

ADMINISTRATION AND FINANCE GUIDING PRINCIPLES

WELL-BEING *and* SUSTAINABILITY

INNOVATION *and* DISCOVERY

SERVICE EXCELLENCE *and* ACCOUNTABILITY

EQUITY *and* JUSTICE

RESPECT *and* INTEGRITY

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Payroll Reps Meeting

Thursday, May 30, 2024

9am- noon



Agenda

- SPAC-Costing and Compliance (SPAC-CC)
 - FY25 Fringe Benefit Rates
 - Direct Retro Deadlines
 - Grad Assistants and Students: Summer FICA fringe benefit status
- Office Of The Controller- Payroll Services (OOTC-PS)
 - EFP Rollover FY25
 - 24-27 and 25-01 Actuals Distribution & Encumbrances

SPAC- CC

FY25 FRINGE BENEFIT RATES & DIRECT RETROS (DR)

FY 25 Fringe Rates

- The FY25 fringe rates will be applied to the entire first pay period in FY25
 - PP25-01 (6/30/24 to 7/13/24)
- The fringe for PP25-01 will be posted as follows
 - 06/30/24 to 06/30/24 – Posted to FY24
 - 07/01/24 to 07/13/24 – Posted to FY25

FY25 Fringe Rates Summary Chart

Pay Period	Rate Used	Posted in FY
24-26	FY24	2024
24-27	FY24	2024
25-01	FY25	2024 (06/30/24-06/30/24)* 2025(07/01/24-07/13/24)
25-02	FY25	2025

* On the Payroll Charge Detail (PCD) report, this expense will be listed under Pay Period 24-28

FY25 Retroactive Distributions

- The direct retro cut off date for the 24-27 pay period is **Friday, 6/28/24 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 FY24 is **Tuesday July 2nd, by 8PM** (they must be fully approved in HRMS)
- All Direct Retros received on **Wednesday July 3rd** and forward will be posted to FY25



Direct Retro Cut Off Dates

When Received by Cost Analysis	Pay Period Processed	Pay Period End Date	Pay Period Pay Date	Posted in FY (HRMS and Financials)
Tuesday, 06/18/24 @ 2pm	24-26	06/15/2024	06/21/2024	2024
Friday, 06/28/2024 @ COB	24-27	06/29/2024	07/05/2024	2024
Tuesday, 07/02/24 @ 8pm (for Budget Retros)	24-27	06/29/2024	07/05/2024	2024
Wednesday, 07/03/24 and beyond	25-01	07/13/2024	07/19/2024	2025

DR Processing - Reminders

- Physician Services Contracts Exception:
 - No Direct Retros moving payroll to or from a PSC account in FY24 will be processed after the FY24 DR deadline on Friday 6/28/2024
- 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: 06/02/24 (PP24-26) at Legislated benefit rate of 8.3% for FY24
 - Revert to Exempt from: 08/25/2024 (PP25-05)
- 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)



EFPS & DISTRIBUTIONS & THE FY25 ROLLOVER

FY25 EFP Rollover

- The process where we take the last EFP used for actuals distribution in FY24 and copy it to FY25
- Will occur **after 8PM on Tuesday, 7/2/24**
- After the rollover is done, EFPs for FY24 cannot be changed

Note: If your new hires are not in eUMB in time for you to create a new EFP on 7/2, 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 7/1/24 that are paid in PPs 25-02 through 25-26 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 FY25

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#24 (5/5/24), 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 #24-27)
- The Fix EFPs will be deleted after 4 pay periods in FY25 since timesheets can only go back 4 pay periods (i.e. deleted on Sunday, 9/15/24)

Fix EFP – Non-Salaried EEs

- If there are multiple EFPs for an employee in FY24 between 5/5/24 and 6/30/24, the prior year retro earnings paid PP25-02 through 25-04 will only be done based on the last FY24 EFP
 - Corrections must be done via Direct retro (DR)
- Prior year retro earnings paid beginning PP25-05 through 25-26 will be charged to the PCA
 - Departments are required to submit DRs to redistribute prior year expenses paid in FY25

