Payroll Reps Meeting

Wednesday, February 15, 2023
9am – 11am

Agenda

- HR-Benefits Update

- Quantum HCM Cloud Update

- Introduction to UMB Mail Services

- SPAC- Costing and Compliance Update

- OOTC-PS Payroll Update

HR-BENEFITS UPDATE

UMB Retirement Process

- For an employee to be retired from UMB, they must be working with the benefits team to submit either Pension paperwork or begin their ORP periodic distribution/annuity from TIAA or Fidelity

- If they do not do these, they are not retired and should not be updated as such in eUMB

- We are asking if you get a letter of retirement from an employee to first confirm it with HRBenefits@umaryland.edu

QUANTUM HCM PROJECT UPDATE

Quantum HCM Project Team

- HCM Project Executive Leadership & Sponsors
- HCM Project Management and Functional Leads & Technical Core Team
- HCM Project Advisory Council
- HCM Change Management & Communications, and Training
- HCM Project SMEs identified for each functional area working with functional leads

Campus Participants

- HR Council group
- HR Partners group
- Payroll Reps group
- Administrative Deans from schools and units
- Campus focus groups from schools and units
- Change Management Network group – campus SMEs
- Campus collaborator groups – RAC, Fiscal & Business Operations (FBO)

Overview of Quantum HCM Project

Reasons for Changing Systems

- Elimination of security risks with Oracle Cloud product
- Full integration with ERP (QF, QA, QPB)
- Better functionality with new features and modern technology
- Increased efficiency of workforce and payroll processing using automation and artificial intelligence.
- HCM Analytics – report functionality to capture HR data

What's Changing

- Replacing Taleo Recruiting System
- Replacing Learning Management System
- Enhance/Re-Implement
  - HCM Analytics
  - Performance Management
  - Training (UPK)

Overview of Quantum HCM Project

Key Functional areas impacted

- Recruitment
- Compensation and Workforce Management
- Performance Management
- Learning Management
- Onboarding/Offboarding
- Position Management
- Payroll Processing – Labor Distribution
- Leave and Timekeeping
- Reporting

Overview of Quantum HCM Project Update

Pre-Implementation Phase

- Gaps review & information gathering sessions
- Proof of Concept development, feedback, and final deliverables
- Define HCM organizational structure shared with ERP
- Define business processes that will replace current workflow
- Assess HR Service delivery
- Identify scope for OAC for HCM Analytics reporting needs

Pre-Implementation Timeline

Project Phase	Starting Date	Finishing Date
Discovery Phase	May-22	Sep-22
Pre-Implementation Phase- POC	Nov-22	Feb/Mar-23
Next Steps – depending on POC outcome	TBD	

CMN Partners Group

The CMN Group partnership has helped to build a coalition of individuals who have supported managing change through participation, feedback, being involved, weighing in on development concepts, reinforcing training and learning, and building support and buy-in for Quantum. These activities include:

- volunteer to test new systems during the configuration and design phase and current quarterly upgrades
- participate in developing improvement activities for business process changes
- share knowledge with co-workers and communications that benefit others
- help to promote educational sessions, townhall's, and training

We are accomplishing our goal of helping Quantum users stay connected, share best practices, and build connections between Campus support teams and users.

We are expanding our group participation to include Subject Mater Experts (SMEs) in Human Resources Management, Payroll Processing, and Travel & Expense. If you are interested in getting involved, please contact Beth Gallico at bgallico@umaryland.edu to sign up for CMN Group participation

INTRODUCTION TO UMB MAIL SERVICES

Introduction to Mail Services at UMB

UMB Mail Services

Manager of Mail Services: Michelle Jordan

Location: 111 S Penn Street, Rm B003

Operation Hours: 8:30 AM to 4:30 PM Monday - Friday

Phone Number: 410-706-3700 or 410-706-5695

Email: UMBPostalService@umaryland.edu

Available Services

- First Class Mail

- Express Mail

- Priority Mail

- Certified Mail

- Inter-office Mail

Additional Services offered with restrictions **(Registered Mail, Media Mail, Parcel Post, International Mail, and Courier Service)**

When will you receive your mail?

