



UNIVERSITY *of* MARYLAND

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 (2013-2019)

OVERPAYMENT STATISTICS (Sept, 2013 - June, 2019)		
Schools/Units	# of Overpayment	Overpayment Amount (\$)
Central Admin	148	218,310.04
SOD	13	30,582.67
SOL	9	49,162.41
SOM	447	1,690,396.90
SON	68	182,942.46
SOP	98	202,438.30
SSW	44	97,273.20
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)

OVERPAYMENTS				
Schools/Units	July 19	August 19	Sept 19	Total
Central Admin	1	4	3	8
SOD		1		1
SOL				0
SOM	18	14	12	44
SON	3	54	2	59
SOP	1	3	1	5
SSW	3			3
No. of Overpayments	26	76	18	120
Overpayment Amount (\$)	\$ 54,568.96	\$ 203,953.83	\$ 43,801.99	\$ 302,324.78

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

Assign Work Schedule

Employee ID

Job Title: Empl Record: 0

[Expand to view Instructions.](#)

Assign Schedules

Primary Schedule Alternate Schedule

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule		
01/03/2010	Select Predefined Schedule	UMBOTHRS	32.50-01	M6.5/T6.5/W6.5/Th6.5/F6.5	Show Schedule	+	-
10/16/2005	Select Predefined Schedule	UMBOTHRS	25.00-04	M5/T5/W5/Th5/F5	Show Schedule	+	-
09/19/2005	Use Default Schedule	UMB40HRS	40.00-01	M8/T8/W8/Th8/F8	Show Schedule	+	-

View history of Schedule Assignments, including default changes

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)

UMB_EPAF_PENDING_EPAF_W_SALARY

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (112 kb)

[View All](#)

First [1-100 of 285](#) [Last](#)

eForm ID	ID	Eff Date	Job Code	Dept ID	Pay Status	Empl Class	Action - Incoming	Action Reason - Incoming	Workflow Form Status	InComing ePaf Comp Rate	Current Job Annual Rt	Current Job Hrly Rate	Negative/Positive Change	Who has the ePaf
30049001	011111	5/15/2019	936603	06230000	A	04	PAY	UAP	Partially Approved	166191.000000	207738.412	116.480183	-41547.412	UMB_EPAF_APPROVER_STAFF
30048002	022222	5/16/2019	935801	10201000	A	04	PAY	UAP	Pending	198124.000000	233087.289	111.448841	-34963.289	UMB_EPAF_DEPT_APPROVER_2
30049003	033333	5/20/2019	936603	11203000	A	04	PAY	UAP	Partially Approved	29000.000000	28000.000	26.775956	1000	UMB_EPAF_APPROVER_STAFF

Pay Rate Change- Avoid Overpayment

- UMB_EPAF_PENDING_EPAF_W_SALARY

ID	Eff Date	InComing ePaf Comp Rate (1)	Current Job Annual Rt (2)	Current Job Hrly Rate	Negative/Positive Change (3)	Action Required?
011111	5/15/2019	166191.000000	207738.412	116.480183	-41547.412	Yes
022222	5/16/2019	198124.000000	233087.289	111.448841	-34963.289	Yes
033333	5/20/2019	29000.000000	28000.000	26.775956	1000	No

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 eUMB

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 retro pay 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

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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

First  [1-9 of 9](#)  Last

	ID	Empl Record	Empl Class	Dept ID	eForm ID	Eff Date	Form Status	Action	Reason	Name
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Termination- Avoid Overpayment

- Review query results
 - UMB_EPAF_TERMS_NOT_EXECUTED

UMB_EPAF_TERMS_NOT_EXECUTED- Terms not fully executed

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

View All

First  [1-9 of 9](#)  Last

	ID	Empl Record	Empl Class	Dept ID	eForm ID	Eff Date	Form Status	Action	Reason	Name
1	001111	0	19	08500000	30050123	07/08/19	Partially Approved	TER	VSP	Dole, John
2	002222	0	16	10206080	30050124	06/24/19	Pending	TER	RTM	Pan, Peter
3	003333	0	31T	10207031	30050125	07/01/19	Partially Approved	TER	INV	Carter, Jane

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)

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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

Favorites Main Menu > UMB Self Service Manager > UMB Approve Timesheet

Time To Approve Time Not Submitted Time Approved

Current Time Approval Pay Period is: 19-14 [12/23/2018 to 01/05/2019] For ETS Approvers the Time Approval is OPEN Sys

Search Criteria

Department: Empl ID: Empl Group: Supervisor: Thru Pay End Date: Thru Pay Period:

Sort Order: ☒ Employee Name ☐ Employee ID ☐ Dept ID ☐ Primary Supervisor

Fetch Select All for Approval Deselect All for Approval ☐ Display Combo Codes / Override Reason Code?

