



UNIVERSITY *of* MARYLAND

Payroll Reps Meeting

October 16, 2013

**SON Auditorium
10AM – Noon**



UNIVERSITY *of* MARYLAND

PRESENTERS

Susan McKechnie
Controller, Financial Services

Patti Ilowite
Director, Human Resources Services- Compensation &
Benefits



UNIVERSITY *of* MARYLAND

AGENDA

- Glacier Processing- Foreign Nationals
- Compensation Overpayments To Employees
- Changes to Contingent II Leave
- Timesheets
- Other Reminders
- HRS-Benefits

GLACIER PROCESSING- FOREIGN NATIONALS

**FOREIGN NATIONALS
HIRED THROUGH
HR ON-BOARDING**

Glacier- Onboarding Hires

- Human Resources:
 - Per UMB welcome letter from HR, new employees must contact HR-Staffing if they are a non US Citizen
 - HR-Staffing will convey the following message to employees:
 - Look for the Glacier Logon email- an email from support@online-tax.net will be sent to their email address provided
 - Follow the instruction from the email and create a Glacier logon ID and password
 - Complete a Glacier record and print/sign the Glacier Tax Summary Report

Glacier- Onboarding Hires

- Human Resources:
 - HR-Staffing will convey the following message to employees (continued):
 - Give the Glacier Tax Summary Report and required forms and documents to their *Department PR Rep or hiring manager on the 2nd day of employment

Glacier- Onboarding Hires

- Foreign National Employees:
 - Look for the email from Support@online-tax.net with subject line "Payments from University of Maryland, Baltimore" and follow the email instructions to create a UserID and password
 - Login to the Glacier system and complete a record
 - After completion, print and sign the Glacier Tax Summary Report, print/copy the required forms and documents and give to the Department Payroll Rep or hiring manager on the 2nd day of employment

Glacier- Onboarding Hires

- Human Resources:
 - HRSC will create a New Hire record in eUM
 - HRSC will enter visa type F1T for all F1 employees or J1T for all J1 employees based on the Form I-9 employees completed during Orientation (both F1T and J1T are FICA taxable)
 - A FICA Exempt visa type can only be entered when HRSC receives an email from FSPR

Glacier- Onboarding Hires

- Department Payroll Reps:
 - *Ensure you meet with all new hires on the 2nd day of employment or that department hiring managers know to give you the Glacier packet
 - Ensure the Glacier Tax Summary Report is signed and all required forms** and documents are included in the Glacier packet
 - Review the forms for completeness

** Required forms will be discussed later

Glacier- Onboarding Hires

- Department Payroll Reps:
 - Taxes will be withheld for all foreign national employees as US citizens until Glacier packet is received and accepted by FSPR
 - Taxes cannot be refunded for incomplete or late submission
 - Hand deliver the completed Glacier packet to FSPR by the 3rd day of employment to avoid delay or getting lost in transit

Glacier- Onboarding Hires

- FSPR:
 - Review employee's Glacier packet within 1 day of receipt
 - Immediately after review, notify HRSC by email if employee's visa type (only F1T and J1T) should be corrected to a FICA Exempt visa type

Glacier- Onboarding Hires

- Department Payroll Reps:
 - Visa type can be reviewed from the Identification Data Page, Visa/Permit Data tab:
 - [Home](#) > [Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Use](#) > Identification Data
 - FYI- In eUM, all visa types are FICA taxable except for
 - F1 – Student
 - F1O – Student- Optional Practical Training
 - J1S- Exchange visitor- Student
 - J1N- Exchange visitor

FOREIGN NATIONALS HIRED THROUGH DEPARTMENTS

Glacier- Department Hires

- Department Payroll Reps:
 - Email the name and email address of the non US citizen employee/non permanent resident to [DL-BF NRA Help](#) to request a Glacier Logon no later than the 1st day of employment
 - Dept PR Rep will convey the following message to the employee:
 - Look for the Glacier Logon email- an email from support@online-tax.net will be sent to their email address provided
 - Follow the instruction from the email and create a Glacier logon ID and password
 - Complete a Glacier record and print/sign the Glacier Tax Summary Report
 - Give the Glacier Tax Summary Report and supporting forms and documents to their Department PR Rep on the 2nd day of employment

