Payroll Rep Meeting

November 16, 2016
SSW Auditorium

Agenda

- Jackie Ball
  - FLSA Processing
- Jamaica Cosby
  - FMLA
- Juliet Dickerson
  - Onboarding
- Emily Runser
  - FLSA Changes
- Susan McKechnie
  - OLA Report
  - Year End Payroll Processing
  - Payroll Hodgepodge

HR Service Center Reminders

Jackie Ball
HRSC Supervisor

Reminders

- Processing Schedule and Deadlines
- ePAF Processing
- Electronic Form I-9
- Onboarding Foreign Nationals
- Temporary Social Security Numbers
- Visa Renewals

HRSC Processing Schedule

- Schedule is published every May and November.

- Schedule can be found at: http://www.umaryland.edu/hrs/hrsc/

- Review deadline dates. Dates can change depending on CPB's schedule.

Deadlines/Processing

November

- Deadline: Tuesday, November 22nd at 12:00 p.m.
- Processing Dates: Monday, November 28th – Friday, December 2nd

December

- Deadline: Thursday, December 8th at 12:00 p.m.
- Processing Dates: Monday, December 12th – Friday, December 16th
- Processing order as follows:
  - Onboarding Hires and promotions
  - All other hires
  - Terminations
  - Overpayments
  - Other transactions as time permits

Deadlines/Processing

January

- Deadline: Thursday, January 5th at 12:00 p.m.
- Processing Dates: Monday, January 9th – Friday, January 13th
- Any transactions not processed in December will be entered first.

ePAF Processing

- ePAF must be approved by the final approver by the deadline to be processed in that pay cycle. This includes hires for onboarding or C1 and C2 staff.

- Only attach paperwork to ePAF that is listed as a required document. All documents attached to ePAF are uploaded into the employees file.

- Always check the visualizer to see where your ePAF is in the workflow.

ePAF Visualizer

Electronic Form I-9

Who Should use Electronic Form I-9

- New or Rehires ONLY
- For **new hires/rehire** this must be done no **later** than 3 business day from the hire date.
- Employee's already on payroll are not required to do another I-9 for promotions, name changes or VISA renewals
- HRSC will update I-9 for name changes and Visa renewals

I-9 Compliance

- Form I-9 must be completed by a new/rehire employee not later than the 3rd business day from the hire date

- Out of compliance memo must be received by the Service Center before employee is entered in system.

- Failing to comply with Form I-9 requirements may result in penalties which can be in up to $1,100 per form.

Onboarding Foreign Nationals

- Foreign Nationals attending onboarding must bring the following to onboarding:
    - Foreign Passport
    - I-94
    - Work Authorization Paperwork
        - F1 (I-20)
        - F1 OPT (EAD Card)
        - H1B (797A)
        - J1 (DS-2019)
        - J2 (EAD Card)
    - Social Security Card or Receipt from SSA

Temporary Social Security Number

- Packet is given to new employee of instructions on what they need to do if they do not have a social security card.

- Included in the packet is the Affidavit of Compliance to be completed by department to request a temporary social security number

- Department must sign affidavit and send to HR Service Center with a copy of the receipt from Social Security.

Visa Renewals

- HR Service Center will send reminder notifications out 30 days prior to expiration.

- Departments should run visa expiration query monthly. UMB_PR_VISA_EXPIRATION_DATES

- Prior to expiration of current VISA the employee bring renewal work authorization paperwork to HR Service Center to avoid termination from payroll.

Visa Renewals

- Employee must update their Glacier record and send original Glacier with supporting documents to FS-Payroll. HR Service Center does not need copy of Glacier.

- Form I-9 update will be completed by the HR Service Center.

Who to Contact

- HR Service Center e-mail:

    HRServiceCenter@umaryland.edu

- HR Service Center Phone:

    6-7600

Questions?

