PAYROLL REPRESENTATIVES
October 7, 2008

Agenda

- Introduction   Jackie Ball
- International Services   Renee Mason
- HRIS   James Abrams
- Environmental Health   Jeff Kiefer
  & Safety

- Benefits   Michelle Mahan
- Payroll   Candace Chow
- Compensation   Pam Palmer
- CITS   Fran Dominguez
- Staffing & Career Services   Juliet Dickerson

HR Service Center
Things to remember

- Paperwork must be received by cut-off date and time to be processed in that payroll cycle.

- Packets that are missing forms will be returned.

- Actions that need Compensation's approval must be sent to Comp before the Service Center receives the EAF. Attach a copy of the approved Compensation Form to the EAF.

- E-mails will be sent to departments asking that you terminated C-1's that are in the system but have not received a paycheck for one year.

Office of International Services

Renee Mason

Human Resources Information Systems
James Abrams

Human Resource Information Systems (HRIS)
e-Learning   Self Service

http://www.hr.umaryland.edu/hris/ss_resources.htm

Environmental Health & Safety

Jeff Kiefer

UMBENEFITS

Joanne Rainey: Healthcare
Vernell Cooper: Retirement Plans & Tuition Remission
Sandra Jones: Retirement

Michelle Mahan, Manager
Patricia Ilowite, Director of Compensation & Benefits

Ph: 410-706-2616
http://www.hr.umaryland.edu/benefits/

New "How To" Instructions

Change in Family Status Event Instructions

- Acceptable temporary documentation for newborns
- Flexible Spending Account eligibility for newborns
- Documentation needed to cancel coverage
- Reminders to Update Beneficiary/ies if applicable

New "How To" Instructions

Coming Soon!

How to Transfer to or from a State Agency/USM

How to Manage Your Benefits While on FMLA or a Leave of Absence

Dependent Documentation Audit

DBM (Dept. of Budget & Management) is currently auditing all documentation submitted during open enrollment.

Employees will have 15 days from the date of DBM's letter to comply or the dependent's benefits will be terminated as of 7/1/08.
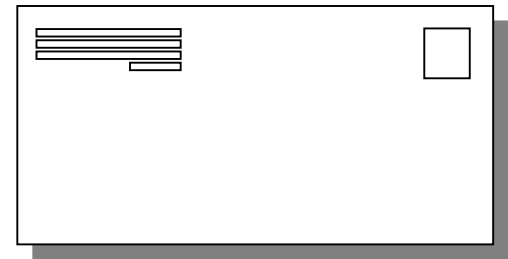
Medicare Reminder

Employees & their spouses **should not** enroll in Medicare Part B until the employee retires if healthcare is through the State of MD employee's policy.

Employees only need to enroll in Part A (hospital coverage) if collecting social security benefits **OR** when they enroll in Part B (at retirement).

New Benefits Website Home Page

New "drop down" menu style

Easier & Quicker to find information

Focus on "How do I"

http://www.hr.umaryland.edu/benefits/

Tuition Remission

- 10/17 Paycheck: TR Taxation Starts (75 employees)

- TR Forms should be sent to Benefits Office 4-6 weeks prior to the beginning of the semester

- NEW- **UMUC** now requests TR forms to be submitted PRIOR to the employee enrolling for the semester- **10 days prior to student registration.**

Online Payroll Rep. Training

Coming Soon!

- Intro to Enrolling in Healthcare 101

- Intro to Enrolling in Mandatory Retirement Plans 101

- Online Optional Test

October Lunch & Learns

National Work & Family Month

End of October: SECU, Nationwide & College Savings Plans of MD.

To Register online: http://www.hr.umaryland.edu/main/hrscourses/

Email will be forthcoming to forward to employees.

Questions

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Payroll
Candace Chow

Payroll Calendar

- PP09-11 (11/9-11/22/08)
  – Payday Wednesday, 11/26/08
  – Paychecks pickup 9am
- PP09-12 (11/23-12/6/08)
  – No TA processing from 11/27-11/28

Payroll Calendar

- PP09-13 (12/7/08-12/20/08)
  - Payday Friday, 12/26/08
  - Paychecks pickup 12/24 at 9am
  - No advances
- PP09-14 (12/21/08-1/3/09)
  - Payroll adjustment forms due Tuesday, 12/23/08
  - No TA processing 12/24, 12/25, & 12/31
- Payroll calendar can be found at http://www.fincsvc.umaryland.edu/payroll/

