



UNIVERSITY *of* MARYLAND
BALTIMORE

Payroll Reps Meeting

Wednesday, September 14, 2022

10 am – 11am

Agenda

- Payroll reminders
- HCM Cloud Update
- SPAC- Costing and Compliance
 - FY23 Fringe Benefit Approval
 - Effort Certification Compliance
 - How to Recertify
 - Chair Notification Escalation Procedure
 - FA Rate Proposal Update
 - Reminder: Service Center Rate Proposals

PAYROLL REMINDERS

EMAIL COMMUNICATION

Email addresses

PAYROLL

- Submit Payroll Adjustment Forms (PAFs)
 - DL-BF PAF Help
- Submit Staging Table Requests
 - This process is for 10 employees or more, with the same type of adjustment
 - Contact OOTC-PS before submitting Load Staging Table
 - Complete the Load Staging Table form published on our webpage at <https://www.umaryland.edu/controller/payroll/forms/>
 - Only 1 approved PAF is required
 - Submit completed request to both:
 - DL-BF PAF Help
 - DL-BF Payroll Help

Email addresses

Foreign Nationals

- Submit Glacier packets
 - Complete a Glacier Submission Form (form can be found on OOTC-PS Forms webpage)
- Questions related to foreign nationals (employees or non-employees)
 - DL-BF NRA Help

LEAVE PAYOUTS

Leave Payouts

Required steps:

1. Run query UMB_ETS_TIMESHEET_HISTORY_EE to show employee has no missing ETS:
 - Missing ETS- attach a copy of approved paper timesheet with completed leave adjustment, if leave was reported on timesheet
2. Faculty: Attach Faculty Appointment Information Sheet (FAIS)
3. Attach a copy of employee's current pay rate from Job-Compensation page
 - List Payout calculations- how did you arrive the payout hours and amounts
4. Attach a copy of employee's current Leave Balances (UMB Employee Leave Inquiry Page)

Leave Payouts

Required steps:

5. If any steps are missing, you will be notified
6. Resubmitted PAF may not be processed until the following pay period
7. PAF Initiators and Reviewers should review the PAF carefully to avoid late processing

LEAVE TRANSFERS

Leave Transfers

- Complete a Leave Transfer Form for an employee transfers to another state agency
- Once the form is reviewed and approved
 - OOTC-PS will contact employee's department payroll rep by email
 - OOTC-PS will zero out employee's leave balances
 - Employee's department will contact the state agency to transfer employee's leave balances
- If a new employee was transferred from another state agency, you should complete a PAF to add employee's leave balances in eUMB

GLACIER PACKETS

Glacier Packets

- Some documents cannot be read
 - Save the documents you need to submit in PDF format and upload that version
- Do not submit original Glacier packets to our office until we notify you as we need to review first and make sure everything is correct
- It is important to make sure your foreign national employees to complete their packet within the 1st week of hire

CPB- REQUIRED FORMS

CPB Required Forms

1. Direct Deposit Form
2. Form W4- Employee's Withholding Certificate
3. Form MW507- Employee Withholding Exemption Certificate (Maryland)
 - D.C. D-4- if employee resides in D.C.
 - West Virginia WV/IT-104- if employee resides in West Virginia

CPB Required Forms

- MW507M- Exemption from Maryland Withholding Tax for a Qualified Civilian Spouse of a US Armed Forces Service member
 - Attach a copy of employee's dependent military ID Card
 - Attach this form with the State Withholding form
 - Must complete a new form MW507M each year to maintain the exemption
 - Notify UMB if employee become ineligible for this exemption

CPB Required Forms

- Foreign national employee- not a US Citizen and not a Permanent Resident
 - Complete a Glacier record
 - Federal W4 and State withholding forms must be submitted with a Glacier packet
 - Federal W4 form must be selected from the Foreign Nationals Federal Form W-4 section