HR- ELR

FMLA

- Role of the Payroll Rep
  - Track the number of FMLA hours used
  - nsure FMLA override code used when FMLA taken
    - Holidays require FMLA use if during continuous leave
- Additional Notes
  - The department cannot require a doctor's note for an employee's unscheduled absence if:
    - The employee indicates the absence should be coded as FMLA, *and*
    - The employee has a current approval for intermittent leave

Non-Exempt ETS with FMLA (Intermittent Leave)

	TRC	Sun 07/24	Mon 07/25	Tue 07/26	Wed 07/27	Thu 07/28	Fri 07/29	Sat 07/30	Sun 07/31	Mon 08/01	Tue 08/02	Wed 08/03	Thu 08/04	Fri 08/05	Sat 08/06	Total	Account Code	Override Reason Code
Regular	RGH	9.75	11.00					13.75		8.00	9.50	9.50	9.25	11.00		81.75		

PAID LEAVE

	TRC	Sun 07/24	Mon 07/25	Tue 07/26	Wed 07/27	Thu 07/28	Fri 07/29	Sat 07/30	Sun 07/31	Mon 08/01	Tue 08/02	Wed 08/03	Thu 08/04	Fri 08/05	Sat 08/06	Total	Account Code	Override Reason Code
Vacation	VCH					3.00										3.00		FMLA
Holiday	HLH						8.00									8.00		FMLA
Personal	PRH															0.00		
Sick	SCH					5.00										5.00		FMLA

Shift/Over Time/On Call/Comp Time/Regular Unscheduled Hours

	TRC	Sun 07/24	Mon 07/25	Tue 07/26	Wed 07/27	Thu 07/28	Fri 07/29	Sat 07/30	Sun 07/31	Mon 08/01	Tue 08/02	Wed 08/03	Thu 08/04	Fri 08/05	Sat 08/06	Total	Account Code	Override Reason Code
Shift	SH1							5.75								5.75		
Total Hours		9.75	11.00			8.00	8.00	13.75		8.00	9.50	9.50	9.25	11.00		97.75		

UNPAID LEAVE

																Total		
UnPaid Leave																0.00		

Exempt ETS with FMLA (Continuous Leave)

	TRC	Sun 09/18	Mon 09/19	Tue 09/20	Wed 09/21	Thu 09/22	Fri 09/23	Sat 09/24	Sun 09/25	Mon 09/26	Tue 09/27	Wed 09/28	Thu 09/29	Fri 09/30	Sat 10/01	Total Hours	Override Reason Code
Regular																	

PAID LEAVE

	TRC	Sun 09/18	Mon 09/19	Tue 09/20	Wed 09/21	Thu 09/22	Fri 09/23	Sat 09/24	Sun 09/25	Mon 09/26	Tue 09/27	Wed 09/28	Thu 09/29	Fri 09/30	Sat 10/01	Total Hours	Override Reason Code
Holiday	HLS															0.00	
Personal	PRS															0.00	
Vacation	VCS				8.00											8.00	FMLA
Sick	SCS															0.00	
Sick	SCS		8.00	8.00												16.00	FMLA
Vacation	VCS															0.00	
Total Hours			8.00	8.00	8.00											24.00	

UNPAID LEAVE

	TRC	Sun 09/18	Mon 09/19	Tue 09/20	Wed 09/21	Thu 09/22	Fri 09/23	Sat 09/24	Sun 09/25	Mon 09/26	Tue 09/27	Wed 09/28	Thu 09/29	Fri 09/30	Sat 10/01	Total Hours	Override Reason Code
UnPaid Leave	UFMLA					8.00	8.00			8.00	8.00	8.00	8.00	8.00		56.00	FMLA

End-of-Year Info for Leave

- Employees can use Personal and Holiday leave until the end of the 1st pay period in the new year

- Annual leave will be reconciled after the 1st pay period in the new year
  - Any leave exceeding the maximum carryover amount will be lost

End-of-Year Info for Comp Time

NEW POLICY REGARDING COMP TIME

- Comp time should be paid out on/in the 2nd pay period of the new year

Onboarding

Onboarding

- The entire 2017 calendar is on-line
- Starting in 2017, some sessions will be held in the SMC Campus Center and are noted on the calendar
- W-4's
  - No longer sending back to payroll reps
  - New hires are given an addressed/stamped envelope to mail to CPB if not completed during onboarding

Onboarding – New Hire Feedback

What went well:

- Warm friendly staff greet them
- Very organized
- Getting ID cards and parking on the same day at the same place is very convenient
- Covers a lot of information efficiently
- Having benefits team available for questions
- Welcome is clear and concise on documents that are needed
- Lunch!