EFP Inquire Page

- New Fiscal Year field
  - Option to enter the FY to look up the EFP
  - Effective Monday, 10/13/08
  - The hyperlink on workflow e-mails sent prior to 10/13/08 will not go directly to the EFP- you will need to enter fiscal year

EFP Inquire Page

Home > Define Business Rules > Define Commit Accounting(US) > Inquire > **UMB Employee Funding Profile**

UMB Employee Funding Profile

Find an Existing Value

Fiscal Year: `2009`

EmplID:

Empl Rcd Nbr:

Effective Date:

Name:

Search   Clear   Basic Search

Account Status on EFPs

Account Status on EFPs

- Use Account Status "Change" only for Funding End Date and % Distribution change
- Use Account Status "New" for Project ID/HRMS Account Code change- Mark Account Status "Delete" for the old Project/HRMS Account Code

Supplemental Compensation

- Required approval from HR-Compensation (faculty excluded)
- Revised form on FS-Payroll website http://www.fincsvc.umaryland.edu/payroll/forms.cfm

Foreign National Renewal

- Details will be sent via email mid to end of October
- All foreign nationals are expected to receive an email from "Support@online-tax.net" with subject line "Payments from University of Maryland, Baltimore"
- Email recipients are required to complete a record in GLACIER
- Disregard old Citizenship Status Form

Payroll Adjustment Forms

- Reminder- Payroll adjustment forms such as leave payout, supplemental pay, and retro for new hires, etc. are due 1st Friday of the normal payroll processing cycle

- Late Payroll Adjustments (2nd week of the normal payroll processing cycle) are normally for overpayments and corrections

- Late payroll adjustments must be submitted in person

Security Role and T&L Change

- Please see the presentation at FS-Payroll website:

http://www.fincsvc.umaryland.edu/payroll/

- Security Role Training Guide is available at FS-Payroll website

Compensation Forms

- Revised as of September 2008
- HR Forms - http://www.hr.umaryland.edu/main/hrforms.htm
  - Position Requisition - http://www.hr.umaryland.edu/main/formsword/posreq.doc
  - Create and Waive - http://www.hr.umaryland.edu/main/formsword/waiver.doc
  - All Other New Compensation Request Forms will be posted by October 13, 2008
- Consistency of format across forms
- PCBU Information Required for Position Requisitions and Create and Waive Requests
  - Hiring Freeze Guidelines and Exception Form: http://www.hr.umaryland.edu
  - Provide position number for positions being re-filled

Compensation Forms

- Supporting Justification Required for Acting Capacity, Within Pay Level Adjustments, Reassignments, and Re-evaluations
  - Business Reason for Action
  - Employee's Education, Expertise, and Responsibilities
  - Internal Equity Comparison
  - Length of Time Consideration
  - Current Resume
- Within Pay Level and Re-Evaluation Requests are now separate forms

Compensation Forms

- Effective Date
  - Either the date HR receives request or
  - Specified future date
- Email the electronic job description to your Staffing Specialist
- For More Information Contact Compensation at 410-706-6338

Affiliate Process
Fran May Dominguez

Affiliate Process

- Affiliates
  - Who are affiliates?
  - Why are they getting set-up?
  - Where is the information stored?
  - What information is being captured?
  - How does an affiliate get created?
- Affiliate Data Verification Process
- How to handle New Employees?

Who are affiliates?

Affiliates are people who:

- – have an affiliation with UMB

- – are not UMB faculty, staff or students

- – are not **paid** by the university

Examples of Affiliates

- Dental School contractors
- UMMS, STAPA, VA or UPI staff
- Pharmacy Preceptors
- Emeritus Faculty
- Alumni

Why are they getting set-up?

Affiliates need a directory account to:

- Access HRMS, Financials or COEUS
- Be added to the campus directory
- Obtain a One Card
- Get building access

Affiliate information …

- Where is the information stored?
  - Stored in eUMB HRMS system
- What information is being captured?
  - Name and campus contact information
  - Date of birth
  - UMB Sponsor (must be UMB employee)

How does an affiliate get created?

