Payroll Reps Meeting

Tuesday, May 10, 2022
10 am – noon

Agenda

- New myUMB Portal (CITS)

- Human Resource Services
  - Direct Supervisor Setup
  - COLA & Merit

- SPAC-Costing and Compliance (SPAC-CC)
  - FY23 Fringe Benefit Rates
  - Direct Retro Deadlines
  - Supplemental Pay: new earnings codes to be charged lower legislated fringe rate from FY23
  - Grad Assistants and Students: Summer FICA fringe benefit status

- Office Of The Controller- Payroll Services (OOTC-PS)
  - EFP Rollover FY23
  - 22-26 and 23-01 Actuals Distribution & Encumbrances

NEW MYUMB PORTAL
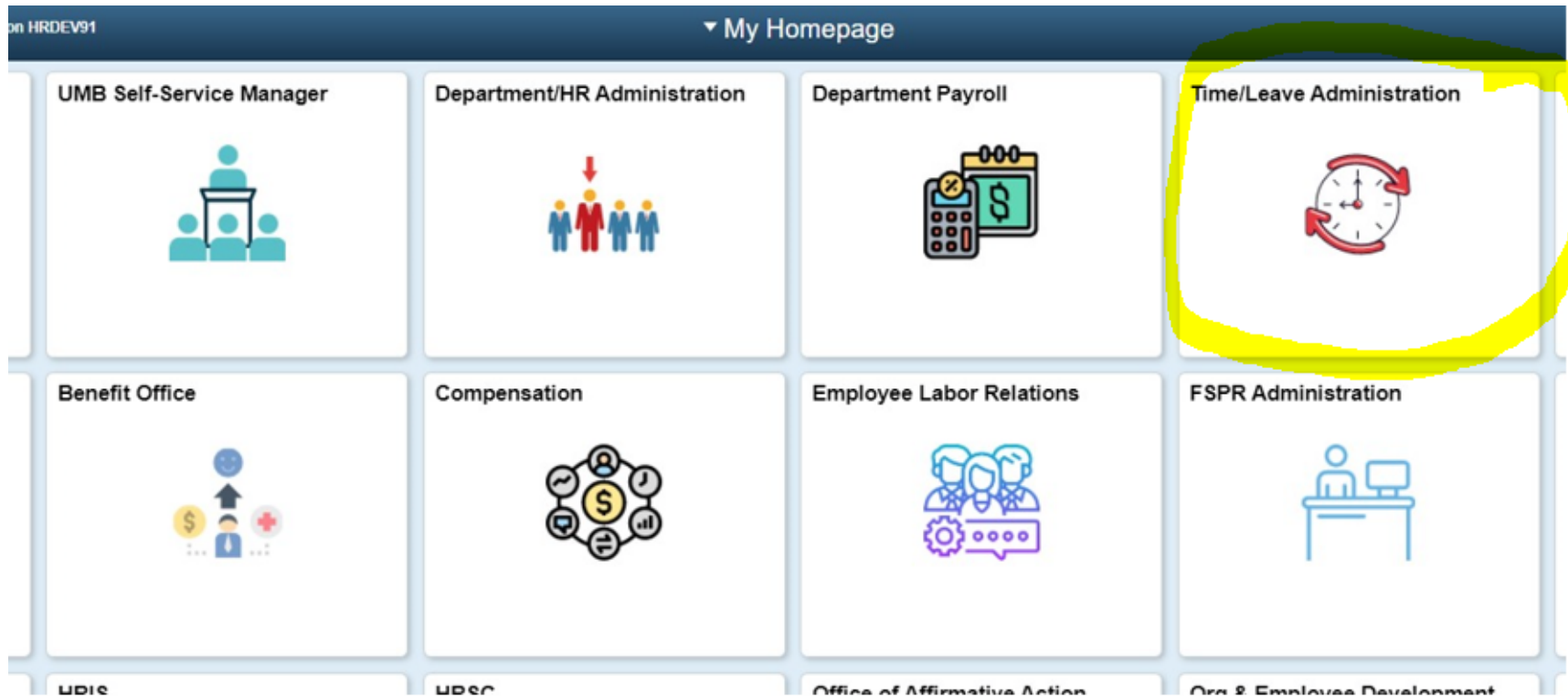# CITS

NEW MYUMB PORTAL (MAY 2022)

