Overpayment Workshop

Wednesday, October 23, 2019
From 10am - noon
Agenda

• Purpose of Workshop
• How to catch overpayments in time
• How to prevent an overpayment
• Policy and Procedures revision
• Payroll Topics

## OVERPAYMENT STATISTICS (Sept, 2013 - June, 2019)

<table>
<thead>
<tr>
<th>Schools/Units</th>
<th># of Overpayment</th>
<th>Overpayment Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Admin</td>
<td>148</td>
<td>218,310.04</td>
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<tr>
<td>SOD</td>
<td>13</td>
<td>30,582.67</td>
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<tr>
<td>SOL</td>
<td>9</td>
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<tr>
<td>SOM</td>
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<td>SON</td>
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<tr>
<td>SOP</td>
<td>98</td>
<td>202,438.30</td>
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<tr>
<td>SSW</td>
<td>44</td>
<td>97,273.20</td>
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</table>

**No. of Overpayments** | **827**

**Overpayment Amount ($)** | **$2,471,105.98**

### Notes:
1. Overpayments automatically deducted from employee’s paycheck without causing negative pay were not included.
2. Direct Deposit recoveries and paper check cancellation from Feb 2014-Dec 2015 were not included.
## Overpayment Statistics (FY20)

<table>
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<tr>
<th>Schools/Units</th>
<th>July 19</th>
<th>August 19</th>
<th>Sept 19</th>
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<td>8</td>
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<td>54</td>
<td>2</td>
<td>59</td>
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<td>SOP</td>
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<td>1</td>
<td>5</td>
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<tr>
<td>SSW</td>
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<td></td>
<td></td>
<td>3</td>
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<tr>
<td><strong>No. of Overpayments</strong></td>
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<td><strong>76</strong></td>
<td><strong>18</strong></td>
<td><strong>120</strong></td>
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<td><strong>Overpayment Amount ($)</strong></td>
<td>$54,568.96</td>
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<td>$43,801.99</td>
<td>$302,324.78</td>
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OVERPAYMENT REASONS
Overpayment Reasons

• According to our records, many overpayments were caused by the following reasons:
  – Pay rate change
  – Termination
  – Unpaid Leave
  – Negative Leave
  – Empl Class Change
  – ETS Error
(1)

PAY RATE CHANGE
Pay Rate Change - Reasons

• SOM Faculty being paid more from other sources resulting in a pay reduction at UMB
• Reduction of bi-weekly pay due to FTE change
• Reduction of bi-weekly pay due to changes in other pay components such as expat allowances, CII subsidy, and Admin subsidy, etc.
Pay Rate Change- Avoid Overpayment

• Develop an internal process within your school/department allowing Payroll reps to be informed of any pay rate changes or when pay agreements have been signed

• Submit an ePAF as soon as a new pay rate has been confirmed/approved for an employee
Pay Rate Change- Avoid Overpayment

- Review cost center report/payroll register during payroll processing week to make sure employees are paid correctly
- If an ePAF has been submitted for an employee due to pay rate reduction but it’s in pending status, contact HR-Comp to review and approve
- FSPR will accept PAF to reduce employee’s pay with HR approval
Pay Rate Change- Avoid Overpayment

Pay Increases

• Pay increase will be paid after employee’s Job-Compensation page has been updated in eUMB
• Payroll Adjustment Form (PAF) is not needed for a pay increase
Pay Rate Change- Avoid Overpayment

Pay Reductions: Exempts/Faculty-

- Bi-weekly pay is based on the rate listed on Job-Compensation page in eUMB
- A PAF is required for a pay reduction if you want to stop an overpayment before the pay rate change gets approved and loaded onto eUMB
  - enter earnings code ‘RGS’ and amount for current PP
  - enter the service begin to end dates for the reduction period
  - approval from HR-Comp is required, email is ok
Pay Rate Change - Avoid Overpayment

Pay Reductions: *Exempts/Faculty*-

• When a PAF is submitted to reduce employee’s pay in the current pay period, you need to prepare another PAF to reverse the adjustment in next pay period.

