



UNIVERSITY *of* MARYLAND
BALTIMORE

Payroll Reps Meeting

Friday, May 22, 2020

9 am – 11am

Presenters

- Patricia Hoffmann
 - Director of Benefits, Work/Life Strategies, and Compensation
- Susan McKechnie
 - AVP and University Controller- Financial Services
- Beryl Gwan
 - Manager- SPAC- Costing & Compliance
- Candace Chow
 - Manager- Financial Services- Payroll

Agenda

- Human Resources
 - COVID Pay Updates
- Financial Services
 - COVID Tracking
- SPAC-CC
 - FY21 Fringe Benefit Rates
 - Online Direct Retros
- Financial Services- Payroll
 - EFP Rollover
 - 20-26 and 21-01 Actuals Distribution & Encumbrances
 - Other FY21 Processing Activities
 - Payroll Topics

Presented by Patricia Hoffman

COVID-19 PAY UPDATES

Update on Premium Pay/Leave (PPECH/PCOMP)

- Effective 5/30/2020, premium pay/compensatory leave will cease for “essential designation 1 - on campus” nonexempt employees
- An end date of 6/6/2020 will be set for PPECH and PCOMP (end of the pay period)
- Supervisors and payroll reps should ensure PPECH or PCOMP is not input by employees on timesheets after 5/30/2020
- Use of PPECH and PCOMP codes entered on timesheets between May 31 and June 6 will be audited and subsequent paycheck adjusted
- All other University System of Maryland schools are ceasing premium pay as of 5/22/2020

Other Important Information

Pandemic related Time Reporting Codes (TRCs) :

- PPECH – Nonexempt Compensatory Pay – Unavailable for use after 5/30/2020
- PCOMP – Pandemic Comp Time – Unavailable for use after 5/30/2020
- PLECH – Nonexempt Compensatory Leave- Must be used by 12/31/2020 or be paid out from dept budget for balance of unused compensatory leave

Pandemic related reason codes:

- EOC – Essential on Campus (Level 1) – used in conjunction with time worked (RGH hours) on campus for nonexempt employees- No longer used after 5/30/2020

Questions on COVID Pay Updates



Presented by Susan McKechnie

COVID TRACKING

Change to Timesheet Display

- Timesheet change
 - The UNPAID LEAVE section on the timesheet has been renamed to “Other Time Reporting Codes” since we began using it for other TRCs such as PCOMP

Tracking for specific COVID activities

- New TRC for Salaried employees
 - Certain employees of certain COVID related committees will be asked to track the hours they worked on COVID planning
 - Specific employees will be contacted by the Finance Lead for the Emergency Management Team (John Jensen) to direct those employees to use the TRC COVID in the “Other Time Reporting Codes” section of the timesheet
 - TL Approvers should be aware of this code if it appears on the timesheet
 - It is not for general use

PCOMP/PLECH Use and Tracking

- Reminders-
 - Some NEX essential designation level 1 employees chose compensatory leave for the hours worked on campus through 5/30/2020- these hours were recorded as PCOMP (leave earned)
 - When those same employees use the comp leave through 12/31/2020, they record the hours as PLECH (leave taken)
 - ***Leave taken should never exceed leave earned-*** goal is for the PCOMP hours to equal the PLECH hours by the end of the year
 - Payroll reps are charged with monitoring the balances and communicating those balances to employees since there is no balance bucket in eUMB for employees to view

PCOMP/PLECH Use and Tracking

- Two new queries have been created that include the TRCs PCOMP and PLECH- one at a detail level and one at a summary level

Query			
Select	Query Name	Descr	Owner
<input type="checkbox"/>	UMB_COVID_PCOMP_USE_BALANCE	COVID Comp leave Balance	Public
<input type="checkbox"/>	UMB_COVID_PCOMP_USE_DETAILS	COVID Comp leave earned & used	Public

- Reminder-
 - PCOMP indicates the leave earned
 - PLECH indicates the leave taken

PCOMP/PLECH Use and Tracking

- UMB_COVID_PCOMP_USE_BALANCE- summary level
 - Will give you a total of the TRC hours for both PCOMP and PLECH
 - To determine the balance subtract the total PLECH hours from the total PCOMP hours
 - Ex. 2 rows are returned for employee X where PCOMP Hours = 64 and PLECH Hours = 34 therefore the balance is 30 (64-34)
 - Note: There are employees who have used PLECH but have no PCOMP- this is an issue that you must investigate and fix; FSPR will be contacting those departments with this issue

PCOMP/PLECH Use and Tracking

- UMB_COVID_PCOMP_USE_DETAILS- detail level
 - Will give you each day that PCOMP and PLECH was entered on the timesheet
 - Note: For the employees who have used PLECH but have no PCOMP- this will give you the exact days that must be fixed

COVID TRC Tracking

- A new query was created to display all the COVID related TRCs and/or Reason codes:



