



UNIVERSITY *of* MARYLAND
THE FOUNDING CAMPUS

Payroll Reps FY19 Processing

Wednesday, May 30, 2018

9:30 am – 11 am

School of Dentistry - Room G314

Presenters

- Beryl Gwan
 - Manager- SPAC- Costing & Compliance
- Candace Chow
 - Manager- Financial Services- Payroll

Agenda

- SPAC-CC
 - FY19 Fringe Benefit Rates
 - Direct Retros
- Financial Services- Payroll
 - EFP Rollover
 - 18-26 and 19-01 Actuals Distribution & Encumbrances
 - Other FY19 Processing Activities

**FY19 FRINGE BENEFIT RATES
&
DIRECT RETROS (DR)**

FY19 Fringe Rates

- Proposal was submitted in January, 2018
- Final approval is still pending, expected in June
- “Planning” rates for grant proposals were announced in January and are now in Quali-COEUS
- When the rates are finalized, an email will be sent out to the Campus, and they will be posted on the Costing & Compliance webpage:

<http://www.umaryland.edu/cost/fringe-benefit/>

FY 19 Planning Fringe Benefit Rates, Currently in Quali-Coeus

	Apply to Accounts	FY18 Finalized	FY19+ Proposed	Fringe Account
Faculty	1011 – Faculty 9/10 mo. 1012 – Faculty 12 mo.	27.1% (To PP18-15) 24.5% (From PP18-16+)	26.1%	2790 – Fringe rate Faculty
Staff	1013 – Exempt staff 1014 – Non-exempt staff	43.4% (To PP18-15) 33.5% (From PP18-16+)	39.6%	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)	8.4%	8.3%	2793 – Fringe rate Legislated Benefit
Limited Benefit	1021 – Post Docs/Fellows 2090 – Contractual Employee (C2) (FY16+)	21.4% (To PP18-15) 16.2% (From PP18-16+)	19.2%	2792 – Fringe rate Limited Benefit

FY19 Fringe Rates

- The FY19 fringe rates will be applied to the entire first pay period period in FY19
 - PP19-01 (6/24/18 to 7/07/18)
- The fringe for PP19-01 will be posted as follows:
 - 6/24/18 to 6/30/18 – Posted to FY18
 - 7/1/18 to 7/7/18 – Posted to FY19

FY19 Fringe Rates Summary Chart

Pay Period	Rate Used	Posted in FY
18-26	FY18	2018
19-01	FY19	2018 (6/24-6/30) 2019 (7/1-7/7)
19-02	FY19	2019

FY19 Retroactive Distributions

- DEADLINE to submit Direct Retros to be posted in FY18 is Thursday, 7/5/18 by noon
- All Direct Retros received after 12pm on 7/5/18 and forward will be posted to FY19
- The direct retro cut off date for the 18-26 pay period is Friday, 6/22/18 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 FY (HRMS and Financials)
Tuesday, 6/12/18 @ 2pm	18-25	2018
Friday, 6/22/18 @ 2pm	18-26	2018
Thursday, 7/5/18 by noon	19-01	2018
Thursday, 7/5/18 after 12pm and beyond	19-02	2019

DR Processing - Reminders

- Physician Services Contracts Exception:
 - No Direct Retros moving payroll to or from a PSC account in FY18 will be processed after the FY18 DR deadline on Thursday 7/5/2018
- A direct retro and a budget retro cannot be processed in same pay period

Plan accordingly!!!

DR Submission Reminders

- If crossing effort periods, DR **must** use the percent/PP in the “Transfer Type” column.
- DR explanations need to be detailed, and must include how the amount being transferred was determined.
 - A statement saying it was calculated based on how the employee worked is not sufficient. This could explain why the chart string being charged is appropriate, but not how the amount was determined.

