



UNIVERSITY *of* MARYLAND
THE FOUNDING CAMPUS

Payroll Reps FY17 Processing

Thursday, June 2, 2016

9:30am- Noon

School of Nursing- Room 130

Presenters

- Beryl Gwan
 - Manager- SPAC- Costing & Compliance
- Susan McKechnie
 - Controller- Financial Services

Agenda

- SPAC-CC
 - FY17 Fringe Benefit Rates
 - Direct Retros
- Financial Services
 - EFP Rollover
 - 16-26 and 17-01 Actuals Distribution & Encumbrances
 - Other FY17 Processing Activities

FY17 FRINGE BENEFIT RATES & DIRECT RETROS (DR)

FY17 Fringe Rates

- Proposal was submitted last December, 2015
- Final approval is still pending, expected in June
- “Planning” rates for grant proposals were announced in January and are now in Quali-COEUS
- When the rates are finalized, an email will be sent out to the Campus, and they will be posted on the Costing & Compliance webpage:

<http://www.umaryland.edu/cost/fringe-benefit/>

FY 17 Planning Fringe Benefit Rates, Currently in Quali-Coeus

	Apply to Accounts	FY16 Finalized	FY17+ Proposed	Fringe Account
Faculty	1011 – Faculty 9/10 Month	23.4%	26.7%	2790 - Fringe Rate Faculty
	1012 – Faculty 12 Month			
Staff	1013 – Exempt Staff	35.1%	41.8%	2791 - Fringe Rate Staff
	1014 - Non-exempt Staff			
Legislated Benefit	2071 – Faculty	8.4%	8.5%	2793 - Fringe Rate Legislated Benefit
	2072 - Exempt Staff (C1)			
	2073 – Non-exempt Staff (C1)			
	2074 - College Work Study (CWS) (Summer)			
	2075 - Student (other than CWS) (Summer)			
	2080 – Summer Salaries			
	2110 – Overtime			
	2120 – Shift Differential			
	2130 - On-call Pay			
Limited Benefit	1021 - Post Docs/Fellows	25.8%	26.6%	2792 – Fringe Rate Limited Benefit
	2090 - Contractual Employee (C2)			

FY 17 Fringe Benefit Rates, Pending Approval

	Apply to Accounts	FY16 Finalized	FY17+ Finalized	Fringe Account
Faculty	1011 – Faculty 9/10 Month	23.4%	26.4%	2790 - Fringe Rate Faculty
	1012 – Faculty 12 Month			
Staff	1013 – Exempt Staff	35.1%	40.9%	2791 - Fringe Rate Staff
	1014 - Non-exempt Staff			
Legislated Benefit	2071 – Faculty	8.4%	8.5%	2793 - Fringe Rate Legislated Benefit
	2072 - Exempt Staff (C1)			
	2073 – Non-exempt Staff (C1)			
	2074 - College Work Study (CWS) (Summer)			
	2075 - Student (other than CWS) (Summer)			
	2080 – Summer Salaries			
	2110 – Overtime			
	2120 – Shift Differential			
	2130 - On-call Pay			
Limited Benefit	1021 - Post Docs/Fellows	25.8%	26.1%	2792 – Fringe Rate Limited Benefit
	2090 - Contractual Employee (C2)			

FY17 Fringe Rates

- The FY17 fringe rates will be applied to the entire first pay period period in FY17
 - PP17-01 (6/26/16 to 7/09/16)
- The fringe for PP17-01 will be posted as follows:
 - 6/26/16 to 6/30/16 – Posted to FY16
 - 7/1/16 to 7/9/16 – Posted to FY17

FY17 Fringe Rates Summary Chart

Pay Period	Rate used	Posted in FY
16-26	FY16	2016
17-01	FY17	2016 (6/26-6/30) 2017 (7/1-7/9)
17-02	FY17	2017

FY16 Retroactive Distributions

- DEADLINE to submit Direct Retros to be posted in FY16 is Wednesday, 7/6/16
- All Direct Retros received from 7/7/16 and forward will be posted to FY17
- The direct retro cut off date for the 16-26 pay period is Friday, 6/24/16.
 - Note that this is different from the usual Tuesday prior to the payday deadline to allow Costing and Compliance enough time to process the anticipated fiscal year end increased volume.

Direct Retro Cut Off Dates

When Received by Cost Analysis	Pay Period Processed	Posted in FY (HRMS and Financials)
Tuesday, 6/14/16 @2pm	16-25	2016
<i>Friday, 6/24/16</i>	16-26	2016
Wednesday, 7/6/16	17-01	2016
Thursday 7/7/16 and beyond	17-02	2017

DR Processing - Reminders

- Physician Services Contracts Exception:
 - No Direct Retros moving payroll to or from a PSC account in FY16 will be processed after the FY16 DR deadline on Wednesday 7/6/2016
- A direct retro and a budget retro cannot be processed in same pay period

Plan accordingly!!!

