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 Kuali-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/
| Faculty | 1011 – Faculty 9/10 mo.  
1012 – Faculty 12 mo. | FY18 Finalized | FY19+ Proposed | Fringe Account |
|--------|----------------|---------------|----------------|---------------|
|        |                | 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
<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Rate Used</th>
<th>Posted in FY</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-26</td>
<td>FY18</td>
<td>2018</td>
</tr>
<tr>
<td>19-01</td>
<td>FY19</td>
<td>2018 (6/24-6/30)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2019 (7/1-7/7)</td>
</tr>
<tr>
<td>19-02</td>
<td>FY19</td>
<td>2019</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>When Received by Cost Analysis</th>
<th>Pay Period Processed</th>
<th>Posted in FY (HRMS and Financials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, 6/12/18 @ 2pm</td>
<td>18-25</td>
<td>2018</td>
</tr>
<tr>
<td><strong>Friday, 6/22/18 @ 2pm</strong></td>
<td>18-26</td>
<td>2018</td>
</tr>
<tr>
<td>Thursday, 7/5/18 by noon</td>
<td>19-01</td>
<td>2018</td>
</tr>
<tr>
<td>Thursday, 7/5/18 after 12pm and beyond</td>
<td>19-02</td>
<td>2019</td>
</tr>
</tbody>
</table>
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
  – Link to Direct Retro Instructions – on the “instructions” tab of the excel form
  – [http://www.umaryland.edu/cost/direct-retro-forms/](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

• 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

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

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

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**

**PCAs Only Version**

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

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

<table>
<thead>
<tr>
<th>EMPLOYEE ID</th>
<th>RCD#</th>
<th>NAME</th>
<th>STATUS</th>
<th>FUNDING LEVEL</th>
<th>PCBU</th>
<th>PROJ ID</th>
<th>ACTIV</th>
<th>GRAM</th>
<th>FUND</th>
<th>CODE</th>
<th>DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<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>
</tr>
<tr>
<td>083197</td>
<td>0</td>
<td>Costanza, George</td>
<td>Active</td>
<td>AP</td>
<td>00184</td>
<td>10006232</td>
<td>00</td>
<td>156</td>
<td>182</td>
<td>0000410077</td>
<td>70.000</td>
</tr>
<tr>
<td>08184</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>00184</td>
<td>10006681</td>
<td>00</td>
<td>151</td>
<td>182</td>
<td>0000410581</td>
<td>10.000</td>
</tr>
<tr>
<td>008765</td>
<td>1</td>
<td>Kramer, Cosmo</td>
<td>Active</td>
<td>DP</td>
<td>00135</td>
<td>00085399</td>
<td>00</td>
<td>102</td>
<td>118</td>
<td>0000123987</td>
<td>100.000</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 6/26)
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)
This report displays the “problem” EFPs in effect “as of” the last day of PP 19-01.
Reviewing Funding Summary Report: (thru 7/10)

Checking FY19 EFPs Before 19-01 Distribution

PCAs Only Version

Displays EFPs in effect as of 7/7/18

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

**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
• If the FY19 EFP has a funding end date of 6/30/18 or earlier, on Tuesday, July 10\textsuperscript{th} 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.
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.

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding Source End Date</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY19 EFP on 7/10/18</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>5/31/2018</td>
<td>20%</td>
</tr>
<tr>
<td>Grant#2</td>
<td>6/30/2018</td>
<td>30%</td>
</tr>
<tr>
<td>Grant#3</td>
<td>7/31/2018</td>
<td>25%</td>
</tr>
<tr>
<td>Grant#4</td>
<td>8/31/2018</td>
<td>10%</td>
</tr>
<tr>
<td>PCA</td>
<td>7/1/2018</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>
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.
Reviewing Funding Summary Report: *(starting 7/11)*

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

Displays problem EFPs in effect as of PP19-01

PCAs Only

Version

Example where no changes were made to FY19 EFPs

**ALERT!** Funding sources expiring 7/01/18 were changed by the redirect process to charge your PCA
# Key Dates Summary

<table>
<thead>
<tr>
<th>Action</th>
<th>Due/Action Dates 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units submit Direct Retros for FY18 (PP18-26)</td>
<td>Friday, June 22nd by 2pm</td>
</tr>
<tr>
<td>Units create new FY18 EFPs</td>
<td>Tuesday, June 26th - 8pm</td>
</tr>
<tr>
<td>EFP Rollover: Copy forward FY18 EFPs to create FY19 7/1/18 EFP and “Fix” EFP (NFY, HRL, &amp; SPC Only)</td>
<td>Tuesday, June 26th after 8pm</td>
</tr>
<tr>
<td>PP18-26 Actuals Distributions</td>
<td>Wednesday, June 27th</td>
</tr>
<tr>
<td>Units create new FY19 EFPs</td>
<td>Wednesday, June 27th - Tuesday, July 10th by 8pm</td>
</tr>
<tr>
<td>Units submit Direct Retros to post in FY18 (PP19-01)</td>
<td>Thursday, July 5th by noon</td>
</tr>
<tr>
<td>EFP Redirect process</td>
<td>Tuesday, July 10th after 8pm</td>
</tr>
<tr>
<td>PP19-01 Actuals Distribution with FY19 Fringe Benefit Rates and FY19 encumbrance</td>
<td>Wednesday, July 11th</td>
</tr>
<tr>
<td>Delete FIX EFPs for NFYs, HRLs, and SPCs</td>
<td>Sunday, Sept 9th</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) - 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**

<table>
<thead>
<tr>
<th>Employee Name (Last, First):</th>
<th>Pay Period Processed (FY-PP):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Empl ID/Rcd#/ Paygroup:</th>
<th>Dates of Service:</th>
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<tr>
<th>Employee Title:</th>
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<thead>
<tr>
<th>Department Name:</th>
<th>Payroll Contact:</th>
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<table>
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<tr>
<th>Department ID:</th>
<th>Contact phone:</th>
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</table>
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
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