



UNIVERSITY of MARYLAND  
BALTIMORE

# **Payroll Reps Meeting**

**Wednesday, August 19, 2020**  
**9 am – noon**

# Agenda

- Human Resources
  - HR updates
- OAA- Student Employment
  - Student Hiring
- Financial Services
  - Payroll Topics
  - Business Expense Reimbursements

# **HUMAN RESOURCES UPDATES**

Presented by Lis Escobar

# **HR EMPLOYEE AND LABOR RELATIONS**

# PARENTAL LEAVE POLICY

- Provides staff and faculty with up to **60 days (480 hours)** of assured, paid parental leave.
- Parental leave policy applies to these employees:
  - Regular exempt and non-exempt staff employees
  - Tenured and tenure track faculty
  - Non-tenure track faculty with multi-year contracts or  
sequential one-year contracts
- Employees are entitled to paid parental leave after six months of employment

# PARENTAL LEAVE POLICY

- Paid “parental leave” **includes** all accrued annual, personal and holiday leave for holidays observed during the parental leave period.
- Employees may substitute use of accrued sick leave for annual leave in order to qualify for parental leave.

# PARENTAL LEAVE POLICY

- Updated form online! Revised 8/19/2020

## PART I: To be completed by Employee

Name of employee: \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Years of service at UMB: \_\_\_\_\_ Job Title: \_\_\_\_\_ Department/School: \_\_\_\_\_

Date applied for FMLA (Required): \_\_\_\_\_ Date leave is to begin: \_\_\_\_\_ Return to work date: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Payroll Representative's name: \_\_\_\_\_

Is leave for: ☐ Newborn: Expected delivery date: \_\_\_\_\_ or Actual delivery date: \_\_\_\_\_

☐ Adoption finalization date: \_\_\_\_\_ ☐ Foster care effective date: \_\_\_\_\_ Child's DOB: \_\_\_\_\_

Do both parents work for University of Maryland, Baltimore? ☐ Yes ☐ No;

If yes, please provide the following information:

Name of Other parent: \_\_\_\_\_ Department: \_\_\_\_\_

☐ For purposes of being approved, I would like to substitute use of my accrued sick leave for annual leave

# Parental Leave

- PL calculation from HR-ELR:

Approved period: 5/11/20-7/31/20

Needed Hours: 480 Hours

HR Approval Calculation					
PPE	Holiday	Annual Accruals	Personal	Total (Holiday+Annual +Personal)	PL Needed
5/9/2020	32	47.90872	✓	79.90872	
5/23/2020		6.1539	✓	6.1539	(73.85)
6/6/2020	8	6.1539	✓	14.1539	(139.69)
6/20/2020		6.1539	✓	6.1539	(213.54)
7/4/2020	8	6.1539	✓	14.1539	(279.38)
7/18/2020		6.1539	✓	6.1539	(347.17)
8/1/2020		6.1539	✓	6.1539	
				<b>132.83212</b>	<b>347.16788</b>
Needed Hours					<b>480</b>



**QUESTIONS?**

Presented by Karla Evans

# **HR SERVICE CENTER UPDATES**

# I-9 Compliance

- Please remember that a new hire employee should have Section 1 of the electronic I-9 completed by the first day of work to maintain compliance.
- The HRSC must complete Section 2 of the electronic I-9 no later than Day 3 of the employee's employment.
- During this teleworking timeframe, the HRSC is requesting that all I-9s are verified within the service center.
- All I-9 supporting documents submitted virtually will need to be verified in person once campus reopens.

# Backdated Job Actions

- Backdated job actions must be submitted manually.
- The ePAF initiator should check the employee's job data to ensure that the ePAF action being submitted can be processed electronically.
- If you have any questions on if the ePAF can be submitted electronically, please reach out to the HRSC for assistance prior to submitting the ePAF.
- Manual EAFs that make changes to an employee's salary must be approved by HR Compensation then submitted to the HRSC for processing.