Employee Time to Approve

Employee Name	Empl ID	#	Pay Period	Empl Group	Timesheet Status	Corr?	Pay Period Total	Approve	Recycle	Comments	TRC Total	TRC	Description	Combo Code?	Ovrd Rsn?	Warn/Errors	Details	Apvr Role
		1	19-12	EXM	Sub-W-Warn	Y	80.00	<input type="checkbox"/>	<input type="checkbox"/>	Comments	56.00	HLS	Holiday Salaried			Warn/Errors	Details	Prim
											24.00	UAPLV	Unpaid Approved Leave				Details	
		2	9-13	EXM	Submitted	N	16.00	<input type="checkbox"/>	<input type="checkbox"/>	Comments	8.00	HLS	Holiday Salaried			Warn/Errors	Details	Alt1
											8.00	ADMS	Administrative Leave Salaried				Details	
											8D		Duty Days				Details	
		3	9-12	NEX	Submitted	Y	80.00	<input type="checkbox"/>	<input type="checkbox"/>	Comments	51.50	RGH	Regular Hourly			Warn/Errors	Details	Alt1
											12.50	SCIFH	Sick Immediate Family Hourly				Details	
											8.00	DSSH	Admin Leave Volunteer Init Hrl				Details	
											8.00	HLH	Holiday Hourly				Details	

- EE (1)
- ETS was submitted with warning, supervisor must review by clicking Warn/Errors
 - Employee took Unpaid leave, a PAF is required for exempt employees
 - 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
 - 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 hours and therefore must start reporting UNPAID leave hours
- EE (2)
- Validate if employee is eligible for Administrative Leave
- EE (3)
- Validate if employee is eligible for Volunteer Day of Service Pay

(4)

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

Favorites Main Menu > UMB Self Service Manager > UMB ETS Reconciliation Comment

New Window ? Help

Reconciliation Comments

Empl ID: Empl Record: 0 Name:

Pay Run ID: 19-16 Start Date: 01/20/2019 End Date: 02/02/2019

Department:

Reconciliation Comments

*Comments:

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

Updated By:

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

Insert Attachments

	Attached File	*Attachment Description	Updated by	Last Update Date/Time
1	19_16_timesheet.pdf	Timesheet	014918	05/03/2019 3:06:48PM

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

[Favorites](#) | [Main Menu](#) > [Benefits](#) > [Reports](#) > [Participation](#) > [Leave Accrual](#)

[Favorites](#) | [Main Menu](#) > [Benefits](#) > [Review Employee Benefits](#) > [UMB Employee Leave Inquiry](#)

UMB_PR_LEAVE_BAL_HIST_BY_EE - EE Leave Balances History

Empl ID: 

Empl Record: 

Plan Type: ▼

[View Results](#)

Negative Leave- Avoid Overpayment

UMB Employee Leave Inquiry page:

Favorites | Main Menu > Benefits > Review Employee Benefits > UMB Employee Leave Inquiry

Balances | Taken | **Adjusted** | Earned | Projected Future Earnings

Empl ID: Rcd#: 0 Service Date 10/22/2012
Pay End Date: 08/03/2019 Benefit Program: EXM Regular Exempt Program Benefit Eff Dt: 03/19/2017

Pay Period End Date	Annual	Holiday	Personal	Sick	Other	Comp	Advance Sick
01/05/2019							
01/19/2019							
02/02/2019							
02/16/2019							
03/02/2019							
03/16/2019							
03/30/2019							
04/13/2019							
04/27/2019							
05/11/2019							
05/25/2019							
06/08/2019							
06/22/2019							
07/06/2019							
07/20/2019							

Total Leave Adjusted as of 07/20/2019

0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
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- 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

Navigation: Favorites | Main Menu > UMB Self Service Manager > UMB ETS Reconciliation Comment