• Even though employee’s work schedule does not affect pay, ETS Approvers should still update employees’ work schedule in eUMB to reflect employee’s actual work schedule.
Pay Rate Change- Avoid Overpayment

Pay Reductions: *Non Exempts*-

- Bi-weekly pay is based on employee’s schedule and hourly rate listed on the Job-Compensation page
- If a pay rate change is due to FTE reduction, it requires a change in employee’s Work Schedule (see next slide for screenshot)
Pay Rate Change - Avoid Overpayment

Effective Date: Always add a line and effective as of the 1st day of a pay period
Schedule ID: The total hours/week must match the Standard Hours on Job Information Page in eUMB
Pay Rate Change - Avoid Overpayment

Pay Reductions: *Non Exempts*

- If an employee’s work schedule did not get changed in time for processing pay period, contact FSPR for other alternatives to avoid overpayment.
Pay Rate Change - Avoid Overpayment

• Run query:
  UMB_EPAF_PENDING_EPAF_W_SALARY

  – Instructions of how to run queries can be found from the Portal Page: "UMB Systems Tutorials Browser” link < eUMB HRMS < Introduction to eUMB HRMS)
# Pay Rate Change- Avoid Overpayment

- **UMB_EPAF_PENDING_EPAF_W_SALARY**

<table>
<thead>
<tr>
<th>ID</th>
<th>Eff Date</th>
<th>InComing ePaf Comp Rate (1)</th>
<th>Current Job Annual Rt (2)</th>
<th>Current Job Hrly Rate</th>
<th>Negative/Positive Change (3)</th>
<th>Action Required?</th>
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<tbody>
<tr>
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<td>166191.000000</td>
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</table>

**Example: Processing PP 20-02 (7/7-7/20/19):** Run query daily during payroll processing week

**EE 011111:** (1) EE was overpaid from 5/15/19-7/6/19. Dept to prepare a Compensation Overpayment packet to start recouping the overpayment. (2) Submit a PAF to adjust EE's pay for PP20-02 to avoid further overpaying the employee.

**EE 022222:** (1) EE was overpaid from 5/16/19-7/6/19. Dept to prepare a Compensation Overpayment packet to start recouping the overpayment. (2) Submit a PAF to adjust EE's pay for PP20-02 to avoid further overpaying the employee.

**EE 033333:** No action is needed. Employee will receive a retro pay when the ePAF action is approved by HRSC and loaded onto the Job page in eUUMB.
Pay Rate Change- Avoid Overpayment

• The query should be run daily during payroll processing week
  – Review query results
    • Take action if the amount in Incoming ePaf Comp Rate (#1) is less than Current Job Comp Rate (#2), a PAF is needed with an approval from HR-Comp
    • No action is needed if #1 is greater than #2, eUMB will calculate and pay a retro after the ePAF has been loaded on Job
Pay Rate Change- Avoid Overpayment

• If departments submit a PAF to correct pay manually in current pay period, for example PP20-02; a second PAF is required for next cycle (PP20-03) to reverse the manual adjustment
  – eUMB retropay process would generate retro when the action gets fully approved by HR and loaded onto Job
  – eUMB does not recognize manual adjustment we entered in prior pay period and would take back the negative retro to recover overpayment
(2) TERMINATION
Termination- Reasons

– Lack of communication between supervisors and department payroll reps
– Supervisors did not notify Department Payroll Reps of employee’s last day to stop his/her pay
– Delays in creating/submitting ePAFs by departments
– Delays in HR approvals
Termination- Avoid Overpayment

– Develop an internal process allowing Department Payroll reps to be informed of a termination or get a copy of employee’s resignation letter

– Run query UMB_EPAF_TERMS_NOT_EXECUTED
  • Review query results

– Run Cost Center Report/Payroll Register during payroll processing week to make sure employees in pending termination status are not getting a paycheck or a PAF is required to stop their pay
Termination- Avoid Overpayment

• Non exempts: Complete current pay period timesheet by using Timesheet Reporting Code (TRC) “UTERM” from the first day of termination till end of the pay period
  – Final timesheet approval must be done by due date
    • see payroll calendar for timesheet due dates
    • FSPR sends out email of timesheet due date for current PP
  – If you missed the due date, a PAF with fully approved timesheet copy is required to stop employee’s pay
Termination- Avoid Overpayment

• Exempts/Faculty: Reporting unpaid on timesheets will not stop employees’ pay. A PAF with employee’s resignation letter is required.
Termination- Avoid Overpayment

• Run query daily during payroll processing week

UMB_EPAF_TERMS_NOT_EXECUTED
  – Review the query results

UMB_EPAF_TERMS_NOT_EXECUTED- Terms not fully executed

Download results in:  Excel Spreadsheet  CSV Text File  XML File  (2 kb)

View All

<table>
<thead>
<tr>
<th>ID</th>
<th>Empl Record</th>
<th>Empl Class</th>
<th>Dept ID</th>
<th>eForm ID</th>
<th>Eff Date</th>
<th>Form Status</th>
<th>Action</th>
<th>Reason</th>
<th>Name</th>
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</table>