Glacier- Department Hires

- Department Payroll Reps:
 - Dept PR Rep will convey the message to the employee (continued):
 - If the paperwork is not returned timely, taxes will be withheld for all foreign national employees as US citizens until Glacier packet is received and accepted by FSPR
 - Taxes cannot be refunded for incomplete or late submission
 - Employee will be refunded overpaid taxes from government at time of personal tax filing

Glacier- Department Hires

- Foreign National Employees:
 - Look for the email from Support@online-tax.net with subject line “Payments from University of Maryland, Baltimore” and follow the email instructions to create a UserID and password
 - Login to the Glacier system and complete a record
 - After completion, print and sign the Glacier Tax Summary Report, print/copy the required forms and documents and give to the Department Payroll Rep or hiring manager on the 2nd day of employment

Glacier- Department Hires

- Department Payroll Reps:
 - Ensure Glacier Tax Summary Report is signed and all required forms** and documents are included in the Glacier packet
 - Review the forms for completeness
 - Hand deliver the completed Glacier packet to FSPR by the 3rd day of employment to avoid delay or getting lost in transit
 - Have Permanent Residents complete a Permanent Resident Certification form and send it to FSPR
 - Send Employee Action (EA) Form and Form I-9 to HRSC

** Required forms will be discussed later

Glacier- Department Hires

- FSPR:
 - Set up Glacier logon information
 - Review employee's Glacier packet within 1 day of receipt
 - Immediately after review, notify HRSC by email if employee's visa type (only F1T and J1T) should be corrected to a FICA Exempt visa type

Glacier- Department Hires

- HRSC:
 - Enter employment information in eUM based on the approved Employee Action Form and Form I-9
 - HRSC will enter visa type F1T for all F1 employees or J1T for all J1 employees based on the Form I-9 (both F1T and J1T are FICA taxable)
 - A FICA Exempt visa type can only be entered when HRSC receives an email from FSPR

FOREIGN NATIONALS CONTINUOUS UPDATE PROCESS

Glacier- Update Process

- Department Payroll Reps:
 - Remind foreign national employees to update the Glacier record immediately for any changes such as
 - Permanent social security number is received
 - Immigration status
 - Expiration date or US entry/exit dates
 - Ensure Glacier Tax Summary Report and all required forms and documents are included in the Glacier packet when a packet is received from an employee
 - Hand deliver the completed Glacier packet to FSPR immediately to avoid delay or getting lost in transit

Glacier- Update Process

- Department Payroll Reps:
 - A new Form I-9 must be completed for any Glacier packet submitted by an employee
 - Submit Form I-9 to HRSC and Glacier packet to FSPR
- HRSC:
 - Update eUM based on the New Form I-9 received from the campus schools/departments
- FSPR:
 - Review employee's Glacier packet and notify HRSC by email if employee's Visa Type should be corrected

**FOREIGN NATIONALS
ANNUAL RENEWAL
PROCESS FOR 2014**

Glacier- Renewal Process

- FSPR
 - Notify Dept PR Reps by e-mail regarding the details of the renewal process and deadline
 - Review all Glacier packets
 - Send required forms/documents to USM before deadline
 - Send a spreadsheet to HRSC for any Visa Type changes for the upcoming year

Glacier- Renewal Process

- Department PR Reps:
 - Notify all foreign national employees
 - Ensure Glacier Tax Summary Report and all required forms and documents are included in the Glacier packet
 - Due Date
 - Friday, November 8th, 2013
 - Hand-deliver the completed Glacier packets to FSPR as soon as they are completed to avoid delay or getting lost in transit