Actions: New Window | Help | Personalize Page

Reconciliation Comments

Empl ID: 022840 Empl Record: 0 Name: Chakravorty,Devi
Pay Run ID: Start Date: 09/04/2016 End
Department: 10411000 OB-GYN

Reconciliation Comments

***Comments:**

paper TS completed. employee reported 8 hours of holiday and 8 hours of vacation leave. employee lost 40 hrs of hol leave - leave lost will offset leave used. PAF submitted to payroll to reduce vacation leave by 8 hours during pp17-20

Updated By:

Updated At: 03/24/17 11:35:01AM

Insert Attachments

	Attached File	*Attachment Description	Updated by	Last Update Date/Time	V
1	TS_17-06.pdf	TS for pp17-06		03/24/2017 11:35:01AM	View
2	17-20_PAF_(17-06,08,11,13,14,15).pdf	PAF to reduce vacation leave balance		03/31/2017 9:38:53AM	View
3	year_2016_leave_reconciliation_notes.docx	2016 leave reconciliation notes		03/31/2017 9:40:37AM	View

Buttons: Save | Return to Search | Previous in List | Next in List | Notify

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

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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

May 2019- Department Payroll Calendar						Updated Oct 2018
<i>Note: Time admin runs on dates with a check mark(✓)</i>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
4/28 PP#19-23 Begins 4/28-5/11	4/29 ♦ No T&L access ♦ Foreign National Independent Contractor Payment Form Due #19-23	4/30✓ ♦ CPB deductions loaded #19-22 ♦ Leave Accrual Process #19-22 ♦ Print CCR and Leave Accrual Reports- #19-22 ♦ Approve ETS # 19-22 ♦ Sch & Comp Plan <u>chges</u> due #19-23	1✓ ♦ Actuals Distribution #19-22 and Encumbrances Run ♦ Approve ETS # 19-22	2✓ ♦ Run PCD Report- #19-22 ♦ Approve ETS # 19-22	3✓ PAYDAY #19-22 ♦ Run SPC- #19-22 with <u>enc</u> ♦ Approve ETS #19-22 ♦ Submit advances- #19-22 ♦ Payroll Adjustment forms due #19-23	4
5	6✓ ♦ Approve ETS # 19-22 ♦ Submit advances- #19-22	7✓ ♦ Submit advances- #19-22 ♦ Approve ETS # 19-22 ♦ Payroll Processing Begins ♦ Print CCR- #19-23 ♦ PA forms entered by FSPR	8✓ ♦ Print CCR- #19-23 ♦ Final ETS Approval # 19-22 ♦ Submit Payroll Corr- #19-23 ♦ PA forms entered by FSPR	9 ♦ Print CCR- #19-23 ♦ Submit Payroll Corrections- #19-23 ♦ PA forms entered by FSPR	10 ♦ Print CCR- #19-23 ♦ Final Payroll Corr#19-23 due by 2pm ♦ Gross pay #19-23 to CPB by COB	11 PP#19-23 Ends 4/28- 5/11
12 PP#19-24 Begins 5/12-5/25	13 ♦ No T&L access ♦ Foreign National Independent Contractor Payment Form Due #19-24	14✓ ♦ CPB deductions loaded #19-23 ♦ Leave Accrual Process #19-23 ♦ Print CCR and Leave Accrual Reports- #19-23 ♦ Approve ETS # 19-23 ♦ Sch & Comp Plan <u>chges</u> due #19-24	15✓ ♦ Actuals Distribution #19-23 and Encumbrances Run ♦ Approve ETS # 19-23	16✓ ♦ Run PCD Report- #19-23 ♦ Approve ETS # 19-23 ♦ Payroll Adjustment forms due #19-24	17✓ PAYDAY #19-23 ♦ Run SPC- #19-23 with <u>enc</u> ♦ Approve ETS #19-23 ♦ Submit advances- #19-23	18

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

Ways to Avoid Overpayment

Payroll reps must be informed of all actions affecting pay

Submit an ePAF immediately for actions affecting pay

Review CCR/PR during payroll processing to ensure accuracy

Submit PAF for pay reduction (exempts/faculty)

Complete ETS for current pay period by due date for pay reduction (non exempts)

Update employee's work schedule immediately for new hires and FTE changes

Run query UMB_EPAF_PENDING_EPAF_W_SALARY during processing week

Run query UMB_EPAF_TERMS_NOT_EXECUTED during processing week

Review and process ETS timely and thoroughly

No Mid-Pay Period Empl Class change

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.

