



UNIVERSITY of MARYLAND
BALTIMORE

Payroll Reps FY22 Processing

Friday, May 14, 2021
10 am – noon

Agenda

- SPAC-Costing and Compliance (SPAC-CC)
 - FY22 Fringe Benefit Rates
 - Direct Retro Deadlines
 - Supplemental Pay: new earnings codes to be charged lower legislated fringe rate from FY22
 - Grad Assistants and Students: Summer FICA fringe benefit status
- Office Of The Controller- Payroll Services
 - EFP Rollover
 - 21-26 and 22-01 Actuals Distribution & Encumbrances
 - eUMB HRMS- Fluid Navigation (NEW)

SPAC- CC

FY22 FRINGE BENEFIT RATES & DIRECT RETROS (DR)

FY22 Pending Fringe Benefit Rates

- Final approval has not yet been received
- A memo will be sent out to Campus to announce the Implementation of the approved Fringe Benefit Rate Agreement
- FY22 rates will be set up in HRMS from 22-01
- The memo and rate agreement will be uploaded to our website
 - <https://www.umaryland.edu/cost/about-the-office/fringe-benefit/>

FY22 Fringe Benefit Rates – Pending Approval

	Apply to Accounts	FY21 Finalized	FY22+ Pending	Costs Recorded in Account
Faculty	1011 – Faculty 9/10 mo. 1012 – Faculty 12 mo.	25.1%	26.2%	2790 – Fringe rate Faculty
Staff	1013 – Exempt staff 1014 – Non-exempt staff	38.2%(To PP21-13) 34.8%(From PP21-14+)	34.6%	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)	8.5%	8.3%	2793 – Fringe rate Legislated Benefit
Limited Benefit	1021 – Post Docs/Fellows 2090 – Contractual Employee (C2) (FY16+)	19.2%	20.9%	2792 – Fringe rate Limited Benefit
Students	1020 – Graduate Assistants 2074 – College Work Study (CWS) 2075 – Students (Other than CWS)	0%	0%	N/A
Other	2196 – Accrued Leave Payout	0%	0%	N/A

FY22 Fringe Rates

- The FY22 fringe rates will be applied to the entire first pay period period in FY22
 - PP22-01 (6/22/21 to 7/03/21)
- The fringe for PP22-01 will be posted as follows:
 - 06/20/21 to 06/30/21 – Posted to FY21
 - 07/01/21 to 07/03/21 – Posted to FY22

FY22 Fringe Rates Summary Chart

Pay Period	Rate Used	Posted in FY
21-26	FY21	2021
22-01	FY22	2021(06/20-06/30)
		2022(07/01-07/03)
22-02	FY22	2022

FY22 Retroactive Distributions

- DEADLINE to submit Direct Retros to be posted in FY21 is **Thursday, 7/1/21**
- All Direct Retros received on **Friday 7/2/21** and forward will be posted to FY22
- The direct retro cut off date for the 21-26 pay period is **Friday, 6/18/21 by 2pm**
 - Note that this is different from the usual Tuesday prior to the payday deadline to allow Costing and Compliance enough time to process the anticipated fiscal year end increased volume.

Direct Retro Cut Off Dates

When Received by Cost Analysis	Pay Period Processed	Posted in Fiscal Year (HRMS and Financials)
Tuesday, 06/08/21 @ 2pm	21-25	2021
Friday, 06/18/21 @ COB	21-26	2021
Thursday, 07/01/21 COB	22-01	2021
Friday, 07/02/20 and beyond	22-02	2022

DR Processing - Reminders

- Physician Services Contracts Exception:
 - No Direct Retros moving payroll to or from a PSC account in FY21 will be processed after the FY21 DR deadline on Thursday 7/1/2021
- A direct retro and a budget retro cannot be processed in same pay period

Plan accordingly!!!