Glacier- 2014 NRA Renewal

- Department PR Reps:
 - Run query UMB_PR_CFS_RENEWAL
 - Save it to Excel for your reference
 - Notify employees to log on and access their Glacier records
 - Instruct them to print, sign, and give you the required forms and documents
 - Required Forms
 - see Required Forms at FSPR website (see next slide):
<http://www.fincsvc.umaryland.edu/payroll/taxformtable.cfm>

Glacier- 2014 NRA Renewal

TAX FORMS REQUIRED FOR NON-U.S. CITIZENS - EMPLOYEE

STATUS	FORMS	FILED	W-4 SHOULD BE COMPLETED
PERMANENT RESIDENT	W4 (2014) Permanent Resident Certification W9	Once- upon hire	As a U.S. Citizen
RESIDENT ALIEN FOR TAX PURPOSES- NO TREATY	W4 RAFTP (2014) GLACIER Tax Summary Report W9	Every Calendar Year	As a U.S. Citizen
RESIDENT ALIEN FOR TAX PURPOSES-TREATY APPLIES	W4 RAFTP (2014) GLACIER Tax Summary Report W9 W9 Attachment 8233(Dec 2001) Rep Letter	Every Calendar Year	As a U.S. Citizen
NRA FOR TAX PURPOSES- NO TREATY APPLIES	W4 NRAFTP (2014) GLACIER Tax Summary Report	Every Calendar Year	Must file "Single" Federal is 1 State is 1 or 0 Cannot use line 7
NRA FOR TAX PURPOSES-TREATY APPLIES	W4 NRAFTP (2014) GLACIER Tax Summary Report 8233(Dec 2001) Rep Letter	Every Calendar Year	Must file "Single" Federal is 1 State is 1 or 0 Cannot use line 7

Glacier- Renewal Process

- Department PR Reps:
 - **New this year:** Only visa type or expiration date changes require a new Form I-9
 - Give the form I-9 to HRSC
 - Tips: Departments should compare the new Glacier Tax Summary Report submitted by employees and the query result (UMB_PR_CFS_RENEWAL) to check for visa or expiration date changes to determine if a new Form I-9 is needed for HRSC to update employee's record

Glacier- 2014 NRA Renewal

- Form W-4
 - Disregard Glacier W4 Form as it is not acceptable by CPB
 - Use Form W4 (2014) from FSPR website (NRAFTP or RAFTP)
 - Based on the Glacier Tax Summary Report
 - Look for the 'Tax Residency Status' and 'Residency Status Start Date' on the Tax Summary Report (see next slide)
 - Nonresident Alien should complete a NRAFTP Form W4
 - Resident Alien should complete a RAFTP Form W4
 - Ensure Glacier Tax Summary Report and all required forms and documents are included in the Glacier packet

Glacier- 2014 NRA Renewal

GLACIER Nonresident Alien Tax Compliance System		Tax Summary Report	
Summary of Information Entered Into GLACIER™:			
Name: SSN / ITIN: Email Address: Country of Tax Residence: Italy Country of Citizenship: Italy Current Immigration Status: J1 Research Scholar Date of Entry to U.S.: September 10, 2013 Immigration Status Expiration: August 31, 2016 Original Immigration Status: Empl ID:		2013 - 15 Days Changed Immigration Status? No Immigration Status Change Date: Estimated Date of Departure: August 31, 2016	
Tax Determinations and Results Based on the data entered, GLACIER has made the following determinations:			
Tax Residency Status: Nonresident Alien for U.S. Tax Purposes			
Residency Status Change Date: July 03, 2015 to Resident Alien			
Residency Status Start Date: January 01, 2015 to Resident Alien			
Residency Status Change Date 2 (if applicable):			
Residency Status Start Date 2 (if applicable):			
		Compensation/Wages	
Applicable Tax Withholding Rate: Single, 1(Bi-Weekly) <i>(If Tax Treaty Does Not Apply or Form Is Not Submitted)</i>			
Tax Treaty Exemption Status: Exempt			
Tax Treaty Time Limit: Two Years From Date of Arrival			
Tax Treaty Exemption Period: September 10, 2013 - September 09, 2015			
Tax Treaty Dollar Limit: Unlimited Dollar Amount			
FICA Tax Status: Exempt		FICA Tax Start/Change Date: January 01, 2015	
Required Forms and Document Copies Attach the following Forms and Documents to the Tax Summary Report			
Please print, sign and submit with Tax Summary Report Required Forms: Form W-4 Form 8233 Treaty Attachment		Please copy and submit with Tax Summary Report Required Document Copies: Form I-94/I-94W Card Form DS-2019 Visa Sticker/Stamp (in Passport)	