UMB COMPENSATION **OVERPAYMENT AND RECOVERY** **PROCEDURE**

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

Overpayments Reported Before 11/01/2019	Overpayments Reported On or After 11/01/2019
Overpayments are transferred from Employee Funding Profile to the Department State or Revolving SOAPF PCA.	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).
Recovered amounts are credited the Department State or Revolving SOAPF.	Recovered amounts will be credited to central administration SOAPF.

Compensation Overpayment Procedure Revision



Compensation Overpayment 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 Pick One	Employee Status:	Pick One
Employee Title:	<input type="text"/>	Empl Class:	Pick One
Department Name:	<input type="text"/>	Payroll Contact:	<input type="text"/>
Department ID:	<input type="text"/>	Contact phone:	<input type="text"/>
Gross Amount Overpaid:	<input type="text"/>	Overpaid Period: Begin-End Dates	<input type="text"/> - <input type="text"/>

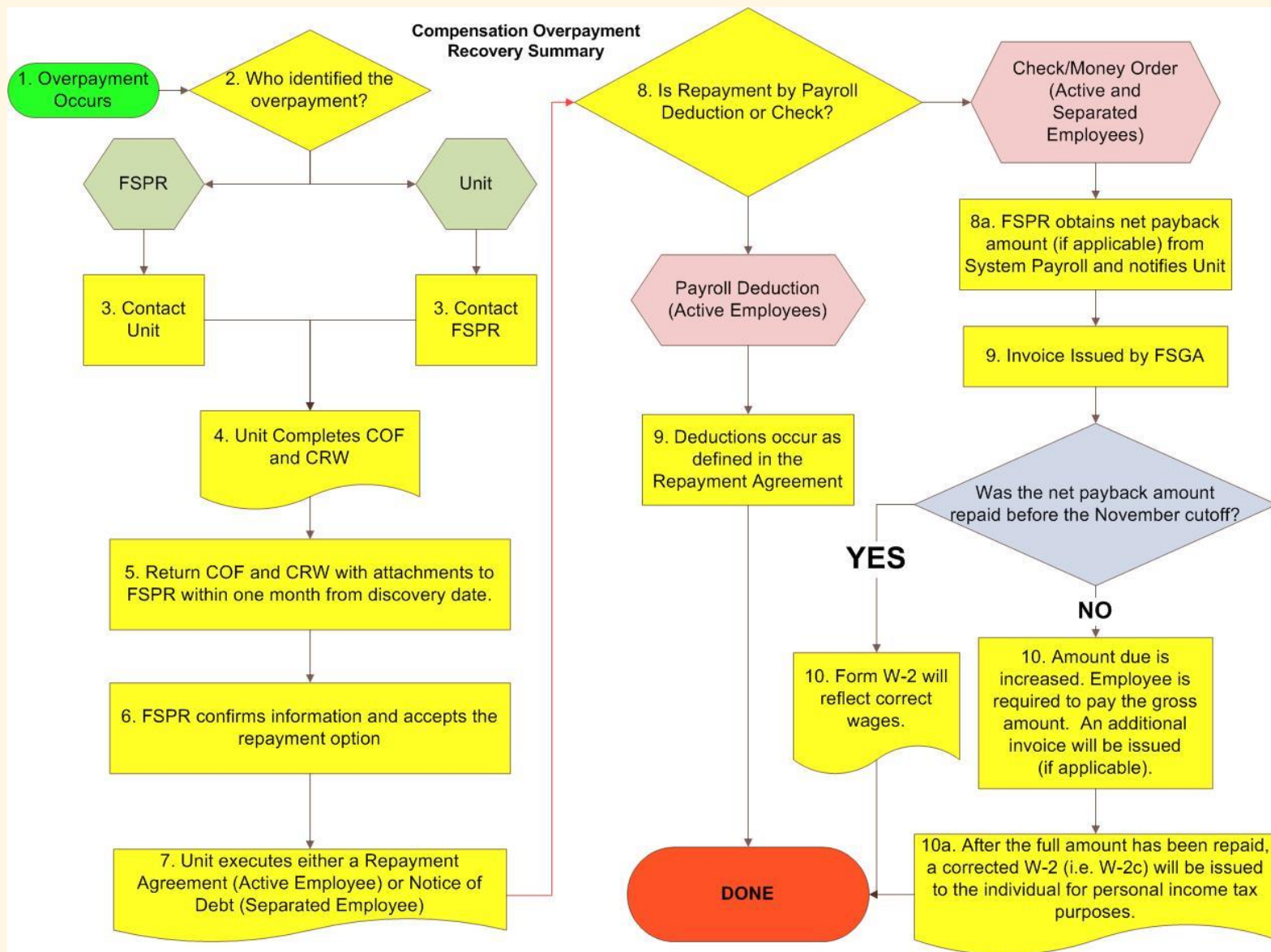
Check Option(s) Applied	Repayment Options	Action(s) Required	Attachment(s)	Available for
<input type="checkbox"/>	Payment In Full-Direct Deposit Recovery	Advise employee not to withdraw the funds from bank account for the recovery attempt	Backup of the overpayment such as resignation letter or Job Data Page	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