Supplemental Pay: Fringe Will be Charged at reduced Legislated Benefit Rate

- Specific supplemental earnings codes with written policies
- Will be charged at FY22 8.3% Legislated Benefit rate
 - In the past, followed salary object code fringe rate e.g. For FY22, Faculty rate at 26.2% and staff rate at 34.6%
- Posted to Object Code 2085
- Applicable Policies:
 - Faculty: <https://www.umaryland.edu/policies-and-procedures/library/faculty/policies/>
 - Staff: <https://www.umaryland.edu/policies-and-procedures/library/human-resources/policies/>

Supplemental Pay at Legislated Benefit Rate starting in FY22

Faculty Policy II-1.21(C)	Faculty Policy II-1.25(A)	Faculty Policy II-3.10(A)
CED – Continuing Education	TOV – Teaching Overload	CON – Professional Consulting
CPP – Clinical Overload		
GLS – Lump Sum Grant		
HON – Honorarium		
SEC – Secondary Staff Employment		
SEA – Secondary Employment Affiliate		
FAW – Faculty Administrative Work		

Staff Policy VII-9.11(A)
SEC – Secondary Employment
SEJ - Faculty Appointment

Summer Students FICA Exemption

- Students and Graduate Assistants are exempt from payroll tax and fringe.
- During summer
 - Subject from: 06/06/21 (PP21-26) at Legislated benefit rate of 8.3% for FY22
 - Revert to Exempt from: 08/29/2021 (PP22-06)
- Students who are exempt in the summer will have manual entry to reverse the posted fringe during this period

Questions or Comments for Costing and Compliance



OOTC- PAYROLL SERVICES

EFPS & DISTRIBUTIONS & THE FY22 ROLLOVER

FY22 EFP Rollover

- The process where we take the last EFP used for actuals distribution in FY21 and copy it to FY22
- Will occur **after 8PM on Tuesday, 6/22**
- After the rollover is done, EFPs for FY21 cannot be changed

Note: If your new hires are not in eUMB in time for you to create a new EFP on 6/22, 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 7/1/21 that are paid in PPs 22-02 through 22-26 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 FY22

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 (4/25/21), 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 FY22 since timesheets can only go back 4 pay periods (i.e. deleted on Sunday, 9/5/21)

Fix EFP – Non-salaried EEs

- If there are multiple EFPs for an employee in FY21 between 4/25/21 and 6/30/21, the prior year retro earnings paid PP22-02 through 22-04 will only be done based on the last FY21 EFP
 - Corrections must be done via Direct retro (DR)
- Prior year retro earnings paid beginning PP22-05 through 22-26 will be charged to the PCA
 - Departments are required to submit DRs to redistribute prior year expenses paid in FY22

FY22 EFP Cut Off Date

- **Tuesday- 6/22:** All EFPs for FY21 must be approved in eUMB before 8pm
 - EFPs entered but not approved by the deadline will be deleted
- No budget retros for FY21 after 6/22, 8pm

PP21-26 (6/6-6/19/21) Distribution

- **Wednesday-6/23:** Actuals Distribution process is run for PP21-26 with no encumbrances
- **Thursday-6/24:** Validate that payroll expenses were distributed correctly using HRMS *Payroll Charges Detail* (PCD)
- **Friday-6/25:** Validate that payroll expenses were distributed correctly using Quantum Analytics- HRMS Payroll

WHAT TO DO BEFORE THE FY22 EFP ROLLOVER

From today until 8pm on Tuesday, 6/22/21

Before the FY22 EFP Rollover

- Make sure all employees have a FY21 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 FY22 EFP Rollover

- Review all funding sources that end 6/30/21 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, 6/8 for PP21-25
 - Approve new EFP by 8pm on Tuesday, 6/22 for PP21-26 and PP22-01 distribution (6/20-6/30/21)

Before the FY22 EFP Rollover

- Check ALL Funding End Dates (FED) on EFPs:
 - No FED \Rightarrow no change required
 - FED $> 6/30/21 \Rightarrow$ no change required
 - FED $< 6/30/21 \Rightarrow$ change now so that payroll expenses do not charge PCA
 - FED $= 6/30/21 \Rightarrow$ OK to change now; must be changed in FY22 to avoid charging PCA