EX

Glacier- 2014 NRA Renewal

- For Glacier packets with No Tax Treaty Benefits
 - Submit Original set only- no copies required
- For Glacier packets with Tax Treaty Benefits
 - Submit Original set with 1 set of copies

GLACIER Nonresident Alien Tax Compliance System		Tax Summary Report	
Summary of Information Entered Into GLACIER™:			
Name:		2013-15	
SSN / ITIN:			
Email Address:			
Country of Tax Residence:	Italy		
Country of Citizenship:	Italy		
Current Immigration Status:	J1 Research Scholar		
Date of Entry to U.S.:	September 10, 2013	Changed Immigration Status? N	
Immigration Status Expiration:	August 31, 2016	Immigration Status Change Date:	
Original Immigration Status:		Estimated Date of Departure: A	
Empl ID:			
Tax Determinations and Results Based on the data entered, GLACIER has made the following det			
Tax Residency Status: Nonresident Alien for U.S. Tax Purposes			
Residency Status Change Date: July 03, 2015 to Resident Alien			
Residency Status Start Date: January 01, 2015 to Resident Alien			
Residency Status Change Date 2 (if applicable):			
Residency Status Start Date 2 (if applicable):			
Compensation/Wages: 10,000.00			
Applicable Tax Withholding Rate: Single, 1(Bi-Weekly)			
(If Tax Treaty Does Not Apply or Form Is Not Submitted)			
Tax Treaty Exemption Status: Exempt			
Tax Treaty Time Limit: Two Years From Date of Arrival			
Tax Treaty Exemption Period: September 10, 2013 - September 09, 2015			
Tax Treaty Dollar Limit: Unlimited Dollar Amount			
FICA Tax Status: Exempt			
FICA Tax Start/Change Date: January 01			

Glacier- 2014 NRA Renewal

- Missing/incomplete forms & documents
 - An email will be sent to the Dept Payroll contact to pick up at the Payroll Distribution Center
 - Forms must be completed and re-submitted prior to the 11/8/13 deadline in order to be guaranteed submission by USM's deadline

Glacier- Renewal Process

- HRSC:
 - Update eUM based on New Form I-9 submitted
 - Update visa type changes in eUM based on the spreadsheet from FSPR

Foreign Nationals Processing

Questions?

E-mail: DL-BFNRAHelp@af.umaryland.edu

COMPENSATION OVERPAYMENTS TO EMPLOYEES

Overpayments

- A new policy and procedure document is in process
- FSPR has created a new Compensation Overpayment Form (COF). The form has been published on FSPR website at <http://www.fincsvc.umaryland.edu/payroll/forms.cfm>
- Complete a COF when an overpayment has occurred regardless of the reason of overpayment and send the Form with applicable attachments to FSPR

Overpayments

- There are several methods of repayment
- Available method depends on
 - Employment status
 - Employee class
 - Timing of when overpayment is discovered
 - Amount of overpayment

Repayment Options

- Repayment In Full- Direct Deposit Recovery (Active or Terminated employees)
 - Can only request this option if the entire check is an overpayment
 - Can only request before payday as recovery attempt cannot be requested after payday
 - Departments must complete and submit the following to FSPR:
 - [Compensation Overpayment Form](#)
 - Backup of the overpayment
 - Departments need to advise employees not to withdraw the funds from their bank account for the recovery attempt
 - FSPR will notify departments if the recovery attempt was successful