Query			
Select	Query Name	Descr	Owner
<input type="checkbox"/>	UMB_COVID_COSTS	Reported COVID TRCs	Public

- All COVID related TRCs/Reasons are combined into one query so if you are looking for just one (ex. Admin leave- PALH) you will need to download the results to Excel and use pivot tables or just delete rows
- The hourly rate was included to calculate an estimated cost for the TRC-
 - Note- the hourly rate for the POT (Pandemic Overtime) needs to be multiplied by 1.5
- It does not identify where the cost was charged since the TRC codes are not mapped to unique earnings codes

New TRCs Related to FFCRA

- The federal Families First Coronavirus Response Act (FFCRA) required that we offer leave to employees that meet certain requirements
- The requirements are complicated so ELR is charged with making the determination of whether FFCRA leave is appropriate
- If an employee can no longer work due to some COVID related reason they should contact the COVID hotline so ELR can evaluate the situation and direct the appropriate course of action
- If the employee is eligible to use the FFCRA leave, ELR will direct the employee to use the applicable code along with contacting the PR Rep to make sure the correct code is used

New TRCs Related to FFCRA

- The new TRCs all begin with a Z so they are at the bottom of the TRC dropdown list-

<u>TRC</u>	<u>TRC Descr</u>	<u>Multiplication Factor</u>	<u>Unit/Override Rate</u>
ZLFRS	Pandemic Leave Full Rate Sal	100%	
ZLFRH	Pandemic Leave Full Rate Hrly	100%	
ZLPR	Pandemic Leave Partial Rate	67%	
ZLHC	Pandemic Leave High Cap		63.875/hr
ZLLC	Pandemic Leave Low Cap		25.00/hr

- The bottom 3 will compute gross pay at a reduced rate so you should be aware when you are validating gross pay
- We do not expect widespread use of these codes so there will not be widespread training on them- but if you are contacted because one of your employees has been directed to use a code we can help you to further understand the pay calculation

Questions or Comments on COVID Tracking



Presented by Beryl Gwan

FY21 FRINGE BENEFIT RATES & DIRECT RETROS (DR)

FY21 Finalized Fringe Benefit Rates

- Final approval was received in April 2020
- A memo was sent out to Campus to announce the Implementation of the approved Fringe Benefit Rate Agreement
- FY21 rates have been set up in HRMS from 21-01
- The memo and rate agreement have been uploaded to our website
 - <http://www.umaryland.edu/cost/fringe-benefit/>

FY21 Finalized Fringe Benefit Rates

	Apply to Accounts	FY20 Finalized	FY21+ Finalized	Costs Recorded in Account
Faculty	1011 – Faculty 9/10 mo. 1012 – Faculty 12 mo.	25.3%	25.1%	2790 – Fringe rate Faculty
Staff	1013 – Exempt staff 1014 – Non-exempt staff	39.2%	38.2%	2791 – Fringe rate Staff
Legislated Benefit	2071 – Faculty 2072 – Exempt staff (C1) 2073 – Non-exempt staff (C1) 2080 – Summer salaries 2085 – Supplemental Pay 2110 – Overtime 2120 – Shift differential 2130 – On call pay 2140 – Bonus Payments 2074 – College Work study (summer) 2075 – Students (other than CWS) (summer) 2090 – Contractual employee (C2) (Until FY16)	8.4%	8.5%	2793 – Fringe rate Legislated Benefit
Limited Benefit	1021 – Post Docs/Fellows 2090 – Contractual Employee (C2) (FY16+)	18.5%	19.2%	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

FY21 Fringe Rates

- The FY21 fringe rates will be applied to the entire first pay period period in FY21
 - PP21-01 (6/21/20 to 7/04/20)
- The fringe for PP21-01 will be posted as follows:
 - 6/21/20 to 6/30/20 – Posted to FY20
 - 7/1/20 to 7/4/20 – Posted to FY21

FY21 Fringe Rates Summary Chart

Pay Period	Rate Used	Posted in FY
20-26	FY20	2020
21-01	FY21	2020 (6/21-6/30)
		2021 (7/1-7/4)
21-02	FY21	2021

FY21 Retroactive Distributions

- DEADLINE to submit Direct Retros to be posted in FY20 is **Thursday, 7/2/20**
- All Direct Retros received on **Friday 7/3/20 (holiday)** and forward will be posted to FY21
- The direct retro cut off date for the 20-26 pay period is Friday, 6/19/20 at 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, 06/09/20 @ 2pm	20-25	2020
Friday, 06/19/20 @ 2pm	20-26	2020
Thursday, 07/02/20	21-01	2020
Friday, 07/03/20 and beyond	21-02	2021

DR Processing - Reminders

- Physician Services Contracts Exception:
 - No Direct Retros moving payroll to or from a PSC account in FY20 will be processed after the FY20 DR deadline on Thursday 7/2/2020
- A direct retro and a budget retro cannot be processed in same pay period

Plan accordingly!!!