Before the FY22 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 6/30/26 (current FY + 5 years)
 - For all other funding sources, 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 FY22 EFP Rollover

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

Before the FY22 EFP Rollover

Run Funding Summary Report using an “as of” date of 6/30/21 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 6/30/21 or earlier (i.e. Expiring EFP)

Setting Up Funding Summary Report: Checking EFPs **Before 21-26 Distribution**

Favorites Main Menu > UMB Page Search > Funding Summary Report

Funding Summary Report

Run Control Funding_Summary ID:

Funding Summary Rpt Parameters

Set ID: PSUMB

***Fiscal Year:**

***As Of Date:**

Department:

Empl ID:

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:

Checking EFPs **Before 21-26 Distribution**

eUMB-USER: 004514
Report ID: BUD011

Displays problem EFPs in effect as of 6/30/21

PCAs Only
Version

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

PeopleSoft
Employee Funding Summary Report

HRPRD: 307551
Page No. 15
Run Date 05/13/2021
Run Time 10:52:04

As of Date: 06/30/2021

Report Option: Earnings Distribution

SetID: PSUMB Department: 15204000 - School of Hard Knocks Fiscal Year: 2021

EMPLOYEE ID	RCD#	NAME	EMPL STATUS	FUNDING LEVEL	Combo-SOAPF / ProjID-AwardFunSRC-SOAPF	COMBO CODE	DIST. %	FUNDING END DATE	*PCA* =====
050961	0	Benes, Elaine	Active	AP	30010341-EXT-365-10020010-000000-00000000-340	5000022293	2.244	06/01/2021	***
083197	0	Costanza, George	Active	AP	000-10405010-000000-44444444-210	5000021325	70.000	05/31/2021	***
					10019108-EXT-335-10405070-000000-00000000-210	5000001268	10.000	05/31/2021	***
					30007331-EXT-285-10405070-000000-00000000-210	5000013568	20.000	05/31/2021	***
098765	1	Kramer, Cosmo	Active	DP	30007331-OTC-285-10405070-000000-00000000-210	5000025321	100.000		***

Total Number of Employees Processed: -

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!)

FY22 EFP Rollover
(after 8pm on
Tuesday, 6/22/21)

FY22 Rollover

- The last FY21 EFP will be used to programmatically:
 - Create the Initial 7/1/21 EFP
 - Create the “fix” EFP ONLY for employees in paygroups NFY/HRLY/SPC
 - No fix EFP for employees in paygroups AFY/ASY/EFY

FY22 Rollover

- The “fix” EFP (NFY/HRLY/SPC Only):
 - Will have a Funding Begin Date of 4/25/21, employee’s hire date, or date transferred to department -- whichever is latest
 - Used to distribute FY21 payroll expenses associated with pay earnings dates from 4/25/21-6/30/21 paid in PP22-02 through 22-04 (ex. Shift, OVT, hourly employees)
 - Cannot be created if an employee has no FY21 EFP by 6/22/21
 - Prior fiscal year retro pay (<7/1/21) will be charged to PCA and the department must submit a DR to move expenses

FY22 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 PP22-01 Actuals Distribution

*From Wednesday, 6/23/21 through
Tuesday, 7/6/21 at 8PM*

Before PP22-01 Actuals Distribution

- Make sure all active employees have a valid 7/1/21 EFP
 - Review 7/1/21 EFP to be sure it is valid (check combo codes, funding end dates, % distributions)
 - Create a valid 7/1/21 EFP if it is not there
- 6/23/21 @ 6AM – 7/6/21 @ 8PM (Two Week period):
 - Departments review and create additional 7/1/21 EFPs as needed to reflect valid combo codes, funding end dates, % distributions

Checking FY22 EFPs **Before 22-01 Distribution**

Run Funding Summary Report using an “as of” date of 7/3/21 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 7/3/21 or earlier (i.e. Expiring EFP)

Setting Up Funding Summary Report: (thru 7/6/21)

Checking FY22 EFPs **Before 22-01 Distribution**

Favorites Main Menu > UMB Page Search

Funding Summary Report

Run Control FundingSummary ID: Report Manager Process Monitor Run

Funding Summary Rpt Parameters

Set ID:	PSUMB	Department:	<input type="text"/>
*Fiscal Year:	2022	Empl ID:	<input type="text"/>
*As Of Date:	07/03/2021	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 22-01.

