



UNIVERSITY *of* MARYLAND
THE FOUNDING CAMPUS

Payroll Rep Meeting

Thursday, August 20, 2015

9:30am-11:30am

School of Pharmacy- Room N103

Presenter

- Susan McKechnie
 - Controller- Financial Services

Agenda

- Current Pay Period Unpaid Leave *NEW*
- Exempt/Faculty Electronic Timesheets
NEW
- Payroll Hodgepodge (a motley assortment of things)

CURRENT PAY PERIOD UNPAID LEAVE

Current PP Unpaid Leave

- Background: Prior to 9.1 upgrade, TL Initiator could enter **unpaid** leave Time Reporting Codes (TRC) on the WET page in eUMB to reduce pay for non-exempt employees for the current pay period
- After 9.1 upgrade, the WET page was no longer available
 - When departments wanted to process unpaid leave for NEX employees in the current pay period, a PAF was required due to restriction of submitting ETS in the current pay period
- Exempt employees are paid based on Job so a Payroll Adjustment Form (PAF) is always required to reduce pay

Current PP Unpaid Leave

- New Current PP unpaid leave procedure went live on July 8, 2015
- FSPR has been working with departments with employees who have reported unpaid leave
- ETS Approvers are now allowed to approve ETS for current pay period when unpaid leave is reported on ETS on at least one day
- Unpaid leave reported and approved in current pay period will generate salary reduction of non-exempt employees- No PAF is necessary

Current PP Unpaid Leave Procedure

Non Exempt Employees:

- Complete ETS with Unpaid TRCs for the current pay period with “Loaded” status before last Time Admin Day (payroll processing Wednesday in normal payroll cycle)
- No PAF is needed
- Unpaid hours will not appear on the paycheck or the cost center/payroll register report

Current PP Unpaid Leave Procedure

Exempt Employees:

- Complete ETS with Unpaid TRCs for the current pay period with “Loaded” status by PAF deadline (see payroll calendar for deadlines) or by last Time Admin Day at the latest
- Prepare a PAF with a copy of the current Pay Period ETS as backup and submit the PAF to FSPR by deadline
 - Use negative “RGS” hours on PAF equal to the unpaid hours from the ETS (don’t use unpaid codes on PAF) ex. -8 RGS

Current PP Unpaid Leave Process

- All regular hours and paid leave reported on current pay period ETS with “Loaded” status will be processed
- Normally “Leave Taken” is processed a pay period late because ETS for current pay period is not entered until the following pay period
- Leave accrual will process “Leave Taken” reported on all (more than 1) ETS that are approved in the current pay period

Unpaid Leave Example- NEX Employee

- Scenario: Department needs to process unpaid leave in the current pay period to avoid any overpayment as the non exempt employee has exhausted his leave:
 - Employee John has taken 8 hours unpaid leave in the current pay period
 - John is instructed to complete and submit his current pay period ETS for approval
 - Supervisor and ETS Approver approved his ETS before Wednesday in normal pay processing week
 - Goal is to complete this process before payroll processing starts so you can see it on the first cost center report/payroll register

Unpaid Leave Example- NEX Employee

Cont'd:

- Unpaid 8 hours will NOT be reflected on paycheck or cost center report/payroll register with unpaid earnings code- total paid hours will be reduced by 8 i.e. 72 hours will be on report
- Paid leave reported in current pay period (and prior period if applicable) will be reflected on Leave Inquiry Page after Leave Accrual is run
- Leave Earned rate is based on service hours- unpaid leave reduces service hours so vacation and sick accrual will be reduced

Unpaid Leave Example- NEX Employee ETS- From 3/22-4/4/15

University of Maryland, Baltimore
EMPLOYEE TIMESHEET

Version#: 1

Name	Schedule: M8/T8/W8/Th8/F8	Empl Class: 20 - Non Exempt Regular
Emplid: 1	%FTE: 100	From: 03-22-15 To: 04-04-15
Department:	Standard Hours: 40	Pay Period: 15-20

