



UNIVERSITY *of* MARYLAND
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Payroll Rep Meeting

Wednesday, October 17, 2018

1pm – 4pm

SOD – G310

Agenda

- Human Resources
- Costing and Compliance
 - Costing Updates
- FS-Payroll
 - Glacier Renewal
 - Misc Payroll Topics
- Quantum Project Team
 - Project Update



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COLA and Bonus

Patti Hoffmann

Human Resources



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Who is eligible for COLA and Bonus?

Eligible for COLA

- Faculty - 01, 02, 03
- Regular Staff - 20, 33
- Librarian - 15
- Post Doc Fellow – 19 (ANNLEL)
- Contingent 2 Staff - 22, 35 (ANNLEL)

Not Eligible for COLA

- Graduate Assistants - 04
- Students - 14/14W, 16/16W
- Post Doc Fellow – 19 (ANNLIN)
i.e. NRSA Grants
- Contingent 1 Staff - 31T, 34
- Contingent 2 Staff - 22, 35 (ANNLIN)
- Faculty Adjuncts - 36

COLA #1

- Granted on January 1, 2019
- COLA #1 is 2% of salary – applied to ANNLEL, ADSPEL and ACSPEL
- COLA #1 and Retro will appear in paychecks issued on January 25, 2019

COLA #1 Rules

- COLA #1 is calculated based on the salary in MyUMB as of December 31, 2018
- Must be active on UMB payroll on December 31, 2018 AND January 1, 2019
- Employees starting UMB employment on January 1, 2019 or later not eligible for the COLA
- Employees retiring on January 1, 2019 not eligible for the COLA
- Part time employees (<1.0 FTE) will have the COLA prorated based on their FTE that is in effect on December 31, 2018 on their myUMB job record.



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COLA #2

- Granted on April 1, 2019
- COLA #2 is .5% of salary – applied to ANNLEL, ADSPEL and ACSPEL

COLA #2 Rules

- COLA #2 is calculated based on the salary in MyUMB as of March 31, 2019
- Must be active on UMB payroll on March 31, 2019 AND April 1, 2019
- Employees starting UMB employment on April 1, 2019 or later not eligible for the COLA
- Employees retiring on April 1, 2019 not eligible for the COLA
- Part time employees (<1.0 FTE) will have the COLA prorated based on their FTE that is in effect on March 31, 2018 on their myUMB job record.



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\$500 Bonus

- Granted on April 1, 2019
- Bonus is \$500 (prorated based on FTE)

Bonus Rules

- Must be active on UMB payroll on March 31, 2019 AND April 1, 2019
- Employees starting UMB employment on April 1, 2019 or later not eligible for the bonus
- Employees retiring on April 1, 2019 not eligible for the bonus
- \$500 bonus will be prorated for eligible part-time employees according to the employee's FTE percentage in effect on March 31, 2019



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Contingent Category I Contracts

Emily Runser

Human Resources

Initial Contract

- Initial Contract establish the employee in the system
 - Compensation must review Initial Staff (31T and 34) Contracts prior to submission into ePAF to ensure the candidate meets minimum qualifications and salary does not create inequity
 - Action Reason: **HIR-HIR** or **REH-REH**
 - USM Policy VII.1.40 on Contingent Employment for NEX and EX EEs
 - C1 (31T & 34) = 6 Month Contracts
 - Lifetime maximum of 12 months of 0.50 to 1.0 FTE
 - General Associates must be below 1.0 FTE at all times
 - Reduce FTE to 0.49 FTE or below after first year of employment indefinitely

Amended FTE Contract

- Amended contract makes changes to the current contract for FTE
 - Contract can be submitted through ePAF without Compensation Review
 - Action/Reason Code: **PAY - CRA**
 - Effective date of amendment coincides with change to contract
 - Contract Effective Date must be within 60 days of the ePAF initiation
 - Contract End Date must remain the same as current Contract End Date
 - FTE cannot increase over 50% if previously had 12 months at or above 50%

Example of Amended Contract

- Current C1 Contract
 - Initial Contract Effective Date: 7/1/2018
 - Contract End Date: **12/31/2018**
 - 0.8 FTE
- Amendment of Contract to increase to 1.0 FTE effective 9/18/2018
 - Action/Reason Code: **PAY - CRA**
 - Contract Effective Date: 9/18/2018* *(change cannot submitted after 11/18/2018)*
 - Contract End Date: **12/31/2018**
 - 1.0 FTE

**Contract Effective Date cannot be older than 60 days of ePAF initiation*

Renewal of Contract with No Changes

- Compensation does not need to review contract since no changes are made to contract other than Contract Effective Date and Contract End Date
- Submit ePAF up to 60 days prior to Contract End Date
- Action/Reason Code: **POS – CNT**

**Automatic termination will occur immediately after contract end date if a contract has not been submitted in ePAF*

Example of Renewal Contract without Changes

- Current C1 Contract
 - Contract Effective Date: 7/1/2018
 - Contract End Date: **12/31/2018***
- Renewal of Contract with No Changes effective 1/1/2019
 - Action/Reason Code: PAY – CNT
 - Could submit ePAF on: 11/1/2018 *(60 days prior to Contract End Date)*
 - Contract Effective Date: **1/1/2019**
 - Contract End Date: **6/30/2019***