FY25 EFP Cut Off Date

- **Tuesday- 7/2/24:** All EFPs for FY24 must be approved in eUMB before 8pm
 - EFPs entered but not approved by the deadline will be deleted
- No budget retros for FY24 after 7/2/24, 8pm

PP24-27 (6/16-6/29/24) Distribution

- **Wednesday-7/3/24:** Actuals Distribution process is run for PP24-27 with no encumbrances
- **Thursday-7/4/24:** Validate that payroll expenses were distributed correctly using HRMS *Payroll Charges Detail* (PCD)
- **Monday-7/8/24:** Validate that payroll expenses were distributed correctly using Quantum Analytics- HRMS Payroll



WHAT TO DO BEFORE THE FY25 EFP ROLLOVER

From today until 8pm on Tuesday, 7/2/24

Before the FY25 EFP Rollover

- Make sure all employees have a FY24 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 FY25 EFP Rollover

- Review all funding sources that end 6/30/24 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 Monday, 6/17/24 for PP24-27
 - Approve new EFP by 8pm on Tuesday, 7/2/24 for PP24-28 and PP25-01 distribution (6/30/24-7/13/24)



Before the FY25 EFP Rollover

- Check ALL Funding End Dates (FED) on EFPs:
 - No FED \Rightarrow no change required
 - FED $> 6/30/24 \Rightarrow$ no change required
 - FED $< 6/30/24 \Rightarrow$ change now so that payroll expenses do not charge PCA
 - FED $= 6/30/24 \Rightarrow$ OK to change now; must be changed in FY25 to avoid charging PCA

Before the FY25 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 6/30/29 (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 FY25 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 FY25 EFP Rollover

Run Funding Summary Report using an “as of” date of 6/30/24 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 6/30/24 or earlier (i.e. Expiring EFP)

Setting Up Funding Summary Report: Checking EFPs **Before 24-27 Distribution (Now- 7/1/24)**

Funding Summary Report

Run Control ID: Funding_Summ

Process Monitor

Run

Using 6/30/24 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

Department:

*Fiscal Year: 2024

Empl ID:

*As Of Date: 06/30/2024

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 24-27 Distribution (Now- 7/1/24)**

Displays problem EFPs in effect as of 6/30/24

PCAs Only Version

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

PeopleSoft
Employee Funding Summary Report

HRPROD: 307551
Page No. 15
Run Date 05/28/2024
Run Time 10:52:04

As of Date: 06/30/2024

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	06/01/2024	***
083197	0	Costanza, George	Active	AP	000-10405010-0000000-44444444-210	5000021325	70.000	05/31/2024	***
					10019108-EXT-335-10405070-0000000-000000000-210	5000001268	10.000	05/31/2024	***
					30007331-EXT-285-10405070-0000000-000000000-210	5000013568	20.000	05/31/2024	***
098765	1	Kramer, Cosmo	Active	DP	30007331-OTC-285-10405070-0000000-000000000-210	5000025321	100.000		***

Total Number of Employees Processed: - 54

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!)

FY25 EFP Rollover

(after 8pm on Tuesday, 7/2/24)

FY25 Rollover

The last FY24 EFP will be used to programmatically:

- Create the Initial 7/1/24 EFP
- Create the “fix” EFP ONLY for employees in paygroups NFY/HRLY/SPC
- No fix EFP for employees in paygroups AFY/ASY/EFY

FY25 Rollover

The “fix” EFP (NFY/HRLY/SPC Only):

- Will have a Funding Begin Date of 5/5/24, employee’s hire date, or date transferred to department -- whichever is latest
- Used to distribute FY24 payroll expenses associated with pay earnings dates from 5/5/24-6/30/24 paid in PP25-02 through 25-04 (ex. Shift, OVT, hourly employees)
- Cannot be created if an employee has no FY24 EFP by 7/2/24
 - Prior fiscal year retro pay (<7/1/24) will be charged to PCA and the department must submit a DR to move expenses