Repayment Options

- Repayment In Full- Cancel Paper Paycheck (Active or Terminated employees)
 - Can only request this option if the entire check is an overpayment
 - Departments must complete and submit the following to FSPR:
 - [Compensation Overpayment Form](#)
 - Backup of the overpayment
 - [Payroll Check Cancellation Request Form](#)
 - Paper paycheck

Repayment Options

- Repayment By One Future Payroll Deduction
(Active employees except Hourly or SPC)
 - Create a Repayment Agreement between the department and overpaid employee with employee's signature
 - Departments must complete and submit the following to FSPR:
 - [Compensation Overpayment Form](#)
 - Backup of the overpayment
 - Signed Repayment Agreement
 - Prior Pay Period Payroll Adjustment Form
 - Payroll Deduction process cannot be started until FSPR has reviewed the COF and backup documents

Repayment Options

- Repayment By Multiple Future Payroll Deductions (Active employees except Hourly or SPC)
 - The payback arrangement in the Repayment Agreement between the Department and overpaid employee should include:
 - Gross Amount overpaid
 - Overpayment period (start and end dates)
 - Deduction amount for each pay period
 - Deduction starting and ending pay periods

Repayment Options

- Repayment By Multiple Future Payroll Deductions (Active employees except Hourly or SPC)
 - Departments must complete and submit the following to FSPR:
 - [Compensation Overpayment Form](#)
 - Backup of the overpayment
 - Signed Repayment Agreement
 - Prior Pay Period Payroll Adjustment Form

Repayment Options

- Repayment By Multiple Future Payroll Deductions (Active employees except Hourly or SPC)
 - Must submit by the PAF deadline for the starting pay period of the payback
 - Late submission may cause a pay period delay in processing and require a revised agreement
 - NEW- Automatic Repayment process
 - No future pay period PAFs are needed!

Repayment Options- Multiple Payroll Deductions

- Accounting for Future Payroll Deductions using Auto Repayment Process
 - Charges from original project(s)/account will be credited back with the total overpaid amount- 'RRR' entry
 - Earnings Code 'GPB' (Gross Pay Back) is mapped to GL account 2150- 'Salary Collections' and Department PCA will be charged
 - Account 2150 will not be charged with Fringes
 - Department PCA will be credited each pay period until it is zeroed out when employee's payroll deductions are completed

Repayment Options- Multiple Payroll Deductions

Example: John Dole was overpaid from 7/1/13-9/7/13 for \$7,500. He agreed to payback in 3 PPs, \$2,500 each from PPE 9/21/13 to PPE 10/19/13.

Payline Entries (Paycheck):

PPE 9/21/13 (First deduction)	Earnings Code	Amount	Service Begin - End Dates	Account Code Override
(1)	RRR	(7,500.00)	7/1/13-9/7/13	Leave blank- EFP Applies
Reimburse original project(s) by creating this Negative 'RRR' entry				
(2)	GPB	7,500.00	7/1/13-9/7/13	Dept PCA
Charge entire Gross Payback (GPB) to Department PCA				
(3)	GPB	(2,500.00)	9/8/13-9/21/13	Dept PCA
Payroll deduction from employee's paycheck				
PPE 10/5/13 (2 nd deduction)				
(1)	GPB	(2,500.00)	9/22/13-10/5/13	Dept PCA
Payroll deduction from employee's paycheck				
PPE 10/19/13 (Last deduction)				
(1)	GPB	(2,500.00)	10/6/13-10/19/13	Dept PCA
Payroll deduction from employee's paycheck				

Repayment Options

- Repayment through Holiday and/or Annual Leave (Terminated Employees Only)
 - Use when the employee has unused holiday or annual leave that can repay in full or partial
 - Complete a COF and send to FSPR
 - Reconcile employee's timesheets and leave balances
 - Attach leave reconciliation & COF to a Prior Pay Period Payroll Adjustment Form to apply leave balances to the overpayment