Marked for Deletion?:
Corrected:
Status: Loaded

UMB MESSAGE

In/Out Time	Sun 03/22	Mon 03/23	Tue 03/24	Wed 03/25	Thu 03/26	Fri 03/27	Sat 03/28	Sun 03/29	Mon 03/30	Tue 03/31	Wed 04/01	Thu 04/02	Fri 04/03	Sat 04/04
In		7:30AM	7:30AM		7:30AM	7:30AM				7:30AM	7:30AM	7:30AM	7:30AM	
Out		1:00PM	1:00PM		4:00PM	4:00PM				4:00PM	4:00PM	4:00PM	4:00PM	
Lunch/Break (HH:MM)		0:30	0:30		0:30	0:30				0:30	0:30	0:30	0:30	

	TRC	Sun 03/22	Mon 03/23	Tue 03/24	Wed 03/25	Thu 03/26	Fri 03/27	Sat 03/28	Sun 03/29	Mon 03/30	Tue 03/31	Wed 04/01	Thu 04/02	Fri 04/03	Sat 04/04	Total	Account Code	Override Reason Code
Regular	RGH		5.00	5.00		8.00	8.00				8.00	8.00	8.00	8.00		58.00		

PAID LEAVE

Other Paid Leave	ACC		3.00	3.00													6.00	
Holiday	HLH																0.00	
Personal	PRH																0.00	
Sick	SCH																0.00	
Vacation	VCH									8.00							8.00	

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

Total Hours			8.00	8.00		8.00	8.00			8.00	8.00	8.00	8.00	8.00		72.00		
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UNPAID LEAVE

UnPaid Leave	UFMLA				8.00											8.00		
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Total: 26 hrs

Total: 32 hrs

Unpaid Leave Example- NEX Employee Paycheck- From 3/22-4/4/15

Empl ID: [REDACTED] Regular
 Company: UMB Earnings: 630.75 Empl Record: 0 Off Cycle ? :
 Pay Group: NFY Taxes: 0.00 Form ID: UMB01A Corrected:
 Pay End Date: 04/04/2015 Deductions: 0.00 Check Nbr: [REDACTED]
 Page: 21 Net Pay: 630.75 Check Dt: 04/10/2015
 Line: 4

Pay Earnings												
Addr #	Earnings Begin Date	Earnings End Date	Erncd		Hours	Earnings	Hourly Rate	FL SA Rate	Deptid	Combo Code	FICA	Tax Periods
	03/01/15	03/07/15					21.025094	21.025094	06203000		Subject	1
1	03/01/15	03/07/15	RGH	Regular Hourly	-40.00	-841.00	21.025094		06203000			
	03/22/15	03/28/15					21.025094	21.025094	06203000		Subject	1
2	03/22/15	03/28/15	ACC	Accident Pay - Under 6 months	6.00	84.10	21.025094		06203000			
3	03/22/15	03/28/15	RGH	Regular Hourly	26.00	546.65	21.025094		06203000			
	03/29/15	04/04/15					21.025094	21.025094	06203000		Subject	1
4	03/29/15	04/04/15	RGH	Regular Hourly	32.00	672.80	21.025094		06203000			
5	03/29/15	04/04/15	VCH	Annual Leave Hourly	8.00	168.20	21.025094		06203000			

- EE submitted ETS with unpaid code reported from 3/1-3/7/15 (prior pay period), negative 40 hours because EE was Paid in prior pay period
 - Employee reported 6 hours Accident Leave in the current pay period 3/22-3/28/15
 - Employee reported 26 regular hours in the current pay period 3/22-3/28/15, system did not pay 8 unpaid hours
 - Employee reported 32 regular hours in the current pay period 3/29-4/4/15
 - Employee reported 8 vacation hours in the current pay period on 3/30/15
- Note: No offsetting RGH hours for ACC and VCH because the ETS is processed in real time (current pay period)