**Automatic termination will occur immediately after Contract End Date if a new contract has not been submitted in ePAF*

Renewal of Contract with Changes

- Compensation will need to review to ensure the employee meets the minimum qualifications and salary requested doesn't create an inequity
 - Change in Job Code and Title
 - Change in Salary
- Submit ePAF up to 60 days prior to Contract End Date
- Action/Reason Code:
 - **POS – CNT if no salary change**
 - **PAY - CRA if salary is changes**

**Automatic termination will occur immediately after Contract End Date if a new contract has not been submitted in ePAF*

Concurrent Contracts

- SPS will reject the employee if they have concurrent contracts, therefore:
 - Combined 0.50 FTE or less FTE can have separate contracts
 - Contracts that exceed 0.50
 - Will require Compensation approval before processing
 - Would be able to combine under a single contract as one job
 - May not be approved if separate jobs at separate rates

2018 Year End Reminders for Contracts

- All Contract Amendments and Renewals that **end on or before 12/31/2018**
 - ePAF must be initiated no later than **11/21/2018**
- Contracts requiring Compensation review should be submitted by **11/14/2018** to HRComp@umaryland.edu to ensure review can be initiated in ePAF cutoff date of 11/21/2018



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Onboarding - Intake Email

Juliet Dickerson
Human Resources

Email

- What's different?
 - All employees (faculty, staff and student employees) will now have an school/unit/employee name@umaryland.edu email address as their primary in eUMB
 - This includes:
 - @som.umaryland.edu
 - @rx.umaryland.edu
 - @son.umaryland.edu
 - @umaryland.edu
 - This does not include (examples):
 - @umm.edu
 - @fpi.umaryland.edu
 - @peds.umaryland.edu

Email

- Why the change?
 - This is best practice for data management for organizations
 - On a practical note, we are scheduled to “go live” on SPS on January 1, 2019
 - All employees (faculty, staff and student employees) will receive their benefits information electronically
 - Having a UMB email address, will allow UMB to validate communication between the employee and DBM – did the employee actually receive the email communication

Email

- How will it work?
 - All employees (except GRA's and students) will need to register for either Onboarding or Intake
 - A new Intake registration page has been created
 - When an employee is registered for Onboarding or Intake, the registration system will automatically notify the email administrator that the new employee is starting

Email

- How will it work?
 - The email administrator will create the new email address which will then be submitted to the onboarding registration system and the community system
 - When the new employee starts – they will have a UMB email address already created in eUMB, that will be their primary email address
 - The employee can add additional email addresses, but they will be unable to change their primary email address in Self Service in eUMB

Email

- What is changing for Payroll Reps?
 - Ensure every new hire (except GRA's and student employees) is registered for either Onboarding or Intake – **you will still use the new ee's personal email address for onboarding/intake registration**
 - When a new hire is registered, make sure they get their welcome letter – the letter is generated immediately when the Payroll Rep hits “submit”. If the new employee doesn't receive the letter, check that their personal email address was entered correctly and modify as needed
 - **Payroll Reps, dept. managers, etc. no longer need to request an email account be set up**
 - Still need to manage Day 2 and beyond for the new hire – computer set up, etc.

Email

- Additional information
 - Intake is available every business day except Onboarding Mondays.
 - Similar to regular and CII employees, an ePaf should be generated before the new employee arrives at HR for Intake
 - The onboarding calendar is available through the end of 2019



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Supplemental Leave

Lis Escobar

Human Resources



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SUPPLEMENTAL LEAVE

TYPES OF SUPPLEMENTAL LEAVE

Advance Sick Leave (ASL)
Extended Sick Leave (ESL)
Leave Reserve Fund (LRF)
Parental Leave

***Please remember to apply ALL employee's accrued leave first, before applying any supplemental leave (including holiday)



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SICK & SAFE LEAVE

- **Have been employed 106 days**
- **Regularly work at least 12hrs per week**
- **Accrue 1hr for every 30 hrs. work**
- **Can use for injury, illness, domestic situation, court (for employee or immediate family member)**
- **Do not unreasonably deny**

ELIGIBLE EMPLOYEES	APPLICATION METHOD
Non-exempt Contingent I	Accrual
Student Employees	Accrual
Post Doc/Trainee	Front load
Exempt Contingent I	N/A
Faculty Contingent I	N/A
Adjuncts	N/A
GRAs	N/A



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Human Resources Service Center

Karla Evans

Human Resources

HRSC Processing Schedule

<p>Onboarding Monday- Attend Onboarding, Process I-9 verifications, Begin Processing New Hires</p>	<p>Thursday Intake (walk-ins) Continue processing Job Changes and any possible new hires</p>
<p>Tuesday System returned to Payroll to finalize upcoming pay Intake Walk-ins begin for the week HRSC receives system in the afternoon and continues processing new hires</p>	<p>Friday Intake (walk-ins) Continue processing Job Changes and any possible new hires Depending on work load, begin processing EAF's that have been approved and submitted</p>
<p>Wednesday Terms processed in the morning Intake (walk-ins) If all fully executed new hires have been entered, HRSC Analyst will begin processing job changes (beginning with any conversion ePAF's that may affect SPS file)</p>	<p>Monday Process any ePAF's available at the HRSC within determined timeframe Finish processing submitted EAF's Intake (walk-ins) continue throughout non-processing week *if upcoming holiday HRSC returns system on Monday morning so processing ends Friday of previous week</p>

Reminders:

- During non-processing week, the HRSC reviews submitted ePAF's, completes employment verification requests (tuition, Visa, past employees), transcript updates, assist walk-ins, etc.
- Hire and Termination ePAF's submitted by the ePAF deadline (Thursday at noon during non-processing week) are priority.
- The order in which the HRSC processes is based on **effective dates, and workload.**
- We do our best to answer calls, please send an email to hrservicecenter@umaryland.edu if you are unable to reach the HRSC by phone.