DHHS Salary Cap_Cost Sharing for Payroll Expenses

- DHHS Salary Cap for 01/05/2020 to 09/30/20 is **\$197,300**
- Check employees who may go over the cap
 - Amount is based on annualized salary- Ex. FTE=.20 and amount paid at UMB= \$40K → Annualized= \$200K
- This only applies to DHHS agencies and pass-through funds*. See link below for all NIH sponsors and awarding agencies:
<https://www.nih.gov/institutes-nih/list-nih-institutes-centers-offices>
- Position owner creates EFP but may be unaware that a project from another department requires Over The Cap - communicate!

*please ensure that you are familiar with other sponsors salary caps and apply methodology accordingly.

NIH Salary Cap_Cost Sharing for Payroll Expenses Continued

Notice posted to link below

– <https://grants.nih.gov/grants/guide/noticefiles/NOT-OD-18-137.html>

- **New Proposals**

- Use new salary cap for budgeting

- **Active awards – Rebudget if funds are available no additional budget will be provided**

Upcoming – Online Direct Retro Submission

- The online portal for DR submission has been created
- Phase two (Pilot testing) will start mid-June
 - Department Volunteers Needed: Groups of 3 (Initiator, Dept. Chart string owner and PI)
 - Expectation for the Pilot will be sent
- We anticipate we will go live early in July

Administrative Leave for COVID-19 Charged to Sponsored Projects

- Make sure reported effort level is actually being performed on the grants
- Update EFPs if necessary
- Use Administrative Leave if appropriate
- See link below for detailed memo sent to the RAC
 - https://www.umaryland.edu/media/umb/af/spac/announcements/Communication-on-Charging-Administrative-Leave-and-Aligning-Effort_05042020-Final_RAC.pdf

Administrative Leave for COVID-19

Charged to Sponsored Projects

- For example if an EFP prior to COVID19 teleworking was
 - Project A 20%
 - Project B 30%
 - Project C 25%
 - Administration 25%
- And the level of effort on A, B and C dropped by 10% each COVID19 teleworking, and you are not taking administrative leave. Where are you redirecting that 30% of effort?
 - Project A 10%
 - Project B 20%
 - Project C 15%
 - Administration 25%
- What are you working on? 30%

Questions or Comments on Fringes or DR Processing



Presented by Candace Chow

EFPS & DISTRIBUTIONS & THE FY21 ROLLOVER

FY21 EFP Rollover

- The process where we take the last EFP used for actuals distribution in FY20 and copy it to FY21
- Will occur **after 8PM on Tuesday, 6/23**
- After the rollover is done, EFPs for FY20 cannot be changed

Note: If your new hires are not in eUMB in time for you to create a new EFP on 6/23, 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 7/1/20 that are paid in PPs 21-02 through 21-26 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 FY21

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 (4/26/20), 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 FY21 since timesheets can only go back 4 pay periods (i.e. deleted on Sunday, 9/6/20)

Fix EFP – Non-salaried EEs

- If there are multiple EFPs for an employee in FY20 between 4/26/20 and 6/30/20, the prior year retro earnings paid PP21-02 through 21-04 will only be done based on the last FY20 EFP
 - Corrections must be done via Direct retro (DR)
- Prior year retro earnings paid beginning PP21-05 through 21-26 will be charged to the PCA
 - Departments are required to submit DRs to redistribute prior year expenses paid in FY21

FY21 EFP Cut Off Date

- **Tuesday- 6/23:** All EFPs for FY20 must be approved in eUMB before 8pm
 - EFPs entered but not approved by the deadline will be deleted
- No budget retros for FY20 after 6/23, 8pm

PP20-26 (6/7-6/20/20) Distribution

- **Wednesday-6/24:** Actuals Distribution process is run for PP20-26 with no encumbrances
- **Thursday-6/25:** Validate that payroll expenses were distributed correctly using HRMS *Payroll Charges Detail* (PCD)
- **Friday-6/26:** Validate that payroll expenses were distributed correctly using Quantum Analytics- HRMS Payroll

WHAT TO DO BEFORE THE FY21 EFP ROLLOVER

From today until 8pm on Tuesday, 6/23/20

Before the FY21 EFP Rollover

- Make sure all employees have a FY20 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 FY21 EFP Rollover

- Review all funding sources that end 6/30/20 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, 6/9 for PP20-25
 - Approve new EFP by 8pm on Tuesday, 6/23 for PP20-26 and PP21-01 distribution (6/21-6/30/20)

Before the FY21 EFP Rollover

- Check ALL Funding End Dates (FED) on EFPs:
 - No FED \Rightarrow no change required
 - FED $> 6/30/20 \Rightarrow$ no change required
 - FED $< 6/30/20 \Rightarrow$ change now so that payroll expenses do not charge PCA
 - FED $= 6/30/20 \Rightarrow$ OK to change now; must be changed in FY21 to avoid charging PCA

Before the FY21 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 6/30/25 (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 FY21 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 FY21 EFP Rollover

Run Funding Summary Report using an “as of” date of 6/30/20 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 6/30/20 or earlier (i.e. Expiring EFP)

Setting Up Funding Summary Report: Checking EFPs **Before 20-26 Distribution**

Favorites | Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Reports > Funding Summary USA

Funding Summary Report

Run Control ID: Funding_Summary

Run

Using 6/30/20 will help you insure that charges **through the end of the fiscal year** are using the correct combo code.

