

## ADMINISTRATION AND FINANCE GUIDING PRINCIPLES

WELL-BEING and SUSTAINABILITY
INNOVATION and DISCOVERY
SERVICE EXCELLENCE and
ACCOUNTABILITY
EQUITY and JUSTICE
RESPECT and INTEGRITY

## **Payroll Reps Meeting**

Tuesday, January 16, 2024

1pm – 3pm



#### Agenda

- Review Glacier process (Silvia Matthai)
- Payroll topics (OOTC-PS)



# OB-GYN FOREIGN NATIONAL EMPLOYEES GLACIER PROCESS

Silvia Matthai, Director



## Glacier processing



#### **Employee - Tax Form Table**

- Required forms for each specific residency status.
- Forms are in correct version
- Guidance on how to complete tax forms
  - Tax Form Table
     https://www.umaryland.edu/controller/payro
     Il/non-us-citizen-taxes/employee---tax-form-table/

#### **Employee - Tax Form Table**

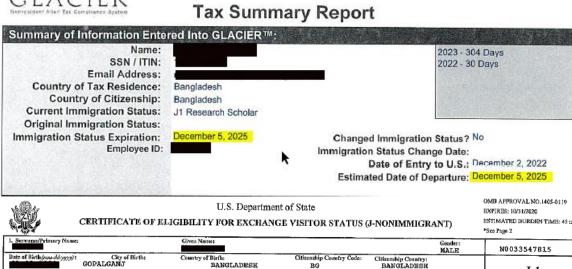
TAX FORMS REQUIRED FOR NON-U.S. CIT IZENS - EMPLOYEE							
STAT US	FORMS	FILED	W-4 SHOULD BE COMPLETED				
PERMANENT RESIDENT	W4 (2023) ♣PDF W4 (2024) ♣PDF  Maryland MW507 (2023) ♣PDF  Maryland MW507 (2024) ♣PDF  Permanent Resident Certificate ♣DOC W9 ♣PDF	Once- upon hire	As a U.S. Citizen				
RESIDENT ALIEN FOR TAX PURPOSES- NO TRE	W4 RAFTP (2023) PDF W4 RAFTP (2024) PDF Maryland MW507 (2023) PDF Maryland MW507 (2024) PDF GLACIER Tax Summary Report  W9 PDF	Every Calendar Year	As a U.S. Citizen				
RESIDENT ALIEN FOR TAX PURPOSES-TREATY APPLIES	W4 RAFTP (2 023) PDF W4 RAFTP (2 024) PDF Maryland MW507 (2023) PDF Maryland MW507 (2024) PDF GLACIER Tax Summary Report  W9 PDF W9 Attachment DOC 8233 (Sept 2018) PDF Rep Letter	Every Calendar Year	As a U.S. Citizen				
NRA FOR TAX PURPOSES- NO TREATY APPLIES	W4 NRAFTP (2023) PDF  W4 NRAFTP (2024) PDF  Maryland MW507 (2023) PDF  Maryland MW507 (2024) PDF  GLACIER Tax Summary Report C	Every Calendar Year	Must file "Single" Federal is 1 State is 1 or 0 Cannot use line 7				
NRA FOR TAX PURPOSES-	W4 NRAFTP (2023) ♣ PDF  W4 NRAFTP (2024) ♣ PDF  Manyland MW507 (2023) ♣ PDF	Evony Colondor Year	Must file "Single" Federal is 1				

## Glacier Tax Summary in Detail

## Summary of Information Entered Into Glacier

- Immigration status expiration
- Estimated date of departure
- Visa end date





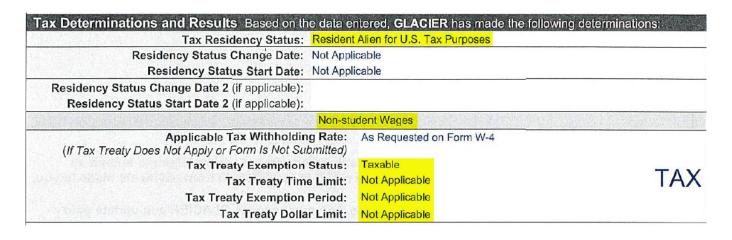
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Date of Birth(mas-dd-yyyy) t	City of Birth; GOPALGANU	Country of Birtle: BANG!	ADESH C	tizenship Country Code: BG	Citizenship Country: BANGLADESH		J-1
Legal Permanent Residence ( BG	Country Code: Legal Perman BANGLA		Position Code:	Pesition;			
Primary Site of Activity:		aryland Baltimor	3				
	655 W BALTIMORE						
	BALTIMORE, MD 2	1201-1509					
2. Program Sponsor: UNI	VERSITY OF MARYL	ND BALTIMORE			Program Number:	P-1-04574	
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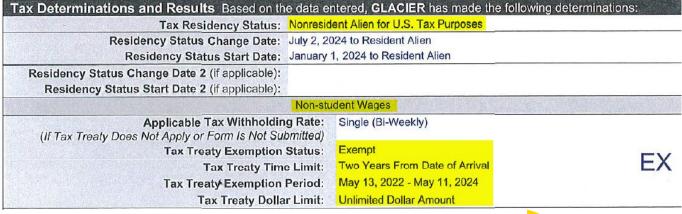
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## Tax Determinations and Results