New myUMB Portal

- Tutorials and Job Aids are available at CITS website:

  - https://www.umaryland.edu/cits/services/myumb-portal/

HUMAN RESOURCE SERVICES

Maintaining Direct Supervisor Setup

- New HCM Project require establishment of direct supervisors

- Direct Supervisor Setup if different from the Timesheet Supervisor Setup

- Other processes on campus require identification and approver by direct supervisor

- Nothing is changing on how you maintain Timesheet Supervisor setup

- Setup Direct Supervisor whenever setting up Timesheet Supervisor

Accessing Direct Supervisor Setup

Accessing Timesheet Supervisor Setup

Accessing Direct Supervisor Setup

Query

- **UMB_HR_SUPERVISORS_MAINTENANCE**

| Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | Run |

View All | Rerun Query | Download to Excel | Download to XML   First ◀ 1201-1300 of 8392 ▶ Last

Row	Empl_ID	Empl Name	Empl Class	Empl Class Descr	Pay Status (Empl)	Job Title	Direct Supv ID	Direct Supv Name	Direct Supv Maint. Reqd.	Pay Status (Direct Supv)	Primary Timesheet Approver ID	Prim Timesheet Approver Name
1201			20	Non Exempt Regular	Active	Lab Animal Tech			Supvisor/Initiator Terminated	Active		
1202			16	Hrly Stud NWS Graduate	Active	Grad Student - Office			Supvisor/Initiator Terminated	Active		
1203			04	Graduate Assistant	Active	Graduate Research Assistant II			New Employee	Active		
1204			03	Faculty Non-Tenured/NonTrack	Active	Assistant Professor			New Employee	Active		
1205			03	Faculty Non-Tenured/NonTrack	Active	Research Associate			New Employee	Active		
1206			36	Faculty Contingent 1 - Temp	Active	Adjunct Faculty I			New Employee	Active		

QUESTIONS on Supervisors Maintenance?

HUMAN RESOURCE SERVICES COMPENSATION

COLA & MERIT
JULY 3, 2022

Eligibility

- Staff – 20, 22, 33, & 35

- Faculty – 01, 02, 03, & 15

- Comp Rate Code
  - ANNLEL
  - ADSPEL

- FTE = .50 ≥

- Performance = Meets standards or above

Dates of Eligibility

- Staff
  - COLA - Started Employment on or before 6/30/2022
  - Merit – Started Employment on or before 1/3/2022
- Faculty
  - COLA and Merit – Started Employment on or before 4/1/2022
- All Staff & Faculty
  - Must be active employee status on 7/15/2022 (terminations on or before 7/15/2022 will not be eligible for COLA or merit)

EPAF Dates

- Actions effective 7/1/2022
  - Initiate by 6/15/2022

- Freeze Dates
  - 6/30/2022 to 7/25/2022
    - Only Hires can be processed

- Terminations
  - Prior to 7/16/2022 do not receive COLA or Merit
  - No additional EA forms need to be submitted

More Information to Come

- SOM Clinical Faculty special handling
- Salary Structure change is awaiting review and approval from Board of Regents 6/17/2022

CHANGE IN HRMS:
CLINICAL FACULTY

Identify Clinical Faculty

- Current Boxes for FLSA determination & benefits
  - Instructional/Non-Instructional
  - Practicing Medicine or Law Majority of the time
  - GFT – Geographic Full Time – must be M.D.

- New Box: **Clinical Faculty**
  - Assist in Faculty equity reviews to distinguish difference
  - Processing salary actions, such as COLA and merit
  - Provide clinical services, does not require to be M.D.
  - CITS has loaded SOM Clinical Faculty from January to "Yes"
  - Query: **UMB_LIST_ClINICAL_FACULTY**

Go to manager SS tile, select Update Employee information and click "Change Title/Location……" button

Checked box Clinical Faculty = YES

Functional Title/Location/Essential Employee Designation

SPAC- CC

FY23 FRINGE BENEFIT RATES
&
DIRECT RETROS (DR)

FY23 Pending Fringe Benefit Rates

- Final approval has not yet been received
- A memo will be sent out to Campus to announce the Implementation of the approved Fringe Benefit Rate Agreement
- FY23 rates will be set up in HRMS from 23-01
- The memo and rate agreement will be uploaded to our website
  - https://www.umaryland.edu/cost/about-the-office/fringe-benefit/

