

# 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

Monday, September 18, 2023

9am- Noon



# Agenda

- HCM Cloud Update (HCM Cloud (Business Application Team)
- Leave Validation (CMAS)
- Review CCR/PR (SOP)
- Payroll topics (OOTC-PS)

# HCM Cloud Update (Business Application Team)



# Quantum HCM Overview

September 23, 2023



# The Quantum Journey



**Continuous Improvement**  
Post go-live updates and end user support engagement

**2025 Go-live**

Quantum HCM goes live for all HCM and Payroll activities April 2025

**July 5, 2023**

Quantum HCM Implementation Phase Start

**2022-2023**

Conducted Quantum HCM Pre-Implementation Phase



**2022**

Conducted Quantum HCM Discovery Phase

**2019**

Quantum Financials and Analytics went LIVE!

# Why Quantum HCM



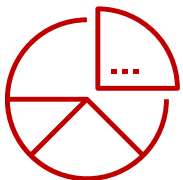
Quantum HCM is part of Oracle ERP. Oracle Cloud brings together ERP (Quantum Financials) and HCM on to one cloud platform with a common data model.



**Implement a robust, modern, integrated** (Cloud) SaaS-based human resources and payroll system with new features, functionality, and technology.



**Increase efficiency of workforce and streamlined processes while also eliminating redundancy** with automation, configurable workflow, and use of artificial intelligence.



Provide access to and ability to **use data analytics** to capture key performance indicators and make better informed management decisions and reducing errors.



# Quantum HCM Features



## ✓ Improved functionality with one unified system

UMB currently uses Taleo, ePaf, PeopleSoft, Percipio, and 2 systems built by CITS for Onboarding and Performance Management. By transitioning to one unified system, there will be a more seamless experience for employees and managers.

## ✓ The ability to design and adapt new programming and tools

Timesheets and HR functions can be done conveniently on all devices. An offboarding experience will be designed along with the use of Chatbots for certain functions

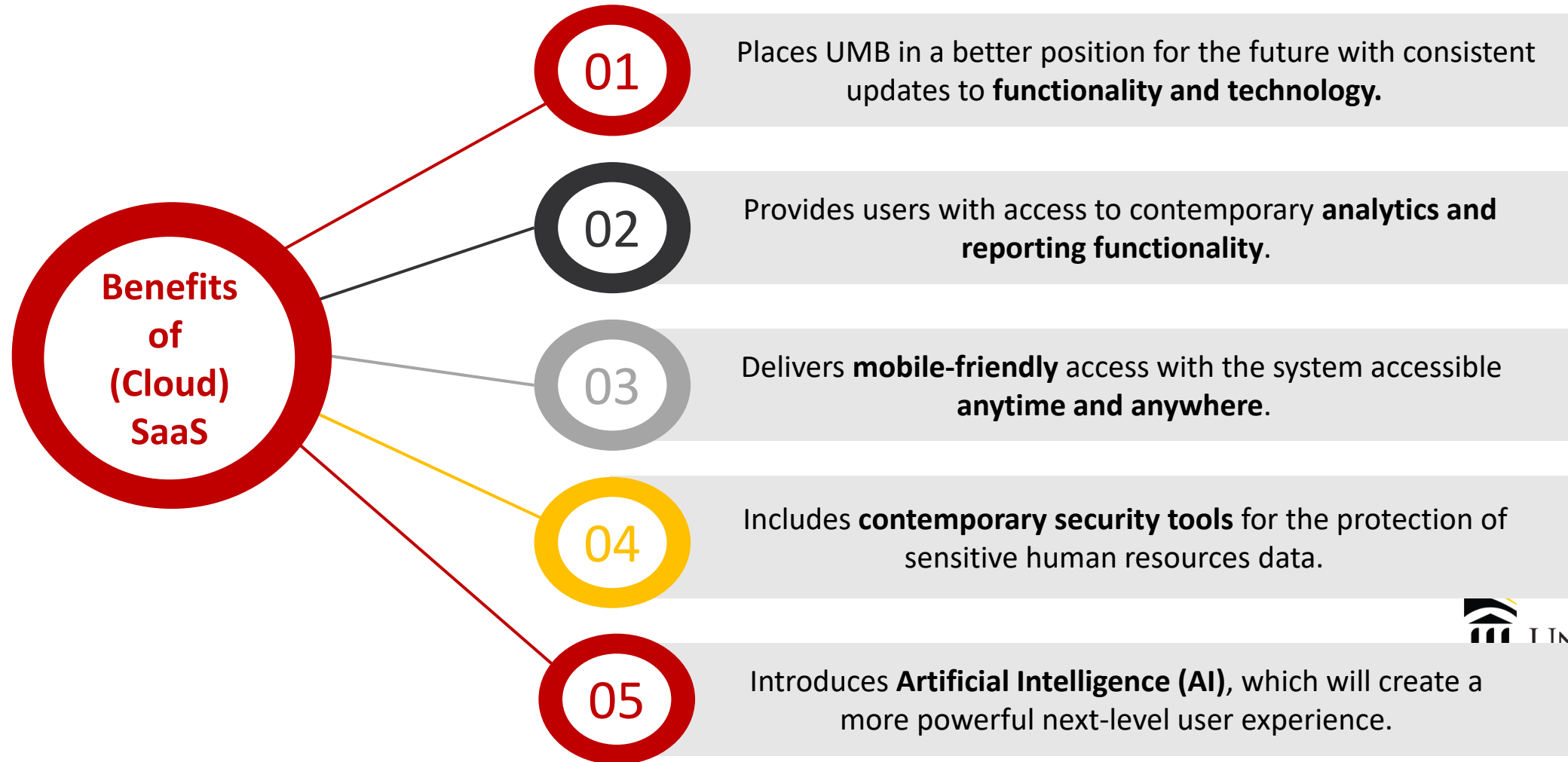
## ✓ Gateway to the most current technology

Adopting a cloud-based system will provide ongoing access to innovative technology. UMB will have the ability to adopt new functionality that is provided in Oracle's quarterly releases



