

# ADMINISTRATION AND FINANCE GUIDING PRINCIPLES

**WELL-BEING** *and* SUSTAINABILITY

**INNOVATION** *and* DISCOVERY

**SERVICE EXCELLENCE** *and* ACCOUNTABILITY

**EQUITY** *and* JUSTICE

**RESPECT** *and* INTEGRITY

# ADMINISTRATION AND FINANCE GUIDING PRINCIPLES

**WELL-BEING** *and* SUSTAINABILITY

**INNOVATION** *and* DISCOVERY

**SERVICE EXCELLENCE** *and*  
ACCOUNTABILITY

**EQUITY** *and* JUSTICE

**RESPECT** *and* INTEGRITY

# Payroll Reps Meeting

Thursday, May 25, 2023

9am- 10:30am



# Agenda

- Leave Validation (MAS)
- SPAC-Costing and Compliance (SPAC-CC)
  - FY24 Fringe Benefit Rates
  - Direct Retro Deadlines
  - Grad Assistants and Students: Summer FICA fringe benefit status
- Office Of The Controller- Payroll Services (OOTC-PS)
  - Combination Code Table Page
  - Payroll Process- Final call
  - EFP Rollover FY24
  - 23-26 and 24-01 Actuals Distribution & Encumbrances

# Management Advisory Services (MAS)

Jennifer Thompson, Director

Elaine Portnoy, Manager

[MAS-Help@umaryland.edu](mailto:MAS-Help@umaryland.edu)



# Leave Adjustment Validation Process

## Revised Departmental Leave Adjustment Validation Process:

- To address recent Legislative Audit Finding
- Easily identify manual leave adjustments
- Replace reviewing time sensitive reports
- Instruction sheet of Validation Process

## Leave Adjustment Report:

- Query “UMB\_PR\_ADJUSTED\_LV\_BY\_DATES”
  - Run leave adjustment by pay period or specific period
  - Lists only manual leave adjustments

## Review/Documentation:

- Print report to PDF
- Review and validate manual leave adjustments; notify Payroll Services of any issues or discrepancies
- Sign and date report
- Save/maintain signed and dated report for future reference



# SPAC- CC

# FY24 FRINGE BENEFIT RATES & DIRECT RETROS (DR)



# FY 24 Fringe Rates

- The FY24 fringe rates will be applied to the entire first pay period in FY24
  - PP24-01 (6/18/23 to 7/01/23)
- The fringe for PP24-01 will be posted as follows
  - 06/18/23 to 06/30/23 – Posted to FY23
  - 07/01/23 to 07/01/23 – Posted to FY24

# FY24 Fringe Rates Summary Chart

Pay Period	Rate Used	Posted in FY
23-26	FY23	2023
24-01	FY24	2023 (6/18/23-6/30/23) 2024 (7/1/23-7/1/23)
24-02	FY24	2024

# FY24 Retroactive Distributions

- The direct retro cut off date for the 23-26 pay period is **Friday, 6/16/23 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.
- DEADLINE for Budget Retros to be posted in FY23 is **Tuesday, 6/20/23 by 8PM** (they must be fully approved in HRMS)
- All Direct Retros received on **Wednesday 6/21/23** and forward will be posted to FY24



# Direct Retro Cut Off Dates

When Received by Cost Analysis	Pay Period Processed	Posted in FY (HRMS and Financials)
Tuesday, 06/06/23 @ 2pm	23-25	2023
<b>Friday, 06/16/2023 @ COB</b>	<b>23-26</b>	<b>2023</b>
Tuesday, 06/20/23 @ 8pm (for Budget Retros)	23-26	2023
Wednesday, 06/21/23 and beyond	24-01	2024

# DR Processing - Reminders

- Physician Services Contracts Exception:
  - No Direct Retros moving payroll to or from a PSC account in FY23 will be processed after the FY23 DR deadline on Friday 6/16/2023
- 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

# Summer Students FICA Exemption

- Students and Graduate Assistants are exempt from payroll tax and fringe.
- During summer
  - Subject from: 06/04/23 (PP23-26) at Legislated benefit rate of 8.0% for FY24
  - Revert to Exempt from: 08/27/2023 (PP24-06)
- Students who are exempt in the summer will have manual entry to reverse the posted fringe during this period