Unpaid Leave Example- NEX Employee

Leave Inquiry- PPE 4/4/15

		Balances	Taken	Adjusted	Earned	Projected Future Earnings		
Empl ID:		Rcd#:	0					
Pay Period End Date:	04/04/2015	Benefit Program:	NEX Regular Non Exempt Program			Effective Date:	08/15/2011	
	As of Date	Annual	Holiday	Personal	Sick	Other	Advance Sick	Comp Time
Previous Balance:	03/21/2015	94.553644	32.000000	22.000000	364.235956	0.000000	0.000000	0.000000
- Taken:	03/21/2015	8.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
+ Adjusted:	03/21/2015	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
+ Earned:	04/04/2015	1.723104	16.000000	0.000000	1.846176	0.000000	0.000000	0.000000
- Lost:	04/04/2015	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
Ending Balance:	04/04/2015	88.276748	48.000000	22.000000	366.082132	0.000000	0.000000	0.000000

Leave taken on 3/30

Taken: Processed 8 vacation hours reported in ETS in the current pay period (PPE 4/4/15)
 Earned: Reduction in leave accrued rate due to service hour reduction

Questions or Comments on Current Pay Period Unpaid Leave



**NEW ELECTRONIC TIMESHEETS
FOR EXEMPT STAFF AND
FACULTY**

New Timesheets- Exempt & Faculty

- New policy and procedures are in process
- Policy at high level indicating all employees of UMB need to complete a **bi-weekly** timesheet on a **timely** basis and have it **approved** by authorized personnel
- Procedures will delineate by empl class the exact requirements- exceptions will apply
- Under the US DOL Fair Labor Standards Act, Faculty and Exempt Staff are treated the same- they are all exempt from FLSA requirements- at UMB they will now use the same timesheets
- Introduces concept of “Duty Day” to exempt staff

New Timesheets-What is a duty day?

A period of time dedicated to performing the tasks related to an employee's position for each scheduled workday of a bi-weekly pay period.

New Timesheets-What is a duty day?

Faculty and exempt staff are paid an established salary and are expected to fulfill the duties of their position regardless of hours worked.

New Timesheets-What is a duty day?

A full time employee is expected to work (or use earned leave to account for) a minimum of 80 hours per pay period.

New Timesheets- What is a duty day?

The privilege of flexing hours worked within the pay period is not an employee entitlement and should only be done with the pre-approval of the employee's supervisor and/or department head.

New Timesheets-What is a duty day?

In order to provide maximum flexibility in the application of a duty day, each operating unit (school/division/department, etc) is entitled to set duty day standards of practice to accommodate their specific operational needs.

New Timesheets- Exempt Staff

- No longer report work hours on timesheets; report “D” for duty days
- Required to report hours for leave taken
- Acceptable to report Paid Leave (Hours) and “D” duty day on the same day
- Reminder- Exempt employees’ pay hours and earnings are from Job/Compensation page- pay can be changed only by PAF

New Timesheets- Exempt Staff

- T&L Schedules are no longer used for EX ees- no need to change for FTE or compressed schedules
 - Schedules will be replaced by ‘timesheet profiles’ that are entered and maintained by the employee, supervisor, or ETS Approver
- Minimal (physical) changes to current ETS page
- UPKs/videos will be available to highlight new features
- Target implementation PP 16-07 (Sept 20- Oct 3, 2015)- First new timesheet due beginning Oct 5, 2015

New Timesheets- Faculty

- Move to bi-weekly time reporting (currently monthly); continue use of Duty Days
- Collegial leave TRC in addition to current TRCs
- For clinical departments- a blank ETS can be submitted- warning will be generated
- Authorized approver (supervisor needs to be established in the system)
- Leave will be accrued bi-weekly in hourly increments for 12 month faculty

New Timesheets- Faculty

- Annual leave will be front loaded in hourly increments for 10 month faculty-
 - 10 month period will be from 8/15 – 6/15
 - Annual leave will be lost as of 6/15
 - Sick leave will be accrued bi-weekly
 - Holidays will be earned on holiday dates
- Faculty will be able to see their leave balances just like everyone else

