Payroll Reps Meeting

February 27, 2019 1pm – 4pm
School of Nursing – Room 130

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Agenda

- Human Resources
  - Service Center
  - Benefits
  - Employee/Labor Relations
- Financial Services- Payroll
- Costing & Compliance

HR Service Center ePAF Processing for COLA

Karla Evans

Important Dates

- Cola effective date: April 1, 2019

- Final Full Processing Cycle before COLA: 3/18/2019 – 3/22/2019 with 03/14/2019 ePAF deadline

- Any ePAFs that are not at approved and in the HRSC que by 3/18/2019 will not be processed

Important Dates

- An ePAF freeze will be put into place between 3/18/2019 – 4/05/2019 which will restrict the ability to initiate any job change or termination ePAFs

- Departments can begin to initiate termination and job change ePAFs again on 4/06/2019

Processing Deadline 3/18/2019

Hires/Rehires	Terminations	Job Changes
Complete all department approvals	Complete all department approvals Do not submit any terminations dated after 4/1/2019	Complete all department approvals Do not submit any job changes dated after 3/31/2019
All approved, submitted ePAFs will be processed prior to Payroll receiving system on 3/26/2019	All approved, submitted ePAFs will be processed prior to Payroll receiving system on 3/26/2019	All approved, submitted ePAFs will be processed prior to Payroll receiving system on 3/26/2019
	Any unapproved ePAFs pending will be withdrawn	Any unapproved ePAFs pending will be withdrawn
		Contract renewals will need to be submitted the cycle prior to renewal to avoid auto-termination.

ePAF Black Out Period
Processing
3/18/2019 – 4/5/2019

Hires/Rehires	Terminations	Job Changes
Departments will be able to initiate ePAFs	ePAF Black Out Period	ePAF Black Out Period
HRSC will work with HR Compensation to evaluate COLA eligibility and update required job data	Any terminations effective 4/1/2019 should have been submitted for processing by 3/18/2019 deadline	Contract renewals that need to be processed with effective dates during this time should have been submitted for processing by the 3/18/2019 deadline
The HRSC will update the COLA for any new hires/rehires effective 4/01/2019, no paper EAF needed.		

Processing 4/6/2019

Hires/Rehires	Termination	Job Changes
Departments will continue entering approved ePAFs for processing	Black Out Period removed	Black Out Period
	Departments may enter ePAFs	Departments may enter ePAFs

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Reminders:

- **No ePAFs can be in the workflow when the COLA load runs**, any unapproved ePAFs will be withdrawn by the HRSC

- Please do not place any ePAFs on HOLD during this timeframe, submitting ePAFs that have been placed on HOLD will not process electronically at the HRSC level.

Reminders:

- If you have any actions that you plan to submit once the COLA has loaded, only actions dated after the 4/1/2019 COLA job row can be processed electronically by ePAF

- The system cannot electronically process actions that are backdated behind the last entry on the job record, this will cause a midstack to occur

HRSC

Contact Information

hrservicecenter@umaryland.edu

410-706-7600

Chynnea Ford, HRSC Analyst

Pamela Johnson-Pearson, HRSC Analyst

Karla Evans, HRSC Supervisor

University of Maryland
Baltimore

Benefits

Emily Winkler

SPS Timeline

- SPS Workday is LIVE

- New hires and those who have 2019 Qualified Life Events will need to login to the system to enroll/make changes

- They have 60 days to enroll from their event date– No exceptions

University of Maryland Baltimore

Reminders

- What is in eUMB is what feeds to SPS Workday
  - Epafs must be on time for <u>all</u> events
    - Unpaid Leave (Estimated return from leave required)
    - Unpaid FMLA (Estimated return from leave required)
    - Contracts
    - Terminations
  - If late, they may error out of SPS. DBM then requires an explanation before manually loading. Causing delays in benefits for the employee

Reminders

- New hires must have an email upon first day or they will not get a notice that they can enroll through SPS

- The Benefits team is identifying departments who do not create an email before their first day and will reach out.

What is going away in 2019?

- Health Benefits Enrollment forms

- Notice of Termination forms

- Agency Transfer forms

Departments do not need to send these over. 2018 events, you may still send to us.

Workday

Workday

Payroll POSC
Online Service Center

POSC Home Page
Welcome EMILY WINKLER.