Funding Summary Rpt Parameters		
Set ID:	PSUMB	
*Fiscal Year:	2020	
*As Of Date:	06/30/2020	
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

Display

Reviewing Funding Summary Report:

Checking EFPs **Before 20-26 Distribution**

Displays problem EFPs in effect as of 6/30/20

PCAs Only Version

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

eUMB-USER: 004514
Report ID: BUD011

PeopleSoft
Employee Funding Summary Report

HRPROD: 307551
Page No. 15
Run Date 05/12/2020
Run Time 10:52:04

As of Date: 06/30/2020

Report Option: Earnings Distribution

SetID: PSUMB Department: 15204000 - School of Hard Knocks Fiscal Year: 2020

EMPLOYEE ID	RCD#	NAME	EMPL STATUS	FUNDING LEVEL	PCBU	PROJ ID	ACTV	PRO- GRAM	FUND	ACCOUNT CODE	DIST. %	FUNDING END DATE	*PCA* =====
050961	0	Benes, Elaine	Active	AP	00191	10007777	00	152	182	0000369852	2.244	06/01/2020	***
083197	0	Costanza, George	Active	AP	00184	10006232	00	156	182	0000410077	70.000	05/31/2020	***
					00184	10006681	00	151	182	0000410581	10.000	05/31/2020	***
					00184	10006762	00	151	182	0000402771	20.000	05/31/2020	***
098765	1	Kramer, Cosmo	Active		00135	00395999	00	102	118	0000123987	100.000		***

Total Number of Employees Processed: - 54

AP= Appointment Level Profile (EFP is in eUMB);
DP= Department Level Profile (EFP is NOT in eUMB and payroll-related expenses will be charged to departmental PCA!)

(now thru 6/23/20)

**FY21 EFP ROLLOVER
(AFTER 8PM ON
TUESDAY, 6/23/20)**

FY21 Rollover

- The last FY20 EFP will be used to programmatically:
 - Create the Initial 7/1/20 EFP
 - Create the “fix” EFP ONLY for employees in paygroups NFY/HRLY/SPC
 - No fix EFP for employees in paygroups AFY/ASY/EFY

FY21 Rollover

- The “fix” EFP (NFY/HRLY/SPC Only):
 - Will have a Funding Begin Date of 4/26/20, employee’s hire date, or date transferred to department -- whichever is latest
 - Used to distribute FY20 payroll expenses associated with pay earnings dates from 4/26/20-6/30/20 paid in PP21-02 through 21-04 (ex. Shift, OVT, hourly employees)
 - Cannot be created if an employee has no FY20 EFP by 6/23/20
 - Prior fiscal year retro pay (<7/1/20) will be charged to PCA and the department must submit a DR to move expenses

FY21 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 PP21-01 ACTUALS DISTRIBUTION

*From Wednesday, 6/24/20 through
Tuesday, 7/7/20 at 8PM*

Before PP21-01 Actuals Distribution

- Make sure all active employees have a valid 7/1/20 EFP
 - Review 7/1/20 EFP to be sure it is valid (check combo codes, funding end dates, % distributions)
 - Create a valid 7/1/20 EFP if it is not there
- 6/24/20 @ 6AM – 7/7/20 @ 8PM (Two Week period):
 - Departments review and create additional 7/1/20 EFPs as needed to reflect valid combo codes, funding end dates, % distributions

Creating New FY21 EFPs

- EFP Inquiry page will display the salary in effect at the time the EFP is created
- If an ePAF submitted effective 7/1/20 but it hasn't been fully approved in eUMB then the old salary will be reflected on the EFP page- this is OK
- Reminder- salary displayed on the EFP is informational only and may not reflect the actual amount distributed.
- May run the following queries to reflect current salary
 - UMB_CA_EFP_BY_EMPL_ID_CURR_SAL
 - UMB_CA_EFP_BY_DEPT_ID_CURR_SAL
 - UMB_CA_EFP_BY_PROJ_ID_CURR_SAL
 - UMB_CA_EFP_BY_COMBOCD_CURR_SAL

Checking FY21 EFPs **Before 21-01 Distribution**

Run Funding Summary Report using an “as of” date of 7/4/20 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 7/4/20 or earlier (i.e. Expiring EFP)

Setting Up Funding Summary Report: (thru 7/7/20)

Checking FY21 EFPs Before 21-01 Distribution

Favorites | Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Reports > Funding Summary USA

Funding Summary Report

This report displays the “problem” EFPs in effect “as of” the last day of PP 21-01.

