Payroll Reps Meeting

Wednesday, September 20, 2017
9:30am - noon
SOP – N103
Agenda

• Jackie Ball
  – HRSC reminders
• Juliet Dickerson
  – Report To structure
• Andrew George
  – SPC- Deliverable Payment
• Beryl Gwan
  – PCA and Prior Fiscal Year Balances
  – Finalized Fringe Rates
• Candace Chow
  – Payroll topics and reminders
• Financial Systems
  – Quantum Financials
HR Service Center
Reminders

Jackie Ball
HRSC Supervisor
HRSC Processing Schedule

• Schedule is published every May and November.

• Schedule can be found at: http://www.umaryland.edu/hrs/hrsc/

• Review deadline dates. Dates can change depending on CPB’s schedule.
HRSC Processing Schedule

• Service Center processes the first week of the pay period
  – Monday – New Hire (those attending onboarding are entered first)
  – Tuesday – System is released to payroll in the morning and returned to HR later that day.
    • The remainder of new hires from onboarding and any other hires are entered as time permits.
  – Wednesday – Remaining new hires and job changes are entered.
  – Thursday – Terminations and job changes
  – Friday – Combination of any ePAF’s or EAF that remain

Link to processing schedule:
http://www.umaryland.edu/hrs/hrsc/
ePAF Processing

• ePAF must be approved by the final department approver by the deadline to be processed in that pay cycle. This includes hires for onboarding or C1 and C2 staff.

• Only attach paperwork to ePAF that is listed as a required document. All documents attached to ePAF are uploaded into the employees file.

• Always check the visualizer to see where your ePAF is in the workflow.
ePAF Visualizer

Step 2 of 2: Form History

The page displays a history of this form, including everyone that has approved it.

Form Information
- eForm ID: 30021791
- Form Status: Part Approv
- Form Type: JOBCHANGE
- Condition: DEFAULT
- Next Approver: UMB_ePAF_COMPENSATION

Process Visualizer

1: Heather (003998)
2: UMB ePAF Approver Level 1
3: UMB ePAF Approval Level 2
4: UMB ePAF Approval Faculty
5: UMB ePAF Approval Staff
6: UMB ePAF Benefits
7: UMB ePAF Compensation
8: UMB ePAF HR Senior
9: UMB ePAF A&P Senior
10: UMB ePAF Executive Approver
11: UMB ePAF Service Center
12: Integration Broker
13: System

Who can work this form?
Form Messages
Employment Verifications

- Employees must use the work number when they are in need of salary verifications (loans, mortgage, rentals, etc.).
- Salary verifications that require overtime pay, bonuses, work hours or for social services benefits must be completed by the department.
- Verifications for credentials, visas, or require information on job duties must be processed by the department.
- Letters of employment for tuition, applications for enrollment in school and terminated employees are handled by the Service Center.
New Revised Version of Form I-9

• Effective 9/18/2017, you must use the revised form with a revision date of 07/17/17. Form I-9’s received with the old version will not be processed and the ePAF will be recycled. ePAF’s that have been initiated prior to 9/17/2017 will be processed.

• You can view the new version of the Form I-9 at https://www.uscis.gov/i-9

• The paper version of Form I-9 should only be used for newly hired Students (undergrad and graduate), GRA’s and remote workers.
Electronic Form I-9

Who Should use Electronic Form I-9

• New or Rehires ONLY
• For **new hires/rehire** this must be done no later than 3 business days from the hire date.
• Employee’s already on payroll are not required to complete another I-9 for promotions, name changes or VISA renewals.
• HRSC will update I-9 for name changes and Visa renewals.
• Remote I-9 request must be approved by HR
Who to Contact

• HR Service Center e-mail:  
  HRServiceCenter@umaryland.edu

• HR Service Center Phone:  
  6-7600
Questions?
New Feature in eUMB
“Reports To”