# Questions or Comments for Costing and Compliance





# OFFICE OF THE CONTROLLER- PAYROLL SERVICES (OOTC- PS)



# Combination Code Table page

# Combination Code Table

- Cosmetic change to show the Project related data on the right to eliminate scrolling down the page
- Purpose of this page:
  - Update Project Status, Project Dates and Project-SOAPF and show it in this page
  - You can rely on this page to verify information

# Combination Code Table

- Report to Quantum FN/SPAC team
  - If SOAPF is missing
  - Project dates are not correct
  - Project status is not correct
- When the issue is resolved and data updated, it will resolve on the eUMB HRMS side when the data feed comes through

# Combination Code Table

- Daily feed of all SOAPF that can be used for payroll expenses (EFPs) from Quantum FN to eUMB HRMS
- Daily feed for Project/Award Funding source from Quantum FN to eUMB HRMS
- If the SOAPF/P-F combination is not in eUMB HRMS, a new Combination Code (Combo Code) is created in eUMB HRMS
- If the SOAPF is not received, the Combo Code is inactivated

# Combination Code Table

Favorites ▾ Main Menu ▾ > Set Up HRMS ▾ > Product Related ▾ > Commitment Accounting ▾ > Budget Information ▾ > Combination Code Table

---

## Combination Code Table

Set ID: PSUMB  
GL Combination Code: 5000011049

**Combination Code Detail** Find | View All First 1 of 1 Last

Effective Date: 10/03/2019 Status: Inactive  
Description: Federick County Infants Toddl  
Short Desc: ☒ Valid Value

**ChartField Detail**

Object :	0000
Source :	
Org :	10415060
Activity :	
Purpose :	
Function :	
Unit :	
Future :	
Interfund :	
Business Unit PC (Not Used) :	SPON
Project :	00430012
Task :	
Award Funding Source :	EXT
Transaction Dept ID :	

**Project Chartfield Detail**

Project ID: 00430012  
Award Funding Source: EXT  
Project Source: 365  
Project Org: 10415060  
Project Activity: 000000  
Project Purpose: 00000000  
Project Function: 340

**Project Attribute Change History** Personalize | Find | View All | First 1 of 1 Last

Basic Information		Additional Information		
Effective Date	Status	Begin Date	End Date	Audit Timestamp
1 03/20/2020	Inactive	07/01/2003	06/30/2006	03/20/2020 12.29 PM

**Project SOAPF Change History** Personalize | Find | View All | First 1 of 1 Last

Basic Information		Additional Information			
Project Source	Project Org	Project Activity	Project Purpose	Project Function	Audit Timestamp
1 365	10415060	000000	00000000	340	03/20/2020 12.29 PM

# Payroll process- Final Call

# Payroll Process- Final Call

- UMB gross pay file:
  - During normal payroll processing week, we must send UMB gross pay file to CPB by Friday
  - Starting next pay period all final payroll corrections are due by noon
  - Make sure you check your final CCR after receiving our final call email
  - Contact our office immediately if any corrections are needed





# EFPS & DISTRIBUTIONS & THE FY24 ROLLOVER

# FY24 EFP Rollover

- The process where we take the last EFP used for actuals distribution in FY23 and copy it to FY24
- Will occur **after 8PM on Tuesday, 6/20/23**
- After the rollover is done, EFPs for FY23 cannot be changed

**Note:** If your new hires are not in eUMB in time for you to create a new EFP on 6/20, 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 7/1/23 that are paid in PPs 24-02 through 24-26 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 FY24

# 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 (4/23/23), 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 FY24 since timesheets can only go back 4 pay periods (i.e. deleted on Sunday, 9/3/23)

# Fix EFP – Non-Salaried EEs

- If there are multiple EFPs for an employee in FY23 between 4/23/23 and 6/30/23, the prior year retro earnings paid PP24-02 through 24-04 will only be done based on the last FY23 EFP
  - Corrections must be done via Direct retro (DR)
- Prior year retro earnings paid beginning PP24-05 through 24-26 will be charged to the PCA
  - Departments are required to submit DRs to redistribute prior year expenses paid in FY24

