



UNIVERSITY *of* MARYLAND
THE FOUNDING CAMPUS

Payroll Reps FY20 Processing

Thursday, May 30, 2019

9 am – noon

School of Pharmacy - Room N203

Presenters

- Beryl Gwan
 - Manager- SPAC- Costing & Compliance
- Candace Chow
 - Manager- Financial Services- Payroll
- Robin Reid
 - IT Training Manager- Financial Systems
 - Communications and Training Lead- Quantum Financials Project

Agenda

- SPAC-CC
 - FY20 Finalized Fringe Benefit Rates and year end distribution
 - FY19 Year End Direct Retros Deadline
 - NIH Salary Cap Update
 - Quantum DRs prior to FY16
 - Payroll Credits from final payroll distribution after termination
- Financial Services- Payroll
 - EFP Rollover
 - 19-26 and 20-01 Actuals Distribution & Encumbrances
 - Other FY20 Processing Activities
- Quantum Financials Updates

**FY20 FRINGE BENEFIT RATES
&
DIRECT RETROS (DR)**

FY20 Finalized Fringe Benefit Rates

- Final approval was received in March 2019
- A memo was sent out to Campus to announce the Implementation of the approved Fringe Benefit Rate Agreement
- FY20 rates will be set up in HRMS from 20-01
- The memo and rate agreement have been uploaded to our website
 - <http://www.umaryland.edu/cost/fringe-benefit/>

FY20 Finalized Fringe Benefit Rates

	Apply to Accounts	FY19 Finalized	FY20+ Finalized	Costs Recorded in Account
Faculty	1011 – Faculty 9/10 mo. 1012 – Faculty 12 mo.	26.1%	25.3%	2790 – Fringe rate Faculty
Staff	1013 – Exempt staff 1014 – Non-exempt staff	39.6%	39.2%	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%	8.4%	2793 – Fringe rate Legislated Benefit
Limited Benefit	1021 – Post Docs/Fellows 2090 – Contractual Employee (C2) (FY16+)	19.2%	18.5%	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

FY20 Fringe Rates

- The FY20 fringe rates will be applied to the entire first pay period period in FY20
 - PP20-01 (6/23/19 to 7/06/19)
- The fringe for PP20-01 will be posted as follows:
 - 6/23/19 to 6/30/19 – Posted to FY19
 - 7/1/19 to 7/6/19 – Posted to FY20

FY20 Fringe Rates Summary Chart

Pay Period	Rate Used	Posted in FY
19-26	FY19	2019
20-01	FY20	2019 (6/23-6/30)
		2020 (7/1-7/6)
20-02	FY20	2020

FY20 Retroactive Distributions

- DEADLINE to submit Direct Retros to be posted in FY19 is Wednesday, 7/3/19
- All Direct Retros received on Thursday 7/4/19 and forward will be posted to FY20
- The direct retro cut off date for the 19-26 pay period is Friday, 6/21/19 by 2pm
 - 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, 06/11/19 @ 2pm	19-25	2019
Friday, 06/21/19 @ 2pm	19-26	2019
Wednesday, 07/03/19	20-01	2019
Thursday, 07/04/19 and beyond	20-02	2020

DR Processing - Reminders

- Physician Services Contracts Exception:
 - No Direct Retros moving payroll to or from a PSC account in FY19 will be processed after the FY19 DR deadline on Wednesday 7/3/2019
- A direct retro and a budget retro cannot be processed in same pay period

Plan accordingly!!!

Cost Sharing for Payroll Expenses

- NIH Salary Cap for 01/06/2019 to 09/30/19 is **\$192,300**
- This will not be reflected in ERS for the 033119 effort reporting period
- Check employees who may go over the cap
 - Amount is based on annualized salary- Ex. FTE=.20 and amount paid at UMB= \$40K → Annualized= \$200K
- This only applies to NIH agencies. See link below for all NIH sponsors and awarding agencies:
<https://www.nih.gov/institutes-nih/list-nih-institutes-centers-offices>
- Position owner creates EFP but may be unaware that a project from another department requires Over The Cap - communicate!