FY23 Fringe Benefit Rates – Pending Approval

	Apply to Accounts	FY22 Finalized	FY23+ Pending	Costs Recorded in Account
Faculty	1011 – Faculty 9/10 mo. 1012 – Faculty 12 mo.	26.2%	26.7%	2790 – Fringe rate Faculty
Staff	1013 – Exempt staff 1014 – Non-exempt staff	34.6%	37.3%	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%	8.0%	2793 – Fringe rate Legislated Benefit
Limited Benefit	1021 – Post Docs/Fellows 2090 – Contractual Employee (C2) (FY16+)	20.9%	19.5%	2792 – Fringe rate Limited Benefit
Students	1020 – Graduate Assistants 2074 – College Work Study (CWS) 2075 – Students (Other than CWS)	0%	0%	N/A
Other	2196 – Accrued Leave Payout	0%	0%	N/A

FY23 Fringe Rates

- The FY23 fringe rates will be applied to the entire first pay period period in FY23

  - PP23-01 (6/19/22 to 7/02/22)

- The fringe for PP23-01 will be posted as follows:

  - 06/19/22 to 06/30/22 – Posted to FY22
  - 07/01/22 to 07/02/22 – Posted to FY23

FY23 Fringe Rates Summary Chart

Pay Period	Rate Used	Posted in FY
22-26	FY22	2022
23-01	FY23	2022 (6/19/22-6/30/22) 2023 (7/1/22-7/2/22)
23-02	FY23	2023

FY23 Retroactive Distributions

- DEADLINE to submit Direct Retros to be posted in FY22 is Wednesday, 6/29/22

- All Direct Retros received on Thursday 6/30/22 and forward will be posted to FY23

- The direct retro cut off date for the 22-26 pay period is Friday, 6/17/22 by close of business (COB)

  - Note that this is different from the usual Tuesday prior to the payday deadline to allow Costing and Compliance enough time to process the anticipated fiscal year end increased volume.

Direct Retro Cut Off Dates

When Received by Cost Analysis	Pay Period Processed	Posted in Fiscal Year (HRMS and Financials)
Tuesday, 06/07/22 @ 2pm	22-25	2022
Friday, 06/17/22 @ COB	22-26	2022
Wednesday, 06/29/22 COB	23-01	2022
Thursday, 06/30/22 and beyond	23-02	2023

DR Processing - Reminders

- Physician Services Contracts Exception:

  – No Direct Retros moving payroll to or from a PSC account in FY22 will be processed after the FY22 DR deadline on Thursday 6/30/2022

- A direct retro and a budget retro cannot be processed in same pay period

Plan accordingly!!!

DR Processing – Reminders Continued

- Please remind your PIs to sign your online direct retros after submission:

  - Verify that they have signed the DR

  - DRs are not received or processed by SPAC-CC if not approved by PI

- We are open to suggestions to help administrator

  - Weekly List of DRs pending in PI queue?

Summer Students FICA Exemption

- Students and Graduate Assistants are exempt from payroll tax and fringe.

- During summer
  - Subject from: 06/05/22 (PP22-26) at Legislated benefit rate of 8.0% for FY23
  - Revert to Exempt from: 08/28/2022 (PP23-06)

- Students who are exempt in the summer will have manual entry to reverse the posted fringe during this period

FA Proposal Update

- Due date extended through 06/30/22

- Meeting scheduled in mid June to update UMB administration of finalized rates

- Challenges faced
  - New system: getting the data
  - Data not updated: space usage, equipment locations
  - More to follow

Questions or Comments for Costing and Compliance

OOTC-
PAYROLL SERVICES

EFPS & DISTRIBUTIONS
& THE FY23 ROLLOVER

FY23 EFP Rollover

- The process where we take the last EFP used for actuals distribution in FY22 and copy it to FY23

- Will occur **after 8PM on Tuesday, 6/21**

- After the rollover is done, EFPs for FY22 cannot be changed

Note: If your new hires are not in eUMB in time for you to create a new EFP on 6/21, you will need to do a DR to move out the charges from the PCA

Fix EFP – Salaried EEs

- AFY, ASY, and EFY paygroups- "Fix" EFPs will **NOT** be created

- All retro earnings with effective dates prior to 7/1/22 that are paid in PPs 23-02 through 23-26 will be charged to the Department Payroll Clearing Account (PCA)