New Timesheets- Faculty

- Must establish accumulated leave balances for each faculty member for Annual, Personal, Sick and Holiday as of Oct 31, 2015-
 - convert to hours
 - GFT faculty balances should be based on full-time status (i.e. 100% FTE)
 - Non-GFT faculty balances should be prorated based on FTE
 - Run query “UMB_PR_CURRENT_GFTS- Current Faculty Coded as GFT” to validate GFT employees
 - Online page for PR Reps to enter accumulated balances will be available Nov 2-15, 2015
- Target implementation PP 16-10 (Nov 1-14, 2015)-
First faculty timesheet due beginning Tuesday, Nov 17, 2015

Record Leave Balances

Faculty Leave Balances

As of Date 05/30/2015

Enter Leave Balances for Employees

Emp ID	Emp Record	Name	Pay Group	Department ID	Department Description	Sick Leave(Hours)	Annual Leave(Hours)	Holiday Leave(Hours)	Personal Leave(Hours)
2230 027422	0	Kocoglu,Mehmet H.	AFY	10205000	SOM Oncology Program	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2231 021858	0	Feliciano,Josephine L.T.	AFY	10205000	SOM Oncology Program	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Personalize Find First 1-2881 of 2881 Last

Sick Leave(Hours)	Annual Leave(Hours)	Holiday Leave(Hours)	Personal Leave(Hours)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2238 009869	0	Gartenhaus,Ronald B	AFY	10205000	SOM Oncology Program	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2239 025349	0	Perrotti,Danilo	AFY	10205000	SOM Oncology Program	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2240 021141	0	Nagaria,Pratik K.	AFY	10205000	SOM Oncology Program	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2241 025508	0	Trotta,Rossana	AFY	10205000	SOM Oncology Program	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2242 004623	0	Badros,Ashraf Z.	AFY	10205000	SOM Oncology Program	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2243 006622	0	Zimir,Ann B	AFY	10205000	SOM Oncology Program	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2244 025798	0	Hardy,Nancy M.	AFY	10205000	SOM Oncology Program	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save

New Timesheets- Exempt & Faculty

- Introducing a new role- UMB ETS INITIATOR
 - Ability for user to create an ETS for Exempt and/or Faculty employees
 - Once an ETS has been created, employee will immediately receive an email notification; a daily e-mail will be sent until it is approved/submitted by employee
 - Employee must submit his/her own timesheet for supervisor approval
 - Role is assigned by the ETS Approver via the Supervisor Setup Page
 - Not required and should be limited to few people

Supervisor Set Up Assign Proxy Suprv

Search Criteria

Department:
 Empl ID:
 Empl Group:
 Supervisor:
 Maintenance Required

Sort Order:
 Dept ID
 Employee Name
 Employee ID
 Primary Supervisor

Supervisor Selection for mass application

Primary Supervisor:
 Alt Supervisor1:
 Alt Supervisor2:

Press Select All to apply Supervisor to ALL
 Press Deselect All to remove Supervisor from ALL

Employee List Personalize | Find | View All | 1-4 of 4 | First | Last

Dept ID	EE Name	Empl ID	#	Empl Group	Primary Supervisor	Name	Alternate Supervisor1	Name	Alternate Supervisor2	Name	ETS Initiator1	Name	ETS Initiator 2	Name	Bypass Employee	Maintenance Required	by	Last Update Date/Time
1	06204000	Curley,John K.	001750	0	EXEMPT	<input type="text" value="023595"/> Gregory Bitner	<input type="text" value="017862"/> Kathleen Byington		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="checkbox"/>		BATCH	01/14/2015 6:00:37AM
2	06204000	Hughes,Anne M	010428	0	EXEMPT	<input type="text" value="001750"/> John Curley	<input type="text" value="004514"/> Susan McKechnie		<input type="text" value="023595"/> Gregory Bitner		<input type="text"/>		<input type="text"/>		<input type="checkbox"/>		BATCH	01/29/2015 6:00:49AM
3	06204000	Mukherjee,Chiradeep	020736	0	EXEMPT	<input type="text" value="001750"/> John Curley	<input type="text" value="004514"/> Susan McKechnie		<input type="text" value="023595"/> Gregory Bitner		<input type="text"/>		<input type="text"/>		<input type="checkbox"/>		BATCH	01/14/2015 6:00:37AM
4	06204000	Reid,Roberta R.	003454	0	EXEMPT	<input type="text" value="001750"/> John Curley	<input type="text" value="004514"/> Susan McKechnie		<input type="text" value="023595"/> Gregory Bitner		<input type="text"/>		<input type="text"/>		<input type="checkbox"/>		BATCH	01/14/2015 6:00:37AM