DR Submission Reminders Con't

- Link to Effort Reporting Periods Chart
 - <http://www.umaryland.edu/media/umb/af/cost/Effort-Chart-123118.pdf>
 - Link to Direct Retro Instructions – on the “instructions” tab of the excel form
 - <http://www.umaryland.edu/cost/direct-retro-forms/>

Fringe Encumbrance – Penny Balances

- Rounding error caused by FY18 mid year rate change in Faculty, Staff and Limited Benefit rates
- Disregard any penny fringe encumbrance balances
 - SPAC will not require you to move off the balance
 - It will not prevent the closing of the project

Fiscal Year End Penny Balance Issue

- Last year with no job change effective 07/01/17, employees who reported leave earnings in 18-02 or later, for the crossover period (18-01) had penny balances on the PCA
- CITS found a way to fix the problem this FY, so it will not recur this year
- The PCA penny balances from FY17 will always show up on your PCA.
 - No new penny balances from FY19

Clarification for Taxable Travel Policy

General Ledger Expense Account	Earnings Code	Earnings Code Description	Is expense allowable on grants?	Include expense in Payroll Charge Detail Report (PCD)?	Fringe Calculated Effective from Day	Is related 8.4% Tax/Fringe Allowable on Grant?	Will related fringe expense be posted to PCD?	General Ledger Fringe Account
3371	TTM	Day Business Travel Meals	Yes	Yes	1	Yes	Yes	2797
3330	TTI	In-State Travel Taxable	Yes	Yes	61	No	No	2798
3331	TTO	Out-Of-State Travel Taxable	Yes	Yes	61	No	No	2798
3332	TTF	Foreign Travel Taxable	Yes	Yes	61	No	No	2798

- If you need to move the expense from one project and/or account code to another, you will need to submit a direct retro form. If the expense account is added to the PCD, the expense must be moved by a direct retro and cannot be moved by a journal entry as is customary with other travel.
- For Day Business Meals Accounts 3371 and 2797 – the Direct Retro will move both the Meal Expense and Fringe Expense

Clarification for Taxable Travel Policy, Continued

- For the fringes associated with expense accounts 3330, 3331 and 3332 (that are posted after 60 days, the University portion of the 8.4% fringe expense will be funded by the department)
 - A journal entry will be submitted by General Accounting and posted to a non-sponsored project number that is provided by the department.
 - If any of these taxable travel expenses need to be reversed then the associated fringe will also be reversed by General Accounting

Questions or Comments on Fringes or DR Processing



EFPS & DISTRIBUTIONS & THE FY19 ROLLOVER

FY19 EFP Rollover

- The process where we take the last EFP used for actuals distribution in FY18 and copy it to FY19
- Will occur **after 8PM on Tuesday, 6/26**
- After the rollover is done, EFPs for FY18 cannot be changed

Note: If your new hires are not in eUMB in time for you to create a new EFP on 6/26, 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 7/1/18 that are paid in PPs 19-02 through 19-26 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 FY19

UMB Paycheck/Distributions Page

Pay End Date: 07/22/2017 **Deductions:** 819.50 **Check Nbr:**
Page: 108 **Net Pay:** 10,364.70 **Check Dt:** 07/28/2017
Line: 3

Pay Earnings														Personalize
Add #	Earnings Begin Date	Earnings End Date	Erncd		Hours	Earnings	Hourly Rate	FLSA Rate	Deptid	Combo Code	FICA	Tax Periods	TL Source	Source of Paysheet
	07/09/17	07/22/17	RGS	Regular Salaried	73.44	10684.80	145.490196		10206020		Subject	1		Regular
1	03/01/17	07/08/17					145.490196		10206020		Subject	1	User Rcd	Regular
1	03/01/17	07/08/17	RRS	Retro Regular Salaried		6903.96			10206020				User Rcd	Regular
1	03/01/17	07/08/17	RVS	Retro Annual Leave Salaried		230.26			10206020				User Rcd	Regular

Earnings Distribution										Personalize	Find	First	1-11 of 11	Last
Erncd	Earns End Date	Fiscal Year	Acctg Period	Combo Code	Acct	Amount	Dept ID	Empl Rcd#	BR / DR Pay End Date					
RGS	07/22/17	2018	1	0000001514	1012	2706.25	10206020	0						
RGS	07/22/17	2018	1	0000001518	1012	7625.63	10206020	0						
RGS	07/22/17	2018	1	0000028085	1012	352.92	10206020	0						
RRS	06/30/17	2018	5	0000001514	1012	6479.10	10206020	0	11/25/17					
RRS	07/08/17	2018	1	0000001514	1012	107.61	10206020	0						
RRS	07/08/17	2018	1	0000001518	1012	303.22	10206020	0						
RRS	07/08/17	2018	1	0000028085	1012	14.03	10206020	0						
RVS	06/30/17	2018	5	0000001514	1012	216.09	10206020	0	11/25/17					
RVS	07/08/17	2018	1	0000001514	1012	3.59	10206020	0						
RVS	07/08/17	2018	1	0000001518	1012	10.11	10206020	0						
RVS	07/08/17	2018	1	0000028085	1012	0.47	10206020	0						