FY25 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 PP25-01

Actuals Distribution

*From Wednesday, 7/3/24 through
Tuesday, 7/16/24 at 8PM*



Before PP25-01 Actuals Distribution

- Make sure all active employees have a valid 7/1/24 EFP
 - Review 7/1/24 EFP to be sure it is valid (check combo codes, funding end dates, % distributions)
 - Create a valid 7/1/24 EFP if it is not there
- 7/3/24 at 6AM – 7/16/24 at 8PM:
 - Departments review and create additional 7/1/24 EFPs as needed to reflect valid combo codes, funding end dates, % distributions

Checking FY25 EFPs **Before 25-01 Distribution**

Run Funding Summary Report using an “as of” date of 7/1/24 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 7/1/24 or earlier (i.e. Expiring EFP)

Setting Up Funding Summary Report: (thru 7/16/24) Checking FY25 EFPs **Before 25-01 Distribution**

Funding Summary Report

Run Control ID: Funding_Summary

Process Monitor

Run

This report displays the “problem” EFPs in effect “as of” the last day of PP 25-01.

Funding Summary Rpt Parameters

Set ID: PSUMB

Department:

*Fiscal Year: 2025

Empl ID:

*As Of Date: 07/01/2024

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

Save

Next in List

Update/Display

Reviewing Funding Summary Report: (thru 7/16/24)

Checking FY25 EFPs Before 25-01 Distribution

eUMB-USER: 004514
Report ID: BUD011

As of Date: 07/01/2024

Report Option: Earnings Distribution

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

PCAs Only
Version

PeopleSoft
Employee Funding Summary Report

ALERT! Funding sources
expiring 6/30/24 and earlier
require your quick attention or
your PCA will be charged.

HRPROD: 309956
Page No. 25
Run Date 07/08/2024
Run Time 10:32:09

EMPLOYEE	EMPL	FUNDING	COMBO	DIST.	FUNDING	*PCA*			
ID	RCD#	NAME	STATUS	LEVEL	Combo-SOAPF / ProjID-AwardFunSRC-SOAPF	CODE	%	END DATE	=====
050961	0	Benes, Elaine	Active	AP	30010341-EXT-365-10020010-0000000-000000000-340	5000022293	2.244	06/01/2024	***
098765	1	Kramer, Cosmo	Active	DP	000-10405010-0000000-44444444-210	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!

FY25 Redirect EFPs To PCA Process

On Tuesday, 7/16/24 after 8pm



FY25 Redirect EFP Process

- If the FY25 EFP has a funding end date of 6/30/24 or earlier, on Tuesday, July 16th 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 7/1/24



EFP Redirect Example

The initial FY25 EFP created effective 7/1/24 with combo codes expiring before 7/1/24 was not fixed before 7/16/24 at 8pm

A redirect process will run on Tuesday, 7/16/24 to remove combo codes with funding end dates prior to 7/1/24 and add the PCA/Dept Default combo code equal to the percent of combo codes removed.

Funding Source	Funding Source End Date	Percent
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FY25 EFP on 7/16/24

State	blank	10%
Revolving	blank	5%
Grant#1	5/31/2024	20%
Grant#2	6/30/2024	30%
Grant#3	7/31/2024	25%
Grant#4	8/31/2024	10%
		<u>100%</u>

FY25 EFP on 7/17/24

State	blank	10%
Revolving	blank	5%
Grant#3	7/31/2024	25%
Grant#4	8/31/2024	10%
PCA	7/1/2024	50%
		<u>100%</u>

PP25-01 Actuals Distribution & Encumbrances

On Wednesday, 7/17/24



PP25-01 (6/30-7/13/24) Distribution

- **Wednesday-7/17:** Actuals Distribution process is run for PP25-01 with encumbrances calculated from 7/14/24 forward
- **Thursday-7/18:** Validate that payroll expenses were distributed correctly using PCD in HRMS
- **Friday-7/19:** Validate that payroll expenses were distributed correctly using HRMS Payroll in Quantum Analytics

