



UNIVERSITY *of* MARYLAND
THE FOUNDING CAMPUS

Payroll Rep Meeting

Wednesday, December 16, 2015

9:30am-11:30am

School of Pharmacy- Room N103

Presenters

- Jana Anderson and Sierra Reynolds
 - Service Center & Staffing- HRS
- Susan McKechnie
 - Controller- Financial Services

Agenda

- Human Resources
 - Onboarding (Foreign Nationals)
- Financial Services
 - New or revised features in eUMB
 - Gross Pay Validation- Audit requirements
 - Leave Payout reminders
 - Payroll Hodgepodge
 - Calendar Year End Processing

HUMAN RESOURCES ONBOARDING FOREIGN NATIONALS

Onboarding Foreign Nationals

- Foreign nationals are enrolled in onboarding, but not given directions on what is needed to process their paperwork
- If they do not have a Social Security card or receipt, HRS cannot process or help them
- Post Docs are the largest group impacted, but please keep the instructions in mind for all foreign nationals

Prior To Onboarding

Department Rep

- Communicate with employees to determine if they have social security card
 - If not, direct employee to Social Security Administration to obtain a receipt indicating they have applied for a card **before onboarding**
 - Instruct them to bring receipt from SSA to onboarding
 - Complete the Social Security Affidavit of Compliance Form found on FSPR's website **before onboarding**. Link to form:
<http://www.umaryland.edu/financialservices/payroll/forms>

Prior To Onboarding

Department Rep

- Remind employee they 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

Prior To Onboarding

Department Rep

- Once Social Security Card is received instruct employee to bring original card to Human Resources as soon as received.

ePAF Initiator

- Attach SSN Affidavit of Compliance form to ePAF as a separate document

Onboarding

HR Service Center

- Complete Section 1 and 2 of Form I-9 with receipt from SSA
- Request temporary number
- Execute ePAF using temporary number
- Update employee's HR record with permanent SSN when card is received from employee

Onboarding

- If employee arrives at onboarding without their receipt from SSA, the employee will not be able to remain for onboarding
- Employee will be directed to the nearest Social Security office to obtain a receipt
- The employee will need to be enrolled in the next onboarding which can delay their pay and benefits

PAYROLL TOPICS

ETS RECONCILIATION OF CLOSED TIMESHEETS

Current ETS Reconciliation Process

- Departments are required to enter “Reconciliation” comments for any ETS that was not moved to the “Loaded” status
- Reconciliation comment process includes:
 - Completing a paper timesheet with all approvals
 - Adjusting leave balances via PAF(s) if employees reported leave on paper timesheet(s)
 - *Keeping paper timesheets and/or PAFs in the department*

Current ETS Reconciliation Process

- Departments must keep all paper timesheets and/or PAFs for leave adjustments for 5 years because they are required if a payout is requested; missing timesheets and other supporting documents will delay the process of a payout request
- If an employee is transferred from another department, you need to find out if the employee has any paper timesheets on file. You need a copy of the paper timesheets and PAF backups from the old department

*****NEW*** ETS Reconciliation Comments**

Insert Attachments

- A new Insert Attachments feature has been added to the **ETS Reconciliation Comment** page
- Here's the breadcrumbs:

Favorites Main Menu > UMB Self Service Manager > UMB ETS Reconciliation Comment

- You can see all the employees you had previously entered reconciliation comments for
- Attach paper timesheets and other backup documents in the **Insert Attachments** section
- Keep them in eUMB permanently

****NEW** ETS Reconciliation Comments Insert Attachments**

- The new Attachment feature allows you to attach multiple documents such as:
 - paper timesheet
 - Payroll Adjustment Form (PAF)
 - ETS Leave Inquiry Page
 - other supporting documents

****NEW** ETS Reconciliation Comments Insert Attachments**

- Process for new comments:
 - When an employee is selected from the UMB ETS Statistics page, the UMB ETS Reconciliation Comment page is open for you to enter comments and insert attachments
 - Enter *appropriate* comments
 - Attach paper timesheet and other documents
 - Click “OK” on the Comment page and “Save” the record back on the ETS Statistics page
 - After it is saved, it will no longer appear on the UMB ETS Statistics page

NEW ETS Reconciliation Comments

Insert Attachments

Favorites Main Menu > UMB Self Service Manager > UMB ETS Statistics

ETS Reconciliation Comments

Empl ID:

0

Pay Run ID: 16-07

Start Date: 09/20/2015 End Date: 10/03/2015

Department: 01010030

Center for Biomed Info & Image

Reconciliation Comments

Comments:

Employee completed and submitted ETS on 6/30/15. Supervisor did not approve it. Employee reported 8 hours holiday and 8 hours vacation. A payroll adjustment form has been submitted to FSPR on 8/19/15 to adjust employee's leave balances.