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

display

Reviewing Funding Summary Report: (thru 7/6/21)

Checking FY22 EFPs Before 22-01 Distribution

Displays EFPs in effect
as of 7/3/21

PCAs Only
Version

ALERT! Funding sources
expiring 6/30/21 and earlier
require your quick attention
or your PCA will be
charged.

eUMB-USER: 004514

Report ID: BUD011

As of Date: 07/03/2021

PeopleSoft
Employee Funding Summary Report

Page No. 309956
Run Date 07/01/2021
Run Time 10:32:09

Report Option: Earnings Distribution

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

EMPLOYEE			EMPL	FUNDING		COMBO	DIST.	FUNDING	*PCA*
ID	RCD#	NAME	STATUS	LEVEL	Combo-SOAPF / ProjID-AwardFunSRC-SOAPF	CODE	%	END DATE	=====
050961	0	Benes, Elaine	Active	AP	30010341-EXT-365-10020010-000000-00000000-340	5000022293	2.244	06/01/2021	***
098765	1	Kramer, Cosmo	Active	DP	000-10405010-000000-44444444-210	5000021325	100.000		***

Total Number of Employees Processed: -

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!

FY22 Redirect EFPs To PCA Process

On Tuesday, 7/6/21 after 8pm

FY22 Redirect EFP Process

- If the FY22 EFP has a funding end date of 6/30/21 or earlier, on Tuesday, July 6th 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 7/1/21

EFP Redirect Example

The initial FY22 EFP created effective 7/1/21 with combo codes expiring before 7/1/21 was not fixed before 7/6/21 at 8pm

A redirect process will run on Tuesday, 7/6/21 to remove combo codes with funding end dates prior to 7/1/21 and add the PCA/Dept Default combo code equal to the percent of combo codes removed.

Funding Source	Funding Source End Date	Percent
<u>FY22 EFP on 7/6/21</u>		
State	blank	10%
Revolving	blank	5%
Grant#1	5/31/2021	20%
Grant#2	6/30/2021	30%
Grant#3	7/31/2021	25%
Grant#4	8/31/2021	10%
		100%

<u>FY22 EFP on 7/7/21</u>		
State	blank	10%
Revolving	blank	5%
Grant#3	7/31/2021	25%
Grant#4	8/31/2021	10%
PCA	7/1/2021	50%
		100%

PP22-01 Actuals Distribution & Encumbrances

On Wednesday, 7/7/21

PP22-01 (6/20-7/3/21) Distribution

- **Wednesday-7/7:** Actuals Distribution process is run for PP22-01 with encumbrances calculated from 7/7/21 forward
- **Thursday-7/8:** Validate that payroll expenses were distributed correctly using PCD in HRMS
- **Friday-7/9:** Validate that payroll expenses were distributed correctly using HRMS Payroll in Quantum Analytics

PP22-01 Actuals Distribution

- Two Week period = 6/20-7/3/21
- Using FY22 Fringe Benefit Rates for entire PP22-01 (6/20-7/3/21)
- For PCD reporting purposes, we refer to period of 6/20-30 as PP21-27 (AKA the payroll accrual) and 7/1-7/3 as PP22-01
- For Quantum Analytics- HRMS Payroll reporting purposes, we refer to the entire pay period as 22-01 and use the Fiscal Year field to segregate 6/20-30 from 7/1-3

PP22-01 Actuals Distribution

- PP22-01 covers payroll expenses associated with both FY21 and FY22- when the actuals distribution is run:
 - FY21 payroll expenses (based on pay earnings dates) will be distributed based on the FY21 EFP(s) in effect for 6/20-30
 - FY22 payroll expenses (based on pay earnings dates) will be distributed based on the 7/1/21 EFP in effect

PP22-01 Actuals Distribution

- When a valid EFP is not set up before the 22-01 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 7/7/21)

Checking FY22 EFPs **Used 22-01 Distribution**

Funding Summary Report

Run Control FundingSummary
ID:

Report ID: Process Monitor

Run

This report displays the “problem” EFPs in effect “as of” the last day of PP 22-01.