Questions or Comments on Fringes or DR Processing



EFPS & DISTRIBUTIONS & THE FY17 ROLLOVER

FY17 EFP Rollover

- The process where we take the last EFP used for actuals distribution in FY16 and copy it to FY17
- Will occur **after 8PM on Tuesday, 6/28**
- After the rollover is done, EFPs for FY16 cannot be changed

FIX EFP – Salaried EEs ****NEW****

- AFY, ASY, and EFY paygroups- “Fix” EFPs will **NOT** be created
- All retro earnings with effective dates prior to 7/1/16 that are paid in in PPs 17-02 through 17-26 will be charged to the Department Payroll Clearing Account (PCA)
- Departments are required to submit Direct Retros (DRs) to redistribute prior year earnings paid in FY17

FIX EFP – Non-salaried EEs **NEW******

- NFY, HRL, and SPC paygroups- “Fix” EFPs will be created *temporarily*
 - Effective date of the Fix EFP will be either the first day of PP#23 (5/1/16), employee’s hire date, or date transferred to department, whichever is latest
- The Fix EFPs are created to allow for timesheet entry that can go back 4 pay periods (PPs #23-26)
- The Fix EFPs will be deleted after 4 pay periods in FY17 since timesheets can only go back 4 pay periods (i.e. deleted in PP17-05)

FIX EFP – Non-salaried EEs **NEW******

- If there are multiple EFPs for an employee in FY16 between 5/1/16 and 6/30/16, the prior year retro earnings paid PP17-02 through 17-04 will only be done based on the last FY16 EFP
 - Corrections must be done via Direct retro (DR)
- Prior year retro earnings paid beginning PP17-05 through 17-26 will be charged to the PCA
 - Departments are required to submit DRs to redistribute prior year expenses paid in FY17

FY16 EFP Cut Off Date

- **Tuesday- 6/28:** All EFPs for FY16 must be approved in eUMB before 8pm
 - EFPs entered but not approved by the deadline will be deleted
- No budget retros for FY16 after 6/28, 8pm

PP16-26 (6/12-6/25) Distribution

- **Wednesday-6/29:** Actuals Distribution process is run for PP16-26 with no encumbrances
- **Thursday-6/30:** Validate that payroll expenses were distributed correctly using HRMS *Payroll Charges Detail* (PCD)
- **Friday-7/1:** Validate that payroll expenses were distributed correctly using Raven *Statement of Payroll Charges* (SPC)

WHAT TO DO BEFORE THE FY17 EFP ROLLOVER

From today until 8pm on Tuesday, 6/28/16

Before the FY17 EFP Rollover

- Make sure all employees have a FY16 EFP
 - Run Funding Summary Report and/or
 - Run query UMB_CA_NO_EFP
- Administrative depts tend to forget to set up EFPs for new employees- means more work at budget time!

Before the FY17 EFP Rollover

- Review all funding sources that end 6/30/16 or earlier and determine redistributions
 - Use EFP Query or Funding Summary Report
- Complete redistributions by entering & approving new EFP for a Budget Retro
 - Approve new EFP by 8pm on Tuesday, 6/14 for PP16-25
 - Approve new EFP by 8pm on Tuesday, 6/28 for PP16-26 and PP17-01 distribution (6/26-7/9)

Before the FY17 EFP Rollover

- Check ALL Funding End Dates (FED) on EFPs:
 - No FED \Rightarrow no change required
 - FED $>$ 6/30/16 \Rightarrow no change required
 - FED $<$ 6/30/16 \Rightarrow change now so that payroll expenses do not charge PCA
 - FED = 6/30/16 \Rightarrow OK to change now; must be changed in FY17 to avoid charging PCA

Before the FY17 EFP Rollover

- Funding End Dates on EFPs:
 - For sponsored projects, the funding end date is required and it can be extended to the lesser of the project end date or 6/30/21 (current FY + 5 years)
 - For all other projects, an end date is not required or recommended but if entered it cannot be greater than the end of the current fiscal year

Before the FY17 EFP Rollover

- Check for EFPs that cite PCA:
 - Run Query UMB_CA_EFP_BY_PROJ_ID
 - Enter Department PCA for project
 - If EFP is found where PCA is cited, consider changing it
- Reminder: PCAs should be zeroed out by end of the fiscal year (*except for overpayments- account 2150*)

Before the FY17 EFP Rollover

Run Funding Summary Report using an “as of” date of 6/30/16 and select the “**PCAs Only**” report choice. Only the following will be returned:

- 1.Lines marked as ‘DP’ (i.e. No EFP)
- 2.Lines with Funding End Dates of 6/30/16 or earlier (i.e. Expiring EFP)

Setting Up Funding Summary Report: Checking EFPs **Before 16-26 Distribution**

Favorites Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Reports > Funding Summary USA

Funding Summary Report

Run Control ID: FundingSummary [Print Manager](#) [Process Monitor](#)

Funding Summary Rpt Parameters

Set ID:	PSUMB	Department:	<input type="text"/>
*Fiscal Year:	2016	Empl ID:	<input type="text"/>
*As Of Date:	06/30/2016	Empl Rcd#:	0

Funding Summary By

Appointment Level Position Level

Report Option

Earnings Deductions Tax

Include Terminated Employees

Yes No

Report Choice

Entire EFPs PCAs Only

Using 6/30/16 will help you insure that charges **through the end of the fiscal year** are using the correct combo code.