Updated By: 023006

Updated At: 12/15/15 1:26:39PM

Insert Attachments

Personalize | Find | First 1-2 of 2 Last

*Attached File	*Attachment Description	Updated by	Last Update Date/Time	View		
1 UMB426_E-Verify.doc	Employee's Timesheet	023006	12/15/15 1:26:39PM	View	+	-
2 SR_3-9341861411.docx	PAF to adjust leave balance	023006	12/15/15 1:29:57PM	View	+	-

OK

Cancel

*****NEW*** ETS Reconciliation Comments Insert Attachments**

- Process for previously entered comments:
 - Navigate to the UMB ETS Reconciliation Comments page and review the comments for each employee
 - Attach all necessary documents in eUMB so that these documents can be kept in the system permanently
 - Attach paper timesheet and PAF if leave adjustment was processed in the past
 - Note: The Comments box and attachments can be overridden anytime

****NEW** ETS Reconciliation Comments**

Insert Attachments




Favorites Main Menu > UMB Self Service Manager > UMB ETS Reconciliation Comment


ETS Reconciliation Comments

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

Find an Existing Value

▼ Search Criteria

Empl ID:	begins with ▼	<input type="text"/>	
Empl Record:	= ▼	<input type="text"/>	
End Date:	= ▼	<input type="text"/>	
Pay Period:	begins with ▼	<input type="text"/>	
Reported Time Source:	= ▼	<input type="text"/>	▼

[Basic Search](#)  [Save Search Criteria](#)

****NEW** ETS Reconciliation Comments**

Insert Attachments

- Going forward, please include timesheet and PAF attachments in eUMB for all employees that have a paper timesheet
- You can run Query
UMB_ETS_TIMESHEET_HISTORY_EE to view the employee's Department at the time the ETS was due, ETS Load Status, Reconciliation Comments and the count of attachments

Questions or Comments on ETS Reconciliation Comments



COST CENTER REPORT NEW FEATURES

****New** Cost Center Report**

- Manual adjustments entered on employee's payline will be flagged on the Cost Center Report (CCR):
 - "Adjusted"- employee's pay has been altered
 - View details from UMB Paycheck/Distribution Page OR from Review Paycheck page
 - Tax Periods if other than default of "1"
 - The tax period entered by FSPR
 - Combo Cd
 - Combo Code entered by FSPR
- Departments should validate the entries

****New** Cost Center Report**

Report ID: PAY005

Company: UMB University of Maryland, Balt.

Pay Period End: 11/28/2015

Cost Center

Cost Center Report

On Cycle CONFIRMED

Page No. 181

Run Date 12/15/2015

Run Time 08:56:04

Employee Name	Bus. Unit	Employee ID	<----- REGULAR -----> Hours Earnings	<--- OVERTIME ---> Hours Earnings	<----- OTHER -----> Type Hours Earnings	Total Earnings
	PSUMB		80.00 3,478.96			
			14.00- T 608.81-		SCS 2.00 T 86.97	
					VCS 12.00 T 521.84	
			3.00- T 130.46-		SCS 3.00 T 130.46	3,478.96
	PSUMB		80.00 1,794.53			
			8.00- T 179.45-		VCS 8.00 T 179.45	1,794.53
	PSUMB		80.00 3,624.96			3,624.96
	PSUMB				PRH 8.00 T 231.63	
					RGH 8.00- T 231.63-	
					RGH 40.00 T 1,158.15	
					RGH 40.00 T 1,158.15	2,316.30
	PSUMB		80.00 1,746.12			
			8.00- T 174.61-		SCS 8.00 T 174.61	1,746.12
	PSUMB				FPA 0 U 18,278.03	
					FPH 0 U 3,035.38	21,313.41
	PSUMB		80.00 5,731.13			
			8.00- T 573.11-		PRS 8.00 T 573.11	5,731.13
	PSUMB				RGH 16.00 T 498.72	
					RGH 16.00 T 498.72	997.44
	PSUMB		80.00 4,806.06			4,806.06
	PSUMB		80.00 5,238.12			5,238.12
	PSUMB		80.00 16,175.92			
					BMR U 23.16	
					TVI U 795.82	
					TVI U 428.80	
					TVI U 1,251.66	
					TVI U 50.60	
					TVI U 63.54	
					TVI U 31.74	18,821.24