# Reminders

- To check the status of an ePAF that has been submitted, the initiator should first check the visualizer and/or the employee's job data prior to contacting the HRSC.
- As a reminder, when updating student job actions, please check the current FICA status to ensure that your action is entered accurately.
- The auto-termination process runs on the first Tuesday of the pay period in which the employee's contract is ending. In order to avoid an auto-termination, please submit the contract renewal the processing cycle prior to the contract end date.

# Onboarding/Intake

- Please remember to register employees for Onboarding or Intake each processing cycle and submit ePAFs.

## [Onboarding and Intake Registration](#)

Onboarding - Empl classes 01, 02, 03, 15, 19, 20, 22, 33, 35

Intake - Empl classes 04, 14, 14W, 16, 16W, 31I, 31T, 34, 36

- Welcome letters will be sent from the Human Resource Department for all employee classes registered for Onboarding / Intake except for GRAs (04 employee class).

# Questions?



Presented by Darissa Monroe

# **OFFICE OF STUDENT EMPLOYMENT**



# Student Employment

Empl Class: 14 and 16 NWS

Hiring and Renewing Contracts- Updated Hiring Practices

# Student Employment

- Overview of New Hire Start Dates
- Overview of Student Employment Contracts – NWS
- Overview of Interim New Hire Intake Process – Empl Class 14 and 16

**QUESTIONS?**

Presented by Candace Chow

# **PAYROLL UPDATES**

# 1

## **STUDENT FICA MASS UPDATE FALL 2020**

# Student FICA Mass Update

- Applied to Empl Classes: 14, 14W, 16, 16W
- Student FICA status will be changed from 'Subject' to 'Exempt' effective 8/30/20
- The process will be run later today
- You will receive an email when we're ready to run the process

# Student FICA Mass Update

- Students should be subject to FICA during summer months (5/24-8/29/20) unless they meet certain conditions
- Reminder: if you need to submit an employee action during 5/24-8/29, please make sure to change the FICA status to 'Subject'

2

**DELINQUENT/OUTSTANDING ETS**



# Delinquent/Outstanding ETS

- The Leadership is concerned about the delinquent/outstanding ETS
- Some of you may receive my emails to follow up. However, you should be able to do either
  - Run query: UMB\_ETS\_DELINQUENTS\_1\_PP OR
  - Review UMB ETS Statistics Page
    - ETS Processing Status open- EE should complete an ETS in eUMB
    - ETS processing Status Closed- EE must complete a paper timesheet with signatures from both supervisor and ETS Approver. If leave is reported on the paper timesheet, a PAF is required. Both paper timesheet and PAF must be uploaded in eUMB when reconciling the delinquent timesheet

# ETS Statistics Page

Favorites Main Menu > UMB Self Service Manager > UMB ETS Statistics

UMB ETS Statistics Overview

UMB ETS Statistics Detail

Group By

☒ Dept / Pay Period ☐ Pay Period / School

Pay Period  Departments   
Status: Like:

Refresh

ETS Statistics (Count by Status)

Personalize Find View 100 First 1-50 of 553 Last

<u>Pay Period</u>	<u>Start Date</u>	<u>End Date</u>	<u>ETS Processing Status</u>	<u>Department</u>	<u>Department Description</u>	<u>Not Entered</u>	<u>Not Submitted</u>	<u>Recycled</u>	<u>Submitted</u>	<u>Submitted Warn</u>	<u>Supv Approved</u>	<u>Error Apprvl</u>	<u>ETS-Approver Approved</u>

# ETS Reconciliation Comments

Query: UMB\_ETS\_RECON\_COMMENTS

▼	Last Upd DtTm ▼	Number of Attachmer ▼	Comments ▼
1	9/4/2019 10:38	1	Paper Timesheet submitted. No leave used during the pay period.
2	9/19/2019 13:03	1	Employee submitted timesheet due to "Timesheet Past Due" email. Leave adjustment needed
3	10/11/2019 13:03	0	Paper timesheet collected and present at the time of payout, not time used.
4	10/11/2019 13:00	0	Paper timesheet collected, not time used
5	10/11/2019 13:05	0	paper timesheet submitted, sick time used
6	10/22/2019 16:41	0	EE did not submit timesheet in timely manner. Numerous emails to her and supervisor. Paper timesheet complete
7	7/13/2020 12:10	0	Employee is out of the country, will collect a paper timesheets.
8	8/17/2020 8:43	1	Paper time sheet completed. Will submit PAF to deduct annual leave