Retro pay from 3/1/17-6/30/17 hit the Department PCA as AFY, ASY, EFY have no fix EFPs. Department submitted a DR to move the charges in November, 2017.

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 (4/29/18), 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 FY19 since timesheets can only go back 4 pay periods (i.e. deleted on Sunday, 9/9/18)

FIX EFP – Non-salaried EEs

- If there are multiple EFPs for an employee in FY18 between 4/29/18 and 6/30/18, the prior year retro earnings paid PP19-02 through 19-04 will only be done based on the last FY18 EFP
 - Corrections must be done via Direct retro (DR)
- Prior year retro earnings paid beginning PP19-05 through 19-26 will be charged to the PCA
 - Departments are required to submit DRs to redistribute prior year expenses paid in FY19

FY19 EFP Cut Off Date

- **Tuesday- 6/26:** All EFPs for FY18 must be approved in eUMB before 8pm
 - EFPs entered but not approved by the deadline will be deleted
- No budget retros for FY18 after 6/26, 8pm

PP18-26 (6/10-6/23) Distribution

- **Wednesday-6/27:** Actuals Distribution process is run for PP18-26 with no encumbrances
- **Thursday-6/28:** Validate that payroll expenses were distributed correctly using HRMS *Payroll Charges Detail* (PCD)
- **Friday-6/29:** Validate that payroll expenses were distributed correctly using Raven *Statement of Payroll Charges* (SPC)

WHAT TO DO BEFORE THE FY19 EFP ROLLOVER

From today until 8pm on Tuesday, 6/26/18

Before the FY19 EFP Rollover

- Make sure all employees have a FY18 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 FY19 EFP Rollover

- Review all funding sources that end 6/30/18 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, 6/12 for PP18-25
 - Approve new EFP by 8pm on Tuesday, 6/26 for PP18-26 and PP19-01 distribution (6/24-7/7)

Before the FY19 EFP Rollover

- Check ALL Funding End Dates (FED) on EFPs:
 - No FED \Rightarrow no change required
 - FED $>$ 6/30/18 \Rightarrow no change required
 - FED $<$ 6/30/18 \Rightarrow change now so that payroll expenses do not charge PCA
 - FED = 6/30/18 \Rightarrow OK to change now; must be changed in FY19 to avoid charging PCA

Before the FY19 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 6/30/23 (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 FY19 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 FY19 EFP Rollover

Run Funding Summary Report using an “as of” date of 6/30/18 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 6/30/18 or earlier (i.e. Expiring EFP)

Setting Up Funding Summary Report: Checking EFPs **Before 18-26 Distribution**

Funding Summary Report

Run Control ID: FundingSummary

Using 6/30/18 will help you insure that charges **through the end of the fiscal year** are using the correct combo code.

Run

Funding Summary Rpt Parameters

Set ID: PSUMB

Department:

*Fiscal Year: 2018

Empl ID:

*As Of Date: 06/30/2018 

Empl Rcd#:

0 

Funding Summary By

Appointment Level

Position Level

Report Option

Earnings

Deductions

Tax

Include Terminated Employees

Yes

No

Report Choice

Entire EFPs

PCAs Only

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

Use **PCAs Only Report Choice** to isolate the EFPs that will default to the PCA/Dept level

Reviewing Funding Summary Report: Checking EFPs Before 18-26 Distribution

Displays problem EFPs in effect as of 6/30/18

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 06/01/2018
Run Time 10:52:04

As of Date: 06/30/2018

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	06/01/2018	***
083197	0	Costanza, George	Active	AP	00184	10006232	00	156	182	0000410077	70.000	05/31/2018	***
					00184	10006681	00	151	182	0000410581	10.000	05/31/2018	***
					00184	10006762	00	151	182	0000402771	20.000	05/31/2018	***
098765	1	Kramer, Cosmo	Active	DP	00135	00395999	00	102	118	0000123987	100.000		***

