



UNIVERSITY *of* MARYLAND
THE FOUNDING CAMPUS

Payroll Reps

Preparing for Faculty Electronic Timesheets

October 14, 2015

9:30-10:30

SOD Auditorium- G205

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



Agenda

- Preparing for Faculty Electronic Timesheets
- Exempt employee ETS debrief
- Policy & Procedures update
- Payroll Hodgepodge
 - All presented by Susan McKechnie- Controller-Financial Services



PREPARING FOR FACULTY ELECTRONIC TIMESHEETS (ETS)

Susan McKechnie
Controller- Financial Services

Getting Ready for AFY/ASY ETS

- Verify the faculty employees who will be required to do the ETS by running the query UMB_PR_FACULTY_ETS
 - Use as a checklist for leave balances, supervisor set up, ETS initiator set up, and profile set up

Getting Ready for AFY/ASY ETS

- Leave balances
 - Push Faculty to complete all monthly timesheets through August/September- give them early deadline for October
 - Update leave balances- convert to hours
 - Small window to enter leave balances- Monday, 11/2 through Sunday, 11/15
 - ASY annual should be “front loaded”
 - 15 days (120 hours) less vacation taken 8/16-10/31= accumulated balance

Getting Ready for AFY/ASY ETS

- Faculty who were AFY and converted to ASY
 - Old balances should be paid out ASAP
 - Use the rate of pay at the time of conversion
 - If payout can't be completed before 11/1 the balance should NOT be entered in eUMB- only the leave for the current year should be entered

Getting Ready for AFY/ASY ETS

- ETS Initiators
 - Some Faculty use non-UMB employees (e.g. FPI ees) to assist with timesheets- they need to be set up as affiliates in the Community System (CS)
 - Click button for App ID Request (Application Identity Request) and select eUMB HRMS
 - Annual renewal process for all CS affiliates

Getting Ready for AFY/ASY ETS

- ETS Supervisors
 - All faculty will need a Primary and Alternate 1 “supervisor”
 - Start thinking about who those people will be NOW
 - If not a UMB ee or existing CS affiliate then enroll as CS affiliate
 - Monday, Oct 19th begin Supervisor (*and ETS Initiator*) set up table entry
 - Automatic e-mails begin as soon as faculty are loaded and ready for set up

Getting Ready for AFY/ASY ETS

- ETS Training
 - UPK in development- will be ready late October
 - No video for faculty
 - FSPR to send an e-mail template to PR Reps to send to faculty announcing the training

Getting Ready for AFY/ASY ETS

- ***Updated info:*** Faculty or ETS Approvers can set up default Duty Day profiles starting Monday, 10/19
- New menu item “UMB Exempt/Faculty Timesheet” will be available for faculty employees on Tuesday, 11/17

Getting Ready for AFY/ASY ETS

AFY/ASY ETS Date Summary

Action	Date(s)
Update dept faculty leave balances	Now/on-going
Begin Supervisor/ETS Initiator set up and Profile set up	Monday, 10/19
New ETS in effect	Sunday, 11/1 (PP16-10)
Enter leave balances as of 10/31 in eUMB	Monday, 11/2 – Sunday, 11/15
Leave balances loaded to system	Monday, 11/16
Submit PAF to load leave 10/31 balances not entered by 11/15	Monday, 11/16 and on-going
New ETS available for use	Tuesday, 11/17



EXEMPT ETS DEBRIEF

Exempt ETS Debrief

- Remind staff to set up Profile so they can use the Apply Profile button
- When to use a D when alternative schedules are used
- Employees need to use the Timesheet History page to see old timesheets now
- What questions have you received?



WORK AND LEAVE RECORDS (TIMESHEETS) POLICY AND PROCEDURES

Work and Leave Records

New Policy DRAFT language:

“Employees at UMB must certify their presence and absence by submitting a positive work and leave record on a **bi-weekly basis** within a **reasonable time period** from the end of the bi-weekly pay period. These records must **be approved by authorized personnel** and retained for a minimum of five years ”

Work and Leave Records

New Policy DRAFT language:

“Employees who violate this policy (e.g., a recurring failure to timely or accurately complete or approve time sheets) may be subject to disciplinary action”

Work and Leave Records

- New Procedures DRAFT highlights:
 - Certain procedures are by Empl Class
 - Duty day vs. time in/out vs. hours only
 - Some empl classes are exempted
 - Certain procedures apply to all employees
 - ETS should be **submitted** within 6 days but must be submitted within 30 days
 - ETS should be **approved** within 3 days but must be approved within 14 days
 - Last 5 years of ETS must be completed before payout can be done

Work and Leave Records

- New Procedures DRAFT highlights:
 - Allows for dept/school specific requirements
 - Concurrent employment requirements
 - Dual employment requirements



PAYROLL TOPIC HODGEPODGE

Dual Employment

- New proposed Dual Employment USM Procedures
 - Exclude faculty & GRAs
 - UMB is allowed to select a sample of employees for detailed investigation- sample size TBD
 - For staff and student employees we expect departments to keep very good records (In/Out time) so that we can make sure no time conflicts
 - Details will follow once USM properly vets the requirements

Comp Overpayment

- Compensation Overpayment Policy and Procedures
 - Have been approved by Dr. Perman
 - Effective 1/1/16
 - Expect to have a meeting mid-December

NRA Renewal

- Foreign nationals renewal – this year deadline is Friday, 11/6
- FSPR will send out an email once we received notice from Glacier when rollover process can be done
- USM confirmed no changes to paperwork requirements

Questions or Comments

