon 01/01	Tue 01/02	Wed 01/03	Thu 01/04	Fri 01/05	Sat 01/06	Total Hours	Override Reason Code
Personal	PRS															0.00	
Sick	SCS															0.00	
Vacation	VCS				4.80	4.80	4.80					1.60				16.00	
Holiday	HLS		4.80	4.80						4.80	1.60					16.00	

	TRC	Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	Fri 12/29	Sat 12/30	Sun 12/31	Mon 01/01	Tue 01/02	Wed 01/03	Thu 01/04	Fri 01/05	Sat 01/06	Total Hours	Override Reason Code
Total Hours			4.80	4.80	4.80	4.80	4.80			4.80	1.60	1.60				32.00	

UNPAID LEAVE

	TRC	Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	Fri 12/29	Sat 12/30	Sun 12/31	Mon 01/01	Tue 01/02	Wed 01/03	Thu 01/04	Fri 01/05	Sat 01/06	Total Hours	Override Reason Code
UnPaid Leave																0.00	

Comment Text

2018 W-4/MW507 Form

2018 W4/MW507 Form (Form W4)

- Due to the new tax law, employees should review their W4/MW507 form

- If any update is needed, employees must complete a new 2018 form- published on FSPR website

- Employees should give you the form and you can deliver the forms to FSPR for review

2018 W4/MW507 Form (Form W4)

- Prompt submission of the Form W4 is to the advantage of all employees
- Without a For W4 on file with CPB, federal and state tax laws and regulations mandate maximum income taxes be withheld
  - Federal: <u>Single</u> with <u>0</u> allowance (exemption)
  - State: <u>Single</u> with <u>1</u> allowance (exemption)
  - County: 3.20% added to the State tax

2018 W4/MW507 Form (Form W4)

- Upon receiving the Form W4, CPB will change the withholding status accordingly for future pays

- Tax regulations preclude an employer from making retroactive adjustments to the taxes already withheld

- No tax refund can be requested. Any overpayment of taxes is refunded to the employee when they file their tax return for that year

Compensation Overpayments

Compensation Overpayment Statistics

- We're still having overpayment issues since the new policy went into effect

- The accounts referred to CCU has been increased

- It is important to make sure employees have submitted their ETS. Without an ETS for the pay period may mean that employee did not work
  - Use the UMB Approve Timesheet page and UMB ETS Statistics page to assist
  - Follow up with the employee and/or supervisor

- Validate the Cost Center Report (CCR) or Payroll Register (PR) thoroughly

Compensation Overpayment Statistics

- To avoid overpayment due to pending termination, run query daily during payroll processing week:

  UMB_EPAF_TERMS_NOT_EXECUTED

- Employees listing on the query result may have overpayment from prior pay period

- Contact FSPR and submit a PAF immediately with the ePAF in the workflow and other supporting documents to remove overpayment

Compensation Overpayment Statistics

Schools/Units	Feb 14 - Dec 14	Jan 15 - Dec 15	Jan 16 - Dec 16	Jan 17 - Dec 17	CCU	No of employees
Central Admin	22	24	32	32	$ 36,844.65	32
SOD	5		1	1	$ -	
SOL	2	1	1	4	$ 153.97	1
SOM	80	87	83	88	$ 51,511.11	34
SON	20	19	13	8	$ 19,160.64	6
SOP	17	10	18	15	$ 1,091.39	3
SSW	4	10	5	6	$ 4,949.43	3
No. of Overpayments	150	151	153	154		79
Overpayment Amount ($)	$ 447,753.80	$ 646,740.31	$ 422,063.57	$ 375,698.68	$ 113,711.19	

Notes:

1. Overpayments automatically deducted from employee's paycheck without causing negative pay are not included

2. Direct Deposit recoveries and paper Payroll Check cancellation from February 2014-December 2015 are not included

Final Payout

Final Payout

- Validate if employee has received the correct accrual rates in the last few pay periods
  - If the termination record is loaded in eUMB prior to or within the termination pay period, employee will not earn holiday, but the rates for vacation and sick should be correct
    - Employee's last ETS may receive a warning if reporting a holiday employee did not earn – it is okay to acknowledge the warning and approve
    - Along with the leave payout, add holiday leave adjustment on PAF (same PAF is ok)
  - If the termination record is loaded in eUMB after the termination date, employee will receive too much leave on vacation, holiday and sick
    - Along with the leave payout, adjust employee's leave balances

Final Payout

- Reminder: Sick leave can only be used when an employee is sick. We have seen employees trying to use up their sick time at the end of employment rather than using vacation or holiday

- When you review payouts, you should also review the usage of leave

Comp Time

Comp Time

- Comp Time Enrollment
  - Departments are encouraged not to inactivate Comp Time until the Comp Time balance is zero
  - Zero out Comp Time balance for Paygroup change from nonexempt to exempt
  - USM Policy required that Comp time must be paid out at the end of the calendar year
- Report/Use Comp Time
  - Employee
- Comp Time Payout
  - Please refer to the presentation slides on 11/16/16

Lunch & Learn **New**

QUESTIONS?

Key Contacts

- FS- Payroll- 6-1243
  - DL-BFPayrollHelp@umaryland.edu

- Costing and Compliance- 6-2909
  - Effort@umaryland.edu

- HRS- Service Center 6-7600
  - DL-HRSServiceCenter@umaryland.edu

- HRS-Compensation- 6-2606
  - HRSCompensation@umaryland.edu