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. FPIees) 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

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