- Tax residency status
- Wages
- Treaty







#### Required Forms and Document Copies

- Reference the <u>Employee Tax Form Table</u> to verify ALL required forms are included
- Confirm required document copies

lease print, sign and submit with Tax Summary Report  Required Forms:	Please copy and submit with Tax Summary Report Required Document Copies:
Form W-4 State Tax Form	Form I-797 Form I-94/I-94W Card Visa Sticker (in Passport)



### Required Forms

- Reference the <u>Employee Tax Form Table</u>
- Use tax forms for Maryland State Government Employees
- County of Residency NOT Country
- Federal tax form; file single

State

City

- State tax form; file single, claim 0 or 1 on line 1
- Look for correct residency status designation -NRA or RAFTP

2024 Form MW507 **Employee Withholding Exemption Certificate** FOR MARYLAND STATE GOVERNMENT EMPLOYEES ONLY Comptroller of Maryland Section 1 - Employee Information (Please complete form in black ink.) Payroll System (check one) Name of Employing Agency 🗌 RG 🗌 CT 🗶 UM University of Maryland, Baltimore Agency Number Social Security Number Employee Name 360221 Home Address (number and street or rural route) (apartment number, if any)

Sec	ction 2 – Maryland Withholding	Maryland worksheet is available online	at https://www.marylandtaxes.gov/forms/22 forms/mw507.pdf	
	X Single Married (surviving spouse			
1.	Total number of exemptions you are claiming	not to exceed line f in Personal Exempti	on Worksheet on page 21. 0 or 1	

Zip Code

. W.4		Employee	's Withholding	Certificate	202
Form V V -		FOR MARYLAND	STATE GOVERNMENT	EMPLOYEES ONLY	
Department of the Treasu Internal Revenue Service	ry	. G	nployer can withhold the o ive Form W-4 to your em holding is subject to rev		urpay.
Step 1 – Persona	al Information	(Please complete form		•	•
Payroll System (chec	ck one)	Agency Number	Name of Employi	ng Agency	
RG	□ ст 🛛 им	360221	University of	Maryland, Baltimore	
(a) Employee N	Name		(b) Social S	Security Number	
Home Address (num	ber and street or ru	iral route) (apartment n	umber, if any)	Security card? If n	tch the name on your Socio ot, to ensure you get credit fo ct SSA at 800-772-1213 or g
City		State [	Zip Code	County of Residence	e (required)
	ried filing separately Jointly (or Qualifying			I	
Head of hous	ehold (Check only if y	ou're unmarried and pay m	ore than half the costs of keep	ng up a home for yourself and a qualifyir	ig individual.)
			wise, skip to Step 5. S nline estimator, and priv	ee page 2 for more information vacy.	on each step, who
Step 2: Multiple J Complete this step if y withholding depends of	ou (1) hold more th	nan one job at a time, or	r (2) are married filing joint	ly and your spouse also works. The	e correct amount of
Do only one of the fo	llowing.				
(a) Use the	e estimator at www.	irs.gov/W4App for mos	t accurate withholding for t	this step (and Steps 3-4); or	
(b) Use the	Multiple Jobs Work	sheet on page 3 and ent	er the result in Step 4(c) bel	ow for roughly accurate withholding;	or
(c) If there	are only two jobs to	otal, you may check this	box. Do the same on For	m W-4 for the other job. This option	is accurate for jobs with
TIP: To be accurate, s			If you (or your spouse) hav	ve self-employment income, includir	ng as an
Complete Steps 3-4	(b) on Form W-4 fo			ank for the other jobs. (Your withho	lding will be most
Step 3:	If your income w	ill be \$200,000 or less (	\$400,000 or less if married	d filing jointly):	
Claim Dependents	Multiply the r	number of qualifying ch	nildren under age 17 by \$3	2,000	
		-	ents by \$500	<u>F</u> \$	
		s above and enter the to			3 \$
Step 4 (optional): Other	this year that		, enter the amount of other	eld for other income you expect income here. This may include .	4(a) \$
Adjustments				the standard deduction and et on page 3 and enter the result	4(b) \$
	(c) Extra withh	olding. Enter any addit	ional tax you want withheld	d each pay period.	4(c) \$
					NRA
C4 F				Admir	nistration an