Juliet Dickerson
Director, Human Resources
Reports To feature

• What is it?
  – Identifies the supervisor for every eUMB employee for all empl classes (faculty, staff and students)
  – Allows information to be accessed by department, supervisor and/or employee

• Payroll representatives will have access. Their current security will exist for this new feature
Reports To feature

• How does it work?
  – Much like all of eUMB, it was developed off of role security for payroll representatives
  – On the Workforce Administration page – a rep can identify all of the following in their units:
    • Supervisors and their direct reports
    • Individual reporting relationships
  – Reps representatives will have access based on their current security
Reports To feature – Landing page
Reports To feature – enter Dept ID for all employees and their supervisors
Reports To feature – Mass update employees who are missing the supervisors information
Reports To feature – look up individual employees in your unit
Reports To feature – new field on ePaf

New supervisor ID field on ePaf
HR- Compensation
ePAFs with Deliverable Pay

• When entering ePAFs for contractual employees with Deliverable Pay enter the total payment to be paid as indicated on the contract for the DLVRBL comp rate in the Pay Components section

• Only employee classes 34 and 36 have the option to pay using Deliverable Pay method
Costing and Compliance
PENNY BALANCES ON DEPARTMENT PCA ACCOUNT, FINALIZED FRINGE & PRIOR FISCAL YEAR PAYROLL BALANCES
Penny Balances on Department PCA

• RGS earnings for the 18-01 crossover pay period (06/25/17 – 07/08/17) was created as a single row of 80 hours, spanning both fiscal years, Unlike every year in the past where it gets split by fiscal year.

• Majority of employees this year had no job change effective 07/01/17 (No COLA, Merit, Leap Year or Non-Leap Year Actions), which would have created an additional line
<table>
<thead>
<tr>
<th>Addl #</th>
<th>Earnings Begin Date</th>
<th>Earnings End Date</th>
<th>EnCd</th>
<th>Hours</th>
<th>Earnings</th>
<th>Hourly Rate</th>
<th>FLSA Rate</th>
<th>DeptId</th>
<th>Combo Code</th>
<th>FICA</th>
<th>Tax Periods</th>
<th>TL Source</th>
<th>Pay Earnings Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>06/25/17</td>
<td>07/08/17</td>
<td>RGS</td>
<td>80.00</td>
<td>5425.91</td>
<td>67.823830</td>
<td></td>
<td>000</td>
<td>1012</td>
<td></td>
<td></td>
<td></td>
<td>FY17/FY18 crossover paycheck with one row</td>
</tr>
</tbody>
</table>

06/25/17-06/30/17 FY17 EFP
07-01/17-07/08/17 FY18 EFP
FY16/FY17 crossover paycheck with two rows
Penny Balances on Department PCA

– In 18-02 or later, the employee reports leave applicable to prior PP18-01. Based on the leave hours reported, the related charges will be recorded as an adjustment.

– After the timesheet is loaded, it generates an offset on the current paycheck:
  • Credit RGS code for the applicable holiday hours
  • Debit leave earnings code for the same amount (VCS, PRS, HLS)

– The adjusting entries on the paycheck both carry earnings date that span two fiscal years (FY17 and FY18)
Penny Balances on Department PCA

- Actuals distribution for 18-02 combines the Earnings for 18-02 and the offset for RGS and VCS/HLS/PRS earnings; then it splits both following the earnings dates.

- In that proration process the totals may or may not balance by accounting period correctly.

- This leaves $0.01 or $(0.01) for 6/30/2017 for some employees.
- Pay Earnings: $1627.77 + $542.59 - $2170.36 = 0
- Pay Distribution for 6/30/2017 = $232.54 + $697.62 - $930.15 = +$0.01
Penny Balances on Department PCA

• The system does ROUN ding adjustments to keep the check amount and distribution amount in balance.