# ETS Reconciliation Suggested Comments/Notes

	Last Upd DtTm	Number of Attachmer	Comments	Number of Attachment	Suggested Comments/Notes
1	9/4/2019 10:38	1	Paper Timesheet submitted. No leave used during the pay period.		Good!
2	9/19/2019 13:03	1	Employee submitted timesheet due to "Timesheet Past Due" email. Leave adjustment needed	2	Employee submitted paper timesheet with leave reported. PAF was submitted in PPXX-XX
3	10/11/2019 13:03	0	Paper timesheet collected and present at the time of payout, not time used.	1	Need to upload paper timesheet
4	10/11/2019 13:00	0	Paper timesheet collected, not time used	1	Need to upload paper timesheet
5	10/11/2019 13:05	0	paper timesheet submitted, sick time used	2	Employee submitted paper timesheet with leave reported. PAF was submitted in PPXX-XX
6	10/22/2019 16:41	0	EE did not submit timesheet in timely manner. Numerous emails to her and supervisor. Paper timesheet completed and kept on file.	1 or 2	Paper timesheet submitted with no leave reported.
7	7/13/2020 12:10	0	Employee is out of the country, will collect a paper timesheets.		Cannot be reconciled until you have received the paper timesheet and PAF (if leave reported)
8	8/17/2020 8:43	1	Paper time sheet completed. Will submit PAF to deduct annual leave	2	Cannot be reconciled until you have submitted the PAF. Must upload both paper timesheet and PAF

3

**PARENTAL LEAVE**

# Parental Leave

- PAF is required for employees who were approved for Parental Leave
- Without adding parental leave in employee's leave balance, he/she will not be able to report PLS (Parental Leave-Salaried)/PLH (Parental Leave-Hourly) on ETS
- Per policy, employees are required to exhaust sick/vacation, personal, and holiday before using parental leave

# Parental Leave

- Upon receiving PL request, FSPR will review employee's leave record to determine when the leave will be added
- PL cannot be added if:
  - Employees have delinquent/outstanding ETS that need to be accounted for
    - Dept should run query  
UMB\_ETS\_TIMESHEET\_HISTORY\_EE
  - Employees have other leave available

# Parental Leave

- Example: An employee was approved for parental leave.
  - Per below approval letter from HR-ELR: PL will be applied once accrued annual, holiday, and personal days have been exhausted

We have reviewed your request for Parental Leave and determined that you meet all the requirements and therefore, have been approved for 43 days, totaling 347 hours. Once you have exhausted all of your accrued annual, holiday, and personal days, supplemental pay will be applied to protect your salary through 7/31/2020, or until you exhaust the allotted number of hours provide by Parental Leave, whichever occurs first. The use of supplemental pay does not constitute a debt and does not require re-payment.



# Parental Leave

- PL calculation from HR-ELR:

Approved period: 5/11/20-7/31/20

Needed Hours: 480 Hours

HR Approval Calculation					
PPE	Holiday	Annual Accruals	Personal	Total (Holiday+Annual +Personal)	PL Needed
5/9/2020	32	47.90872	✓	79.90872	
5/23/2020		6.1539	✓	6.1539	(73.85)
6/6/2020	8	6.1539	✓	14.1539	(139.69)
6/20/2020		6.1539	✓	6.1539	(213.54)
7/4/2020	8	6.1539	✓	14.1539	(279.38)
7/18/2020		6.1539	✓	6.1539	(347.17)
8/1/2020		6.1539	✓	6.1539	
				<b>132.83212</b>	<b>347.16788</b>
Needed Hours					<b>480</b>

# Parental Leave

- Query result from: UMB\_ETS\_TIMESHEET\_HISTORY\_EE
- Any ETS not in 'Loaded' status must be taken care of before HR-ELR work on PL approval and hours calculation
- PL cannot be added yet as delinquent/outstanding ETS need to be accounted for

