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Payroll Rep Meeting

June 23, 2016

Agenda

- Susan McKechnie
  - Electronic Timesheets (ETS) Notifications
  - Payroll Processing E-mails
  - Leave Accrual Report change
- Emily Runser
  - Merit Eligibility and Specific Guidelines
  - PIT-P Processing Overview
  - Fair Labor Standards Act (FLSA) Overview and Timeline

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Electronic Timesheet (ETS) Notifications

ETS Notifications

- The Employee Work and Leave Records (Timesheets) policy and procedures were published in April 2016
- Faculty have been required to do electronic timesheets (ETS) since November 1, 2015
- Delinquent ETS are on the rise so we will attempt to curtail it before it is unmanageable or becomes an audit finding

ETS Notifications

- Beginning next week, automated e-mail reminders will be sent to employees reminding them that they haven't completed their timesheets
- An e-mail will be sent starting the Thursday morning after the Saturday pay period ends
  - Ex. PP#16-26 ends Sat, 6/25/2016. So if the ETS has not been completed by COB on Weds 6/29, the employee will receive an e-mail on Thurs 6/30

ETS Notifications

- The e-mail will be sent **EVERY** day until the ETS is submitted
- If an ETS Initiator has been set up for an employee, the Initiator will also get an e-mail
- All ETS that have not been completed will be listed in one e-mail
- ETS in open periods will be listed separately from ETS in closed periods
  - Employees will need to look at the most recent e-mail to determine whether the pay period is still open

ETS Notifications

- Announcement will be made in the Elm Weekly to be sent on Monday 6/27/2016
- You may want to remind your employees who they should contact in your department if they have any questions about their timesheets
- If you or your employees have difficulty with ETS, YOU should contact FSPR

ETS Notifications

- For some employees the list of ETS may be long so you need to be prepared to assist with completion!

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Payroll processing emails

PR Processing Emails

- FSPR will be updating the language in the emails that are sent on the Tuesday before payday- please read!
- Reminder to run the Cost Center Report (CCR) and compare to the prior week CCR
  - Related to OLA audit
  - No excuse that department didn't know they are supposed to do this
  - Procedures are being updated to reflect this requirement

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Leave Accrual Report

Leave Accrual Report (BEN 007)

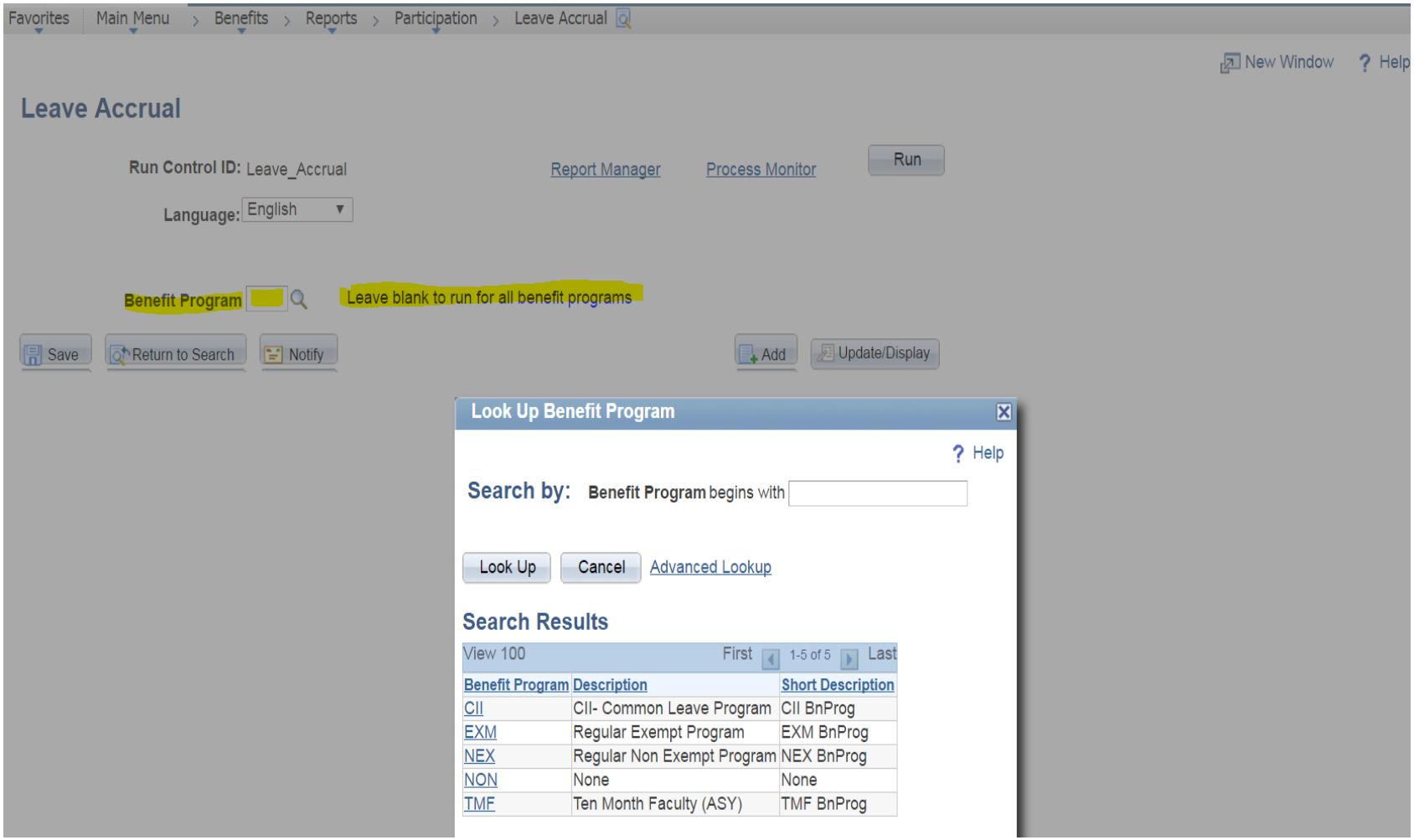
- A new option “Benefit Program” will be added to the Leave Accrual Report (BEN007)
- Background: The new option is added because of 10-Month Faculty
  - Have a different schedule on Rollover and Allocation than for regular Faculty and staff
  - New option added so that a report can be run to pull all 10-Month faculty on Benefit Program “TMF”- Ten Month Faculty
  - Units can see leave balances for their Ten Month Faculty before the rollover process is run to zero out the leave time

Leave Accrual Report (BEN 007)

- Other than Benefit Program “TMF”- Ten Month Faculty, users can also run reports on each Benefit Program:
  - CII (CII Common Leave Program)
  - EXM (Regular Exempt Program)
  - NEX (Regular Non Exempt Program)
  - NON (None)
  - TMF (Ten Month Faculty)
- The new option will be ready in eUMB next Tuesday, 6/28/16

Leave Accrual Report (BEN007)

- If the “Benefit Program” field is left blank, a full report will be run
- Select a “Benefit Program” for a specific report



Benefit Programs

Benefit Program	Description	Empl Class	PayGroup
CII	CII- Common Leave Program	35	EFY
		22	NFY
EXM	Regular Exempt Program	01/02/03/15	EFY
		01/02/03/15	AFY
		33	EFY
NEX	Regular Non Exempt Program	20	NFY
NON	None	34	EFY
		34	SPC
		31I/31T/16/14/16W/14W	HRL
		36	AFY
		36	SPC
		04	AFY
		19	AFY
		01/02/03/15 if < 0.5 FTE	EFY
		01/02/03/15 if < 0.5 FTE	AFY
		33/35 if < 0.5 FTE	EFY
		20/22 if < 0.5 FTE	NFY
TMF	Ten Month Faculty	01/02/03	ASY

QUESTIONS?