- Departments are required to submit Direct Retros (DRs) to redistribute prior year earnings paid in FY23

Fix EFP – Non-salaried EEs

- NFY, HRL, and SPC paygroups- "Fix" EFPs will be created *temporarily*

  – Effective date of the Fix EFP will be either the first day of PP#23 (4/24/22), employee's hire date, or date transferred to department, whichever is latest

- The Fix EFPs are created to allow for timesheet entry that can go back 4 pay periods (PPs #23-26)

- The Fix EFPs will be deleted after 4 pay periods in FY23 since timesheets can only go back 4 pay periods (i.e. deleted on Sunday, 9/4/22)

Fix EFP – Non-salaried EEs

- If there are multiple EFPs for an employee in FY22 between 4/24/22 and 6/30/22, the prior year retro earnings paid PP23-02 through 23-04 will only be done based on the last FY22 EFP
  - Corrections must be done via Direct retro (DR)
- Prior year retro earnings paid beginning PP23-05 through 23-26 will be charged to the PCA
  - Departments are required to submit DRs to redistribute prior year expenses paid in FY23

FY23 EFP Cut Off Date

- **Tuesday- 6/21:** All EFPs for FY22 must be <u>approved</u> in *e*UMB before 8pm
  - EFPs entered but not approved by the deadline will be deleted

- No budget retros for FY22 after 6/21, 8pm

PP22-26 (6/5-6/18/22) Distribution

- **Wednesday-6/22**: Actuals Distribution process is run for PP22-26 with no encumbrances

- **Thursday-6/23:** Validate that payroll expenses were distributed correctly using HRMS *Payroll Charges Detail* (PCD)

- **Friday-6/24**: Validate that payroll expenses were distributed correctly using Quantum Analytics- HRMS Payroll

WHAT TO DO
<u>BEFORE</u> THE FY23 EFP ROLLOVER

From today until 8pm on Tuesday, 6/21/22

Before the FY23 EFP Rollover

- Make sure **all** employees have a FY22 EFP

  - Run Funding Summary Report and/or

  - Run query UMB_CA_NO_EFP

- Administrative depts tend to forget to set up EFPs for new employees- means more work at budget time!

Before the FY23 EFP Rollover

- Review all funding sources that end 6/30/22 or earlier and determine redistributions
  - Use EFP Query or Funding Summary Report
- Complete redistributions by entering & approving new EFP for a Budget Retro
  - Approve new EFP by 8pm on Tuesday, 6/7 for PP22-25
  - Approve new EFP by 8pm on Tuesday, 6/21 for PP22-26 and PP23-01 distribution (6/19/22-6/30/22)

Before the FY23 EFP Rollover

- Check ALL Funding End Dates (FED) on EFPs:

  - No FED $\Rightarrow$ no change required

  - FED > 6/30/22 $\Rightarrow$ no change required

  - FED < 6/30/22 $\Rightarrow$ change now so that payroll expenses do not charge PCA

  - FED = 6/30/22 $\Rightarrow$ OK to change now; must be changed in FY23 to avoid charging PCA

Before the FY23 EFP Rollover

- Funding End Dates on EFPs:

  - For sponsored projects, the funding end date is required and it can be extended to the lesser of the project end date or 6/30/27 (current FY + 5 years)

  - For all other funding sources, an end date is not required or recommended but if entered it cannot be greater than the end of the current fiscal year

Before the FY23 EFP Rollover

- Check for EFPs that cite PCA:
  - Run Query UMB_CA_EFP_BY_COMBO_CODE
    - Enter Department PCA for Combo Code
  - If EFP is found where PCA is cited, consider changing it

<u>Before</u> the FY23 EFP Rollover

Run Funding Summary Report using an "as of" date of 6/30/22 and select the "**PCAs Only**" report choice. Only the following will be returned:

1. Lines marked as 'DP' (i.e. No EFP)

2. Lines with Funding End Dates of 6/30/22 or earlier (i.e. Expiring EFP)

Setting Up Funding Summary Report: Checking EFPs Before 22-26 Distribution

Funding Summary Report

Run Control FundingSummary
ID:

Using 6/30/22 will help you insure that charges **through the end of the fiscal year** are using the correct combo code.