Please check your visualizer to ensure that any submitted ePAF's are being approved so that the HRSC receives them in time to process.

If you see that the visualizer is showing "authorized" instead of "executed", a system error may have occurred causing the ePAF not to load.

Please contact the HRSC as soon as possible for assistance.

Process Visualizer

Transaction / Signature Log

Current DateTime	Role Name	User ID	User Description	Action	Status
09/20/2018 2:22:14PM	UMB_EPAF_INITIATOR	[REDACTED]	[REDACTED]	Submit	Pending
09/26/2018 2:20:44PM	UMB_EPAF_DEPT_APPROVER_1	[REDACTED]	[REDACTED]	Approve	Partially Approved
09/26/2018 2:20:44PM	UMB_EPAF_DEPT_APPROVER_2	[REDACTED]	[REDACTED]	Approve	Partially Approved
09/27/2018 10:00:09AM	UMB_EPAF_APPROVER_STAFF	[REDACTED]	[REDACTED]	Approve	Partially Approved
09/28/2018 2:36:03PM	UMB_EPAF_COMPENSATION	[REDACTED]	[REDACTED]	Approve	Partially Approved
10/03/2018 2:10:48PM	UMB_EPAF_HRSC	[REDACTED]	[REDACTED]	Authorize	Authorized

Automatic Termination Reminders:

In order to prevent an automatic termination for employees that will have their contracts renewed please do the following:

- Initiate and submit an ePAF prior to the beginning of the pay period in which the current contract is set to expire.

For example, if John's contract expires 11/05/2018, the initiator should have the contract approved and signed so that the ePAF can be submitted prior to the pay period 10/28/2018 -11/10/2018.

- The automatic termination process will run the first Tuesday of the pay period.

Example, if no ePAF is submitted than John's job record will terminate on 10/30/2018 with an effective date of 11/06/2018.



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Worklist update



Dheeraj Agarwal (022769) on HRPROD

Home | Worklist | Add to Favorites

favorites | Main Menu > | Worklist > | Worklist

New Window ? Help Personalize Page

Worklist

Worklist for 022769: Dheeraj Agarwal

[Detail View](#)

Worklist Filters

Worklist Items						Personalize	Find	View All	Print	First	1 of 1	Last
From	Date From	Work Item	Worked By/Activity	Priority	Link							



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HRSC Contact Information

Chynnea Ford – HRSC Analyst

chynnea.ford@umaryland.edu

Pamela Johnson-Pearson – HRSC Analyst

pamela.johnson@umaryland.edu

Karla Evans – HRSC Supervisor

karla.evans@umaryland.edu

HR Service Center

hrservicecenter@umaryland.edu

6-7600

Cost Agenda

- Personnel Update
- Discrepancies in Fringe encumbrance Balances
- FY18-27 DR and 19-01 Funding Profiles
- Posting of DR credits for 18-27 PCA balances
- Finalized Fringe Benefits
- F&A Rate Negotiation – Extension Approved
- Delinquent Effort Forms and Quantum Implementation
- Effort Training for Next Year

Cost Personnel Update

- Christina Tabb is no longer with Cost
- Tracy Nguyen – New hire started on 10/15/2018
- Beryl Gwan, Senior Manager Cost
 - Binita Shah, Cost Accountant
 - Amy Sallese, Cost Accountant
 - Tracy Nguyen, Accountant I

Discrepancies in Fringe Encumbrance Balances

- No salary encumbrance, but an outstanding fringe encumbrance on a project
- Negative fringe encumbrance balance
 - Caused by Mid year rate change
 - Fringe encumbrance calculated at original fringe rate
 - DR is done and the reversal encumbrance credit uses the new fringe rate
 - Results in a net credit encumbrance balance
- Your SPAC closeout team will work with the Cost office at closure to relieve these encumbrances. Verify with your closeout team that this is the action you want taken when you send your final report.

DRs for FY18-27 and Entering Funding Profiles for 19-01

- HRMS reads 18-27 as the same Pay Period as 19-01 for Direct Retro purposes
 - FY2018 18-27 06/24/18 to 06/30/18
 - FY2019 19-01 07/01/18 to 07/07/18
 - HRMS PP 18-27 is within 19-01 (06/24/18-07/07/18)
- HRMS: when a DR is done for the crossover period
 - For 18-27, we enter 19-01 and FY2018
 - For 19-01, we enter 19-01 and FY2019
- If a DR is processed for a pay period (PP), you can no longer do a BR for the same pay period

DRs for FY18-27 and Entering Funding Profiles for 19-01, Continued

- Funding Profiles for 19-01 should be entered and approved before submitting DR for 18-27
 - If DR is processed for PP 18-27 before you set up the 19-01 funding profile HRMS will read that there is already a DR for that period (19-01)
 - The EFP will need to be input from 19-02.
 - The 19-01 expense will need to be moved via a DR