Onboarding – New Hire Feedback

What would you change:

- Having to make a retirement decision on the first day
- Having more benefits and retirement information in advance
- No parking information from hiring department
- Unclear on Day 2 details:
  - Where to report
  - When to report
  - Other details?

Onboarding – New Hire Feedback

What's coming:

- New registration process
  - There will be an onboarding registration site for all transactions
    - New hires
    - Transfers
    - Promotions
  - Will eliminate the different channels used to register people now
  - Will send an automatic email confirmation to the person who registers the new hire
  - Will send the welcome letter to the new hire
- Campus tours

Compensation Update

New Field in ePAF

FLSA Exclusions from Overtime include:

- Teaching
  - Majority (51%) of time teaching, tutoring, instructing or lecturing in the activity of imparting knowledge = **Instructional/Non Instructional field**
- Practicing Law
  - Majority (51%) of time practicing law with Juris Doctorate (JD) = **New Field**
- Practicing Medicine
  - Majority (51%) of time practicing medicine as a licensed physician, doctor of dental medicine. (medical doctors, general practitioners and specialists, osteopathic physician (doctors of osteopathy), podiatrist, dentist (doctors of dental medicine), and optometrists (doctors of optometry or bachelors of science in optometry = **New Field**

NEW - Practicing Medicine or Law Field

Hire Form Data

*Effective Date: 10/26/2016   Onboarding Date [   ]

*Empl Class: 01   Faculty Tenured

*Department: 10205000   SOM Oncology Program

*Job Code: 148510   Professor

Functional Title: Professor

*Location Code: 0833   School of Nursing   Room#: [   ]

*Std Hrs/Wk: 25.00   Is majority (51%) time practicing medicine or law? No ▾

FTE: 0.625000

*Pay Group: AFY   Academic 12/12

Transferred from USM Agency?: ☐

FLSA Administrative Leave

ADFLH

FLSA Administrative Leave Criteria

- Affected 11/27/16 Regular Employees going to nonexempt FLSA status are eligible
- Awarded for next 3 calendar years (2017, 2018, and 2019)
- Hours awarded loaded first full pay period of calendar year
- Number of Hours awarded determined by service date
- Must be used with calendar year awarded
- Transfer to another job title – unused ADFLH is not paid out or carried to new job
- Termination of UMB employment – unused ADFLH not paid out

How ADFLH is Calculated

	Exempt		Nonexempt*		ADFLH**
Days	22	-	11	=	11
Hours	176	-	88	=	88

*Hours are based on years of service defined by *USM Policy VII.7.00   Policy on Annual Leave for Regular Nonexempt and Exempt Staff Employees*

** Prorated for part-time employees

Example of John Doe's ADFLH

- 1/1/2014 - Hired as exempt Research Analyst
- 11/27/2016 – Changed to nonexempt Research Analyst due to FLSA
- 1/8/2017 - 3 years service = 72 hours ADFLH awarded
- 1/7/2018 – 4 years of service = 64 hours ADFLH awarded
- 3/28/2018 –
  - Transfer to nonexempt Business Services Specialist – ADFLH hours zeroed out
  - Transfer to exempt Senior Research Analyst – ADFLH hours zeroed out
  - Terminates UMB employment - ADFLH hours zeroed out

Payroll Topics

Legislative Audit Report 2016

OLA Report 2016

- **Payroll Finding**- UMB did not always use available output reports to ensure that only valid adjustments to its payroll were processed

- **UMB Corrective Action**- Departments are now required to print and compare the same report again (either CCR/PR) the following Tuesday after Net Pay processing is complete

- Both reports must be dated and signed to show no discrepancies are found (keeping signed totals page is adequate)

- Instructions are listed on email FSPR sends on Tuesday after Net Pay processing

Payroll Reports

- Cost Center Report (CCR)
  - Sorted by Department ID, then Last Name
  - Does not show payroll advance recovery
  - Indicates manual entries FSPR entered such as retros calculated from eUMB, tax periods, travel, and HRMS Combo Codes
  - Option to exclude Travel & Business Meals (TBM) reimbursements
    - Note- Total Earnings will be increased by the TBM amount if including TBM on report