County or Baltimore City

#### Reference the <u>Employee - Tax</u> Form Table

- W9
- W9 Attachment
- 8233 Form
- Representation Letter
  - Use Teachers/Researchers Letter Version
- All forms must by types, printed, and signed in <u>black</u> ink

RESIDENT ALIEN FOR TAX PURPOSES-TREATY APPLIES	W4 RAFTP (2023) PDF  W4 RAFTP (2024) PDF  Maryland MW507 (2023) PDF  Maryland MW507 (2024) PDF  GLACIER Tax Summary Report W9 PDF  W9 Attachment DOC  8233 (Sept 2018) PDF  Rep Letter	
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- Submit complete Glacier packet via DocuSign
- Representative from OOTC-PS will communicate if additional corrections are needed or if the packet is ready for final submission
- Original packet must be submitted to OOTC-PS
  - Timely hand deliver or mail







## OFFICE OF THE CONTROLLER- PAYROLL SERVICES (OOTC- PS)





- How to process a CGP?
  - Peggy Vest from HR-Benefits sends information to OOTC-PS including Empl ID, Names, PP Begin/End dates, and amounts to be paid
  - OOTC-PS sets up monthly payment on Add'l Pay page in eUMB
    - Payment will appear in the 2<sup>nd</sup> pay period of the month
  - Peggy Vest sends information to departments of their employees who awarded CGP so that they can validate CCR
    - Contact Peggy if you see CGP pay to EE but did not get notification



- How to process a CGP?
  - Departments are responsible for making sure employees are getting paid correctly each pay period because you're signing off CCR/PR before and after we send our gross pay file to CPB
    - Biweekly pay + (any add'l +/- pay)
    - Tax period(s)
    - Combo Code



- CGP Amount Changes:
  - Peggy Vest from HR-Benefits sends OOTC-PS and department an email of the revised amount and effective date
  - Dept. to submit a PAF (if EE has not received CGP for current month):
    - Amount change- (1) Enter the new amount for the current month
      - (2) Enter the amount each month going forward on Add'l Pay Page and total amount for the period

Earnings Code:	Reason Code: FS-PR Use Only	Hours (if applicable):	Amount (if applicable):	Combo Code (This will override EFP and prevent changes through the Budget Retro process):	Tax Periods
CGP			500.00	5000024932	
				New CGP amount effective Dec., 23	
	0	TOTAL			
Purpose of the payment: Add'l Pay Page: change to \$500/month from Jan 24-June 24, total of \$3,000.00					



#### Cancellation of CGP:

- Peggy Vest from HR-Benefits sends OOTC-PS and department an email of the cancellation and effective date
- Department must submit a PAF: (if EE has not rec'd CGP for current month)
  - Cancel CGP- (1) Submit a PAF the 1<sup>st</sup> PP in a month- since CGP was scheduled to be paid the 2<sup>nd</sup> PP in a month, the payment has not been processed yet.

(2) Request to turn off CGP each month going forward on Add'l Pay Page and total amount for the period

Earnings Code:	Reason Code: FS-PR Use Only	Hours (if applicable):	Amount (if applicable):	Combo Code (This will override EFP and prevent changes through the Budget Retro process):	Tax Periods
CGP			1	Cancel CGP Eff Dec., 2023	
	2	TOTAL			
Purpose of the payment: Add'l Pay Page: Turn off payments from Dec 23-June 24, total of \$3,500.00					



- Cancellation of CGP:
  - Peggy Vest from HR-Benefits sends OOTC-PS and department an email of the cancellation and effective date
  - Department must submit a PAF: (if EE is to be CGP and appear on CCR)
    - Cancel CGP- (1) Submit a PAF the 2<sup>nd</sup> PP in a month- need to zero out the monthly amount

(2) Request to turn off CGP each month going forward on Add'l Pay
Page and total amount for the period