- Mail Services make pick-ups Monday - Friday from USPS Main Office in Baltimore at 8 AM.
- Mail is brought back to Mail Services to be sorted and prepped for delivery.
- UMB'S Campus is split up into two delivery windows.
  - Schools/Departments receiving AM delivery **(Delivery Window 10:00 AM to 12:30 PM)**
  - Schools/Department receiving PM delivery **(Delivery Window 1:30 PM to 3:30 PM)**
- **Note:** Mail deliveries will occur within the delivery windows. Mail services cannot provide an exact time for delivery because of unforeseen circumstances that may impact the operation. All mail picked up from USPS is delivered the same day. Mail Service will communicate any modifications to operation hours in the Elm, through email communication, and internal memos.

How Incoming Mail should be addressed?

Example 1:

University of Maryland, Baltimore
Microbiology, Attn. John Doe
123 W Lexington Street, MS001
Baltimore, MD 21201

Example 2:

University of Maryland, Baltimore
SSAS, Attn. John Doe
123 Arch Street, MS002
Baltimore, MD 21201

Each Mail Stop will have a barcode with a unique number specific to that location, **Example; MS001 (Mail Service is currently working on a document that list all mail stops and the departments/schools they are associated with)**
Schools and Departments can use abbreviated names to limit the number of characters used in the address field **(SOM, SOD, SSW, SON, SSAS, EVS, EHS)**

How to send official outgoing mail using USPS?

- Departments must create a UMB Postal Account by completing a **"Memo of Agreement." (3-digit Account number will be assigned once the account is created)**

- Departments/Schools must complete a **"Meter Mail Request"** and place it with their outgoing mail in the **"Out"** bin.

- Mail Processor will collect outgoing mail from **"Out"** mail bin during the Department/School schedule daily pick up. **(All outgoing mail placed in the "Out" bin after the Department/School daily delivery will be collected the next day)**

- Mail Services will process Department/School mail using their 3-digit account number. **(The postage for processed mail will be charged back to the department monthly)**

Note: Department/School can also bring mail to Mail Services before 3:30 PM and it wil be processed the same day.

How to send Inter-office Mail?

- Inter-office mail should be sent in an **<u>Inter-Department Delivery Envelope</u>**
- The envelope must contain the following;
  - Date
  - Delivery To **(Please include a mail stop or address in addition to the recipients name)**
  - Department
  - Sent By
  - Department
- Priority Mail Pick-up service is available for inter-office mail. This service provides delivery confirmation for inter-office mail sent internally between school and departments. **(Sample Form at end of presentation)**

New Mail Services Initiatives

- Distribute standardize Mail Bins where feasible

- Placing barcode scans at mail stops

- Scanning Packages

- Desktop Mail (RTS) for Schools/Departments that send a large volume of packages

- Modifying delivery routes

Appendix (Postal Forms)

Questions?

SPAC- COSTING & COMPLIANCE UPDATE

Agenda

- SPAC-Costing and Compliance (SPAC-CC)
  - FY24 Fringe Benefit Rate Update
  - DHHS Salary Cap Increase
  - Effort Certification Compliance Update
  - Effort Certification Clean Up Project
  - Post Graduate Retro Increase, RCTs and Forms in Post Review Status
  - Reconcile variance between PCD and Quantum Analytics Transunion Detail Report
  - FA Update

FY24 Fringe Benefit Rate Update

- While the rates on the next slide were proposed (submitted to the government)

- The rates have NOT BEEN NEGOTIATED YET

- These rates can be used for planning purposes

- The proposed rates have been included in Kuali Research

- The memo and planning rates will be uploaded to our website

https://www.umaryland.edu/cost/about-the-office/fringe-benefit/

Fringe Benefit Rates-PROPOSED NOT YET NEGOTIATED!!

	Apply to Accounts	FY23 Finalized	FY24+ Pending	Costs Recorded in Account
Faculty	1011 – Faculty 9/10 mo. 1012 – Faculty 12 mo.	26.7%	28.8%	2790 – Fringe rate Faculty
Staff	1013 – Exempt staff 1014 – Non-exempt staff	37.3%	39.2%	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)	8.0%	8.3%	2793 – Fringe rate Legislated Benefit
Limited Benefit	1021 – Post Docs/Fellows 2090 – Contractual Employee (C2) (FY16+)	19.5%	18.8%	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

FY24 Fringe Benefit Proposed Rates- Why the Increase?

- The main reasons for the FY23 Fringe Benefit Projected deficit are:
  1. An unanticipated 60% increase in annual leave payout
  2. Post Retirement Health benefits increased by 18%.
     - ➢ The state of Maryland Department of Budget and Management (DBM) included an increase in retiree health surcharge (as a percentage of health) in their FY23 appropriation rates
     - ➢ it increased from 52% in FY22 to 65% in FY23.