Posting of DRs for 18-27 – credit to PCA balance

- If you have an outstanding debit on the PCA for PP18-27 and a DR has been processed
- Verify that 18-27 DR's have been processed by checking the 19-01 PCA balance because that is where the Direct Retro credit balance posts
 - Payroll Charge Detail (PCD) report will show a lower balance in the 19-01
 - Or if ran by accounting period, one debit line for 19-01 payroll, and one credit for 18-27 DR
 - If there is no fringe expense on PCD for 18-27, that's a good indication that the balance was moved appropriately
- “How to View a DR in HRMS”
[Finding a Direct Retro in HRMS - SPA-SPAC Meeting 11-20-14 PDF](#)

Finalized Fringe Benefit Rates

- A memo was sent out to Campus to announce the Implementation of the approved Fringe Benefit Rate Agreement by Laura Scarantino
- FY19 rates were set up in HRMS from 19-01
- The memo and rate agreement have been uploaded to our website
 - <http://www.umaryland.edu/cost/fringe-benefit/>

	Apply to Accounts	FY18	FY19+	Costs Recorded In Account
Faculty	1011 – Faculty 9/10 mo. 1012 – Faculty 12 mo.	27.1% (To PP18-15) 24.5% (PP18-16+)	26.1%	2790 – Fringe rate Faculty
Staff	1013 – Exempt staff 1014 – Non-exempt staff	43.4% (To PP18-15) 33.5% (PP18-16+)	39.6%	2791 – Fringe rate Staff
Legislated Benefit	2071 – Faculty 2072 – Exempt staff (C1) 2073 – Non-exempt staff (C1) 2080 – Summer salaries 2085 – Supplemental Pay 2110 – Overtime 2120 – Shift differential 2130 – On call pay 2140 – Bonus Payments 2074 – College Work study (summer) 2075 – Students (other than CWS) (summer) 2090 – Contractual employee (C2) (Until FY15)	8.4%	8.3%	2793 – Fringe rate Legislated Benefit
Limited Benefit	1021 – Post Docs/Fellows 2090 – Contractual Employee (C2) (FY16+)	21.4% (To PP18-15) 16.2% (PP18-16+)	19.2%	2792 – Fringe rate Limited Benefit
Students	1020 – Graduate Assistants 2074 – College Work study 2075 – Students (other than CWS)	0%	0%	N/A
Other	2196 – Accrued Leave Payout	0%	0%	N/A

FA Rate Negotiation for FY19 and beyond - Update

- Our current rates were expiring 6/30/2018.
- UMB's Base year was FY2017 we requested an extension
- The extension was approved. They have been made final through 06/30/2021.
- Our next base year is the FY ended 06/30/2020

Effort Reporting and new Quantum Implementation

- All outstanding effort forms must be completed before the new Quantum system is implemented
- In the following months, there will be a more aggressive effort by the Cost office to resolve and certify all outstanding forms
- Total delinquent forms in ERS today: 390

Effort Training Class for Next Year

- Dates for the next effort training will be put out for the entire year, subject to change.
- These are available on the Cost website at the link below:
 - <http://www.umaryland.edu/cost/training/>
- Tentative Dates are
 - Wednesday October 31st, 2018 – Upcoming class
 - Thursday January 31st, 2019
 - Tuesday April 30th, 2019 and
 - Wednesday July 31st 2019



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FSPR- Payroll Topics



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Foreign National Employees Annual Glacier Renewal Process

2019 Glacier Renewal Process

- Foreign Nationals: Employees that are not US citizens or Permanent Residents.
- For a list of all foreign nationals in your dept. please run query: UMB_PR_CSF_RENEWAL.
- The 2019 Glacier Renewal is a mandatory process for foreign nationals employees that are:
 - ✓ Eligible for a tax treaty benefit in 2019
 - ✓ Employees with changes on their visa classification, RA/NRA residency status eff. 1/1/2019, and change of address or SSN.





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2019 Glacier Renewal Process

- **ALL** your foreign nationals must log into their Glacier records and review/make all necessary updates.
 - ✓ If no changes were made, they should NOT send a renewal packet for 2019.
 - ✓ If changes were made to the residency status eff. 1/1/2019, visa classification, address or SSN; a renewal packet must be submitted.
 - ✓ If claiming a tax treaty benefit in 2019, a renewal packet must be submitted.
- Deadline for submitting all of your foreign national renewal packets is Friday November 9th.
- For employees submitting Renewal packets:
 - ✓ If claiming a Tax treaty benefit, the original forms and supporting documents must be submitted PLUS 1 set of copies.
 - ✓ If not claiming a tax treaty, send original forms only. No copies are needed.



2019 Glacier Renewal Process

- For all 2019 Renewal packets, make sure to mark the Tax Summary Report with a big “2019”
- Employees eligible for a tax treaty benefit in 2019 will receive an email directly from Glacier advising them of the renewal process and the steps to take. The sender should be support@online-tax.net
- If you need to submit a 2018 packet for a new hire or visa extension for example, make sure to submit both 2018 and 2019 if applicable. Packets for 2018 will **NOT** be used for the renewal process.