Run Control ID: Funding_Summary

[Report Manager](#) [Process Monitor](#)

Run

Funding Summary Rpt Parameters

Set ID: PSUMB

Department:

*Fiscal Year: 2021

Empl ID:

*As Of Date: 07/04/2020

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

Reviewing Funding Summary Report: (thru 7/7/20)

Checking FY21 EFPs Before 21-01 Distribution

Displays EFPs in effect
as of 7/4/20

PCAs Only Version

ALERT! Funding sources
expiring 6/30/20 and earlier
require your quick attention or
your PCA will be charged.

eUMB-USER: 004514
Report ID: BUD011

PeopleSoft
Employee Funding Summary Report

HRPROD: 309352
Page No. 25
Run Date 07/02/2020
Run Time 11:06:46

As of Date: 07/04/2020

Report Option: Earnings Distribution

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

EMPLOYEE			EMPL	FUNDING				PRO-			ACCOUNT	DIST.	FUNDING	*PCA*
ID	RCD#	NAME	STATUS	LEVEL	PCBU	PROJ ID	ACTV	GRAM	FUND	CODE	%	END DATE	=====	
050961	0	Benes, Elaine	Active	AP	00191	10007777	00	152	182	0000369852	2.244	06/01/2020	***	
098765	1	Kramer, Cosmo	Active	DP	00135	00395999	00	102	118	0000123987	100.000		***	

Total Number of Employees Processed: - 54

Department

ALERT! If Funding Level = DP (Department Level Profile), employee **DOES NOT HAVE EFP** in eUMB.
Payroll-related expenses will be charged to the departmental PCA!

FY21 REDIRECT EFPS TO PCA PROCESS

On Tuesday, 7/7/20 after 8pm

FY21 Redirect EFP Process

- If the FY21 EFP has a funding end date of 6/30/20 or earlier, on Tuesday, July 7th 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 7/1/20

EFP Redirect Example

The initial FY21 EFP created effective 7/1/20 with combo codes expiring before 7/1/20 was not fixed before 7/7/20 at 8pm

Funding Source	Funding Source End Date	Percent
<u>FY21 EFP on 7/7/20</u>		
State	blank	10%
Revolving	blank	5%
Grant#1	5/31/2020	20%
Grant#2	6/30/2020	30%
Grant#3	7/31/2020	25%
Grant#4	8/31/2020	10%
		100%

A redirect process will run on Tuesday, 7/7/20 to remove combo codes with funding end dates prior to 7/1/20 and add the PCA/Dept Default combo code equal to the percent of combo codes removed.

<u>FY21 EFP on 7/8/20</u>		
State	blank	10%
Revolving	blank	5%
Grant#3	7/31/2020	25%
Grant#4	8/31/2020	10%
PCA	7/1/2020	50%
		100%

PP21-01 ACTUALS DISTRIBUTION & ENCUMBRANCES

On Wednesday, 7/8/20

PP21-01 (6/21-7/4/20) Distribution

- **Wednesday-7/8:** Actuals Distribution process is run for PP21-01 with encumbrances calculated from 7/8/20 forward
- **Thursday-7/9:** Validate that payroll expenses were distributed correctly using PCD in HRMS
- **Friday-7/10:** Validate that payroll expenses were distributed correctly using HRMS Payroll in Quantum Analytics

PP21-01 Actuals Distribution

- Two Week period = 6/21-7/4/20
- Using FY21 Fringe Benefit Rates for entire PP21-01 (6/21-7/4/20)
- For PCD reporting purposes, we refer to period of 6/21-30 as PP20-27 (AKA the payroll accrual) and 7/1-4 as PP21-01
- For Quantum Analytics- HRMS Payroll reporting purposes, we refer to the entire pay period as 21-01 and use the Fiscal Year field to segregate 6/21-30 from 7/1-4

PP21-01 Actuals Distribution

- PP21-01 covers payroll expenses associated with both FY20 and FY21- when the actuals distribution is run:
 - FY20 payroll expenses (based on pay earnings dates) will be distributed based on the FY20 EFP(s) in effect for 6/21-30
 - FY21 payroll expenses (based on pay earnings dates) will be distributed based on the 7/1/20 EFP in effect

PP21-01 Actuals Distribution

- When a valid EFP is not set up before the 21-01 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 7/8)

Checking FY21 EFPs **Used** in 21-01 Distribution

Funding Summary Report

Run Control ID: Funding_Summary

[Job Manager](#) [Process Monitor](#)

Run

This report displays the “problem” EFPs in effect “as of” the last day of PP 21-01.