ID	Empl Record	Name	Pay Run ID	End Date	Dept ID	Descr	Seq Num	Timesheet Load Status	Timesheet Status	Comments	Attachments	Source
011111	0	Dole, John	20-20	3/28/2020	06000000	Department of Financial Services	1	Loaded	Loaded		<a href="#">0</a>	NEX
011111	0	Dole, John	20-21	4/11/2020	06000000	Department of Financial Services	0		RECONCILED	timesheet was not submitted due to conflict with parental leave approval	<a href="#">1</a>	NEX
011111	0	Dole, John	20-21	4/11/2020	06000000	Department of Financial Services	1	Not Loaded	Submitted		<a href="#">0</a>	NEX
011111	0	Dole, John	20-22	4/25/2020	06000000	Department of Financial Services	0		RECONCILED	timesheet was not submitte on time because of confusion with parental leave	<a href="#">1</a>	NEX
011111	0	Dole, John	20-22	4/25/2020	06000000	Department of Financial Services	1	Not Loaded	Recycled		<a href="#">0</a>	NEX
011111	0	Dole, John	20-23	5/9/2020	06000000	Department of Financial Services	0		RECONCILED	timesheet not submitted due to confusion with parental leave approval	<a href="#">1</a>	NEX
011111	0	Dole, John	20-23	5/9/2020	06000000	Department of Financial Services	1	Not Loaded	Submitted		<a href="#">0</a>	NEX
011111	0	Dole, John	20-24	5/23/2020	06000000	Department of Financial Services	1	Not Loaded	Recycled		<a href="#">0</a>	NEX
011111	0	Dole, John	20-25	6/6/2020	06000000	Department of Financial Services	1	Not Loaded	Recycled		<a href="#">0</a>	NEX
011111	0	Dole, John	20-26	6/20/2020	06000000	Department of Financial Services	1	Not Loaded	Recycled		<a href="#">0</a>	NEX
011111	0	Dole, John	21-01	7/4/2020	06000000	Department of Financial Services	0		NOT ENTERED		<a href="#">0</a>	NEX

# Parental Leave

- PL cannot be added yet as EE has available leave for a pay period

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

Balances | Taken | Adjusted | Earned | Projected Future Earnings

Empl ID: Rcd#: 0 Service Date 10/10/2006  
Pay End Date: 07/04/2020 Benefit Program: NEX Regular Non Exempt Program Benefit Eff Dt: 10/30/2017

	As of Date	Annual	Holiday	Personal	Sick	Other	Advance Sick	Comp Time
Previous Balance:	06/20/2020	66.370480	40.000000	0.000000	533.780120	0.000000	0.000000	0.000000
- Taken:	06/20/2020	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
+ Adjusted:	06/20/2020	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
+ Earned:	07/04/2020	6.153920	8.000000	0.000000	4.615440	0.000000	0.000000	0.000000
- Lost:	07/04/2020	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
Ending Balance:	07/04/2020	72.524400	48.000000	0.000000	538.395560	0.000000	0.000000	0.000000

# Parental Leave

- ETS reporting

Approved period: 5/11/20-7/31/20

Needed Hours: 480 Hours

HR Approval Calculation						ETS				
PPE	Holiday	Annual Accruals	Personal	Total (Holiday+Annual +Personal)	PL Needed	Holiday	Annual	Parental Leave	Sick	Total
5/9/2020	32	47.90872		79.90872				0	80.00	80.00
5/23/2020		6.1539		6.1539	(73.85)	32	48	0		80.00
6/6/2020	8	6.1539		14.1539	(139.69)	8	12.2165	59.7835		80.00
6/20/2020		6.1539		6.1539	(213.54)		6.1539	73.8461		80.00
7/4/2020	8	6.1539		14.1539	(279.38)	8	6.1539	65.8461		80.00
7/18/2020		6.1539		6.1539	(347.17)		6.1539	73.8461		80.00
8/1/2020		6.1539		6.1539			6.1539	73.8461		80.00
				<b>132.83212</b>	<b>347.16788</b>	<b>48</b>	<b>84.8321</b>	<b>347.168</b>		
			Needed Hours		<b>480</b>					