Funding Summary Rpt Parameters

Set ID:	PSUMB	
*Fiscal Year:	2022	
*As Of Date:	06/30/2022	

epartment:	
Empl ID:	
Empl Rcd#:	0

Funding Summary By
- ● Appointment Level
- ○ Position Level

Report Option
- ● Earnings
- ○ Deductions
- ○ Tax

Include Terminated Employees
- ○ Yes
- ● No

Report Choice
- ○ Entire EFPs
- ● PCAs Only

The default setting ("No") returns EFPs for **active** employees only. Select "Yes" if you also need to display EFPs for **terminated** employees.

Use PCAs Only Report Choice to isolate the EFPs that will default to the PCA/Dept level

Next in List

play

Reviewing Funding Summary Report: Checking EFPs Before 22-26 Distribution

PCAs Only Version

Displays problem EFPs in effect as of 6/30/22

Only the portion of the EFP that will be charged to the PCA is displayed- not the full EFP.

eUMB-USER: 004514
Report ID: BUD011
As of Date: 06/30/2022

PeopleSoft
Employee Funding Summary Report

307551
Page No. 15
Run Date 05/09/2022
Run Time 10:52:04

Report Option: Earnings Distribution
SetID: PSUMB   Department: 15204000 - School of Hard Knocks   Fiscal Year: 2021

EMPLOYEE ID	RCD#	NAME	EMPL STATUS	FUNDING LEVEL	Combo-SOAPF / ProjID-AwardFunSRC-SOAPF	COMBO CODE	DIST. %	FUNDING END DATE	*PCA* ====
050961	0	Benes, Elaine	Active	AP	30010341-EXT-365-10020010-000000-00000000-340	5000022293	2.244	06/01/2022	***
083197	0	Costanza, George	Active	AP	000-10405010-000000-44444444-210	5000021325	70.000	05/31/2022	***
					10019108-EXT-335-10405070-000000-00000000-210	5000001268	10.000	05/31/2022	***
					30007331-EXT-285-10405070-000000-00000000-210	5000013568	20.000	05/31/2022	***
098765	1	Kramer, Cosmo	Active	DP	30007331-OTC-285-10405070-000000-00000000-210	5000025321	100.000		***

Total Number of Employees Processed: - 54

End of Depa...

AP= Appointment Level Profile (EFP is in eUMB);

DP= Department Level Profile (EFP is NOT in eUMB and payroll-related expenses will be charged to departmental PCA!)

FY23 EFP Rollover (after 8pm on Tuesday, 6/21/22)

FY23 Rollover

- The last FY22 EFP will be used to programmatically:

  - Create the Initial 7/1/22 EFP

  - Create the "fix" EFP <u>ONLY</u> for employees in paygroups <u>NFY/HRLY/SPC</u>

  - No fix EFP for employees in paygroups AFY/ASY/EFY

FY23 Rollover

- The "fix" EFP (NFY/HRLY/SPC Only):

  - Will have a Funding Begin Date of 4/24/22, employee's hire date, or date transferred to department -- whichever is latest

  - Used to distribute FY22 payroll expenses associated with pay earnings dates from 4/24/22-6/30/22 paid in PP23-02 through 23-04 (ex. Shift, OVT, hourly employees)

  - Cannot be created if an employee has no FY22 EFP by 6/21/22

    - Prior fiscal year retro pay (<7/1/22) will be charged to PCA and the department must submit a DR to move expenses

FY23 Rollover

- EFPs will programmatically be created for both active employees and employees who were terminated after 1/1

  – No action is required on your part for terminated employees

What to do after the Rollover & Before PP23-01 Actuals Distribution

From Wednesday, 6/22/22 through Tuesday, 7/5/22 at 8PM

Before PP23-01 Actuals Distribution

- Make sure **all** active employees have a <u>valid</u> 7/1/22 EFP

  - Review 7/1/22 EFP to be sure it is valid (check combo codes, funding end dates, % distributions)

  - Create a <u>valid</u> 7/1/22 EFP if it is not there

- 6/22/22 @ 6AM – 7/5/22 @ 8PM (Two Week period):

  - Departments review and create additional 7/1/22 EFPs as needed to reflect valid combo codes, funding end dates, % distributions

Checking FY23 EFPs **Before** 23-01 **Distribution**

Run Funding Summary Report using an "as of" date of 7/2/22 and select the "**PCAs Only**" report choice. Only the following will be returned:

1. Lines marked as 'DP' (i.e. No EFP)

2. Lines with Funding End Dates of 7/2/22 or earlier (i.e. Expiring EFP)

Setting Up Funding Summary Report: (thru 7/5/22) Checking FY23 EFPs Before 23-01 Distribution

This report displays the "problem" EFPs in effect "as of" the last day of PP 23-01.