Earnings Code:	Cod	eason e: FS-PR se Only	Hours (if applicable):	Amount (if applicable):	Combo Code (This will override EFP and prevent changes through the Budget Retro process):	Tax Periods
CGP				_500.00	5000024932	
					Cancel CGP effective Dec., 2023	
	9		TOTAL			
Purpose of the payment: Add'l Pay Page: Turn off payments from Jan 24-June 24, total of \$3,000.00						



- Cancellation of CGP:
  - Peggy Vest from HR-Benefits sends OOTC-PS and department an email of the cancellation and effective date
  - Department must submit a PAF: (if current month CGP has bee paid)
    - Cancel CGP- (1) Submit a PAF the 3<sup>rd</sup> PP in a month- the payment for Dec., 23 has been processed, the EE was overpaid, submit a OCF packet

(2) Request to turn off CGP each month going forward on Add'l Pay Page and total amount for the period

Earnings Code:	Code	eason e: FS-PR e Only	Hours (if applicable):	Amount (if applicable):	Combo Code (This will override EFP and prevent changes through the Budget Retro process):	Tax Periods
CGP				1	Turn off Add'l Page	
	0	_	TOTAL			
Purpose of the payment: Add'l Pay Page: Turn of				payments from D	ec 23-June 24, total of \$3,500.0	0



## (2) Leave Reinstatement



#### **Leave Reinstatement**

- Reminders: Required actions before YE Leave Rollover process (Tuesday, 1/30/24):
  - Employees can no longer use 2023 leave after PPE 1/13/24
  - Submit 2023 leave adjustments (PAFs) by Thursday, 1/18/24
  - Complete and approve all 2023 ETS by 1/24/24 with "ETS Approver Approved" status
  - Run Leave Loss Projection queries:
    - UMB\_PR\_LEAVE\_LOSS\_PROJ\_BY\_DEPT
    - UMB\_PR\_LEAVE\_LOSS\_PROJ\_BY\_EE



#### **Leave Reinstatement**

- 2023 leave reinstatement will not be processed due to late submission of ETS
- Delinquent/outstanding timesheets as of this morning (1/16/24):
  - 381 timesheets thru PP24-14
  - 6,332 timesheets in PP24-15
- It is important for the department payroll rep to monitor and/or remind employees/supervisors to submit their ETS
  - let them know why they need to submit all 2023 ETS by today/tomorrow
  - Consequences of late submission/approval



## (3) Out of State Tax Forms



#### **Out of State Tax Forms**

- Per Central Payroll Bureau (CPB), any employees who are living and working outside of MD, DC, West Virginia, and Pennsylvania to file the following forms:
  - <u>Employee Withholding Allowance Certificate (EWAC) Employee's Withholding Certificate (Federal & State) Payroll Services (umaryland.edu)</u>
  - Federal W4 Employee's Withholding Certificate (Federal & State) Payroll Services (umaryland.edu)
  - State Tax Withholding Form (where EE resides and works)
     Contact OOTC-PS for the state form you need for your employee
- Employee's 'Work Location' must correspond with where the employee is living and working
- Make sure the 'Work Location' field is correctly listed for all employees

#### **Out of State Tax Forms**

- Employees working and living out of state must be approved by HR which is to be compliant with the UMB Out of State work policy
- CPB's requirement of filing out of state tax forms is to comply with correct state tax withholding
- Employees cannot move anywhere in the US without going through the Out of State approval process and following UMB policy <a href="https://cfapps.umaryland.edu/oosworkrequest/">https://cfapps.umaryland.edu/oosworkrequest/</a>
- Before signing employee's EWAC, please make sure you have HR's Out of State approval for the employee and update employee's 'Work Location'
- If you have employees working and living out of state but do not have HR approval, please contact HR-Comp to discuss the next step



#### **Out of State Tax Forms**

- Approved working and living out of state- new employees:
  - Payroll Reps to contact OOTC-PS to bring other state tax forms prior to attending onboarding as some out of state new employees may leave MD after onboarding
  - CPB only take original tax forms
  - Send us original tax forms for final review. We will mail the forms to CPB



## (4) Payroll Drop-In Session



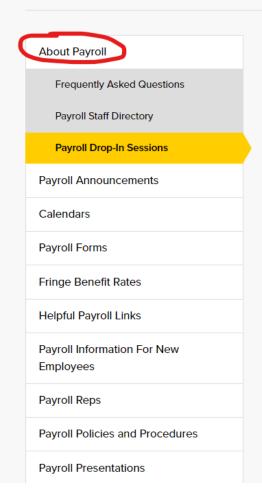
#### **Payroll Drop-In Sessions**

- Payroll Drop-In sessions are one (1) hour session meet virtually to review and discuss payroll-related topics.
- Department Administrators, payroll reps, and CA users welcome
  - questions and/or suggestions
  - share information
- Please visit the OOTC-PS webpage at <u>About Payroll Payroll Services</u> (<u>umaryland.edu</u>) to see the upcoming sessions