# FY24 EFP Cut Off Date

- **Tuesday- 6/20/23:** All EFPs for FY23 must be approved in eUMB before 8pm
  - EFPs entered but not approved by the deadline will be deleted
- No budget retros for FY23 after 6/20/23, 8pm

# PP23-26 (6/4-6/17/23) Distribution

- **Wednesday-6/21/23:** Actuals Distribution process is run for PP23-26 with no encumbrances
- **Thursday-6/22/23:** Validate that payroll expenses were distributed correctly using HRMS *Payroll Charges Detail* (PCD)
- **Friday-6/23/23:** Validate that payroll expenses were distributed correctly using Quantum Analytics- HRMS Payroll

# WHAT TO DO

## BEFORE THE FY24 EFP ROLLOVER

*From today until 8pm on Tuesday, 6/20/23*



# Before the FY24 EFP Rollover

- Make sure all employees have a FY23 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 FY24 EFP Rollover

- Review all funding sources that end 6/30/23 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, 6/6/23 for PP23-25
  - Approve new EFP by 8pm on Tuesday, 6/20/23 for PP23-26 and PP24-01 distribution (6/18/23-7/1/23)



# Before the FY24 EFP Rollover

- Check ALL Funding End Dates (FED) on EFPs:
  - No FED  $\Rightarrow$  no change required
  - FED > 6/30/23  $\Rightarrow$  no change required
  - FED < 6/30/23  $\Rightarrow$  change now so that payroll expenses do not charge PCA
  - FED = 6/30/23  $\Rightarrow$  OK to change now; must be changed in FY24 to avoid charging PCA

# Before the FY24 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 6/30/28 (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 FY24 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

# Before the FY24 EFP Rollover

Run Funding Summary Report using an “as of” date of 6/30/23 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 6/30/23 or earlier (i.e. Expiring EFP)

# Setting Up Funding Summary Report: Checking EFPs **Before 23-26 Distribution**

Using 6/30/23 will help you insure that charges **through the end of the fiscal year** are using the correct combo code.

## Funding Summary Report

Run Control ID: Funding\_Summa

Process Monitor

Run

### Funding Summary Rpt Parameters

Set ID: PSUMB

Department:

\*Fiscal Year: 2023

Empl ID:

\*As Of Date: 06/30/2023

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

Previous in List

Next in List

Update/Display

# Reviewing Funding Summary Report: Checking EFPs **Before 23-26 Distribution**

eUMB-USER: 004514  
Report ID: BUD011

Displays problem EFPs in  
effect as of 6/30/23

As of Date: 06/30/2023

PeopleSoft  
Employee Funding Summary

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

HRPROD: 307551  
Page No. 15  
Run Date 05/09/2023  
Run Time 10:52:04

Report Option: Earnings Distribution

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

EMPLOYEE			EMPL	FUNDING	Combo-SOAPF / ProjID-AwardFunSRC-SOAPF	COMBO	DIST.	FUNDING	*PCA*
ID	RCD#	NAME	STATUS	LEVEL		CODE	%	END DATE	=====
050961	0	Benes, Elaine	Active	AP	30010341-EXT-365-10020010-000000-00000000-340	5000022293	2.244	06/01/2023	***
083197	0	Costanza, George	Active	AP	000-10405010-000000-44444444-210	5000021325	70.000	05/31/2023	***
					10019108-EXT-335-10405070-000000-00000000-210	5000001268	10.000	05/31/2023	***
					30007331-EXT-285-10405070-000000-00000000-210	5000013568	20.000	05/31/2023	***
098765	1	Kramer, Cosmo	Active	DP	30007331-OTC-285-10405070-000000-00000000-210	5000025321	100.000		***

Total Number of Employees Processed: - 54

End

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!)



