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# 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



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# 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.

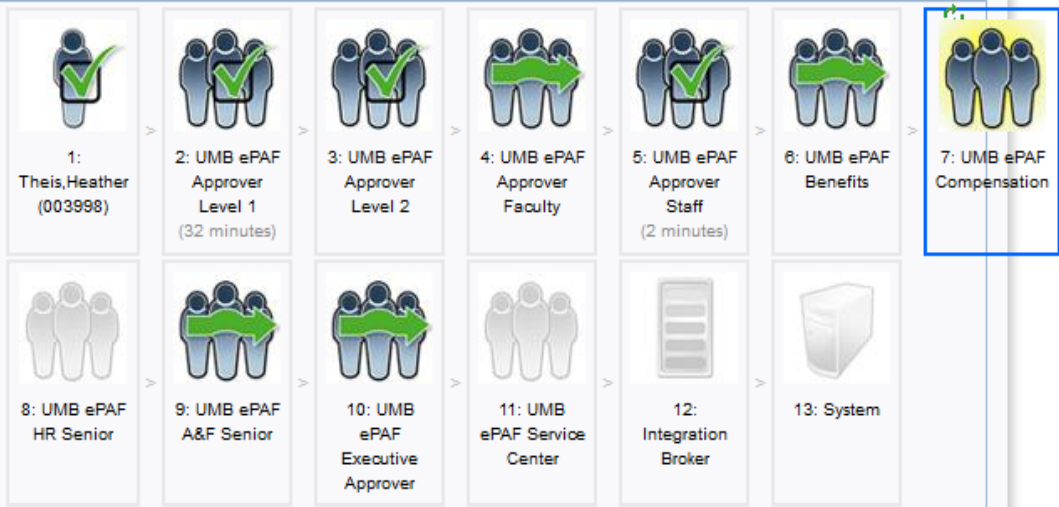
### Form Information

eForm ID	30021791	
Form Status	Part Apprv	
Form Type	JOBCHANGE	Job Change
Condition	DEFAULT	Default
Next Approver	UMB_EPAF_COMPENSATION	

[Who can work this form?](#)

[Form Messages](#)

### Process Visualizer



# 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 day 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](mailto: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

File Edit View History Bookmarks Tools Help

UMB Reports to Set Up

https://devhrweb.umaryland.edu:4453/psp/hrst91/EMPLOYEE/HRMS/s/WEBLIB\_PTPP\_SC.HOMEPAGE.FieldFormula.IScript\_AppHP?pt\_fname=CO\_MANAGER\_SELF\_SERVICE&FolderPath=PORTAL\_ROOT\_OBJECT.CO\_...

HealthcareSource Posi... USM NEX jobs HireRight - Login Staging - Hiring Mana... Staging - UMB Careers User Sign In Staging - UMB Faculty... Onboarding - new hir... Onboarding - Admin Guid Access

**UMB** Juliet Dickerson [redacted] on HRTST91

Favorites Main Menu > Workforce Administration > Job Information > UMB Reports to Set Up

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**UMB Rpts To Set Up**

**Search Criteria**

Department Like:  Empl ID:  Supervisor ID:   Maintenance Required

Sort Order:  Dept ID  Employee Name  Employee ID  Supervisor ID

**Supervisor Selection for mass application**

Supervisor ID for Mass Application:  Reports To Position Number:

Press Select All to apply Supervisor to ALL  
Press Deselect All to remove Supervisor from ALL

**Employee List** Personalize | End | View All |  |  | First 1 of 1 Last

	Department	Empl Name	Empl ID	Empl Body	Empl Position Number		Supervisor ID	Supervisor Name	Supervisor Position Number	New Supervisor ID	New Supervisor Name	New Supervisor Position Number	Maintenance Required Reason	Last Updated by	Updated by Name	Last Upd DTTM
1				0		<input type="checkbox"/>				<input type="text"/>						





# Reports To feature – Mass update employees who are missing the supervisors information

The screenshot displays the 'Reports To Set Up' interface in the UMB HRIS system. The user is logged in as Juliet Dickerson on HRTS791. The interface includes search criteria, supervisor selection options, and a table of employees.