CPB- Required Forms

- All CPB forms must be **TYPED** with wet signature, handwritten forms will be rejected by CPB
- New employees- complete the forms within the first week of hire to avoid
 - being taxed at the highest tax rates (no tax refund)
 - continue getting paper pay checks
- Once CPB processed the initial forms, any changes can be made via POSC

Form Submission

- New employees are advised to submit required forms to the onboarding team (Welcome Letter)
- OOTC-PS Team member(s) review required forms submitted at Onboarding. If any mistakes are found, we will return the submitted form(s) to new employees with reason
 - Corrected form(s) should be submitted to department payroll rep within employee's 1st week of employment
 - Department payroll reps can follow above review instructions to make sure forms are correct-
 - Mail directly to CPB OR
 - Hand deliver to OOTC-PS for review, we will forward them to CPB via courier or mail

Requests for FICA Refund/Stop Payment

- Ways to avoid requesting FICA refund and stop payment requests:-
 - Foreign nationals should complete Glacier 1st week of hire (FICA refund if EE should be exempt from FICA)
 - Run Check Register each pay period, after receiving our email net processing have been completed, review employee's addresses and make sure 'Home' and 'CPB' are the same (Stop Payment if EE did not receive mailed paper check)
 - Encourage employees to submit Direct Deposit Form 1st week of hire or else they will continue getting paper paychecks (Not getting a paper check)

Requests for FICA Refund/Stop Payment

- If a stop payment and reissue of payroll check request has been submitted
 - Employee must not deposit the original paper check- check # starts with 2
 - Must wait for a reissued check- check # starts with #1
 - Deposit the original check that has been put on stop payment may result in bank fees (no refund)
 - Employees should notify their payroll rep if they have received the original paper check
 - The stop payment check should be returned to OOTC-PS

FORMS REVIEW

Payroll System (Check one) ☐ Regular ☐ Contract ☒ University of Maryland

$$\square\square\square - \square\square = \square\square\square$$

Agency Name (please print)

3	6	0	2	2	1
---	---	---	---	---	---

University of Maryland, Baltimore

(Check One)

- se Only

Account Type: (Must Check One)

Bank Number

--	--	--	--	--	--	--	--	--

Checking/Savings Account Number

[illegible]

IAT requirement ☐ Check box if your full net pay is subsequently transferred to a foreign bank.

Date, Sign and Contact Number

Daytime phone number

- Only one account is permitted for direct deposit. You can choose either checking or savings not both.
- Type or print only (except signature).
- Use black ink only.
- Complete all blocked areas in the top part of form except for the section "CPB use only."
- Date authorization and sign the completed form. Unsigned or incomplete forms will be returned.
- Deposit amount will be full net amount of pay less either your checking/savings account.
- If changing your account type, bank and or account number, you will receive a payroll check until new account is established.
- Do not send a voided blank check.
- Send completed form to Central Payroll Bureau, P.O. Box 2396, Annapolis, MD 21404. Phone 410-261-1100.

CPB/c/dd/0059/2-2010

DD Form- Reminder to New Employees

- The form is required to be '**TYPED**,' handwritten forms will be returned by Central Payroll Bureau (CPB), State of Maryland
- Payroll System is checked on the online form (University of Maryland)
- Agency Code for UMB is prefilled on the online form (360221)
- New employees are encouraged to complete the form online at [Payroll Forms - Payroll Services \(umaryland.edu\)](http://umaryland.edu/PayrollForms-PayrollServices), print it, sign & date
 - Completed form to be submitted at onboarding
 - If employees did not submit the form to the Onboarding team, they should submit the form to their department payroll rep
 - Payroll rep can review (previous slide for review instructions) and mail it directly to CPB **OR**
 - Payroll rep can hand deliver the form to OOTC-PS for review, we will forward the form to CPB

Form Review- Form W4 Federal Withholding

- Step 1- Personal Information
 - Enter Employee Name, SSN, and Home Address
 - County of Residence- County, not Country
 - (c)- must check one box only

Form **W-4**

Employee's Withholding Certificate

2022

Department of the Treasury
Internal Revenue Service

☐ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

☐ Give Form W-4 to your employer.