• Pay Earnings: 1,627.77 + 542.59 – 2,170.36 = 0

• Pay Distribution for 6/30/2017: 232.54 + 697.62 – 930.15 = +0.01

• The redistribution ended up adding $0.01 to the FY2017 portion and $(0.01) in FY2018 portion.
Affected Employees

- No Fixed EFP for FY17 so FY2017 retro charges fall to PCA
- Employee who reported leave for the crossover pay period (PP18-01, 06/25/17-07/08/17) in PP18-02 through 18-04
Penny Balance Fix

• This penny balance issue can only be corrected via a direct retro (DR).

• However, due to the large volume, Cost Analysis WILL NOT be processing any DRs to fix the penny stragglers

• All submitted DRs for this purpose will be rejected

• The penny balances on the effort forms will be manually corrected by Cost Analysis after the 093017 effort reporting period is initiated
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

• The memo, and rate agreement have been uploaded to our website
  – http://www.umaryland.edu/cost/fringe-benefit/
# FY18 Finalized Fringe Benefit Rates

<table>
<thead>
<tr>
<th>Apply to Accounts</th>
<th>FY18 Proposed</th>
<th>FY18+ Finalized</th>
<th>Fringe Account</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1011 – Faculty 9/10 mo.</td>
<td></td>
<td>27.2%</td>
<td>2790 – Fringe rate Faculty</td>
</tr>
<tr>
<td>1012 – Faculty 12 mo.</td>
<td></td>
<td>27.1%</td>
<td></td>
</tr>
<tr>
<td><strong>Staff</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1013 – Exempt staff</td>
<td></td>
<td>43.6%</td>
<td>2791 – Fringe rate Staff</td>
</tr>
<tr>
<td>1014 – Non-exempt staff</td>
<td></td>
<td>43.4%</td>
<td></td>
</tr>
<tr>
<td><strong>Legislated Benefit</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2071 – Faculty</td>
<td>8.4%</td>
<td>8.4%</td>
<td>2793 – Fringe rate Legislated Benefit</td>
</tr>
<tr>
<td>2072 – Exempt staff (C1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2073 – Non-exempt staff (C1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2080 – Summer salaries</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2085 – Supplemental Pay</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2110 – Overtime</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2120 – Shift differential</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2130 – On call pay</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2140 – Bonus Payments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2074 – College Work study (summer)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2075 – Students (other than CWS) (summer)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2090 – Contractual employee (C2) (Until FY16)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Limited Benefit</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1021 – Post Docs/Fellows</td>
<td>21.4%</td>
<td>21.4%</td>
<td>2792 – Fringe rate Limited Benefit</td>
</tr>
<tr>
<td>2090 – Contractual Employee (C2) (FY16+)</td>
<td>21.4%</td>
<td>21.4%</td>
<td></td>
</tr>
</tbody>
</table>
Reminder: Cost transfers for prior fiscal year

• A budget retro will not move charges related to a prior fiscal year

• Please submit a direct retro to move charges belonging to FY17 and prior
Questions or Comments on Fringes or DR Processing
FSPR- Payroll Topics
Legislative Audit Finding and payroll reports
Legislative Audit

• The Legislative Audit finding will be followed up by a USM audit
• They will be starting in the beginning of October to review the payroll report validation finding
• MAS has done a review but we still see departments are not running payroll reports to do the validation
Legislative Audit

• An audit is run every pay period to see if there are departments not running the payroll reports and we found the following:
  – Some departments ran it only on the final call day
  – Some departments ran it only on the Net Pay processing day
  – Some departments did not run the payroll reports on both days

• If you’re doing any or all of the above will cause a repeat finding
Legislative Audit

• The Pay Validation Procedures have been published at the Policies and Procedures Library-Financial Services:

Payroll Report

• Payroll report is based on system date
• If we have advanced payroll processing dates due to holiday, some employees can be missing from the report
  – For example: In PP18-05, the final call day was Thursday, 8/31, a day earlier than normal payroll processing due to Labor Day. Employees with hire date of 9/1/17 did not appear on the report even though you could see their paycheck from the Review Paycheck page.
Payroll Report