1. T- Time and Labor (Approved ETS)

2. U- User (FSPR) entered

3. Adjusted- Indication of employee's pay has been altered on payline by PAF, Travel, or system calculated retro

4. Tax- Tax period entered

5. Combo Cd- Combo Code entered- override EFP

****New** Cost Center Report**

- *Adjusted* will be indicated on CCR for any entries that are processed on employee's pay record such as:
 - Payroll Adjustment Forms
 - Travel Reimbursements
 - System calculated retro
- *Adjusted* will NOT be indicated on the CCR if entries were entered on the Additional Pay Page
 - If a Combo Code was entered on the Additional Pay page, the Combo Code will appear on the CCR
- The newly added information does not show on Payroll Register or Check Register

*****New*** Cost Center Report**

- The purpose of adding the new features is to help you to quickly identify employees with manual adjustments
- However, you should review the entire report; don't limit review to only employees with flags
- After reviewing the CCR, you can review employee's paycheck for more details such as Earnings Begin Date/Earnings End Date
- If you find problems, contact FSPR immediately

UMB Paycheck/Distributions

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

Employee Earnings and Fringes

Empl ID: Regular

Company: UMB Earnings: 10,113.45 Empl Record: 0 Off Cycle ? : ☐

Pay Group: EFY Taxes: 3,095.44 Form ID: UMB01A Corrected: ☐

Pay End Date: 11/28/2015 Deductions: 2,109.63 Check Nbr:

Page: 25 Net Pay: 4,908.38 Check Dt: 12/04/2015

Line: 6

Pay Earnings

Addl #	Earnings Begin Date	Earnings End Date	Erncd		Hours	Earnings	Hourly Rate	FLSA Rate	Deptid	Combo Code	FICA	Tax Periods	TL Source
	11/16/15	11/28/15	RGS	Regular Salaried	80.00	5737.70	71.721312		04400000		Subject	1	
1	11/15/15	11/15/15					71.721312		04400000		Subject	1	
2	06/28/15	11/14/15					71.721312		04400000		Subject	1	User Rcd
2	06/28/15	11/14/15	RPS	Retro Personal Salaried		54.69			04400000				User Rcd
2	06/28/15	11/14/15	RRS	Retro Regular Salaried		4150.13			04400000				User Rcd
2	06/28/15	11/14/15	RVS	Retro Annual Leave Salaried		170.93			04400000				User Rcd

Employee received a system generated retro pay based on an approved ePAF for a Pay Rate Change effective 6/28/15 which was Date Created in eUMB on 11/20/15

Questions or Comments on Cost Center Report Change



UMB EMPLOYEE LEAVE INQUIRY SERVICE HOURS & SERVICE DATE *NEW*

****New** UMB Employee Leave Inquiry**

- **Service Hours** are now added on the UMB Employee Leave Inquiry page- “Earned” Tab
- **Service Date** is added on the UMB Employee Leave Inquiry page- All Tabs
- Bi-weekly Leave Hours Earned is based on employee’s Service Date and the Service Hours for the pay period
- Leave Benefit Plan and Leave Accrued Rates can be found at FSPR website:
<http://www.umaryland.edu/financialservices/payroll/about-the-office/helpful-links/>

UMB Employee Leave Inquiry

- Unpaid leave reported will be excluded from the service hours
 - For example: If a full time employee reported 60 regular hours and 20 unpaid hours, his/her Leave Hours Earned will be calculated based on 60 hours
- Late ETS submission / missing ETS may result in:
 - Incorrect Service Hours used to calculate Leave Hours Earned
 - Incorrect Leave Taken
 - Incorrect Lost Leave calculation during YE Rollover Leave process
- A PAF is required to correct employee's leave balances

