



UNIVERSITY *of* MARYLAND
BALTIMORE

Payroll Reps Meeting

Thursday, December 9, 2021
3pm – 4pm

Office of the Controller- Payroll Services

Agenda

- Leave Transfer Form
- Submit payroll forms
- Paper paychecks
- Childcare Grant Program
- Childcare Subsidy
- Year End payroll processing

LEAVE TRANSFER FORM

Leave Transfer Form

- We started receiving Leave Transfer Forms from departments
- Instead of scanning an approved Leave Transfer Form back to you, we (OOTC- PS reviewer) will send you an email to confirm the approved hours to be transferred
- Reminder: You cannot contact other state agency to transfer leave until you received our email confirming the leave hours

FORMS

Forms

- In the last 3 months, CPB returned about 500 direct deposit, W-4, and State Withholding forms
- Encourage new hires to submit Direct Deposit, Federal W-4, and State withholding forms the 2nd day to department payroll reps
- Department payroll reps can send these forms to OOTC-Payroll Services, we will send these forms to CPB after review
- Before sending payroll forms to PS, please check and make sure employees are in eUMB HRMS as some rejects are due to employees not in CPB system

Forms

- Some departments prefer to perform the forms review and mail employees' forms directly to CPB
- How to review these forms?
 - Use the forms from OOTC- PS website at <https://www.umaryland.edu/financialservices/payroll/forms/index.asp>
 - Complete in its entirety
 - Must be typed, print, then sign it in black ink

Forms- Direct Deposit



STATE OF MARYLAND PAYROLL DIRECT DEPOSIT AUTHORIZATION

Payroll System (Check one)	<input type="checkbox"/> Regular	<input type="checkbox"/> Contract	<input checked="" type="checkbox"/> University of Maryland
Social Security Number		Employee's Name (please print)	
1 2 3 - 4 5 - 6 7 8 9		Jane Dole	
Agency Code		Agency Name (please print)	
3 6 0 2 2 1		University of Maryland, Baltimore	

I authorize the State of Maryland Central Payroll Bureau to take the following action with my net salary:

(Check One)	CPB Use Only
<input checked="" type="checkbox"/> 1. <i>Initiate</i> deposit directly to my checking/savings account (Will take at least two pay periods to allow for pre-note process.)	
<input type="checkbox"/> 2. <i>Change</i> account type (checking/savings account), and/or bank routing number to which my net salary is deposited (cancel of old account will occur within 21 days for receipt of CPB; you will receive a payroll check until the new account is established). Do not close account until payroll check is issued.	<u>Effective PPE:</u>
<input type="checkbox"/> 3. <i>Discontinue</i> direct deposit into my checking/savings and issue a payroll check instead. Do not close account until payroll check is issued.	<u>Processed by:</u>
Bank Name: (Omit if action 3 is checked) PNC Bank	
Account Type: (Must Check One) If not marked this form will be returned	
<input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings	
Bank Number	
0 0 1 2 3 4 5 6 7	
Checking/Savings Account Number	Verify carefully. For checking, copy directly from your personal check. Do not include your check number. Do not use your deposit slip number.
0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8	
IAT requirement <input type="checkbox"/> Check box if your full net pay is subsequently transferred to a foreign bank.	

I authorize the State of Maryland to deposit my net salary to the bank and account named above. This authorization is to remain in force until the State of Maryland receives written notification from me of its termination in time and manner that allows the State and the bank a reasonable opportunity to act upon it. In the event that the State of Maryland notifies the bank that funds to which I am not entitled have been deposited to my account in error, I authorize and direct the bank to return said funds to the State as soon as possible. If the funds erroneously deposited to my account have been drawn from that account so that return of those funds by the bank to the State is not possible, I authorize the State to recover those funds by setting off the amount erroneously paid me from any future payments from the State until the amount of the erroneous deposit has been recovered, in full.

Date
11/18/2021

Employee signature
(Original wet signature required)

(410) 706-1243
Daytime phone number

Instructions:

* Only one account is permitted for direct deposit. You can choose either checking or savings not both.