**Search Criteria:**

- Department Like: 10103
- Empl ID: [Search]
- Supervisor ID: [Search]
- Maintenance Required:
- Sort Order:  Dept ID  Employee Name  Employee ID  Supervisor ID

**Supervisor Selection for mass application:**

- Supervisor ID for Mass Application: 005 [Search]
- Reports To Position Number: [Search]
- Buttons: Select All, Deselected All, Apply this Supervisor to ALL selected EEs

**Employee List:**

	Department	Email Name	Empl ID	Empl Dept	Empl Position Number	Supervisor ID	Supervisor Name	Supervisor Position Number	New Supervisor ID	New Supervisor Name	New Supervisor Position Number	Maintenance Required Reason	Last Deleted By	Deleted By Name	Last Upd CkTm
1	10103000	Sticket,Carmie		00		<input checked="" type="checkbox"/>			[Search]			New Employee	UMPHRS71		07/27/2017 9:55:07AM
2	10103000	DeHippis,Brian J.		00		<input checked="" type="checkbox"/>			[Search]			New Employee	UMPHRS71		07/27/2017 9:55:01AM
3	10103000	Williams,Susan F.		00		<input checked="" type="checkbox"/>			[Search]			New Employee	UMPHRS71		07/27/2017 9:55:06AM
4	10103000	Biverton,Jacinta S.		00		<input checked="" type="checkbox"/>			[Search]			New Employee	UMPHRS71		07/27/2017 9:55:09AM
5	10103000	Herrera,Rachel C.		00		<input type="checkbox"/>			[Search]			New Employee	UMPHRS71		07/27/2017 9:55:06AM
6	10103000	Anderson,Jane E.		00		<input type="checkbox"/>	012160 Jennifer Fisher		[Search]						
7	10103000	Alan,Diane R.		00		<input type="checkbox"/>	023520 Pamela Lambert		[Search]						
8	10103000	Bates,Patricia A.		00		<input type="checkbox"/>	012160 Jennifer Fisher		[Search]						
9	10103000	Boydston,Emily Johanna		00		<input type="checkbox"/>	020030 Darren Parker		[Search]						
10	10103000	Bray,Marjorie M.		00		<input type="checkbox"/>	020030 Darren Parker		[Search]						
11	10103000	Enright,Kevin J.		00		<input type="checkbox"/>	020030 Darren Parker		[Search]						
12	10103000	Amoros,Irene		00		<input type="checkbox"/>	012160 Jennifer Fisher		[Search]						
13	10103000	Hadad,Roxana Z.		00		<input type="checkbox"/>	017961 Irene Amoros		[Search]						
14	10103000	Herman,Rebecca L.		00		<input type="checkbox"/>	019083 Heather Kavanagh		[Search]						
15	10103000	Greene,Emily P.		00		<input type="checkbox"/>	020030 Darren Parker		[Search]						
16	10103000	Eyster,Isabelle J.		00		<input type="checkbox"/>	020030 Darren Parker		[Search]						

# Reports To feature – look up individual employees in your unit

The screenshot displays the UMB Reports To feature interface. The main window shows a search criteria section with fields for Department Like (053), Empl ID, and Supervisor ID. Below this is a section for Supervisor Selection for Mass Application, including a search field and buttons for Select All and Deselect All. The Employee List table is visible, showing columns for Department, Empl Name, Empl ID, Empl Position Number, Supervisor ID, Supervisor Name, Supervisor Position Number, and Near Supervisor ID. A modal dialog box titled "Look Up Supervisor ID for Mass Application" is open, containing search criteria fields for Empl ID, Name, Department, and Department Description, along with buttons for Look Up, Clear, Cancel, and Basic Lookup. The Search Results section of the dialog shows a single result for Empl ID 00, Name Juliet Yeates-Trotman, Department 05302000, and Department Description HRS.

