



UNIVERSITY *of* MARYLAND  
THE FOUNDING CAMPUS

**FY15**  
**Commitment Accounting**  
**Processing**

Thursday, June 12, 2014

10am-11:30am

School of Nursing- Room 130

# Presenters

- Susan McKechnie-
  - Controller- Financial Services
- Linda Ward-
  - Manager- Costing & Compliance

# Agenda

- FY15 Fringe Benefit Rates
- Direct Retros
- EFP Rollover
- 14-26 and 15-01 Actuals Distribution & Encumbrances
- Other Payroll Topics

**FY15 FRINGE BENEFIT RATES  
&  
DIRECT RETROS**

# FY15 Fringe Rates

- FY15 Fringe Benefit Rates will be applied starting PP15-01
- The new fringe rate is applied to the entire pay period even though the fringes related to 6/29-6/30 will be posted to FY14
- The rates will be posted on the Costing & Compliance webpage:

<http://www.cost.umaryland.edu/fringebenefitrates.cfm>

# FY14 Retroactive Distributions

- Direct retros for all types of projects\* will be processed on or before 7/1 (posted in FY14)
- No direct retros can be processed from 7/2 to 7/6
- Direct retros for all types of projects except for Physician Service Contract projects can be processed from 7/7 and forward (posted in FY15)

*\* Subject to Costing & Compliance approval*

# Direct Retro Cut Off Dates

<b>When Received</b>	<b>Pay Period Entered</b>	<b>HRMS FY Post</b>	<b>Financials FY Post</b>
Up through 6/19	14-25	2014	2014
Up through 6/27 at 2PM	14-26	2014	2014
After 6/27 at 2PM	15-01	2015	2015

# DR Processing

- Reminder- a direct retro and a budget retro cannot be processed in same pay period- **plan accordingly!!!**



# Questions or Comments Fringes or DR Processing



# **EFPS & DISTRIBUTIONS & THE FY15 ROLLOVER**

# FY15 EFP Rollover

- The process where we take the last EFP used for actuals distribution in FY14 and copy it to FY15
- Will occur **after 6PM on Tuesday, 7/1**
- Rollover is done in same timeframe as PP14-26 Actuals Distribution
- After the rollover is done EFPs for FY14 cannot be changed
- The EFP that is used for PP14-26 is also used for the FY14 portion of PP15-01 (via “fix” EFP)

# PP14-26 (6/15-6/28) Distribution

- **Wednesday-7/2:** Actuals Distribution process is run for PP14-26 with no encumbrances
- **Thursday-7/3:** Validate that payroll expenses were distributed correctly using HRMS *Payroll Charges Detail* (PCD)
- **Friday-7/4:** Validate that payroll expenses were distributed correctly using Raven *Statement of Payroll Charges* (SPC)

# FY14 EFP Cut Off Date

- **Tuesday- 7/1/14** – all EFPs for FY14 must be approved in eUMB before 6 PM
  - EFPs entered but not approved by the deadline will be deleted
- No budget retros for FY14 after 7/1/14, 6pm

# **WHAT TO DO BEFORE THE FY15 EFP ROLLOVER**

*From today until 6pm on Tuesday, 7/1/14*

# Before the FY15 EFP Rollover

- Make sure all employees have a FY14 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 FY15 EFP Rollover

- Review all funding sources that end 6/30/14 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 2pm on Friday, 6/20 for PP14-25
  - Approve new EFP by 6pm on Tuesday, 7/1 for PP14-26 and PP15-01 distribution (6/29-6/30)



# Before the FY15 EFP Rollover

- Check ALL Funding End Dates (FED) on EFPs:
  - No FED  $\Rightarrow$  no change required
  - FED  $>$  6/30/14  $\Rightarrow$  no change required
  - FED  $<$  6/30/14  $\Rightarrow$  change now so that payroll expenses do not charge PCA
  - FED = 6/30/14  $\Rightarrow$  OK to change now; must be changed in FY15 to avoid charging PCA

# Before the FY15 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 6/30/19 (current FY + 5 years)
  - For all other projects, an end is not required or recommended but if entered it cannot be greater than the end of the current fiscal year

# Before the FY15 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
- Reminder: PCAs should be zeroed out by end of the fiscal year (*except for overpayments*)
- PCA with Funding End Date of 6/30/2099 as a result of last year's Redirect process
  - Funding End Date was removed if a new EFP was not created before the 9.1 upgrade
  - Will not appear on the Funding Summary Report when PCAs Only option is checked