DHHS Salary Cap_Cost Sharing for Payroll Expenses

- DHHS Salary Cap for 01/01/2023 to 09/30/23 is $212,100

- Check employees who may go over the cap

  - Amount is based on annualized salary- Ex. FTE=.20 and amount paid at UMB= $40K → Annualized= $200K

- This only applies to DHHS agencies and pass-through funds*. See link below for all DHHS and NIH sponsors and awarding agencies:

  - https://www.hhs.gov/grants/grants-business-contacts/grant-officials/index.html

  - https://www.nih.gov/institutes-nih/list-nih-institutes-centers-offices

- Position owner creates EFP but may be unaware that a project from another department requires Over The Cap - communicate!

*Please ensure that you are familiar with other sponsors salary caps and apply methodology accordingly.

DHHS Salary Cap_Cost Sharing for Payroll Expenses Continued

Notice posted to link below

- https://grants.nih.gov/grants/policy/salcap_summary.htm

- New Proposals

  - Use new salary cap for budgeting

- Active awards

  - Re-budget if funds are available, no additional budget will be provided

Effort Certification Compliance Update

- A133 Audit finding for FY22, we had a 25% noncompliance rate certification rate

- Updated statistics below – 68% Improvement
  - But still we have a long way to go

Outstanding Forms as of 09/13/2022	Outstanding Forms as of 02/14/2023	Completed Forms
2,325	738	1,587

Effort Certification Compliance Update

- Weekly automated delinquent notifications
  - These were fine tuned and working seamlessly now. We welcome your feedback
- Chair Notification Escalation
  - After the third request, the first set sent to SPAC- AVP to escalate to Sr. Associate VP of Finance (Scott Bitner) who will follow up with the Chairs
    - Based on January 2023 Chair Notifications
    - Only three departments included in this list
  - Process is now being documented for Audit Purposes

Effort Certification Clean Up Project

- We are starting a clean up procedure for older effort forms, effective 03/01/2023

- Starting with forms delinquent from 2018 and prior

  - A first email will be sent to certifiers, copying administrator, to schedule time to walk through the certification step by step
    - Effort form has debit balance
    - Employee still active
  - A second email will schedule time with the certifiers
  - If the issue is still outstanding, further action will be considered

Reminder – Effort Wednesdays

- Please schedule time to meet with the Costing and Compliance team on Wednesdays (if needed)
  - We will work with you one on one
  - We will walk you through any effort reporting issues you have
  - We will ensure that it is resolved, unless further action is needed

Post Graduate Retroactive Increase

- On 02/03/2023 Paycheck, the increase for GRAs posted in HRMS
  - Retroactive effective, 09/01/2022
  - Cost and Compliance is still processing the retros in ERS: manual and automatic. Most are manual
    - 282 employees with RCT
    - 538 RCT records for manual RCT review
  - For your GRAs on grants, please ensure payroll has posted to effort form prior to pre-reviewing or certifying
    - Will create forms in post review status is certified prior to the form being updated

What to do about difference Between PCD Report and TransUnion Detail

- Proceed as follows to reconcile:
    1. Run the PCD by Accounting Period
    2. Use the report QA5.P5.R3 instead of QA5.P5.R1. The report QA5.P5.R3 provides the information on the salary plus BR/DR detail without the Encumbrance amount.
    3. The HRMS PCD and Quantum employee detail QA5.P5.R3 should match.
- This will be included on the Cost website for your convenience

F&A Proposal -Update

• The F&A proposal has been submitted in September 2022 but will probably not be reviewed by DHHS until mid-spring 2023.

• New rates will not be available until FY 2025.

• The Organized Research rate went in at 58.03% which was almost 2 points higher than when we did an extension request in 2016.