Forms- Federal W4

Form **W-4** Employee's Withholding Certificate **2021**

Department of the Treasury
Internal Revenue Service

☒ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
☒ Give Form W-4 to your employer.

☒ Your withholding is subject to review by the IRS.

Step 1 – Personal Information (Please complete form in black ink.)

Payroll System (check one) <input type="checkbox"/> RG <input type="checkbox"/> CT <input checked="" type="checkbox"/> UM		Agency Number 360221	Name of Employing Agency University of Maryland, Baltimore	
(a) Employee Name Jane Dole		(b) Social Security Number 123-45-6789		
Home Address (number and street or rural route) (apartment number, if any) 220 Arch Street		Does the name match the name on your Social Security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov		
City Baltimore	State MD	Zip Code 21201	County of Residence (required) Baltimore City	
(c) <input type="checkbox"/> Single or Married filing separately <input checked="" type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)				

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following.

- (a) Use the estimator at www.irs.gov/W4app for most accurate withholding for this step (and Steps 3–4); or
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. ☐

TIP: To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3:	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):	
Claim Dependents	Multiply the number of qualifying children under age 17 by \$2,000 <input type="checkbox"/> \$	
	Multiply the number of other dependents by \$500 <input type="checkbox"/> \$	
	Add the amounts above and enter the total here	3 \$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a) \$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.	4(b) \$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period.	4(c) \$

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	Employee's signature (This form is not valid unless you sign it.)		11/08/2021
			Date
Employers Only	Employer's name and address Central Payroll Bureau P.O. Box 2396 Annapolis, MD 21404	First date of employment 11/08/2021	Employer identification number (EIN) 52-6002033

Important: The information you supply must be complete. This form will replace in total any certificate you previously submitted. Web Site - <https://www.marylandtaxes.gov/statepayroll/payroll-forms.php>

Forms- State MW507

Form MW507

Comptroller of Maryland

Employee Withholding Exemption Certificate FOR MARYLAND STATE GOVERNMENT EMPLOYEES ONLY


2021

Section 1 – Employee Information (Please complete form in black ink.)

Payroll System (check one) <input type="checkbox"/> RG <input type="checkbox"/> CT <input checked="" type="checkbox"/> UM	Name of Employing Agency University of Maryland, Baltimore		
Agency Number 360221	Social Security Number 123-45-6789	Employee Name Jane Dole	
Home Address (number and street or rural route) (apartment number, if any) 220 Arch Street			
City Baltimore	State MD	Zip Code 21201	County of Residence (required) <small>Nonresidents enter Maryland County or Baltimore City where you are employed</small> Baltimore City

Section 2 – Maryland Withholding

Maryland worksheet is available online at https://www.marylandtaxes.gov/forms/21_forms/mw507.pdf

 ☐ Single ☒ Married (surviving spouse or unmarried Head of Household) Rate ☐ Married, but withhold at Single Rate

Forms- State MW507

Section 2 – Maryland Withholding Maryland worksheet is available online at https://www.marylandtaxes.gov/forms/21_forms/mw507.pdf

☐ Single
 ☒ Married (surviving spouse or unmarried Head of Household) Rate
 ☐ Married, but withhold at Single Rate

- Total number of exemptions you are claiming not to exceed line f in Personal Exemption Worksheet on page 2. 1.
- Additional withholding per pay period under agreement with employer 2.
- I claim exemption from withholding because I do not expect to owe Maryland tax. See instructions and check boxes that apply.
 - Last year I did not owe any Maryland income tax and had a right to a full refund of all income tax withheld and
 - This year I do not expect to owe any Maryland income tax and expect to have the right to a full refund of all income tax withheld. (This includes seasonal and student employees whose annual income will be below the minimum filing requirements).
 If both a and b apply, enter year applicable (year effective) Enter "EXEMPT" here 3.
- I claim exemption from withholding because I am domiciled in the following state.

