

## Payroll Adjustment Form- Instructions

### University of Maryland Baltimore

### Header Information

Field	Description
<b>Employee name</b>	Enter full name- do not use initials
<b>Empl ID/Rcd#/ Paygroup</b>	Enter 6-digit employee identification number AND the employee RECORD number- most employees are record #0 but those with concurrent jobs have a record #1 AND the paygroup- can be found in the 'Payroll' tab under the Job Data Page
<b>Dept Name</b>	Enter the department name- may be abbreviated
<b>Dept ID</b>	Enter the numeric department code
<b>Pay Period Processed</b>	Enter the pay period number for which this is being submitted in the format FY-PP where FY = Fiscal Year and PP= Pay Period- Ex. 06-01
<b>Dates of Service</b>	Enter the <b>exact dates</b> of the period in which the submitted amount was earned- not applicable for leave payout and leave adjustment. Payments cannot be made prior to the dates of service.
<b>Payroll Contact</b>	Enter person to call if there is a question about this form
<b>Contact Phone</b>	Enter the phone number where the above person can be reached
<b>Empl Class</b>	The Empl Class can be found in the 'Job Information' tab under the Job Data Page

### Explanation of types of Compensation/Adjustments- check appropriate boxes on form:

<b>Supplemental Compensation (Faculty &amp; Post Docs only)</b>	<p>Payment of additional compensation may be made to Regular Faculty employees for services that arise infrequently and are not within the scope of the employee's normal working assignment. The employee is not released from customary duties or his/her regular work schedule in order to have time to perform the additional responsibilities. A Supplemental Compensation Request for Faculty must be approved and attached to the Payroll Adjustment Form.</p> <p><b>Amounts only</b></p>
<b>Increased Responsibilities and Supplemental Compensation (Regular &amp; Contingent II Exempt Staff only)</b>	<p>Increased Responsibilities and supplemental compensation may be paid to regular or Contingent II Exempt staff in very limited cases. Preapproval is required. An Increased Responsibilities and Supplemental Compensation Request for Exempt Regular and Contingent II Staff must be approved and attached to the Payroll Adjustment Form.</p> <p><b>Amounts only</b></p>

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<b>Contingent 1- Defined Payment Agreement Option</b>	<p>Pay to a Contingent 1 Faculty or Exempt staff employee who works on a sporadic or short-term basis and paid for a specific task or project. A Defined Payment Agreement Option Form must be completed and approved that details what the employee is being paid for, the amount, and the schedule of payment must be attached. Agreements must cite specific amounts and specific dates of payment.</p> <p><b>Amounts only</b></p>
<b>Leave Payout</b>	<p>There are three types of leave payouts:</p> <ol style="list-style-type: none"> <li>1) Payout to a Regular employee (Exempt, Non-exempt or Faculty) in the same pay period as the last regular wages (benefits are taken out of combined amounts)</li> <li>2) Payout to a Regular employee (Exempt, Non-exempt or Faculty) in a pay period after the last regular wages (no benefits are taken out of payout)</li> <li>3) Payout to a Contingent 2 (contractual) employee for both terminations and contract expirations</li> </ol> <p><b>Hours and Amounts</b></p>
<b>Leave Adjustment- Transfer</b>	<p>Employees who transfer from other USM campuses or other State agencies may carry over their leave balances. The balances may be too large to enter in Time and Labor (more than 24 hours) but they can be entered centrally</p> <p><b>Hours only (does not affect pay)</b></p>
<b>Leave Adjustment- Correction</b>	<p>If there is an adjustment greater than 24 hours that needs to be made to an employee's accrual balance(s), it should be entered centrally.</p> <p><b>Hours only (does not affect pay)</b></p>
<b>Prior Pay Period Adjustment- New Hires or Return from Short Work break (must be processed using the Prior Pay Period Adjustment Form)</b>	<p>If an employee is hired or returns from a short work break in the eUMB system with an effective date prior to the end of the last pay period processed, the retroactive pay due to the employee must be manually calculated by the department</p> <p><b>Hours and amounts</b></p>
<b>Prior Pay Period Adjustment- Timesheets that cannot be entered in T&amp;L (must be processed using the Prior Pay Period Adjustment Form)</b>	<p>If for any reason the Weekly Elapsed Time pages cannot be accessed for an employee so timesheet information cannot be entered by the department then the time must be submitted on this form</p> <p><b>Hours and amounts</b></p>