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Merit

July 1, 2016

Eligibility

- Last Date Hired: Before or on 1/1/2016
- Must be Active in Payroll: 7/2/2016
- Staff Employee Classes: 20, 22, 33, & 35
- Faculty Employee Classes: 01, 02, 03, & 15
- Post Doc Fellow Employee Class: 19
- Comp Rate Codes: ANNLEL, ACSPEL, & ADSPEL
- FTE/GFT: Greater or equal to .50 FTE or GFT Faculty
- Staff PDP: On file with HRS-Employee Relations (ELR) no later than 6/1/2016

PDP Increases

- Employee must have PDP on File with HRS-ELR no later than 6/1/2016
- Non-exempt Staff will receive 2.5% for PDP of “Meets Standards” or above
- Exempt Staff increases will be determined by the School or Administrative Unit based on PDP rating
- Applicable to eligible Faculty and Staff regardless of funding source
- Departments must administer merit in a fair and equitable distribution across all eligible employees

Merit & PIT-P Key Points

- Employees who are eligible for performance increase and PDP is on file with HRS-ELR by 6/1/2016
  - Received “Meet Standards” or above PDP rating
  - Laterally transferred or promoted before 6/30/2016
  - Reevaluated by 6/30/2016
  - Completed NEX Probation on 6/30/2016
- Terminations with dates after 7/1/2016 must have EA form (HRS-MER) attached and must have PDP on file with HRS-ELR
- Faculty will need to be coded Instructional or Non-Instructional*
  - Instructional = teaching, tutoring, instructing, or lecturing at least 51% of the time
  - Non-Instructional = researching and do not teach at least 51% of the time

** Related to new FLSA guidelines discussed later in presentation*

ePAF and PIT-P Timeline

- Black out period for Job Changes Initiation in ePAF:
  6/29/2016 - 7/15/2016 (PPD 16-26 & 17-01)
- Terminations with dates after 7/1/2016 must have EA form for HRS-MER attached
- Merit Paycheck & Retroactive Pay:
  7/29/2016 (PPD 17-02)

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Merit Specific Guidelines

Nonexempt Over Maximum of Range

- Empl class 20 & 22 (Non-exempt Regular & C2)
  - If merit increase brings employee over the maximum salary range, the employee is ELIGIBLE for a one-time payment of the amount above the maximum
  - HR-Comp will reduce the merit and notify Deans'/VPs' offices regarding who is above maximum
    - Up to the Deans'/VPs' offices to communicate with department affected

Nonexempt Over Maximum of Range

- Empl class 20 & 22 (Non-exempt Regular & C2)
  - Completion of Merit One-Time Payment form (on FSPR website) will be processed in PP#17-03 or later
    - Requires Dean or VP approval
    - Earnings code NMP will be used
    - Completed form with pre-print sent to HR-Comp for approval

Exempt Over Maximum of Range

- Empl class 33 & 35 (Exempt Regular & C2)
  - If merit increase brings employee over the maximum salary range, the employee is ELIGIBLE for a one-time payment of the amount above the maximum
  - HR-Comp will reduce the merit and notify Deans'/VPs' offices regarding who is above maximum
    - Up to the Deans'/VPs' offices to communicate with departments affected

Exempt Over Maximum of Range

- Empl class 33 & 35 (Exempt Regular & C2)
  - Completion of Merit One-Time Payment form (on FSPR website) will be processed in PP#17-03 or later
    - Requires Dean or VP approval
    - Earnings code EMP will be used
    - Completed form with pre-print sent to HR-Comp for approval

Specific Guidelines: Exempt Regular & C2

- Communication from Deans' or VPs' offices for the percentages/pools applicable to departments
- For those units calculating merit based on amount- you must convert the amount to a percentage before entering
  - Percentages can be entered using up to 4 decimals
    - Ex. 2.3456%
- Fair and equitable administration regardless of funding
- School or Central Unit percentage range may not be decreased or increased outside range per Dean's/VP's direction
  - O% merit must have Dean's/VP's preapproval

Specific Guidelines: Exempt Regular & C2

- Merit will be entered as percentage based on PDP rating and may vary by School or Central Unit
- The default on the PIT-P is:
  - Percentage = 0%
  - Rating = “Meets Standards”
- Departments will need to change:
  - Percentage for all employees
  - Select rating for those where the PDP is unsatisfactory, below, above, or outstanding
    - No merit for Unsatisfactory or Below Standards
    - Exempt PDPs are required in HRS-ELR by 6/3/2016

Specific Guidelines: Staff

- The FY17 Staff Merit One-Time Payment form must be completed and submitted to HR-Comp for review by the following deadlines:
  - For PP#17-03 payment: Monday, July 25th
  - For PP#17-04 payment: Monday, August 8th
  - For PP#17-05 payment: Monday, August 22th
- Dean/VP's office will prepare form and attach pre-print
- Dean/VP (or designee) signature required on the form before it is sent to HR-Comp
- Form is on FSPR website:
  - http://www.umaryland.edu/financialservices/payroll/forms/

Specific Guidelines: Faculty, Librarians, and Post Doctoral Fellows

- Empl classes:
  - 01 Tenured
  - 02 Tenure-track
  - 03 Non-tenured
  - 15 Librarians
  - 19 Post Docs (as applicable)

- Merits will be entered as **amounts**
- Amounts may vary by School

Specific Guidelines: Faculty

- Communication from Deans' or VPs' offices for the percentages/pools applicable to departments
- For those units calculating merit based on percentage - you must convert the percentage to an amount before entering
  - Amounts can be entered using up to 2 decimals
    - Ex. $1200.00

Specific Guidelines: Faculty & Librarians

- Instructional vs. Non-Instructional – NEW FIELD
- **Instructional Faculty:** primary duty in the activity of imparting knowledge of **51%** through
  - Teaching
  - Tutoring
  - Instructing
  - Lecturing
- **Non-Instructional Faculty:** primary duty is
  - Research
  - Teaching **less that 51%** or extracurricular duties