Direct Retros Prior to FY16

- In the new financial system, Quantum Financials, we will be unable to process any Direct Retros for FY15 or prior
- Please check and clean up all old PCA balances
- Submit any DRs for FY15 or prior as soon as possible

Terminated Employees EFP End Date

- Negative balances on effort form caused by final payroll distribution
- For all employees whose termination date is in the middle of a pay period, usually the EFP Funding End Date will be different from the termination date. This creates negative balances in ERS
 - State accounts, do not enter any end date
 - Sponsored projects, use project end date
- For example, given employee's information below:
 - Termination date: 05/31/19
 - Hourly Rate: \$30 per hour
 - Final Pay Period
 - PP19-25
 - PP Begin Date: 05/26/19
 - PP End Date: 06/08/19

Terminated Employees EFP End Date, Continued

- The final payroll at \$30per hour is distributed as follows:
 - RGS 05/26/19-06/08/19 = \$3,360 (8hrs*14days)
 - RRS 06/01/19-06/08/19 =\$(1,920) (8hrs*8days)
- So the net payroll will be
 - 05/26/19-05/31/19 = \$1,440 (8hrs*6days)
 - Usually the credit portion above falls on the PCA because the EFP funding end date is usually set to 05/31/19, the employee termination date
 - If you know you will have this situation, you can enter the combo code on your ePAF so Central Payroll hardcodes the credit portion when doing the entry
 - Otherwise a DR will need to be submitted to redistribute the credit

Questions or Comments on Fringes or DR Processing



EFPS & DISTRIBUTIONS & THE FY20 ROLLOVER

FY20 EFP Rollover

- The process where we take the last EFP used for actuals distribution in FY19 and copy it to FY20
- Will occur **after 8PM on Tuesday, 6/25**
- After the rollover is done, EFPs for FY19 cannot be changed

Note: If your new hires are not in eUMB in time for you to create a new EFP on 6/25, 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 7/1/19 that are paid in PPs 20-02 through 20-26 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 FY20

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 (4/28/19), 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 FY20 since timesheets can only go back 4 pay periods (i.e. deleted on Sunday, 9/8/19)

FIX EFP – Non-salaried EEs

- If there are multiple EFPs for an employee in FY19 between 4/28/19 and 6/30/19, the prior year retro earnings paid PP20-02 through 20-04 will only be done based on the last FY19 EFP
 - Corrections must be done via Direct retro (DR)
- Prior year retro earnings paid beginning PP20-05 through 20-26 will be charged to the PCA
 - Departments are required to submit DRs to redistribute prior year expenses paid in FY20

FY20 EFP Cut Off Date

- **Tuesday- 6/25:** All EFPs for FY19 must be approved in eUMB before 8pm
 - EFPs entered but not approved by the deadline will be deleted
- No budget retros for FY19 after 6/25, 8pm

PP19-26 (6/9-6/22/19) Distribution

- **Wednesday-6/26:** Actuals Distribution process is run for PP19-26 with no encumbrances
- **Thursday-6/27:** Validate that payroll expenses were distributed correctly using HRMS *Payroll Charges Detail* (PCD)
- **Friday-6/28:** Validate that payroll expenses were distributed correctly using Raven *Statement of Payroll Charges* (SPC)

WHAT TO DO BEFORE THE FY20 EFP ROLLOVER

From today until 8pm on Tuesday, 6/25/19

Before the FY20 EFP Rollover

- Make sure all employees have a FY19 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 FY20 EFP Rollover

- Review all funding sources that end 6/30/19 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, 6/11 for PP19-25
 - Approve new EFP by 8pm on Tuesday, 6/25 for PP19-26 and PP20-01 distribution (6/23-7/6/19)

Before the FY20 EFP Rollover

- Check ALL Funding End Dates (FED) on EFPs:
 - No FED \Rightarrow no change required
 - FED $>$ 6/30/19 \Rightarrow no change required
 - FED $<$ 6/30/19 \Rightarrow change now so that payroll expenses do not charge PCA
 - FED = 6/30/19 \Rightarrow OK to change now; must be changed in FY20 to avoid charging PCA

Before the FY20 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 6/30/24 (current FY + 5 years)
 - For all other projects, 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 FY20 EFP Rollover

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

Before the FY20 EFP Rollover

Run Funding Summary Report using an “as of” date of 6/30/19 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 6/30/19 or earlier (i.e. Expiring EFP)

Setting Up Funding Summary Report: Checking EFPs **Before 19-26 Distribution**

Funding Summary Report

Run Control ID: FundingSummary

Using 6/30/19 will help you insure that charges **through the end of the fiscal year** are using the correct combo code.