Total Number of Employees Processed: - 54

f Department

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 6/26)

**FY19 EFP ROLLOVER
(AFTER 8PM ON
TUESDAY, 6/26/18)**

FY19 Rollover

- The last FY18 EFP will be used to programmatically:
 - Create the Initial 7/1/18 EFP
 - Create the “fix” EFP ONLY for employees in paygroups NFY/HRLY/SPC
 - No fix EFP for employees in paygroups AFY/ASY/EFY

FY19 Rollover

- The “fix” EFP (NFY/HRLY/SPC Only):
 - Will have a Funding Begin Date of 4/29/18, employee’s hire date, or date transferred to department -- whichever is latest
 - Used to distribute FY19 payroll expenses associated with pay earnings dates from 4/29/18-6/30/18 paid in PP19-02 through 19-04 (ex. Shift, OVT, hourly employees)
 - Cannot be created if an employee has no FY18 EFP by 6/26/18
 - Prior fiscal year retro pay (<7/1/18) will be charged to PCA and the department must submit a DR to move expenses

FY19 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 PP19-01 ACTUALS DISTRIBUTION

*From Wednesday, 6/27/18 through
Tuesday, 7/10/18 at 8PM*

Before PP19-01 Actuals Distribution

- Make sure all active employees have a valid 7/1/18 EFP
 - Review 7/1/18 EFP to be sure it is valid (check combo codes, funding end dates, % distributions)
 - Create a valid 7/1/18 EFP if it is not there
- 6/27/18 @ 6AM – 7/10/18@ 8PM (Two Week period):
 - Departments review and create additional 7/1/18 EFPs as needed to reflect valid combo codes, funding end dates, % distributions

Creating New FY19 EFPs

- EFP Inquiry page will display the salary in effect at the time the EFP is created
- If an ePAF submitted effective 7/1/18 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.
- ****New**** queries have been created 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 FY19 EFPs **Before 19-01 Distribution**

Run Funding Summary Report using an “as of” date of 7/7/18 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 7/7/18 or earlier (i.e. Expiring EFP)

Setting Up Funding Summary Report: (thru 7/10) Checking FY19 EFPs Before 19-01 Distribution

Funding Summary Report

This report displays the “problem” EFPs in effect “as of” the last day of PP 19-01.

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: 07/07/2018 

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: (thru 7/10)

Checking FY19 EFPs Before 19-01 Distribution

Displays EFPs in effect as of 7/7/18

PCAs Only Version

ALERT! Funding sources expiring 6/30/18 and earlier require your quick attention or your PCA will be charged.

eUMB-USER: 004514 PeopleSoft
 Report ID: BUD011 Employee Funding Summary Report

As of Date: 07/07/2018

HRPROD: 309352
 Page No. 25
 Run Date 07/06/2018
 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	06/01/2018	***
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!

FY19 REDIRECT EFPS TO PCA PROCESS

On Tuesday, 7/10/18 after 8pm

FY19 Redirect EFP Process

- If the FY19 EFP has a funding end date of 6/30/18 or earlier, on Tuesday, July 10th 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 7/1/18

EFP Redirect Example

The initial FY19 EFP created effective 7/1/18 with combo codes expiring before 7/1/18 was not fixed before 7/10/18 at 8pm

A redirect process will run on Tuesday, 7/10/18 to remove combo codes with funding end dates prior to 7/1/18 and add the PCA/Dept Default combo code equal to the percent of combo codes removed.

Funding Source	Funding Source End Date	Percent
<u>FY19 EFP on 7/10/18</u>		
State	blank	10%
Revolving	blank	5%
Grant#1	5/31/2018	20%
Grant#2	6/30/2018	30%
Grant#3	7/31/2018	25%
Grant#4	8/31/2018	10%
		<u>100%</u>

<u>FY19 EFP on 7/11/18</u>		
State	blank	10%
Revolving	blank	5%
Grant#3	7/31/2018	25%
Grant#4	8/31/2018	10%
PCA	7/1/2018	50%
		<u>100%</u>

