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

<table>
<thead>
<tr>
<th>Apply to Accounts</th>
<th>FY19 Finalized</th>
<th>FY20+ Finalized</th>
<th>Costs Recorded in Account</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1011 – Faculty 9/10 mo.</td>
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<tr>
<td>1012 – Faculty 12 mo.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26.1%</td>
<td>25.3%</td>
<td>2790 – Fringe rate Faculty</td>
<td></td>
</tr>
<tr>
<td><strong>Staff</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1013 – Exempt staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1014 – Non-exempt staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39.6%</td>
<td>39.2%</td>
<td>2791 – Fringe rate Staff</td>
<td></td>
</tr>
<tr>
<td><strong>Legislated Benefit</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2071 – Faculty</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2072 – Exempt staff (C1)</td>
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<tr>
<td>2073 – Non-exempt staff (C1)</td>
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</tr>
<tr>
<td>2080 – Summer salaries</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2085 – Supplemental Pay</td>
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<td></td>
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</tr>
<tr>
<td>2110 – Overtime</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2120 – Shift differential</td>
<td></td>
<td></td>
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<tr>
<td>2130 – On call pay</td>
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<td></td>
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</tr>
<tr>
<td>2140 – Bonus Payments</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2074 – College Work study (summer)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2075 – Students (other than CWS) (summer)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2090 – Contractual employee (C2) (Until FY16)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>8.3%</td>
<td>8.4%</td>
<td>2793 – Fringe rate Legislated Benefit</td>
<td></td>
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<tr>
<td><strong>Limited Benefit</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1021 – Post Docs/Fellows</td>
<td></td>
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<tr>
<td>2090 – Contractual Employee (C2) (FY16+)</td>
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<td></td>
</tr>
<tr>
<td>19.2%</td>
<td>18.5%</td>
<td>2792 – Fringe rate Limited Benefit</td>
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</tr>
<tr>
<td><strong>Students</strong></td>
<td></td>
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</tr>
<tr>
<td>1020 – Graduate Assistants</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2074 – College Work Study (CWS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2075 – Students (Other than CWS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0%</td>
<td>0%</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2196 – Accrued Leave Payout</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>0%</td>
<td>0%</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
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
<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Rate Used</th>
<th>Posted in FY</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-26</td>
<td>FY19</td>
<td>2019</td>
</tr>
<tr>
<td>20-01</td>
<td>FY20</td>
<td>2019 (6/23-6/30)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2020 (7/1-7/6)</td>
</tr>
<tr>
<td>20-02</td>
<td>FY20</td>
<td>2020</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>When Received by Cost Analysis</th>
<th>Pay Period Processed</th>
<th>Posted in Fiscal Year (HRMS and Financials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, 06/11/19 @ 2pm</td>
<td>19-25</td>
<td>2019</td>
</tr>
<tr>
<td><strong>Friday, 06/21/19 @ 2pm</strong></td>
<td>19-26</td>
<td>2019</td>
</tr>
<tr>
<td>Wednesday, 07/03/19</td>
<td>20-01</td>
<td><strong>2019</strong></td>
</tr>
<tr>
<td>Thursday, 07/04/19 and beyond</td>
<td>20-02</td>
<td>2020</td>
</tr>
</tbody>
</table>
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
The final payroll at $30 per 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 EE

• 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 ⇒ no change required
  - FED > 6/30/19 ⇒ no change required
  - FED < 6/30/19 ⇒ change now so that payroll expenses do not charge PCA
  - FED = 6/30/19 ⇒ 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**

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

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

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**

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### PCAs Only Version

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

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

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<table>
<thead>
<tr>
<th>EMPLOYEE ID</th>
<th>RCD#</th>
<th>NAME</th>
<th>STATUS</th>
<th>LEVEL</th>
<th>PCBU</th>
<th>PROJ ID</th>
<th>ACTV</th>
<th>GRAM</th>
<th>FUND</th>
<th>AMOUNT</th>
<th>CODE</th>
<th>DIST</th>
<th>FUNDING</th>
<th>END DATE</th>
<th>&quot;PCA&quot;</th>
</tr>
</thead>
<tbody>
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<td>050961</td>
<td>0</td>
<td>Benes, Elaine</td>
<td>Active</td>
<td>AP</td>
<td>00191</td>
<td>10007777</td>
<td>00</td>
<td>152</td>
<td>182</td>
<td>0000369852</td>
<td>2.244</td>
<td>06/01/2019</td>
<td>***</td>
<td></td>
<td></td>
</tr>
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<td>05/31/2019</td>
<td>***</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)
This report displays the “problem” EFPs in effect “as of” the last day of PP 20-01.
Reviewing Funding Summary Report: (thru 7/9)
Checking FY20 EFPs Before 20-01 Distribution

PCAs Only Version

Displays EFPs in effect as of 7/6/19

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

<table>
<thead>
<tr>
<th>EMPLOYEE ID</th>
<th>NAME</th>
<th>STATUS</th>
<th>FUNDING LEVEL</th>
<th>PCBU</th>
<th>PROJ ID</th>
<th>ACTV</th>
<th>GRAM</th>
<th>FUND</th>
<th>CODE</th>
<th>DISTRIBUTION</th>
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<td>Benes, Elaine</td>
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<td>00</td>
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<td>102</td>
<td>118</td>
<td>0000123987</td>
<td>100.000</td>
</tr>
</tbody>
</table>

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
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.