Rules/Edits (partial)

- Employee can not be his/her own ETS Initiator
- ETS Initiator can not be employee's Supervisor or ETS Approver

New Timesheets- Exempt & Faculty

- New ETS status of “SE” = Sent to Employee- after ETS Initiator creates it and before Employee approves/submits ETS
- ETS with status of SE will appear in the “Not-submitted” column on the ETS Statistics page
 - Equivalent to “Entered” Status

New Timesheets- Exempt

- Menu item “UMB Employee Timesheet Profile” is available for employees to enter default profile
- Timesheet profile can be set up to auto fill duty days “D” when “Apply Profile” button is clicked on timesheet, but not required
- Defaulted profile is blank
- Profile also shows ETS Initiator info

My UMB ETS Profile

Empl ID: 001750 Rcd#: 0 Name: Curley,John K.

Department: 06204000 Financial Systems

Your Supervisors List

Supervisor	Level
Bitner, Gregory Scott	Primary Supervisor
Byington, Kathleen M.	Alternate Supervisor 1

You have access to the Following ETS Links

Link Name
UMB Exempt Timesheet
Approve Timesheet
Supervisor Setup

Your Payroll Representative List

You are Primary Supervisor for the Following Employees

EmpID	Name
010428	Hughes, Anne M
020736	Mukherjee, Chiradeep
003454	Reid, Roberta R.

You are Alternate Supervisor for the Following Employees

EmpID	Name
-------	------

ETS Roles

Role Name
UMB_ETS_APPROVER
UMB_TL_SUPERVISOR

RowLevel Permission List

Row Security Class
DPUMB62B

ETS Initiator info...

Your ETS initiators

Name

You are ETS initiator of following employees

Name

Timesheet Profile Setup

Exempt Timesheet profile setup

Enter 'D' only for duty days

WEEK1

WEEK2

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

EXEMPT/FACULTY TIMESHEET

Schedule now blank

Warnings/Errors

Name: Curley, John K.		Empl Class: 33 - Exempt - Regular
Emplid: 001750 - 0	%FTE: 100	From: 06-14-15 To: 06-27-15
Department: 06204000 Financial Systems	Standard Hours: 40	Pay Period: 15-26

Mark for Deletion?:

Corrected:

Status: Not Submitted

UMB MESSAGE

Total Hours field is disabled

Enter 'D' only for duty days

Description	Time Reporting Code	Sun 06/14	Mon 06/15	Tue 06/16	Wed 06/17	Thu 06/18	Fri 06/19	Sat 06/20	Sun 06/21	Mon 06/22	Tue 06/23	Wed 06/24	Thu 06/25	Fri 06/26	Sat 06/27	Total Hours	Override Reason Code
Regular	Duty Days		D	D	D	D	D			D	D	D	D	D			

PAID LEAVE

Apply Profile

Vacation	VCS									4.00						4.00		
Holiday	HLS															0.00		
Personal	PRS															0.00		
Sick	SCS						4.00									4.00		

Total Leave Hours							4.00			4.00						8.00		
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UNPAID LEAVE

UnPaid Leave																0.00		
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Personalize | Find | View All | First 1 of 1 Last