Questions or Comments for Costing and Compliance

OOTC-PS PAYROLL UPDATE

1.
PAYROLL PROCESS UPDATE

Payroll Process Update

1. 1st day payroll process- Tuesday (highlighted in yellow on Payroll Calendar)

    - OOTC-PS runs the 1st Pay calc and advises campus schools/departments to run your 1st CCR/PR by 3pm

        – Data loaded from T&L, Retro Pay, eTravel, and Base salaries

        – **(NEW)** Time change on when we start entering PAFs

            » Start at 3pm currently and will change to start at 2pm

            » Please run CCR/PR as soon as you receive our email
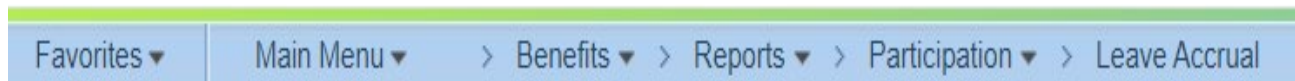
Payroll Process Update

2. Net Pay Processing- Tuesday (Pay week)

a)   Pay validation process

- Must complete each pay period
- Procedures are listed on OOTC-PS webpage

b)   ** (NEW) Leave validation process

- Run and Review Leave Accrual Report (Report Name: BEN007) after receiving email from OOTC-PS

Favorites ▾   Main Menu ▾   > Benefits ▾ > Reports ▾ > Participation ▾ > Leave Accrual

- Review and Confirm leave adjustments are processed correctly
  - ➢   No unauthorized leave adjustments were made
  - ➢   All submitted leave adjustments have been processed
- Contact OOTC-PS by email if you found missing leave adjustments and/or errors

Leave Validation Process

- Document the review- Leave Accrual Report must be signed and approved by Department Payroll Approver, dated, and maintained in the Operational Unit as evidence of the Validation

- Leave adjustments can also be reviewed by running query UMB_PR_ADJUSTED_LV_BY_DATES

  - Please note: the query is a tool to help you to identify the leave adjustments. It cannot be used in lieu of Leave Accrual Report (BEN007) Leave Validation process

Pending Terminations

3. Run query **UMB_EPAF_TERMS_NOT_EXECUTED** the 1st day during payroll processing week

- ePAF initiated but not yet approved/loaded onto eUMB

- Determine if a PAF is necessary in the current PP

- Complete ETS for the current PP using TRC 'UTERM' for the days employees should be on unpaid

  - **EFY/AFY-** Submit a PAF

    - Attach copy of the approved ETS and resignation letter

  - **NFY**- PAF is not required if the ETS for current PP is approved by deadline (Wednesday in normal payroll processing)

    - Attach copy of the approved ETS and resignation letter with PAF if ETS did not get approved by deadline

Pending Terminations

3. If overpayment started prior pay periods, prepare a Compensation Overpayment packet to recover overpayment from prior pay periods

4. Take care of current pay period to prevent additional overpayment

Payroll Correction

- Submitting late PAFs during processing week (after deadline), please email DL-BF Payroll Help to give us an explanation as to why the PAF is being submitted late- examples:

  - Prevent overpayment

  - Payroll correction

  - Incorrect retro calculated by eUMB

2.
CPB PAYROLL FORMS

CPB Payroll Forms

- Remind new hires to complete all CPB payroll forms and submit them during Onboarding

- All payroll forms can be found on OOTC-PS webpage

- The following CPB forms must be typed, printed, signed and dated with black ink pen

  - Form W4

  - State Withholding Form

  - Direct Deposit Form

- OOTC-PS staff member will be reviewing these submitted forms during Onboarding

Payroll Forms

- A note listing the mistakes with the name of the department payroll rep will be attached for each incorrect form
  - New form(s) must be corrected and completed based on the mistakes we identified
  - Completed forms will be submitted to the department payroll rep for review
    - After forms review, write the name of the department payroll rep in the back of the forms, and hand deliver them to OOTC-PS for final review
    - Department payroll reps can also send payroll forms directly to CPB if you are confident the forms are correct. Write payroll rep's name in the back of forms

Payroll Forms

- New hires who did not submit their CPB payroll forms during onboarding or submitted forms need corrections are instructed to submit payroll forms to their payroll rep after Onboarding

- Employees should not mail these forms directly to CPB

Payroll Forms

- Reminder: Foreign National employees should submit their tax forms (W4 and State withholding Tax forms) with Glacier packet

- Direct Deposit form should not be included with EE's Glacier packet as this may delay the process of DD if the Glacier packet is incomplete

Payroll forms

- Payroll reps or department couriers should

  - <u>NOT</u> drop off these forms but to hand deliver them to OOTC-PS

  - Wait for OOTC-PS staff to review before leaving the office

    - Forms need correction- department courier will bring them back immediately

    - Correct forms will be sent to CPB by OOTC-PS

- The goal is to help our new hires to get their forms sent to CPB timely without being returned

- Reminder: Once employee's tax and/or DD forms have been processed at CPB, any changes can be done via the POSC