2019 Glacier Renewal Process

- We have a section on our website for the Non-US Citizen Taxes (<http://www.fincsvc.umaryland.edu/payroll/>). You will find links to all the **2019 forms** from the table that tells you which forms are needed. Most of the forms can be printed off from the GLACIER system. If the forms are not available from the GLACIER system, you may refer to our website to obtain the required forms. The W4 form from the GLACIER system **CANNOT** be used. The individual **MUST** use the State of Maryland W4 form (can be found on FS-Payroll website). Please **disregard the GLACIER W4 form**.



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New Moving Policy

New Moving/Relocation Policy

- Refer to UMB Policy VIII-16.00(A) Payment to Assist an Employee Incurring Moving and Relocation Expenses and
- Financial Services Procedure on Payment to Assist an Employee Incurring Moving and Relocation Expenses

New Moving/Relocation Policy

- Submit a PAF to FSPR for moving/relocation payment and include the following supporting documents:
 - Employee's offer letter showing the authorized amount
 - Moving and Relocation payment Agreement
- Check Box "Other" on PAF, enter "MOV" as earnings code and the authorized amount

New Moving/Relocation Policy

- Enter Tax Periods on PAF upon employee's request:
 - Moving payment is subject to tax withholding so he/she is encouraged to consider the tax effect of the moving expense payment
 - Moving payment will be included with employee's regular bi-weekly pay in one paycheck
 - Employee has an option to be taxed as if the entire payment (moving expense payment + regular pay) was received in multiple pay periods

New Moving/Relocation Policy

- Enter Tax Periods on PAF upon employee's request (cont'd):
 - Department is responsible for communicating this information to their employees/faculty and must contact them to determine the method for the tax calculation: one pay period or multiple pay periods
 - Below formula is used to calculate the maximum number of pay period can be entered in the tax period field:
 $(\text{Regular gross pay} + \text{moving payment}) / \text{Regular gross pay}$

New Moving/Relocation Policy

- New employees are usually being taxed at the highest rates until Central Payroll Bureau (CPB) has processed their W-4 form
- Employees are encouraged to seek guidance from a tax advisor prior to submitting a Payroll Adjustment Form for Moving payment

New Moving/Relocation Policy

- Employees can also change their W4 information via the POSC at <https://interactive.marylandtaxes.gov/Extranet/cpb/POSC/User/Start.aspx>
- Details on How to complete a PAF for Moving Payment has been published at FSPR-Helpful Links <http://www.umaryland.edu/financialservices/payroll/helpful-links/>



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Overpayment

Overpayment Statistics

OVERPAYMENTS						ACCOUNTS REFERRED TO CCU	
Schools/Units	Feb 14 - Dec 14	Jan 15 - Dec 15	Jan 16 - Dec 16	Jan 17 - Dec 17	Jan 18 - Sept 18	CCU	No. of employees
Central Admin	22	24	32	31	17	\$ 45,271.49	52
SOD	5		1	1	2		0
SOL	2	1	1	4	1	\$ 3,787.40	2
SOM	80	87	83	87	45	\$ 62,409.91	45
SON	20	19	13	8	4	\$ 17,338.72	5
SOP	17	10	18	15	34	\$ 2,313.00	6
SSW	4	10	5	6	17	\$ 4,949.43	3
No. of Overpayments	150	151	153	152	120		113
Overpayment Amount (\$)	\$ 447,753.80	\$ 646,740.31	\$ 422,063.57	\$ 375,551.29	\$ 273,301.04	\$ 136,069.95	

Notes:

1. Overpayments automatically deducted in UMB from employee's paycheck without causing negative pay are not included
2. Direct Deposit recoveries and paper Payroll Check cancellation from February 2014-December 2015 are not included

Overpayment- AR Aging Report

- Department Administrator/Payroll Reps are encouraged to run the CBS AR Aging Report to see customer billing transactions
 - All Financials users have access to the AR Aging Report
 - HR/PR users can submit a Financials User Authorization Form to CITS requesting basic access which includes Aging report
 - Check box if user is requesting new/change/add/delete to the Financials Systems
 - Complete User Information Section
 - Leave Department Roles Section Blank
 - Complete Signature Section
- A UPK training on how to run a CBS AR Aging is available:
 - From myUMB Portal page, on the Enterprise Menu, click on UMB Systems Tutorials Browser > UMB Customer Billing System > there will be 4 sub items listed

eUMB Financial User Authorization

UM/CITS eUM Financials User Authorization Form and System Access Agreement Department - Employee of UM

- New** - User is new to the eUM Financials system and does not have a User id – add user
- Change/Add** - User currently has a User ID for the eUM system – change access to add the role(s) below
- Change/Remove** - User currently has a User ID for the eUM system – change access to remove the role(s) below
- Change/Replace** - User currently has a User ID for the eUM system – change access to totally replace current access with the role(s) below
- Delete** - Completely remove User's access to the eUM system – user's full security (all roles and permissions) will be locked and access to the application will be denied.