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<b>Accident Pay</b>	<p>Accident pay is paid at 2/3 the employee's salary. The departments cannot adjust salaried employees' pay. The hours for accident pay should be reflected on the timesheet and submitted as authorization for the adjustment</p> <p><b>Hours and amounts</b></p>
<b>Unpaid Leave</b>	<p>The departments cannot adjust salaried employees' pay. The hours for unpaid leave should be reflected on the timesheet and submitted as authorization for the adjustment. All reductions of salaried employees pay must meet FLSA regulations.</p> <p><b>Hours and amounts</b></p>
<b>Pending Termination / FTE Reduction</b>	<p>If an employee has terminated or the FTE has been reduced but the Employee Action form was not submitted to the Human Resources Service Center in time to affect the current pay period, the wages may be reduced to prevent an overpayment from occurring</p> <p><b>Hours and amounts</b></p>
<b>Award</b>	<p>Board of Regent Award or Employee of the Month/Year Award is allowed. The department must attach an authorizing memo with the Payroll Adjustment Form.</p> <p><b>Amounts only</b></p>
<b>Other</b>	<p>Any other non-regular pay situation that is authorized within UMB guidelines</p> <p>Must contact FS-Payroll to determine which earnings code to use and which supporting documentation to submit</p> <p><b>Hours or amounts</b></p>
<b>Comments on back of form?</b>	<p>If the payment is not documented by an attachment, auditable comments must be written to explain the adjustment</p>

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### Adjustment Information

Field	Description
<b>Earnings Code</b>	Choose the earnings code that is applicable to the adjustment; appropriate codes are listed on the form- see page 5 for long description of each code listed
<b>Hours</b>	Enter hours in the format #####.##
<b>Amount</b>	Enter dollars in the format #####.##
<b>Combo Code</b>	Amounts will be distributed to the combo codes cited on the employee funding profile- if the amount should be distributed differently, enter the account code here. If a single amount should be distributed over several account codes, use multiple lines to enter the amount and account code. If an account code is used on the PA form it will prevent the use of the Budget Retro process for making changes to the distribution. If future changes are necessary they must be entered via the Direct Retro process.
<b>Tax Periods</b>	Any additional pay that is above the employee's normal bi-weekly pay may be taxed over multiple pay periods. The total wages paid to an employee during the pay period should be divided by the normal bi-weekly pay to determine the maximum tax periods allowed. Due to an employee's tax circumstances, the department should discuss this with the employee. FS-Payroll will reduce the tax periods to the maximum allowed if a department should submit an inappropriate number. Note: If an employee has requested that additional tax amounts beyond the withholding allowances be withheld, the amounts will be multiplied by the tax periods.
<b>Signature of Requestor</b>	Signature of person for requesting the payroll adjustment- Digital signature is required for electronic submission. To get started, the requestor clicks "Configure New Digital ID". The requestor enters the full name and a password. After that, requestor would select the digital signature, enter the password, the form will be stamped with the Digital Signature.
<b>Signature of Approving Supervisor</b>	Signature of person with fiscal responsibility for authorizing the payroll adjustment- Digital signature is required for electronic submission. To get started, the Approving Supervisor clicks "Configure New Digital ID". The Approving Supervisor enters the full name and a password. After that, Approver would select the digital signature, enter the password, the form will be stamped with the Digital Signature.
<b>Printed Name/Title</b>	Printed name and title of person with fiscal responsibility for authorizing the payroll adjustment
<b>FS-Payroll Use</b>	Do not enter information in this area