# **Questions or Comments on Parental Leave Processing**

4

# FORMS SUBMISSION

# PAFs Submission

- Submit all PAFs and Prior Pay Period PAFs by email to DL-BF PAF Help
- Subject Line: 21-04; 001235 (YY-PP; Empl ID)
- It is important to run your department Cost Center Report (CCR) or Payroll Register (PR) to make sure employees are paid correctly

# Stop Payment/Check Cancellation/DD Recovery Submission

- These requests contain confidential information so they must be sent via Accellion Secure File Transfer to DL-BF Payroll Help
- Add Accellion Secure File Transfer on the Portal Page
  - From the Portal Page > UMB Application Signon Req'd section and click on the drop-down arrow
  - Select Personalize and select the Accellion Secure File Transfer application and click 'Save' to save the setting
  - Click on Return to Home



# Accellion Secure File Transfer

The screenshot displays the UMB Employee Self Service portal interface. At the top, there are three tabs: "My UMB Employee Self Service", "My UMB eTravel Self Service", and "My UMB ePAF Self Service". Below these tabs, there are three main sections: "IT Alerts", "RAVEN Financial Inquiry", and "eUMB News".

The "IT Alerts" section shows "IT Public Alerts - [Calendar View](#)".

The "RAVEN Financial Inquiry" section contains a table with the following data:

Inquiry	Description
1 <a href="#">ADHOC</a>	Initial ADHOC Query














Below the table is a "Delete" button. At the bottom of this section, there is a "New Inquiry:" label, an input field, and an "Add" button.

The "eUMB News" section shows "UPDATED Financials Calendar (02/26/20)" and "Quantum Training: Executive Sponsor Memo to Senior Leadership (9/25/19)".

On the right side of the portal, there is a "My Links" section with a "Select One:" dropdown menu. The dropdown menu is open, showing a list of links: "UMB Application Signon Req'd", "Click the 'Customize' add/remove links", "Accellion Secure", "e-Learning@UMB", and "WEBEX". The "Accellion Secure" link is highlighted in a red box. The "Personalize" button is also highlighted in a yellow box.

Below the "My Links" section, there are two more sections: "UMB Email Systems" and "News & Media".

# Accellion Secure File Transfer

UM Applications Requiring SignOn			Personalize   Find    	First  1-21 of 21  Last
<input checked="" type="checkbox"/>	Accellion Secure File Transfer			
<input type="checkbox"/>	Advance			
<input type="checkbox"/>	UMB Space Inventory System			
<input type="checkbox"/>	Blackboard			
<input type="checkbox"/>	EHS Training Mgmt System			
<input type="checkbox"/>	e-Learning@UMB			
<input type="checkbox"/>	FAS (requires IE6 or Firefox)			
<input type="checkbox"/>	JIRA			
<input type="checkbox"/>	Law Blackboard			
<input type="checkbox"/>	MAXIMUS (Effort Reporting)			
<input type="checkbox"/>	OneCard			
<input type="checkbox"/>	QTEST			
<input type="checkbox"/>	SIMS			
<input type="checkbox"/>	Site Executive (CMS)			
<input type="checkbox"/>	SURFS			
<input type="checkbox"/>	Terminal 4 (CMS)			
<input type="checkbox"/>	Taleo@UMB			
<input type="checkbox"/>	UMB Classroom Inventory			
<input type="checkbox"/>	UMVibe			
<input type="checkbox"/>	VOICECOM Telephone Billing			
<input type="checkbox"/>	WEBEX			

[Return to Home](#)

 Save

# Glacier Packets Submission

- Glacier packets contain confidential information
- Scan copies and send to email DL-BF Payroll Help via Accellion Secure File Transfer
- Tax treaty will only be turned on when original Glacier packet is received
- Original Glacier packets must be mailed via USPS:

**Department of Financial Service- Payroll**

**220 Arch Street, Suite 02-122**

**Baltimore, md 21201**

# CII Leave Form

- Refer to PAFs and Prior Pay Period PAFs Submission instructions
- Working on electronic signatures and will notify you when the form is ready for use