Monitor

Run

Funding Summary Rpt Parameters

Set ID: PSUMB

Department:

*Fiscal Year:

Empl ID:

*As Of Date:

Empl Rcd#:

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: Checking EFPs Before 19-26 Distribution

Displays problem EFPs in effect as of 6/30/19

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 06/01/2019
Run Time 10:52:04

As of Date: 06/30/2019

Report Option: Earnings Distribution

SetID: PSUMB Department: 15204000 - School of Hard Knocks Fiscal Year: 2011

EMPLOYEE ID	RCD#	NAME	EMPL STATUS	FUNDING LEVEL	PCBU	PROJ ID	ACTV	PRO-GRAM	FUND	ACCOUNT CODE	DIST. %	FUNDING END DATE	*PCA* =====
050961	0	Benes, Elaine	Active	AP	00191	10007777	00	152	182	0000369852	2.244	06/01/2019	***
083197	0	Costanza, George	Active	AP	00184	10006232	00	156	182	0000410077	70.000	05/31/2019	***
					00184	10006681	00	151	182	0000410581	10.000	05/31/2019	***
					00184	10006762	00	151	182	0000402771	20.000	05/31/2019	***
098765	1	Kramer, Cosmo	Active	DP	00135	00395999	00	102	118	0000123987	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!)

(now thru 6/25)

**FY20 EFP ROLLOVER
(AFTER 8PM ON
TUESDAY, 6/25/19)**

FY20 Rollover

- The last FY19 EFP will be used to programmatically:
 - Create the Initial 7/1/19 EFP
 - Create the “fix” EFP ONLY for employees in paygroups NFY/HRLY/SPC
 - No fix EFP for employees in paygroups AFY/ASY/EFY

FY20 Rollover

- The “fix” EFP (NFY/HRLY/SPC Only):
 - Will have a Funding Begin Date of 4/28/19, employee’s hire date, or date transferred to department -- whichever is latest
 - Used to distribute FY20 payroll expenses associated with pay earnings dates from 4/28/19-6/30/19 paid in PP20-02 through 20-04 (ex. Shift, OVT, hourly employees)
 - Cannot be created if an employee has no FY19 EFP by 6/25/19
 - Prior fiscal year retro pay (<7/1/19) will be charged to PCA and the department must submit a DR to move expenses

FY20 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 PP20-01 ACTUALS DISTRIBUTION

*From Wednesday, 6/26/19 through
Tuesday, 7/9/19 at 8PM*

Before PP20-01 Actuals Distribution

- Make sure all active employees have a valid 7/1/19 EFP
 - Review 7/1/19 EFP to be sure it is valid (check combo codes, funding end dates, % distributions)
 - Create a valid 7/1/19 EFP if it is not there
- 6/26/19 @ 6AM – 7/9/19@ 8PM (Two Week period):
 - Departments review and create additional 7/1/19 EFPs as needed to reflect valid combo codes, funding end dates, % distributions

Creating New FY20 EFPs

- EFP Inquiry page will display the salary in effect at the time the EFP is created
- If an ePAF submitted effective 7/1/19 but it hasn't been fully approved in eUMB then the old salary will be reflected on the EFP page- this is OK
- Reminder- salary displayed on the EFP is informational only and may not reflect the actual amount distributed.
- May run the following queries to reflect current salary
 - UMB_CA_EFP_BY_EMPL_ID_CURR_SAL
 - UMB_CA_EFP_BY_DEPT_ID_CURR_SAL
 - UMB_CA_EFP_BY_PROJ_ID_CURR_SAL

Checking FY20 EFPs **Before 20-01 Distribution**

Run Funding Summary Report using an “as of” date of 7/6/19 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 7/6/19 or earlier (i.e. Expiring EFP)

Setting Up Funding Summary Report: (thru 7/9)

Checking FY20 EFPs Before 20-01 Distribution

This report displays the “problem” EFPs in effect “as of” the last day of PP 20-01.