Payroll Reports

- Payroll Register (PR)
  - Sorted by Paygroup, then Department ID, then Last Name
  - Incudes payroll advance recovery
  - Does not mark manual entries
  - Provides Check Amount, Check Number, taxes & deductions if running the register after Net Pay Processing is complete
  - Option to exclude Travel & Business meals reimbursements
    - Note- Even if choice is to include TBM, the Gross Pay amount does **not** include TBM

Payroll Reports

- Check Register (CR)
    - Sorted by Check Number
    - Provides Check Amount and Check Number
    - Optional report, not required

Payroll Reports

- Departments must run either the CCR or PR in payroll processing week to validate employees' pay

- After review, department payroll approver must sign and date the payroll report on Final Call day

- Departments must run the same report after Net Pay processing is complete
  - An email notification is sent after the process is complete (normally Tuesday before payday)

Payroll Reports

- Departments must compare the 2 reports to make sure there are no discrepancies

- After validation, department payroll approver must sign and date the 2nd payroll report

- Departments should scan and save payroll reports (only last page with totals and signature is required)

Payroll Reports

- For Concurrent employees who work for more than one department- only the primary department will see the payroll charges

- Both departments should communicate and make sure employee's pay is correct

- For any supplemental pays your employee is paid and you're not aware of which department initiated the payment, contact FSPR and we will let you know the department you need to contact

Payroll Reports

- Departments that have not started validating and comparing payroll reports should start immediately

- Management Advisory Services (MAS) is going out to check and make sure departments are validating their payroll
  - USM internal audit will be doing a follow up audit
  - OLA will be checking when they return- violation puts UMB at risk of repeat finding
  - You don't want to be the cause/source of a repeat finding!

Department Validation Example

- We applaud the departments that have added new procedures to make sure
  - Payroll is validated and approved before FSPR sends the gross pay file to CPB (Final Call day)
  - Run payroll report again the following Tuesday to compare with the same payroll report ran on previous Friday to check for discrepancies
- Example:
  - Department of Psychiatry found a discrepancy after running the 2nd CCR on Tuesday- pay week for PP17-06
  - Psychiatry immediately contacted FSPR via email and attach their discrepancy finding document for FSPR to review

Department Validation Example

- Below is the reconciliation spreadsheet

17-06 - PP Ending 09/17/2016

Payroll Certification
Cost Center Review Log

Employee Name	Empl ID	Previous CCR Gross	Current CCR Gross	Difference	Analysis
		$	$ 2,173.95	$ 2,173.95	New hire effective 09/19/2016, transfer from Trauma Research. System has transferred her information to Psych. Payroll from 09/04/2016-09/17/2016 will be charged to trauma, not Psych.

Prior Cost Center Gross	$	
Current Cost Center Gross	$	
Difference	$	(2,173.95)
Reconciliation	$	(0.00)

Compensation Overpayments

Compensation Overpayment Statistics

- In March 2016 the new Compensation Overpayment and Recovery Policy and Procedures were introduced in a Payroll Rep Meeting

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

- It shows that some departments with overpayment issues might not have validated their payroll report thoroughly

Compensation Overpayment Statistics

Schools/Units	Feb 14 - Dec 14	Jan 15 - Dec 15	Jan 16 - Oct 16	CCU	No of employees referred to CCU
Central Admin	22	24	30 *	$ 27,844.31	20
SOD	5		1	$ -	0
SOL	2	1	1	$ -	0
SOM	80	87	74 **	$ 43,504.47	22
SON	20	19	12	$ 18,976.17	5
SOP	17	10	18	$ 3,884.07	6
SSW	4	10	5	$ 7,059.27	4
No of Overpayments	**150**	**151**	**141**		**57**
Overpayment Amount ($)	**$ 447,753.80**	**$ 646,740.31**	**$ 378,270.75**	**$101,268.29**	

Notes:

* Department have not determined the overpayment amount for one of their overpaid employees