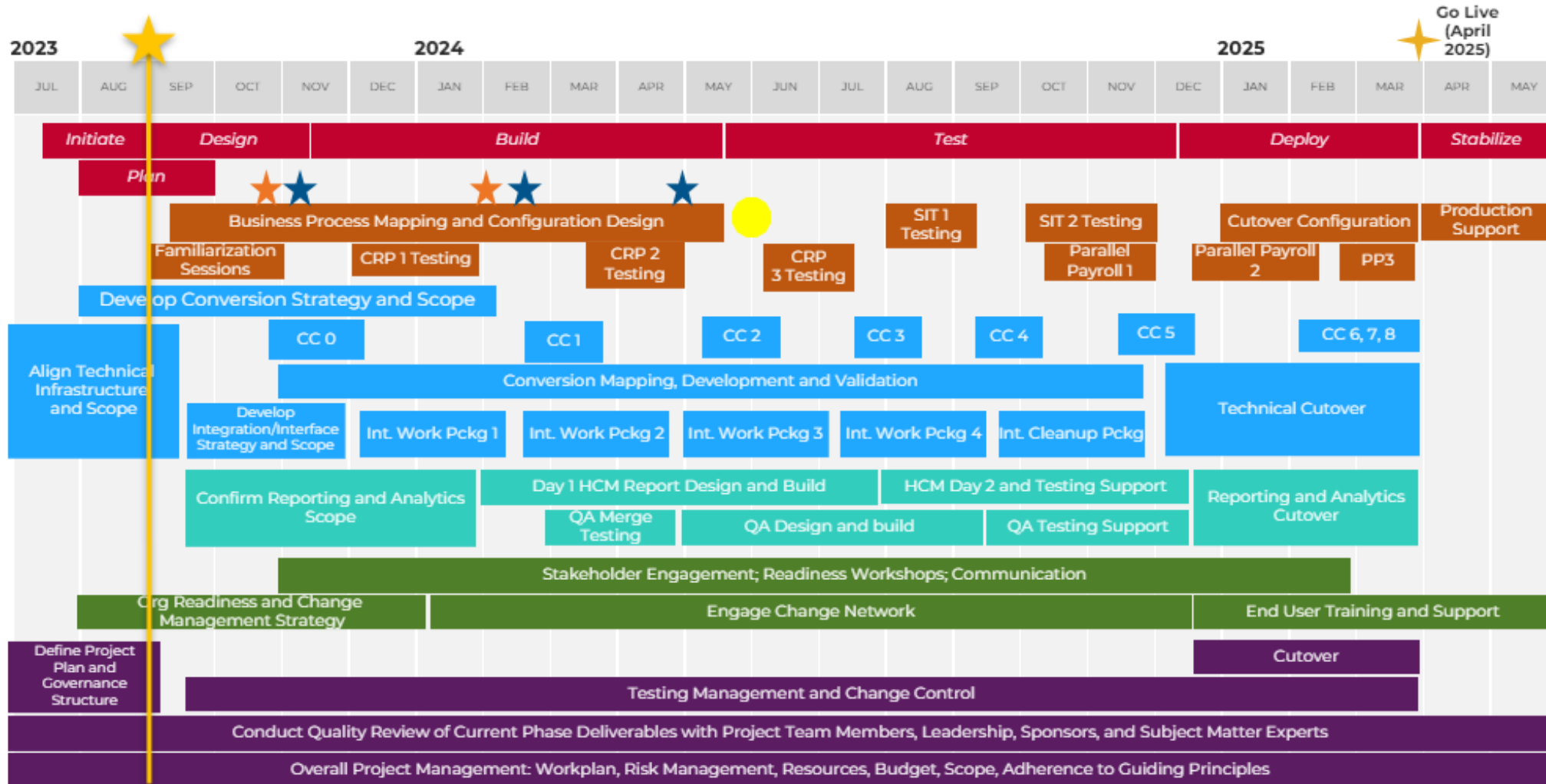


# Benefits of a (Cloud) SaaS Environment

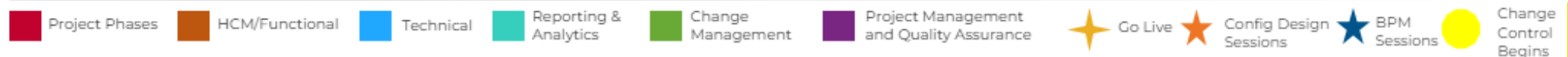


# Quantum HCM: Scope & Timeline

# Implementation Project Timeline



## Key



# Quantum HCM Project Scope



UNIVERSITY  
MARYLAND  
BALTIMORE  
and Finance

# The Value of Collaboration through Support





**Q & A**

# Change Management and Advisory Services (CMAS)



# Payroll Audit Finding

- 3/1/23 Audit Report from OLA included finding related to Leave Adjustments

## **Finding 5**

**UMB did not adequately document the review of adjustments to leave balances recorded in UMB's payroll system, resulting in a lack of assurance that all recorded adjustments were valid.**

- Underlying Cause: Current HR system does not have work flowed approval
  - Silver lining – this issues should become moot once HCM rolls out 😊
- ❖ To resolve finding we must have comprehensive adjustment review process :
  - ✓ Performed Regularly
  - ✓ Performed Timely
  - ✓ Independent
  - ✓ Documented



# Leave Adjustment Reviews

- Biweekly email reminders sent to all Payroll Reps by OOTC – Payroll Services
  - Process was already in place before audit but we were unable to provide satisfactory evidence process was being followed for all 8 payroll reps contacted during testing
- Old Process – BEN007 report
  - Time sensitive
  - Included all leave accruals
- New Process - UMB\_PR\_ADJUSTED\_LV\_BY\_DATES query
  - Can be run anytime
  - Displays only manual adjustments

# New Process Overview

- Steps to document review of leave adjustments:
  - ✓ Search HRMS Reporting Tools for Query “UMB\_PR\_ADJUSTED\_LV\_BY\_DATES”
  - ✓ Select Run to HTML option
  - ✓ Enter date range\* (*ideally biweekly*) and print query results to PDF
  - ✓ Review/validate any leave adjustments
  - ✓ Notify OOTC- Payroll Services of any issues or discrepancies
  - ✓ Sign, date, and save pdf (manual or digital both acceptable)
    - Document reason for any delays to reviews
    - Maintain results even if output report is blank
    - Location should be known/accessible in case of turnover

- Detailed [Instruction Sheet](#) with screenshots available

\* Demonstrated on next slide

# Example Search Results

## UMB\_PR\_ADJUSTED\_LV\_BY\_DATES - Adjusted Leave By Dates

\*From Date: 08/27/2023

\*To Date: 09/09/2023

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (290 kb)

[View All](#)

Row	Adjustment Applied in PP	Adjustment PP Start Date	Adjustment PP End Date	Dept ID	Name	Plan Type	Hrs Adj Un	Adjustment Entry Timestamp	Adjustment Comments
1	24-05	08/13/2023	08/26/2023	06400000	H [REDACTED]	Holiday - UMB	-16.000000	08/28/2023 10:10:40PM	Manual adj. to reduce leave for PPE 7/1/23 & PPE 7/15/23. NJO 08282023
2	24-05	08/13/2023	08/26/2023	06400000	N [REDACTED]	UMB Other Time Off	428.000000	08/28/2023 10:20:23PM	Manual adj. to add parental leave approved by HR-ELR through 10/07/23. NJO 08282023
3	24-05	08/13/2023	08/26/2023	06400000	S [REDACTED]	Personal	-24.000000	08/28/2023 2:18:10PM	Manual adj. to reduce leave for corrected timesheet submitted for PPE 7/29/23. NJO 08282023
4	24-06	08/27/2023	09/09/2023	06400000	J [REDACTED]	Vacation	-0.007120	09/07/2023 1:01:32PM	XVH -0.007120 TERM EFF DATE 8/12/2023 NJO 09072023

- Output will show adjustments with an “adjustment entry timestamp” between dates queried
- Extend date range queried to see additional adjustments affecting pay period  
e.g., run from Sunday PP begins through Tuesday following close of PP (17 days)
- **Ensure there are no gaps in dates covered by reviews**

# Old Version of Report Still Available (Under New Name)

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with   
 [Advanced Search](#)

## Search Results

\*Folder View

Query				Personalize		Find	View All	First 1-2 of 2 Last	
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UMB_PR_ADJUSTED_LV_BY_DATES	Adjusted Leave By Dates	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UMB_PR_ADJUSTED_LV_BY_PYPERIOD	Adjusted leave by dates	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

# Drop-In Session for Open Discussion of Compliance Topics

9/27 at 2pm



mas-help@umaryland.edu

# School of Pharmacy (SOP)

# SCHOOL OF PHARMACY INTERNAL PAYROLL RECONCILIATION PROCESS



# SOP HR Staff



- **Erica Chaffin**, Director of Human Resources
- **La'Conya Hamilton-Knight**, Human Resources Manager
- **Lyndsey Odd-Williams**, HR & Payroll Program Specialist
- **Elizabeth Castiglia**, HR Administrative Specialist





# SOP HR/PAYROLL

- SOP HR/Payroll is a centralized unit within the School of Pharmacy. SOP HR/Payroll handles all HR needs, including recruitments, new hires, terminations, pay changes, time & leave administration and payroll services.
- The School of Pharmacy HR/Payroll office supports over 500 employees (4 primary departments, which also includes 3 subdepartments and 30 centers and units).
- Each primary department has a department administrator which oversees department financials.
- Employee record changes for hires, terms, pay changes, etc. are routed up to the department administrator and then forwarded to the SOP HR/Payroll office for processing.

# Overview of SOP Internal Payroll Reconciliation Process

The School of Pharmacy Payroll Reconciliation Process is critical to ensure we are paying employees accurately each pay period. To reconcile we utilize an extensive excel spreadsheet against employee actions (EAs), payroll/leave adjustments and the cost center report to ensure all records match. The payroll reconciliation process acts as a final check to make sure the employee's pay is accurate before campus payroll turns payroll over to CPB.

The Payroll Reconciliation Process detects errors, overpayments, pay changes and compensation outside of the employee's normal biweekly salary. Our goal is to ensure compliance with legal and regulatory requirements and maintain accurate financial records.