PP25-01 Actuals Distribution

- Two Week period = 6/30/24-7/13/24
- Using FY25 Fringe Benefit Rates for entire PP25-01 (6/30/24-7/13/24)
- For PCD reporting purposes, we refer to period of 6/30-6/30 as PP24-28 (AKA the payroll accrual) and 7/1-7/13 as PP25-01
- For Quantum Analytics- HRMS Payroll reporting purposes, we refer to the entire pay period as 25-01 and use the Fiscal Year field to segregate 6/30/24-6/30/24 from 7/1/24-7/13/24



PP25-01 Actuals Distribution

- PP25-01 covers payroll expenses associated with both FY24 and FY25- when the actuals distribution is run:
 - FY24 payroll expenses (based on pay earnings dates) will be distributed based on the FY24 EFP(s) in effect for 6/30/24-6/30/24
 - FY25 payroll expenses (based on pay earnings dates) will be distributed based on the 7/1/24 EFP in effect

PP25-01 Actuals Distribution

- When a valid EFP is not set up before the 25-01 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 7/17/24)

Checking FY25 EFPs **Used 25-01 Distribution**

Funding Summary Report

Run Control ID: Funding_Summary Report Manager Process Monitor **Run**

Funding Summary Rpt Parameters

Set ID:	PSUMB	Department:	<input type="text"/>
*Fiscal Year:	2025	Empl ID:	<input type="text"/>
*As Of Date:	07/01/2024	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

Buttons: Save in List Add Update/Display

This report displays the “problem” EFPs in effect “as of” the last day of PP 25-01.

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 7/17/24)

Checking FY25 EFPs **Used 25-01 Distribution**

PCAs Only
Version

Example where no changes were made to FY25 EFPs

eUMB-USER: 004514
Report ID: BUD011
As of Date: 07/01/2024

Displays problem EFPs in effect as of PP25-01

PeopleSoft
Employee Funding Summary Report

HRPROD: 309956
Page No. 25
Run Date 07/17/2024
Run Time 10:32:09

Report Option: Earnings Distribution
SetID: PSUMB Department: 15204000 - School of Hard Knocks Fiscal Year: 2023

EMPLOYEE			EMPL	FUNDING		COMBO	DIST.	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	07/01/2024	***
098765	1	Kramer, Cosmo	Active	DP	000-10405010-000000-44444444-210	5000021325	100.000		***

Total Number of Employees Processed: - 54

End of Department

ALERT! Funding sources expiring 7/01/24 were changed by the redirect process to charge your PCA

Key Dates Summary

Action	Due/Action Dates 2024
Units: Submit Direct Retros for FY24 (PP24-27)	Friday, June 28th COB
Units: Last chance to create any FY24 EFPs	Tuesday, July 2nd - 8pm
System: Non Leap Year Rate, EFP Rollover: Copy forward FY24 EFPs to create FY25 7/1/24 EFP and "Fix" EFP (NFY, HRL, & SPC Only)	Tuesday, July 2nd after 8pm
System: PP24-27 Actuals Distributions	Wednesday, July 3rd
Units: Review FY25 EFPs generated from the copy forward process and determine if new FY25 EFPs should be created	Wednesday, July 3rd - Tuesday, July 16th by 8pm
System: EFP Redirect process	Tuesdayday, July 16th after 8pm
System: PP25-01 Actuals Distribution with FY25 Fringe Benefit Rates and FY25 encumbrance	Wednesday, July 17th
System: Delete FIX EFPs for NFYs, HRLs, and SPCs	Sunday, Sept 15 th

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)

PP25-01 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 7/1/24 will be distributed based on FY24 EFP(s)
 - Pay earnings after or equal to 7/1/24 will be distributed based on FY25 EFP