The default setting ("No") returns EFPs for **active** employees only. Select "Yes" if you also need to display EFPs for **terminated** employees.

Use **PCAs Only Report Choice** to isolate the EFPs that will default to the PCA/Dept level

Reviewing Funding Summary Report: Checking EFPs Before 16-26 Distribution

Displays problem EFPs in effect as of 6/30/16

PCAs Only Version

Only the portion of the EFP that will be charged to the PCA is displayed - not the full EFP.

eUMB-USER: 00451
Report ID: BUD011

PeopleSoft
Employee Funding Summary Report

HRPROD: 307551
Page No. 15
Run Date 06/02/2016
Run Time 10:52:04

As of Date: 06/30/2016

Report Option: Earnings Distribution
SetID: PSUMB Department: 15204000 - School of Hard Knocks Fiscal Year: 2016

EMPLOYEE ID	RCD#	NAME	EMPL STATUS	FUNDING LEVEL	PCBU	PROJ ID	ACTV	PRO-GRAM	FUND	ACCOUNT CODE	DIST. %	FUNDING END DATE	*PCA*
050961	0	Benes, Elaine	Active	AP	00191	10007777	00	152	182	0000369852	2.244	06/01/2016	***
083197	0	Costanza, George	Active	AP	00184	10006232	00	156	182	0000410077	70.000	05/31/2016	***
					00184	10006681	00	151	182	0000410581	10.000	05/31/2016	***
					00184	10006762	00	151	182	0000402771	20.000	05/31/2016	***
098765	1	Kramer, Cosmo	Active	DP	00135	00395999	00	102	118	0000123987	100.000		***

Total Number of Employees Processed: - 54

f Department

AP= Appointment Level Profile (EFP is in eUM);
DP= Department Level Profile (EFP is NOT in eUM and payroll-related expenses will be charged to departmental PCA!)

(now thru 6/28)

**FY17 EFP ROLLOVER
(AFTER 8PM ON
TUESDAY, 6/28/16)**

FY17 Rollover

- The last FY16 EFP will be used to programmatically:
 - Create the Initial 7/1/16 EFP
 - Create the “fix” EFP ONLY for employees in paygroups NFY/HRLY/SPC
 - No fix EFP for employees in paygroups AFY/ASY/EFY

FY17 Rollover

- The “fix” EFP (NFY/HRLY/SPC Only):
 - Will have a Funding Begin Date of 5/1/16, employee’s hire date, or date transferred to department -- whichever is latest
 - Used to distribute FY16 payroll expenses associated with pay earnings dates from 5/1/16-6/30/16 paid in PP17-02 through 17-04 (ex. Shift, OVT, hourly employees)
 - Cannot be created if an employee has no FY16 EFP by 6/28/16
 - Prior fiscal year retro pay (<7/1/16) will be charged to PCA and the department must submit a DR to move expenses

FY17 Rollover

- EFPs will programmatically be created for both active employees and employees who were terminated after 1/1
 - No action is required on your part for terminated employees

WHAT TO DO AFTER THE ROLLOVER & BEFORE PP17-01 ACTUALS DISTRIBUTION

*From Wednesday, 6/29/16 through
Tuesday, 7/12/16 at 8PM*

Before PP17-01 Actuals Distribution

- Make sure all active employees have a valid 7/1/16 EFP
 - Review 7/1/16 EFP to be sure it is valid (check combo codes, funding end dates, % distributions)
 - Create a valid 7/1/16 EFP if it is not there
- 6/29 @ 6AM – 7/12@ 8PM (Two Week period):
 - Departments review and create additional 7/1/16 EFPs as needed to reflect valid combo codes, funding end dates, % distributions

Creating New FY17 EFPs

- EFP will display the salary in effect (non leap year bi-weekly rate) at the time the EFP is created
- If an ePAF submitted effective 7/1/16 but it hasn't been fully approved in eUMB then the old salary will be reflected on the EFP page- this is OK
- Reminder- salary displayed on the EFP is informational only and may not reflect the actual amount distributed.

Checking FY17 EFPs **Before 17-01 Distribution**

Run Funding Summary Report using an “as of” date of 7/9/16 and select the “**PCAs Only**” report choice. Only the following will be returned:

1. Lines marked as ‘DP’ (i.e. No EFP)
2. Lines with Funding End Dates of 7/9/16 or earlier (i.e. Expiring EFP)

Setting Up Funding Summary Report: (thru 7/12) Checking FY16 EFPs Before 16-01 Distribution

Favorites Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Reports > Funding Summary USA

Funding Summary Report

Run Control ID: FundingSummary [Report Manager](#) [Process Monitor](#)

Funding Summary Rpt Parameters

Set ID:	PSUMB	Department:	<input type="text"/>
*Fiscal Year:	2016	Empl ID:	<input type="text"/>
*As Of Date:	07/09/2016	Empl Rcd#:	0

Funding Summary By

Appointment Level Position Level

Report Option

Earnings Deductions Tax

Include Terminated Employees

Yes No

Report Choice

Entire EFPs PCAs Only

This report displays the "problem" EFPs in effect "as of" the last day of PP 17-01.