Terminations: All

- Strongly encouraged to award merit to separating (resignation, retirement, and layoff) employees
- Terminations effective between 7/2/2016 - 7/11/2016 will require ePAF with EA form by 6/29/2016
  - Merit EA form (HRS-MER) effective 7/1/2016
  - ePAF Termination (includes Merit ANNLEL increase) - effective date of termination

Terminations: All

- If EA forms are not submitted in time for HRSC processing, FSPR can accept PA forms to stop the regular pay due to termination, but they cannot accept a PA form to add the merit pay
  - Merit will then be processed in the pay period after it is entered in the system

PIT-P Reporting: All

- Run the PIT-P Review query-
- UMB_CM_PIT-P_REVIEW
  - after you finish entering
  - on 7/14/2016 after HR-Comp has completed their review
  - Query cannot be run after data has been loaded to job record on 7/15/2016

PDP Rating Report: Staff

- Request for a PDP Rating report with your employees' PDP ratings that were submitted to HRS may be submitted through the Dean's Offices or Administrative Office.

- Please include the department numbers needed.

QUESTIONS?

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PIT-P Processing

June 30, 2016 - July 15, 2016

PIT-P Timeline

- PIT-P will be open to departments/schools: **6/30/2016–7/11/2016**
- PIT-P will be reviewed by HR-Comp: **7/5/2016-7/14/2016**
- PIT-P loaded to employee record: **7/15/2016**

PIT-P

- What is it?
  - A custom eUM page to facilitate the review and approval of mass updates to salary
- Who has access in departments?
  - Employees with roles of:
    - Pay Increase Initiator
    - Pay Increase Approver
    - Pay Increase Viewer

PIT-P Access: Campus (exclude SOM)

- Each department. should have at least:
  - 1 person with UMB_PAYINC_INIT role

    and
  - 1 person with UMB_PAYINC_APPROVE role

- A person cannot have BOTH roles
- People who have each of these roles must be available to enter or approve between 6/30/2016 - 7/11/2016

PIT-P Access: SOM Only

- Each SOM department should have at least 1 person with UMB_PAYINC_INIT role
- All approvals will be done in the School of Medicine Dean's office before 7/6/2016
- Department initiators must be available to enter between 6/30/2016 and 7/6/2016
  - All merit entry by departments must be completed by COB on Wednesday, July 6th
  - If you finish entering merit early let Jim Airey know via e-mail so he can approve early- jairey@som.umaryland.edu
- Department initiators must be available on 7/6/2016 – 7/11/2016 to make changes if required by Dean's office approvers

PIT-P Access: SOM Only

- The UMB_PAYINC_APPROVE role will be removed from SOM department users and the UMB_PAYINC_VIEW role will be assigned to the former approvers
- Users with the VIEW role can look but not change

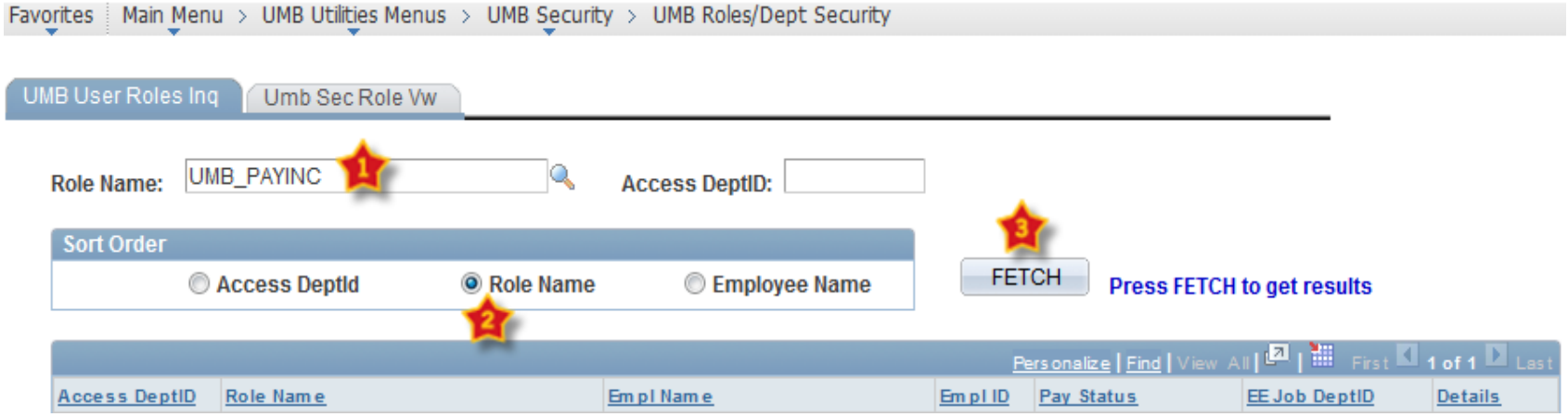
- Contact Jim Airey x6-2880 or Ron Powell x6-2607 with questions

PIT-P Roles

- UMB_PAYINC_INIT (Initiator)
  - Can update Eligibility field and enter reason if changed to ineligible
  - Can enter the merit increase
  - Can update PDP rating field
- UMB_PAYINC_APPROVE (Approver)
  - Can update Approve field
- UMB_PAYINC_VIEWER
  - Can view PIT-P pages but not update any fields

PIT-P Access

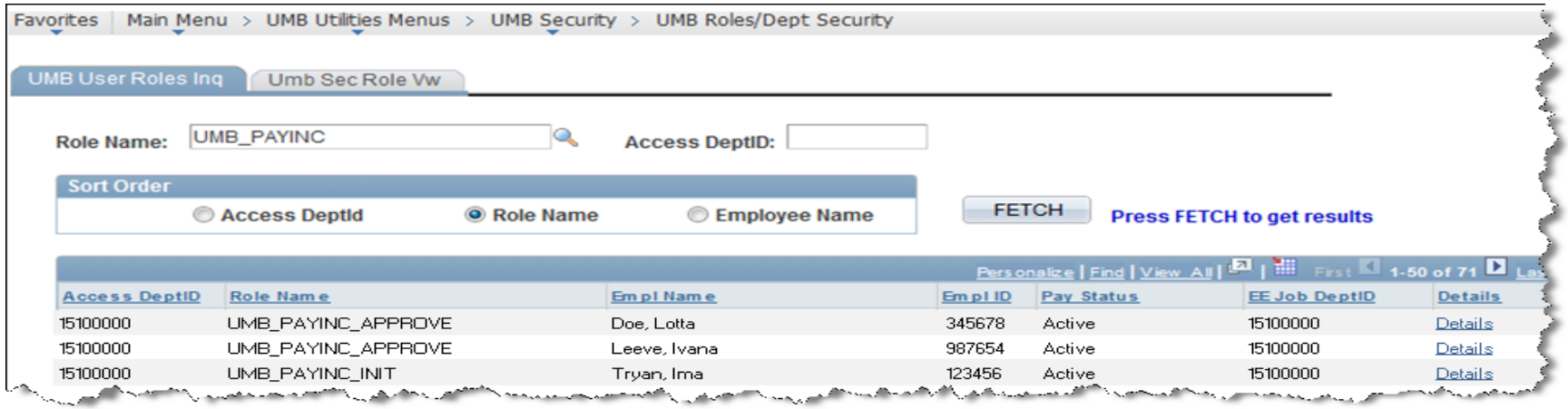
- If you need to look at department security to see who has Payroll Increase roles:



1- Enter UMB_PAYINC in Role Name field
2- Sort by Role Name
3- Click Fetch button

PIT-P Access

- Results:



If you need to change roles in your department you must submit a new eUM HRMS User Authorization form by Friday, 6/24/2016

http://www.umaryland.edu/cits/communications_forms/forms/

PIT-P Defaults

- Data in the PIT-P will include all employee information entered by HRSC through 6/29/2016
- PIT-P will be loaded on **Thursday, 6/30/2016**
- All eligible comp rates for all eligible employee classes will appear on the PIT-P and will be defaulted to an approved status = No
- Employees hired/rehired on or after 1/1/2016 will not be loaded to PIT-P

PIT-P Defaults

- Actions for Pay increase initiators:
  - Non-Exempt
    - Meets Standards is defaulted to 2.5% and only approval is required
    - Change PDP ratings for NEX employees with Unsatisfactory, Below Standards, Above Standards, or Outstanding
  - Exempt
    - Enter % for all EX employees based upon PDP ratings and/or as prescribed by Dean or VP
    - Change PDP rating for EX employees with Unsatisfactory, Below Standards, Above Standards, or Outstanding PDP ratings to appropriate rating
  - Faculty
    - Enter $ amount based upon Dean or VP guidelines
    - SOM- FTE adjustment may be changed related to Merit increase only

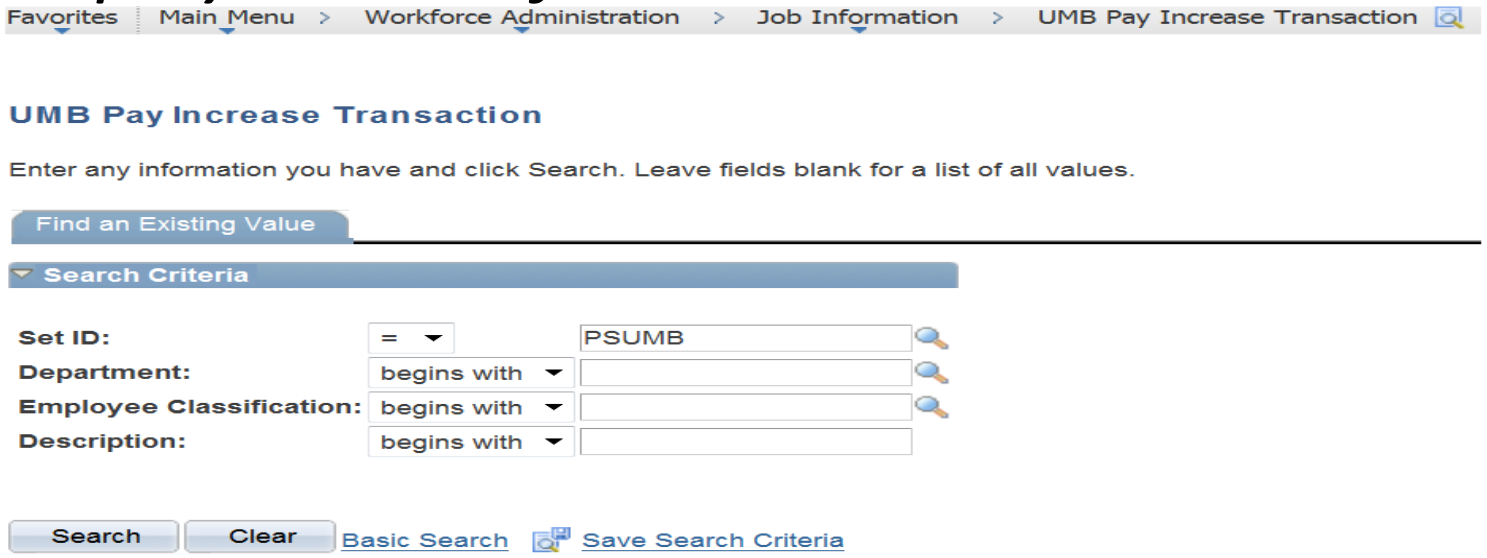
PIT-P Eligibility Exceptions

- Types of eligibility exceptions that may require action:
  - Post Docs on NRSA grants- no merit permitted
  - Regular & C2 staff and faculty with wrong comp rate codes that require corrections
  - Unprocessed terminations
  - Pre-7/1/2016 employee actions

- Changes to PIT-P require supporting documentation be submitted to HRS-Compensation