UMB Employee Leave Inquiry

Balances Taken Adjusted **Earned** Projected Future Earnings

Empl ID: Rcd#: 0 Service Date 04/02/2012
 Pay End Date: 12/12/2015 Benefit Program: NEX Regular Non Exempt Program Benefit Eff Dt: 04/02/2012

Pay Period End Date	Annual	Holiday	Personal	Sick	Other	Comp	Advance Sick	Service Hours
01/10/2015	4.000000	8.000000	24.000000	4.615440				80.000
01/24/2015	2.462500	8.000000		2.841380				49.250
02/07/2015	3.725000			4.298129				74.500
02/21/2015	4.000000	16.000000		4.615440				80.000
03/07/2015	3.875000			4.471208				77.500
03/21/2015	4.000000			4.615440				80.000
04/04/2015	4.307760	16.000000		4.615440				80.000
04/18/2015	4.307760			4.615440				80.000
05/02/2015	2.273959			2.436375				42.230
05/16/2015	2.584656			2.769264				48.000
05/30/2015	4.307760	8.000000		4.615440				80.000
06/13/2015	3.120434			3.343309				57.950
06/27/2015	4.307760			4.615440				80.000
07/11/2015	4.307760	8.000000		4.615440				80.000
07/25/2015	4.307760			4.615440				80.000
08/08/2015	4.307760			4.615440				80.000
08/22/2015	4.307760			4.615440				80.000
09/05/2015	4.307760			4.615440				80.000

Annual Leave Accrual for PPE 3/7/15: $(77.5 \text{ Hrs}/80 \text{ Hrs} * 4) = 3.875$

Sick Leave Accrual for PPE 3/7/15: $(77.5 \text{ Hrs}/80 \text{ Hrs} * 4.61544) = 4.471208$

*** Employee's Service Date was 4/2/12. After 24 months, employee's Bi-weekly Annual accrued rate: 4.30776

Questions or Comments on Leave Inquiry Change



****NEW** NEW TIME REPORTING
CODES
AND REASON CODE**

****NEW** Time Reporting Codes**

- New Time Reporting Codes (TRC) have been created for Bereavement Leave effective 12/13/2015:
 - SCBLS (Sick Bereavement Leave Salaried)
 - SCBLH (Sick Bereavement Leave Hourly)
- Sick balance will be reduced when it is reported on ETS
- Refer to Policy “VII – 7.45 - POLICY ON SICK LEAVE FOR EXEMPT AND NONEXEMPT STAFF” and/or AFSCME MOU for allowances
- Listing of TRCs can be found on FSPR website under Helpful Links

****NEW** Reason Code**

- New Reason Code has been created for Bereavement Leave:
 - BERTV (Bereavement)
- Reason code is used when employee uses time other than SCBLS/H for death of a relative
- Reason code is entered the far right column, under “Override Reason Code” of the ETS
- Reason Code listing can be found at FSPR website under Helpful Links

*****NEW*** TRCs/Reason Code**

- Example- Non-Exempt employee's mother dies
 - Policy allows for 5 days to be charged to accrued sick but employee needs 8 days for bereavement
 - On ETS charge 40 hours to SCBLH and 24 hours to VCH with reason code of BERTV

Questions or Comments on Bereavement Leave Codes



VALIDATION OF GROSS PAY

Validation of Gross Pay

- Legislative auditors have concerns- departments need to validate that the gross pay file we send to CPB is the same as the file we receive back from CPB the following week

Validation of Gross Pay

Department is responsible to pay their employees correctly and timely. Department should:

- Cost Center Report (CCR)/Payroll Register (PR) should be run the day FSPR sends out the “Final Call” email (normally Friday)
 - consider only using the CCR
- Sign and date the last CCR/PR before FSPR sends the gross pay file to CPB
- Keep the documents in the Department (scanned ok)

Validation of Gross Pay

Department should cont'd:

- CCR/PR should be run the day FSPR sends out the “Net Pay Processing has been completed” email (normally Tuesday)
 - For comparison purposes- run the same report (ex. CCR)
- Compare 2 reports to make sure the amounts are the same
 - Contact FSPR immediately if discrepancies are found
- Sign and date the 2nd report (last page only ok) and keep the document (scanned ok)