** Two departments have not determined the overpayment amount for one of their overpaid employees

1. Overpayments automatically deducted in eUMB 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

Overpayment Statistics

- Among all overpayments, terminations and FTE reduction are the 2 top main reasons of overpayment
- Overpayment due to termination can be avoided by running query UMB_EPAF_TERMS_NOT_EXECUTED
  - Departments should run the query daily during processing week
  - Submit a PAF to FSPR immediately with ePAF as backup to remove overpayment

CY 2016 Net Payback Due Date- 11/18

- CY2016 Outstanding Overpayment Net Payback due date is Friday, November 18
- An email was sent to each department with overpaid employees notifying you
  - If a FICA form is required to be signed by the employee
  - The new gross payback amount if the net payback <u>has not been received</u> by Customer Billing by due date
  - An additional invoice will be generated by Customer Billing if they have not received the net payback by due date, employees will be responsible to pay for 2 invoices after 11/18 (if applicable)

CY 2016 Net Payback Due Date- 11/18

- Overpayments made after 11/18 will be processed by CPB in CY 2016 but will NOT be reflected in employee's original 2016 W-2 statement; a corrected W-2 will be issued

- Note: A corrected W-2 will not be issued by CPB until the amount owed by the employee has been paid in full

- Corrected W-2s will be mailed at the end of February 2017

CY 2016 Overpayments- After 11/18

- After 11/18, if an overpayment occurs, a FICA claim certification form must be signed by the employee or else he/she will be charged for the employee's portion of FICA
  - If an employee has been completely overpaid
    - Recovered via check cancellation or direct deposit recovery
      - Employee must also pay the federal and state income taxes withheld from that paycheck by check/money order
    - Recovered via personal check/money order
      - Employee must payback the net pay <u>PLUS</u> the federal and state income taxes withheld from that paycheck
  - If an employee has been partially overpaid
    - Recovered via personal check/money order
      - Employee must payback the gross amount less FICA tax withheld, if applicable

CY 2016 Overpayments- After 11/18

- Pay attention, check your payroll report (CCR/PR) thoroughly and do not overpay your employees
- As stated earlier, employees will be negatively affected by an overpayment made to them in error as they have to pay back more than they received
- Even if they did not receive the pay such as a direct deposit recovery or check cancellation, they still need to pay for the withholding federal and state taxes in order for them to get a corrected W-2
- CPB will not issue a corrected W-2 unless the overpayment is paid in full
- You will need to explain to your employees about why they have to pay back more and you do not want to make your employees to go through this hardship

Payroll Calendar Year End Processing

Payroll Year End Processing

- Thanksgiving Holiday processing PP17-11 (Payday Friday, 12/2/16)
  - All PAFs are due tomorrow, 11/17
  - Approve ETS and clean up all back ETS
  - Last day for ETS Approvers to approve ETS is Monday, 11/21
  - Payroll processing will start on Monday, 11/21
  - Last call email will be sent on Wednesday, 11/23
  - Contact FSPR immediately if you find any problems

Payroll Year End Processing

- Christmas/New Year Holiday processing
  - PP17-13 (Payday Friday, 12/30)
    - All PAFs are due Thursday, 12/15
    - Approve ETS and clean up all back ETS
    - Last day for ETS Approvers to approve ETS is Monday, 12/19
    - Payroll processing will start on Monday, 12/19
    - Last call email will be sent on Wednesday, 12/21
    - Contact FSPR immediately if you find any problems
    - Net Pay Processing and Leave Accrual will be run on Wednesday, 12/28
    - Run and validate the 2nd Payroll report as soon as you can after receiving FSPR email notification of the Net Pay Processing is complete (either 12/28/16 or 1/3/17)

Payroll Year End Processing

- Christmas/New Year Holiday processing
  - PP17-14 (Payday Friday, 1/13/17)
    - All PAFs are due Thursday, 12/22
    - Approve ETS and clean up all back ETS
    - Last day for ETS Approvers to approve ETS will be Wednesday, 1/4/17
    - Payroll processing will start on Tuesday, 1/3/17

Year End Leave Rollover

Year End Leave Rollover

- Annual, Personal, and Holiday leave for 2016 must be used and reported by the end of PPE 1/7/17

- 2017 Personal Leave will be allocated on 1/10/17, after the Leave Accrual process for PP17-14
  - Advise employees who want to use 2017 Personal Leave in PP17-14 that they should wait until 1/10/17 to submit ETS