## **Payroll Drop-In Sessions**

#### Payroll Services



#### **Payroll Drop-In Sessions**

Payroll Drop-In sessions are one-hour virtual sessions to review and discuss payroll-related topics. Department Administrators, payroll reps, and CA Users welcome. Participants are encouraged to ask questions, pose suggestions, and to share best practices.

#### **Upcoming Sessions:**

Time for all sessions: 10:00 - 11:00

02/01/2024

03/01/2024

04/01/2024

05/06/2024

#### Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meeting &



## (5) Payroll Clean Up



#### **Payroll Clean Up**

- Overpayments
- Final Payouts
- Timesheets



## (5.1) Overpayments



### **Overpayment Statistics**

#### Overpayment Statistics (Sept 23 - Dec 23)

	<u> </u>	<u>'</u>
Schools/Units	# of Overpayment	Overpayment Amount (\$)
Central Admin	13	10,027.33
SOD	4	13,183.19
SOL	0	0.00
SOM	27	133,661.87
SON	0	0.00
SOP	13	46,495.17
SSW	4	15,709.72
No. of Overpayments	48	
Overpayment Amount (\$)		209,049.95



#### **Overpayments**

- Prevent an overpayment
  - Review your CCR/PR thoroughly include
    - Gross pay + other +/- adjustments (if any)
    - Combo Code
    - Tax periods
    - Retro amount
  - What employee should receive each pay period
  - OOTC-PS do not know how much each of your employee should receive and rely on you to let us know if any adjustments need to be made



## (5.2) Final Payouts



#### **Leave Payout**

- Regular employees who leave from UMB are entitled for unused annual and holiday leave balances, if any
  - Exception: transfer to another USM institution or State of Maryland agency
- Final leave payout should be processed the pay period after employee's last regular pay
  - Sent to CPB as Final Payout- FPA/FPH, charge Combo Code: 51999999999
  - No deductions will be included on final payouts except for SRAs
    - Advise your employees to contact HR-Benefits on SRAs deduction

#### **Leave Payout**

- Campus schools and departments are responsible for running the bi-weekly Leave Accrual Report (BEN 007) to make sure terminated employees are:
  - getting their leave payout timely (PAF) or
  - transferring their leave to other state institution/agency (Leave Transfer Form)
- When transferring in leave from another state agency, do not convert leave into minutes. We accrue leave in 6 decimals so you can leave the hours as is
- OOTC-PS runs bi-weekly leave reports and will zero out <u>All</u> leave balances over
   3 years from termination

Administration and Finance

#### **Leave Payout- Procedures**

- Run query UMB\_ETS\_TIMESHEET\_HISTORY in eUMB to make sure terminated employee has no missing ETS
  - Attach query results to PAF
  - Missing ETS/ETS not in Loaded status- attach a copy of the approved paper timesheets. If leave was reported on any paper timesheets, attach a copy of the leave adjustment to show that leave has been deducted in eUMB
    - This procedure should have been done when you performed the "ETS Reconciliation Comment" process, please ensure
      - Uploading paper timesheet
      - Uploading PAF if any leave was reported on paper timesheets

#### **Leave Payout- Procedures**

- Attach a copy of employee's current pay rate from the eUMB Job-Compensation page
  - If an employee's leave is held in abeyance until separation, provide a copy of employee's pay rate prior to a change to part-time status
- Attach a copy of employee's current leave balances from the UMB Employee Leave Inquiry Page
- Faculty Leave Payout- attach a copy of the Faculty Appointment Information Sheet (FAIS)
- Include leave adjustment to zero out balances- either on a separate or the same PAF

Administration and Finance

#### **Leave Payout- Procedures**

- PAF will be deleted if any PAF is incorrect and/or required documents are missing, department will be notified to resubmit. Resubmitted PAF may not be processed until the following pay period
- Review PAF carefully to make sure it is completed correctly and all required documents are attached before submitting to avoid delay in processing
- Review CCR for accuracy



## (5.3) Delinquent timesheets



#### **Delinquent Timesheets**

- Reasons for EEs not submitting ETS.
- How to improve?



#### **Questions or Comments**