First 1-9 of 9  Last
Termination- Avoid Overpayment

- Review query results
  - UMB_EPAF_TERMS_NOT_EXECUTED

<table>
<thead>
<tr>
<th>ID</th>
<th>Empl Record</th>
<th>Empl Class</th>
<th>Dept ID</th>
<th>eForm ID</th>
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<th>Reason</th>
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<tbody>
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</table>
Termination- Avoid Overpayment

• Example: The query was run during PP20-02 (7/7-7/20/19)
  – EE 001111- Review employee’s pay group to determine how to stop employee’s pay for the current pay period (by PAF or ETS). Employee’s termination effective date was 7/8/19 so he should not receive a paycheck for PP20-02
  – EE 002222- Review employee’s pay group to determine how to stop employee’s pay for the current pay period (by PAF or ETS). Employee’s termination effective date was 6/24/19. Employee was overpaid if nothing was done in prior pay period, prepare a Compensation Overpayment Packet to recoup the overpayment for PP20-01 (6/24/19 – 7/6/19)
Termination- Avoid Overpayment

• Example: The query was run during PP20-02 (7/7-7/20/19)
  – EE 003333- Review employee’s pay group to determine how to stop employee’s pay for the current pay period (by PAF or ETS). Employee’s termination effective date was 6/24/19. Employee was overpaid if nothing was done in prior pay period, prepare a Compensation Overpayment Packet to recoup the overpayment for PP20-01 (7/1/19 – 7/6/19)
(3)

UNPAID LEAVE
Unpaid Leave - Reasons

• Outstanding/Delinquent timesheets may involve employees who have taken leave but not yet updated in eUMB
• Supervisors and ETS Approvers approved employees’ ETS with leave reported when in fact they have no available leave
• Employees on pending ASL/Parental leave approval but continued to get paid
Unpaid Leave - Reasons

• Departments continue paying employees even though they have no leave balance
• Incorrect Leave balances in eUMB and departments did not review and/or submit PAF to correct
• Employees reported leave on paper timesheets but no leave adjustment was submitted
Unpaid Leave- Avoid Overpayment

Supervisors:

• Encourage supervisors to take a refresher online training course: eUMB Electronic Timesheets
  – Tutorials can be found on the Portal Page, Enterprise Menu:
    UMB Systems Tutorials Browser> eUMB Electronic Timesheets> Supervisors>

• Advise supervisors to review employee’s leave balance tab when approving ETS to make sure leave is available
  – If employee submitted his/her ETS with warning, they must click on the Warn/Errors button on the Approval page
    • Review and determine if the ETS should be recycled for correction
  – If employee is out with no available leave, supervisor needs to report to the department payroll rep to take action
Unpaid Leave- Avoid Overpayment

Supervisors:

- Encourage supervisors to communicate with you for any questions on ETS and/or employees’ pay
- Suggest supervisors to complete their employees’ ETS when employees are not available to do their timesheet
Unpaid Leave - Avoid Overpayment

Supervisors:

• Inform supervisors and employees that ETS can be completed in eUMB 6 pay periods in advance

• Advise supervisors that employees applying for ASL or Parental leave with no other leave available, their ETS should be coded as ‘unpaid’ until final approval has been granted
Unpaid Leave- Avoid Overpayment

Payroll Reps:

• Payroll reps must run a bi-weekly leave report
  – make sure no negative leave hours are found on the report
  – Pay attention to employees with low leave balances

• Employee on pending ASL/Parental leave approval should be coded ‘unpaid’ on ETS until final approval has been granted
Unpaid Leave- Avoid Overpayment

Payroll Reps:

- Look out for red flags when approving ETS such as when Admin Leave was reported but UMB did not grant any admin day
- If unpaid code was reported on ETS, take appropriate actions such as submitting a PAF for faculty/exempts and approve current ETS by deadline for non-exempts
- Keep up/clear up the ETS Statistics page
  - Main Menu > UMB Self Service Manager > UMB ETS Statistics
  - Outstanding/Delinquent ETS may lead to Unpaid Leave overpayment issue
Unpaid Leave- Avoid Overpayment

In eUMB, the maximum negative leave allowance was set up as:

• Vacation – 40 hours
  – Based on policy VII 7.00 (With the approval of the institution’s Chief Human Resources Officer (CHRO) or designee, an employee may be advanced 5 days of annual leave....
  – Without a written approval on employee’s file, employee should not be allowed to go negative
Unpaid Leave- Avoid Overpayment