Avoid Overpayments

- **Pending Terminations**
 - Payroll Adjustment form is required to adjust pay for Terminations that have not been fully approved in eUMB HRMS
 - Run Query UMB_EPAF_TERMS_NOT_EXECUTED
 - Query results include Terminations and Leave of Absence that need your attention to avoid overpayment

Questions or Comments on Gross Pay Validation



LEAVE PAYOUT

Leave Payout

- When leave payout is requested, the following supporting documents are required:
 - Query result from UMB_ETS_TIMESHEET_HISTORY_EE
 - Department ID and Name are added to identify where the employee was employed for each pay period
 - If the employee was previously employed in a different department, you need to contact the Payroll Rep for any missing ETS- if they indicate they do not have paper timesheet because they uploaded it you will have to contact FSPR
 - Copy of paper timesheets for all PPs with Timesheet Load status NOT = “Loaded” (include ETS from old department)
 - Documents to show reported leave on paper timesheets were adjusted such as:
 - Copy of PAF
 - UMB Employee Leave Inquiry page - Negative adjustment “Adjusted” tab

Leave Payout- Cont'd

When leave payout is requested, the following supporting documents are required:

- Copy of Job Data/Compensation tab to show the rate used to calculate the payout amount
- Reconciliation of Leave
- Include calculation spreadsheet
- Indicate number of Tax Periods
 - Tax Periods calculation: $\text{Total wages paid during the pay period (including payout)} / \text{Normal Bi-weekly Pay}$
 - **Important:** Due to an employee's tax circumstances, the department must discuss this with the employee

Leave Payout- Cont'd

- Leave Payout request will be on hold until all supporting documents have been received
- Leave payout should be processed within 30 days of termination based on action date/term date- whichever comes later to avoid rehire for leave payout

Leave Payout- Cont'd

- If an employee wants to direct the payout to the supplemental retirement account, please work with the employee and advise the employee to discuss with the retirement agency and HR-Benefits
- The department needs to know when the payout should be processed
- FSPR processes the payout normally; we cannot tell if the payout is going to be a check or direct deposited to the retirement account

Questions or Comments on Leave Payout



PAYROLL HODGEPODGE

Leave Adjustments

- Leave adjustments are entered on Employee's Leave Accrual page by FSPR
- Leave adjustments will not appear on cost center report/payroll register
- Review Bi-weekly Leave Accruals Report or UMB Employee Leave Inquiry page after Leave Accrual is processed— Pay week Tuesday in normal payroll schedule (an email is sent from FSPR after the Bi-weekly Leave Accrual is finished)
 - You can run the following queries to get similar information
 - UMB_PR_LEAVE_BY_DEPT
 - UMB_PR_LEAVE_BY_EMPL_ID

Leave Adjustments- CII

CII employees- New Hire

- Leave (Annual, Sick, Personal) are front loaded in eUMB based on FTE & Contract Term
 - Leave will be prorated if the contract is less than one year and/or FTE is less than 100%
 - A CII Employee Leave Form is required for adding the leave in eUMB
 - Submit the CII Employee Leave Form as soon as the employee is entered in eUMB
 - Employee cannot report leave until the leave have been entered in eUMB
- Holidays are accrued in eUMB

Leave Adjustments- CII

CII employees- Contract Renewals

- Unused leave balances from prior contract must be zeroed out first
- New leave (Annual, Sick, Personal) will be added after leave balances from prior contract have been cleared
- Only one CII Employee Leave Form is required to do both actions
 - Action to zero out leave balances will be done first
 - Front loading the new contract leave will be done in the following pay period
 - Please plan accordingly

Earnings Codes

- Earnings codes are set up differently for salaried employees and hourly employees
 - Salaried employees (Faculty and Exempt) have earnings codes ended with “S” such as:
 - RGS (Regular Salaried)
 - PRS (Personal Salaried)
 - RRS (Retro Regular Salaried)
 - Hourly employees (Hourly and Non-exempt) have earnings codes ended with “H” such as
 - RGH (Regular Hourly)
 - PRH (Regular Hourly)
 - RRH (Retro Regular Hourly)

Earnings Codes

- When completing a PAF, please check and make sure you are using correct earnings code(s)
- The full listing of Earnings Codes can be found on FSPR webpage > Forms > Payroll Adjustment Form-Instructions