Funding Summary Rpt Parameters			
Set ID:	PSUMB	Department:	<input type="text"/>
*Fiscal Year:	2021	Empl ID:	<input type="text"/>
*As Of Date:	07/04/2020	Empl Rcd#:	0
Funding Summary By		Report Option	
<input checked="" type="radio"/> Appointment Level <input type="radio"/> Position Level		<input checked="" type="radio"/> Earnings <input type="radio"/> Deductions <input type="radio"/> Tax	
Include Terminated Employees		Report Choice	
<input type="radio"/> Yes <input checked="" type="radio"/> No		<input type="radio"/> Entire EFPs <input checked="" type="radio"/> PCAs Only	

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

Reviewing Funding Summary Report:(starting 7/8)

Checking FY21 EFPs **Used** in 21-01 Distribution

Displays problem EFPs
in effect as of PP21-01

PCAs Only Version

Example where no
changes were made
to FY21 EFPs

eUMB-USER: 004514

Report ID: BUD011

As of Date: 07/04/2020

PeopleSoft

Employee Funding Summary Report

HRPROD: 309956

Page No. 25

Run Date 07/08/2020

Run Time 10:32:09

Report Option: Earnings Distribution

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

EMPLOYEE			EMPL	FUNDING		PRO-			ACCOUNT	DIST.	FUNDING	*PCA*	
ID	RCD#	NAME	STATUS	LEVEL	PCBU	PROJ ID	ACTV	GRAM	FUND	CODE	%	END DATE	=====
050961	0	Benes, Elaine	Active	AP	00135	00395999	00	102	118	0000123987	2.244	07/01/2020	***
098765	1	Kramer, Cosmo	Active	DP	00135	00395999	00	102	118	0000123987	100.000		***

Total Number of Employees Processed: - 54

ALERT! Funding sources expiring 7/01/20 were
changed by the redirect process to charge your PCA

Key Dates Summary

Action	Due/Action Dates 2020
Units submit Direct Retros for FY20 (PP20-26)	Friday, June 19th by 2pm
Units create new FY20 EFPs	Tuesday, June 23rd - 8pm
EFP Rollover: Copy forward FY20 EFPs to create FY21 7/1/20 EFP and "Fix" EFP (NFY, HRL, & SPC Only)	Tuesday, June 23rd after 8pm
PP20-26 Actuals Distributions	Wednesday, June 24 th
Units create new FY21 EFPs	Wednesday, June 24 th - Tuesday, July 7 th by 8pm
Units submit Direct Retros to post in FY20 (PP21-01)	Thursday, July 2nd by noon
EFP Redirect process	Tuesday, July 7 th after 8pm
PP21-01 Actuals Distribution with FY21 Fringe Benefit Rates and FY21 encumbrance	Wednesday, July 8 th
Delete FIX EFPs for NFYs, HRLs, and SPCs	Sunday, Sept 6 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)

PP21-01 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 7/1/20 will be distributed based on FY20 EFP(s)
 - Pay earnings after or equal to 7/1/20 will be distributed based on FY21 EFP

PP21-01 Payroll Adjustment Form



Payroll Adjustment Form University of Maryland Baltimore

Employee Name (Last, First):		Pay Period Processed (FY-PP):	21-01 (FY20)
Empl ID/Rcd#/ Paygroup:		Dates of Service:	6/21/20-6/30/20
Employee Title:		Empl Class:	
Department Name:		Payroll Contact:	
Department ID:		Contact phone:	

Check one:	Type of Pay Adjustment:	Description/Notes:	Attachment:	Earnings Codes:
<input type="checkbox"/>	Supplemental Compensation	Regular Faculty & Post Docs only (Empl Class 01, 02, 03, 15)	Approved Supplemental Compensation Request for Regular Faculty	FAW, TOV, CPP, SUM, CED, CON, GLS, HON, SEC, SEA

PP 21-01 Reminders

- The bi-weekly salary rate calculation is to divide the annual salary by the pay period factor. Since FY21 is not a leap year, the factor will be changed from 26.142857 to 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 7/1/20 will receive 4/14ths pay; terminating effective 7/1/20 (last day 6/30/20) will receive 10/14ths pay

PP 21-01 Reminders

- Employees attending Onboarding on Monday, 6/22/20 should have a hire date of 6/21/20 for a full bi-weekly pay
- Employees last day work on Friday, 7/3/20 should have a termination effective date of 7/5/20 for a full bi-weekly pay
- Employees have a pay rate change effective 7/1/20 will receive 10/14ths on old rate (6/21-6/30) and 4/14ths on new rate (7/1-7/4)
- Hourly Pay (Non-exempt and hourly employees) is calculated based on hours on specific days entered on timesheet or scheduled hours

PP 21-01 Reminders

- Calendars and calculation charts have been published on FS-Payroll website at <http://www.umaryland.edu/financialservices/payroll/>
 - Payroll Calendar (FY21 not ready yet)
 - Pay Date Schedule (Projected dates)
 - CA Calendar (Projected Dates)
 - FY Salary Calculation Chart – 10ths (Updated)
 - FY Salary Calculation Chart – 14ths (Updated)