• The alternative is to rerun the payroll report again on Friday, after the final call day, when we have a compressed payroll schedule

• The Friday report should pick up all the employees

• Use the Friday report to do validation with the report you would run the following Tuesday, after we complete the net pay processing for the pay period
W4 and Direct Deposit Forms for New Hires
W4 and Direct Deposit Forms

• Recently CPB has rejected numerous W4 and Direct Deposit forms
• Some of the rejects are due to employees not appearing in the CPB system
• Departments should try to initiate an ePAF before your new employees attend onboarding
• Currently HRSC holds W4 and direct deposit forms for the new hires until they appear in eUMB
W4 and Direct Deposit Forms

• All employees are required to attend onboarding except for GRAs and students
• You should hold the W4 and direct deposit forms for your GRAs and students until you see them appear in eUMB
• The goal is to send down the forms to CPB right after new employees appear in eUMB
• Rejected forms can create problems for new hires such as:
  – Maximum taxes withheld with no tax refund
  – Continue to receive paper paycheck until direct deposit form is processed by CPB
W4 and Direct Deposit Forms

• Important forms for new hires
• A staff member from FSPR started attending onboarding sessions to help checking W4 and Direct Deposit forms if new employees submit the forms
• All checked forms will be collected by HR Onboarding team to be sent down to CPB
  – HRSC will not send any W4 or DD forms to CPB until new hires hit eUMB
W4 and Direct Deposit Forms

• If your employees give you a W4 and/or Direct Deposit Forms, you should review them first then send to FSPR for final review

• FSPR will send the forms to System Payroll to be forwarded to CPB via our courier service

• Existing employees can submit W4 forms via POSC
Compensation Overpayments
Compensation Overpayment Statistics

• We’re still having overpayment problems since the new policy went into effect
• It is important to validate the Cost Center Report (CCR) or Payroll Register (PR) thoroughly
• The accounts referred to CCU has been increased
Overpayment Statistics

• To avoid overpayment due to pending termination, run query daily during payroll processing week:

  **UMB_EPAF_TERMS_NOT_EXECUTED**

• If you see any employees listing there and will have an overpayment, prepare and submit a PAF to FSPR immediately with ePAF as backup to remove overpayment
## Compensation Overpayment Statistics

<table>
<thead>
<tr>
<th>Schools/Units</th>
<th>Feb 14 - Dec 14</th>
<th>Jan 15 - Dec 15</th>
<th>Jan 16 - Dec 16</th>
<th>Jan 17 - Aug 17</th>
<th>CCU</th>
<th>No of employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Admin</td>
<td>22</td>
<td>24</td>
<td>32</td>
<td>19</td>
<td>$31,838.88</td>
<td>25</td>
</tr>
<tr>
<td>SOD</td>
<td>5</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOL</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>$153.97</td>
<td>1</td>
</tr>
<tr>
<td>SOM</td>
<td>80</td>
<td>87</td>
<td>83</td>
<td>60</td>
<td>$49,754.58</td>
<td>28</td>
</tr>
<tr>
<td>SON</td>
<td>20</td>
<td>19</td>
<td>13</td>
<td>6</td>
<td>$19,160.64</td>
<td>6</td>
</tr>
<tr>
<td>SOP</td>
<td>17</td>
<td>10</td>
<td>18</td>
<td>8</td>
<td>$1,091.39</td>
<td>3</td>
</tr>
<tr>
<td>SSW</td>
<td>4</td>
<td>10</td>
<td>5</td>
<td>4</td>
<td>$7,059.27</td>
<td>4</td>
</tr>
<tr>
<td><strong>No. of Overpayments</strong></td>
<td><strong>150</strong></td>
<td><strong>151</strong></td>
<td><strong>153</strong></td>
<td><strong>100</strong></td>
<td><strong>67</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overpayment Amount ($)</th>
<th>Feb 14 - Dec 14</th>
<th>Jan 15 - Dec 15</th>
<th>Jan 16 - Dec 16</th>
<th>Jan 17 - Aug 17</th>
<th>CCU</th>
</tr>
</thead>
<tbody>
<tr>
<td>$447,753.80</td>
<td>$646,740.31</td>
<td>$422,063.57</td>
<td>$260,061.22</td>
<td>$109,058.73</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
1. Overpayments automatically deducted in the 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- Repayment By Check
Overpayment- Repayment By Check