Payroll Calendar

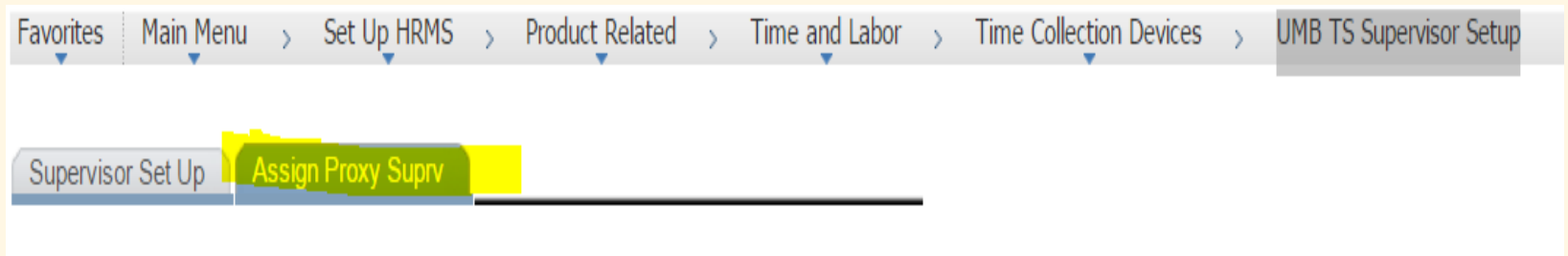
- Payroll Calendar is built based on the schedule we receive from System Payroll
- Schedule is sent to us around May each year for the new fiscal year
- For planning purposes, payroll calendar will be published before we receive the official schedule so the calendar will be a projection
- A message will be published on the Portal Page when the Payroll Calendar is updated due to changes from CPB/HR/Costing & Compliance

Proxy Supervisor

- The Proxy Supervisor role gives a person “View only” access to the ETS of employees under a specific supervisor; no actual approval access
- This role was created to meet the needs of certain departments where a supervisor wants another person to be able to view the ETS for the department before the supervisor approves them
- A person cannot be set up as a Proxy if the person is a
 - Supervisor/Alternate Supervisor

Proxy Supervisor

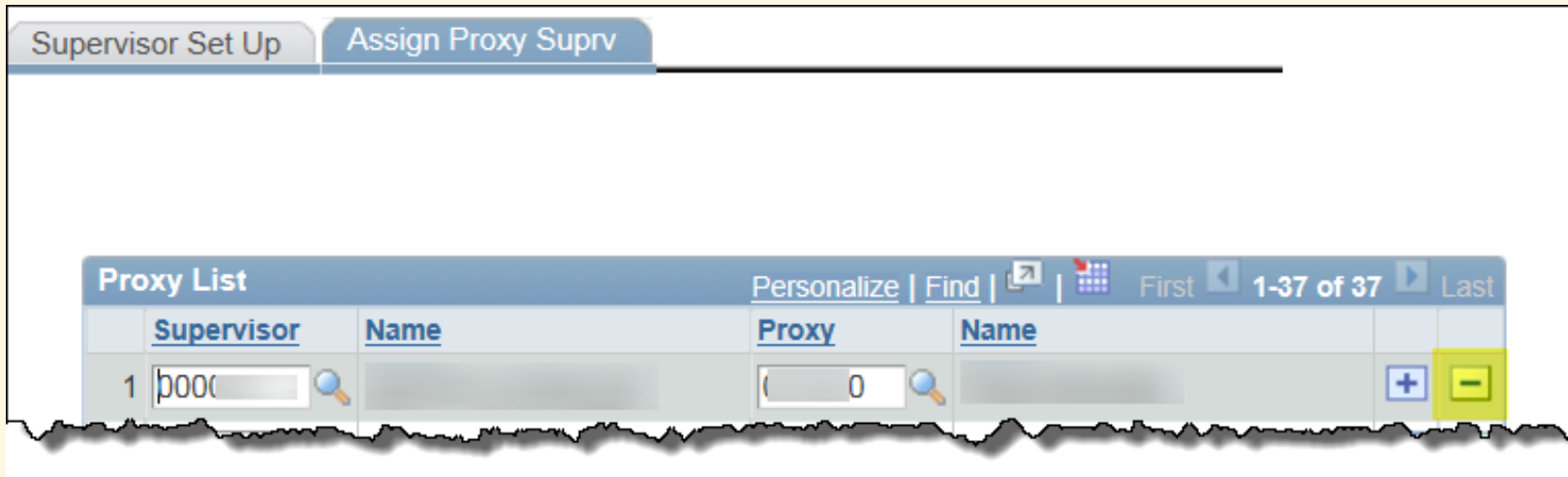
- Proxy Supervisor can view ETS via the UMB Approve Timesheet page, UMB Timesheet page, and/or UMB Timesheet History page
- To set up a Proxy Supervisor, you will go to UMB TS Supervisor Setup Page, here's the breadcrumbs:



- Once the proxy supervisor has been set up in eUMB, the role is assigned after an overnight process

Proxy Supervisor

- To delete the Proxy Supervisor, you must delete the entire row from the TS Supervisor Set Up Page-Assign Proxy Supervisor



The screenshot shows a web interface for managing Proxy Supervisors. At the top, there are two tabs: "Supervisor Set Up" and "Assign Proxy Suprv". Below the tabs is a "Proxy List" table. The table has columns for "Supervisor", "Name", "Proxy", and "Name". The first row contains the value "1" in the "Supervisor" column, "poo" in the "Name" column, and "0" in the "Proxy" column. To the right of the table, there are navigation controls including "Personalize", "Find", "First", "1-37 of 37", and "Last". A yellow button with a minus sign is visible at the bottom right of the table, indicating a delete action.

Supervisor	Name	Proxy	Name
1	poo	0	

Questions or Comments on Payroll Hodgepodge



YEAR END PROCESSING

Payroll Year End Processing

PP 16-13 (12/13/15-12/26/15)

- Payroll Adjustment Forms are due tomorrow, 12/17
- Payroll processing will start next Monday, 12/21
- Make sure most (if not all) of the PP16-12 ETS are in “Loaded” status by Friday, 12/18
- Last day to approve PP16-12 (and earlier) ETS is Monday, 12/21
- Last day approving Payroll Advances for PP16-12 is Monday, 12/21
- Final call email will be sent on Wednesday, 12/23
- Payday on 12/31/15, paper paychecks will be mailed on 12/30
- Net Pay processing and Leave accrual will run on Tuesday, 12/29, make sure you run the reports after receiving an email from FSPR either on 12/29 or when you return in 2016
- Actuals Distributions and Encumbrances run on Wednesday, 12/30

Payroll Year End Processing

PP 16-14 (12/27/15-1/9/16)

- Payroll Adjustment Forms are due on Tuesday, 12/22
- Make sure most (if not all) of the 16-13 ETS are in “Loaded” status by Tuesday, 1/5 at 10AM
- Payroll processing will start on Tuesday, 1/5
- Last day to approve PP16-13 (and earlier) ETS is Wednesday, 1/6
- Review payroll calendar on FSPR website
- FSPR will be closed from 12/25/15 through 1/3/16 EXCEPT for Tuesday, 12/29 when they will only process net pay and leave accrual and mail paper paychecks for PP16-13

COSTING & COMPLIANCE

Year End Processing

- EFPs are due for PP16-13 by 12/23 at 8pm
- Direct Retros for PP16-13 should be submitted to Costing & Compliance no later than 12/23 by 2pm
- No EFPs with effective date of prior to 10/4/15 can be entered after 8pm
- Costing & Compliance will be closed from 12/25/15 through 1/3/16

COSTING & COMPLIANCE

Year End Processing

- Effort calendar- changes have been posted to Costing and Compliance at <http://www.umaryland.edu/media/umb/af/cost/EffortReportsthrough123116.pdf>
 - New Effort Reporting Schedule
 - January 1 pay (PP16-13) moved to December 31, 2015
 - PP16-13 shifted from the March effort form to the December effort form
 - Effort forms will be initiated after the holiday break
 - New Reporting periods schedule is on the Cost website

HRSC Year End Processing

- ePAFs for PP16-14 are due in HRSC by noon on 12/22
 - Termination processing only
 - All other transactions will be processed for PP16-15
- ePAFs for PP16-15 are due in HRSC by noon on 1/7
- The HRSC will be closed from 12/25/15 through 1/3/16