Reviewing Funding Summary Report: (thru 7/12) Checking FY17 EFPs Before 17-01 Distribution

Displays EFPs in effect
as of 7/9/16

PCAs Only Version

ALERT! Funding sources
expiring 6/30/16 and earlier
require your quick attention or
your PCA will be charged.

eUMB-USER: 004514		PeopleSoft						HRPROD: 309352					
Report ID: BUD011		Employee Funding Summary Report						Page No. 25					
As of Date: 07/09/2016								Run Date 07/06/2016					
								Run Time 11:06:46					
Report Option: Earnings Distribution													
SetID: PSUMB Department: 15204000 - School of Hard Knocks Fiscal Year: 2012													
EMPLOYEE ID	RCD#	NAME	EMPL STATUS	FUNDING LEVEL	PCBU	PROJ ID	ACTV	PRO-GRAM	FUND	ACCOUNT CODE	DIST. %	FUNDING END DATE	*PCA*
050961	0	Benes, Elaine	Active	AP	00191	10007777	00	152	182	0000369852	2.244	06/01/2016	***
098765	1	Kramer, Cosmo	Active	DP	00135	00395999	00	102	118	0000123987	100.000		***

Total Number of Employees Processed: - 54

of Department

ALERT! If Funding Level = DP (Department Level Profile), employee **DOES NOT HAVE EFP** in eUMB. Payroll-related expenses will be charged to the departmental PCA!

FY17 REDIRECT EFPS TO PCA PROCESS

On Tuesday, 7/12/16 after 8pm

FY17 Redirect EFP Process

- If the FY17 EFP has a funding end date of 6/30/16 or earlier, on Tuesday, July 12th after 8pm, the EFP will be changed by the system
- A process will run to replace any combo code with an expired funding end date with your department default combo code- AKA your PCA- with funding end date of 7/1/16

EFP Redirect Example

The initial FY17 EFP created effective 7/1/16 with combo codes expiring before 7/1/16 was not fixed before 7/12/16 at 8pm

A redirect process will run on Tuesday, 7/12/16 to remove combo codes with funding end dates prior to 7/1/16 and add the PCA/Dept Default combo code equal to the percent of combo codes removed.

<u>Funding Source</u>	<u>Funding Source End Date</u>	<u>Percent</u>
<u>FY17 EFP on 7/12/16</u>		
State	blank	10%
Revolving	blank	5%
Grant#1	5/31/2016	20%
Grant#2	6/30/2016	30%
Grant#3	7/31/2016	25%
Grant#4	8/31/2016	10%
		<u>100%</u>

<u>FY17 EFP on 7/13/16</u>		
State	blank	10%
Revolving	blank	5%
Grant#3	7/31/2016	25%
Grant#4	8/31/2016	10%
PCA	7/1/2016	50%
		<u>100%</u>

PP17-01 ACTUALS DISTRIBUTION & ENCUMBRANCES

On Wednesday, 7/13/16

PP17-01 (6/26-7/9) Distribution

- **Wednesday-7/13:** Actuals Distribution process is run for PP17-01 with encumbrances calculated from 7/10/16 forward
- **Thursday-7/14:** Validate that payroll expenses were distributed correctly using PCD in HRMS
- **Friday-7/15:** Validate that payroll expenses were distributed correctly using SPC in Raven

PP17-01 Actuals Distribution

- Two Week period = 6/26-7/9/16
- Using FY17 Fringe Benefit Rates for entire PP17-01 (6/26-7/9)
- For PCD reporting purposes, we refer to period of 6/26-30 as PP16-27 (AKA the payroll accrual) and 7/1-9 as PP17-01
- For SPC reporting purposes, we refer to the entire pay period as 17-01 and use the Fiscal Year field to segregate 6/26-30 from 7/1-9

PP17-01 Actuals Distribution

- PP17-01 covers payroll expenses associated with both FY16 and FY17- when the actuals distribution is run:
 - FY16 payroll expenses (based on pay earnings dates) will be distributed based on the FY16 EFP(s) in effect for 6/26-30
 - FY17 payroll expenses (based on pay earnings dates) will be distributed based on the 7/1/16 EFP in effect

PP17-01 Actuals Distribution

- When a valid EFP is not set up before the 17-01 actuals distribution process is run:
 - Payroll expenses associated with earnings dates greater than the Funding End Dates on your EFPs will be distributed to your PCA
 - You will need to do a budget retro
 - You will have LARGE encumbrance balances on your PCA

Setting Up Funding Summary Report: (starting 7/13)

Checking FY17 EFPs **Used** in 17-01 Distribution

Funding Summary Report

This report displays the “problem” EFPs in effect “as of” the last day of PP 17-01.