Repayment Options

- Repayment through Holiday and/or Annual Leave (Terminated Employees Only)
 - Enter the following on Prior Pay Period Payroll Adjustment Form
 - Use Earnings codes 'OFA- Annual Offset Overpayment' and 'OFH- Holiday Offset Overpayment' for hours used to pay back overpayment
 - Use HRMS account code '0000015682' for OFA and OFH because leave payout is no longer charged to departments
 - Use 'RRR' for the gross overpayment amount- include actual overpaid period (begin to end dates)
 - The rest of the payout should be coded as 'LPA' or 'LPH' and enter HRMS account code '0000015682'

Repayment Options- Payback by available leave

Example: Jane D was overpaid from 7/1/13-9/7/13 for \$1,000. She agreed to payback using her leave balances. After reconciliation, she has enough leave for the payback. Her payout amount is \$1,500, but \$1,000 will be used for her overpayment. She will receive a remaining payout of \$500 in PPE 9/21/13.

Payline Entries (Paycheck):

PPE 9/21/13	Earnings Code	Hours	Amount	Service Begin - End Dates	Account Code Override
(1)	RRR		(1,000.00)	7/1/13-9/7/13	Leave blank- EFP Applies
Reimburse original project(s) using her available leave balances					
(2)	OFH	20	500.00	9/21/13-9/21/13	0000015682
Payout of 20 hours Holiday, but amount is offset by 'RRR'					
(3)	OFA	20	500.00	9/21/13-9/21/13	0000015682
Payout of 20 hours Annual leave, but amount is offset by 'RRR'					
(4)	LPA	20	500.00	9/21/13-9/21/13	0000015682
Payout of remaining annual leave					
Gross Check Amount \$500.00					

Repayment Options- Repay By Check

- Repayment by personal check or money order
(Terminated employees or Active employees with large paybacks)
 - Repayment of wages in the current year before November (exact date is determined by USM) will be made at a “Net” amount
 - The deadline for 2013 is Thursday, November 14, 2013
 - Repayment of wages for a prior year or after November 14th in the current year must be made at the “Gross” amount
 - This deadline is not based on when the overpayment was made, discovered or communicated- it is based on when the check is received and processed by UMB
 - Reason? CPB begins preparation of W2 processing and cannot do manual adjustments late in the year

Repayment Options- Repay By Check

- Repayment by personal check or money order
(Terminated employees or Active employees with large paybacks)
 - Department must submit a COF with applicable attachments to FSPR
 - FSPR will notify department with the net payback amount (based on UMCP response)
 - FSPR will notify FS- General Accounting to enter the overpayment information in the Central Billing system with the net payback amount, Department PR Rep's name and contact phone number
 - An invoice will be generated and sent to the employee's check address

Repayment Options- Repay By Check

- Repayment by personal check or money order
 - Department must notify the employee
 - the net payback amount
 - An invoice will be sent with the net payback amount
 - Reminder letters will be sent in 30 days intervals if no payment or partial payment is received
 - If the account is not paid in full after 120 days from the initial invoice, the account will be referred to the Central Collection Unit (CCU) and 17% fees will be added

Repayment Options- Repay By Check

- Repayment by personal check or money order
 - Department must notify the employee
 - November 14th is the deadline for 2013 to payback net amount
 - FSPR will contact the department with a new gross payback amount and the new payback amount will be reflected in the subsequent invoice
 - W-2 will not be corrected until full payment is received

Repayment Options- Repay By Check

- Accounting for Repayment by personal check or money order
 - Dept submits Direct Retro to FSPR to credit original project(s) with gross amount of overpayment and debit a department revolving project
 - FSPR will forward the DR to Cost Analysis for processing
 - When amount is collected from the employee and processed by CPB, FSPR will create a journal entry to credit the department revolving project

CHANGES TO CONTINGENT II (CII) LEAVE

CII Leave

- Beginning August 1, 2013, all CII employees will receive one leave package that consists (based on FTE & contract period) of:
 - Ten (10) days Annual
 - Five (5) days Sick
 - Three (3) days Personal
 - Eight (8) days Holiday
 - New Year
 - Martin Luther King, Jr. Birthday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving Day
 - Christmas Day