Funding Summary Report

Run Control ID: FundingSummary

[Report Manager](#) [Process Monitor](#)

Run

Funding Summary Rpt Parameters

Set ID: PSUMB

Department:

*Fiscal Year:

2019

Empl ID:

*As Of Date:

07/06/2019

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

Reviewing Funding Summary Report: (thru 7/9)

Checking FY20 EFPs Before 20-01 Distribution

Displays EFPs in effect as of 7/6/19

PCAs Only Version

ALERT! Funding sources expiring 6/30/19 and earlier require your quick attention or your PCA will be charged.

eUMB-USER: 004514
Report ID: BUD011
As of Date: 07/06/2019

PeopleSoft
Employee Funding Summary Report

HRPROD: 309352
Page No. 25
Run Date 07/05/2019
Run Time 11:06:46

Report Option: Earnings Distribution
SetID: PSUMB Department: 15204000 - School of Hard Knocks Fiscal Year: 2012

EMPLOYEE ID	RCD#	NAME	EMPL STATUS	FUNDING LEVEL	PCBU	PROJ ID	ACTV	PRO-GRAM	FUND	ACCOUNT CODE	DIST. %	FUNDING END DATE	*PCA*
050961	0	Benes, Elaine	Active	AP	00191	10007777	00	152	182	0000369852	2.244	06/01/2019	***
098765	1	Kramer, Cosmo	Active	DP	00135	00395999	00	102	118	0000123987	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!

FY20 REDIRECT EFPS TO PCA PROCESS

On Tuesday, 7/9/19 after 8pm

FY20 Redirect EFP Process

- If the FY20 EFP has a funding end date of 6/30/19 or earlier, on Tuesday, July 9th 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 7/1/19

EFP Redirect Example

The initial FY20 EFP created effective 7/1/19 with combo codes expiring before 7/1/19 was not fixed before 7/9/19 at 8pm

A redirect process will run on Tuesday, 7/9/19 to remove combo codes with funding end dates prior to 7/1/19 and add the PCA/Dept Default combo code equal to the percent of combo codes removed.

Funding Source	Funding Source End Date	Percent
<u>FY20 EFP on 7/9/19</u>		
State	blank	10%
Revolving	blank	5%
Grant#1	5/31/2019	20%
Grant#2	6/30/2019	30%
Grant#3	7/31/2019	25%
Grant#4	8/31/2019	10%
		100%

<u>FY20 EFP on 7/10/19</u>		
State	blank	10%
Revolving	blank	5%
Grant#3	7/31/2019	25%
Grant#4	8/31/2019	10%
PCA	7/1/2019	50%
		100%

PP20-01 ACTUALS DISTRIBUTION & ENCUMBRANCES

On Wednesday, 7/10/19

PP20-01 (6/23-7/6/19) Distribution

- **Wednesday-7/10:** Actuals Distribution process is run for PP20-01 with encumbrances calculated from 7/7/19 forward
- **Thursday-7/11:** Validate that payroll expenses were distributed correctly using PCD in HRMS
- **Friday-7/12:** Validate that payroll expenses were distributed correctly using SPC in Raven

PP20-01 Actuals Distribution

- Two Week period = 6/23-7/6/19
- Using FY20 Fringe Benefit Rates for entire PP20-01 (6/23-7/6/19)
- For PCD reporting purposes, we refer to period of 6/23-30 as PP19-27 (AKA the payroll accrual) and 7/1-6 as PP20-01
- For SPC reporting purposes, we refer to the entire pay period as 20-01 and use the Fiscal Year field to segregate 6/23-30 from 7/1-6

PP20-01 Actuals Distribution

- PP20-01 covers payroll expenses associated with both FY19 and FY20- when the actuals distribution is run:
 - FY19 payroll expenses (based on pay earnings dates) will be distributed based on the FY19 EFP(s) in effect for 6/23-30
 - FY20 payroll expenses (based on pay earnings dates) will be distributed based on the 7/1/19 EFP in effect

PP20-01 Actuals Distribution

- When a valid EFP is not set up before the 20-01 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 7/10)

Checking FY20 EFPs **Used** in 20-01 Distribution

Funding Summary Report

This report displays the “problem” EFPs in effect “as of” the last day of PP 20-01.