Run Control ID: FundingSummary

[Job Manager](#)

[Process Monitor](#)

Run

Funding Summary Rpt Parameters

Set ID: PSUMB

Department:

*Fiscal Year: 2017

Empl ID:

*As Of Date: 07/09/2016

Empl Rcd#:

Funding Summary By

Appointment Level Position Level

Report Option

Earnings Deductions Tax

Include Terminated Employees

Yes No

Report Choice

Entire EFPs PCAs Only

Reviewing Funding Summary Report: (starting 7/13)

Checking FY17 EFPs **Used** in 17-01 Distribution

Displays problem EFPs in effect as of PP17-01

**PCAs Only
Version**

Example where no changes were made to FY17 EFPs

eUMB-USER: 004514	PeopleSoft	HRPROD: 309956
Report ID: BUD011	Employee Funding Summary Report	Page No. 25
As of Date: 07/09/2016		Run Date 07/15/2016
		Run Time 10:32:09
Report Option: Earnings Distribution		
SetID: PSUMB	Department: 15204000 - School of Hard Knocks	Fiscal Year: 2015

EMPLOYEE ID	RCD#	NAME	EMPL STATUS	FUNDING LEVEL	PCBU	PROJ ID	ACTV	PRO-GRAM	FUND	Combo CODE	DIST. %	FUNDING END DATE	*PCA*
050961	0	Benes, Elaine	Active	AP	00135	00395999	00	102	118	0000123987	2.244	07/01/2016	***
098765	1	Kramer, Cosmo	Active	DP	00135	00395999	00	102	118	0000123987	100.000		***

Total Number of Employees Processed: - 54

End of Department

ALERT! Funding sources expiring 7/01/16 were changed by the redirect process to charge your PCA

Key Dates Summary

Action	Due/Action Dates 2016
Units submit Direct Retros for FY16 (PP16-26)	Friday, June 24 th by 2pm
Units create new FY16 EFPs	Tuesday, June 28 th - 8pm
EFP Rollover: Copy forward FY16 EFPs to create FY17 7/1/16 EFP and "Fix" EFP	Tuesday, June 28 th after 8pm
PP16-26 Actuals Distributions	Wednesday, June 29 th
Units create new FY17 EFPs	Wednesday, June 29 th - Tuesday, July 12 th by 8pm
Units submit Direct Retros to post in FY16 (PP17-01)	Wednesday, July 6 th by COB
EFP Redirect process	Tuesday, July 12 th after 8pm
PP17-01 Actuals Distribution with FY17 Fringe Benefit Rates and FY17 encumbrance	Wednesday, July 13 th

Tools for Checking EFPs

- Use Funding Summary Report
 - Main Menu>Set Up HRMS> Product Related> Commitment Accounting> Reports> Funding Summary USA
- Use queries (recommend using pivot tables with download to Excel)
 - Main Menu> Reporting Tools> Query> Query Viewer
 - UMB_CA_EFP_BY_EMPL_ID (one employee)
 - UMB_CA_EFP_BY_DEPT_ID (all employees)
 - UMB_CA_NO_EFP (for missing EFPs)
 - UMB_CA_EFP_BY_PROJ_ID (check PCA)
 - UMB_CA_EFP_BY_COMBO_CODE (alternative to proj ID)

Notice About Certain Reports

- “Favorites” for both the Payroll Charges Detail report and the UMB_CA_EFP_BY_PROJ_ID query were accidentally removed
 - The report and query are still available
 - Users just need to re-create items as Favorites


PP17-01 Reminders

- Since we use the real service dates on the PA form, the earnings will be distributed to the appropriate fiscal year according to those dates
- Write the appropriate fiscal year on the top of the PA form
- If a Combo Code is not indicated on the PA form:
 - Pay earnings prior to 7/1/16 will be distributed based on FY16 EFP(s)
 - Pay earnings after or equal to 7/1/16 will be distributed based on FY17 EFP

PP17-01 Payroll Adjustment Form

Prior Pay Period Adjustment

FY 16

 <p>UNIVERSITY of MARYLAND THE FOUNDING CAMPUS</p>	<p>Payroll Adjustment Form Prior Pay Period Adjustment University of Maryland Baltimore</p>
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Employee Name (Last, First):	<input type="text"/>	Pay Period Processed (FY-PP):	<input type="text"/>
Empl ID/Rcd#/Paygroup:	<input type="text"/> 0 <input type="text"/>	Dates of Service:	6/1/16-6/30/16
Employee Title:	<input type="text"/>	Payroll Contact:	<input type="text"/>
Department ID:	<input type="text"/>	Contact phone:	<input type="text"/>
Department Name:	<input type="text"/>		



PP 17-01 Reminders

- Salary Pay is calculated on 14ths instead of 10ths- Ex. New faculty employee who starts 7/1/16 will received 9/14ths pay; exempt employee terminating 6/30/16 will receive 5/14ths pay
- Employees attending Onboarding on Monday, 6/27/16 should have a hire date of 6/26/16 for a full bi-weekly pay
- Employees last day work on Friday, 7/8/16 should have a termination effective date of 7/10/16 for a full bi-weekly pay
- Hourly Pay (Non-exempt and hourly employees) is calculated based on hours on specific days entered on timesheet or scheduled hours