Your Employee ID is: **W2051574**

⦿ I am an employee and I want to access my payroll information
○ I am a Payroll Representative and I want to access agency payroll information

ease choose one of the following options:

Current Year Pay Stubs	▪	**Update Address / W4 (Tax Withholding)**
Prior Year Pay Stubs	▪	**Update Direct Deposit**
View / Print Duplicate W-2	▪	**Signup / Modify Web Only Access**
View SPS Employee ID		

Use your Employee ID as your USERNAME when you log into The HUB (Learning Management System).

This will also be your username for the Workday Statewide Personnel System (SPS).

You can access The Hub by clicking here: The Hub

You can access The SPS workday by clicking here: SPS

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SPS Workday

- Current employees should be first be directed to our SPS Website for login instructions:

https://www.umaryland.edu/hrs/benefits/sps-workday/

- New Hires will get an email once they are loaded into SPS Workday with login instructions/passwords so they may then enroll

Process to Enroll in SPS

Employee data is sent to the State of Maryland to be loaded into SPS Workday

Once data is loaded into SPS, an email will be sent to employee with user info to login to SPS

A second email will be sent with initial password information

Login to SPS Workday

Elect benefits for the first time

*Have your documentation such as marriage certificates, and birth certificates scanned for quick upload.

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Employee/Labor Relations

Ashley Parks

Sierra Reynolds

PARENTAL LEAVE POLICY

- Retroactive **October 1, 2018**
- Provides staff and faculty with up to **60 days (480 hours**) of assured, paid parental leave.

PARENTAL LEAVE POLICY

- Parental leave policy applies to these employees:
  - Regular exempt and non-exempt staff employees
  - Tenured and tenure track faculty
  - Non-tenure track faculty with multi-year contracts or sequential one-year contracts

- Employees are entitled to paid parental leave after <u>six months</u> of employment

PARENTAL LEAVE POLICY

- Paid "parental leave" **includes** all accrued **annual**, **personal** and **holiday** leave for holidays observed during the parental leave period.

- Employees are no longer required to apply accrued **sick** leave during the parental leave period

- Parental Leave vs. FMLA for the Birth of a Child

PARENTAL LEAVE POLICY

- New form online! Revised 12/21/2018

  (Do not use old 8 week Parental Leave Request Form)

Part II: To be completed by Department or Payroll Representative

Date accrued and/or approved leave will be exhausted (annual, personal, holiday): _____

Does the employee have any outstanding timesheets?   ☐ Yes   ☐ No

Has employee previously been granted Parental Leave?   ☐ Yes   ☐ No; if so, Date: _____   Number of Hours: _____

Hours to be used: _____   _____   _____   _____   _____
                     Annual   Personal   Holiday   Total   Hrs. of Parental Leave
                                                                  Req'd to achieve 12 wks

QUESTIONS?

Family and Medical Leave Act FMLA

- Provides eligible employees up to twelve (12) work weeks of qualifying leave within a twelve (12) month period.

Family and Medical Leave Act FMLA

- Effective **March 1, 2019**
  - Method for calculating changes from twelve (12) month calendar year to a "rolling" twelve (12) month period measured backward from the date an employee first uses any FML leave.

- New form will be available online March 1, 2019

Family and Medical Leave Act FMLA

Example 1: Michael requests three weeks of FMLA leave to begin on July 31st. The employer looks back 12 months (from July 31st back to the previous August 1st) to see if any FMLA leave had been used. Michael had not taken any previous FMLA leave, so he is entitled to the three weeks he requested and has nine more weeks available.