- Year End Leave Rollover process will occur on Tuesday 1/24/17, after the Leave Accrual process for PP17-15

Year End Leave Processing

- Complete and approve all 2016 ETS by 1/18/17 with "ETS Approver Approved" status
- Departments can set earlier due date for your employees and supervisors if needed
- Submit 2016 leave adjustments (PAFs) by Thursday, 1/12/17
  - Set advance due date for your employees and supervisors who are required to submit paper timesheets for 2016 pay periods so that you can prepare your leave adjustments and submit to FSPR by due date
  - Any 2016 leave adjustment sent after the due date will affect employee's lost leave

Year End Leave Processing

- Required tasks before the Year End Leave Rollover process:
  - Employees (Departments to set due date)
    - Complete and submit all ETS for PP17-14 and prior pay periods
    - Complete and submit paper timesheets to supervisor for closed pay periods in 2016
  - Supervisors (Departments to set due date)
    - Enter ETS for employees who are on leave or not available to complete ETS
    - Approve employees' ETS for PP17-14 and prior pay periods
    - Approve employees' paper timesheets for 2016 and send to ETS Approver for final approval
  - ETS Approvers
    - Complete and submit PAFs for 2016 Leave Adjustments by 1/12/17
    - Approve all ETS for PP17-14 or prior pay periods by 1/18/17

Comp Time

Comp Time

- A revision on USM policy required any accumulated Compensatory Leave (Comp time) remaining at the end of the calendar year earned to be paid out
  - Policy VII-6.10 Policy on Work Schedules for Regular Nonexempt and Exempt Staff Employees
- Run the following query and identify your employees for comp time payout
  - UMB_TL_COMP_TIME_BALANCE
- Employee can use current year comp time through PPE 1/7/17

Comp Time

- Comp time must be paid out end of the calendar year after the first pay period in a new year (PP17-15)
- To process comp time payout for employees will depend on whether the employee is enrolled into the Comp Time Plan
  - Enrolled
    - ETS Approver to enter the balance on ETS using TRC "CPO"- Comp Time Payout Out
    - No more than 24 hours can be recorded on a non-working day
    - If the balance is more than 24, the time will need to be spread out
    - If the balance is too large, the process will follow "Not Enrolled" payout

Comp Time

- Not Enrolled in Comp Time Plan
  - Active Employees
    - Submit PAF using Earnings Code "LPC"- Last Pay Comp Time (health deductions will be taken)
  - Terminated Employees
    - Submit PAF using Earnings Code "FPC" – Final Pay Comp Time (No health deductions will be taken)

CII Leave

CII Leave

- CII employees are excluded from the Year End Leave Rollover processing

- CII Leave balances are handled manually

- Make sure these PAFs are submitted on a timely manner once the action has been entered in eUMB either to allocate new leave or to zero out remaining balances

CII Leave

- Departments must submit <u>CII Employee Leave Form</u> with a copy of the contract to add/zero out employees' leave:
  - New Hires (Add)
  - Contract Renewal (zero out and Add)
    - FSPR will process old contract remaining leave first-zero out remaining leave balances
    - FSPR will add new leave balances from the new contract in the following pay period

Day of Service

Day of Service

- Regular employees may use 4 hours of paid leave to volunteer at a registered nonprofit organization of their choice through the end of the calendar year, Friday, 12/30/16
  - DSS – Day of Service Salaried
  - DSH – Day of Service Hourly
- Both Time Reporting Codes (TRCs) will be inactivated effective 1/8/17 as we cannot inactivate a TRC mid pay period
- As ETS Approvers do the final approvals, ETS must be recycled if any employees reported these TRCs after 12/30/16

Outstanding ETS

Outstanding ETS as of 11/15/16

School/Div	CLOSED	OPEN	Grand Total
04	3	7	10
06	2	1	3
08	17	10	27
09	34	17	51
10	659	247	906
11	1	3	4
12	1	3	4
Grand Total	**717**	**288**	**1,005**

Outstanding ETS

- Stats are getting worse
- VPAF will be contacting Deans and VPs
- If employees can't enter ETS then supervisors should do it
- When ETS are not completed before the leave rollover process it creates additional work