PP 17-01 Reminders

- All calendars and calculation charts have been updated and published on FS-Payroll website at <http://www.umaryland.edu/financialservices/payroll/>
 - Payroll Calendar
 - Pay Date Schedule
 - CA Calendar
 - FY Salary Calculation Chart – 10ths
 - FY Salary Calculation Chart – 14ths

Cost Sharing for Payroll Expenses

- NIH Salary Cap is **\$185,100**. Check employees who may go over the cap with 7/1 pay changes
 - Amount is based on annualized salary-
Ex. FTE=.20 and amount paid at UMB= \$40K → Annualized= \$200K
- Position owner creates EFP but may be unaware that a project from another department requires Over The Cap - communicate!

Preparing a Direct Retro (DR) to move Retroactive pay

- The pay periods to move are based on the ***Paid Period***, and not the effective period of the payroll
- The Direct Retro explanation should include the fact that you are attempting to move a retro pay
- The Payroll Charges Detail (PCD) report will only show the paid period total dollar amount, and not the effective periods to which the payment applies
 - If there is a retro pay and a regular pay during a pay period, the PCD will show the combined dollar amount.
 - You cannot identify a retro payment by looking at the PCD.

Preparing a Direct Retro (DR) to move Retroactive pay, Continued

- To identify a retro pay on the effort form:
 - Click on the payroll total hyperlink to view the payroll detail
 - Note that the effective begin and end dates in the effort report payroll detail will be prior to the pay period effective end date.

Example:

- On pay date 12/31/15 (PP16-13), an employee receives a retro pay effective 1/1/14 through 12/12/15
- In order to move this payroll, you will submit a DR to move salary from the period when the payment occurred, PP16-13

Payroll Details By Transaction
 Reporting Period: 123115
 (09/20/2015 - 12/26/2015)

Name: [Redacted]
 SubDep: [Redacted]

Employee ID: [Redacted]
 Division: [Redacted]

Title: [Redacted]
 Title Code: [Redacted]

Change to: All [v] Detail By Month

PCBU-Project-Fund	Dept	Earnings Code	Account	Eff. Begin Date	Eff. End Date	Pay Date	Period End Date	Payroll	Non-Effort Payroll	Effort Payroll	Effort Payroll %
00184	[Redacted]	RRS	1012	01/01/2014	09/30/2015	12/31/2015	12/26/2015	\$2,295.39	\$2,255.81	\$39.58	
00184	182 R	RRS	1012	01/01/2014	09/30/2015	12/31/2015	12/26/2015	\$2,295.39	\$2,255.81	\$39.58	
00184	[Redacted]	RGS	1021	09/20/2015	10/03/2015	10/09/2015	10/03/2015	\$1,471.48	\$0.00	\$1,471.48	
SubTL:								\$6,062.26	\$4,511.62	\$1,550.64	11%
00184	[Redacted]	RGS	1021	09/20/2015	10/03/2015	11/06/2015	10/31/2015	\$401.31	\$0.00	\$401.31	
00184	[Redacted]	RGS	1021	10/04/2015	10/17/2015	11/06/2015	10/31/2015	\$1,872.79	\$0.00	\$1,872.79	
00184	[Redacted]	RGS	1021	10/18/2015	10/31/2015	11/06/2015	10/31/2015	\$1,872.79	\$0.00	\$1,872.79	
00184	[Redacted]	RGS	1021	11/01/2015	11/14/2015	11/20/2015	11/14/2015	\$1,872.79	\$0.00	\$1,872.79	
00184	[Redacted]	RGS	1021	11/15/2015	11/28/2015	12/04/2015	11/28/2015	\$1,872.79	\$0.00	\$1,872.79	
00184	[Redacted]	RGS	1021	11/29/2015	12/12/2015	12/18/2015	12/12/2015	\$1,605.25	\$0.00	\$1,605.25	
00184	[Redacted]	RGS	1021	11/29/2015	12/12/2015	12/18/2015	12/12/2015	\$267.54	\$0.00	\$267.54	
00184	[Redacted]	RRS	1012	10/01/2015	12/12/2015	12/31/2015	12/26/2015	\$262.63	\$0.00	\$262.63	
00184	[Redacted]	RGS	1012	12/13/2015	12/26/2015	12/31/2015	12/26/2015	\$1,967.55	\$0.00	\$1,967.55	
SubTL:								\$11,995.44	\$0.00	\$11,995.44	89%
00135	118	RGS	1021	09/20/2015	10/03/2015	10/09/2015	10/03/2015	\$401.31	\$0.00	\$401.31	
00135	118	RGS	1021	09/20/2015	10/03/2015	11/06/2015	10/31/2015	\$-401.31	\$0.00	\$-401.31	
00135	118	RGS	1021	10/04/2015	10/17/2015	10/23/2015	10/17/2015	\$1,872.79	\$0.00	\$1,872.79	
00135	118	RGS	1021	10/04/2015	10/17/2015	11/06/2015	10/31/2015	\$-1,872.79	\$0.00	\$-1,872.79	
SubTL:								\$0.00	\$0.00	\$0.00	0%
Total:								\$18,057.70	\$4,511.62	\$13,546.08	100%

Note:

RCT Records are highlighted in yellow with R.