Year End Processing- Leave

- The cutoff of using 2015 leave is 1/9/16
- **To get a clean cut of time between 2015 & 2016, make sure all ETS up to PPE 1/9/16 are in “Loaded” status by Wednesday, 1/20/16**
- Any late or missing ETS may result in leave lost or leave may get deducted again in 2016
- 2016 Personal Leave Allocation process will be done on Tuesday, 1/12/16 after the Leave Accrual Process for PP16-14
- Employees can record 2016 Personal Leave after 1/12/16
- The Year End Leave Accrual Rollover process will occur on Tuesday, 1/26/16

Year End Processing- Leave

YE Leave Rollover process eligible Empl Classes and Paygroups:

Empl Class	Empl Class Description	Pay Group
01	Faculty Tenured	EFY/AFY
02	Faculty Non-Tenured/Tenure Track	EFY/AFY
03	Faculty Non-Tenured/Non Tenure Track	EFY/AFY
15	Librarian	AFY/EFY
20	Regular Non Exempt	NFY
33	Regular Exempt	EFY

Year End Processing- Leave

- CII and ASY employees will not be included in the rollover Process
- CII Leave is done via CII Employee Leave Form
- Faculty with Pay Group “ASY” rollover process will occur in Fiscal Year end

Year End Processing- Leave

Basic Year End Leave Rollover calculation:

- Lost Leave = Annual Leave balance (last PP before the PP crossing over the old and new year) minus Leave taken (last PP and the PP crossing over old and new year) plus Leave earned for the 1st PP in new year minus Allowable leave (pro-rated for FTE <100%) minus Allowable leave earned (pro-rated rate for the new year)
- Example: John's Annual Leave balance as of 12/27/14 was 481.825627 hours. He took 18 hours in PPE 12/27/14 and 24 hours in PPE 1/10/15. He is a regular full time exempt employee. His annual accrual rate is 6.76928.

Year End Processing- Lost Leave Calculation

Annual Leave Balance (as of 12/27/14)	481.825627	(1)
-) Leave Taken (as of PPE 12/27/14)	(18.000000)	(2)
-) Leave Taken (as of the end of 1st PP in the new year, PPE 1/10/15)	<u>(24.000000)</u>	(3)
	439.825627	
+) Leave Earned as of PPE 1/10/15	<u>6.769280</u>	(4)
	446.594907	
-) Allowable Leave	(400.00)	
-) Allowable Leave accrual from 1/1-1/10/15 ($6.76928 * 7/10$)	<u>(4.738496)</u>	
Total Allowable Leave in 2014	(404.738496)	
Lost Leave after Rollover Process	41.856411	(5)

Ending Balance 1/24/15= Total Allowance Leave 2014 + Leave Earned 1/24/15

404.738496 + 6.76928 411.507776 (6)

Year End Processing

Employee Leave Inquiry Page

	As of Date	Annual	Holiday	Personal	Sick	Other	Advance Sick	Comp Time
Previous Balance:	12/27/2014	481.825627	54.000000	8.500000	1669.590080	0.000000	0.000000	0.000000
- Taken:	12/27/2014	18.000000	54.000000	8.000000	0.000000	0.000000	0.000000	0.000000
+ Adjusted:	12/27/2014	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
+ Earned:	01/10/2015	6.769280	8.000000	24.000000	4.615440	0.000000	0.000000	0.000000
- Lost:	01/10/2015	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
Ending Balance:	01/10/2015	470.594907	8.000000	24.500000	1674.205520	0.000000	0.000000	0.000000

	As of Date	Annual	Holiday	Personal	Sick	Other	Advance Sick	Comp Time
Previous Balance:	01/10/2015	470.59490	8.000000	24.500000	1674.205520	0.000000	0.000000	0.000000
- Taken:	01/10/2015	24.000000	8.000000	0.000000	0.000000	0.000000	0.000000	0.000000
+ Adjusted:	01/10/2015	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
+ Earned:	01/24/2015	6.769280	8.000000	0.000000	4.615440	0.000000	0.000000	0.000000
- Lost:	01/24/2015	41.85600	0.000000	0.500000	0.000000	0.000000	0.000000	0.000000
Ending Balance:	01/24/2015	411.508187	8.000000	24.000000	1678.820960	0.000000	0.000000	0.000000

Questions or Comments on Year End Processing



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Questions or Comments on Payroll Topics