Search Criteria

Department Like: 053 Empl ID: Supervisor ID:

Sort Order:  Dept ID  Employee Name  Employee ID  Supervisor ID

Fetch

Supervisor Selection for Mass Application

Supervisor ID for Mass Application:

Press Select All to apply Supervisor to ALL  
Press Deselect All to remove Supervisor from ALL

Select All Deselect All Apply this Supervisor to ALL

Employee List

Department	Empl Name	Empl ID	Empl Position Number	Supervisor ID	Supervisor Name	Supervisor Position Number	Near Supervisor ID
1 06302000	Adams, Cherita F.				Matthew Lasecki		
2 06302000	Bacchus, Jennifer J.				Emily Kordish		
3 06302000	Ball, Jacqueline C.				Juliet Yeates-Trotman		
4 06302000	Boring, Janice M.				Jamaica Cosby		
5 06302000	Cooper, Vernell				Emily Kordish		
6 06302000	Cosby, Jamaica T.				Matthew Lasecki		
7 06302000	Daughton, Joanne E.				Juliet Yeates-Trotman		
8 06302000	Emmel, Mark A.				Matthew Lasecki		
9 06302000	Escobar, Lisbet N.				Jamaica Cosby		
10 06302000	Evans, Karla				Jacqueline Ball		
11 06301000	Flair-Crumling, Janice				Matthew Lasecki		
12 06302000	Ganguly, Nandini						
13 06302000	George, Andrew E.				Emily Runser		
14 06302000	Graham, Michelle A.				Jamaica Cosby		
15 06302000	Greenwell, Rebecca J.				Juliet Yeates-Trotman		
16 06302000	Hoffmann, Patricia A.				Matthew Lasecki		

Look Up Supervisor ID for Mass Application

Empl ID: begins with 00

Name: begins with

Department: begins with

Department Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Empl ID	Name	Department	Department Description
00	Juliet Yeates-Trotman	05302000	HRS

# Reports To feature – new field on ePaf

UMB  
Juliet Dickerson (005422) on HR TST91  
Favorites | Main Menu | Department Self Service | ePAF Home Page

## Hire an Employee

Step 2 of 6: Job Information

Enter Employee's job information and then click Next. All fields with an asterisk are required.

NOTE: To navigate through fields, use the TAB button.

Transaction Information			
Name:	Yeates, Brooke	Empl ID:	NEW
eForm ID:	30025011		

Initiator Information			
Name:	Juliet Dickerson	Empl ID:	
Creation Date:	09/19/2017 4:05:35PM		
Email:	Z_juliet.dickerson@umaryland.edu	Phone:	410/706-7171

Hire Form Data			
*Effective Date:	09/25/2017	Onboarding Date:	09/25/2017
*Empl Class:	31T Non Exempt Contingent 1- Temp	*Supervisor ID:	00 Bail, Jacqueline C
*Department:	063L HRS	*Contract End Date:	
*Job Code:			
Functional Title:			
*Location Code:		Room#:	
*Std Hrs/Wk:			
FTE:			
*Pay Group:			
*UMB Retirement System Code:	00 -- Not Eligible --		
Transferred from USM Agency?:	<input type="checkbox"/>		

<< Previous      Next >>  
Hold

New supervisor ID field on ePaf



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# 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



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# 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 80hours, 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

Employee Earnings and Fringes Employer Fringes (Deductions) Employer Fringes (Taxes)

Empl ID: [Redacted] Regular  
 Company: UMB Earnings: 5,425.91 Empl Record: 0 Off Cycle ? :   
 Pay Group: AFY Taxes: 1,488.65 Form ID: UMB01A Corrected:   
 Pay End Date: 07/08/2017 Deductions: 558.13 Check Nbr: [Redacted]  
 Page: 512 Net Pay: 3,379.13 Check Dt: 07/14/2017  
 Line: 1

FY17/FY18 crossover paycheck with one row

Add #	Earnings Begin Date	Earnings End Date	Emcd	Hours	Earnings	Hourly Rate	FLSA Rate	Deptid	Combo Code	FICA	Tax Periods	TL Source
	06/25/17	07/08/17	RGS	80.00	5425.91	67.823830		000		Subject	1	