☐ Your withholding is subject to review by the IRS.

Step 1 – Personal Information (Please complete form in black ink.)

Payroll System (check one) <input type="checkbox"/> RG <input type="checkbox"/> CT <input checked="" type="checkbox"/> UM		Agency Number 360221	Name of Employing Agency University of Maryland, Baltimore	
(a) Employee Name Jane Smith			(b) Social Security Number 567-12-3456	
Home Address (number and street or rural route) (apartment number, if any) 220 Arch Street			Does the name match the name on your Social Security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov	
City Baltimore	State MD	Zip Code 21201	County of Residence (required) Baltimore City	
(c) <input checked="" type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)				

Form Review- Form W4 Federal Withholding

2. Step 2 to Step 4- Complete only if they apply to employees
3. Step 5-
 - Employee will sign in black ink and Date (in yellow)
 - Employers Only: (either Department PR Rep or OOTC-PS) will enter employee's First Date of employment (in green)

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	Employee's signature (This form is not valid unless you sign it.)		Date
Employers Only	Employer's name and address (For Employer Use Only) Central Payroll Bureau P.O. Box 2396 Annapolis, MD 21404	First date of employment	Employer identification number (EIN) 52-6002033

Important: The information you supply must be complete. This form will replace in total any certificate you previously submitted. Web Site - <https://www.marylandtaxes.gov/statepayroll/payroll-forms.php>

Form Review- MW507 State Withholding

- Section 1- Employee Information
 - Enter SSN, Employee Name, and Home Address
 - County of Residence- County, not Country

Form MW507

Comptroller of Maryland

Employee Withholding Exemption Certificate

FOR MARYLAND STATE GOVERNMENT EMPLOYEES ONLY

2022

Section 1 – Employee Information (Please complete form in black ink.)

Payroll System (check one) <input type="checkbox"/> RG <input type="checkbox"/> CT <input checked="" type="checkbox"/> UM	Name of Employing Agency University of Maryland, Baltimore		
Agency Number 360221	Social Security Number 567-89-1610	Employee Name Jane Smith	
Home Address (number and street or rural route) 220 Arch Street			
(apartment number, if any)			
City Baltimore	State MD	Zip Code 21201	County of Residence (required) Baltimore City
<small>Nonresidents enter Maryland County or Baltimore City where you are employed</small>			

Form Review- MW507 State Withholding

- Section 2- Maryland Withholding
 - Check one of the 3 boxes

Section 2 – Maryland Withholding Maryland worksheet is available online at https://www.marylandtaxes.gov/forms/20_forms/mw507.pdf

☐ Single ☐ Married (surviving spouse or unmarried Head of Household) Rate ☐ Married, but withhold at Single Rate

1. Total number of exemptions you are claiming not to exceed line f in Personal Exemption Worksheet on page 2.....1. _____

2. Additional withholding per pay period under agreement with employer2. _____

3. I claim exemption from withholding because I do not expect to owe Maryland tax. See instructions and check boxes that apply.

☐ a. Last year I did not owe any Maryland income tax and had a right to a full refund of all income tax withheld and

☐ b. This year I do not expect to owe any Maryland income tax and expect to have the right to a full refund of all income tax withheld. (This includes seasonal and student employees whose annual income will be below the minimum filing requirements).