# Overview of SOP Internal Payroll Reconciliation Process

August 2023- Department Payroll Calendar						As of June 2023
<i>Note: Time admin runs on dates with a check mark(✓)</i>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>20</b>	<b>21✓</b> ♦ Approve ETS #24-04 ♦ Submit advances- #24-04	<b>22✓</b> ♦ Approve ETS #24-04 ♦ Submit advances- #24-04 ♦ Payroll Processing Begins ♦ Print PR/CCR- #24-05 ♦ PA forms entered by PS	<b>23✓</b> ♦ Print PR/CCR- #24-05 ♦ Final ETS Approval #24-04 ♦ Submit Payroll Corr- #24-05 ♦ PA forms entered by PS	<b>24</b> ♦ Print PR/CCR- #24-05 ♦ Submit Payroll Corr- #24-05 ♦ PA forms entered by PS	<b>25</b> ♦ Print PR/CCR- #24-05 ♦ Final PR Corr #24-05 due by noon ♦ Gross pay #24-05 sent to CPB by COB	<b>26</b> <b>PP#24-05 Ends 8/13-8/26</b>

Prep Week 1 (24-06) →

September 2023- Department Payroll Calendar						As of June 2023
<i>Note: Time admin runs on dates with a check mark(✓)</i>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>8/27</b> <b>PP#24-06 Begins 8/27-9/9</b>	<b>8/28</b> ♦ No T&L access ♦ Foreign National Independent Contractor Payment Form Due #24-06	<b>8/29✓</b> ♦ CPB deductions loaded #24-05 ♦ Leave Accrual Process #24-05 ♦ Print Chk Reg and Leave Acc Rpt#24-05 ♦ Approve ETS #24-05 ♦ Sched & Comp Plan chges due #24-06 ♦ Allocate New Year Annual Leave Balance for 10-Month Faculty	<b>8/30✓</b> ♦ Approve ETS #24-05 ♦ Actuals Distributions #24-05 and Encumbrances Run	<b>8/31✓</b> ♦ Run PCD Report- #24-05 ♦ Approve ETS #24-05 ♦ Paper Paycheck Pick Up 11am-1pm ♦ Payroll Adj forms due #24-06	<b>1✓ PAYDAY #24-05- NO Health Deduction</b> ♦ Run Quantum HRMS Payroll Downloads- #24-05 with encumbrances ♦ Approve ETS #24-05 ♦ Submit advances- #24-05	<b>2</b>
<b>3</b>	<b>4 CPB Holiday</b>	<b>5✓</b>	<b>6✓</b>	<b>7</b>	<b>8</b>	<b>9</b>
National Payroll Week ~ National Payroll Week ~ National Payroll Week ~ National Payroll Week ~ National Payroll Week						
	<b>HOLIDAY- OOTC-PS Office Closed</b>	♦ Approve ETS #24-05 ♦ Submit advances- #24-05 ♦ Payroll Processing Begins ♦ Print PR/CCR- #24-06 ♦ PA forms entered by PS	♦ Print PR/CCR- #24-06 ♦ Final ETS Approval #24-05 ♦ Submit Payroll Corr- #24-06 ♦ PA forms entered by PS	♦ Print PR/CCR- #24-06 ♦ Submit PR Corr #24-06 ♦ PA forms entered by PS	♦ Print PR/CCR- #24-06 ♦ Final PR Corr #24-06 due by noon ♦ Gross pay #24-06 sent to CPB by COB	<b>PP#24-06 Ends 8/27-9/9</b>

Prep Week 2 (24-06) →

Payroll Processing Week (24-06) →

Prep Week 1 (24-07) →

# Important Calendars & Schedules

## HRSC Processing Schedule

Human Resources Service Center Processing Schedule FY 2024 July – December					
Pay Period	Pay Period Ending	ePAF/EA Form due in HRSC by 12:00 p.m.	HRSC Processing Dates	Pay Day for Regular Employees	Pay Day for Hourly Employees
02	07/15/23	06/29/23	**07/04/23 – 07/07/23	07/21/23	08/04/23
03	07/29/23	07/13/21	07/17/23 – 07/21/23	08/04/23	08/18/23
04	08/12/23	07/27/23	07/31/23 – 08/04/23	08/18/23	09/01/23
05	08/26/23	08/10/23	08/14/23 – 08/18/23	09/01/23	09/15/23
06	09/09/23	08/24/23	08/28/23 – 09/01/23	09/15/23	09/29/23

## Employee Pay Schedule

2023 Pay Schedule					
PP#	Pay Period		Bi-weekly Employees Base Salary Pay Date	Deduction Exceptions**	Hourly Employees & OVT/LWOP* Pay Date
	From Sunday	To Saturday			
24-01	6/18/23	7/1/23	Fri, 7/7/23	No Teachers Retire/ ORP deductions	Fri, 7/21/23
24-02	7/2/23	7/15/23	Fri, 7/21/23	No Teachers Retire/ ORP deductions	Fri, 8/4/23
24-03	7/16/23	7/29/23	Fri, 8/4/23	No Teachers Retire/ ORP deductions	Fri, 8/18/23
24-04	7/30/23	8/12/23	Fri, 8/18/23	No Teachers Retire/ ORP deductions	Fri, 9/1/23
24-05	8/13/23	8/26/23	Fri, 9/1/23	No health/ term life deductions	Fri, 9/15/23
24-06	8/27/23	9/9/23	Fri, 9/15/23		Fri, 9/29/23
24-07	9/10/23	9/23/23	Fri, 9/29/23		Fri, 10/13/23

## Payroll Processing Calendar

September 2023- Department Payroll Calendar							Key: ETS= Electronic Timesheets, PCD= HRMS Payroll Changes Detail, CPB= Central Payroll Bureau, CCE= Payroll Register or Cost Center Report, PA forms= Payroll Adjustment Forms, TBL= Time and Labor	As of June 2023
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
8/27 PP#24-06 Begins 8/27-9/9	8/28 • No TBL access • Foreign National Independent Contractor Payment Form Due 8/24-05	8/29 • CPB deductions loaded 8/24-05 • Leave Actual Process 8/24-05 • Print Ctlg, Reg and Leave Act Rpt 8/24-05 • Approve ETS 8/24-05 • Sched & Comp Plan Clggs due 8/24-05 • Allocate New Year Annual Leave Balance for 10 Month Faculty	8/30 • Approve ETS 8/24-05 • Actual Distribution 8/24-05 and Encumbrances Run	8/31 • Run PCD Report 8/24-05 • Approve ETS 8/24-05 • Payroll Adj forms due 8/24-05	9/1 1 <sup>st</sup> PAYDAY 8/24-05- NO Health Deduction • Run Quantum HRMS Payroll Download 8/24-05 with encumbrances • Approve ETS 8/24-05 • Submit advances 8/24-05	2		
3	4 CPB Holiday	5	6	7	8	9		
HOLIDAY- OOTC-PS Office Closed								
10 PP#24-07 Begins 9/10-9/23	11 • No TBL access • Foreign National Independent Contractor Payment Form Due 8/24-07	12 • CPB deductions loaded 8/24-05 • Leave Actual Process 8/24-05 • Print Ctlg, Reg and Leave Act Rpt 8/24-05 • Approve ETS 8/24-05 • Sched & Comp Plan Clggs due 8/24-07 • Submit advances 8/24-05	13 • Approve ETS 8/24-05 • Actual Distribution 8/24-05 and Encumbrances Run	14 • Run PCD Report 8/24-05 • Approve ETS 8/24-05 • Payroll Adj forms due 8/24-07	15 15 <sup>th</sup> PAYDAY 8/24-06 • Run Quantum HRMS Payroll Download 8/24-06 with encumbrances • Approve ETS 8/24-05 • Payroll Adj forms due 8/24-07	16		
17	18 • Submit advances 8/24-05 • Approve ETS 8/24-05	19 • Approve ETS 8/24-05 • Submit advances 8/24-05 • Foreign National Independent Contractor Payment Form Due 8/24-07 • Print Ctlg, Reg and Leave Act Rpt 8/24-07 • Approve ETS 8/24-07 • Sched & Comp Plan Clggs due 8/24-08	20 • Print PCD Report 8/24-07 • Approve ETS 8/24-07 • Actual Distribution 8/24-07 and Encumbrances Run	21 • Run PCD Report 8/24-07 • Approve ETS 8/24-07 • Payroll Adj forms due 8/24-07	22 • Print PCD Report 8/24-07 • Approve ETS 8/24-07 • Payroll Adj forms due 8/24-07	23		
24 PP#24-08 Begins 9/24-10/7	25 • No TBL access • Foreign National Independent Contractor Payment Form Due 8/24-08	26 • CPB deductions loaded 8/24-07 • Leave Actual Process 8/24-07 • Print Ctlg, Reg and Leave Act Rpt 8/24-07 • Approve ETS 8/24-07 • Sched & Comp Plan Clggs due 8/24-08	27 • Approve ETS 8/24-07 • Actual Distribution 8/24-07 and Encumbrances Run	28 • Run PCD Report 8/24-07 • Approve ETS 8/24-07 • Payroll Adj forms due 8/24-07	29 29 <sup>th</sup> PAYDAY 8/24-07 • Run Quantum HRMS Payroll Download 8/24-07 with encumbrances • Approve ETS 8/24-07 • Submit advances 8/24-07	30		