3.
BEST PRACTICE SUGGESTIONS (FROM YOUR COLLEAGES)

Best Practice suggestions

- Best practices to consider:
  - Spend a couple of hours or a day walking a new hire around campus to units such as parking, getting a UMB ID, and HR
  - Sit down with the new hire and make sure the CPB payroll forms, and Glacier packet (if needed) have been completed
  - Hand deliver completed CPB forms to OOTC-PS within the 1st week of hire, if possible

Best Practice suggestions

- Best practices to consider:
    - Review Check register each PP to make sure new hire's forms have been processed by CPB:
        1. No 'CHK' address- Tax forms have not been processed by CPB, if more than 2 pay periods- submit new forms
        2. 'CHK' and 'HOME' address are not the same- contact employees to update
            a. Update 'HOME' address- eUMB Employee or Manager Self Service
            b. Update 'CHK' address-
                i. submit new Tax forms if no 'CHK' address is listed
                ii. If 'CHK' address is incorrect, submit a change via POSC
        3. Paper check # starts with '2,' Direct Deposit pay stub # starts with '5.' Submit new DD form if it has not been processed for more than 2 pay periods

Best Practices

- Enroll in Informed Delivery
  - Free service offered by USPS
  - https://www.usps.com/manage/informed-delivery.htm
  - See photos of your mail before it arrives to your home
    - Will help employees to decide if they want to put a stop payment because once the process starts, the original check must be returned and cannot be cashed

4.
PAYOUTS

Payout

- Remind employees/faculty to complete timesheets timely to save you time when you need to process a payout due to FTE reduction or termination

- We encounter many problems when approving payouts

  - Missing paper timesheets

  - Missing FAIS- Faculty

  - No leave reconciliation was done before calculating payout resulting in incorrect hours and amounts

  - Missing leave adjustment to zero out leave balances

Payout

- Reminder: required documentations for PAF payout request:
    1. Query result from **UMB_ETS_TIMESHEET_HISTORY_EE**
    2. **Job Data- Compensation page** to show the rate used for payout calculation
    3. **UMB Employee Leave Inquiry page** to show leave balances
    4. Faculty only- **FAIS**
    5. Reconcile ETS Statistics page (upload paper timesheet and leave adj PAF if leave was reported on it)
        a. Print and attach all paper timesheets and leave adj PAFs- you should be able to print uploaded paper timesheets and PAFs from the query results

Payout

- If any required documentations are missing, we will contact you and delete the PAF

- Resubmit a completed payout PAF with all required documents

  - If submitted after due date, PAF may not get reviewed until next pay period

  - Please plan accordingly

- Last step- validate CCR/PR

5.
OVERPAYMENT

Overpayments

Overpayment Statistics (Feb 22 - Jan 23)		
Schools/Units	**# of Overpayment**	**Overpayment Amount ($)**
Central Admin	31	29,919.01
SOD	1	416.67
SOL	1	2,260.85
SOM	74	301,900.71
SON	7	13,036.49
SOP	1	323.29
SSW	1	168.40
No. of Overpayments	**116**	
Overpayment Amount ($)		**348,025.42**

Notes:

Overpayments automatiically deducted from employee's paycheck without causing negative pay were not included

Overpayments

- There are 2 ePAF queries for pending actions
  - UMB_EPAF_PENDING_EPAF_W_SALARY
  - UMB_EPAF_TERMS_NOT_EXECUTED
- Run these audit queries to help you determine if any actions are needed

Overpayments

- Active regular employees who were overpaid must repay by payroll deductions except overpayments occurred in prior year(s) or new bi-weekly rate is too low to do payroll deductions

- Prior year overpayments must be repaid by check. After overpayment was repaid in full, employee is expected to receive a W2C

Overpayments

- The Notice of Debt (terminated EEs) and Repayment Agreement (active EEs) are not required when initial submitting an Overpayment packet to OOTC-PS
  - Notice of Debt- complete it when OOTC-PS provided the repayment amount
  - Repayment Agreement- complete it when OOTC-PS agreed with the repayment periods requested

6.
2022 FORM W-2

2022 Form W-2

- 2022 W2 What you need to know has been published on OOTC-PS website

- Form W-2 has been mailed out directly to employees

- Employees can also login to POSC to print a copy

2022 Form W-2

- Terminated employees cannot access POSC may request a copy from OOTC-PS, request can be sent to:
  - DL-BF Payroll Help
  - Employee name and Empl ID

Questions?