Payroll Reps Meeting

October 16, 2013

SON Auditorium
10AM – Noon
PRESENTERS

Susan McKechnie
Controller, Financial Services

Patti Ilowite
Director, Human Resources Services - Compensation & Benefits
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 2\textsuperscript{nd} 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 2\textsuperscript{nd} 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 1\textsuperscript{st} 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 2\textsuperscript{nd} 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

<table>
<thead>
<tr>
<th>STATUS</th>
<th>FORMS</th>
<th>FILED</th>
<th>W-4 SHOULD BE COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERMANENT RESIDENT</strong></td>
<td>W4 (2014)</td>
<td>Once- upon hire</td>
<td>As a U.S. Citizen</td>
</tr>
<tr>
<td></td>
<td>Permanent Resident Certification W9</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RESIDENT ALIEN FOR TAX PURPOSES- NO TREATY</strong></td>
<td>W4 RAFTP (2014)</td>
<td>Every Calendar Year</td>
<td>As a U.S. Citizen</td>
</tr>
<tr>
<td></td>
<td>GLACIER Tax Summary Report W9</td>
<td></td>
<td></td>
</tr>
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<td>W4 RAFTP (2014)</td>
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<td></td>
<td>GLACIER Tax Summary Report W9</td>
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<tr>
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<td>W9 Attachment 8233(Dec 2001) Rep Letter</td>
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</tr>
<tr>
<td><strong>NRA FOR TAX PURPOSES- NO TREATY APPLIES</strong></td>
<td>W4 NRAFTP (2014)</td>
<td>Every Calendar Year</td>
<td>Must file &quot;Single&quot;</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Cannot use line 7</td>
</tr>
</tbody>
</table>
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

**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

**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

**Compensation/Wages**

- **Applicable Tax Withholding Rate:** Single, 1(Bi-Weekly)
- **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.

**Required Forms:**

- Form W-4
- Form 8233
- Treaty Attachment

**Required Document Copies:**

- Form I-94/I-94W Card
- Form DS-2019
- Visa Sticker/Stamp (in Passport)
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

![Tax Summary Report](image)

- **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
- **Empi ID:**

**Tax Determinations and Results:**
- **Residency Status Change Date:** July 03, 2013 to Resident Allen
- **Residency Status Start Date:** January 01, 2015 to Resident Allen
- **Compensation/Wages:**
  - **Applicable Tax Withholding Rate:** Single, 1(Bi-Weekly)
  - **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 Stmt/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):

<table>
<thead>
<tr>
<th>PPE 9/21/13</th>
<th>Earnings Code</th>
<th>Amount</th>
<th>Service Begin - End Dates</th>
<th>Account Code Override</th>
</tr>
</thead>
<tbody>
<tr>
<td>(First deduction)</td>
<td>RRR</td>
<td>(7,500.00)</td>
<td>7/1/13-9/7/13</td>
<td>Leave blank- EFP Applies</td>
</tr>
<tr>
<td>(1)</td>
<td>RRR</td>
<td>(7,500.00)</td>
<td>7/1/13-9/7/13</td>
<td>Leave blank- EFP Applies</td>
</tr>
<tr>
<td>Reimburse original project(s) by creating this Negative 'RRR' entry</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td>GPB</td>
<td>7,500.00</td>
<td>7/1/13-9/7/13</td>
<td>Dept PCA</td>
</tr>
<tr>
<td>Charge entire Gross Payback (GPB) to Department PCA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3)</td>
<td>GPB</td>
<td>(2,500.00)</td>
<td>9/8/13-9/21/13</td>
<td>Dept PCA</td>
</tr>
<tr>
<td>Payroll deduction from employee's paycheck</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PPE 10/5/13 (2nd 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 will be used for her overpayment. She will receive a remaining payout of $500 in PPE 9/21/13.

Payline Entries (Paycheck):

<table>
<thead>
<tr>
<th>PPE 9/21/13</th>
<th>Earnings Code</th>
<th>Hours</th>
<th>Amount</th>
<th>Service Begin - End Dates</th>
<th>Account Code Override</th>
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<tbody>
<tr>
<td>(1)</td>
<td>RRR</td>
<td></td>
<td>(1,000.00)</td>
<td>7/1/13-9/7/13</td>
<td>Leave blank- EFP Applies</td>
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<tr>
<td>(2)</td>
<td>OFH</td>
<td>20</td>
<td>500.00</td>
<td>9/21/13-9/21/13</td>
<td>0000015682</td>
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</tr>
<tr>
<td>(3)</td>
<td>OFA</td>
<td>20</td>
<td>500.00</td>
<td>9/21/13-9/21/13</td>
<td>0000015682</td>
</tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>(4)</td>
<td>LPA</td>
<td>20</td>
<td>500.00</td>
<td>9/21/13-9/21/13</td>
<td>0000015682</td>
</tr>
</tbody>
</table>

Reimburse original project(s) using her available leave balances

Payout of 20 hours Holiday, but amount is offset by ‘RRR’

Payout of 20 hours Annual leave, but amount is offset by ‘RRR’

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.umd.edu/payroll/images/CII-Leave-Form.xlsx](http://www.fincsvc.umd.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
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
Timesheets - Tools to track delinquent timesheets

• Approve Timesheet - Time Not Submitted page
  – Shows timesheets for Open pay periods only
  – Roles: TL Initiator, TL Supervisor
Timesheets - Tools to track delinquent timesheets

- ETS Query
  - Shows timesheets for Closed pay periods
  - Roles: TL Initiators, TL Approvers
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?
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
  – 1\textsuperscript{st} of the month

• Effective date of healthcare assistance
  – 1\textsuperscript{st} 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
  - 1<sup>st</sup> of the month or
  - 16<sup>th</sup> 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