Run Control ID: FundingSummary

[Report Manager](#) [Process Monitor](#)

Run

Funding Summary Rpt Parameters

Set ID: PSUMB

Department:

*Fiscal Year: 2020

Empl ID:

*As Of Date: 07/06/2019

Empl Rcd#:

Funding Summary By

Appointment Level Position Level

Report Option

Earnings Deductions Tax

Include Terminated Employees

Yes No

Report Choice

Entire EFPs PCAs Only

Reviewing Funding Summary Report:(starting 7/10)

Checking FY20 EFPs **Used** in 20-01 Distribution

Displays problem EFPs
in effect as of PP20-01

**PCAs Only
Version**

Example where no
changes were made
to FY20 EFPs

eUMB-USER: 004514
Report ID: BUD011

PeopleSoft
Employee Funding Summary Report

HRPROD: 309956
Page No. 25
Run Date 07/10/2019
Run Time 10:32:09

As of Date: 07/06/2019

Report Option: Earnings Distribution

SetID: PSUMB Department: 15204000 - School of Hard Knocks Fiscal Year: 2012

EMPLOYEE ID	RCD#	NAME	EMPL STATUS	FUNDING LEVEL	PCBU	PROJ ID	ACTV	PRO-GRAM	FUND	ACCOUNT CODE	DIST. %	FUNDING END DATE	*PCA*
050961	0	Benes, Elaine	Active	AP	00135	00395999	00	102	118	0000123987	2.244	07/01/2019	***
098765	1	Kramer, Cosmo	Active	DP	00135	00395999	00	102	118	0000123987	100.000		***

Total Number of Employees Processed:

ALERT! Funding sources expiring 7/01/19 were changed by the redirect process to charge your PCA

Key Dates Summary

Action	Due/Action Dates 2019
Units submit Direct Retros for FY19 (PP19-26)	Friday, June 21st by 2pm
Units create new FY19 EFPs	Tuesday, June 25 th - 8pm
EFP Rollover: Copy forward FY19 EFPs to create FY20 7/1/19 EFP and "Fix" EFP (NFY, HRL, & SPC Only)	Tuesday, June 25 th after 8pm
PP19-26 Actuals Distributions	Wednesday, June 26 th
Units create new FY20 EFPs	Wednesday, June 26 th - Tuesday, July 9 th by 8pm
Units submit Direct Retros to post in FY19 (PP20-01)	Wednesday, July 3rd by noon
EFP Redirect process	Tuesday, July 9 th after 8pm
PP20-01 Actuals Distribution with FY20 Fringe Benefit Rates and FY20 encumbrance	Wednesday, July 10 th
Delete FIX EFPs for NFYs, HRLs, and SPCs	Sunday, Sept 8 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)

PP20-01 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 7/1/19 will be distributed based on FY19 EFP(s)
 - Pay earnings after or equal to 7/1/19 will be distributed based on FY20 EFP

PP20-01 Payroll Adjustment Form

FY19

 <p>UNIVERSITY of MARYLAND THE FOUNDING CAMPUS</p>	<p>Payroll Adjustment Form University of Maryland Baltimore</p>
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Employee Name (Last, First):	<input type="text"/>	Pay Period Processed (FY-PP):	<input type="text" value="20-01"/>
Empl ID/Rcd#/ Paygroup:	<input type="text"/>	<input type="text" value="0"/>	Dates of Service: <input type="text" value="6/23/19-6/30/19"/>
Employee Title:	<input type="text"/>	Empl Class:	<input type="text"/>
Department Name:	<input type="text"/>	Payroll Contact:	<input type="text"/>
Department ID:	<input type="text"/>	Contact phone:	<input type="text"/>

PP 20-01 Reminders

- The bi-weekly salary rate calculation is to divide the annual salary by the pay period factor. Since FY20 is a leap year, the new factor is:
 - $366 \text{ days} \div 14 \text{ days per pay period} = 26.142857$
 - Refer to FY Salary Calculation Charts- 14ths and 10ths
- Salary Pay is calculated on 14ths - Ex. New faculty/exempt employees who start 7/1/19 will receive 6/14ths pay; terminating effective 6/30/19 will receive 7/14ths pay