EmCd	Earns End Date	Fiscal Year	Acctg Period	Combo Code	Acct	Amount	Dept ID	Empl Rcd#	BR / DR Pay End Date
RGS	06/30/17	2017	12	000000	1012	2078.81	000	0	
RGS	06/30/17	2017	12	000000	1012	246.58	000	0	
RGS	07/08/17	2018	1	000000	1012	2771.74	000	0	
RGS	07/08/17	2018	1	000000	1012	328.78	000	0	

**06/25/17-06/30/17 FY17 EFP**  
**07-01/17-07/08/17 FY18 EFP**

Employee Earnings and Fringes

Empl ID:  Regular  
 Company: UMB Earnings: 5,494.02 Empl Record: 0 Off Cycle ? :   
 Pay Group: AFY Taxes: 1,524.53 Form ID: UMB01A Corrected:  08/31/16  
 Pay End Date: 07/09/2016 Deductions: 546.92 Check Nbr:   
 Page: 499 Net Pay: 3,422.57 Check Dt: 07/15/2016  
 Line: 1

FY16/FY17 crossover paycheck with two rows

Pay Earnings													
Addl #	Earnings Begin Date	Earnings End Date	Emcd		Hours	Earnings	Hourly Rate	FLSA Rate	Deptid	Combo Code	FICA	Tax Periods	TL Source
	07/01/16	07/09/16	RGS	Regular Salaried	51.43	3535.32	68.742258		<input type="text"/> 000		Subject	1	
1	06/26/16	06/30/16	RGS	Regular Salaried	28.57	1958.70	68.554437		<input type="text"/> 000		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	06/30/16	2016	12	000000	1012	1685.48	<input type="text"/> 000	0	
RGS	06/30/16	2016	12	000000	1012	273.22	<input type="text"/> 000	0	
RGS	07/09/16	2017	3	000000	1012	3160.43	<input type="text"/> 000	0	09/03/16
RGS	07/09/16	2017	3	000000	1012	374.89	<input type="text"/> 000	0	09/03/16

# 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

Employee Earnings and Fringes    Employer Fringes (Deductions)    Employer Fringes (Taxes)

Empl ID: [Redacted] Regular  
 Company: UMB Earnings: 5,425.91 Empl Record: 0 Off Cycle ? :   
 Pay Group: AFY Taxes: 1,488.66 Form ID: UMB01A Corrected:   
 Pay End Date: 07/22/2017 Deductions: 558.13 Check Nbr: [Redacted]  
 Page: 491 Net Pay: 3,379.12 Check Dt: 07/28/2017  
 Line: 1

Sum of earning=\$0

Addl #	Earnings Begin Date	Earnings End Date	Emcd		Hours	Earnings	Hourly Rate	FLSA Rate	Deptid	Combo Code	FICA	Tax Periods	TL Source
	07/09/17	07/22/17	RGS	Regular Salaried	80.00	5425.91	67.823830		[Redacted]			Subject	1
1	06/25/17	07/08/17	RGS	Regular Salaried	-32.00	-2170.36	67.823830		[Redacted]			Subject	1 TL Record
1	06/25/17	07/08/17	HLS	Holiday Salaried	8.00	542.59	67.823830		[Redacted]				TL Record
1	06/25/17	07/08/17	VCS	Annual Leave Salaried	24.00	1627.77	67.823830		[Redacted]				TL Record

EmCd	Earns End Date	Fiscal Year	Acctg Period	Combo Code	Acct	Amount	Dept ID	Emp Rcd#	BR / DR Pay End Date
HLS	06/30/17	2018	1	000000	1012	232.54	[Redacted]	0	
HLS	07/08/17	2018	1	000000	1012	277.17	[Redacted]	0	
HLS	07/08/17	2018	1	000000	1012	32.88	[Redacted]	0	
RGS	06/30/17	2018	1	000000	1012	-930.15	[Redacted]	0	
RGS	07/22/17	2018	1	000000	1012	3741.85	[Redacted]	0	
RGS	07/22/17	2018	1	000000	1012	443.85	[Redacted]	0	
VCS	06/30/17	2018	1	000000	1012	697.62	[Redacted]	0	
VCS	07/08/17	2018	1	000000	1012	831.52	[Redacted]	0	
VCS	07/08/17	2018	1	000000	1012	98.63	[Redacted]	0	