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### Earnings Codes

Earnings Code	Description
ACC	Accident Pay - Under 6 months
ACE	Accident Pay - Over 6 months
ACF	Accident Pay- Faculty
AEE	Award- Employee of Mo/Yr
BAC	Bonus Special Accomplishment
BAT	Bonus Attendance
BEA	Bonus Employee Achievement
BEE	Bonus Employee Recognition
BIN	Bonus Incentive
BMR	Business Meal Reimbursement
BPY	Bonus Payment
C19	COVID Supplemental Pay
CAR	Car Allowance
CED	Continuing Education
COM	Committee Supplement
CON	Professional Consulting
CPP	Clinical Practice Pay
CRT	Court Appearance Guaranteed Hrs
CTP	Comp Time Pay
DLV	Denied Leave
DPA	Defined Pay Administrative
DPC	Defined Clinical Pay
DPI	Defined Pay Instructional
DPR	Defined Pay Research
DTH	Daily Time n Half UPO
DVA	Deliverable Pay Administrative
DVC	Deliverable Clinical Pay
DVI	Deliverable Pay Instructional
DVR	Deliverable Pay Research
EEP	Essential Employee Pay

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EMP	Exempt Merit Pay
FAW	Faculty Administrative Work
FCA	Foreign Cost of Living Allow
FDA	Foreign Danger Allowance
FED	Foreign Education Allowance
FHA	Foreign Hardship Allowance
FPA	Final Pay Annual
FPH	Final Pay Holiday
FSR	Food Services Reimbursement
GAS	Graduate Assistant Stipend
GLS	Grant Lump Sum
GPB	Gross Payback
GSS	Graduate Student Stipend
HON	Honorarium
HSA	Housing Allowance
IPP	Incentive Pay Plan
LPA	Last Pay Annual
LPC	Last Pay Comp Time
LPH	Last Pay Holiday
MOV	Moving and Relocation Expenses
NMP	Non-exempt Misc. Pay
OFA	Annual Offset Overpayment
OFH	Holiday Offset Overpayment
ONC	On Call Pay
OVT	Overtime
RGH	Regular Hourly
RGS	Regular Salaried
RHH	Retro Holiday Hourly
RHS	Retro Holiday Salaried
SEA	Secondary Employment Affiliate
SEC	Secondary Job
SEJ	Secondary Job Adjunct

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SH1	Shift
SH2	Nurse Shift M-F Evening
SH3	Nurse Shift M-F Night
SH4	Nurse Shift Weekend Day
SH5	Nurse Shift Weekend Evening
SH6	Nurse Shift Weekend Night
SP2	Standardized Patient Tier 2
SP3	Standardized Patient Tier 3
SP4	Standardized Patient Tier 4
SUM	Summer Stipends
TBS	Transfer to Balance Sheet
TOV	Teaching Overload
TRN	Trainee Stipends
TTF	Foreign Travel Taxable
TTI	In State Travel Taxable
TTM	Day Business Travel Meals
TTO	Out of State Travel Taxable
TVF	Foreign Travel
TVI	In State Travel
TVO	Out of State Travel
UAC	Unpaid - Acc Leave GT 6 Months
UAL	Unpaid- Administrative Leave
UDS	Unpaid- Disciplinary Suspension
UFM	Unpaid- FMLA
ULV	Unpaid- Approved Leave
UML	Unpaid- Military Admin Leave
USP	Unpaid- Suspension Pend Charge
USW	Unpaid- Subpoenaed Witness
UUA	Unpaid- Unauthorized Absence
WRA	Temporary Salary Reduction Amount
X01	Postage & Mail
X02	Cell Phone Expenditures

## Payroll Adjustment Form- Instructions

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X03	Mailing Service
X04	CS-Printing & Reproduction Services
X05	CS- Freight & Delivery
X06	Books/Periodicals
X07	Office Supplies
X08	Conference Materials
X09	Instructional Materials
X10	Duplicating & Printing Supplies
X11	Other Supplies & Materials
X12	IT Supplies
X13	Employee Development and Trng
X14	Subscriptions
X15	Association Dues
X16	PPE Supplies