ETS Next Steps

- Conversations have begun regarding ETS for Post Docs and Graduate Assistants
- Needed to wait until FLSA decisions were made
- More to come…

New Hires- Form W4 and Direct Deposit Form

New Hires-Form W4 and Direct Deposit Forms

- Employees seem to have problems completing Form W4 and Direct Deposit forms
- Form W4 is employee's instruction to the employer of how they want their taxes to be withheld; UMB should not give any advice of how to complete the form
- No other USM campuses are reviewing employees' Form W4s
- CPB withholds the maximum taxes and defaults to "Howard" county when mistakes are found on employee's Form W4 until they receive a corrected one
- Taxes cannot be refunded due to late submission of Form W4 or incorrect W4, employee must file tax return at the end of the year to receive tax refund

New Hires-Form W4 and Direct Deposit Forms

- FSPR is exploring a possibility to implement an editable Form W4 to check for errors so that employees would know if they missed checking required boxes, or entered any conflicting information on Form W4

- FSPR has been assisting HR Onboarding team in reviewing employees' Form W4s and Direct Deposit forms during onboarding sessions

- HR collects Form W4 and Direct Deposit forms to FSPR for review

- Departments are asked to encourage your new hires to read instructions and complete all required forms before attending onboarding

Administrative Leave and Approved Paid Leave

Administrative Leave

- Employees must not use/report Administrative Leave on ETS unless it was approved by the President/Designee (e.g. snow closure)
  - ADMS – Administrative Leave Salaried
  - ADMH – Administrative Leave Hourly
- ETS Approvers should make sure that employees are not reporting Administrative Leave unless they have proper approval when doing ETS Approval

Approved Paid Leave

- Approved Paid Leave was set up only for employees with Election Judge duty
  - APLVS – Approved Paid Leave Salaried
  - APLVH – Approved Paid Leave Hourly
- The TRCs cannot be used for any other reasons
- When the Approved Paid Leave TRC is reported, a Reason code of "EJUDG" must be entered
- Using Administrative Leave TRC for Election Judge leave is not appropriate
- Recycle or submit a corrected ETS if an incorrect TRC is used

Administrative/Approved Paid Leave

- We are working on making changes to restrict unauthorized Administrative/Approved Paid Leave usage

- A communication will be sent once the changes have been made

Foreign Nationals- Glacier

Foreign Nationals - Glacier

- After requesting a Glacier login from FSPR, department PR Reps should follow up with their foreign national employees
- They need to complete and submit the Glacier packet within the first week of hire
- They can still complete Glacier without a SSN
- After receiving a SSN, they must go back to Glacier and enter the number
  - Without SSN, no tax treaty benefits can be granted
- Late submission may have negative effect on their taxes

Foreign National - Glacier

- Foreign National employees will be treated as US citizens without a Glacier packet and the maximum taxes will be withheld
- No federal and state taxes can be refunded- employees must file a tax return for the refund
- If an employee is found to be FICA exempt based on Glacier determination, department can request a FICA refund by completing a FICA Refund Request Form
    - The New form has been published on FSPR website
- The form must be approved by AVP/ADean

FLSA Changes

FLSA Changes

- Departments should advise employees with FLSA changes from exempt to non-exempt to complete all outstanding exempt ETS ASAP

- After the FLSA action has been entered in eUMB, employees can only work on non-exempt ETS; any outstanding ETS must be done on paper

FLSA Changes

- Affected employees should take the non-exempt timesheet training to understand new requirements for In/Out time entry on ETS

- Timesheet tutorial training is available on the Portal page

- HRSC will continue to enter the FLSA changes, departments need to advise employees not to enter ETS for PP17-12 (11/27-12/10/16) until after Monday, 12/5/16

QUESTIONS?

Key Contacts

- FS- Payroll- 6-1243
  - DL-BFPayrollHelp@umaryland.edu
- HRS- Service Center 6-7600
  - DL-HRSServiceCenter@umaryland.edu
- HRS-Compensation- 6-2606
  - HRSCompensation@umaryland.edu
- HRS- Employee and Labor Relations 6-7302