# Prep Week 1

8/20/23 – 8/26/23

August 2023- Department Payroll Calendar						
<small>Key: ETS= Electronic Timesheets; PCD= HRMS Payroll Charges Detail; CPB= Central Payroll Bureau; CCR= Payroll Register or Cost Center Report; PA forms= Payroll Adjustment Forms; T&amp;L= Time and Labor</small>						
<small>Note: Time admin runs on dates with a checkmark(✓)</small>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
20	21✓ • Approve ETS #24-04 • Submit advances- #24-04	22✓ • Approve ETS #24-04 • Submit advances- #24-04 • Payroll Processing Begins • Print PR/CCR: #24-05 • PA forms entered by JS	23✓ • Print PR/CCR: #24-05 • Final ETS Approval #24-04 • Submit Payroll Con- #24-05 • PA forms entered by JS	24 • Print PR/CCR: #24-05 • Submit Payroll Con- #24-05 • PA forms entered by JS	25 • Print PR/CCR: #24-05 • Final PR Con- #24-05 due by noon • Gross pay #24-05 sent to CPB by CCR	26 PP#24-05 Ends 8/13-8/26



Review all payroll instructions submitted by the department administrator for current pay period.



Review HRSC Processing Schedule and begin entering ePAFs into HRMS to meet the HRSC processing deadline by noon on Thursday.



Run a list of all submitted ePAFs to begin preparation of data integrity audit during Prep Week 2.

# Prep Week 1

(8/20/23 - 8/26/23)

- ✓ Review all payroll instructions submitted by the department administrator for current pay period.

Payroll Instructions		Payroll Instructions	
Payroll Action	NEW HIRE	Payroll Action	Pay Change
Name	Tigger	Employee ID	999000
Employee ID		Name	Winnie the Pooh
Effective Date	8/28/23	Effective Date	8/1/23
Department	12100	New Salary	\$68,200
Supervisor	Roo		
Building	Pharmacy Hall		
Room#	N123		
Work Phone Extension	6-4834		
Personal Email Address	tigger@gmail.com		
Personal Phone Number	(515) 123-4567		
Computer Access (File Path)	N/A		
Essential Employee	Yes		
Annual Salary	\$125,000		
VISA Type if applicable	N/A		



ePAF Log

Date	EID#	Name	Dept	Type	ARC	Class	Effective Date	Pay Period	Initials	Date ePAF completed (in HRMS)	Pay Period	Initials	Date Logged in SOP
08/03/23		Tigger	12100	1	HIR/HIR	FAC (03)	08/28/23	24-06	ERC				
08/09/23	123456	Piglet	12100	2	POS/CNT	HRLY (31T)	08/30/23	24-06	ERC				
08/15/23	345678	Eeyore	12100	3	TER/VSP	NEX (20)	09/01/23	24-06	ERC				
08/23/23	999000	Winnie the Pooh	12100	2	PAY/UAP	EXM (33)	08/01/23	24-06	ERC				
08/24/23	150000	Christoper Robin	12100	2	RWB/RWB	PDF (19)	08/27/23	24-06	ERC				

Type of Action (column E)

1 - Hires/Rehires

2 - Action (pay change/transfer/etc)

3 - Termination/Short Work Break (actions to stop pay)

- ✓ Review HRSC Processing Schedule and begin entering ePAFs into HRMS to meet the HRSC processing deadline by noon on Thursday.

Human Resources Service Center Processing Schedule FY 2024 July – December					
Pay Period	Pay Period Ending	ePAF/PAF due in HRSC by 12:00 p.m.	HRSC Processing Dates	Pay Day for Regular Employees	Pay Day for Hourly Employees
02	07/15/23	06/29/23	**07/04/23 – 07/07/23	07/21/23	08/04/23
03	07/29/23	07/13/21	07/17/23 – 07/21/23	08/04/23	08/18/23
04	08/12/23	07/27/23	07/31/23 – 08/04/23	08/18/23	09/01/23
05	08/26/23	08/10/23	08/14/23 – 08/18/23	09/01/23	09/15/23
06	09/09/23	08/24/23	08/28/23 – 09/01/23	09/15/23	09/29/23

HRSC Processing Schedule

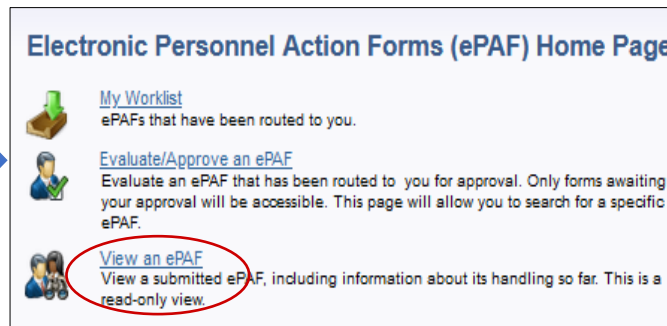
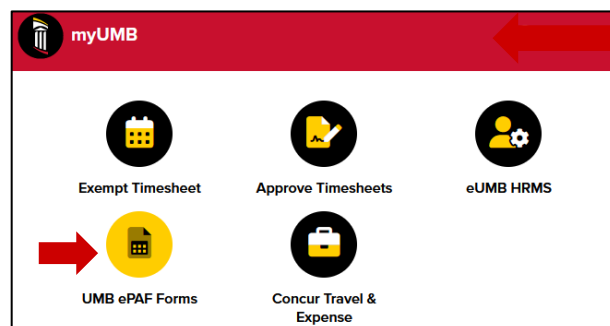


# Prep Week 1: ePAF Data Integrity Audit Prep

(8/25/23)



Run a list of all submitted ePAFs to begin preparation of data integrity audit during Prep Week 2.



View All 1-3													
Empl ID	Empl Record	eForm ID	Effective Date	Action	Reason Code	Department	Name	Workflow Form Type	<div>↓</div> Workflow Form Status	Original Operator	Original Date	Last Operation	Last Date
000011	0	90000000	8/28/2023	HIR	HIR	12100	Tigger	HIRE	PartAppr	000001	8/20/2023	000001	8/20/2023
999000	0	90000001	8/1/2023	PAY	UAP	12100	Winne The Pooh	JOBCHANGE	PartAppr	000002	8/20/2023	000002	8/20/2023
345678	0	90000002	9/1/2023	TER	VSP	12100	Eeyore	TERMLVRET	PartAppr	000003	8/24/2023	000003	8/24/2023





# Prep Week 2

## 8/27/23 – 9/1/23

September 2023- Department Payroll Calendar						As of June 2023
<i>Note: Time admin runs on dates with a check mark(✓)</i>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>8/27</b> <b>PP#24-06</b> <b>Begins 8/27-9/9</b>	<b>8/28</b> • No TML access • Foreign National Independent Contractor Payment Form Due #24-06	<b>8/29✓</b> • CDB Deductions loaded #24-05 • Leave Accrual Process #24-05 • Print CHK Reg and Leave Acc Rpt#24-05 • Approve ETS #24-05 • Sched & Comp Plan changes due #24-06 • Allocate New Year Annual Leave Balance for 10-Month Faculty	<b>8/30✓</b> • Approve ETS #24-05 • Actuals Distributions #24-05 and Disbursements Run	<b>8/31✓</b> • Run PCD Report- #24-05 • Approve ETS #24-05 • Paper Paycheck Pick Up 11am-1pm • Payroll Adj forms due #24-06	<b>1✓ PAYDAY #24-05- NO Health Deduction</b> • Run Quantum HRMS Payroll Downloads- #24-05 with encumbrances • Approve ETS #24-05 • Submit advances- #24-05	<b>2</b>



Audit ePAFs as they are approved by the HR Service Center.