Funding Summary Rpt Parameters	
Set ID:	PSUMB
*Fiscal Year:	2022
*As Of Date:	07/03/2021
Department:	
Empl ID:	
Empl Rcd#:	0
Funding Summary By	
<input checked="" type="radio"/> Appointment Level	<input type="radio"/> Position Level
Report Option	
<input checked="" type="radio"/> Earnings	<input type="radio"/> Deductions
<input type="radio"/> Tax	
Include Terminated Employees	
<input type="radio"/> Yes	<input checked="" type="radio"/> No
Report Choice	
<input type="radio"/> Entire EFPs	<input checked="" type="radio"/> 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

Next in List

Notify

Reviewing Funding Summary Report: (starting 7/7/21)

Checking FY22 EFPs Used 22-01 Distribution

Displays problem EFPs
in effect as of PP22-01

PCAs Only
Version

Example where no
changes were made
to FY22 EFPs

eUMB-USER: 004514

Report ID: BUD011

As of Date: 07/03/2021

PeopleSoft
Employee Funding Summary Report

HRPROD: 309956
Page No. 25
Run Date 07/07/2021
Run Time 10:32:09

Report Option: Earnings Distribution

SetID: PSUMB Department: 15204000 - School of Hard Knocks Fiscal Year: 2022

EMPLOYEE			EMPL	FUNDING		COMBO	DIST.	FUNDING	*PCA*
ID	RCD#	NAME	STATUS	LEVEL	Combo-SOAPF / ProjID-AwardFunSRC-SOAPF	CODE	%	END DATE	====
050961	0	Benes, Elaine	Active	AP	30010341-EXT-365-10020010-0000000-000000000-340	5000022293	2.244	07/01/2021	***
098765	1	Kramer, Cosmo	Active	DP	000-10405010-000000-44444444-210	5000021325	100.000		***

Total Number of Employees Processed: -

ALERT! Funding sources expiring 7/01/21 were
changed by the redirect process to charge your PCA

End of Department

Key Dates Summary

Action	Due/Action Dates 2021
Units: Submit Direct Retros for FY21 (PP21-26)	Friday, June 18th COB
Units: Last chance to create any FY21 EFPs	Tuesday, June 22nd - 8pm
System: EFP Rollover: Copy forward FY21 EFPs to create FY22 7/1/21 EFP and "Fix" EFP (NFY, HRL, & SPC Only)	Tuesday, June 22nd after 8pm
System: PP21-26 Actuals Distributions	Wednesday, June 23rd
Units: Review FY22 EFPs generated from the copy forward process and determine if new FY22 EFPs should be created	Wednesday, June 23rd - Tuesday, July 6 th by 8pm
Units: Submit Direct Retros for FY21 portion of PP22-01 to post in FY21. Any Direct Retros received after 7/1/21 will be posted in FY22	Thursday, July 1st COB
System: EFP Redirect process	Tuesday, July 6 th after 8pm
System: PP22-01 Actuals Distribution with FY22 Fringe Benefit Rates and FY22 encumbrance	Wednesday, July 7 th
System: Delete FIX EFPs for NFYs, HRLs, and SPCs	Sunday, Sept 5 th