Comment Text

Save As Draft Apply Edits

Correct Timesheet Submit

Employee Email Address: kcurley@umaryland.edu

Primary Supervisor: Gregory Bitner

New Timesheets- Exempt & Faculty

Favorites | Main Menu > UMB Self Service Manager > UMB Approve Timesheet

Time To Approve | Time Not Submitted | Time Approved

Current Time Approval Pay Period is: 16-03 [07/26/2015 to 08/08/2015] For ETS Approvers the Time Approval is OPEN System Date: 08/12/2015

Search Criteria

Department: 06204000 Empl ID: Empl Group: Supervisor: Thru Pay End Date: Submitted Error-APRVL
Thru Pay Period: Sub-W-Warn

Sort Order: Employee Name Employee ID Dept ID Primary Supervisor

Fetch Select All for Approval Deselect All for Approval Display Combo Codes / Override Reason Code?

Employee Time to Approve Personalize Find View All

Employee Name	Empl ID	#	Pay Period	Empl Group	Timesheet Status	Corr	Pay Period Total	Approve	Recycle	Comments	TRC Total	TRC	Description	Combo Code?	Ovrd Rsn?	Warn/Errors	Details	Apvr Role	Primary Supervisor	Dept ID
Reid,Roberta R.	003454	0	16-03	EXM	Submitted	N	44.00	<input type="checkbox"/>	<input type="checkbox"/>	Comments	40.00	VCS	Annual Leave Salaried			Warn/Errors	Details	Alt1	John Curley	06204000
											4.00	PRS	Personal Salaried				Details			
											5D		Duty Days				Details			

1- Pay Period Total column reflects leave hours only

2- TRC Total for Duty Days reflects the number of Duty days- i.e. 5D = 5 Duty Days

Prepare for New Timesheets- Exempt

- Employees were allowed to submit ETS for up to 6 pay periods into the future
- Due to change from old ETS format to new ETS format starting with PP16-07 (beginning 9/20/15)- old ETS format cannot be entered for periods after PP16-06
- After go live, employees will be able to enter ETS for 6 pay periods into the future as before

New Timesheets- Exempt

- Due to change from old ETS format to new ETS format starting with PP16-07 (beginning 9/20/15)- employees will lose the ability to create old format ETS
- **All delinquent ETS must be cleaned up ASAP!!!**
- Last day to submit any exempt timesheets through PPE 9/19/15 is Friday, 9/25/15
- Retro New Hires (Exempt only) with effective date prior to 9/20/15 must enter ETS ASAP; after 9/25/15 must enter paper timesheets

Prepare for New Timesheets- Exempt

- Any outstanding timesheets that are not in “Loaded” status by COB 9/25/15 must be submitted on paper
 - A Payroll Adjustment Form (PAF) is required for any leave reported on paper timesheets
 - Paper timesheets must be “reconciled” - requires comments to be entered on the ETS Statistics Page
 - Timesheets not in the “Loaded” status will be available for reconciliation immediately on the ETS Statistics Page after 9/25/15 because they will be considered as “Closed” pay periods

New Timesheets- Exempt

- New menu item “UMB Exempt/Faculty Timesheet” will be available for exempt employees on Monday, 9/28/15
- Supervisor set up page with ETS Initiator changes will be available on Monday, 9/28/15

New Timesheets- Exempt

- An email will be sent to Department Administrators and Payroll Reps with a “video” to introduce Exempt ETS changes
- An email will be sent to Department Administrators and Payroll Reps when the revised UPK Training is ready
- Departments should advise employees about these tools- there will be no in-person training

Prepare for New Timesheets- Faculty

- Complete ETS Supervisor Set up- mid-October (date TBA)
- Faculty ETS will go live for PP16-10 beginning 11/1/15
- Gather faculty timesheets through 10/31/15 and update leave balances in current dept leave system/spreadsheet
- Departments will enter balances on Faculty Leave Balances Load Page from Monday, 11/2/15 - Sunday, 11/15/15
 - **WARNING! if leave is not entered during this period it will have to be submitted on a PAF and faculty will not be able to use any leave until it is processed**
- Faculty leave balances will be loaded to eUMB leave system on Monday, 11/16/15