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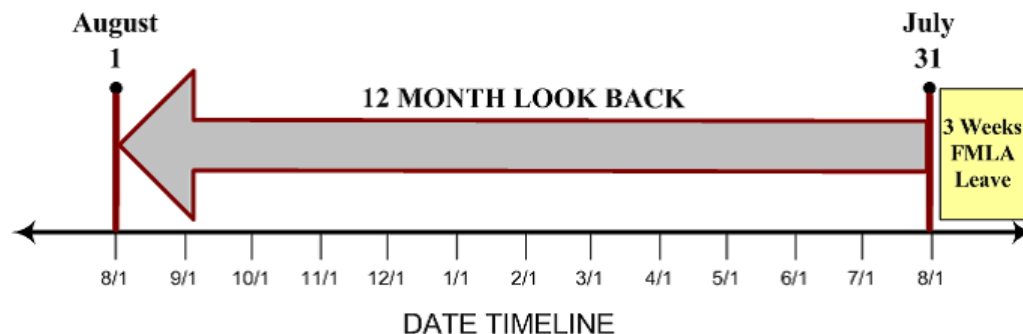
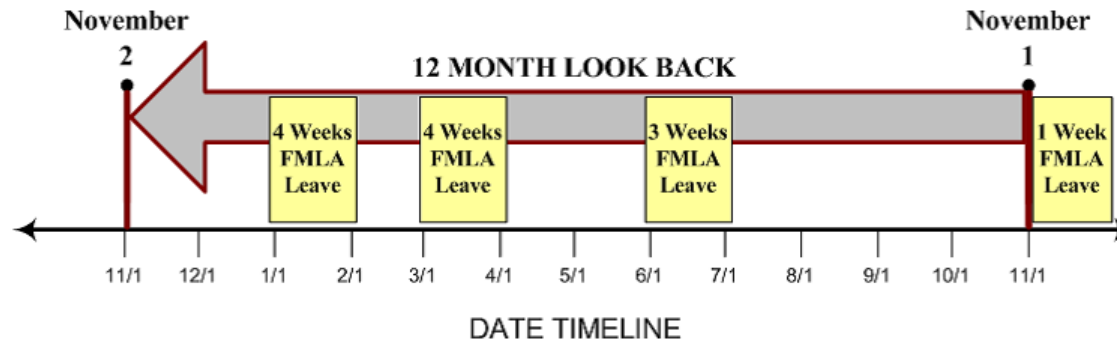# Family and Medical Leave Act
FMLA

Example 2: Patricia requests two weeks of FMLA leave to begin on November 1st. The employer looks back 12 months (from November 1st back to the previous November 2nd) and sees that Patricia had taken four weeks of FMLA leave beginning January 1st, four weeks beginning March 1st, and three weeks beginning June 1st. Patricia has taken 11 weeks of FMLA leave in the 12-month period and only has one week of FMLA-protected leave available. After Patricia takes the one week in November, she can next take FMLA leave beginning January 1st as the days of her previous January leave "roll off" the leave year.

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Family and Medical Leave Act FMLA

- Code as **FMLA**
  - Every absence for FMLA must be coded as FMLA
  - Once employee reaches maximum FML leave, stop coding as FMLA
- If employee is on extended absence, cannot use Admin leave

Family and Medical Leave Act (FMLA) Tracking Log

Employee Name: Jane Doe	**FMLA Entitlement Hours:**	480	**In Section A:** Enter all time used for paid or unpaid FMLA leave for their current FMLA event.
Employee ID: 123456	**FMLA Hours Previously Used in Past 12 months:**	185	**In Section B:** Allows for tracking of time used under the "rolling calendar year" or 12 month period measured
FMLA Start Date: 2/7/2018	**Balance Available for this FMLA:**	295	backwards from the date employee begins to use any FMLA leave. (Copy and paste last year's FMLA time usage.)
FMLA End Date: 5/14/2018	**FMLA Event:**		

| **FMLA Type** Intermittent | **Frequency per Certification** | # Times p/wk | 2 | # Times p/month | | Duration | |

Section A. 2018 FMLA Usage

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Jan																																0
Feb							8			4							8			8				4	8			8				48
Mar		8			8				8					4	4					8						7						47
Apr				8					8				8				8						8	8			8				8	64
May					4	8			6				8																			26
Jun																																0
Jul																																0
Aug																																0
Sep																																0
Oct																																0
Nov																																0
Dec																																0
																															Total:	185

Section B. 2019 FMLA Rolling Calendar Recovery of Time Used

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Jan																																0
Feb																																0
Mar																																0
Apr																																0
May																																0
Jun																																0
Jul																																0
Aug																																0
Sep																																0
Oct																																0
Nov																																0
Dec																																0
																															Total:	0

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QUESTIONS?

THANK YOU!

Employee Labor Relations
(410) 706-7302
HRELR@umaryland.edu

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SPAC – Costing & Compliance

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Agenda

- SPAC-Costing and Compliance
  - FY20 Planning Fringe Benefit Rates
  - Quantum Go Live Extension and how it will affect Effort reporting

FY20 Planning Fringe Rates

- Proposal was submitted in January 2019

- Final approval is still pending, expected in June

- "Planning" rates for grant proposals were announced through the RAC and are now in Kuali-Research. https://www.umaryland.edu/media/umb/af/cost/FY2020-Planning-Rates-Announcement.pdf