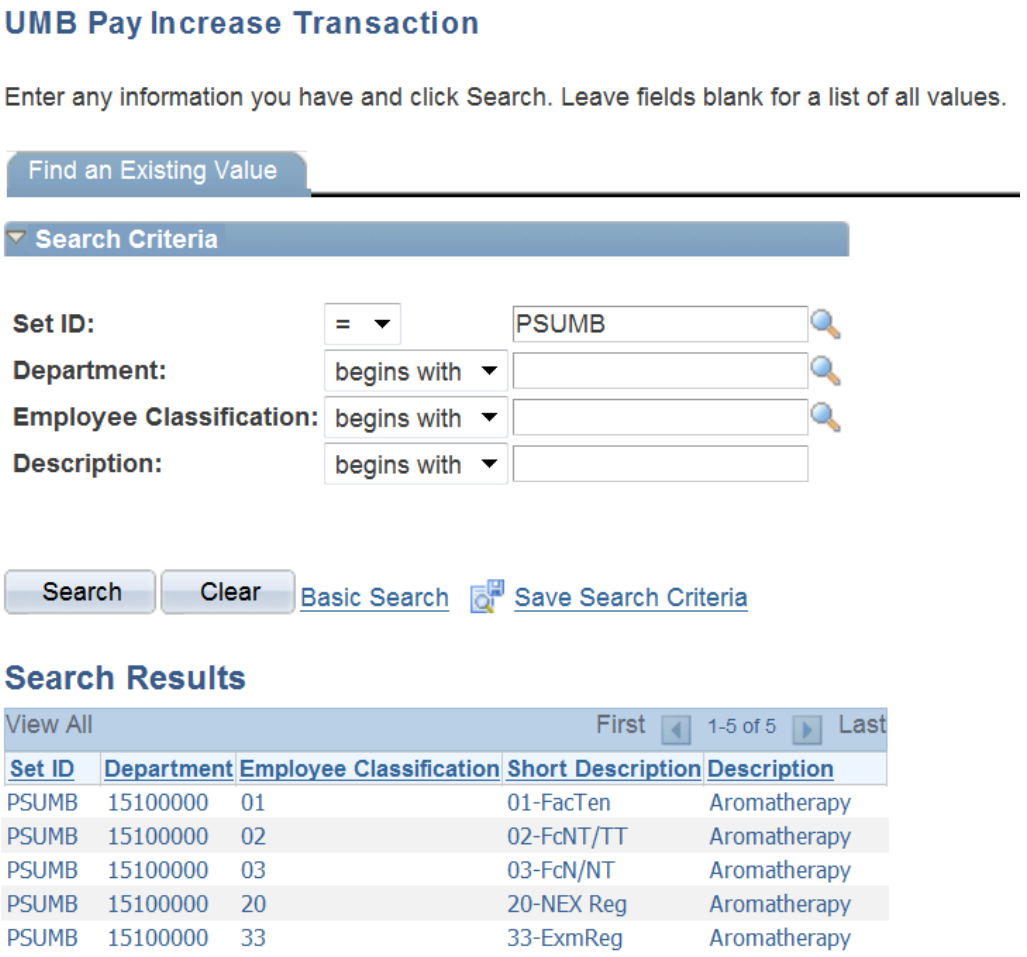
Using the PIT-P: Initiator & Approver

- Main Menu> Workforce Administration> Job Information> UMB Pay Increase Transaction
- Data is processed by *Department* and *Employee Classification*