CII Leave

- A new form 'CII Employee Leave Form' has been created to front load the leave for CII employees
- The new form has been published on FSPR website <http://www.fincsvc.umaryland.edu/payroll/images/CII-Leave-Form.xlsx>
- Departments must submit a CII Employee Leave Form for all CII employees with contract begin date > 8/1/13
- The approved form and attachment allows FSPR to front load Annual, Sick, and Personal leave (based on FTE & Contract period)
- Holidays will still be earned in eUM

CII Leave

- In the new CII contract, the leave is managed based on use or lose, departments must zero out employee's leave balances at termination or renewal of the contract (see [CII Employee Leave Form](#) on website)
- CII Employee Leave Form should be sent to FSPR when Empl ID becomes available
- FSPR will process the CII Employee Leave Form according to the PAF deadlines set by the Payroll Calendar

CII Leave

- If it was a contract renewal, FSPR will process the form in 2 separate pay periods in order to not net the leave adjustments between the old and new contract
 - Zero out the leave from the old contract in the pay period the form is received
 - Add the leave from the new contract in the subsequent pay period
 - Only one CII Leave form needs to be submitted



UNIVERSITY *of* MARYLAND

Timesheets

Timesheets

- Requirements for timesheets:
 - Faculty: UMB policy II-2.30(A)- Monthly
 - Exempt: UMB policy VII-6.10(A)- Bi-weekly
 - Non-exempt/hourly: Federal Dept of Labor CFR Title 29 Part 516.2- Bi-weekly

Timesheets

- What can a PR Rep do?
 - Talk to dept head and/or administrator to alert regarding this issue
 - Determine method for follow up of delinquent timesheets
 - Demonstrate eUM tools to track delinquent timesheets to appropriate people

Timesheets-

Tools to track delinquent timesheets

- ETS Statistics page
 - Shows timesheets for Open, Closed or Both pay periods
 - Roles: TL Initiator, TL Supervisor

[Home](#) > [Self Service](#) > [Manager](#) > [View](#) > UMB ETS Statistics

UMB ETS Statistics Overview

UMB ETS Statistics Detail

Group By

☒ Dept / Pay Period ☐ Pay Period / School

Pay Period
Status:

Both

Departments Like: 15%

Refresh

ETS Statistics (Count by Status)

[View All](#) [First](#) [1-3 of 3](#) [Last](#)

Pay Period	Start Date	End Date	ETS Processing Status	Department	Department Description	Not Entered	Not Submitted	Recycled	Submitted	Submitted Warn	Supv Approved	Error Apprvl	TLInit Approved
14-01	06/30/2013	07/13/2013	Closed	15000000	NE Department	2							
14-06	09/08/2013	09/21/2013	Open	15000000	NE Department	1					1		
14-07	09/22/2013	10/05/2013	Open	15000000	NE Department				1		95		



[UMB ETS Statistics Overview](#) | [UMB ETS Statistics Detail](#)

Timesheets-

Tools to track delinquent timesheets

- Approve Timesheet- Time Not Submitted page
 - Shows timesheets for Open pay periods only
 - Roles: TL Initiator, TL Supervisor

[Home](#) > [Self Service](#) > [Manager](#) > [Tasks](#) > UMB Approve Timesheet

Time To Approve Time Not Submitted Time Approved

Current Time Approval Pay Period is: 14-07 [09/22/2013 to 10/05/2013]

Search Criteria

Department: EmplID: Empl Group: Supervisor: Thru Pay End Date: ☒ Not-Submitted ☒ Recycled
Thru Pay Period:

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

Fetch

Employee with Not Submitted / Rejected Time														Find View All		First	1 of 1	Last
Employee Name	EmplID	#	Pay Period	Empl Group	Timesheet Status	Corr?	Pay Period Total	TRC Total	TRC	Description	Details	Primary Supervisor	DeptID	Start Date	End Date			
		0					0.00	0.00			Details							

Timesheets-

Tools to track delinquent timesheets

- ETS Query
 - Shows timesheets for Closed pay periods
 - Roles: TL Initiators, TL Approvers