Payroll Calendar

- We have not received the FY21 USM Consolidated schedule
- Always check the eUMB News from the Portal Page such as:
 - Updated Payroll/Financial calendar message
 - Year End Memo

The screenshot displays the eUMB Portal interface with the following sections:

- Enterprise Menu:** A list of links including UMB Developers Only, Effort Reporting System (ERS), Kual Research, UMBiz, Corp Clinical Trial Tracking, eUMB HRMS, eTravel Home Page, eUMB Financials, RAVEN, PHIRE, Enroll In UMB Systems Training, UMB Systems Tutorials Browser, UMB Systems Tutorials HTML, UMB Community System, Faculty & Staff Links, UMB Directory, UMB One Card, Lookup UM Bar Code, Change Password, and Manage myUM Account.
- IT Alerts:** A section stating "There are currently no news articles available."
- RAVEN Financial Inquiry:** A table with columns "Inquiry" and "Description". It contains one row with "1" under "Inquiry" and "ADHOC" under "Description", with a "Delete" button to the right.
- eUMB News:** A section with a "New Inquiry:" field and an "Add" button. Below it, a list of news items is shown, including "UPDATED Payroll Calendar (May 2019)", "UPDATED: Financial Calendar (3/6/19)", "Quantum System To Go Live October 2, 2019 (02/22/19)", "Costing & Compliance Calendar-EFP/BR/DR Deadlines (11/09/18)", "September Month End Close Delayed (10/04/18)", and "How Will Your Data Get Into Quantum Financials? (9/6/18)".
- UMB Application Signon Req'd:** A section with a "Click the 'Customize' icon above to add/remove links" button.
- UMB Email Systems:** A section with a "Click the 'Customize' icon above to add/remove links" button.
- News & Media:** A section stating "There are currently no news articles available."

The "eUMB News" section is circled in blue, and the "UPDATED Payroll Calendar (May 2019)" link is highlighted in yellow.

Questions or Comments on CA Processing



Presented by Candace Chow

EUMB HRMS ENHANCEMENTS

UMB Employee Leave Inquiry

- New enhancements have been added to the UMB Employee Leave Inquiry page
- Campus users who have access to the page will be able to see the enhancements
 - Main Menu > UMB Self Service Manager > UMB Employee Leave Inquiry
- Employees can see the page via their Timesheet page – Leave Balance Tab

UMB Employee Leave Inquiry

- Projected Leave Balances section- more pay periods can be viewed
- Click 'View All' to see all the available Pay Periods

Favorites | Main Menu > UMB Self Service Manager > UMB Employee Leave Inquiry

Balances | Taken | Adjusted | Earned | Projected Future Earnings

Empl ID: Rcd#: 0 Service Date
 Pay End Date: 04/25/2020 Benefit Program: EXM Regular Exempt Program Benefit Eff Dt:

	As of Date	Annual	Holiday	Personal	Sick	Other	Advance Sick	Comp Time
Previous Balance:	04/11/2020	354.263988	40.000000	22.500000	125.902966	0.000000	0.000000	0.000000
- Taken:	04/11/2020	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
+ Adjusted:	04/11/2020	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
+ Earned:	04/25/2020	6.769280	0.000000	0.000000	4.615440	0.000000	0.000000	0.000000
- Lost:	04/25/2020	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
Ending Balance:	04/25/2020	361.033268	40.000000	22.500000	130.518406	0.000000	0.000000	0.000000

Leave Currently Being Processed

Pay Period	End Date	Annual	Holiday	Personal	Sick	Other	Advance Sick	Timesheet Status
20-22	04/25/2020	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	Not Submitted

Projected Leave Balances Personalize | Fin | **View All** | First 14.19 of 19 Last

Pay Period	As Of Date	Annual	Holiday	Personal	Sick	Other	Advance Sick	Explanation
21-10	11/07/2020	455.803188	72.000000	22.500000	195.134566	0.000000	0.000000	Explanation
21-11	11/21/2020	462.572468	80.000000	22.500000	199.750006	0.000000	0.000000	Explanation
21-12	12/05/2020	469.341748	96.000000	22.500000	204.365446	0.000000	0.000000	Explanation
21-13	12/19/2020	476.111028	96.000000	22.500000	208.980886	0.000000	0.000000	Explanation
21-14	01/02/2021	482.880308	112.000000	46.500000	213.596326	0.000000	0.000000	Explanation
21-15	01/16/2021	489.649588	112.000000	46.500000	218.211766	0.000000	0.000000	Loss Projection

UMB Employee Leave Inquiry

- Click 'Loss Projection' to see Projected Leave Balance Explanation and Projected Loss Leave after Year-End Leave Rollover process