EXCEL [v] Download

Close Window

Employee Earnings and Fringes

Empl ID: [REDACTED] Regular
 Company: UMB Earnings: 4,525.57 Empl Record: 0 Off Cycle?:
 Pay Group: AFY Taxes: 1,266.58 Form ID: [REDACTED] Corrected: 02/23/16
 Pay End Date: 12/26/2015 Deductions: 236.13 Check Nbr: [REDACTED]
 Page: 396 Net Pay: 3,022.86 Check Dt: 12/31/2015
 Line: 7

Pay Earnings Personalize | Find | [icon] First 1-3 of 3 Last

Addl #	Earnings Begin Date	Earnings End Date	Erncd		Hours	Earnings	Hourly Rate	FLSA Rate	Deptid	Combo Code	FICA	Tax Periods	TL Source
	12/13/15	12/26/15	RGS	Regular Salaried	80.00	1967.55	24.594376		10419030		Subject	1	
1	01/01/14	12/12/15					24.594376		10419030		Subject	1	User Rcd
1	01/01/14	12/12/15	RRS	Retro Regular Salaried		2558.02			10419030				User Rcd

Earnings Distribution Personalize | Find | [icon] First 1-4 of 4 Last

Erncd	Earns End Date	Fiscal Year	Acctg Period	Combo Code	Acct	Amount	Dept ID	Empl Rcd#	BR / DR Pay End Date
RGS	12/26/15	2016	6	[REDACTED]	1012	1967.55	[REDACTED]	0	
RRS	09/30/15	2016	8	[REDACTED]	1012	1248.43	[REDACTED]	0	02/20/16
RRS	09/30/15	2016	8	[REDACTED]	1012	1046.96	[REDACTED]	0	02/20/16
RRS	12/12/15	2016	6	[REDACTED]	1012	262.63	[REDACTED]	0	

The paycheck will most likely include regular pay, as well as retro pay. So when a DR is submitted for the pay period, it could move either one. Contact Cost and Compliance if your direct retro moves regular pay when you wanted retro pay or vice versa.

Pay period 16-13 totals combine both the regular, and the retro pay

eUM-USER: 018680
Report ID: UMRPR183

University of Maryland
UMB PAYROLL CHARGES DETAIL REPORT FOR EMPLID = [REDACTED]
For Pay Periods: 16-13 TO 16-13 [Date Range: 13-DEC-2015 TO 26-DEC-2015]

HRPROD: 901261
Page No. 1
Run Date 06/01/2016
Run Time 14:01:45

ProjID	ACCT	PayEndDT	RunID	FY	GROSS SALARY	CALCED. Fringe AMT	FICA [2725]	HEALTH [2710]	H.SCHG / [2711] /	OPEB RETIRMT [ACCT] [2712]	UNEMPMT [ACCT]	SRA [ACCT]	R ProjOwner	D DEPTID [-]	
DeptId: 10419030 EMPLOYEE: [REDACTED]															
[REDACTED]	PCBU: 00135	Combo cd: [REDACTED]	ACTIVITY:00	OWNER DEPT.: [REDACTED]	FUND CODE: 135	PROGRAM: 158									
1012	12-26-15	16-13	2016	1,248.43	292.13 [2790]	0.00	0.00	0.00/	0.00	0.00 []	0.00 []	0.00 []	Y		
Account Total:				1,248.43	292.13	0.00	0.00	0.00/	0.00	0.00 []	0.00 []	0.00 []			
Combo code Total:				1,248.43	292.13	0.00	0.00	0.00/	0.00	0.00	0.00	0.00			
Project Total:				1,248.43	292.13	0.00	0.00	0.00/	0.00	0.00	0.00	0.00			
PCBU: 00184 Combo cd: [REDACTED] ACTIVITY:00 OWNER DEPT.: [REDACTED] FUND CODE: 182 PROGRAM: 151															
1012	12-26-15	16-13	2016	1,046.96	244.99 [2790]	0.00	0.00	0.00/	0.00	0.00 []	0.00 []	0.00 []	Y		
Account Total:				1,046.96	244.99	0.00	0.00	0.00/	0.00	0.00 []	0.00 []	0.00 []			
Combo code Total:				1,046.96	244.99	0.00	0.00	0.00/	0.00	0.00	0.00	0.00			
Project Total:				1,046.96	244.99	0.00	0.00	0.00/	0.00	0.00	0.00	0.00			
PCBU: 00184 Combo cd: [REDACTED] ACTIVITY:00 OWNER DEPT.: [REDACTED] FUND CODE: 182 PROGRAM: 154															
1012	12-26-15	16-13	2016	2,230.18	521.87 [2790]	0.00	0.00	0.00/	0.00	0.00 []	0.00 []	0.00 []			
Account Total:				2,230.18	521.87	0.00	0.00	0.00/	0.00	0.00 []	0.00 []	0.00 []			
Combo code Total:				2,230.18	521.87	0.00	0.00	0.00/	0.00	0.00	0.00	0.00			
Project Total:				2,230.18	521.87	0.00	0.00	0.00/	0.00	0.00	0.00	0.00			
EMPLOYEE TOTAL:				4,525.57	1,058.99	0.00	0.00	0.00/	0.00	0.00	0.00	0.00	0.00		