# Before the FY15 EFP Rollover

Run Funding Summary Report using an “as of” date of 6/30/14 and select the “**PCAs Only**” report choice. Only the following will be returned:

1. Lines marked as ‘DP’
2. Lines with Funding End Dates of 6/30/14 or earlier

# Setting Up Funding Summary Report: Checking EFPs **Before 14-26 Distribution**

Favorites | Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Reports > Funding Summary USA

## Funding Summary Report

Run Control ID: Funding\_Summary

[Report Manager](#)

[Process Monitor](#)

[Run](#)

### Funding Summary Rpt Parameters

Set ID: PSUMB

\*Fiscal Year: 2014

\*As Of Date: 06/30/2014

Empl Rcd#: 0

Using 6/30/14 will help you insure that charges **through the end of the fiscal year** are using the correct combo code.

### 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 14-26 Distribution**

Displays problem EFPs in effect as of 6/30/14

## PCAs Only Version

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

eUMB-USER: 14 University of Maryland, Baltimore  
 Report ID: D011 Employee Funding Summary Report  
 HRPROD: 307551  
 Page No. 1  
 Run Date 06/18/2014  
 Run Time 12:52:04

As of Date: 06/30/2014

Report Option: Earnings Distribution  
 SetID: PSUMB Department: 15204000 - School of Hard Knocks Fiscal Year: 2014

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	06/15/2014	***
083197	0	Costanza, George	Active	AP	00184	10006232	00	156	182	0000410077	70.000	05/31/2014	***
					00184	10006681	00	151	182	0000410581	10.000	05/31/2014	***
					00184	10006762	00	151	182	0000402771	20.000	05/31/2014	***
098765	1	Kramer, Cosmo	Active	DP	00135	00395999	00	102	118	0000123987	100.000		***

Total Number of Employees Processed: - 54

of Department

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

(now thru 7/1)

**FY15 EFP ROLLOVER  
(AFTER 6PM ON  
TUESDAY, 7/1/14)**

# FY15 Rollover

- The last FY14 EFP will be used to programmatically:
  - Create the Initial 7/1/14 EFP
  - Create the “fix” EFP to be used for any earnings associated with dates prior to 7/1/14 paid in FY15



# FY15 Rollover

- The “fix” EFP:
  - Will have a Funding Begin Date of 3/23/03, employee’s hire date, or date transferred to department -- whichever is latest
  - Used to distribute FY14 payroll expenses (based on pay earnings dates) that are paid in FY15 (ex. Shift, OVT, hourly employees)
  - Cannot be created if an employee has no FY14 EFP before 7/1/14
    - Prior fiscal year retro pay (<7/1/14) will be charged to PCA and the department will submit a DR to move expenses

# FY15 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 (unless you have a payout in FY15)

# WHAT TO DO AFTER THE ROLLOVER & BEFORE PP15-01 ACTUALS DISTRIBUTION

*From Wednesday, 7/2/14 until 6pm on Tuesday,  
7/15/14*

# Before PP15-01 Actuals Distribution

- Make sure all active employees have a valid 7/1/14 EFP
  - Review 7/1/14 EFP to be sure it is valid (check combo codes, funding end dates, % distributions)
  - Create a valid 7/1/14 EFP if it is not there
- 7/2/14, 6AM – 7/15/14, 6PM (Two Week period):
  - Departments review and create additional 7/1/14 EFPs as needed to reflect valid combo codes, funding end dates, % distributions

# Creating New FY15 EFPs

- EFP will display the salary in effect at the time the EFP is created
- If an employee action is submitted effective 7/1/14 but it hasn't been entered 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.

# Cost Sharing for Payroll Expenses

- NIH Salary Cap is \$**181,500**- check employees who may go over the cap with 7/1 pay increases
  - Amount is based on annualized salary- Ex. FTE=.20 and amount paid at UMB= \$40K → Annualized= \$200K
- This only applies to NIH agencies- if you don't know whether a sponsor is under the NIH umbrella check the following website:  
<http://www.nik.gov/icd/index.html>
- Position owner creates EFP but may be unaware that a project from another department requires OTC- communicate!