• Personal – 0 hours
• Holiday – 16 hours
  – The negative allowance is set up only to allow an employee to use holiday leave earned during that period
    • Leave accrual process runs on Tuesday after the pay period is ended
    • The negative 16 hours set up allows employees to enter holiday leave for the pay period on Monday and Tuesday morning before leave accrual process
    • Employees should not be allowed to go negative for any other reasons
• Sick – 0 hours
Unpaid Leave- Avoid Overpayment

• Employees will receive an error and not able to submit an ETS when reporting leave exceeds the maximum negative allowance

• No negative allowance set up (sick and personal) = not allowed to submit ETS if leave reported will cause balance to exceed available leave balance
Unpaid Leave - Avoid Overpayment

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</table>

EE (1) a. ETS was submitted with warning, supervisor must review by clicking Warn/Errors
b. Employee took Unpaid leave, a PAF is required for exempt employees
c. Red Flag - Employee did not work last pay period. Check with the supervisor if he/she worked in the current pay period.
   A PAF may be needed to stop pay for current pay period
d. Unpaid leave can only be used when an employee has exhausted all available leave. Sick leave can only be used for illness purposes. If an employee is out for personal reason and has exhausted all VAC/HOL & PER leave, he/she cannot use sick sick hours and therefore must start reporting UNPAID leave hours

EE (2) a. Validate if employee is eligible for Administrative Leave

EE (3) a. Validate if employee is eligible for Volunteer Day of Service Pay
NEGATIVE LEAVE
Negative Leave- Reasons

• Outstanding/Delinquent timesheets may involve employees who have taken leave but not yet updated in eUMB
• Often times FSPR discover overpayment when reviewing payout- departments did not adjust leave balances when paper timesheets were submitted
• Supervisors and ETS Approvers approved employees’ ETS with leave reported when in fact they have no available leave
• Employees on pending ASL/Parental leave approval were continued to get paid
Negative Leave- Reasons

• Departments continue paying employees even though they have no leave balance
• Incorrect Leave balances in eUMB and departments did not review and/or submit PAF to correct
• Employees reported leave on paper timesheets but no leave adjustment was submitted
• No proper reconciliation of leave balances are made when there are actions that affect the accrual. These actions include unpaid status, terminations, FTE changes, etc.
Negative Leave- Avoid Overpayment

• Leave reported on paper timesheets- PAF is required for leave adjustment
• Example: Employee did not submit an ETS for PP19-16, the department payroll rep reconciled it on 5/3/19, Comments written as below:
  – Paper timesheet submitted
  – Used 80 hrs sick. PAF submitted to payroll for processing
  – Attachment: Approved Paper timesheet
**Negative Leave - Avoid Overpayment**

- **Empl ID:**
- **Empl Record:** 0
- **Name:**
- **Pay Run ID:** 19-16
- **Start Date:** 01/20/2019
- **End Date:** 02/02/2019
- **Department:**

**Reconciliation Comments**

- Paper timesheet submitted. Used 80hrs sick. PAF submitted to payroll for processing.

**Updated By:**

- **Updated At:** 05/03/19 3:06:48PM

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<tr>
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<th>Attachment Description</th>
<th>Updated by</th>
<th>Last Update Date/Time</th>
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</table>
Negative Leave- Avoid Overpayment

• Validate leave adjustment:
  – Run bi-weekly leave accrual report
  – Review UMB Employee Leave Inquiry (next slide)
  – Run Query: UMB_PR_LEAVE_BAL_HIST_BY_EE
Negative Leave - Avoid Overpayment

UMB Employee Leave Inquiry page:

- According to the reconciliation comments, a PAF was submitted to adjust 80 Hrs sick ...
- No adjustment was done, employee’s leave was overstated. If the employee continued to use leave he/she may result in overpayment due to negative leave
Negative Leave - Avoid Overpayment

Reconciliation Comment Page - Perfect Example
Negative Leave- Avoid Overpayment

Reconciliation Comment Page- Perfect Example

• ETS Comment:
  – Paper TS completed. Employee reported 8 hours of holiday and 8 hours of vacation leave. Employee lost 40 hours of hol leave- leave lost will offset leave used. PAF submitted to payroll to reduce vacation leave by 8 hours during PP17-20

• Attachments:
  – Paper timesheet
  – PAF
  – Leave reconciliation notes
EMPL CLASS CHANGE
Empl Class Change - Reasons