PP25-01 Payroll Adjustment Form

 UNIVERSITY of MARYLAND THE FOUNDING CAMPUS	Payroll Adjustment Form University of Maryland Baltimore
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Employee Name (Last, First):		Pay Period Processed (FY-PP):	25-01 (FY24)
Empl ID/Rcd#/ Paygroup:		Dates of Service:	
Employee Title:		Empl Class:	
Department Name:		Payroll Contact:	
Department ID:		Contact phone:	

PP25-01 Reminders

- The bi-weekly salary rate calculation is to divide the annual salary by the pay period factor.
- Since FY25 is a non-leap year, the bi-weekly salary calculation will be calculated based on factor 26.07142857
- A non-leap year row effective 7/1/24 will be added on the Job Data page for Faculty/Exempt/Nonexempt employees on Tuesday, 7/2/24
 - $365 \text{ days} \div 14 \text{ days per pay period} = 26.07142857$
 - Refer to FY Salary Calculation Charts- 14ths and 10ths

PP25-01 Reminders

- Salary Pay is calculated on 14ths –
 - New Hires:
 - New faculty/exempt employees- Hire effective Monday, 7/1/24 will receive 13/14ths pay
 - New faculty/exempt employees- Hire effective Sunday, 6/30/24 will receive 1/14th pay on bi-weekly rate based on leap year and 13/14ths pay on bi-weekly rate based on non leap year (eligible for COLA)
 - Please note: New hires effective 6/30/24 will be eligible for COLA, contact HR-Comp if you have any quesitons
 - Non Exempt employees- Hire effective 7/1/24, pay is based on hours work, hourly rate will be based on non leap year calculation



PP25-01 Reminders

- Salary Pay is calculated on 14ths –
 - Terminations:
 - Effective Sunday, 6/30/24 (last day Saturday, 6/29/24) will receive 14/14ths pay
 - Effective Monday, 7/1/24 (last day Sunday, 6/30/24), departments will send us a PAF to remove 1/14th pay

PP25-01 Reminders

- Current faculty/exempt employees will receive a 1/14th pay calculated based on salary factor of 26.142857 (leap year) and 13/14^{ths} (non-leap year) pay calculated based on salary factor of 26.071428
- Example: Employee with an annual salary of \$60,000- salary pay for PP25-01 will be calculated as below:
 - Current bi-weekly rate **\$2,295.08** ($60000/26.142857$) → 6/30-6/30
 - Eff 7/1/24 bi-weekly rate due to Leap Year **\$2,301.37** ($60000/26.071428$)
 - Bi-weekly pay for PP25-01: **\$2,300.92** ($2301.37 \times 13/14$) + ($2295.08 \times 1/14$)
- Please note: Employees will see a small difference in PP25-01 on their bi-weekly pay due to leap year rate change

PP25-01 Reminders

- The hourly rate for nonexempt employees will change because of the non-leap year
 - Example: Employee with an annual salary of \$60,000- salary pay for PP25-01 will be calculated as below:
 - Current Hourly rate **\$28.69** $(60000/26.142857)/80 \rightarrow 6/30-6/30$
 - Eff 7/1/24 bi-weekly rate due to Non-Leap Year **\$28.77** $(60000/26.071428)/80$
 - Nonexempt employees are paid based on work hours x hourly rate
 - If they work 8 hours/day (M-F) their bi-weekly pay will be higher because 6/30/24 is Sunday (non-working day)
- Hourly employees are paid based on work hours x hourly rate, no non-leap year row will be added for this PayGroup



PP25-01 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 FY24)
 - 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 early due to holidays:
 - PP24-26 (6/2-6/15/24): PAFs are due on 6/6/24, payroll processing begins Monday, 6/10/24
 - PP24-27 (6/16-6/29/24): PAFs are due on 6/20/24, payroll processing begins Tuesday, 6/25/24
 - PP25-01 (6/30-7/13/24): PAFs are due on 7/3/24, payroll processing begins Tuesday, 7/9/24



Questions or Comments