Prepare for Faculty e-Timesheet

- Retro New Hires with effective date prior to 11/1/15 requires PAF to update leave balances if any
- New ETS is available for use Tuesday, 11/17/15

Exempt/Faculty ETS

Key Dates Summary

Action	Dates
Exempt Employees	
New Exempt ETS Go Live	Sunday, 9/20/15 (PP16-07)
Last day to submit and approve old Exempt ETS	Friday, 9/25/15
New Exempt ETS Available for use	Monday, 9/28/15
Reconcile old Exempt ETS (including open pay periods)	Monday, 9/28/15
Faculty	
New Faculty ETS Go Live	Sunday, 11/1/15 (PP16-10)
Update Faculty Leave Balances	Now, on-going
Enter Leave Balances As of 10/31/15 in eUMB	Monday, 11/2/15 - Sunday, 11/15/15
Load Faculty Leave Balances	Monday, 11/16/15
Begin Supervisor Set Up	Mid October- will be announced
New Faculty ETS Available for use	Tuesday, 11/17/15

Questions or Comments on Exempt/Faculty ETS



PAYROLL TOPIC HODGEPODGE

OTHER ETS POINTERS

ETS Supervisor Set up

- OLA Auditors are looking very carefully at Alternate 1 and Alternate 2 supervisors
 - How do these people know whether an employee worked or not?
 - Departments need procedures on when Alternate should approve or when timesheet approval should be delayed
- Remember- Supervisors should NEVER be subordinate to the employee

Timesheet History- NEW for all ETS employees



Favorites | Main Menu > UMB Self Service > My Timesheet history

UMB Timesheet Inquiry

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

Find an Existing Value

Search Criteria

Empl Record:	=	<input type="text"/>	
End Date:	=	<input type="text"/>	
Pay Run ID:	begins with	<input type="text"/>	
Sequence number:	=	<input type="text"/>	
Timesheet Load Status:	=	<input type="text"/>	▼
Timesheet Status:	=	<input type="text"/>	▼

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

DAY OF SERVICE

DAY OF SERVICE

- UMB will participate in Maryland Service Days 2015
- All regular faculty and staff employees are eligible to participate in the Day of Service from Saturday, August 15, 2015 through October 10, 2015.
- Employees must complete the UMB Maryland Unites Participation Agreement before the participation
- The nonprofit organization to which your employee contributed his/her service must complete a Verification of Volunteer Service
- Both forms must be submitted to employee's supervisor and forwarded to Human Resource Services, information can be found at: <http://www.umaryland.edu/oce/volunteer-opportunities/>

TRC CODES FOR DAY OF SERVICE

- President Perman has granted Paid Day of Service for maximum of 4 hours for employees who participate
- Effective 8/15- 8/22- Participating employees should record Day of Service on their ETS as:
 - Exempt: “ADMS” – Administrative Leave Salary
 - Non Exempt: “ADMH” – Administrative Leave Hourly
- Effective 8/23- 10/10- Participating employees should record Day of Service on their ETS as:
 - Exempt: “DSS” – Day of Service Salary
 - Non Exempt: “DSH” – Day of Service Hourly

DUAL EMPLOYMENT

DUAL EMPLOYMENT

- Last week USM sent us a system-wide Official procedures and requirements for dual-employment
- We are questioning the intent of some of the procedures and seeking clarification
- Requires all USM employees to notify their employing institution of a dual employment situation
- Good news is that faculty will be excluded
- Bad news is that all other employees MUST be documented
- *More to come as we get the details...*

CONTINGENT 2 LEAVE

CII Employee Leave

- According to Policy Section VII-1.40(A), CII employees are eligible to receive a leave package **per contract year** (prorated for part time and/or less than a full year employees)
- Leave hours are awarded at the beginning of the contract year
- Departments must submit a “CII Employee Leave Form” to FSPR to front load leave balances