If both a and b apply, enter year applicable _____ (year effective) Enter "EXEMPT" here3. _____

4. I claim exemption from withholding because I am domiciled in the following state.

☐ Virginia

I further certify that I do not maintain a place of abode in Maryland as described in the instructions. Enter "EXEMPT" here4. _____

5. I claim exemption from Maryland **state** withholding because I am domiciled in the Commonwealth of Pennsylvania and I do not maintain a place of abode in Maryland as described in the instructions on Form MW507. Enter "EXEMPT" here5. _____

6. I claim exemption from Maryland **local** tax because I live in a local Pennsylvania jurisdiction within York or Adams counties. Enter "EXEMPT" here and on line 4 of Form MW507.6. _____

7. I claim exemption from Maryland **local** tax because I live in a local Pennsylvania jurisdiction that does not impose an earnings or income tax on Maryland residents. Enter "EXEMPT" here and on line 4 of Form MW507.7. _____

8. I certify that I am a legal resident of the state of _____ and am not subject to Maryland withholding because I meet the requirements set forth under the Servicemembers Civil Relief Act, as amended by the Military spouses Residency Relief Act. Enter "EXEMPT" here8. _____

Choose Only One

Use Worksheet

Additional Withholding

Only Complete If Exempt

VA Residents Only

For PA Residents Only

Military Spouses Only

Form Review- MW507 State Withholding

1. Use the exemption worksheet

https://www.marylandtaxes.gov/forms/22_forms/mw507.pdf

enter a number, usually between 0 and 5, the larger the number, the fewer taxes will be taken out each pay period

- Line #1 is required unless employee is exempt from State taxes
- If exempt, employee will complete Line #3:
 - Check Boxes 3(a) and 3(b), enter the current year, and write in 'exempt'
 - must leave Line #1 and Line #2 blank

Form Review- MW507 State Withholding

2. Employee can choose to write in a dollar amount he/she wants withheld from each pay period to reduce tax burden comes tax time
 - This is for individuals who anticipate owing taxes. Most employees leave this blank

The form is complete if the employee lives in Maryland, and not claiming exempt. Leave #3 to #8 blank.

Print the form, sign, enter the date and contact phone number.

Form Review- MW507 State Withholding

3. If an employee claims exempt, Line #1 and #2 must leave blank

- check Boxes (a) and (b), write the applicable year, and write 'Exempt'

The form is complete if the employee lives in Maryland and claiming exempt. Leave #4 to #8 blank.

Print the form, sign, enter the date and contact phone number.

Form Review- MW507 State Withholding

- 4. For VA residents only
- 5-7. For PA residents only
- 8. For Military spouses only
 - Completing Line 8 must also complete Form MW507M, and attach a copy of the employees' dependent military ID card issued by the US Dept of Defense

Print the form, sign, enter the date and contact phone number

QUESTIONS?



HCM CLOUD UPDATE



Quantum HCM Project Update

Payroll Reps Meeting

September 14, 2022



Estimated Project Timeline

Process Review & Product Discovery

Requirements Finalization;
Reporting Needs Identified;
Gaps/ Challenges/ Opportunities;
Finalize Project Scope;
RFP for Implementation Partner

May – Sep (2022)

Design, Configure, Integration, & Conversion

Finalize System Design;
Finalize Configuration;
Build Integrations;
Finalize & Build Conversions

Jan 2023 – Oct 2024

Start

Jan 2022

Oct 2024

Go Live

1

2

3

4

5

Jan – May (2022)

RFP: Select Vendor for Process Review and Product Discovery;
Identify Project Team;
Assign Roles & Responsibilities

Sep – Dec (2022)

Approvals From:
BOR Finance Committee; Board of Regents; Board of Public Works
Product Acquisition and Implementation Partner Selection