DPP Class Revision:
• Employees fall into 2 primary classifications: Time Reporters and Direct Pay
  – Time Reporters
    • Time Reporters fall into 2 groups:
      – Exception Time Reporters and
      – Positive Time Reporters
Empl Class Change- Reasons

DPP Class Revision:

• Time Reporters
  – Exception Time Reporters:
    • AFY/ASY/EFY employees are paid at their base salary and work a schedule of expected regular hours. As long as they are active in eUMB, they are being paid bi-weekly salary. A PAF is required to adjust their bi-weekly salary
    • NFY employees have a default schedule of M-F, 40 hours/week. If the actual schedule is different, the ETS Approver must change the schedule or employees will continue to be paid 80 hours per pay period.
Empl Class Change- Reasons

DPP Class Revision:

• Time Reporters
  – Positive Time Reporters: Hourly employees are paid at their hourly rate and all work hours must be entered on ETS

• Direct Pay
  • Graduate assistants, post docs and faculty members with FTE < 50% are direct pay employees. They do not need to do ETS, they are being paid at their bi-weekly salary as long as they are active in eUMB. A PAF is required for any pay adjustment
Empl Class Change - Reasons

- Empl class change in mid pay period
- Retroactive Empl Class change
  - Example: Employee’s empl class was changed from AFY to Hourly in mid pay period (eff 5/1/19)
  - The action was loaded onto Job on 5/17/19
  - A PAF should be sent to stop AFY pay from 5/1-5/11 or else the employee would be overpaid
Empl Class Change- Avoid Overpayment

• Avoid doing mid-pay period empl class changes
• If possible use the 1st day of a pay period (Sunday) as the effective date
• Work out a process within the department so that department payroll reps are aware of the changes and take action accordingly
Empl Class Change- Avoid Overpayment

• Usually Empl class change involves pay rate change
• Run query if an ePAF has been entered but not yet final approved: UMB_EPAF_PENDING_EPAF_W_SALARY
• Submit a PAF if an overpayment will occur due to the change
(6)

ETS ERROR
ETS Error - Reasons

• Employees did not complete timesheet correctly
• Concurrent employees work for multiple departments have overlapping hours
• Employees have mid pay period Empl Class change resulting in having 2 different ETS but reporting all hours on 1 ETS
• Supervisors did not validate when approving employees’ ETS
• Supervisors are not familiar with UMB policies
• Supervisors do not communicate with their payroll reps when issues arise
• Supervisors do not know their department payroll rep
ETS Error - Reasons

- ETS Approvers did not check for unusual entries like
  - why employees reported Admin Leave on a day that’s not authorized by the President
  - Employees reported unpaid leave
  - Employees reported accident leave
  - Employees did not work for the entire pay period
  - ETS was submitted with warnings
ETS Error – Avoid Overpayment

• Make sure employees and supervisors in the department know who to contact when they have ETS or payroll questions

• Make sure employees complete their ETS timely
  – Suggest sending out email reminders

• Supervisors to review employees’ ETS are entered correctly before approval

• Payroll reps to communicate and train supervisors if necessary
ETS Error – Avoid Overpayment

• Run ETS audit queries, please see the presentation slides on 4/9/15 for details on how to set up

https://www.umaryland.edu/financialservices/payroll/presentations/

– UMB_ETS_SUBMISSION_AUDIT - look for employees have delinquent ETS
– UMB_ETS_SUP_APRVL_AUDIT - look for supervisors who did not approve ETS and caused ETS to be delinquent
– UMB_ETS_DEPT_APRVL_AUDIT – look for ETS approver who did not approve ETS and caused ETS to be delinquent
ETS Error – Avoid Overpayment

• ETS Approvers to check for unusual ETS entries before approving ETS like
  – Employees reported Admin Leave on a day that’s not authorized by the President
  – Employees reported unpaid leave
  – Employees reported accident leave
  – Employees did not work for the entire pay period
  – ETS was submitted with warnings
## Summary

<table>
<thead>
<tr>
<th>Ways to Avoid Overpayment</th>
</tr>
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<tbody>
<tr>
<td>Payroll reps must be informed of all actions affecting pay</td>
</tr>
<tr>
<td>Submit an ePAF immediately for actions affecting pay</td>
</tr>
<tr>
<td>Review CCR/PR during payroll processing to ensure accuracy</td>
</tr>
<tr>
<td>Submit PAF for pay reduction (exempts/faculty)</td>
</tr>
<tr>
<td>Complete ETS for current pay period by due date for pay reduction (non exempts)</td>
</tr>
<tr>
<td>Update employee's work schedule immediately for new hires and FTE changes</td>
</tr>
<tr>
<td>Run query UMB_EPAF_PENDING_EPAF_W_SALARY during processing week</td>
</tr>
<tr>
<td>Run query UMB_EPAF_TERMS_NOT_EXECUTED during processing week</td>
</tr>
<tr>
<td>Review and process ETS timely and thoroughly</td>
</tr>
<tr>
<td>No Mid-Pay Period Empl Class change</td>
</tr>
</tbody>
</table>
QUESTIONS?
VIII-99.02 UMB COMPENSATION OVERPAYMENT AND RECOVERY
Compensation Overpayment Policy