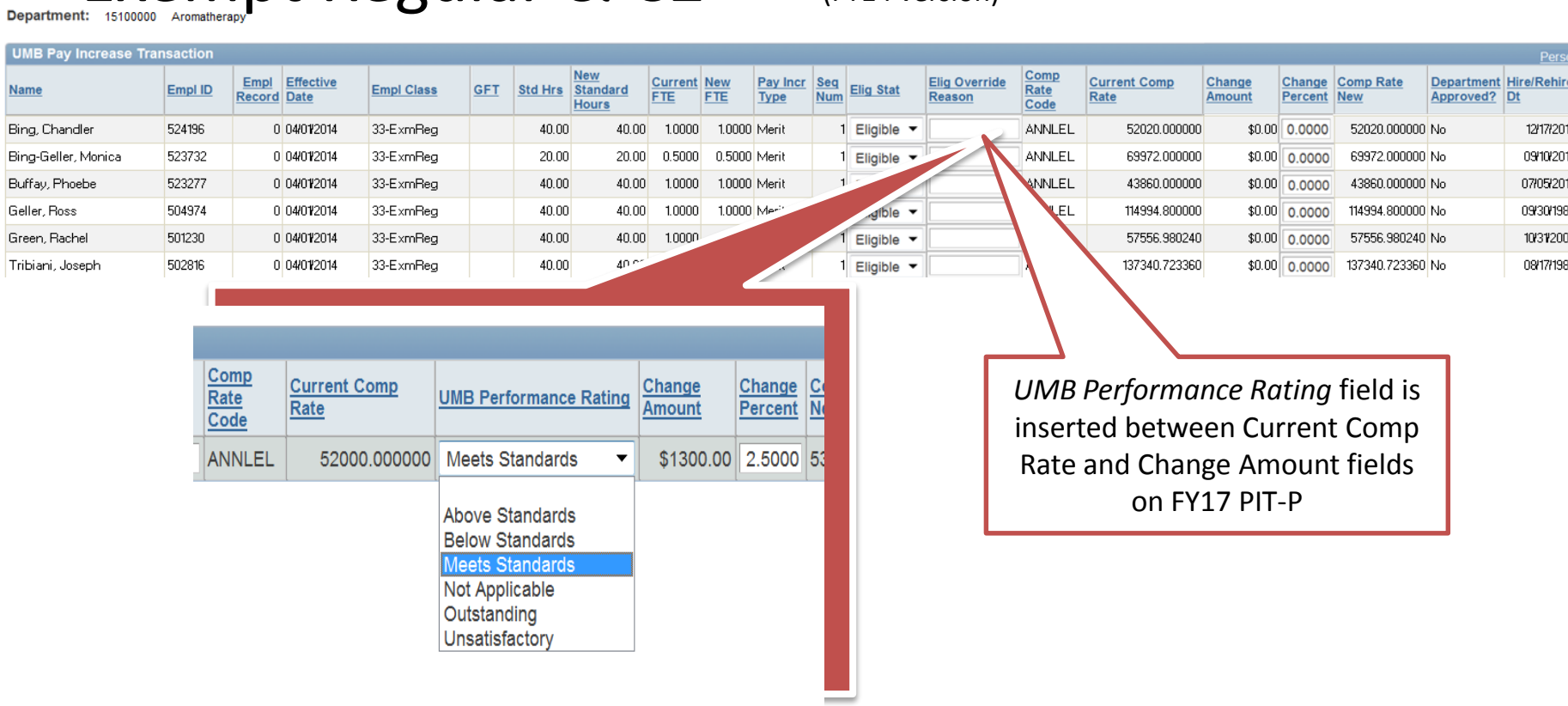
Using the PIT-P- Initiator & Approver

- Leave criteria blank to search for all you have access to



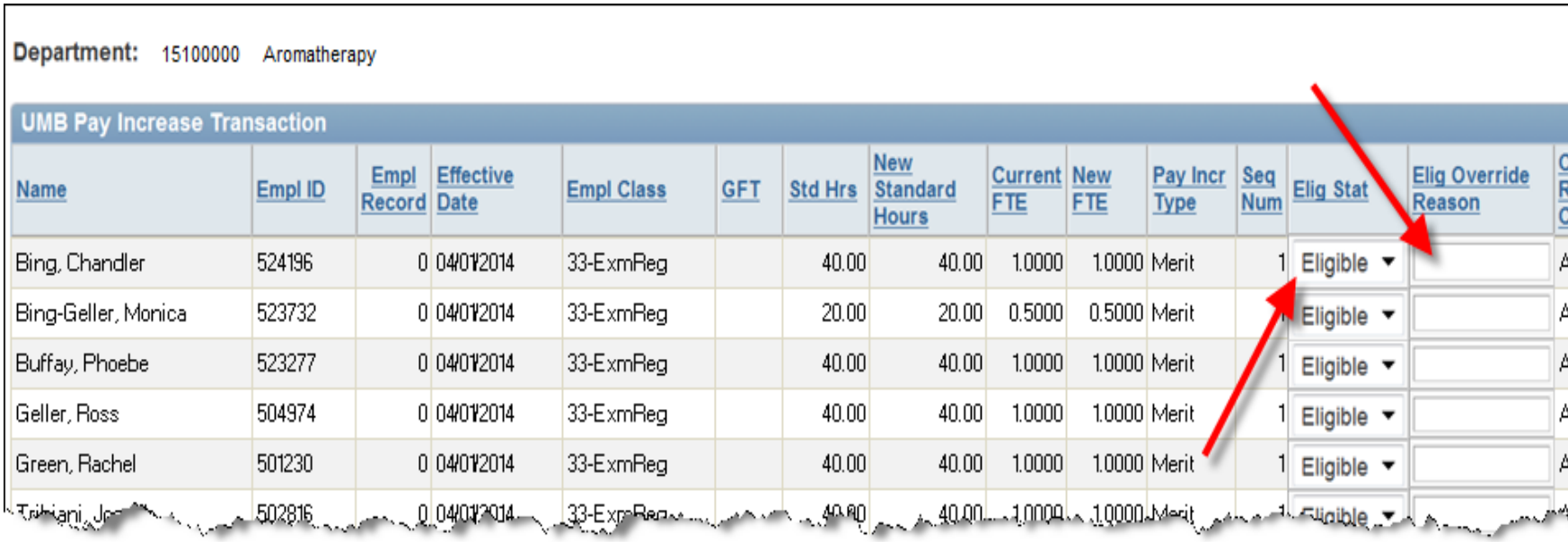
Using the PIT-P: Initiator

- Sample view for Pay Increase Initiator- 33 Exempt Regular & C2 (FY14 version)



Using the PIT-P: Initiator

- All rows will be loaded to page
- Initiator can change *Elig Stat* and *Elig Override Reason*



Department: 15100000 Aromatherapy

UMB Pay Increase Transaction

Name	Empl ID	Empl Record	Effective Date	Empl Class	GFT	Std Hrs	New Standard Hours	Current FTE	New FTE	Pay Incr Type	Seq Num	Elig Stat	Elig Override Reason
Bing, Chandler	524196	0	04/01/2014	33-ExmReg		40.00	40.00	1.0000	1.0000	Merit	1	Eligible	
Bing-Geller, Monica	523732	0	04/01/2014	33-ExmReg		20.00	20.00	0.5000	0.5000	Merit		Eligible	
Buffay, Phoebe	523277	0	04/01/2014	33-ExmReg		40.00	40.00	1.0000	1.0000	Merit	1	Eligible	
Geller, Ross	504974	0	04/01/2014	33-ExmReg		40.00	40.00	1.0000	1.0000	Merit	1	Eligible	
Green, Rachel	501230	0	04/01/2014	33-ExmReg		40.00	40.00	1.0000	1.0000	Merit	1	Eligible	
Tribbiani, Jo...	502816	0	04/01/2014	33-ExmReg		40.00	40.00	1.0000	1.0000	Merit	1	Eligible	

Using the PIT-P: Initiator

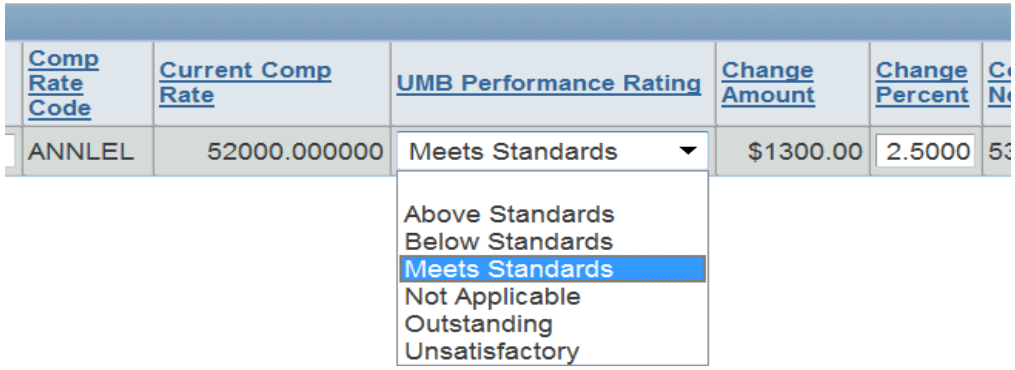
- Initiator can enter or override the *Change Amount* or *Change Percent*
- *Department Approved?* and *Load to Job* columns are grayed out and set to No

Personalize | Find | View All | First 1-10 of 20 Last

Comp Rate Code	Current Comp Rate	Change Amount	Change Percent	Comp Rate New	Department Approved?	Hire/Rehire Dt	Job Code	Visa/Permit Type	Load to JOB?	Load Override Reason
ANNLEL	52020.000000	$0.00	0.0000	52020.000000	No	12/17/2012	E0719D		No	
ANNLEL	69972.000000	$0.00	0.0000	69972.000000	No	09/10/2012	E0719E		No	
ANNLEL	43860.000000	$0.00	0.0000	43860.000000	No	07/05/2012	E2913C		No	
ANNLEL	114994.800000	$0.00	0.0000	114994.800000	No	09/30/1984	E1247I		No	
ANNLEL	57556.980240	$0.00	0.0000	57556.980240	No	10/31/2005	E1215D		No	
ANNLEL	137340.723360	$0.00	0.0000	137340.723360	No	08/17/1983	E1237J		No	

Using the PIT-P: Initiator

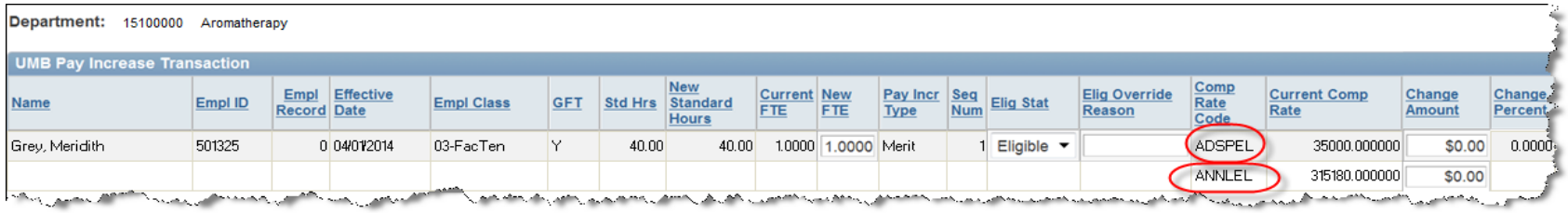
- Initiator can update the *UMB Performance Rating* field if necessary



- Don’t forget to click the SAVE button when you finish entering!