Jan 2023 – Oct 2024

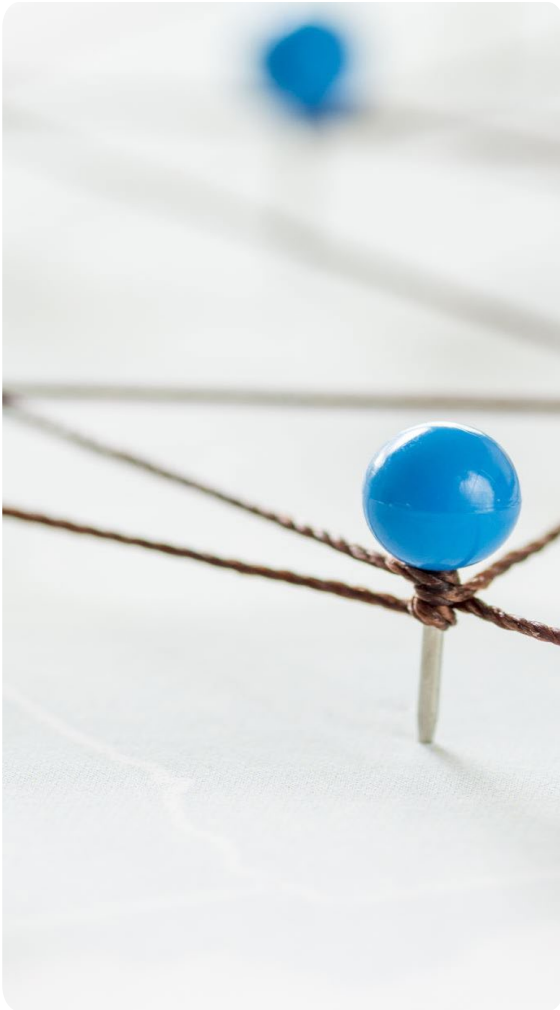
Validate Design /Configurations;
End User Testing;
Training;
Validate Integrations;
Data Conversions and Testing

RFP / Project Team

Approvals & Contracts

Validation / Testing

Phase 2 - Discovery



- Prepare for Project Implementation
- Discovery Phase Partner - Huron
- Discovery Meetings lead to Discovery Deliverables
- Discovery Deliverables:
 - Current to Future State Mapping (BPM)
 - Identify Gaps/Opportunities/Change Management (BPI)
- Identifying Reporting Needs
- Finalize Project Scope



Discovery Assessment Summary - Key Metrics

175

Key Requirements documented. Each requirement observed through Discovery Sessions was logged as an individual item in JIRA

89

Business Process Maps created. Business Process Maps are intended to document each high-level process step of a business process.

75

Discovery Session Recordings

126

Hours of Discovery. These sessions documented key requirements, pain points, and decision items for each module across Functional, Technical, and Reporting pillars.



UNIVERSITY of MARYLAND
BALTIMORE

Quantum Change Management Network

Purpose - To help Quantum end users stay connected with change and improvement initiatives.

We invite you to take part as a Change Management Network (CMN) participant for the Quantum HCM implementation project to help support, mentor and share best practices.

By managing change through communications, coaching, training, knowledge sharing and educational workshops, CMAS, Business Applications, CITS & OOTC will coordinate group meetings, organize content, act on identified needs, oversee information, and serve as point of contact for CMN members.

Contact Beth Gallico at bgallico@umaryland.edu if you would like to be included as a CMN participant for the Quantum HCM project



UNIVERSITY of MARYLAND
BALTIMORE

Quantum Change Management Network

CMN Participants Roles & Responsibilities

- Core Members CMAS, Business Applications, CITS & OOTC coordinate information and communications flow
- Functional & Technical representatives support, train, mentor, reinforce knowledge & best practices
- Subject Matter Experts SMEs attend CMN meetings, participate in testing, take part in focus groups, provide input and feedback on development concepts, reinforce training, learning, and support for Quantum systems

Value creating partnership through collaboration, facilitation, communications

- Assume good intentions
- Team approach
- Focus on positive outcomes
- Solution oriented for end user support

Questions?