☐ Virginia

 I further certify that I do not maintain a place of abode in Maryland as described in the instructions. Enter "EXEMPT" here 4.
- I claim exemption from Maryland state withholding because I am domiciled in the Commonwealth of Pennsylvania and I do not maintain a place of abode in Maryland as described in the instructions on Form MW507. Enter "EXEMPT" here 5.
- I claim exemption from Maryland local tax because I live in a local Pennsylvania jurisdiction within York or Adams counties. Enter "EXEMPT" here and on line 4 of Form MW507. 6.
- I claim exemption from Maryland local tax because I live in a local Pennsylvania jurisdiction that does not impose an earnings or income tax on Maryland residents. Enter "EXEMPT" here and on line 4 of Form MW507. 7.
- I certify that I am a legal resident of the state of and am not subject to Maryland withholding because I meet the requirements set forth under the Servicemembers Civil Relief Act, as amended by the Military spouses Residency Relief Act. Enter "EXEMPT" here 8.

Section 3 – Employee Signature

Under the penalty of perjury, I further certify that I am entitled to the number of withholding allowances claimed on line 1 above, or if claiming exemption from withholding, that I am entitled to claim the exempt status on whichever line(s) I completed.

_____ Employee's signature
 11/08/2021 Date
 (410) 706-1243 Daytime Phone Number
(In case CFB needs to contact you regarding your MW507)

Employer's name and address (Employer: Complete name, address & EIN only if sending to IRS)
 Central Payroll Bureau
 Federal Employer identification number (EIN)

Line 1- Complete Worksheet if not sure

Line 2- Optional

Line 3- If claiming exemption from Line #3, Line 1 and 2 must leave blank, then complete 3a and 3b and write the applicable year in 3b

Line 4- Claim exemption only if employee is domiciled in Virginia, check box 'Virginia' and Write 'Exempt' in Line 4

Line 5 to Line 7- For Pennsylvania residents- Write 'Exempt' in appropriate Line(s)

Line 8- For Military spouse- Write 'Exempt' if appropriate, and complete Form MW507M to be sent with the State Withholding form

PAPER PAYCHECKS

Paper Paychecks

- Options offered for schools/administrative departments to pick up paper paychecks due to
 - USPS mail delays
 - Increasing Stop Payment requests
 - Take about 2 weeks to receive a replacement check after Stop Payment Request is submitted
- Most of the schools/administrative departments have decided to pick up paper paychecks

Paper Paychecks

- Checks pickup dates and time have been added on the payroll calendar
- After picking up paper paychecks, if you need to mail some of them, the return address should be your address
- Submit a Stop Payment Request if needed
- Contact your school/administrative department if you have any questions

CHILD CARE GRANT PROGRAM

Childcare Grant Program

- New UMB Child care Grant Program- check for eligibility and information:
<https://www.umaryland.edu/hrs/benefits/umb-child-care-grant/>
- Enrollment is now closed
- Awarded employees will be notified by HRS of the monthly grant payment- taxable income
- HRS will send names and grant payment amounts to Payroll Services to process monthly payments

Childcare Grant Program

- Plan year is on a fiscal year basis
- Because awardees must submit a Monthly Child Care Grant Program Expense Filing, failed to file it timely payment may be deducted from next month's grant payment
- New Earnings code has been created
 - CGP- Childcare Grant Program
 - Mapped to Object 2170- lower fringe rate
- Contact HR- Benefits if you have any questions

CHILD CARE SUBSIDY

Childcare Subsidy

- Pay certain employees a taxable childcare supplement based on grants they received
- Bi-weekly payments
- Set up in eUMB via an ePAF with a Comp Rate Code and the bi-weekly amount is added to add'l pay
- New Earnings Code has been created
 - CCS- Child Care Subsidy
 - Mapped to Object Code 2170

YEAR END PAYROLL PROCESSING

PP22-13

12/5/21 – 12/18/21

PP22-13 (12/5-12/18/21)