• Abstract
  – UMB employee may be paid more than is due to him/her
  – Overpayments create debt to the State of Maryland for the gross amount overpaid
  – UMB must promptly attempt to recover the debt

• Purpose
  – Standardize UMB debts collection as a result of overpayment made to a UMB employee in accordance with the Maryland State Central Collection Unit’s (CCU) Standards for Administrative Collection of Claims
Compensation Overpayment Policy

• Department payroll representatives and administrative staff with fiscal authority are responsible for the timely review of compensation payments to employees. When an overpayment of compensation is discovered it must be reported promptly to Financial Services- Payroll (FS-PR). The departments must work with FS-PR to provide notification of the overpayment and debt to the employee and to correct the overpayment as soon as possible.
Compensation Overpayment Policy

• Employees or former employees who discover an overpayment of compensation must report it immediately to their supervisor. The supervisor must immediately report the overpayment to the department payroll representative. The department payroll representative must immediately report the overpayment in writing for corrective action to FS-PR.
Compensation Overpayment Policy

• Employees who fail to report, and approvers who improperly authorize or fail to report, overpayments of compensation may be subject to disciplinary and/or criminal action. In the case of employees, such actions would be in addition to action to collect the debt for overpayment.
Compensation Overpayment Procedure Revision

• NEW** Effective 11/01/19, overpayment recovery will be credited to Central Admin

• Schools/Departments must complete an Overpayment Compensation Form with a Combo Code (unrestricted)
  – Department will be charged for employee’s gross overpayment + fringes (if employee is eligible for benefits)
## Compensation Overpayment Procedure Revision

<table>
<thead>
<tr>
<th>Overpayments Reported Before 11/01/2019</th>
<th>Overpayments Reported On or After 11/01/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overpayments are transferred from Employee Funding Profile to the Department State or Revolving SOAPF PCA.</td>
<td>Overpayments are transferred from Employee Funding Profile to the Department State or Revolving SOAPF Combo Code entered by the Department on the Compensation Overpayment Form (COF).</td>
</tr>
<tr>
<td>Recovered amounts are credited to the Department State or Revolving SOAPF.</td>
<td>Recovered amounts will be credited to central administration SOAPF.</td>
</tr>
</tbody>
</table>
## Compensation Overpayment Procedure Revision

![Compensation Overpayment Form](image)

### Form Fields
- Employee Name
- Pay Period Processed (FY-PP)
- Empl ID/Rcd#/ Paygroup
- Empl Class:
- Employee Status:
- Department Name:
- Payroll Contact:
- Department ID:
- Contact phone:
- Gross Amount Overpaid:
- Overpaid Period:
- Begin-End Dates

### Check Option(s) Applied
- Payment In Full-Direct Deposit Recovery

### Repayment Options
- Advise employee not to withdraw the funds from bank account for the recovery attempt

### Action(s) Required
- Backup of the overpayment such as resignation letter or Job Data Page

### Available for
- Active or Terminated Employees

*Combo Code to be charged: _______
Recovery Procedures - Considerations

• Employment status: active vs. separated
• When discovered: before payday vs. after payday
• Amount of overpayment: full paycheck vs. partial paycheck
• Empl class: bi-weekly pay vs. sporadic pay
• Time of year: before Nov vs. after Nov
• Payback duration: lump-sum vs. payment plan
• Payback method: check vs. payroll deduction
Recovery Procedures

1. Overpayment Occurs
   - FSPR
   - Unit

2. Who identified the overpayment?
   - FSPR
   - Unit

3. Contact Unit
3. Contact FSPR

4. Unit Completes COF and CRW

5. Return COF and CRW with attachments to FSPR within one month from discovery date.

6. FSPR confirms information and accepts the repayment option

7. Unit executes either a Repayment Agreement (Active Employee) or Notice of Debt (Separated Employee)

8. Is Repayment by Payroll Deduction or Check?
   - Payroll Deduction (Active Employees)
   - Check/Money Order (Active and Separated Employees)

   8a. FSPR obtains net payback amount (if applicable) from System Payroll and notifies Unit

9. Invoice Issued by FSGA

   Was the net payback amount repaid before the November cutoff?