# Overpayment Packet

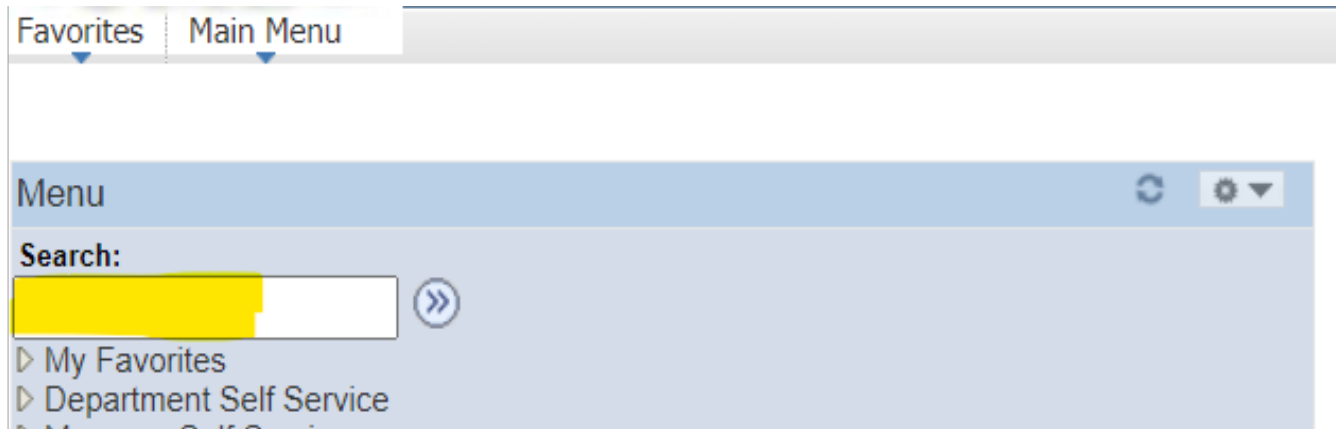
- Refer to PAFs and Prior Pay Period PAFs Submission instructions

5

**EUMB SEARCH PAGE**

# eUMB Search Page

- The Search Box is no longer working after the server upgrade last week
- CITS is working on removing the search box
- Please use the 'Favorite' function



6

# **PAPER PAYCHECKS**



# Paper paychecks

- Encourage your employees to sign up for direct deposit to avoid checks got lost in mail
- Stop payment request can be requested if employees did not receive their paycheck
  - Will take a few weeks to process a replacement check
  - Employee cannot cash the original paycheck once a stop payment request is sent to CPB

**QUESTIONS?**

Presented by Susan McKechnie

# **TRAVEL SYSTEM**

# FYI- Travel System Changes

- Starting in September 2020 (exact date TBD), all business expense reimbursements (e.g. office supplies, travel) to employees will be processed through the travel system instead of Accounts Payable
- Since these are reimbursements to employees they will be added to the paychecks

# FYI- Travel System Changes

- HRMS reports that use the criteria to include travel reimbursements will also include the additional types of business expenses – see next slide
- If you also happen to have a role in the travel system, you will be invited to additional training about these reimbursements

# FYI- Travel System Changes

## List of Reimbursable Expenses Processed in the Travel System Beginning Sept., 20

Account	Description
3210	Postage & Mail
3285	Cell Phone Expenditures
3290	Mailing Service
3311	In-State Travel
3321	Out-of-State Travel
3330	Travel-In-State-Taxable
3331	Travel-Out-of-State-Taxable
3332	Travel-Foreign-Taxable
3360	Foreign Travel
3370	Taxable Travel Stipend
3371	Day Business Trvl Meal Taxable
3718	CS-Printing & Reproduction Svc
3728	CS-Freight & Delivery
3745	Food Reimbursements
3773	Business Meals
3915	Books/Periodicals
3916	Office Supplies
3922	Conference Materials
3924	Instructional Materials
3939	PPE Supplies
3948	Duplicating&Printing Supplies
3952	Other Supplies& Materials
3975	IT Supplies
4710	Employee Development&Training
4920	Subscriptions
4930	Association Dues

**QUESTIONS?**