- When the rates are finalized, an email will be sent out to the Campus, and they will be posted on the Costing & Compliance webpage:

  http://www.umaryland.edu/cost/fringe-benefit/

FY20 Planning Fringe Benefit Rates, Currently in Kuali-Coeus

	Apply to Accounts	FY19 Finalized	FY20+ Proposed	Fringe Account
Faculty	1011 – Faculty 9/10 mo. 1012 – Faculty 12 mo.	26.1%	25.3%	2790 – Fringe rate Faculty
Staff	1013 – Exempt staff 1014 – Non-exempt staff	39.6%	39.2%	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 FY16)	8.3%	8.4%	2793 – Fringe rate Legislated Benefit
Limited Benefit	1021 – Post Docs/Fellows 2090 – Contractual Employee (C2) (FY16+)	19.2%	18.5%	2792 – Fringe rate Limited Benefit

FY20 Lower Fringe Rates

- Faculty, Staff and Limited Benefit rates are lower in FY20

- This is due to the increase in salary base without a corresponding increase in fringe benefits
  - 2% COLA on 01/01/19
  - .5% COLA on 04/01/19
  - $500 bonus on 04/01/19

Effect of COLA on Salary Cap

- If your award has a salary cap limit, please review to ensure that you are not over the cap after the COLA increases

- This applies to all Federal Awards and Pass Through Federal Awards

Extension of Quantum "Go Live"

- New Go-Live Date is 10/02/19

- There will be no change to our effort reporting schedule during the transition

- 093019 Effort Reporting Period (ERP)will be the last in UMB Financials

- 10/04/19 Payroll will be posted to Quantum

- 123119 ERP will be done using new Quantum Financials chart string

What Can You Do?

- Work on completing all outstanding effort forms by the end of September 2019

- Reminder that these need to be completed before the new Quantum system is implemented

Effort Training Class

- The last class scheduled for 01/31/19 was cancelled due to insufficient attendance

- Email effort@umaryland.edu if you are interested in attending the class

- Once we have a full class, we will send out a notice with a new date

- Otherwise, next all day training is scheduled for 04/30/2019

Questions or Comments on Fringes, effort reporting or FA rate implementation schedule?

FS- PAYROLL

ADMINISTRATIVE LEAVE

Administrative Leave

We discussed the usage of Admin Leave Time Reporting Codes (TRCs) at our meeting on 2/16/17:

Type	Time Reporting Code (TRC)	Descriptions	PayGroup	When to report TRC on timesheet
Administrative Leave	ADMH	Administrative Leave Hourly	NFY	1) When the Administrative Leave Day is granted by the President to all UMB regular nonesseential employees due to extreme weather conditions, or when special circumstances arise 2) If a supervisor required an employee to work on an Administrative Leave Day who is NOT classified as an essential employee, the employee can request the administrative leave day on an *alternate date*.
	ADMS	Administrative Leave Salaried	EFY	
Administrative Leave- Essential Employee	ADEEH	Admin Leave Essential EE Hrly	NFY	For Essential Employees use only- Essential employees must be flagged in eUMB so that when they are required to work on Administrative Leave day, they can report this TRC when taking the administrative leave day on an alternate day. Contact HR-ELR to add/delete essential employees.
	ADEES	Admin Leave Essential EE Sal	EFY	
Administrative Leave- Emergency	ADERH	Admin Leave Emergency Hourly	NFY	When certain employees are approved to receive Administrative Leave due to emergency situations such as the office building is not available for use, fire, power outage, or any unforseen circumstances.
	ADERS	Admin Leave Emergency Salaried	EFY	
Election Judge	AEJDH	Election Judge Hourly	NFY	Created to replace TRCs APLVS/APLVH
	AEJDS	Election Judge Salaried	EFY	

Administrative Leave

- In 2017, many of the essential employees did not get set up in eUMB as essential employees.

- ADMH/ADMS needed to be set up to allow non essential employees to take an alternate date if they were required to work on an Admin Day.

- Since December 2018, Department HR Reps and payroll reps have access to update the employee designations in eUMB

Administrative Leave

- Breadcrumbs: **Main Menu > UMB Self Service Manager > Update Employee Information**

- Then click on "**Change Title/Location**"

- Then click on **box** next to " Essential Employee?"

- Then click the **Save** button

Functional Title

Functional Title: Administrative Manager

Location: 8128 🔍 620 West Lexington Street

Room#: 3148

Essential Employee?:

Update to your new Location will take effect on the next business day. Please wait and check back.