PP19-01 ACTUALS DISTRIBUTION & ENCUMBRANCES

On Wednesday, 7/11/18

PP19-01 (6/24-7/7) Distribution

- **Wednesday-7/11:** Actuals Distribution process is run for PP19-01 with encumbrances calculated from 7/8/18 forward
- **Thursday-7/12:** Validate that payroll expenses were distributed correctly using PCD in HRMS
- **Friday-7/13:** Validate that payroll expenses were distributed correctly using SPC in Raven

PP19-01 Actuals Distribution

- Two Week period = 6/24-7/7/18
- Using FY19 Fringe Benefit Rates for entire PP19-01 (6/24-7/7)
- For PCD reporting purposes, we refer to period of 6/24-30 as PP18-27 (AKA the payroll accrual) and 7/1-7 as PP19-01
- For SPC reporting purposes, we refer to the entire pay period as 19-01 and use the Fiscal Year field to segregate 6/24-30 from 7/1-7

PP19-01 Actuals Distribution

- PP19-01 covers payroll expenses associated with both FY18 and FY19- when the actuals distribution is run:
 - FY18 payroll expenses (based on pay earnings dates) will be distributed based on the FY18 EFP(s) in effect for 6/24-30
 - FY19 payroll expenses (based on pay earnings dates) will be distributed based on the 7/1/18 EFP in effect

PP19-01 Actuals Distribution

- When a valid EFP is not set up before the 19-01 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 7/11)

Checking FY19 EFPs **Used** in 19-01 Distribution

This report displays the “problem” EFPs in effect “as of” the last day of PP 19-01.

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: 07/07/2018

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

Key Dates Summary

Action	Due/Action Dates 2018
Units submit Direct Retros for FY18 (PP18-26)	Friday, June 22nd by 2pm
Units create new FY18 EFPs	Tuesday, June 26 th - 8pm
EFP Rollover: Copy forward FY18 EFPs to create FY19 7/1/18 EFP and "Fix" EFP (NFY, HRL, & SPC Only)	Tuesday, June 26 th after 8pm
PP18-26 Actuals Distributions	Wednesday, June 27 th
Units create new FY19 EFPs	Wednesday, June 27 th - Tuesday, July 10 th by 8pm
Units submit Direct Retros to post in FY18 (PP19-01)	Thursday, July 5 th by noon
EFP Redirect process	Tuesday, July 10 th after 8pm
PP19-01 Actuals Distribution with FY19 Fringe Benefit Rates and FY19 encumbrance	Wednesday, July 11 th
Delete FIX EFPs for NFYs, HRLs, and SPCs	Sunday, Sept 9 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) - **NEW**
 - UMB_CA_EFP_BY_DEPT_ID (all employees)
 - UMB_CA_EFP_BY_DEPT_ID_CURR_SAL (current salary) - **NEW**
 - 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) - **NEW**
 - UMB_CA_EFP_BY_COMBO_CODE (alternative to proj ID)

PP19-01 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 7/1/18 will be distributed based on FY18 EFP(s)
 - Pay earnings after or equal to 7/1/18 will be distributed based on FY19 EFP

PP19-01 Payroll Adjustment Form

Prior Pay Period Adjustment

FY18



Payroll Adjustment Form

University of Maryland Baltimore

Employee Name (Last, First):	<input type="text"/>	Pay Period Processed (FY-PP):	<input type="text"/>
Empl ID/Rcd#/ Paygroup:	<input type="text"/> 0 <input type="text"/>	Dates of Service:	6/24/18-6/30/18
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 19-01 Reminders

- Salary Pay is calculated on 10ths - Ex. New faculty employee who starts Monday, 7/2/18 will receive 5/10ths pay; exempt employee terminating Sunday, 7/1/18 will receive 5/10ths pay
- Employees have a pay rate change effective 7/1/18 would receive 5/10ths on old rate (6/24-6/30) and 5/10ths (7/1-7/7) on new rate
- Employees attending Onboarding on Monday, 6/25/18 would receive a full bi-weekly pay

PP 19-01 Reminders

- Employees last day work on Friday, 7/6/18 should have a termination effective date of 7/7/18 for a full bi-weekly pay and distributions
- Hourly Pay (Non-exempt and hourly employees) is calculated based on hours on specific days entered on timesheet or scheduled hours

PP 19-01 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.

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