Ending Balance: 04/25/2020 361.033268 40.000000 22.500000 130.518406 0.000000 0.000000 0.000000

Leave Currently Being Processed

Pay Period	End Date	Annual	Holiday	Personal	Sick	Other	Advance Sick	Timesheet Status
20-22	04/25/2020	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	Not Submitted

Projected Leave Balances

								Personalize	Find	View	First	1-19 of 19	Last
Pay Period	As Of Date	Annual	Holiday	Personal	Sick	Other	Advance Sick	Explanation					
20-23	05/09/2020	367.802548	40.000000	22.500000	135.133846	0.000000	0.000000	Explanation					
20-24	05/23/2020	374.571828	40.000000	22.500000	139.749286	0.000000	0.000000	Explanation					
20-25	06/06/2020	381.341108	48.000000	22.500000	144.364726	0.000000	0.000000	Explanation					
20-26	06/20/2020	388.110388	48.000000	22.500000	148.980166	0.000000	0.000000	Explanation					
21-01	07/04/2020	394.879668	56.000000	22.500000	153.595606	0.000000	0.000000	Explanation					
21-02	07/18/2020	401.648948	56.000000	22.500000	158.211046	0.000000	0.000000	Explanation					
21-03	08/01/2020	408.418228	56.000000	22.500000	162.826486	0.000000	0.000000	Explanation					
21-04	08/15/2020	415.187508	56.000000	22.500000	167.441926	0.000000	0.000000	Explanation					
21-05	08/29/2020	421.956788	56.000000	22.500000	172.057366	0.000000	0.000000	Explanation					
21-06	09/12/2020	428.726068	64.000000	22.500000	176.672806	0.000000	0.000000	Explanation					
21-07	09/26/2020	435.495348	64.000000	22.500000	181.288246	0.000000	0.000000	Explanation					
21-08	10/10/2020	442.264628	64.000000	22.500000	185.903686	0.000000	0.000000	Explanation					
21-09	10/24/2020	449.033908	72.000000	22.500000	190.519126	0.000000	0.000000	Explanation					
21-10	11/07/2020	455.803188	72.000000	22.500000	195.134566	0.000000	0.000000	Explanation					
21-11	11/21/2020	462.572468	80.000000	22.500000	199.750006	0.000000	0.000000	Explanation					
21-12	12/05/2020	469.341748	96.000000	22.500000	204.365446	0.000000	0.000000	Explanation					
21-13	12/19/2020	476.111028	96.000000	22.500000	208.980886	0.000000	0.000000	Explanation					
21-14	01/02/2021	482.880308	112.000000	46.500000	213.596326	0.000000	0.000000	Explanation					
21-15	01/16/2021	489.649588	112.000000	46.500000	218.211766	0.000000	0.000000	Loss Projection					

UMB Employee Leave Inquiry

Projected Leave Balance Calculation Explained

Leave Type	Balance As Of 04/25/2020	Add Projected Earnings through 01/16/2021	Subtract sum of all reported leave via timesheets through 01/02/2021	Projected Balance as of 01/16/2021
Annual	361.033268	128.616320	0.000000	489.649588
Holiday	40.000000	72.000000	0.000000	112.000000
Personal	22.500000	24.000000	0.000000	46.500000
Sick	130.518406	87.693360	0.000000	218.211766
Other	0.000000	0.000000	0.000000	0.000000
Advanced Sick	0.000000	0.000000	0.000000	0.000000

Leave Loss Projections for 2021

Note: Year End Leave Rollover will run during PPE 01/16/2021 Leave Accrual Process.

Leave Loss Projections for Annual, Personal & Holiday Leave in 2020 is calculated based on leave earned thru 12/31/2020 and leave reported by PPE 01/02/2021. All 2020 timesheets must be completed by 01/08/2021.

Annual Leave Loss Projected	82.203380
Holiday Leave Loss Projected	104.000000
Personal Leave Loss Projected	22.500000

Projections are based on following Criteria

Leave loaded to system as of now

Assumes no changes to FTE/Service Years

Assumes no leave adjustment/payouts

System Time : 05/14/2020 03:52:29 PM

[Return](#)

Presented by Candace Chow

EUMB HRMS TRAINING

eUMB HRMS Training

- Payroll trainings are now available online in the UMB Learning Management System (LMS)
 - Introduction to eUMB HRMS
 - Departmental Payroll Processing
 - Commitment Accounting
- You can check out the information and requirements from FSPR website at <https://www.umaryland.edu/financialservices/payroll/payroll-training/>

eUMB HRMS Training

- eUMB Electronic Timesheets training is available on the Portal page:
- UMB Systems Tutorials Browser > eUMB Electronic Timesheets

Key Contacts

- SPAC- Costing & Compliance- 6-2987
 - Direct Retros
 - effort@umaryland.edu
- FS- Payroll- 6-1243
 - EFP rollover process
 - DL-BFPayrollHelp@umaryland.edu