Save

Return to Employee Information

Administrative Leave

- Update on ADMH/ADMS:

  – ADMH/ADMS can only be used when an Admin Leave Day is granted by the President to ALL UMB regular employees

  – *Essential employees who worked on an Admin Leave day, they can take an alternate day using TRC:

    - ADEEH (Admin Leave Essential Hourly)

    - ADEES (Admin Leave Essential Salaried)

  *Per HR-ELR, UMB has 2 categories of essential employees: Essential-All and Essential-Circumstantial, both categories should be set up in eUMB as essential

Administrative Leave

- Update on ADMH/ADMS- continued:

  - FSPR will set up and make Admin Day available to be used in eUMB when an authorization is received

  - A change will be made on May 1, 2019 to remove reporting ADMH/ADMS on any days by entering and saving a comment on ETS

  - Non essential employees who are required to work on an Admin Day should be set up as essential in eUMB so that he/she can use the TRC of Admin Leave for Essential Employee (ADEEH/ADEES)

PAYROLL ADJUSTMENT FORMS

(PAFs)

PAFs for COLA processing

- COLA processing for 4/1/2019 will be handled by HRS

- Any new hires who require manual entries for COLA bonus, HR-Comp will send information to FSPR directly

- FSPR will enter COLA bonus for new hires directly onto employee's payline

- We may need a PAF for special cases, but you'll be notified

PAFs for COLA processing

- Any pending terminations for PP19-21 and/or prior pay periods due to COLA processing black out period, departments must submit a PAF to adjust employee's pay to avoid overpayment

  - Attach a copy of employee's resignation letter

  - Attach a copy of an approved final timesheet

PAFs for COLA processing

- To avoid overpayment for any pending FTE reduction, please contact HR-Comp to get approval for new rate, attach approval email with a PAF

  - Must send another PAF to reverse the manual adjustment in the following pay period as eUMB will process a negative retro when the FTE reduction action is approved by HRSC

Late PAFs

- In general, late PAFs will not be processed.

- Late PAFs will be placed in our pending folder to be processed in next pay cycle so most of the time the reviewer would not review them until the file is sent to CPB for the current pay period

- Contact FSPR (either by email or phone) if you need to process a pay reduction to avoid overpayment

  – Hand deliver a PAF to one of the FSPR staff, do not leave it in our mailbox

PAFs- Reinstate 2018 Lost Leave

- 2018 lost leave cannot be reinstated as today is the last day to approve 2018 ETS (PPE 1/5/19)

- Any 2018 ETS with a status NOT = "Loaded" must be reconciled via the ETS Statistics page

  - Holiday reported on ETS > lost leave (employees must correct timesheet as holiday reported on ETS cannot be more than what was available/lost)

  - Holiday reported on ETS < lost leave (ok, as unused leave should have been lost)

  - Holiday reported on ETS = lost leave (ok, as leave lost and leave reported would be zero out)

OVERPAYMENTS

Overpayment Statistics

Schools/Units	OVERPAYMENTS		ACCOUNTS REFERRED TO CCU	
	Oct 18 - Dec 18	Jan 19 - Feb 19	CCU	No. of employees
Central Admin	6	2	$ 48,694.04	59
SOD	1		$ -	0
SOL			$ 3,921.01	3
SOM	13	21	$ 59,731.18	47
SON	1	1	$ 19,160.64	6
SOP		3	$ 1,319.23	6
SSW	1		$ 7,261.32	4
No. of Overpayments	22	27		125
Overpayment Amount ($)	$ 85,090.92	$ 68,553.85	$ 140,087.42	

Notes:

1. Overpayments automatically deducted ine UMB from employee's paycheck without causing negative pay are not included

Overpayment Policy and Procedures

- Policy and Procedures can be found from the Procedures Library

- Type "Procedures library" from the searching field at the UMB Homepage
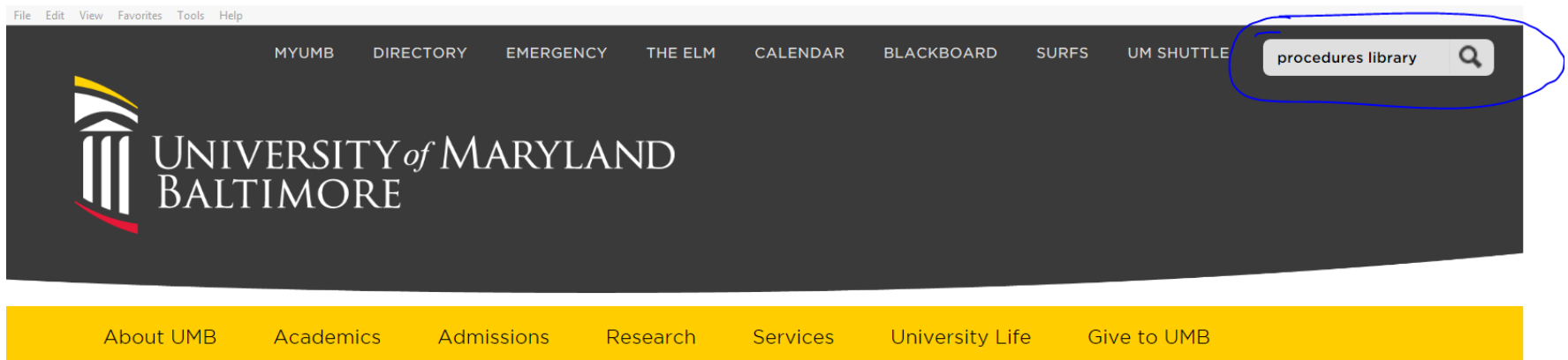
Overpayment Policy and Procedures