Funding Summary Report

Run Control ID: FundingSummary   Manager   Process Monitor   Run

Funding Summary Rpt Parameters

Set ID:	PSUMB	Department:	
*Fiscal Year:	2023	Empl ID:	
*As Of Date:	07/02/2022	Empl Rcd#:	0

Funding Summary By
- ● Appointment Level   ○ Position Level

Report Option
- ● Earnings   ○ Deductions   ○ Tax

Include Terminated Employees
- ○ Yes   ● No

Report Choice
- ○ Entire EFPs   ● PCAs Only

The default setting ("No") returns EFPs for **active** employees only. Select "Yes" if you also need to display EFPs for **terminated** employees.

Use PCAs Only Report Choice to isolate the EFPs that will default to the PCA/Dept level

60

Reviewing Funding Summary Report: (thru 7/5/22)
Checking FY23 EFPs Before 23-01 Distribution

> Displays EFPs in effect as of 7/2/22

> **ALERT!** Funding sources expiring 6/30/22 and earlier require your quick attention or your PCA will be charged.

PCAs Only Version

```
04514                                    PeopleSoft                                    309956
UD011                            Employee Funding Summary Report              Page No.    25
                                                                              Run Date    07/01/2022
07/02/2022                                                                     Run Time   10:32:09

   Earnings Distribution
     Department:  15204000  -  School of Hard Knocks      Fiscal Year:  2023

                            EMPL      FUNDING                                    COMBO      DIST.   FUNDING      *PCA*
      RCD#    NAME          STATUS    LEVEL    Combo-SOAPF / ProjID-AwardFunSRC-SOAPF   CODE       %       END DATE     ====

       0     Benes, Elaine  Active    AP       30010341-EXT-365-10020010-000000-00000000-340   5000022293   2.244   06/01/2022   ***
       1     Kramer, Cosmo  Active    DP       000-10405010-000000-44444444-210               5000021325   100.000                ***

f Employees Processed:  -    54
```

> **ALERT!** If Funding Level = DP (Department Level Profile), employee **DOES NOT HAVE EFP** in eUMB. **Payroll-related expenses will be charged to the departmental PCA!**

FY23 Redirect EFPs To PCA Process

On Tuesday, 7/5/22 after 8pm

FY23 Redirect EFP Process

- If the FY23 EFP has a funding end date of 6/30/22 or earlier, on Tuesday, July 5th after 8pm, the EFP will be changed by the system

- A process will run to replace any combo code with an expired funding end date with your department default combo code- AKA your PCA- with funding end date of 7/1/22

EFP Redirect Example

The initial FY23 EFP created effective 7/1/22 with combo codes expiring before 7/1/22 was not fixed before 7/5/22 at 8pm

A redirect process will run on Tuesday, 7/5/22 to remove combo codes with funding end dates prior to 7/1/22 and add the PCA/Dept Default combo code equal to the percent of combo codes removed.

Funding Source	Funding Source End Date	Percent
FY23 EFP on 7/5/22		
State	blank	10%
Revolving	blank	5%
Grant#1	5/31/2022	20%
Grant#2	6/30/2022	30%
Grant#3	7/31/2022	25%
Grant#4	8/31/2022	10%
		100%

Funding Source	Funding Source End Date	Percent
FY23 EFP on 7/6/22		
State	blank	10%
Revolving	blank	5%
Grant#3	7/31/2022	25%
Grant#4	8/31/2022	10%
PCA	7/1/2022	50%
		100%

PP23-01 Actuals Distribution & Encumbrances

On Wednesday, 7/6/22

PP23-01 (6/19-7/2/22) Distribution

- **Wednesday-7/6**: Actuals Distribution process is run for PP23-01 with encumbrances calculated from 7/3/22 forward

- **Thursday-7/7:** Validate that payroll expenses were distributed correctly using <u>PCD</u> in HRMS

- **Friday-7/8**: Validate that payroll expenses were distributed correctly using <u>HRMS Payroll</u> in Quantum Analytics