# FY24 EFP Rollover

(after 8pm on Tuesday, 6/20/23)

# FY24 Rollover

The last FY23 EFP will be used to programmatically:

- Create the Initial 7/1/23 EFP
- Create the “fix” EFP ONLY for employees in paygroups NFY/HRLY/SPC
- No fix EFP for employees in paygroups AFY/ASY/EFY

# FY24 Rollover

## The “fix” EFP (NFY/HRLY/SPC Only):

- Will have a Funding Begin Date of 4/23/23, employee’s hire date, or date transferred to department -- whichever is latest
- Used to distribute FY23 payroll expenses associated with pay earnings dates from 4/23/23-6/30/23 paid in PP24-02 through 24-04 (ex. Shift, OVT, hourly employees)
- Cannot be created if an employee has no FY23 EFP by 6/20/23
  - Prior fiscal year retro pay (<7/1/23) will be charged to PCA and the department must submit a DR to move expenses

# FY24 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 PP24-01

## Actuals Distribution

*From Wednesday, 6/21/23 through  
Monday, 7/3/23 at 8PM*



# Before PP24-01 Actuals Distribution

- Make sure all active employees have a valid 7/1/23 EFP
  - Review 7/1/23 EFP to be sure it is valid (check combo codes, funding end dates, % distributions)
  - Create a valid 7/1/23 EFP if it is not there
- 6/21/23 at 6AM – 7/3/23 at 8PM:
  - Departments review and create additional 7/1/23 EFPs as needed to reflect valid combo codes, funding end dates, % distributions

# Checking FY24 EFPs **Before 24-01 Distribution**

Run Funding Summary Report using an “as of” date of 7/1/23 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 7/1/23 or earlier (i.e. Expiring EFP)

# Setting Up Funding Summary Report: (thru 7/3/23) Checking FY24 EFPs **Before 24-01 Distribution**

## Funding Summary Report

Run Control ID: Funding\_Summary

Monitor

Run

This report displays the “problem” EFPs in effect “as of” the last day of PP 24-01.

### Funding Summary Rpt Parameters

Set ID: PSUMB

Department:

\*Fiscal Year: 2024

Empl ID:

\*As Of Date: 07/01/2023

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: (thru 7/3/23) Checking FY24 EFPs **Before 24-01 Distribution**

eUMB-USER: 004514  
Report ID: BUD011

Displays EFPs in effect as  
of 7/1/23

As of Date: 07/01/2023

Report Option: Earnings Distribution

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

PeopleSoft  
Employee Funding Summary

**ALERT!** Funding sources  
expiring 6/30/23 and earlier  
require your quick attention or  
your PCA will be charged.

HRPROD: 309956  
Page No. 25  
Run Date 06/30/2023  
Run Time 10:32:09

EMPLOYEE			EMPL	FUNDING		COMBO		FUNDING	*PCA*
ID	RCD#	NAME	STATUS	LEVEL	Combo-SOAPF / ProjID-AwardFunSRC-SOAPF	CODE	%	END DATE	=====
050961	0	Benes, Elaine	Active	AP	30010341-EXT-365-10020010-000000-00000000-340	5000022293	2.244	06/01/2023	***
098765	1	Kramer, Cosmo	Active	DP	000-10405010-000000-44444444-210	5000021325	100.000		***

Total Number of 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!**

# FY24 Redirect EFPs To PCA Process

*On Monday, 7/3/23 after 8pm*



# FY24 Redirect EFP Process

- If the FY24 EFP has a funding end date of 6/30/23 or earlier, on Monday, July 3<sup>rd</sup> 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 7/1/23

# EFP Redirect Example

The initial FY24 EFP created effective 7/1/23 with combo codes expiring before 7/1/23 was not fixed before 7/3/23 at 8pm

A redirect process will run on Monday, 7/3/23 to remove combo codes with funding end dates prior to 7/1/23 and add the PCA/Dept Default combo code equal to the percent of combo codes removed.

<b>Funding Source</b>	<b>Funding Source End Date</b>	<b>Percent</b>
-----------------------	--------------------------------	----------------

## **FY24 EFP on 7/3/23**

State	blank	10%
Revolving	blank	5%
Grant#1	5/31/2023	20%
Grant#2	6/30/2023	30%
Grant#3	7/31/2023	25%
Grant#4	8/31/2023	10%
		<u>100%</u>

## **FY24 EFP on 7/5/23**

State	blank	10%
Revolving	blank	5%
Grant#3	7/31/2023	25%
Grant#4	8/31/2023	10%
PCA	7/1/2023	50%
		<u>100%</u>