• All overpayments with repayment by check option are invoiced through the Customer Billing System (CBS) by FSGA

• A repayment check/money order should be mailed to the lockbox address provided on the invoice

• If you received a repayment check sent from your employee, you need to prepare a Deposit Summary Form:

http://www.umaryland.edu/media/umb/af/fs/forms/FSF-560-2.pdf
Overpayment - Repayment By Check

**DEPOSIT SUMMARY**

**Section 1: Department Information**

<table>
<thead>
<tr>
<th>Department:</th>
<th>School or Division:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Email:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Section 2: Deposit Information**

<table>
<thead>
<tr>
<th>Cash Total</th>
<th>Check Total</th>
<th>Credit Card Total</th>
<th>Deposit Total*</th>
<th>Deposit Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Customer Billing</td>
</tr>
</tbody>
</table>

**Section 3: Deposit Distribution**

<table>
<thead>
<tr>
<th>PCBU</th>
<th>Project ID</th>
<th>Fund</th>
<th>Account</th>
<th>* Amount</th>
<th>Description (Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>7136</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Click “Instructions” Box to read the Deposit Instructions
- Select “Customer Billing” for Deposit Type
- Enter only “7136” in the Account Box

This is the only way FSGA can see the payment and update the invoice.
Outstanding ETS
<table>
<thead>
<tr>
<th>School/Div</th>
<th>CLOSED</th>
<th>OPEN</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>04- OAA</td>
<td>14</td>
<td>11</td>
<td>25</td>
</tr>
<tr>
<td>06- CASS</td>
<td>8</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>08- SON</td>
<td>9</td>
<td>6</td>
<td>15</td>
</tr>
<tr>
<td>09- SSW</td>
<td>43</td>
<td>26</td>
<td>69</td>
</tr>
<tr>
<td>10- SOM</td>
<td>329</td>
<td>209</td>
<td>538</td>
</tr>
<tr>
<td>11- SOL</td>
<td>2</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>12- SOP</td>
<td>0</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>405</strong></td>
<td><strong>263</strong></td>
<td><strong>668</strong></td>
</tr>
</tbody>
</table>
Outstanding ETS

• Clean up all outstanding ETS to prepare for year end leave rollover
• When ETS are not completed before the year end leave rollover process it creates additional work
• If employees can’t enter ETS then primary supervisors should do it
Comp Time
Comp Time

• Remind your employees who are active on Comp Time plan should use their comp time through PPE 1/6/18

• Unused comp time must be paid out in PP18-15, after the first pay period in a new year

• Run query UMB_PR_COMP_TIME_BALANCE to identify employees for payout
Foreign Nationals- Glacier Annual Renewal Process
Foreign Nationals - Glacier

• We have received words from System Payroll that CPB has agreed to:
  – Require only a renewal packet for foreign national employees who are eligible for tax treaty benefits in year 2018
  – Foreign national employees who have visa, status or address changes are still required to submit a renewal packet

• We will send out a detailed email communication around October 2017, stay tune ...
QUESTIONS?
Financial Systems
Quantum Project Update

QuantumFinancials@umaryland.edu
Key Contacts

• FS- Payroll- 6-1243
  – DL-BFPayrollHelp@umaryland.edu
• Costing and Compliance- 6-2909
  – Effort@umaryland.edu
• HRS- Service Center 6-7600
  – DL-HRSServiceCenter@umaryland.edu
• HRS-Compensation- 6-2606
  – HRSCcompensation@umaryland.edu
• Quantum Project
  – Quantum@umaryland.edu