Complete pay calculations on entered ePAFs & EAs.



Approve timesheets and update the contingent hourly employee and unpaid leave logs.



Start the Internal Payroll Reconciliation Process



# Prep Week 2

(8/27/23 – 9/1/23)



Audit ePAFs as they are approved by the HR Service Center.

View All 1-3													
Empl ID	Empl Record	eForm ID	Effective Date	Action	Reason Code	Department	Name	Workflow Form Type	Workflow Form Status	Original Operator	Original Date	Last Operation	Last Date
000011	0	90000000	8/28/2023	HIR	HIR	12100	Tigger	HIRE	PartAppr	000001	8/20/2023	000001	8/20/2023
999000	0	90000001	8/1/2023	PAY	UAP	12100	Winne The Pooh	JOBCHANGE	PartAppr	000002	8/20/2023	000002	8/20/2023
345678	0	90000002	9/1/2023	TER	VSP	12100	Eeyore	TERMLVRET	PartAppr	000003	8/24/2023	000003	8/24/2023



# Prep Week 2

(8/27/23 – 9/1/23)



Complete pay calculations on entered ePAFs & EAs.

2023 Pay Schedule					
PP#	Pay Period From Sunday	To Saturday	Bi-weekly Employees Base Salary Pay Date	Deduction Exceptions**	Hourly Employees & OVT/LWOP* Pay Date
24-01	6/18/23 - 7/1/23		Fri, 7/7/23	No Teachers Retire/ ORP deductions	Fri, 7/21/23
24-02	7/2/23 - 7/15/23		Fri, 7/21/23	No Teachers Retire/ ORP deductions	Fri, 8/4/23
24-03	7/16/23 - 7/29/23		Fri, 8/4/23	No Teachers Retire/ ORP deductions	Fri, 8/18/23
24-04	7/30/23 - 8/12/23		Fri, 8/18/23	No Teachers Retire/ ORP deductions	Fri, 9/1/23
24-05	8/13/23 - 8/26/23		Fri, 9/1/23	No healthy term life deductions	Fri, 9/15/23
24-06	8/27/23 - 9/9/23		Fri, 9/15/23		Fri, 9/29/23
24-07	9/10/23 - 9/23/23		Fri, 9/29/23		Fri, 10/13/23

Human Resources Service Center Processing Schedule FY 2024 July – December					
Pay Period	Pay Period Ending	ePAF/EAF due in HRSC by 12:00 p.m.	HRSC Processing Dates	Pay Day for Regular Employees	Pay Day for Hourly Employees
02	07/15/23	06/29/23	**07/04/23 – 07/07/23	07/21/23	08/04/23
03	07/29/23	07/13/21	07/17/23 – 07/21/23	08/04/23	08/18/23
04	08/12/23	07/27/23	07/31/23 – 08/04/23	08/18/23	09/01/23
05	08/26/23	08/10/23	08/14/23 – 08/18/23	09/01/23	09/15/23
06	09/09/23	08/24/23	08/28/23 – 09/01/23	09/15/23	09/29/23

## Winnie the Pooh (PAY/UAP) effective 8/1/23

- Subtract the new biweekly amount from the old biweekly amount.  
  
 $\$2,608.74$  (new biwkly) -  $\$2,156.96$  (old biwkly)  
**= \$451.78 (difference)**
- Multiply the difference by the # of pay periods to get the retro amount  
  
 $\$451.78 \times 1.9$  (pay periods)  
**= \$858.38 (RRS - Retro Pay)**
- Add new biweekly and retro amts. to get total pay for current pay period.  
  
 $\$2,608.74 + \$858.38$   
**= \$3,467.12 (Total pay 9/15/23)**

## Tigger (New Hire) effective 8/28/23

- Divide annual salary by pay period calculation.  
 $(26.071428 \text{ (NLY)}) / 26.142857 \text{ (LY)}$   
 $\$125,000$  (annual) /  $26.142857$   
**= \$4,781.42**
- Multiply the biweekly by the number of pay periods to determine the correct amount that should be listed on the employee's first paycheck.  
  
 $\$4,781.42 \times 1$ ppd (8/28/23 – 9/9/23)  
**= \$4,781.42 (Total pay 9/15/23)**

## Eeyore (Term) effective 9/1/23

- Multiply the biweekly by the number of days left in the pay period.  
  
 $\$1,185.79$  (biweekly)  $\times .6$  days (9/1/23 – 9/9/23)  
**= \$711.47 (difference) or (PAF deduction amt.)**
- Subtract the difference from the biwkly to determine what the employee should be paid.  
  
 $\$1,185.79 - \$711.47$   
**= \$474.32 (Total pay 9/15/23)**

# Prep Week 2 (8/27/23 – 9/1/23)



Approve timesheets and update the contingent hourly employee and unpaid leave logs.

## ETS Approved Contingent Hours Tracker

C1 Staff (31) & Student (14 & 16) Timesheets								
PP	PP End Date	Empl ID	Name	Dept	Empl Class	Hours	CCR PP	Notes
24-05	8/26/2023	123456	Piglet	12100	31T	52.00	24-06	
24-05	8/26/2023	000001	Princess Tiana	12200	31T	25.00	24-06	
24-05	8/26/2023	041831	Princess Diana	12200	14	20.00	24-06	
24-05	8/26/2023	036082	Princess Jazmine	12200	31T	20.00	24-06	Term 9/1/23
24-05	8/26/2023	041464	Princess Aurora	12200	31T	29.50	24-06	
24-05	8/26/2023	037203	Princess Mulan	12200	16	8.00	24-06	

Note: The ETS approver logs approved hours for payroll processing. You can also achieve the same result by running a query (**UMB\_TL\_Reported\_Time**) each pay period to obtain C1 reported hours.

## ETS Approved Unpaid Leave Hours Tracker

DATE ENTERED	PP	PP End Date	EMPL ID	Name	EMP CLASS	DEPT	Unpaid Hours	PAF	CCR	OVP	Notes
5/26/2023	23-25	6/3/2023	500000	Buzz Light Year	EXM	12301	-16.00	N/A	23-25		Retirement on 6/1/23
6/9/2023	23-25	6/3/2023	501000	Woody	EXM	12303	-11.00	X	23-26		Unpaid Leave
6/17/2023	23-26	6/17/2023	502000	Jessie	EXM	12100	-28.93	X	23-26		Unpaid Leave - Childbirth but did not qualify for Parental or FMLA
7/19/2023	24-01	7/1/2023	503000	Jessie	EXM	12100	-72.74	X	24-04		Unpaid Leave - Childbirth but did not qualify for Parental or FMLA
7/21/2023	24-02	7/15/2023	504000	Jessie	EXM	12100	-4.61	X	24-04		Unpaid Leave
8/4/2023	24-03	7/29/2023	505000	Jessie	EXM	12100	-20.61	X	24-04		Unpaid Leave
8/23/2023	24-04	8/12/2023	506000	Bo Peep	EXM	12301	-0.80	X	24-05		Unpaid Leave
8/29/2023	24-06	9/9/2023	507000	Andy	EXM	12303	-72.00	X	24-06		Term 9/1/23
8/31/2023	24-05	8/26/2023	508000	Forky	EXM	12303	-40.00	X	24-05		Term 8/20/23, timesheet recognized employee termed effective 8/20 and no term code needed
8/31/2023	24-05	8/26/2023	509000	Stinky Pete	EXM	12303	-40.00	X	24-05		Term 8/20/23, timesheet recognized employee termed effective 8/20 and no term code needed

Note: The ETS approver enters approved unpaid hours for payroll processing.



