

ADMINISTRATION AND FINANCE GUIDING PRINCIPLES

WELL-BEING *and* SUSTAINABILITY

INNOVATION *and* DISCOVERY

SERVICE EXCELLENCE *and* ACCOUNTABILITY

EQUITY *and* JUSTICE

RESPECT *and* INTEGRITY

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

Thursday, November 20th, 2025

1 – 4pm



Agenda

- HCM Project Team
 - HCM Project Updates
- Office Of The Controller- Payroll Services (OOTC-PS)
 - CPB 2025 deadlines
 - Foreign National Renewals
 - Overpayments
 - Outstanding Timesheets
 - Reissue checks
 - Year End Payroll Processing Reminder

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



CPB Deadlines

CPB Deadlines

- Year end deadline to repay overpayment in net was last Friday, 11/14/25
- Employees with unpaid balances may receive an add'l invoice to pay for the taxes and a FICA form may need to be signed and return to our office
- Any overpayments reported or packets sent after 11/14/25 will need to be repaid in gross because it's too late for CPB to change employee's taxes
- Check cost center report to avoid any overpayments



Foreign National Renewals



Foreign National Renewals

- 2026 NRA Tax Treaty Renewal communication has been sent on 10/24/25
- All new employees hired prior to PPE 12/27/25 must complete a 2025 Glacier packet
- New hire who is eligible for tax treaty benefits for 2025 must submit a Glacier packet by 12/19/25 and a 2026 Glacier packet for 2026 tax treaty benefits



Overpayments

Overpayments

Overpayment Statistics April 2025 - October 2025		
Schools/Units	# of Overpayments	Overpayment Amount (\$)
Central Admin	11	27,667.71
Office of Provost	1	25,643.02
SOD	1	560.36
SOL	3	4,900.32
SOM	35	268,350.71
SON	0	-
SOP	0	-
SSW	3	11,162.93
No. of Overpayments	54	
Overpayment Amount (\$)		338,285.05

Overpayments

- Review CCR/PR each pay period and make sure all your employees are paid correctly
- Try not to overpay your employees, the 2025 year end deadline was 11/14/25-
 - payback amount will be in gross, not in net
 - May need to sign a FICA form in order to receive FICA refund
 - employees will need to wait for their W2C to file taxes
 - CPB will not issue a W2C until repayment is paid in full

Outstanding Timesheets

Delinquent Timesheets

- As of this morning, there are 362 outstanding timesheets. The current pay period timesheets (PP26-10) also need to be processed- PP26-10
- Continue the clean up effort- no timesheet from eUMB will be brought to QHCM
- Run query UMB_ETS_DELINQUENTS_1_PP or the online ETS Statistics page to assist in identifying the outstanding ETS that need to be cleaned up

Reissued Checks

Reissued Checks

- Reissued checks may take 1-2 pays for processing
- Please reach out to our office if you haven't received it after 2 pays

Year End Payroll Processing Reminder



Year End Payroll Processing Reminder

- PP26-11- payroll processing begins tomorrow, 11/21/25
 - PAFs were due by yesterday, 11/19
 - Last day for ETS Approvers to approve ETS is next Monday, 11/24
 - No Time Admin on 11/25 & 11/26
 - Last call email will be sent next Wed, 11/26- Final payroll correction due by 12:00 noon



Year End Payroll Processing Reminder

- PP26-12- payroll processing begins Tuesday, 12/9
 - PAFs are due by COB Friday, 12/5
 - Refer to the payroll calendar for the rest of the due dates
 - No payroll advances

Year End Payroll Processing Reminder

- PP26-13- payroll processing begins Monday, 12/22
 - PAFs are due by COB Thursday, 12/18
 - Last day for ETS Approvers to approve ETS is Tuesday, 12/23
 - No Time Admin runs from 12/24-12/27
 - No payroll processing on Thursday, 12/25
 - Last call email will be sent on Friday, 12/26- Final payroll correction due by 12:00 noon



Year End Payroll Processing Reminder

- Cont'd PP26-13- payroll processing begins Monday, 12/22
 - Net pay and Leave Accrual processes will be run on Tuesday, 12/30
 - Run and validate the 2nd payroll processes after receiving OOTC-PS's email notification of the process is complete (12/30/25 or 1/2/26)
 - Run and validate Leave adjustments on 12/30/25 or 1/2/26

Year End Payroll Processing Reminder

- Year End Leave Rollover
 - Annual, Personal, and Holiday Leave for 2025 must be used and reported by the end of PPE 1/10/26
 - Personal leave time for 2026 will be allocated on Tuesday, 1/13/26, after the leave accrual runs for PP26-14
 - Employees who want to use 2026 personal leave in PP26-14 can wait until 1/13/26 to submit ETS
 - The Year-End leave roll-over process will occur on Tuesday, 1/27/26, after the leave accrual runs for PP26-15



Year End Payroll Processing Reminder

- Cont'd- Year End Leave Rollover
 - Follow the instructions below to get a clean cut of time between 2025 and 2026. You may need to set advance due dates for your employees and supervisors if needed as any leave adjustments sent after the due date and/or outstanding 2025 ETS will affect employee's lost leave
 - **Complete and approve all 2025 ETS by 1/21/26** with 'ETS Approver Approved' status, no timesheet access after 1/21
 - **Submit 2025 leave adjustments (PAFs) by Friday, 1/2/26**



Year End Payroll Processing Reminder

- Comp Time
 - Employees with Comp Time balance can use the 2025 comp time through PPE 1/10/26
 - According to the policy, comp time must be paid out end of the calendar year after the first PP in a new year (PP26-15)
 - Run Query UMB_TL_COMP_TIME_BALANCE to identify your employees for comp time payout

Year End Payroll Processing Reminder

- Cont'd- Comp Time
 - Process payout for employees who are enrolled to the Comp Time:
 - Enter the balance on ETS using TRC “CPO” with no more than 24 hours on a non-working day
 - Spread out the time if the balance is >24 hours
 - Process payout for employees who are not enrolled to the Comp Time:
 - Active employees: Submit a PAF using earnings code “LPC”- health deductions will be taken
 - Terminated employees: Submit a PAF using earnings code “FPC”- No health deductions will be taken



Questions or Comments