   YES
   - 10. Form W-2 will reflect correct wages.

   NO
   - 10. Amount due is increased. Employee is required to pay the gross amount. An additional invoice will be issued (if applicable).

   10a. After the full amount has been repaid, a corrected W-2 (i.e. W-2c) will be issued to the individual for personal income tax purposes.
Available Guidance

• Policy:

• Procedure:

• Presentations at FSPR Website

• Compensation Overpayment Forms
Available Guidance

• **Payroll Pay Validation**

• Department Payroll Processing
  
  Access UPK here:
  [http://cf.umaryland.edu/ondemandtraining/enterprise/PlayerPackage/data/toc.html](http://cf.umaryland.edu/ondemandtraining/enterprise/PlayerPackage/data/toc.html)

• List of Payroll Reps:
  
  [https://www.umaryland.edu/media/umb/af/fs/payroll/PR-Reps.pdf](https://www.umaryland.edu/media/umb/af/fs/payroll/PR-Reps.pdf)
POLICY OR PROCEDURES QUESTIONS?
PAYROLL TOPICS
HR COMBO CODE SEARCH
HR Combo Code Search- Online Page

• Search by any chart field attributes
• Navigation: Main Menu – Setup HRMS – Product Related – Commitment Accounting – Budget Information – Combination Code Table
• All users with CA Initiator/Reviewer/Approver/Query Roles have access to the online page
• The online page will not return pre-Quantum combo codes
• All People Soft Online pages return a maximum of 300 rows in the search results. Run query option to download results.
## Combination Code Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

### Find an Existing Value

#### Search Criteria

<table>
<thead>
<tr>
<th>Field</th>
<th>Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set ID</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>GL Combination Code</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Object</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Org</td>
<td>begins with</td>
<td>10412</td>
</tr>
<tr>
<td>Project</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Award Funding Source</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Function</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Unit</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Purpose</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>begins with</td>
<td></td>
</tr>
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</table>

Include History: **[Include History]**

### Search Results

<table>
<thead>
<tr>
<th>Set ID</th>
<th>Process Group</th>
<th>GL Combination Code</th>
<th>Description</th>
<th>Object</th>
<th>Org</th>
<th>Project</th>
<th>Award Funding Source</th>
<th>Source</th>
<th>Function</th>
<th>Unit</th>
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<th>Activity</th>
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</thead>
<tbody>
<tr>
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<td>Department</td>
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<td>1041200</td>
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<td>210</td>
<td>0</td>
<td>00000000000000000</td>
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<td></td>
</tr>
</tbody>
</table>

[Save Search Criteria]
HR Combo Code Search- Query

• Query Name: UMB_CA_COMBO_CODE_BY_DEPT

• Enter your Department ID (full or partial followed by %) to get a list of all Combo Codes owned by your department

• The query results will not return any pre-Quantum Combo Codes
### HR Combo Code Search - Query

**Owner Dept Like May Use %:** 1041%

<table>
<thead>
<tr>
<th>Eff Date</th>
<th>Status</th>
<th>GL Combo Code</th>
<th>Descr</th>
<th>Org</th>
<th>Source</th>
<th>Function</th>
<th>Purpose</th>
<th>Activity</th>
<th>Project</th>
<th>Award Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/03/2019</td>
<td>Inactive</td>
<td>50000016543</td>
<td>Core</td>
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<tr>
<td>10/03/2019</td>
<td>Inactive</td>
<td>5000014930</td>
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<td>10419130</td>
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<tr>
<td>10/03/2019</td>
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<td></td>
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<td>00520283</td>
<td>EXT</td>
</tr>
</tbody>
</table>
Old to New Combo Code Mapping

• Query Name: UMB_QTM_COMBO_CODE_CODE_MAP

• Search for a specific Old Combo Code/Project ID/Org or enter ALL to get Old HR Combo Code/Project to New HR Combo Code mapping
### Old to New Combo Code Mapping

#### UMB_QTM_COMBO_CODE_MAP - acct/proj to New combo map

**Old Combo Like (% for ALL):** ALL

**ProjectID like (% for ALL):** ALL

**Org Like (% for ALL):** 1041%

**View Results**

Download results in: Excel Spreadsheet, CSV Text File, XML File (2.198 kb)