# Checking FY15 EFPs **Before 15-01 Distribution**

Run Funding Summary Report using an “as of” date of 7/12/14 and select the “**PCAs Only**” report choice. Only the following will be returned:

1. Lines marked as ‘DP’
2. Lines with Funding End Dates of 7/12/14 or earlier

# Setting Up Funding Summary Report: (7/2 thru 7/15)

## Checking FY15 EFPs Before 15-01 Distribution

Favorites | Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Reports > Funding Summary USA

### Funding Summary Report

Run Control ID: Funding\_Summary    [Manager](#)    [Process Monitor](#)   

#### Funding Summary Rpt Parameters

Set ID:	PSUMB	Department:	<input type="text"/>
*Fiscal Year:	2015	Empl ID:	<input type="text"/>
*As Of Date:	07/12/2014	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

                      

This report displays the "problem" EFPs in effect "as of" the last day of PP 15-01.



# Reviewing Funding Summary Report: Checking FY15 EFPs **Before 15-01 Distribution**

Displays EFPs in effect as of 7/12/14

## PCAs Only Version

**ALERT!** Funding sources expiring 06/30/14 and earlier require your quick attention or your PCA will be charged.

eUMB-USER: 14	University of Maryland, Baltimore	HRPROD: 309352
Report ID: 0011	Employee Funding Summary Report	Page No. 25
As of Date: 07/12/2014		Run Date 07/07/2014
		Run Time 11:06:46
Report Option: Earnings Distribution		
SetID: PSUMB Department: 15204000 - School of Hard Knocks Fiscal Year: 2015		

  

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	06/01/2014	***
098765	1	Kramer, Cosmo	Active	DP	00135	00395999	00	102	118	0000123987	100.000		***

Total Number of Employees Processed: - 54

of Department

**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!

(7/2 thru 7/15)

# **FY15 REDIRECT EFPS TO PCA PROCESS**

*On Tuesday, 7/15/14 after 6pm*

# FY15 Redirect EFP Process

- If the FY15 EFP has a funding end date of 6/30/14 or earlier, on Tuesday, July 15<sup>th</sup> after 6pm, 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 7/1/2014

# EFP Example

The initial FY15 EFP created effective 7/1/14 with combo codes expiring before 7/1/14 was not fixed before 7/15/14 at 6pm

<u>Funding Source</u>	<u>Funding Source End Date</u>	<u>Percent</u>
<b><u>FY15 EFP on 7/15/14</u></b>		
State	blank	10%
Revolving	blank	5%
Grant#1	5/31/2014	20%
Grant#2	6/30/2014	30%
Grant#3	7/31/2014	25%
Grant#4	8/31/2014	10%
		100%

A redirect process will run on Tuesday, 7/15/14 to remove combo codes with funding end dates prior to 7/1/14 and add the PCA/Dept Default combo code equal to the percent of combo codes removed.

<b><u>FY15 EFP on 7/16/14</u></b>		
State	blank	10%
Revolving	blank	5%
Grant#3	7/31/2014	25%
Grant#4	8/31/2014	10%
PCA	7/1/2014	50%
		100%

# PP15-01 ACTUALS DISTRIBUTION & ENCUMBRANCES

*On Wednesday, 7/16/14*

# PP15-01 (6/29-7/12) Distribution

- **Wednesday-7/16:** Actuals Distribution process is run for PP15-01 with encumbrances calculated from 7/13/14 forward
- **Thursday-7/17:** Validate that payroll expenses were distributed correctly using PCD
- **Friday-7/18:** Validate that payroll expenses were distributed correctly using SPC

# PP15-01 Actuals Distribution

- Two Week period = 6/29/14-7/12/14
- Using FY15 Fringe Benefit Rates for entire PP15-01 (6/29-7/12)
- For PCD reporting purposes, we refer to period of 6/29-6/30 as PP14-27 (AKA the payroll accrual) and 7/1-7/12 as PP15-01
- For SPC reporting purposes, we refer to the entire pay period as 15-01 and use the Fiscal Year field to segregate 6/29-6/30 from 7/1-7/12

# PP15-01 Actuals Distribution

- PP15-01 covers payroll expenses associated with both FY14 and FY15- when the actuals distribution is run:
  - FY14 payroll expenses (based on pay earnings dates) will be distributed based on the “fix” EFP (Ex. Shift, OVT, hourly employees)
  - FY15 payroll expenses (based on pay earnings dates) will be distributed based on the 7/1/14 EFP in effect



# PP15-01 Actuals Distribution

- When a valid EFP is not set up before the 15-01 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 7/16)

## Checking FY15 EFPs **Used** in 15-01 Distribution

Favorites | Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Reports > Funding Summary USA