Using the PIT-P: Initiator Samples

- Faculty with ADSPEL- appears on PIT-P

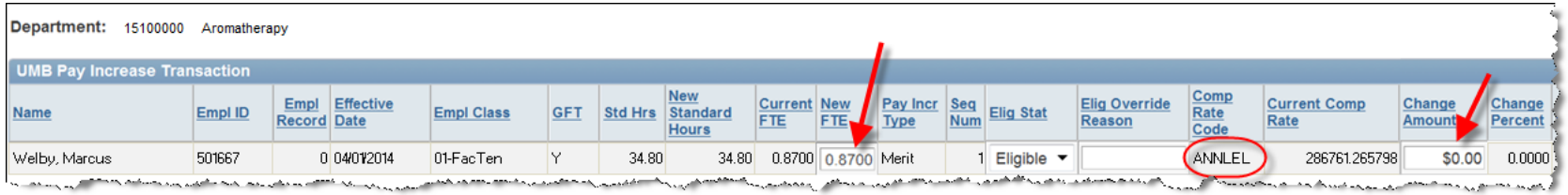


Department: 15100000 Aromatherapy

UMB Pay Increase Transaction

Name	Empl ID	Empl Record	Effective Date	Empl Class	GFT	Std Hrs	New Standard Hours	Current FTE	New FTE	Pay Incr Type	Seq Num	Elig Stat	Elig Override Reason	Comp Rate Code	Current Comp Rate	Change Amount	Change Percent
Grey, Meridith	501325	0	04/01/2014	03-FacTen	Y	40.00	40.00	1.0000	1.0000	Merit	1	Eligible		ADSPEL	35000.000000	$0.00	0.0000
														ANNLEL	315180.000000	$0.00	

- Faculty with ADSPIN- not on PIT-P



Department: 15100000 Aromatherapy

UMB Pay Increase Transaction

Name	Empl ID	Empl Record	Effective Date	Empl Class	GFT	Std Hrs	New Standard Hours	Current FTE	New FTE	Pay Incr Type	Seq Num	Elig Stat	Elig Override Reason	Comp Rate Code	Current Comp Rate	Change Amount	Change Percent
Welby, Marcus	501667	0	04/01/2014	01-FacTen	Y	34.80	34.80	0.8700	0.8700	Merit	1	Eligible		ANNLEL	286761.265798	$0.00	0.0000

- Note- the *New FTE* and *Change Amount* fields can be updated for faculty

Specific Guidelines: SOM Faculty

- Clinical Faculty-
  - If the annual salary is less than Total Approved Salary (TAS) then the FTE may need to be changed to reflect the percentage of TAS that is paid by UMB
  - FTE = UMB salary/TAS
  - FTE can be entered using up to 4 decimals, i.e. 0.5643
  - If you are not increasing the UMB salary but have increased the salary in the practice plan, you may need to change the FTE

- Basic Science Faculty-
  - Full-time faculty not fully funded need to be reflected as 1.00 FTE

Specific Guidelines: SOM Faculty

- Fiscal Year FTE changes should be entered on the PIT-P (i.e. increases not related to merit)
- FYC increases or decreases to salaries (i.e. increases not related to merit) effective 7/1/2016 must be done through ePAF with appropriate documentation

Using the PIT-P: Approver

- Sample view for Pay Increase Approver

Department: 15100000 Aromatherapy

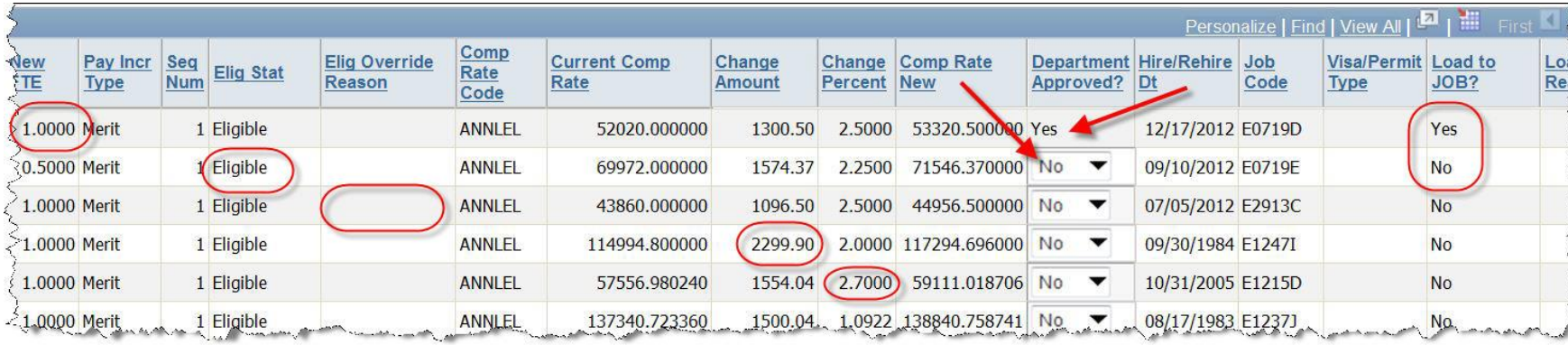
UMB Pay Increase Transaction — Personalize | Find | View All | First 1-10 of 20 Last

Name	Empl ID	Empl Record	Effective Date	Empl Class	GFT	Std Hrs	New Standard Hours	Current FTE	New FTE	Pay Incr Type	Seq Num	Elig Stat	Elig Override Reason	Comp Rate Code	Current Comp Rate	Change Amount	Change Percent	Comp Rate New	Department Approved?	Hire/Rehire Dt	Job Code	Visa/Permit Type	Load to JOB?	Load Override Reason
Bing, Chandler	524196	0	04/01/2014	33-ExmReg		40.00	40.00	1.0000	1.0000	Merit	1	Eligible		ANNLEL	52020.000000	1300.50	2.5000	53320.500000	Yes	12/17/2012	E0719D		Yes	
Bing-Geller, Monica	523732	0	04/01/2014	33-ExmReg		20.00	20.00	0.5000	0.5000	Merit	1	Eligible		ANNLEL	69972.000000	1574.37	2.2500	71546.370000	No	09/10/2012	E0719E		No	
Buffay, Phoebe	523277	0	04/01/2014	33-ExmReg		40.00	40.00	1.0000	1.0000	Merit	1	Eligible		ANNLEL	43860.000000	1096.50	2.5000	44956.500000	No	07/05/2012	E2913C		No	
Geller, Ross	504974	0	04/01/2014	33-ExmReg		40.00	40.00	1.0000	1.0000	Merit	1	Eligible		ANNLEL	114994.800000	2299.90	2.0000	117294.696000	No	09/30/1984	E1247I		No	
Green, Rachel	501230	0	04/01/2014	33-ExmReg		40.00	40.00	1.0000	1.0000	Merit	1	Eligible		ANNLEL	57556.980240	1554.04	2.7000	59111.018706	No	10/31/2005	E1215D		No	
Tribiani, Joseph	502816	0	04/01/2014	33-ExmReg		40.00	40.00	1.0000	1.0000	Merit	1	Eligible		ANNLEL	137340.723360	1500.04	1.0922	138840.758741	No	08/17/1983	E1237J		No	