# Prep Week 2

(9/1/23)



Start the Internal Payroll Reconciliation Process

Dept.	Emp Status	Empl ID	Name	Hourly Rate (HRLY EE\$ ONLY)	Bwkly Std Hrs (HRLY EE\$ ONLY)	# of Hours worked (HRLY EE\$ ONLY)	FY24 Annual	Biweekly Earnings	Adj. #1	Adj #1 notes	Adj. #2	Adj #2 notes	Total Earnings
12100	PDF	150000	Christopher Robin		60.00		\$62,000.00	\$2,371.58					2,371.58
12100	NEX	345678	Eeyore				\$31,000.00	\$1,185.79					1,185.79
12100	HRLY	123456	Piglet	\$20.00		0.00	-	0.00					-
12100	FAC	150000	Roo				\$153,000.00	\$5,852.46					5,852.46
12100	FAC	000011	Tigger				\$125,000.00	\$4,781.42					4,781.42
12100	EXM	999000	Winne the Pooh				\$68,200.00	\$2,608.74					2,608.74
									\$0.00		\$0.00		16,800.00
				TOTAL PAID HRS: 0.00									
										Cost Center Total (Reconciliation):			
													-\$16,800.00
										Cost Center Total (Confirmed):			

# Payroll Processing Week

9/3/23 – 9/9/23

September 2023- Department Payroll Calendar							As of June 2023
<i>Note: Time admin runs on dates with a check mark(✓)</i>							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
3	4 CPB Holiday	5✓	6✓	7	8	9	
National Payroll Week – National Payroll Week – National Payroll Week – National Payroll Week – National Payroll Week – National Payroll Week – National Payroll Week							
<b>HOLIDAY- OOTC-PS Office Closed</b>							<b>PP#24-06 Ends 6/27-9/9</b>
<ul style="list-style-type: none"> <li>• Approve ETS #24-05</li> <li>• Submit advance- #24-05</li> <li>• Payroll Processing Begins</li> <li>• Print PR/CCR- #24-06</li> <li>• PA forms entered by PS</li> </ul>							
<ul style="list-style-type: none"> <li>• Print PR/CCR- #24-06</li> <li>• Final ETS Approval- #24-05</li> <li>• Submit Payroll Corr- #24-06</li> <li>• PA forms entered by PS</li> </ul>							
<ul style="list-style-type: none"> <li>• Print PR/CCR- #24-06</li> <li>• Submit PR Corr- #24-06</li> <li>• PA forms entered by PS</li> </ul>							
<ul style="list-style-type: none"> <li>• Print PR/CCR- #24-06</li> <li>• Final PR Corr #24-06 due by noon</li> <li>• Gross pay #24-06 sent to CPB by COB</li> </ul>							



Complete final HRSC ePAF/EA audit and final pay calculations.



Update payroll reconciliation with C1 hours and final ePAF/EA pay calculations.



Run Cost Center Report and reconcile anomalies.



Complete Gross Pay Validation Process

# Payroll Processing Week: 9/4/23



Complete final HRSC ePAF/EA audit and final pay calculations.



Update payroll reconciliation with C1 hours and final ePAF/EA pay calculations.

View All 1-3

Empl ID	Empl Record	eForm ID	Effective Date	Action	Reason Code	Department	Name	Workflow Form Type	Workflow Form Status	Original Operator	Original Date	Last Operation	Last Date
000011	0	90000000	8/28/2023	HIR	HIR	12100	Tigger	HIRE	Executed	000001	8/20/2023	000001	8/20/2023
999000	0	90000001	8/1/2023	PAY	UAP	12100	Winnie The Pooh	JOBCHANGE	Executed	000002	8/20/2023	000002	8/20/2023
345678	0	90000002	9/1/2023	TER	VSP	12100	Eeyore	TERMLVRET	Executed	000003	8/24/2023	000003	8/24/2023

## Tigger (New Hire) effective 8/28/23

- \$125,000 (annual)/ 26.142857  
= \$4,781.42
- \$4,781.42 x 1ppd (8/28/23 – 9/9/23)  
= \$4,781.42 (Total pay 9/15/23)

## Eeyore (Term) effective 9/1/23

- 1,185.79 (biweekly) x .6 days (9/1/23 – 9/9/23)  
= \$711.47 (reconciliation deduction amt.)
- \$1,185.79 - \$711.47  
= \$474.32 (Total pay 9/15/23)

## Winnie the Pooh (PAY/UAP)

### effective 8/1/23

- \$2,608.74 (new biwkly) - \$2,156.96 (old biwkly)  
= \$451.78 (difference)
- \$451.78 x 1.9 (pay periods)  
= \$858.38 (Retro pay)
- \$2,608.74 + \$858.38  
= \$3,467.12 (total pay 9/15/23)

## C1 Staff (31) & Student (14 & 16) Timesheets

PP	PP End Date	Empl ID	Name	Dept	Empl Class	Hours	CCR PP	Notes
24-05	8/26/2023	123456	Piglet	12100	31T	52.00	24-06	
24-05	8/26/2023	000001	Princess Tiana	12200	31T	25.00	24-06	
24-05	8/26/2023	041831	Princess Diana	12200	14	20.00	24-06	
24-05	8/26/2023	036082	Princess Jazmine	12200	31T	20.00	24-06	Term 9/1/23
24-05	8/26/2023	041464	Princess Aurora	12200	31T	29.50	24-06	
24-05	8/26/2023	037203	Princess Mulan	12200	16	8.00	24-06	

Dept.	Emp Status	Empl ID	Name	Hourly Rate (HRLY EE\$ ONLY)	Bwkly Std Hrs (HRLY EE\$ ONLY)	# of Hours worked (HRLY EE\$ ONLY)	FY24 Annual	Biweekly Earnings	Adj. #1	Adj. #1 notes	Adj. #2	Adj. #2 notes	Total Earnings
12100	PDF	150000	Christopher Robin		80.00	52.00	\$62,000.00	\$2,371.58		TERM 9/1/23		FLPO PNDG	2,371.58
12100	NEX	345678	Eeyore				\$31,000.00	\$1,185.79 (\$711.47)					474.32
12100	HRLY	123456	Piglet	\$20.00		-	1,040.00						1,040.00
12100	FAC	150000	Roo				\$153,000.00	\$5,852.46					5,852.46
12100	FAC	000011	Tigger				\$125,000.00	\$4,781.42			NH 8/28/23		4,781.42
12100	EXM	999000	Winnie the Pooh				\$68,200.00	\$2,608.74 (\$858.38)			RRS (UAP 8/1/23)		3,467.12
									\$146.91		\$0.00		17,986.91
				TOTAL PAID HRS: 52.00									
										Cost Center Total (Reconciliation):			
													\$17,986.91
										Cost Center Total (Confirmed):			

# Payroll Processing Week: 9/5/23 – 9/7/23



Run Cost Center Report and reconcile anomalies.

(myUMB-->eUMB HRMS-->Department Payroll-->Cost Center)

**Department Payroll**

- Review Paycheck
- UMB Paycheck / Distributions
- UMB Roles/Dept Security
- UMB User Security
- View a Person
- Reports**
  - Check Register
  - Cost Center**
  - Payroll Register

**Cost Center Report**

Run Control ID: empl\_pre\_print [Report Manager](#) [Process Monitor](#)

**Process Request Parameter(s)**

**On-Cycle Run** or **Off-Cycle Pay Calendar**

Pay Run ID: 24-06  8/27 - 9/9

Company:

Pay Group:

Pay End Date:

Process Page:

**Payroll Cycle**

☐ On-Cycle ☐ Off-Cycle ☒ Both

Employee Name	Employee ID	Hours	Earnings	Type	Hours	Earnings	Total Earnings
Christopher, Robin	150000	80.00	2,371.58				2,371.58
Ebyore	345678	32.00 48.00	474.32 711.47				474.32
Piglet	123456	40.00 12.00	800.00 240.00				1,040.00
Roo	150000	80.00	5,852.46	TVO		823.00	6,675.46
Tigger	000011	80.00	4,781.42				4,781.42
Winnie The Pooh	999000	80.00	2,608.74	RRS		658.38	3,467.13
<b>Cost Center Total</b>		<b>356.00</b>	<b>16,417.85</b>			<b>1,681.38</b>	<b>18,809.91</b>

Company: University  
Pay Period End: 09/09/2023  
Cost Center: 12100 Department

Cost Center Report  
On/Off Cycle

HRPROD: 000000  
Page No: 1  
Run Date 09/08/2023  
Run Time 12:54:37



# Payroll Processing Week: 9/5/23 – 9/7/23



 Run Cost Center Report and reconcile anomalies.