PP23-01 Actuals Distribution

- Two Week period = 6/19-7/2/22

- Using FY23 Fringe Benefit Rates for entire PP23-01 (6/19-7/2/22)

- For PCD reporting purposes, we refer to period of 6/19-6/30 as PP22-27 (AKA the payroll accrual) and 7/1-7/2 as PP23-01

- For Quantum Analytics- HRMS Payroll reporting purposes, we refer to the entire pay period as 23-01 and use the Fiscal Year field to segregate 6/19/22-6/30/22 from 7/1/22-7/2/22

PP23-01 Actuals Distribution

- PP23-01 covers payroll expenses associated with both FY22 and FY23- when the actuals distribution is run:

    – FY22 payroll expenses (based on pay earnings dates) will be distributed based on the FY22 EFP(s) in effect for 6/19-6/30

    – FY23 payroll expenses (based on pay earnings dates) will be distributed based on the 7/1/22 EFP in effect

PP23-01 Actuals Distribution

- When a valid EFP is <u>not</u> set up before the 23-01 actuals distribution process is run:

    - Payroll expenses associated with earnings dates greater than the Funding End Dates on your EFPs will be distributed to your PCA

    - You will need to do a budget retro

    - You will have LARGE encumbrance balances on your PCA

Setting Up Funding Summary Report: (starting 7/6/22)
Checking FY23 EFPs Used 23-01 Distribution

Funding Summary Report

This report displays the "problem" EFPs in effect "as of" the last day of PP 23-01.

Run Control FundingSummary ID:

Repo... rocess Monitor   **Run**

Funding Summary Rpt Parameters

Set ID:	PSUMB	Department:	🔍
*Fiscal Year:	2023	Empl ID:	🔍
*As Of Date:	07/02/2022 📅	Empl Rcd#:	0 🔍

Funding Summary By

⦿ Appointment Level   ○ Position Level

Report Option

⦿ Earnings   ○ Deductions   ○ Tax

Include Terminated Employees

○ Yes   ⦿ No

Report Choice

○ Entire EFPs   ⦿ PCAs Only

The default setting ("No") returns EFPs for **active** employees only. Select "Yes" if you also need to display EFPs for **terminated** employees.

Use PCAs Only Report Choice to isolate the EFPs that will default to the PCA/Dept level

Reviewing Funding Summary Report: (starting 7/6/22)
Checking FY23 EFPs Used 23-01 Distribution

Displays problem EFPs in effect as of PP23-01

PCAs Only Version

Example where no changes were made to FY23 EFPs

eUMB-USER: 004514	PeopleSoft	HRPROD: 309956
Report ID: BUD011	Employee Funding Summary Report	Page No. 25
		Run Date 07/06/2022
As of Date: 07/02/2022		Run Time 10:32:09

Report Option: Earnings Distribution

SetID: PSUMB   Department: 15204000 - School of Hard Knocks   Fiscal Year: 2023

EMPLOYEE ID	RCD#	NAME	EMPL STATUS	FUNDING LEVEL	Combo-SOAPF / ProjID-AwardFunSRC-SOAPF	COMBO CODE	DIST. %	FUNDING END DATE	*PCA* ====
050961	0	Benes, Elaine	Active	AP	30010341-EXT-365-10020010-000000-00000000-340	5000022293	2.244	07/01/2022	***
098765	1	Kramer, Cosmo	Active	DP	000-10405010-000000-44444444-210	5000021325	100.000		***

Total Number of Employees Processed: -   54

ALERT! Funding sources expiring 7/01/22 were changed by the redirect process to charge your PCA

Key Dates Summary

Action	Due/Action Dates 2022
Units: Submit Direct Retros for FY22 (PP22-26)	Friday, June 17
Units: Last chance to create any FY22 EFPs	Tuesday, June 21st- 8pm
System: EFP Rollover: Copy forward FY22 EFPs to create FY23 7/1/22 EFP and "Fix" EFP (NYF, HRL, & SPC Only)	Tuesday, June 21st after 8pm
System: PP22-26istributions	Wednesday, June 22nd
Units: Review FY23 EFPs generated from the copy forward process and determine if new FY23 EFPs should be created	Wednesday, June 22nd- Tuesday, July 5th by 8pm
Units: Submit Direct Retros for FY22 portion of PP23-01 to post in FY22. Any Direct Retros received on or after 6/30/22 will be posted in FY23	Thursday, June 30 COB
System: EFP Redirect process	Tuesday, July 5th after 8pm
System: PP23-01 Actuals Distribution with FY23 Fringe Benefit Rates and FY23 encumbrances	Wednesday, July 6th
System: Delete FIX EFPs for NFYs, HRLS, SPCs	Sunday, Sept 4th