### Funding Summary Report

Run Control ID: Funding\_Summary      [Report Manager](#)    [Process Monitor](#)   

#### Funding Summary Rpt Parameters

Set ID:	PSUMB	Commitment:	<input type="text"/>
*Fiscal Year:	2015	Empl ID:	<input type="text"/>
*As Of Date:	07/12/2014	Empl Rcd#:	0

*Note: A red callout box points to the \*As Of Date field with the text: "This report displays the 'problem' EFPs in effect 'as of' the last day of PP 15-01."*

<b>Funding Summary By</b>	<b>Report Option</b>
<input checked="" type="radio"/> Appointment Level <input type="radio"/> Position Level	<input checked="" type="radio"/> Earnings <input type="radio"/> Deductions <input type="radio"/> Tax
<b>Include Terminated Employees</b>	<b>Report Choice</b>
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Entire EFPs <input checked="" type="radio"/> PCAs Only

# Reviewing Funding Summary Report: Checking FY15 EFPs **Used** in 15-01 Distribution

Displays problem EFPs  
in effect as of PP15-01

**PCAs Only  
Version**

Example where no  
changes were made  
to FY15 EFPs

eUMB-USER: 0045	University of Maryland, Baltimore										HRPROD: 309956		
Report ID: BU	Employee Funding Summary Report										Page No. 25		
As of Date: 07/12/2014											Run Date 07/17/2014		
Run Time 10:32:09													
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	07/01/2014	***
098765	1	Kramer, Cosmo	Active	DP	00135	00395999	00	102	118	0000123987	100.000		***
Total Number of Employees Processed: - 54													
End of Department													

**ALERT!** Funding sources expiring 6/30/14 and earlier were changed by the redirect process to charge your PCA

(starting 7/16)

# Key Dates Summary

<b>Action</b>	<b>Dates in 2014</b>
Depts submit Direct Retros for FY14	Friday, June 27 <sup>th</sup> - 2pm
Depts create new FY14 EFPs	Now until Tuesday, July 1 <sup>st</sup> – 6pm
EFP Rollover: Copy forward FY14 EFPs to create FY15 7/1/14 EFP and “Fix” EFP	Tuesday, July 1 <sup>st</sup> after 6pm
PP14-26 Actuals Distributions	Wednesday, July 2 <sup>nd</sup>
Depts create new FY15 EFPs	Wednesday, July 2 <sup>nd</sup> – Tuesday, July 15 <sup>th</sup> at 6pm
EFP Redirect process	Tuesday, July 15 <sup>th</sup> after 6pm
PP15-01 Actuals Distribution with FY15 Fringe Benefit Rates and FY15 encumbrance	Wednesday, July 16 <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\_DEPT\_ID (all employees)
    - UMB\_CA\_NO\_EFP (for missing EFPs)
    - UMB\_CA\_EFP\_BY\_PROJ\_ID (check PCA)

# PP15-01 Reminders

- Since we are using 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
- Pay earnings prior to 7/1/14 will be distributed using the “Fix” EFP unless a combo code is entered on the form

# Payroll Adjustment Form

FY14



**Payroll Adjustment Form**  
University of Maryland Baltimore

<b>Employee Name (Last, First):</b>		<b>Pay Period Processed (FY-PP):</b>	15-01
<b>Empl ID/Rcd#/ Paygroup:</b>		<b>Dates of Service:</b>	6/1-6/30/14
<b>Employee Title:</b>		<b>Empl Class:</b>	
<b>Department Name:</b>		<b>Payroll Contact:</b>	
<b>Department ID:</b>		<b>Contact phone:</b>	

Check one:	Type of Pay Adjustment:	Description/Notes:	Attachment:	Earnings Codes:
			Approved Supplemental	FAW TOV CPP SUM CED

# PP 15-01 Reminders

- Salary Pay is calculated on 14ths instead of 10ths- Ex. New faculty employee who starts 7/1/14 will received 12/14ths pay; exempt employee terminating 6/30/14 will receive 2/14ths pay
- Hourly Pay (Non-exempt and hourly employees) is calculated based on hours entered on timesheet or scheduled



# Questions or Comments on CA Processing



# OTHER PAYROLL TOPICS

# Introduction to eUMB HRMS

- Introduction to eUMB HRMS course includes 3 topics:
  - Overview of eUMB HRMS
  - eUMB HRMS Components in Detail
  - Summaries, Queries and Reports
- Starting June 2014, this course has been changed to a self-paced course in online format
- This is a required course for gaining access to eUMB HRMS and a pre-requisite to Department Payroll Processing (DPP) and Commitment Accounting (CA) courses