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

| FY20 EFP on 7/10/19 |            |         |
| 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

This report displays the “problem” EFPs in effect “as of” the last day of PP 20-01.
Reviewing Funding Summary Report: *(starting 7/10)*

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

**Example where no changes were made to FY20 EFPs**

**PCAs Only Version**

Displays problem EFPs in effect as of PP20-01

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

<table>
<thead>
<tr>
<th>EMPLOYEE ID</th>
<th>RCD#</th>
<th>NAME</th>
<th>STATUS</th>
<th>LEVEL</th>
<th>PCBU</th>
<th>PROJ ID</th>
<th>ACTV</th>
<th>GRAM</th>
<th>FUND</th>
<th>ACCOUNT CODE</th>
<th>END DATE</th>
<th>FUNDING CODE</th>
<th>FUNDING CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>000123</td>
<td>001</td>
<td>Benes, Elaine</td>
<td>Active</td>
<td>AP</td>
<td>0135</td>
<td>0395999</td>
<td>00</td>
<td>102</td>
<td>118</td>
<td>0000123987</td>
<td>2.244</td>
<td>01/07/19</td>
<td>***</td>
</tr>
<tr>
<td>001234</td>
<td>002</td>
<td>Kramer, Cosmo</td>
<td>Active</td>
<td>DP</td>
<td>0135</td>
<td>0395999</td>
<td>00</td>
<td>102</td>
<td>118</td>
<td>0000123987</td>
<td>100.000</td>
<td>07/01/19</td>
<td>***</td>
</tr>
</tbody>
</table>

**Total Number of Employees Processed:**
## Key Dates Summary

<table>
<thead>
<tr>
<th>Action</th>
<th>Due/Action Dates 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units submit Direct Retros for FY19 (PP19-26)</td>
<td>Friday, June 21st by 2pm</td>
</tr>
<tr>
<td>Units create new FY19 EFPs</td>
<td>Tuesday, June 25&lt;sup&gt;th&lt;/sup&gt; - 8pm</td>
</tr>
<tr>
<td>EFP Rollover: Copy forward FY19 EFPs to create FY20 7/1/19 EFP and “Fix” EFP (NFY, HRL, &amp; SPC Only)</td>
<td>Tuesday, June 25&lt;sup&gt;th&lt;/sup&gt; after 8pm</td>
</tr>
<tr>
<td>PP19-26 Actuals Distributions</td>
<td>Wednesday, June 26&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Units create new FY20 EFPs</td>
<td>Wednesday, June 26&lt;sup&gt;th&lt;/sup&gt; -</td>
</tr>
<tr>
<td></td>
<td>Tuesday, July 9&lt;sup&gt;th&lt;/sup&gt; by 8pm</td>
</tr>
<tr>
<td>Units submit Direct Retros to post in FY19 (PP20-01)</td>
<td>Wednesday, July 3rd by noon</td>
</tr>
<tr>
<td>EFP Redirect process</td>
<td>Tuesday, July 9&lt;sup&gt;th&lt;/sup&gt; after 8pm</td>
</tr>
<tr>
<td>PP20-01 Actuals Distribution with FY20 Fringe Benefit Rates and FY20 encumbrance</td>
<td>Wednesday, July 10&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Delete FIX EFPs for NFYs, HRLs, and SPCs</td>
<td>Sunday, Sept 8&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
</tbody>
</table>
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
<table>
<thead>
<tr>
<th>Employee Name (Last, First):</th>
<th></th>
<th>Pay Period Processed (FY-PP):</th>
<th>20-01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empl ID/Rcd# / Paygroup:</td>
<td>0</td>
<td>Dates of Service:</td>
<td>6/23/19-6/30/19</td>
</tr>
<tr>
<td>Employee Title:</td>
<td></td>
<td>Empl Class:</td>
<td></td>
</tr>
<tr>
<td>Department Name:</td>
<td></td>
<td>Payroll Contact:</td>
<td></td>
</tr>
<tr>
<td>Department ID:</td>
<td></td>
<td>Contact phone:</td>
<td></td>
</tr>
</tbody>
</table>
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 days divided by 14 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
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.

<table>
<thead>
<tr>
<th>July 2019 - Department Payroll Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong> Time admin runs on dates with a check mark (✓)</td>
</tr>
<tr>
<td><strong>Key:</strong> SPC= RAVEN Statement of Payroll Charges; PCD= HRMS Payroll Charges Detail; EFP= Employee Funding Profile; PR/CCR= Payroll Register or Cost Center Report</td>
</tr>
<tr>
<td>Sun</td>
</tr>
<tr>
<td>-----</td>
</tr>
<tr>
<td>6/30</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Updated May 2019
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