Company: University		Cost Center Report				HRPROD: 0000000	
Pay Period End: 09/09/2023		On/Off Cycle				Page No. 1	
Cost Center 12100 Department						Run Date 09/08/2023	
						Run Time 12:54:37	
Employee Name	Employee ID	Hours	Earnings	Type	Hours	Earnings	Total Earnings
Christopher, Robin	150000	80.00	2,371.58				2,371.58 ✓
Eeyore	345678	32.00 48.00-	474.32 711.47-				474.32 ✓
Piglet	123456	40.00 12.00	800.00 240.00				1,040.00 ✓
Roo	150000	80.00	5,852.46	TVO		823.00	6,675.46
Tigger	000011	80.00	4,781.42				4,781.42 ✓
Winnie The Pooh	999000	80.00	2,608.74	RRS		858.38	3,467.13 ✓
➡ Cost Center Total		356.00	16,417.05			1,681.38	18,809.91

Dept.	Emp Status	Empl ID	Name	Hourly Rate (HRLY EE\$ ONLY)	Bwklly Std Hrs (HRLY EE\$ ONLY)	# of Hours worked (HRLY EE\$ ONLY)	FY24 Annual	Biweekly Earnings	Adj. #1	Adj #1 notes	Adj. #2	Adj #2 notes	Total Earnings
12100	PDF	150000	Christopher Robin				\$62,000.00	\$2,371.58					2,371.58 ✓
12100	NEX	345678	Eeyore				\$31,000.00	\$1,185.79	(\$711.47)	TERM 9/1/23		FLPO PNDG	474.32 ✓
12100	HRLY	123456	Piglet	\$20.00	80.00	52.00	-	1,040.00					1,040.00 ✓
12100	FAC	150000	Roo				\$153,000.00	\$5,852.46					5,852.46
12100	FAC	000011	Tigger				\$125,000.00	\$4,781.42		NH 8/28/23			4,781.42 ✓
12100	EXM	999000	Winne the Pooh				\$68,200.00	\$2,608.74	\$858.38	RRS (UAP 8/1/23)			3,467.12 ✓
									\$146.91		\$0.00		17,986.91
TOTAL PAID HRS: 52.00													
Cost Center Total (Reconciliation):													\$18,809.91
													\$823.00
Cost Center Total (Confirmed):													







# Payroll Processing Week & Beyond...



Once final gross pay is completed by 2pm, the Department Payroll Approver must sign and date the last Cost Center Report (CCR) to certify for this pay period.



The certified CCR must be maintained within the department and used for payroll validation (Net Pay Processing).



Run leave validation reports to close out pay period. Leave reports must be signed, dated, and maintained within the department. UMB\_PR\_ADJUSTED\_LV\_BY\_DATES & Leave Accrual Report (BEN007)

# Queries & Reports

- UMB\_PR\_EE\_ANNUAL\_RATES (Employee Annual Salaries)
- UMB\_TL\_REPORTED\_LEAVE (ETS Approved hours by pay period)
- Submitted ePAF Report
- Cost Center Report
- Confirmed Cost Center Report
- UMB\_PR\_ADJUSTED\_LV\_BY\_DATES
- Leave Accrual Report (BEN007)



QUESTIONS?

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



# (1) Leave Adjustment Validation

# Leave Adjustment Validation

- Leave adjustments not initiated by a PAF- Examples:
  - Comments ended with 'sqr' – ASL auto payback set up by HR-ELR
  - Comments started with 'Payline was turned off'- Leave reported on ETS loaded from the TA process was turned off due to error, resulted in manual leave adjustments
    - Departments should check EE's ETS to confirm accuracy

Empl_Status	Empl_Clas	Plan	Hours Adjuste	Comments
Active	33-ExmReg	Sick	-4.615440	EE 023622 Sick leave was adjusted by -4.615440 by UMB Advanced Sick Leave Process UMPPR463.sqr
Active	33-ExmReg	UMB Advanced Sick Leave	8.000080	EE 023622 Advanced Sick leave was adjusted by 8.000080 by UMB Advanced Sick Leave Process UMPPR463.sqr
Active	33-ExmReg	Vacation	-3.384640	EE 023622 Annual leave was adjusted by -3.384640 by UMB Advanced Sick Leave Process UMPPR463.sqr
Active	33-ExmReg	Holiday - UMB	-8.000000	Payline was turned off due to negative paycheck via payroll error report. Please process leave manually. XHH -8 NJO 08142023

Administration and Finance

# (2) Office of The Controller Job Aids




# Job Aids Page

- A new page has been created at the OOTC main page to post different Job Aids
  - [Job Aids - Office of the Controller \(umaryland.edu\)](https://umaryland.edu)
- Please visit the page to get a reminder for a specific task of the right way to complete it

# Job Aids Page



## PAYROLL SERVICES

- [CPB Net Pay Calculator](#)  **DOCX**
- [Direct Deposit Authorization Form](#)  **DOCX**
- [FICA Taxes](#)  **DOCX**
- [Form MW 507](#)  **DOCX**
- [Form W-4](#)  **DOCX**
- [Work Schedules](#)  **DOCX**
- [Retro Pay](#)  **DOCX**
- [Payroll Calendar](#)  **DOCX**
- [Payroll Calculation](#)  **DOCX**

# (3)

## Payroll processing

# Payroll Calendar- Normal schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PP#2 Week 1	PP#2 Begins	No TL Access	Start reviewing & approving ETS PP#1	Review & Appr ETS PP#1	Review & Appr ETS PP#1	Review & Appr ETS PP#1 PAFs Due for PP#2	Day 7
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	
PP#2 Week 2	Day 8	Review & Appr ETS PP#1	Payroll Processing starts for PP#2	Last day to appr ETS	Complete all PAF entries	Final corr PP#2 due by noon	PP#2 Ends
		Day 9	Day 10	Day 11	Day 12	Day 13	Day 14
PP#2 Week 3	PP#3 Begins	No TL Access	Net Pay and Leave accr for PP#2	Actuals Distribution	Run PCD	Review Analytics	Day 7
PP#3 Week 1			Start reviewing & approving ETS PP#2	Review & Appr ETS PP#2	Review & Appr ETS PP#2	Review & Appr ETS PP#2 PAFs Due for PP#3	
			Day 15/Day 1	Day 16/Day 2	Day 17/Day 3	Day 18/Day 4	
PP#3 Week 2	Day 8	Review & Appr ETS PP#2	Payroll Processing starts for PP#3	Last day to appr ETS	Complete all PAF entries	Final corr PP#3 due by noon	PP#3 Ends
		Day 9	Day 10	Day 11	Day 12	Day 13	Day 14

# Payroll Processing Overview

- For details, please refer to the Payroll Calendar published on OOTC-PS website.
- Week 1 (Day 2- Day 6)- Normal Payroll processing
  - **Day 2-** Review the UMB Approve Timesheet page to get ready for ETS approval. ETS can be approved from Day 3 – Day 11
    - send out email reminders to employees to submit ETS
    - send out email reminders to supervisors to approve ETS
  - **Day 3- Day 6**
    - Review and Approve ETS for the PP just ended
    - Prepare a master list including all your employees of how much each employee should get paid
    - Last day to submit PAFs-
      - Any late PAFs will not be processed until the following PP



# Payroll Processing Overview

- Week 2 (Day 9- Day 13)- Normal Payroll Processing
  - **Day 9-** Review and Approve ETS for the PP just ended
  - **Day 10-** Review your 1<sup>st</sup> Cost Center Report (CCR)/Payroll Register (PR) to make sure the system calculated retro is correct, contact OOTC-PS by email if any discrepancies are found
  - **Day 11-12-** Review your CCR/PR if entries entered incorrectly by our office. Wait for our 'All In' email if PAF entries are missing from the CCR/PR
    - **Important-** Do not submit duplicate PAFs if you feel that a PAF is missing or was not processed. You should first inquire about it to DL-BF Payroll Help and we will direct you if a PAF is needed
  - **Day 12-** After receiving our 'All In' email, run and review your CCR/PR, all adjustments you submitted by deadline should be entered, contact OOTC-PS immediately if any discrepancies are found



# Payroll Processing Overview

- Cont'd Week 2 (Day 9- Day 13)-
  - **Day 13-** We will send out our 'Final Call' email, all corrections are due **by noon**
    - Friday at noon is the deadline for correction of a PAF that was entered incorrectly
    - No new PAF will be reviewed

Please note: All PAFs submitted after PAF deadline will be reviewed the following pay period.