Online form (http://cf.umaryland.edu/onecard/affiliates/)

- Fill in required fields (name from social security card)
- Select a sponsor (based on campus affiliation)
- Print form
- Get Sponsor Signature
    - SOM & SOP require additional signature
- Submit the form to ASC Help Desk

Affiliate Online Application Form

Affiliate Online Application Form

Affiliate Application Printout

Affiliate's Information

First Name	MARY
M.I.	X
Last Name	JANE
Affiliated Department	CITS
Campus Affiliation	Center for Info Tech Services
Department Location	HS & HS Library Building
Work Phone	4107061234
Email	mjane@umaryland.edu
Date of Birth(yyyymmdd)	19700101
UMB Sponsor's Name	S. Petroski

UMB Sponsor's Information (Sponsor must be a UMB Employee)

Sponsor's Signature: _____
Printed Sponsor's Name: S. Petroski
Date: _____
Work Phone: 410 706 8338
Work Fax: _____
Email: ppetrosk@umaryland.edu
Title: AVP, CITS
Department: CITS Operations
Emplid: _____

Affiliate Data Verification Process

- UMB Affiliate Data Verification Forms (with instructions) have been sent to the sponsors.
  - To be returned by October 31, 2008
- Sponsors are being asked to advise current affiliates to update their campus contact information (via Self Service).

How to handle New Employees?

New employees who do not have an emplID may need immediate …

1. Access to HRMS, Financials or COEUS

2. OneCard issued for Building Access

New Employees (without emplID) who need access to HRMS, Financials or COEUS …

1. Request an affiliate ID
   - Fill out & print online affiliate form (use name from social security card).
     All information entered on the form must match the employee's HR record.
   - Get sponsor signature(s).
     SOM & SOP require additional signature.
   - Send form to ASC Help Desk.

2. Submit eUMB/COEUS Access Forms (to add access with affiliate ID).

3. After employee gets emplID
   - Send email to ASC Help Desk to inactivate the affiliate ID.
   - Submit eUMB/COEUS Access Forms (to delete access with affiliate ID).
   - Submit eUMB/COEUS Access Forms (to add access with emplID).

New Employees (without emplID) who need OneCard issued for building access …

1. Check Campus Directory to verify the new employee is not there

2. Payroll Rep to send email to Auxiliary Services to request a "stub record" be created (http://www.umb-one.umaryland.edu/newempl.cfm)

   The following information must match employee's HR record:
   - Employee's name (use name from social security card)
   - Date of Birth
   - Last 4 numbers of SSN
   - Department/School
   - Faculty/Staff

3. Check Campus Directory to verify the new employee is there (name will be in "all caps")

Questions?
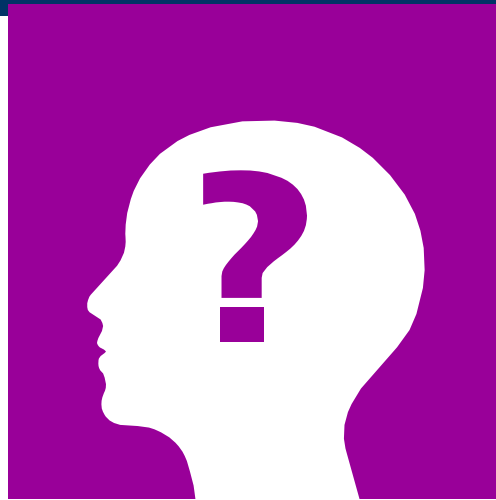
Human Resources Initiatives
Juliet Dickerson

Background Investigations

- Over 200 faculty/staff investigations requested since July 1st
- Average turnaround time 3.5 days (foreign degree verifications take more time)
- The investigators use the information that is provided by the applicant
  - accurate contact information = faster turnaround
- Billing has begun – reminder –
  - there are additional charges for international degree verification

Faculty Postings

- Faculty job postings can now be advertised on the HR website.

- This includes Associate/Assistant Professors, Post-doc fellows, adjunct faculty openings, research associates

- Email your job postings to facultyposting@af.umaryland.edu

Faculty Postings

- Postings will remain on website for 30 days.
- This is a posting service, not an applicant tracking service.
- Job postings should include:
  - Department
  - Job title
  - Area of specialization
  - Contact information
  - Closing date
- Candidates for faculty positions <u>will not </u>be able to apply on line. The contact information should include directions on how to apply.

Mid-Atlantic HERC

- Mid-Atlantic Higher Education Recruitment Consortium (HERC)
- Supports a trend in academia to pool resources for qualified faculty/staff candidates
- Started in Northern California as a way to assist dual career couples

Mid-Atlantic HERC

- Loyola College, University of Richmond and NIH are co-founders
- 16 regional colleges/universities/government entities have participated in the inaugural launch
  - http://www.jobtarget.com/home/index.cfm?site_id=4076
- The site went live on October 1, 2008