CII Employee Renewals- Leave

- When the contract year is ended, all leave must be zeroed out
- There is no option for leave to carry over or payout
- Therefore, departments should submit one CII Employee Leave forms including the following:
 - Zero out the old leave balances (process first)
 - Front load leave balances for a new contract year (process 1 pay period later)

CII Employee Leave

- Departments should send the forms promptly to FSPR because employees cannot report leave on ETS if no leave is available
- Reminder: Submit leave adjustment on a PAF before payroll deadline to avoid any delay

PAYROLL ADVANCES

Payroll Advances

- Payroll Advance is a “loan” on the amount of money owed to an employee and will be recovered from the employee’s next paycheck
- Payroll Advance is usually requested for new hire employees when the department was unable to get the employee in eUMB on time to receive a regular paycheck
- FS-Payroll can approve for 50% of the gross amount due to the employee

Payroll Advances

- FSPR cannot approve payroll advances for:
 - An Hourly or SPC employee
 - Employee who did not submit a timesheet on time
 - Late timesheet approval from supervisor or ETS Approver
 - Any salary increases
 - Employee hardship
 - Leave payout
 - Last pay for an employee
 - Pay difference of what actually received vs should have received
 - Lost paychecks

EMPLOYEE PAYROLL ASSISTANCE

Employee Payroll Assistance

- Recently FS-Payroll has received many phone calls and walk-ins requesting assistance on their paychecks, taxes, Glacier, and W-4 forms, etc.
- Most of the employees told us that their department asked them to seek help from FS-Payroll or CPB
- Department Payroll Reps should be the main contact in the department if employees have any payroll related issues

Employee Payroll Assistance

- Department Payroll Reps should not direct their employees to seek help from FS-Payroll or CPB
- If you encounter any problems, you should contact FS-Payroll for assistance and then get back to your employees
- FSPR will not take any paperwork from your employees and direct them back to the department for payroll related assistance

PAYROLL ONBOARDING

Payroll Onboarding

- Department Payroll Reps need to meet with new employees on the 2nd Day of Onboarding
- Topics related to Payroll should include the following:
 - When employee should expect to receive the first paycheck
 - Notification that first paycheck is always a paper paycheck and is mailed to employee's home
 - Inform employees where to validate their home/check addresses in eUMB to make sure the first paper paycheck will be mailed
 - Advise taking eUMB Electronic Timesheets online training

Payroll Onboarding

- Payroll topics continued:
 - Collect Glacier packet if an employee is a foreign national
 - Provide employees with a copy of pay period schedule and timesheet due dates
 - Collect W4 forms, review for completeness and obvious errors, forward it to FS-Payroll after review
 - Provide your contact email and phone number

TRAINING FOR EMPLOYEES IN NEW HRMS ROLES

eUMB Training

Training is required for certain User Roles

Role	Required Training	Format
Department HR Representative	Introduction to eUMB HRMS	Online- Required Completion Certificate
Department Administrator	Introduction to eUMB HRMS	Online- Required Completion Certificate
ETS Approver	Introduction to eUMB HRMS	Online- Required Completion Certificate
	eUMB Electronic Timesheets	Online
	Departmental Payroll Processing (DPP)	Classroom
Commitment Accounting Approver	Introduction to eUMB HRMS	Online- Required Completion Certificate
Commitment Accounting Reviewer	Commitment Accounting (CA)	Classroom
Commitment Accounting Initiator		

ADVANCE SICK LEAVE

Advanced Sick Leave

- A new query has been created for you to view if your ASL employees have been enrolled in ASL Plan in eUMB
 - UMB_HR_ADVSICK_REPORT
- Any questions with ASL set up contact HR-ELR 6-7302

Questions or Comments on Payroll Hodgepodge



**Please print your name on the
attendance sheet**



Key Contacts

- FS- Payroll- 6-1243
 - DL-BFPayrollHelp@umaryland.edu
- CITS- 6-HELP(4357)
 - Security/access or query/report issues
 - help@umaryland.edu