[Home](#) > [PeopleTools](#) > [Query Manager](#) > [Use](#) > [Query Manager](#)

Query Manager

Find an Existing Query

Search by:

[Create New Query](#)

Search Results

Query	View All	First	1 of 1	Last
UMB_ETS_CLOSED_TIMESHEETS	ETS that require manual recon	Public	Delete	Rename Run

Timesheets

- Reports will be going to senior leadership to identify departments with delinquent timesheets on monthly and quarterly basis starting in the very near future
- Payouts cannot be done if timesheets are missing

OTHER REMINDERS

Leave Adjustments

- Leave adjustments are entered on Employee's Leave Accrual page
- Leave adjustments will not appear on cost center report/payroll register
- Review Bi-weekly Leave Accruals Report or UMB Leave Inquiry page after Leave Accrual is processed— Pay week Tuesday in normal payroll schedule (an email is sent from FSPR after the Bi-weekly Leave Accrual is finished)

Other Reminders

- Empl class change- if leave payout is desired then must terminate and wait 2 pay periods to rehire
- Alternate work schedules- need to change work schedule in eUM
 - Look through existing schedules and if one doesn't match contact FSPR
- Pay attention to deadlines- transactions may not get processed if submitted late

Other Reminders

- Paycheck distribution pickup is 9-noon
 - Look at check register on Weds AM of payday week to see if you have paychecks to pick up
 - If not picking up paychecks on payday you must get employee's authorization to hold paycheck
- Holiday pay period processing
 - Short process period
 - Calendar is posted



Questions?



UNIVERSITY *of* MARYLAND

UMB

Benefit Programs

CII Onboarding

- Onboarding and New Contracts
 - All CII employees will begin employment on the first of the month*
 - Onboarding scheduled first of each month*

* Or following business day

CII Healthcare Benefits For New Hires

- Effective date of initial enrollment
 - 1st of the month
- Effective date of healthcare assistance
 - 1st of the month
- Attach enrollment form, amended contract to the EAF (amended for subsidy amount)
- Online Payments available on DBMs website

CII Healthcare Benefits For Renewals

- Effective date of benefits is dependent upon the renewal date
 - 1st of the month or
 - 16th of the month
- Effective date of healthcare assistance aligns with date above
- Attach enrollment form, amended contract to the EAF (amended for subsidy amount) if changes to amount of healthcare assistance
- If no change to benefits, process EAF with new contract date
- CII employees cannot make changes at renewal time; only during Open Enrollment or Qualifying Life Event
- Online Payments available on DBMs website

Healthcare Processing for Terminations and Transfers

- Employee terminates from UMB
 - Complete Notice of Termination form
 - Forward form to HRS Benefits
 - HRS will process and notify DBM
- Employee transfers to other UMB department
 - Do not terminate the employee; new department will process EAF to reflect change
 - Do not send a Notice of Termination form

Healthcare Processing

- Retroactive adjustments
 - Opportunity to be purchase retroactive coverage
 - Hire date
 - Qualifying Life Event
 - Retroactive coverage payments are post tax
 - Employee may be reimbursed by insurance vendor for out of pocket expenses incurred during the retroactive period
 - Retroactive coverage is processed after the initial enrollment
 - Retroactive process may take up to 4 weeks

Affordable Care Act (ACA)

- Affordable Care Act
 - ACA Roadmap Guide
 - Human Resource Services (HRS) ACA website
 - Healthcare Exchange
 - [Maryland Health Connection Website](#)
 - Consumer Support Center – 1-855-642-8572 or 1-855-642-8573 for services for the deaf or hard of hearing

CONTACTS

- FS- Payroll
 - Phone: (410) 706-1243
 - E-mail: DL-BFPayrollHelp@af.umaryland.edu
- HR- Benefits
 - Phone: (410) 706-2126
 - E-mail: HRBenefits@af.umaryland.edu
- HR- Service Center
 - Phone: (410) 706-7600
 - E-mail: DL-HRSServiceCenter@af.umaryland.edu