# PP24-01 Actuals Distribution & Encumbrances

*On Wednesday, 7/5/23*



# PP24-01 (6/18-7/1/23) Distribution

- **Wednesday-7/5:** Actuals Distribution process is run for PP24-01 with encumbrances calculated from 7/2/23 forward
- **Thursday-7/6:** Validate that payroll expenses were distributed correctly using PCD in HRMS
- **Friday-7/7:** Validate that payroll expenses were distributed correctly using HRMS Payroll in Quantum Analytics

# PP24-01 Actuals Distribution

- Two Week period = 6/18/23-7/1/23
- Using FY24 Fringe Benefit Rates for entire PP24-01 (6/18/23-7/1/23)
- For PCD reporting purposes, we refer to period of 6/18-6/30 as PP23-27 (AKA the payroll accrual) and 7/1 as PP24-01
- For Quantum Analytics- HRMS Payroll reporting purposes, we refer to the entire pay period as 24-01 and use the Fiscal Year field to segregate 6/18/23-6/30/23 from 7/1/23-7/1/23



# PP24-01 Actuals Distribution

- PP24-01 covers payroll expenses associated with both FY23 and FY24- when the actuals distribution is run:
  - FY23 payroll expenses (based on pay earnings dates) will be distributed based on the FY23 EFP(s) in effect for 6/18/23-6/30/23
  - FY24 payroll expenses (based on pay earnings dates) will be distributed based on the 7/1/23 EFP in effect



# PP24-01 Actuals Distribution

- When a valid EFP is not set up before the 24-01 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 7/6/23) Checking FY24 EFPs **Used 24-01 Distribution**

## Funding Summary Report

Run Control ID: Funding\_Summary

Report Manager

Process Monitor

Run

This report displays the “problem” EFPs in effect “as of” the last day of PP 24-01.

### Funding Summary Rpt Parameters

Set ID: PSUMB

Department:

\*Fiscal Year: 2024

Empl ID:

\*As Of Date: 07/01/2023

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

Save

Next in List

Update/Display

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 7/6/23)

## Checking FY24 EFPs **Used 24-01 Distribution**

Displays problem EFPs in effect as of PP24-01

### PCAs Only Version

Example where no changes were made to FY24 EFPs

eUMB-USER: 004514  
Report ID: BUD011

PeopleSoft  
Employee Funding Summary Report

HRPROD: 309956  
Page No. 25  
Run Date 07/06/2023  
Run Time 10:32:09

As of Date: 07/01/2023

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-365-10020010-0000000-000000000-340	5000022293	2.244	07/01/2023	***
098765	1	Kramer, Cosmo	Active	DP	000-10405010-0000000-44444444-210	5000021325	100.000		***

Total Number of Employees Processed: - 54

End of Department

**ALERT!** Funding sources expiring 7/01/23 were changed by the redirect process to charge your PCA

# Key Dates Summary

Action	Due/Action Dates 2023
<b>Units:</b> Submit Direct Retros for FY23 (PP23-26)	Friday, June 16th COB
<b>Units:</b> Last chance to create any FY23 EFPs	Tuesday, June 20th - 8pm
System: EFP Rollover: Copy forward FY23 EFPs to create FY24 7/1/23 EFP and "Fix" EFP (NFY, HRL, & SPC Only)	Tuesday, June 20th after 8pm
System: PP23-26 Actuals Distributions	Wednesday, June 21st
<b>Units:</b> Review FY24 EFPs generated from the copy forward process and determine if new FY24 EFPs should be created	Wednesday, June 21st - Monday, July 3rd by 8pm
<b>Units:</b> Submit Direct Retros for FY23 portion of PP24-01 to post in FY23. Any Direct Retros received on or after 6/29/23 will be posted in FY24	Thursday, June 29th COB
System: EFP Redirect process	Monday, July 3rd after 8pm
System: PP24-01 Actuals Distribution with FY24 Fringe Benefit Rates and FY24 encumbrance	Wednesday, July 5 <sup>th</sup>
System: Delete FIX EFPs for NFYs, HRLs, and SPCs	Sunday, Sept 6 <sup>th</sup>