Tools for Checking EFPs

- Use Funding Summary Report
  - Main Menu>Set Up HRMS> Product Related> Commitment Accounting> Reports> Funding Summary USA
- Use queries (recommend using pivot tables with download to Excel)
  - Main Menu> Reporting Tools> Query> Query Viewer
    - UMB_CA_EFP_BY_EMPL_ID (one employee)
    - UMB_CA_EFP_BY_EMPL_ID_CURR_SAL (current salary)
    - UMB_CA_EFP_BY_DEPT_ID (all employees)
    - UMB_CA_EFP_BY_DEPT_ID_CURR_SAL (current salary)
    - UMB_CA_NO_EFP (for missing EFPs)
    - UMB_CA_EFP_BY_PROJ_ID (check PCA)
    - UMB_CA_EFP_BY_PROJ_ID_CURR_SAL (current salary)
    - UMB_CA_EFP_BY_COMBO_CODE (alternative to proj ID)
    - UMB_CA_EFP_BY_COMBOCD_CURR_SAL (current salary)

PP23-01 Reminders

- Since we use the real service dates on the PA form, the earnings will be distributed to the appropriate fiscal year according to those dates

- Write the appropriate fiscal year on the top of the PA form

- If a Combo Code is not indicated on the PA form:

  - Pay earnings prior to 7/1/22 will be distributed based on FY22 EFP(s)

  - Pay earnings after or equal to 7/1/22 will be distributed based on FY23 EFP

PP23-01 Payroll Adjustment Form

Payroll Adjustment Form
University of Maryland Baltimore

Employee Name (Last, First):			Pay Period Processed (FY-PP):	23-01 (FY22)
Empl ID/Rcd#/ Paygroup:		0	Dates of Service:	
Employee Title:			Empl Class:	
Department Name:			Payroll Contact:	
Department ID:			Contact phone:	

PP23-01 Reminders

- The bi-weekly salary rate calculation is to divide the annual salary by the pay period factor. Since FY23 is not a leap year, the salary factor is 26.0714286

  - ➢365 days divided by 14 days per pay period = 26.0714286

  - ➢Refer to FY Salary Calculation Charts- 14ths and 10ths

- Salary Pay is calculated on 14ths - Ex. New faculty/exempt employees who start 7/1/22 will receive 2/14ths pay; terminating effective 7/1/22 (last day 6/30/22) will receive 12/14ths pay

PP23-01 Reminders

- Employees attending Onboarding on Monday, 6/20/22 should have a hire date of 6/19/22 for a full bi-weekly pay

- Employees last day work on Friday, 7/1/22 should have a termination effective date of 7/3/22 for a full bi-weekly pay

- Employees have a pay rate change effective 7/1/22 will receive 12/14ths on old rate (6/19-6/30/22) and 2/14ths on new rate (7/1-7/2/22)

- Hourly Pay (Non-exempt and hourly employees) is calculated based on hours on specific days entered on timesheet or scheduled hours

PP23-01 Reminders

- Calculation charts have been updated and published on Payroll Services website at http://www.umaryland.edu/financialservices/payroll/

  ➢ Payroll Calendar (only FY22)

  ➢ Pay Date Schedule

  ➢ CA Calendar

  ➢ FY Salary Calculation Chart – 10ths

  ➢ FY Salary Calculation Chart – 14ths

Payroll Calendar

- Check the eUMB News from the Portal Page such as:

  - Updated Payroll/Financial calendar message

  - FY End Memo

- Payroll Adjustment Forms (PAFs) due dates moved to Thursdays due to the holidays:

  - Memorial Day Holiday: PAFs due on 5/26/22 for PP22-25 (5/22-6/4/22)

  - Juneteenth Holiday: PAFs are due on 6/9/22 for PP22-26 (6/5-6/18/22)

  - July 4th Holiday: PAFs are due on 6/23/22 for PP23-01 (6/19-7/2/22)

QUESTIONS on CA Processing?