Sum of earnings distribution=\$.00

- 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 ROUNDING 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

	Apply to Accounts	FY18 Proposed	FY18+ Finalized	Fringe Account
Faculty	1011 – Faculty 9/10 mo. 1012 – Faculty 12 mo.	27.2%	27.1%	2790 – Fringe rate Faculty
Staff	1013 – Exempt staff 1014 – Non-exempt staff	43.6%	43.4%	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)	8.4%	8.4%	2793 – Fringe rate Legislated Benefit
Limited Benefit	1021 – Post Docs/Fellows 2090 – Contractual Employee (C2) (FY16+)	21.4%	21.4%	2792 – Fringe rate Limited Benefit

# 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





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# FSPR- Payroll Topics



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# 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:

<http://www.umaryland.edu/policies-and-procedures/library/financial-affairs/procedures/financial-services/payroll-pay-validation.php>

# 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



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# 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



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# 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

Schools/Units	Feb 14 - Dec 14	Jan 15 - Dec 15	Jan 16 - Dec 16	Jan 17 - Aug 17	CCU	No of employees
Central Admin	22	24	32	19	\$ 31,838.88	25
SOD	5		1	1		
SOL	2	1	1	2	\$ 153.97	1
SOM	80	87	83	60	\$ 49,754.58	28
SON	20	19	13	6	\$ 19,160.64	6
SOP	17	10	18	8	\$ 1,091.39	3
SSW	4	10	5	4	\$ 7,059.27	4
<b>No. of Overpayments</b>	<b>150</b>	<b>151</b>	<b>153</b>	<b>100</b>		<b>67</b>
<b>Overpayment Amount (\$)</b>	<b>\$ 447,753.80</b>	<b>\$ 646,740.31</b>	<b>\$ 422,063.57</b>	<b>\$ 260,061.22</b>	<b>\$ 109,058.73</b>	

## 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



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# 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



ADMINISTRATION AND FINANCE

## DEPOSIT SUMMARY

**INSTRUCTIONS**

### Section 1: Department Information

Department:		School or Division:		Date:	
Contact Name:		Email:		Phone:	

### Section 2: Deposit Information

Cash Total	Check Total	Credit Card Total	Deposit Total*	Deposit Type
				Customer Billing

### Section 3: Deposit Distribution

PCBU	Project ID	Fund	Account	* Amount	Description(Required)
			7136		

- 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.





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# Outstanding ETS

# Outstanding ETS as of 09/13/17

School/Div	CLOSED	OPEN	Grand Total
04- OAA	14	11	25
06- CASS	8	1	9
08- SON	9	6	15
09- SSW	43	26	69
10- SOM	329	209	538
11- SOL	2	6	8
12- SOP	0	4	4
<b>Grand Total</b>	<b>405</b>	<b>263</b>	<b>668</b>

# 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



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# 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



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# 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?**





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# Financial Systems

# Quantum Project Update

[QuantumFinancials@umaryland.edu](mailto:QuantumFinancials@umaryland.edu)

# Key Contacts

- FS- Payroll- 6-1243
  - [DL-BFPayrollHelp@umaryland.edu](mailto:DL-BFPayrollHelp@umaryland.edu)
- Costing and Compliance- 6-2909
  - [Effort@umaryland.edu](mailto:Effort@umaryland.edu)
- HRS- Service Center 6-7600
  - [DL-HRSServiceCenter@umaryland.edu](mailto:DL-HRSServiceCenter@umaryland.edu)
- HRS-Compensation- 6-2606
  - [HRSCompensation@umaryland.edu](mailto:HRSCompensation@umaryland.edu)
- Quantum Project
  - [Quantum@umaryland.edu](mailto:Quantum@umaryland.edu)