- Payroll processing begins Monday, 12/13/21 due to Christmas holiday
- PAFs are due by COB today, 12/9/21
- Last day for ETS Approvers to approve ETS is Tuesday, 12/14/21
- No Time Admin runs on 12/15/21 & 12/16/21
- Last call email will be sent on Thursday, 12/16/21

PP22-13 (12/5-12/18/21)

- Net Pay and Leave Accrual processes will be run on Monday, 12/20/21
- Run and validate the 2nd payroll report after receiving Payroll Services email notification of the process is complete (12/20/21)
- Run Leave Accrual Report on 12/20/21
 - If you submit any leave adjustments, you can run query UMB_PR_ADJUSTED_LV_BY_DATES to validate
- No payroll advances

PP22-14 (12/19/21-1/1/22)

- PAFs are due by COB on Tuesday, 12/21/21
- Last day for ETS Approvers to approve ETS is Tuesday, 12/28/21
- No Time Admin runs on 12/29/21 & 12/30/21
- Last call email will be sent on Thursday, 12/30/21-
last payroll correction due by 12 noon
- Net Pay and Leave Accrual process will be run on
Tuesday, 1/4/22

PP22-14 (12/19/21-1/1/22)

- Run and validate the 2nd payroll report after receiving Payroll Services email notification of the process is complete (1/4/22)
- Run Leave Accrual Report on 1/4/22
 - If you submit any leave adjustments, you can run query UMB_PR_ADJUSTED_LV_BY_DATES to validate

Year End Leave Rollover

- Annual, personal, and Holiday leave for 2021 must be reported by the end of PPE 1/1/22
- It is important to remind your employees using their leave time on or before 12/31/21 as they have no extra days to use their 2021 leave time
- Personal leave time will be allocated on Tuesday, 1/4/22 after the first 2022 Leave Accrual runs for PP22-14
 - Employees who want to use 2022 personal leave in PP22-15 can wait until 1/4/22 to submit ETS

Year End Leave Rollover

- The year-end leave accrual roll-over process will occur on Tuesday, 1/18/2022, after the Leave Accrual runs for PP22-15
- Follow the instructions below to get a clean cut of time between 2021 and 2022. You may need to set advance due date for your employees and supervisors if needed as any leave adjustments sent after the due date and/or outstanding 2021 ETS will affect employee's lost leave
 - Submit 2021 Leave adjustments (PAFs) by Thursday, 1/6/22
 - Complete and approve all 2021 ETS by 1/11/22 with "Loaded" status

Year End Leave Rollover

- Do this now:
 - Clean up all outstanding and delinquent timesheets appear on your ETS Statistics Page or run query:
 - UMB_ETS_DELINQUENTS_1_PP

Year End Leave Rollover

- Query results as of 12/9/21
- Reconcile timesheets in closed PPs NOW-
 - employees need to submit paper timesheets
 - Submit PAF to adjust leave balances if any leave is reported on a paper timesheet- due 1/6/22
- Follow up with employees/supervisors to complete online ETS ASAP-
 - In 'loaded' status by 1/11/22

School/Department	Closed PPs- Paper timesheet required	Open PPs	Grand Total
CASS	1	24	25
OAA	1	19	20
SOL		11	11
SOM	78	242	320
SON	11	5	16
SOP	3	2	5
SSW	29	50	79
Total	123	353	476

Comp Time

- Employee's 2021 comp time balance must be used through PPE 1/1/22
- Unused Comp Time Balance must be paid out end of the calendar year after the first PP in a new year (PP22-15)
- Run Query UMB_TL_COMP_TIME_BALANCE to identify your employees for comp time payout

Comp Time

- Process payout for employees who are enrolled to the Comp Time:
 - Enter the balance on ETS using TRC “CPO” with no more than 24 hours on a non-working day
 - Spread out the time if the balance is > 24 hours
- Process payout for employees who are not enrolled to the Comp Time:
 - Active employees- Submit a PAF using earnings code “LPC”- health deductions will be taken
 - Terminated employees- Submit a PAF using earnings code “FPC”- No health deductions will be taken

QUESTIONS?