Available Guidance

- Policy:

<https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/policies/viii-9902.php>

- Procedure:

<http://www.umaryland.edu/media/umb/af/fs/policies/Procedure-3315-Compensation-Overpayment-and-Recovery.pdf>

- [Presentations at FSPR Website](#)
- [Compensation Overpayment Forms](#)

Available Guidance

- [Payroll Pay Validation](#)
- Department Payroll Processing
Access UPK here:
<http://cf.umaryland.edu/ondemandtraining/enterprise/Playe>
[rPackage/data/toc.html](http://cf.umaryland.edu/ondemandtraining/enterprise/Playe)
- 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-)

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.

HR Combo Code Search- Online Page


[Favorites](#) [Main Menu](#) > [Set Up HRMS](#) > [Product Related](#) > [Commitment Accounting](#) > [Budget Information](#) > [Combination Code Table](#)

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

Set ID:	begins with ▼	<input type="text"/>	
GL Combination Code:	begins with ▼	<input type="text"/>	
Object:	begins with ▼	<input type="text"/>	
Org:	begins with ▼	10412	
Project:	begins with ▼	<input type="text"/>	
Award Funding Source:	begins with ▼	<input type="text"/>	
Source:	begins with ▼	<input type="text"/>	
Function:	begins with ▼	<input type="text"/>	
Unit:	begins with ▼	<input type="text"/>	
Purpose:	begins with ▼	<input type="text"/>	
Activity:	begins with ▼	<input type="text"/>	

☐ Include History

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

Search Results

View All												First		1-69 of 69	Last
Set ID	Process Group	GL Combination Code	Description	Object	Org	Project	Award Funding Source	Source	Function	Unit	Future	Purpose	Activity		
PSUMB	(blank)	5000000412	Department	0000	10412000	(blank)	(blank)	225	210	00	00000	00000000	000000		
PSUMB	(blank)	5000000478	S	0000	10412000	(blank)	(blank)	255	210	00	00000	00000000	000000		

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

UMB_CA_COMBO_CODE_BY_DEPT - List of combo codes for dept

Owner Dept Like May Use %: 1041%

View Results

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1374 kb)

[View All](#)

First 1-100 of 4116 Last

	Eff Date	Status	GL Combo Code	Descr	Org	Source	Function	Purpose	Activity	Project	Award Funding
1	10/03/2019	Inactive	5000016543	Core	10419130					00520284	EXT
2	10/03/2019	Inactive	5000014930	INFORMATION	10419130					00520282	EXT
3	10/03/2019	Inactive	5000006989	Core A	10419130					00520283	EXT

Old to New Combo Code Mapping

- Query Name:
UMB_QTM_COMBO_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):

ProjectID like (% for ALL):

Org Like (% for ALL):

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2198 kb)

[View All](#)

First [1-100 of 3790](#) [Last](#)

	Old eUMB Combo Code	New QTM Combo Code	Old eUMB Project ID	New QTM ProjectID	Old eUMB Chartstring	New QTM Chartstring	Old eUMB Org	New QTM Org	Old Descr	New Descr
1	0000001479	5000009853	00521614	00521614	182-10205000- 151-00521614- 00184	00521614-EXT	10205000	10418030	Roles	Roles
2	0000001984	5000000774	00435063	00435063	183-10302000- 151-00435063- 00192	00435063-EXT	10302000	10419060	DEV	DEV

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?