User Information - Please type or print

User Name (Last, First, MI)	Date	School/Department
Dole, John	10/1/18	Financial Services
eUM Employee ID	Campus Email Address	Campus Phone
001234	John.dole@umaryland.edu	6-1243

Department Roles

Role	Assign Role	Remove Role	Report ID	Workflow Route Controls/ Department ID(s)
Requester				
Requisitioner				
Dept Requisition Approver				
Receiver				
Pro Card Viewer				
Pro Card Reallocator				
Dept JE Initiator				
Dept Administrator				
Dept Report Distribution			30/60/90 Deliverable & Standard	
Reports and Project view	Assigned to all FN users			

Comments

--

Employing Unit (must be Department Chair or Unit Director) - I accept the terms of the Agreement defined on the second page of this form.

Signature	Date	Phone
Print Name	Title	Email Address

User Signature - I accept the terms of the Agreement defined on the second page of this form.

Signature	Date

Overpayment

- Statistics shows overpayments are mainly caused by termination, unpaid leave, late/missing ETS, and FTE reduction
- To prevent an overpayment, departments may check:
 - Pending termination query during payroll processing week:
UMB_EPAF_TERMS_NOT_EXECUTED
 - Follow up with employees/supervisors for missing ETS because employees could be on unpaid status or even terminated
 - A ****new query**** has been created to list employees with salary changes

UMB_EPAF_PENDING_EPAF_W_SALARY

- FSPR will process salary reduction adjustment before loaded onto eUMB only with HR approval as backup document
- Salary increase cannot be processed until ePAF has been loaded onto eUMB

Overpayment (Net Payback due date)

- Generally employees who are overpaid can payback net amount as CPB can correct employee's taxes
- Each year CPB set a deadline for net payback to prepare for year end W2 process
- After the Net payback deadline, CPB can no longer correct employee's taxes. Employee will have to payback in gross amount (federal + state taxes)
 - Return signed FICA if applicable
 - If a required signed FICA form is not returned with the repayment, the FICA amount will be charged and a new invoice will be sent to the employee

Overpayment (Net Payback due date)

- In 2018, the deadline for the net payback is Friday, November 16th
 - Checks and/or credit card payments must be received and deposited by Central Billing by Wednesday, 11/14/18
 - Deposits after 11/16/18 will be considered as late. Employees must pay back in gross and a FICA form (if applicable) must be signed and return with payment
 - Employee will be charged the FICA amount if he/she did not send back the required signed FICA form
 - Employee will need to wait for a Corrected W-2 to file his/her tax return

Overpayment (Net Payback due date)

- We have already sent out emails to the payroll reps listing employees
 - Who have not repaid in full
 - The amount due before and after 11/16/18
 - Employees will receive a new invoice for the difference between the net and gross amounts if the net payback is not received and deposited by 11/16/18
 - FICA forms have been attached if they're required to be signed by employees



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Addresses listed in eUMB

Addresses

- There are 2 Address Type fields in eUMB
 - Home
 - Can be updated by employee, users with Self-Service Manager access, and HRSC
 - CPB (per W-4)
 - Updated via CPB File Transfer process
 - If the address is listed as “Howard County”, CPB has no address on file for the employee
 - A new paper W-4 Form is required to be sent to CPB

Current Addresses				Personalize Find View All   First  1-2 of 2  Last
Address Type	As Of Date	Status	Address	
Home	09/25/2017	A	220 Arch Street, 13/F., Baltimore, MD 21201	View Address Detail
CPB (per W-4)	09/29/2017	A	Howard County	View Address Detail

Addresses

- Employee's Home and CPB (per W-4) should be the same
- Departments should ask employees to review & update addresses via Self-Service page (Home); or submit new W4 (CPB)
- In January, CPB will mail out 2018 W2 Form directly to all employees based on the address listed in CPB (per W-4) field

Addresses

- If possible, FSPR sends out courtesy email to payroll reps for employees having different home and CPB addresses
- Holiday scheduling such as Thanksgiving and/or the winter break, we will not send out courtesy emails
 - Plan ahead to advise employees to review their addresses, update addresses if necessary