- Click Index search

- Type overpayment in the keyword(s) box

Overpayment Required Forms

Compensation Overpayment and Recovery
Summary Chart of Forms

ACTIVE EMPLOYEES

ACTIVE EMPLOYEES – Discovery BEFORE Payday		
Payback Option	**Forms**	**Notification to Employee**
Direct Deposit Recovery	• COF	Verbal/email
Return Paper Paycheck	• COF • Payroll Check Cancellation Request	Verbal/email
ACTIVE EMPLOYEES – Discovery AFTER Payday		
Payback Option	**Forms**	**Notification to Employee**
One Payroll Deduction	• COF • CRW • PPAF	Repayment Agreement – Payroll Deduction
Multiple Payroll Deductions	• COF • CRW • PPAF	Repayment Agreement – Payroll Deduction
Check or Money Order	• COF • CRW	Repayment Agreement – Check or Money Order

KEY	
COF	Compensation Overpayment Form
CRW	Compensation Reconciliation Worksheet
PPAF	Prior Pay Period Adjustment Form

Overpayment Required Forms

Compensation Overpayment and Recovery
Summary Chart of Forms

SEPARATED EMPLOYEES

SEPARATED EMPLOYEES – Discovery BEFORE Payday		
Payback Option	**Forms**	**Notification to Employee**
Direct Deposit Recovery	• COF	Verbal/email
Return Paper Paycheck	• COF • Payroll Check Cancellation Request	Verbal/email

SEPARATED EMPLOYEES – Discovery AFTER Payday		
Payback Option	**Forms**	**Notification to Employee**
Available Leave	• COF • CRW • PPAF	Notice of Debt – Use Before October 15 Notice of Debt – Use On or after October 15
Available Leave and Check Combined Payback	• COF • CRW • PPAF	Notice of Debt – Use Before October 15 Notice of Debt – Use On or after October 15
Check or Money Order	• COF • CRW	Notice of Debt – Use Before October 15 Notice of Debt – Use On or after October 15

KEY	
COF	Compensation Overpayment Form
CRW	Compensation Reconciliation Worksheet
PPAF	Prior Pay Period Adjustment Form

JOB EFFECTIVE DATE

Job Effective Date

- Existing staff and faculty employees who have job, empl class changes and transfer to a different department should use the first day of pay period (Sunday) as the effective date

- Problems occurred due to mid pay period action changes such as:

  - Salary distribution

  - Timesheet processing

  - Leave accrual rates

Job Effective Date

- Human Resources will continue to use the first business day (Monday date) in employee's offer letter but you should use the first day of pay period (<u>Sunday</u>) as the effective date in ePAF for all employee actions for **<u>existing</u>** faculty, staff, and other employees

FORM W-2

Form W2

- Employees' 2018 Form W2 have been mailed

- Employees who were terminated in 2018 should be able to log in POSC to download a copy of their W2

- Departments can send request to FSPR to print a copy of W2 for their terminated employees who have no POSC access
  - Authorized check pick up personnel will pick up and the department can give it to their employee

Form W2

- The "2018 W2 What You Need To Know" information sheet is available at FSPR website http://www.umaryland.edu/financialservices/payroll/forms/

- Departments are encouraged to go over the calculation so that you can assist your employees

PAPER PAYCHECK

Paper Paycheck

- Lately some employees tried to cash their paycheck twice

    - Using the scanned deposit feature on phone AND

    - Cash again at a bank teller or cashing place

- Employees should be made aware that cashing a check twice is fraudulent and employees could be subject to disciplinary action

Questions?