# Payroll Processing Overview

- Week 3 (Day 17-20)
  - **Day 17-**
    - Review CCR/PR to complete the Pay Validation
    - Review and validate manual leave adjustments
    - Review the Leave Accrual Report (BEN 007)
    - Run the Check Register to contact employees with different addresses
    - Contact OOTC-PS by the end of the day if a paycheck needs special handling
  - **Day 19-** Review PCD
  - **Day 20-** Review Quantum Analytics



# (4) GLACIER reminders

# Glacier- reasons for reject

Empl ID: <input type="text"/>		
Pay Period Frequency*: Employee: Bi-Weekly (B) ▼		
<b>Relationship with Individual</b> (Select as many categories as applicable, but make only one choice per category)	<b>Income Type</b> (If applicable, select one choice per category)	<b>Sourcing</b> (Payments are considered <b>ALL</b> U.S. Source unless indicated below. Enter a percentage <b>ONLY</b> if part or all of the payments are/will be foreign source.)
<input type="checkbox"/> Employees <input type="checkbox"/> Faculty <input type="checkbox"/> Trainees <input type="checkbox"/> Student Worker	<input type="checkbox"/> Non-student Wages <input type="checkbox"/> Student Wages	<input type="text"/> %
<input type="checkbox"/> Student <input type="checkbox"/> Researcher	<input type="checkbox"/> Scholarship <input type="checkbox"/> Research Fellowships	<input type="text"/> %

Circled in Red- For all UMB employees.

Circled in Green- For Non-UMB employees only.

# Glacier- reasons for reject

**GLACIER**  
Return-based Alien Tax Compliance System

## Tax Summary Report

**Summary of Information Entered Into GLACIER™:**

Name:	[REDACTED]	2023 - 9 Days
SSN / ITIN:	[REDACTED]	
Email Address:	[REDACTED]	
Country of Tax Residence:	India	
Country of Citizenship:	India	
Current Immigration Status:	J1 Research Scholar	
Original Immigration Status:		
<b>Immigration Status Expiration:</b>	February 26, 2024	
Empl ID:		
Changed Immigration Status?		No
Immigration Status Change Date:		
Date of Entry to U.S.:		April 24, 2023
<b>Estimated Date of Departure:</b>		February 20, 2024

**Tax Determinations and Results** Based on the data entered, GLACIER has made the following determinations:

Both 'Immigration Status Expiration' and 'Estimated Date of Departure' should be the expiration date listed on the document: must match the end date on Forms I-20, DS-2019, I-797, or EAD card. HRSC enters the same end date in eUMB.

# Glacier- reasons for reject

**Form MW507**

Comptroller of Maryland

**Employee Withholding Exemption Certificate**  
**FOR MARYLAND STATE GOVERNMENT EMPLOYEES ONLY**

**2023**

**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 <b>University of Maryland, Baltimore</b>	
Agency Number <b>360221</b>	Social Security Number	Employee Name	
Home Address (number and street or rural route) (apartment number, if any)			
City	State	Zip Code	County of Residence (required) <small>Nonresidents enter Maryland County or Baltimore City where you are employed</small>

**Section 2 – Maryland Withholding**

Maryland worksheet is available online at [https://www.marylandtaxes.gov/forms/22\\_forms/mw507.pdf](https://www.marylandtaxes.gov/forms/22_forms/mw507.pdf)

<input checked="" type="checkbox"/> Single	<input type="checkbox"/> Married (surviving spouse or unmarried Head of Household) Rate	<input type="checkbox"/> 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. <b>0 or 1</b>		
2. Additional withholding per pay period under agreement with employer ..... 2.		
3. I claim exemption from withholding because I do not expect to owe Maryland tax. See instructions and check boxes that apply.		
<input type="checkbox"/> 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		
<input type="checkbox"/> 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" here ..... 3.		

State withholding form- MW507

Nonresident Alien for Tax Purposes (NRAFTP) must file 'Single' and complete Line 1 with 0 or 1. Line 3 must leave blank.

# Glacier reminders

- After submitting a Glacier packet via DocuSign for your employees, OOTC-PS will review for completeness
- You will receive an email from OOTC-PS
  - Correction needed
    - Follow the instructions to make corrections
    - Resubmit the entire packet via DocuSign
  - No correction needed
    - Mail in or hand-deliver required original documents within 2 weeks
    - Our office must send original documents to CPB
    - If we did not receive required original documents by deadline, an updated Glacier packet must be resubmitted again

(5)  
Paper paychecks

# Paper Paychecks

- Reminder for departments who pick up paper paychecks
  - Paychecks must not be distributed before payday
    - It is not legal to cash a check prior to check issue date
    - Per CPB, future checks negotiated prior to the check issue date will be returned at the employee's expense
- Remind your employees not to cash their paycheck twice
  - This action will be considered fraud and can be punishable by law

# (6) Payroll Clean Up



# Payroll Clean Up

- Overpayments
- Final Payouts
- Timesheets

# (6.1) Overpayments

# Overpayment Statistics

Overpayment Statistics (Feb 23 - Aug 23)		
Schools/Units	# of Overpayment	Overpayment Amount (\$)
Central Admin	9	3,967.40
SOD	1	8,146.80
SOL	1	3,750.00
SOM	38	267,296.29
SON	0	-
SOP	4	10,236.00
SSW	3	9,180.83
<b>No. of Overpayments</b>	<b>56</b>	
<b>Overpayment Amount (\$)</b>		<b>286,713.12</b>

# Overpayments

- Refer to UMB Policy and Procedures  
VIII99.02 Compensation Overpayment and Recovery
- Overpayment packets must be sent to OOTC-PS for review within 30 days from the date of discovery
  - OOTC-PS will escalate if packets are not received within one month
  - Notifications will be sent to the Department Administrator/  
Chair/ADean/Dean/VP unless other arrangements have been made

# Overpayments

- Limitation on Recovery via Final Payout
  - Non regular pay such as overpayment due to
    - Childcare grant/childcare subsidy
    - Supplemental pays
    - Employee was paid regular pay but should have been paid accident pay
    - Prior calendar year overpayment
- These overpayments will need to be recovered via check and cannot be offset with Final payout.
- Contact OOTC-PS if you have any questions

# Overpayments

- How to prevent an overpayment related to unpaid leave when you missed the PAF deadline (1<sup>st</sup> week Friday in normal processing cycle)?
  - Communications- This is the **KEY**
  - Review and approve all ETS before Final ETS Approval deadline (2<sup>nd</sup> week Wed in normal processing cycle)
    - **NFYs-**
      - Any unpaid days/hours can be processed via ETS
      - enter unpaid TRC and approve the ETS for the current PP before processing week Wednesday
    - **EFYs/AFYs/ASYs-**
      - Since a PAF is required and late PAFs will not be processed, you will need to recoup the unpaid leave the following pay period



# (6.2) Final Payouts

# Final Payouts

- Run BEN007 (Leave Accrual Report) to make sure terminated employees have a zero balance
- Payout can be processed after employees receiving their last regular pay
- Final payouts should be processed within 30 days after terminated



# (6.3)

## Delinquent timesheets

# Delinquent timesheets

- According to the UMB Policy VIII-99.01 Work and Leave Records (Timesheets), ‘most employees are expected to complete a biweekly timesheet within 6 days of the end of the pay period covered by that timesheet.’
- As of this morning, there are 81 timesheets in closed pay periods, mainly from SSW and SOM

# Delinquent timesheets

- Incomplete timesheets means employees will not get their final payout if they're missing any timesheets, or employee may be overpaid because leave was not accounted for
- Start your clean up process now.
- Run the online ETS Statistics page or query UMB\_ETS\_DELINQUENTS\_1\_PP each pay period (Day 1 to Day 9) to assist you identifying the outstanding ETS need to be cleaned up and get them approved by Day 11

# Questions or Comments