Tools for Checking EFPs

- Use Funding Summary Report
 - Main Menu>Set Up HRMS> Product Related> Commitment Accounting> Reports> Funding Summary USA
- Use queries (recommend using pivot tables with download to Excel)
 - Main Menu> Reporting Tools> Query> Query Viewer
 - UMB_CA_EFP_BY_EMPL_ID (one employee)
 - UMB_CA_EFP_BY_EMPL_ID_CURR_SAL (current salary)
 - UMB_CA_EFP_BY_DEPT_ID (all employees)
 - UMB_CA_EFP_BY_DEPT_ID_CURR_SAL (current salary)
 - UMB_CA_NO_EFP (for missing EFPs)
 - UMB_CA_EFP_BY_PROJ_ID (check PCA)
 - UMB_CA_EFP_BY_PROJ_ID_CURR_SAL (current salary)
 - UMB_CA_EFP_BY_COMBO_CODE (alternative to proj ID)
 - UMB_CA_EFP_BY_COMBOCD_CURR_SAL (current salary)

PP22-01 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 7/1/21 will be distributed based on FY21 EFP(s)
 - Pay earnings after or equal to 7/1/21 will be distributed based on FY22 EFP

PP22-01 Payroll Adjustment Form

 UNIVERSITY of MARYLAND BALTIMORE	Payroll Adjustment Form University of Maryland Baltimore
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Employee Name (Last, First):		Pay Period Processed (FY-PP):	22-01 (FY21)
Empl ID/Rcd#/ Paygroup:		Dates of Service:	6/20/21 - 6/30/21
Employee Title:		Empl Class:	
Department Name:		Payroll Contact:	
Department ID:		Contact phone:	

PP22-01 Reminders

- The bi-weekly salary rate calculation is to divide the annual salary by the pay period factor. Since FY22 is not a leap year, the salary factor is 26.0714286
 - $365 \text{ days} \div 14 \text{ days per pay period} = 26.0714286$
 - Refer to FY Salary Calculation Charts- 14ths and 10ths
- Salary Pay is calculated on 14ths - Ex. New faculty/exempt employees who start 7/1/21 will receive 3/14ths pay; terminating effective 7/1/21 (last day 6/30/21) will receive 11/14ths pay

PP22-01 Reminders

- Employees attending Onboarding on Monday, 6/21/21 should have a hire date of 6/20/21 for a full bi-weekly pay
- Employees last day work on Friday, 7/2/21 should have a termination effective date of 7/4/21 for a full bi-weekly pay
- Employees have a pay rate change effective 7/1/21 will receive 11/14ths on old rate (6/20-6/30) and 3/14ths on new rate (7/1-7/3)
- Hourly Pay (Non-exempt and hourly employees) is calculated based on hours on specific days entered on timesheet or scheduled hours

PP22-01 Reminders

- Calculation charts have been updated and published on Payroll Services website at <http://www.umaryland.edu/financialservices/payroll/>
 - Payroll Calendar (only FY21)
 - Pay Date Schedule
 - CA Calendar
 - FY Salary Calculation Chart – 10ths
 - FY Salary Calculation Chart – 14ths

Payroll Calendar

- Check the eUMB News from the Portal Page such as:
 - Updated Payroll/Financial calendar message
 - FY End Memo
- Please note: Payroll Adjustment Forms (PAFs) are due on Thursday, 5/27/21 for PP21-25 (5/23-6/5/21) because of the Memorial Day Holiday

Payroll Calendar

- According to the CPB Schedule, the gross pay file for PP21-26 is due on Friday, 6/18 (Juneteenth Admin Day)
- As we're all essential employees in OOTC-Payroll Services, we will be working to make sure the gross pay file is sent to CPB timely and take an alternate day later.
- If you plan to be off, please make sure you have a back up payroll person in the department to review and sign off the CCR/PR
- Please note that the Final Call will be changed from 2pm to noon

QUESTIONS on CA Processing?



EUMB HRMS NAVIGATION CHANGES (JUNE 21ST)

eUMB HRMS Navigation Changes

- Navigation changes starting Monday, June 21st 2021 from Breadcrumbs to Fluid Navigation
- Another meeting will be scheduled to introduce the Fluid Navigation
 - A UPK training will be available