# Introduction to eUMB HRMS

- After completing the online Introduction to eUMB HRMS tutorials, employee is required to follow the instructions to print the certificate, sign, and submit it
- Employees who wish to take courses Department Payroll Processing (DPP) and/or Commitment Accounting (CA) must complete the online Introduction to eUMB HRMS before attending the DPP and/or CA courses
- Instructions on how to take the online course Introduction to eUMB HRMS can be found at FSPR website at:  
[http://cf.umaryland.edu/cits\\_training/](http://cf.umaryland.edu/cits_training/)

# Actuals Distribution & Enc Run

- Currently actuals distribution and encumbrance processing is run Saturday after each pay day
- **\*\*NEW Schedule\*\*** Starting FY15, actuals distribution and Enc processing will be run payday week Wednesday (normal payroll cycle)
  - PCD will be ready for validation Thursday after actuals distribution (payday week)
  - Raven SPC will be ready for validation Friday (payday week)
  - **EFP and DR due dates will be changed from pay week Friday at 2pm to pay week Tuesday at 6pm**
- Payroll calendar has been updated and published

# F&A Processing

- For PP14-26 and PP15-01 F&A will run on Thursday (following actuals dist) in addition to the weekend run so when viewing payroll charges in Raven on Friday you will see the related F&A
- Beginning Monday, July 28<sup>th</sup> F&A will run NIGHTLY

# Paper Payroll Checks

- Anticipate a change in payroll check pickup starting September 2014
- Payroll checks will be changed from pick up and distribution by the departments to direct mailing to employees
- FSPR will mail payroll checks to employees upon receipt from System Payroll (normally the day before payday)
  - If no address printed on the payroll check, FSPR will use the address listed in eUMB

# Paper Payroll Checks

- What do you need to do before the change?
  - Encourage direct deposit
  - Make sure the CPB address is correct to avoid getting lost in the mail
    - ✓ Address at CPB
      - validate from paycheck
    - ✓ Address at UMB
      - validate from UMB Self Service>UMB Personal Information



# Paper Payroll Checks

- How to update an address if necessary
  - Payroll address at CPB
    - Online at CPB's Payroll Online Service Center (POSC) at <https://interactive.marylandtaxes.com/Extranet/cpb/POSC/User/Start.aspx>
    - Payroll Address Form <http://www.fincsvc.umaryland.edu/payroll/images/AddressForm1.pdf>
  - Payroll address in eUMB
    - BY employee: via UMB Self Service>UMB Personal Information
    - By Payroll Rep: via UMB Self Service Manager>UMB Employee Home Address
  - Additional instructions for benefits or retirement are here: [http://hr.umaryland.edu/Current\\_Employees/Emp\\_Self\\_service#addr](http://hr.umaryland.edu/Current_Employees/Emp_Self_service#addr)

# Improve performance (HCM 9.1)

Favorites Main Menu > My Personalizations

Option Category: Navigation Personalizations

Personalizations	Default Value	Override Value	
Drop down Menu Sort Order	Ascending	<input type="text"/>	<a href="#">Explain</a>
Tab over Lookup Button	Yes	<input type="text"/>	<a href="#">Explain</a>
Autocomplete	Yes	No <input type="text"/>	<a href="#">Explain</a>

Find First 1-3 of 3 Last

Restore Category Defaults

OK Cancel

If Autocomplete is "Yes"- the system will suggest values as you begin typing in a field. By selecting "No" and clicking "OK" you will not see any values selection lists which will improve performance on all HRMS search pages.

# Key Contacts

- FS- Payroll- 6-1243
  - EFP rollover process
  - [DL-BFPayrollHelp@af.umaryland.edu](mailto:DL-BFPayrollHelp@af.umaryland.edu)
- Costing & Compliance- 6-2987
  - Direct Retros
  - [effort@af.umaryland.edu](mailto:effort@af.umaryland.edu)
- CITS- 6-HELP(4357)
  - Security/access or query/report issues
  - [help@umaryland.edu](mailto:help@umaryland.edu)

# Questions or Comments on Payroll Topics



# Next Meeting

- Merit increases effective 7/1/14
  - Next week on Wednesday, June 18<sup>th</sup>
  - School of Pharmacy- Room N-103
  - 10:00 - Noon