Addresses

December 2018- Department Payroll Calendar						Key: SPC = RAVEN Statement of Payroll Charges; PCD = HRMS Payroll Charges Detail; EFP = Employee Funding Profile; PR/CCR = Payroll Register or Cost Center Report	As of May 2018
<i>Note: Time admin runs on dates with a check mark(✓)</i>							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
2	3✓ ♦ Submit advances- #19-11 ♦ Approve ETS #19-11	4✓ ♦ Submit advances- #19-11 ♦ Approve ETS #19-11 ♦ Payroll Processing Begins ♦ Print PR/CCR- #19-12 ♦ PA forms entered by FSPR	5✓ ♦ Print PR/CCR- #19-12 ♦ Final ETS Approval #19-11 ♦ Submit Payroll Corr- #19-12 ♦ PA forms entered by FSPR	6 ♦ Print PR/CCR- #19-12 ♦ Submit PR Corr #19-12 ♦ PA forms entered by FSPR	7 ♦ Print PR/CCR- #19-12 ♦ Final PR Corr #19-12 due by 2pm ♦ Gross pay #19-12 sent to CPB by COB	8 PP#19-12 Ends 11/25-12/8	
9 PP#19-13 Begins 12/9-12/22	10 ♦ No T&L Access ♦ Foreign National Independent Contractor Payment Form due #19-13	11✓ ♦ CPB deductions loaded #19-12 ♦ Leave Accrual Process #19-12 ♦ Print Chk Reg & Leave Accr Rpt- #19-12 ♦ Approve ETS# 19-12 ♦ Sched & Comp Plan chges due #19-13 & 19-14	12✓ ♦ Approve ETS #19-12 ♦ Actuals Distributions #19-12 and Encumbrances Run ♦ Payroll Adjustment forms due #19-13	13✓ ♦ Run PCD Report- #19-12 ♦ Approve ETS # 19-12 ♦ Payroll Adjustment forms due #19-14	14✓ PAYDAY #19-12 ♦ Run SPC- #19-12 with Encumbrances ♦ Submit advances- #19-12 ♦ Approve ETS #19-12	15	
16	17✓ ♦ Submit advances- #19-12 ♦ Approve ETS #19-12 ♦ Payroll Processing Begins ♦ Print PR/CCR- #19-13 ♦ PA forms entered by FSPR	18✓ ♦ Print PR/CCR- #19-13 ♦ Submit Payroll Correction- #19-13 ♦ Final ETS Approval #19-12 ♦ PA forms entered by FSPR	19 ♦ Print PR/CCR- #19-13 ♦ Submit PR Corr # 19-13 ♦ PA forms entered by FSPR	20 ♦ Print PR/CCR- #19-13 ♦ Final PR Corr #19-13 due by 2pm ♦ Sched & Comp Plan chges due #19-14 ♦ FNIC Payment Form due #19-14 ♦ Gross pay #19-13 sent to CPB by COB	21 ♦ No T&L Access	22 PP#19-13 Ends 12/9-12/22	
23 PP#19-14 Begins 12/23/18-1/5/19	24 ♦ No TL Access	25 CPB Holiday FSPR / HRSC Offices Closed	26 FSPR / HRSC Offices Closed ♦ CPB deductions loaded #19-13 ♦ Leave Accrual Process #19-13 ♦ Print CkReg&Leave Accr Rep-#19-13	27 FSPR / HRSC Offices Closed	28 PAYDAY #19-13 FSPR / HRSC Offices Closed	29	
30	31 FSPR / HRSC Offices Closed	1/1 HOLIDAY- FSPR / HRSC Offices Closed	1/2✓ ♦ Run SPC- #19-13 with Enc ♦ Run PCD Report- #19-13 ♦ Submit advances- #19-13 ♦ Approve ETS #19-13 ♦ Payroll Processing Begins ♦ Print PR/CCR- #19-14 ♦ Final ETS Approval #19-13 ♦ PA forms entered by FSPR	1/3 ♦ Print PR/CCR- #19-14 ♦ Submit PR Corr #19-14 ♦ PA forms entered by FSPR	1/4 ♦ Print PR/CCR- #19-14 ♦ Final PR Corr #19-14 due by 2pm ♦ Gross pay #19-14 sent to CPB by COB	1/5 PP#19-14 Ends 12/23/18-1/5/19	

Addresses

- CPB prints address on paper paychecks if employee's W-4 Form is on file
- We create address label based on employee's 'Home' address field for paper paychecks without address listed

Addresses

- Termination record is sent down to CPB 30 days after the termination effective date or creation date, whichever is the latest
- CPB deletes direct deposit if someone is terminated for a month
- Communicate this information to your employee especially if he/she is rehired for payout
 - make sure employee's address is correctly listed in the CPB (per W-4) address field in eUMB



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Delinquent/Outstanding ETS

Delinquent/Outstanding ETS

As of October 17, 2018

School/Dept	* Delinquent ETS	** Outstanding ETS
Central Administration	1	27
School of Nursing	0	3
School of Social Work	13	50
School of Medicine	11	267
School of Pharmacy	0	9
School of Dentistry	1	1
	<hr/> 26	<hr/> 357

* Delinquent ETS: PPE 6/23/18 to 9/1/18

** Outstanding ETS: PPE 9/15/18 and 9/29/18

Online view: [ETS Statistics Page](#)

Query: UMB_ETS_DELINQUENTS_1_PP

Delinquent/Outstanding ETS

- Delinquent/outstanding ETS may cause problems such as overpayments and/or incorrect reporting
- Review payroll calendar and plan ahead
- For PPE 1/5/19, ETS Approver will only have 1 day to approve ETS



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Payroll Calendar

Payroll Calendar

- Deadlines for ePAFs and EFPs/DRs/BRs will be removed from the Payroll Calendar
- Contact HRSC for ePAFs deadlines
- Contact Costing and Compliance for EFPs/DRs/BRs deadlines



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**Form MW507M-
Exemption from Maryland Withholding
Tax for a Qualified Civilian Spouse of a
US Armed Forces Servicemember**

Form MW507M

- Employees claiming Exemption from State tax on their W4 due to being the civilian spouse of an active US Armed Forces service member
- Required to submit MW507M with Form W-4 and attach a copy of the dependent military ID card
- Required a new Form MW507M and W4 each year to maintain the exemption

Form MW507M

- CPB requires Part 2 of the form to be completed by employer
- CPB will start sending them back if Part 2 is not completed which will delay the employee's exempt status and taxes will not be refunded
- The form has been updated and published with Part 2 completed
- HR-Onboarding team will start bringing updated form for new hires who may need the form
- Send all tax forms (MW507M and W4) to FSPR- we will forward them to CPB after review



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Salary Pay Calculation and Actuals Distributions Review