SPAC- COSTING AND COMPLIANCE

FY23 Fringe Rate Approved

- A memo was sent out to Campus via the RAC to announce the Implementation of the approved Fringe Benefit Rate Agreement
- FY23 rates are set up in HRMS from 23-01
- The memo and rate agreement will be uploaded to our website
 - <https://www.umaryland.edu/cost/about-the-office/fringe-benefit/>

FY23 Fringe Benefit Rates – Approved

	Apply to Accounts	FY22 Finalized	FY23+ Pending	Costs Recorded in Account
Faculty	1011 – Faculty 9/10 mo. 1012 – Faculty 12 mo.	26.2%	26.7%	2790 – Fringe rate Faculty
Staff	1013 – Exempt staff 1014 – Non-exempt staff	34.6%	37.3%	2791 – Fringe rate Staff
Legislated Benefit	2071 – Faculty 2072 – Exempt staff (C1) 2073 – Non-exempt staff (C1) 2080 – Summer salaries 2085 – Supplemental Pay 2110 – Overtime 2120 – Shift differential 2130 – On call pay 2140 – Bonus Payments 2074 – College Work study (summer) 2075 – Students (other than CWS) (summer) 2090 – Contractual employee (C2) (Until FY16)	8.3%	8.0%	2793 – Fringe rate Legislated Benefit
Limited Benefit	1021 – Post Docs/Fellows 2090 – Contractual Employee (C2) (FY16+)	20.9%	19.5%	2792 – Fringe rate Limited Benefit
Students	1020 – Graduate Assistants 2074 – College Work Study (CWS) 2075 – Students (Other than CWS)	0%	0%	N/A
Other	2196 – Accrued Leave Payout	0%	0%	N/A

Effort Certification Compliance Issue

A133 Audit finding for FY22

- Noncompliance of effort forms certified
 - 10 out of 40 reports requested were not certified.
This reflects a 25% noncompliance rate
- As of 09/13/22, there are
 - 2325 forms outstanding from prior periods
 - Only 64% complete from current period 063022
- 093022 initiation is scheduled for 10/04/22.
This will result in approximately 3,000 new forms created.

Chair Notification Escalation Procedure: Effective 10/01/22

1. Monthly email of delinquent reports will be sent to pre reviewer, certifier and post review.
2. The first chair notice: Sent to department coordinator (DC) and subdepartment coordinator (Sub DC)
3. The second request: Dept Chair will be copied, as well as DC and SubDC
4. Third Request: Notice will be forwarded to SPAC director, SPAC AVP, and the Sr. Associate VP Finance/Deputy CFO (Scott Bitner) who will follow up with the Dept Chairs
5. If all the above does not produce results, Sr. Associate VP Finance will notify the Provost, and ultimately the President

Automate Other Delinquent Notifications: Effective next Monday 09/19/22

This is different from the monthly chair notification and escalation procedure

- Automate delinquent notifications from the Effort Reporting System
 - Weekly email to pre-reviewers, certifiers and post-reviewers who are delinquent
 - Bi-weekly emails to DCs and SubDCs about the status of the delinquent forms in their department

How to Re-certify an Effort Forms

- Post review status means charges were posted to the effort form after the form was certified
- Forms in post review status can only be resolved by:
 - a) Recertification or
 - b) Reversing the charge (Direct Retro or Budget Retro) which caused the form to be in post review status
- Instructions on how to recertify:
<https://www.umaryland.edu/cost/recertify-an-effort-form/>

FA Rate Proposal Update

- Draft Proposal has been completed
- Currently being reviewed by the Senior Associate VP of Finance
- Baring any unforeseen circumstance, it will be submitted to the Federal Cost Allocation Services office, Program Support Center, DHHS for approval by month end, or sooner

Service Center Proposals

- Rate letters will go out next week, Monday 09/19/22 through Friday 09/23/22
- Completed Proposals need to be returned to Dean's office (Ron Powell and Tom McHugh) for review by 10/01/2022
 - Please Attach Narration sheet with rate proposal
- Dean's office will send the proposals to Costing and Compliance by 11/01/22 to allow for review and approval of the rates for the next calendar year
 - New rates effective 01/01/23

Questions?