**View All**

<table>
<thead>
<tr>
<th>Old eUMB Combo Code</th>
<th>New QTM Combo Code</th>
<th>Old eUMB Project ID</th>
<th>New QTM ProjectID</th>
<th>Old eUMB Chartstring</th>
<th>New QTM Chartstring</th>
<th>Old eUMB Org</th>
<th>New QTM Org</th>
<th>Old Descr</th>
<th>New Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0000001479</td>
<td>5000009853</td>
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<td>182-10205000-151-00521614-00184</td>
<td>00521614-EXT</td>
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</tr>
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<td>5000000774</td>
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<td>00435063</td>
<td>183-10302000-151-00435063-00192</td>
<td>00435063-EXT</td>
<td>10302000</td>
<td>10419060</td>
<td>DEV</td>
</tr>
</tbody>
</table>
OVERPAYMENT DEADLINE
Overpayment- Net Payback Due Date

• Employees who were overpaid prior to November would be given a net payback amount

• Employees who have outstanding balance will need to pay back by 11/13/19 in order to pay back in net amount

• After 11/15/19, employees must pay back in gross amount because CPB needs to prepare for year end W2 form
Overpayment- Net Payback Due Date

• If you have overpaid employees with outstanding balance, an email has been sent to you giving you
  – The new gross payback amount
    • An additional invoice (gross – net) will be generated by Central Billing if the net payback amount has not been received by Cust Billing by due date
    • Employees will be responsible to pay for 2 invoices after 11/15/19
  – If a FICA form is required to be signed by the employee
Overpayment- Net Payback Due Date

• Overpayments made after 11/15/19 will be processed by CPB in CY 2019 but will NOT be reflected in employee’s original 2019 W-2 statement

• A corrected W2 will not be issued by CPB until the amount owed by the employee has been paid in full
Overpayment After 11/15/19

• Employees must sign a FICA form or else they will be charged for employees’ portion of FICA (a separate invoice will be sent to them)

• Important Reminders:
  – If an employee has been overpaid for the entire pay period
    • Recovered via check cancellation or Direct Deposit Recovery
      – Employee must also pay the federal and state income taxes withheld from the paycheck by check/money order
    • Recovered via personal check/money order
      – Employee must payback the net amount PLUS the federal and state income taxes withheld from the paycheck
Overpayment After 11/15/19

• **Important Reminders:**
  – If an employee has been overpaid for partial pay period
    • Recovered via personal check/money order
      – Employee must payback the gross amount less FICA tax withheld, if applicable
CY 2020 FOREIGN NATIONALS TAX RENEWAL
Foreign Nationals Renewal Process

• An email has been sent with detailed information

• Renewal packets are due on Friday, 11/8/19
  – FNs with tax treaty and no tax treaty
  – 2020 W4 is not available yet
  – Tax treaty benefits cannot be granted until a completed W4 is on file
  – FSPR will contact you when 2020 W4 form is available
  – Tax refund is based on CPB approval
FUTURE DATED PAF
Future Dated PAFs

• Send PAFs for current pay period only
• PAFs for future pay period will be sent back
EMPL CLASS CHANGE
Empl Class change

• Employees with job, Empl class, and department changes may want to consider using the first day of pay period (Sunday) as the effective date

• We’ve been having problems with mid-PP Empl class changes that caused overpayments
  – It’s important for departments to review their CCR/PR to ensure employees are paid correctly
  – Send email to DL-BF Payroll Help if you have any questions
EMPLOYEE FICA STATUS
Employee FICA status

• All regular UMB employees and faculty should always have a FICA status of ‘Subject’
  – Empl classes 01, 02, 03, 15, 19, 20, 22, 31T, 33, 34, 35, 36

• UMB GRAs (Empl class 04) should have a FICA status of ‘Exempt’
Employee FICA status

• All UMB students (Empl classes 14, 14W, 16, 16W) should have a FICA status of ‘Exempt’ during regular semesters

• Each year FSPR runs a process to change all UMB students’ FICA status from Exempt to Subject during summer (effective May) and change the FICA status back to Exempt in the Fall (effective August)
Employee FICA status

• Students may continue to be exempt from FICA during summer if they are UMB students and employed by UMB and
  – Enrolled at least half time in a course of study or
  – Enrolled in less than half time but in the last semester and enrolled in the number of hours needed to complete the requirements
Employee FICA status

• Department to change student FICA status:
  – Submit an ePAF to change the FICA status back
  – Note: FICA status is not retroactive, process the change as soon as you find out if the student(s) should be FICA exempt
QUESTIONS?