Salary Pay Calculation

- Salary Pay is always calculated on 10ths except for the pay period crossing over fiscal years, i.e. PPXX-01
- For PPXX-01: Campus users will be notified either by email or at a payroll reps meeting whether salary pay is on 10ths or 14ths
- Non exempts and hourly employees are based on schedule hours/reported hours so their pays are always on 10ths
- 10ths Vs 14ths
 - Count work days only (Mon-Fri) if the calculation is on 10ths
 - Count each day (Sun-Sat) if the calculation is on 14ths

Salary Pay Calculation

- 10ths Vs 14ths

- Example: An exempt employee's last day work is on 6/30, bi-weekly salary \$1,000

- Salary pay on 10ths:

- \$1000/10 days = \$100 per day
- \$100 x 2 days (6/29 & 6/30) = **\$200**

- Salary pay on 14ths:

- \$1000/14 days = \$71.42857 per day
- \$71.43 x 3 days (6/28, 6/29, 6/30) = **\$214.29**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28 PP#19-01 Begins 6/28-7/11	29 ♦ No T&L access ♦ Foreign National Independent Contractor Payment Form Due #19-01	6/30✓ ♦ CPB deductions loaded #18-26 ♦ Leave Accrual Process #18-26 ♦ Print Check Reg and Leave Acc Rot- #18-26 ♦ Approve ETS #18-26 ♦ Schedule & Comp Plan changes due #19-01 ♦ EFPs due for #18-26 by 8pm ♦ No EFPs eff dated <7/1/18 after 8pm ♦ Copy FY15 EFPs, Create FY19 Initial & 'FIX' EFPs	7/1✓ ♦ Actual Distribution #18-26 with No Encumbrances Run ♦ Approve ETS #18-26 ♦ Create FY19 EFP Begins	7/2✓ PAYDAY #18-26- NO ORP ♦ Run PCD Report- #18-26 ♦ Submit advances- #18-26 ♦ Approve ETS #18-26 ♦ Payroll Adj forms due #19-01	7/3 CPB Holiday ♦ Run SPC- #18-26 no encumbrances HOLIDAY- FSPR /HRSC Offices Closed	7/4
5	6✓ ♦ Approve ETS # 18-26 ♦ Submit advances- #18-26	7✓ ♦ Submit advances- #18-26 ♦ Approve ETS # 18-26 ♦ Payroll Processing Begins ♦ Print PR/CCR- #19-01 ♦ PA forms entered by FSPR	8✓ ♦ Print PR/CCR- #19-01 ♦ Final ETS Approval # 18-26 ♦ Submit Payroll Corrections- #19-01 ♦ PA forms entered by FSPR	9 ♦ EA/NH Forms for #19-02 due in HRSC by 12pm ♦ Print PR/CCR- #19-01 ♦ Submit Payroll Corr- #19-01 ♦ PA forms entered by FSPR	10 ♦ Print PR/CCR- #19-01 ♦ Final Payroll Corrections #19-01 due by 2pm ♦ Gross pay #19-01 sent to CPB by COB	11 PP#19-01 Ends 6/28- 7/11

Pay Earnings Distribution

- Unlike salary pay calculation, pay earnings distribution is always on 14ths
- Distribution is based on earnings begin and end dates
 - Example:
 - Count days from 6/25/18 to 7/7/18- total of 13 days
 - Expense for each day: $\$1,857.67/13 \text{ days} = \142.90

Pay Earnings													Personalize	Find	First	1 of 1	Last
Addl #	Earnings Begin Date	Earnings End Date	Emcd		Hours	Earnings	Hourly Rate	FLSA Rate	Deptid	Combo Code	FICA	Tax Periods	TL Source				
	06/25/18	07/07/18	RGS	Regular Salaried	80.00	1857.67	23.220822		10301000		Subject	1					

Pay Earnings Distribution

- Cont'd – Example:
 - Count days from 6/25/18 to 6/30/18: Total of 6 days
 - Acctg Period 12 charges: $\$142.90 \times 6 \text{ days} = \857.39
 - Count days from 7/1/18 to 7/7/18- total of 7 days
 - Acctg Period 1 charges: $\$142.90 \times 7 \text{ days} = \$1,000.28$

Pay Earnings													
Addr #	Earnings Begin Date	Earnings End Date	Emcd		Hours	Earnings	Hourly Rate	FLSA Rate	Deptid	Combo Code	FICA	Tax Periods	TL Source
	06/25/18	07/07/18	RGS	Regular Salaried	80.00	1857.67	23.220822		10301000		Subject	1	

Earnings Distribution									
Emcd	Earns End Date	Fiscal Year	Acctg Period	Combo Code	Acct	Amount	Dept ID	Empl Rcd#	BR / DR Pay End Date
RGS	06/30/18	2018	12	0000029726	1021	857.39	10301000	0	
RGS	07/07/18	2019	1	0000029726	1021	1000.28	10301000	0	

QUESTIONS?

Key Contacts

- FS- Payroll 6-1243
 - DL-BFPayrollHelp@umaryland.edu
- HRS- Service Center 6-7600
 - DL-HRSServiceCenter@umaryland.edu
- HRS-Compensation 6-2606
 - HRSCompensation@umaryland.edu
- HRS- Employee and Labor Relations 6-7302
- Costing and Compliance
 - RS-Effort Reporting Help