PP 20-01 Reminders

- Employees attending Onboarding on Monday, 6/24/19 should have a hire date of 6/23/19 for a full bi-weekly pay
- Employees last day work on Friday, 7/5/19 should have a termination effective date of 7/7/19 for a full bi-weekly pay
- Employees have a pay rate change effective 7/1/19 will receive 8/14ths on old rate (6/24-6/30) and 6/14ths on new rate (7/1-7/6)
- Hourly Pay (Non-exempt and hourly employees) is calculated based on hours on specific days entered on timesheet or scheduled hours

PP 20-01 Reminders



- All calendars and calculation charts have been updated and published on FS-Payroll website at <http://www.umaryland.edu/financialservices/payroll/>
 - Payroll Calendar
 - Pay Date Schedule
 - CA Calendar
 - FY Salary Calculation Chart – 10ths
 - FY Salary Calculation Chart – 14ths

Payroll Calendar

- Always check the eUMB News from the Portal Page such as:
 - Updated Payroll/Financial calendar message
 - FY End Memo

IT Alerts  

There are currently no news articles available.

RAVEN Financial Inquiry  

	Inquiry	Description
1	ADHOC	Initial ADHOC Query

New Inquiry:

eUMB News  


[UPDATED Payroll Calendar \(4/11/17\)](#)

[eTravel System Changes \(04/17/17\)](#)



[UPDATED: Financial Calendar \(04/12/17\)](#)

[2017 Fiscal Year End Memo \(03/15/17\)](#)



[Cancelation of Pending Requisitions \(11/02/16\)](#)

UMB Application Signon Req'd  

Click the "Customize" icon above to add/remove links

UMB Email Systems  

Click the "Customize" icon above to add/remove links

News & Media  

[Educational Philanthropist Francis J. Carey Jr. is Mourned](#)
\$30 million gift to Francis King Carey School of Law one of the largest in legal education.

[University of Maryland School of Medicine Conducts Human Trial of Experimental Ebola Virus Vaccine](#)
Baltimore trial is the second human trial and first U.S. trial undertaken by the School of Medicine's Center for Vaccine Development.

[Ebola Symposium Features UMB's International Efforts on Ebola](#)
Interprofessional experts discussed many aspects of UMB's Ebola work worldwide at the Ebola Symposium on Nov. 18, covering medical and legal issues surrounding the outbreak.

Payroll processing for PP20-01

- According to the CPB schedule, the gross pay file is due on 7/5
- Since 7/5 is an Admin Day, the final payroll correction is due by 2pm on 7/3
- FSPR will let you know if we will send the file on 7/3 or 7/5 when we get closer to July

July 2019- Department Payroll Calendar						Key: SPC= RAVEN Statement of Payroll Charges; PCD= HRMS Payroll Charges Detail; EFP= Employee Funding Profile; PR/CCR= Payroll Register or Cost Center Report	Updated May 2019
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
6/30	1✓ ♦ Submit advances- #19-26 ♦ Approve ETS # 19-26 ♦ Payroll Processing Begins ♦ Print PR/CCR- #20-01 ♦ PA forms entered by FSPR	2 ♦ Final ETS Approval # 19-26 ♦ Print PR/CCR- #20-01 ♦ Submit Payroll Corrections- #20-01 ♦ PA forms entered by FSPR	3 ♦ Print PR/CCR- #20-01 ♦ Final Payroll Corr #20-01 due by 2pm	4 CPB Holiday HOLIDAY- FSPR /HRSC Offices Closed	5 FSPR /HRSC Offices Closed ♦ Gross pay #20-01 sent to CPB by COB	6 PP#20-01 Ends 6/23- 7/6	

Questions or Comments on CA Processing



Key Contacts

- SPAC- Costing & Compliance- 6-2987
 - Direct Retros
 - effort@umaryland.edu
- FS- Payroll- 6-1243
 - EFP rollover process
 - DL-BFPayrollHelp@umaryland.edu