- *FTE, Elig Stat, Elig Override Reason, UMB Performance Rating, Change Amount* or *Change Percent* cannot be updated
- If a change needs to be made, the approver must ask the initiator to make the change BEFORE s/he approves

Using the PIT-P: Approver

- Approver can only change *Department Approved?* field- defaults to No and grays out when changed to Yes
- Load to job field matches *Department Approved?* field



Personalize | Find | View All | First

New TE	Pay Incr Type	Seq Num	Elig Stat	Elig Override Reason	Comp Rate Code	Current Comp Rate	Change Amount	Change Percent	Comp Rate New	Department Approved?	Hire/Rehire Dt	Job Code	Visa/Permit Type	Load to JOB?	Lo Re
1.0000	Merit	1	Eligible		ANNLEL	52020.000000	1300.50	2.5000	53320.500000	Yes	12/17/2012	E0719D		Yes	
0.5000	Merit	1	Eligible		ANNLEL	69972.000000	1574.37	2.2500	71546.370000	No	09/10/2012	E0719E		No	
1.0000	Merit	1	Eligible		ANNLEL	43860.000000	1096.50	2.5000	44956.500000	No	07/05/2012	E2913C		No	
1.0000	Merit	1	Eligible		ANNLEL	114994.800000	2299.90	2.0000	117294.696000	No	09/30/1984	E1247I		No	
1.0000	Merit	1	Eligible		ANNLEL	57556.980240	1554.04	2.7000	59111.018706	No	10/31/2005	E1215D		No	
1.0000	Merit	1	Eligible		ANNLEL	137340.723360	1500.04	1.0922	138840.758741	No	08/17/1983	E1237J		No	

Using the PIT-P: Approver

- Don’t forget to click the SAVE button after entering approval!

- Once the Approver has changed *Department Approved?* field to Yes and saved, then further changes cannot be made by the department
  - Contact HRS-Compensation if corrections are needed

Using the PIT-P: Approver

- Approved status should be set by the department/SOM Dean's office to YES for all employees before Monday, 7/11/2016
  - Status is Eligible with Amount or Percent ≥ 0 and Approved = YES

    Or

  - Status is Ineligible and Approved = YES

Reminder: PIT-P Query

- The data from the PIT-P will be archived as soon as it is loaded to Job Data

- Run the query **UMB_CM_PIT-P_Details** if you want a copy of the data you entered BEFORE Thursday, 7/14/2016

Using the PIT-P: HR Compensation

- HR Comp has final approval and use the *Load to Job* field

Department: 15100000 Aromatherapy

UMB Pay Increase Transaction

Personalize | Find | View All | 1-10 of 20 | Last

Name	Empl ID	Empl Record	Effective Date	Empl Class	GFT	Std Hrs	New Standard Hours	Current FTE	New FTE	Pay Incr Type	Seq Num	Elig Stat	Elig Override Reason	Comp Rate Code	Current Comp Rate	Change Amount	Change Percent	Comp Rate New	Department Approved?	Hire/Rehire Dt	Job Code	Visa/Permit Type	Load to JOB?	Load Override Reason
Grey, Meridith	501325	0	04012014	03-FacTen	Y	40.00	40.00	1.0000	1.0000	Merit	1	Eligible		ADSPEL	35000.000000	$0.00	0.0000	35000.000000	Yes	01011993	148510		Yes	
														ANNLEL	315180.000000	$6000.00		321180.000000						

Using the PIT-P: HR Compensation

IMPORTANT!

- HR-Compensation must have documentation to support the reason from Dean's Office/CASS why a department made an employee ineligible to receive Merit

Job Data Updates

- Only 1 new job data row will be inserted even if there are multiple PIT-P rows (i.e. ANNLEL with ADSPEL)
- Ineligible comp rate codes will be inserted on new job data row with the updated eligible comp rates (i.e. ANNLEL with ADSPIN)
- Departments can view the job data rows on morning of Monday, 7/18/2016

Salary Change Communications

We strongly encourage departments to send out notices to all employees identifying what the new salary is and how much the increase is their % and/or amount

Paycheck Communications

- E-mail template will be sent to PR Reps to customize and send to your employees
- Please distribute by Friday, 7/15/2016
- Employees should be referred to your department payroll rep if they have questions about their paychecks

Paycheck Results

- PP# 17-01- Period 6/26/2016-7/9/2016 - Payday 7/15/2016
  - No changes to annual gross salary
- PP# 17-02- Period 7/10/2016-7/23/2016 - Payday 7/29/2016
  - New gross salary includes merit increase
  - Additional retro pay for period July 1st- July 9th
- PP#17-03- Period 7/24/2016-8/6/2016- Payday 8/12/2016
  - Normal gross salary includes merit increase and will continue until next Employee Action
  - One-time merit payments can start with this pay period

QUESTIONS?

UNIVERSITY of MARYLAND
THE FOUNDING CAMPUS

Fair Labor Standards Act (FLSA)

UMB Implementation Date:
November 27, 2016

FLSA Compliance: December 1, 2016

FLSA New Threshold: $47,476

Law Effective: December 1, 2016

Exemptions to the new FLSA Exempt Threshold

- Bona Fide Teachers: Instructional with primary duty is teaching (>50%)
- Faculty practicing Medicine (clinical appointment)
- Faculty practicing Law
- Graduate Research Students who are involved in research that is directly related to their studies
- Graduate Teaching Students with primary duty is teaching (>50%)
- Hourly Workers

UMB FLSA Communication

- HRS-Compensation is working with each school and unit to determine most feasible approach and finalize
- Communication will be from Dean's Office/CASS to managers about affected employees
- Managers will communicate with each affected employee

UMB FLSA Timeline

- 7/1/2016: Finalization of affected jobs
- 7/11/2016: Verify all Faculty through PIT-P as Instructional or Non-Instructional
- 7/15/2016: Request for Employee reclassification to Compensation
- 9/1/2016: FLSA Review Committee completes reclassification reviews
- 9/28/2016: Departments notified of employee reclassification determination
- 9/28/2016: Departments provided communication documents for employees being reclassified to non-exempt status and those being bumped to FLSA threshold

UMB FLSA Timeline (con't)

- 10/14/2016: Managers complete one-on-one meetings with employees being reclassified and bumped to threshold
- 11/1/2016: Initiate ePAF Job Changes entered
- 11/27/2016: Effective Date of UMB FLSA Job Changes
- 12/1/2016: FLSA changes effective

QUESTIONS?