# 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)

# PP24-01 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 7/1/23 will be distributed based on FY23 EFP(s)
  - Pay earnings after or equal to 7/1/23 will be distributed based on FY24 EFP



# PP24-01 Payroll Adjustment Form

 UNIVERSITY of MARYLAND THE FOUNDING CAMPUS	<b>Payroll Adjustment Form</b> <b>University of Maryland Baltimore</b>
--	---

<b>Employee Name</b> (Last, First):		<b>Pay Period</b> <b>Processed (FY-PP):</b>	24-01 (FY23)
<b>Empl ID/Rcd#/ Paygroup:</b>		<b>Dates of Service:</b>	
<b>Employee Title:</b>		<b>Empl Class:</b>	
<b>Department Name:</b>		<b>Payroll Contact:</b>	
<b>Department ID:</b>		<b>Contact phone:</b>	

# PP24-01 Reminders

- The bi-weekly salary rate calculation is to divide the annual salary by the pay period factor.
- Since FY24 is a leap year, the annual salary will not change but the bi-weekly salary calculation will be calculated based on factor 26.142857
- A leap year row effective 7/1/23 will be added on the Job Data page for Faculty/Exempt/Nonexempt employees
  - $366 \text{ days} \div 14 \text{ days per pay period} = 26.142857$
  - Refer to FY Salary Calculation Charts- 14ths and 10ths
- Salary Pay is calculated on 14ths - Ex. New faculty/exempt employees who start on Tuesday, 6/20/23 (Monday, 6/19 is a holiday) will receive 12/14ths pay; terminating effective Saturday, 7/1/23 (last day Friday, 6/30/23) will receive 13/14ths pay





# PP24-01 Reminders

- Current faculty/exempt employees will receive a 13/14ths pay calculated based on salary factor of 26.071428 and 1/14<sup>th</sup> pay calculated based on salary factor of 26.142857
- Example: Employee with an annual salary of \$60,000- salary pay for PP24-01 will be calculated as below:
  - Current bi-weekly rate **\$2,301.37** ( $60000/26.071428$ ) → 6/18-6/30
  - Eff 7/1/23 bi-weekly rate due to Leap Year **\$2,295.09** ( $60000/26.1428$ )
  - Bi-weekly pay for PP24-01: **\$2,300.92** ( $2301.37 \times 13/14$ ) + ( $2295.09 \times 1/14$ )
- Please note: Employees will see a small difference in PP24-01 on their bi-weekly pay due to leap year rate change

# PP24-01 Reminders

- The hourly rate for nonexempt employees will change because of the leap year
  - Example: Employee with an annual salary of \$60,000- salary pay for PP24-01 will be calculated as below:
    - Current Hourly rate **\$28.77**  $(60000/26.071428)/80 \rightarrow 6/18-6/30$
    - Eff 7/1/23 bi-weekly rate due to Leap Year **\$28.69**  $(60000/26.1428)/80$
    - Nonexempt employees are paid based on work hours x hourly rate
    - If they work 8 hours/day (M-F) their bi-weekly pay will remain the same for PP24-01 because 7/1/23 is Saturday (non-working day)
- Hourly employees are paid based on work hours x hourly rate, no leap year row will be added for this PayGroup



# PP24-01 Reminders

- Calculation charts have been updated and published on OOTC-Payroll Services website at [Calendars - Payroll Services \(umaryland.edu\)](https://umaryland.edu/calendars-payroll-services)
  - Payroll Calendar (only FY23)
  - Pay Date Schedule
  - CA Calendar
  - FY Salary Calculation Chart – 10ths
  - FY Salary Calculation Chart – 14ths

# PP24-01 Reminders

- Calculation charts have been updated and published on OOTC-Payroll Services website at [Calendars - Payroll Services \(umaryland.edu\)](https://umaryland.edu/calendars-payroll-services)
  - Payroll Calendar (only FY23)
  - 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 5/25/23 for PP23-25 (5/21-6/2/23)
  - Juneteenth Holiday: PAFs are due on 6/8/23 for PP23-26 (6/4-6/17/23)
  - July 4<sup>th</sup> Holiday: PAFs are due on 6/22/23 for PP24-01 (6/18-7/1/23)



# Questions or Comments