Ties to total paycheck amount, including regular and retro pay

**FY13 and forward
wage transfers**

**eUMB Direct Retro Request Form
University of Maryland Baltimore**

_____ of _____

**FY13 &
forward**

This form is to be used to transfer wages PAID in **FY13 and forward**. For wages PAID FY12 and earlier, please use form CAF-03, titled FY12 and prior wage transfers.

Dept Name: _____	Costing & Compliance comments:
Prepared by: _____	
Email/Extension: _____	
EmplID/Empl Rcd: _____	
Employee Name (Last, First): _____	

From Pay Period (FY-PP): _____	To Pay Period (FY-PP): _____	Fiscal Year (only 1 year in YYYY format) _____
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Credit Chartstring and HRMS Account Code (From):

PCBU	Project	Fund	Department	Program	HRMS Combo Code
------	---------	------	------------	---------	-----------------

Debit Chartstring and HRMS Account Code (To):

PCBU	Project	Fund	Department	Program	HRMS Combo Code
------	---------	------	------------	---------	-----------------

	Credit Account	Transfer Type (Choose one)		Debit Account
		Amount	Percent/PP	
Salary	pick one			pick one
Overtime	2110			2110
Shift Differential	2120			2120
Total wages		-		

The fringe amounts calculated below are for informational purposes. HRMS will automatically calculate fringes during the biweekly payroll post. Consequently, there may be some minor differences due to rounding.

		A debit wage account must be selected above.		A debit wage account must be selected above.
Fringe rate * salary	0.00%	-		
OT & shift diff fringe	8.40%	2793	-	2793
Total fringes			-	
Total Wages & Fringes			-	

SPAC website on Fringe Benefits: <http://www.cost.umaryland.edu/fringebenefitrates.cfm>

The pay periods entered here should be the pay periods when the retro payment was received. In our example, it will be 16-13.

The direct retro explanation should include the fact that a retro payment is being moved.

Questions or Comments on CA Processing



OTHER NEW FY ACTIVITIES

FY17 Non Leap Year

- A leap year row was added to all employees with regular bi-weekly salary with effective date of 7/1/15
- FY17 is not a leap year so a non leap year row must be added to all employees with regular bi-weekly salary with effective date of 7/1/16
- Non leap year row will be inserted on 6/28/16 after COB
- No change to annual salary
- Slight increase in bi-weekly salary
- Applies to all paygroups except for SPC and HRL
- The new non leap year factor is 26.071428 (365 days/14 days)

ePAF Processing

- **Job Change** ePAFs must be submitted to HRSC by Thursday, 6/9/16 for PP 16-26 & 17-01
- **Hire/Term** ePAFs must be submitted to HRSC by Thursday, 6/23/16 for PP17-01
- Note: For employees who are eligible for merit and are either terminating or reducing pay (ex. FTE reduction) in PP17-01- must attach EA form for manual entry of merit to the ePAF
 - Need to avoid overpayments!

FY17 MERIT CRITICAL DATES

Merit Processing

- HR Partners were presented with high level guidelines
- Schools/Central Admin to determine specific rules
- Meeting for Payroll Reps on Thursday, June 23rd to present further detail and PITP processing

Merit Processing Dates

- Effective date: 7/1/16
- Increase will be processed in pay period #17-02
 - Pay period 7/10/16-7/23/16
 - Pay date 7/29/16
- Employees terminating between 7/2 and 7/9/16 who receive Merit will have Merit processed in PP17-01

Key Dates for PP17-01

Dates in 2016	Action
Tuesday, 6/28	Insert Non Leap Year row (All Paygroups except HRL and SPC)
Friday, 7/16	Paycheck with new Non Leap Year bi-weekly rate effective 7/1/16-5/14ths (6/26-6/30) at Leap Year rate 9/14ths (7/1-7/9) at Non Leap Year rate

Key Dates for PP17-02

Dates in 2016	Action
Wednesday, 6/29	CITS loads PITP table
Thursday, 6/30 – Monday, 7/11	Department Pay Increase Initiators enter and Pay Increase Approvers approve amounts in PITP
Tuesday, 7/5 – Friday, 7/15	HR-Compensation reviews and approves PITP amounts
Friday, 7/15- Early AM	CITS loads PITP data to Job record
Friday, 7/15 – Tuesday, 7/19	HR-Service Center enters manual actions if required
Tuesday, 7/19	FS-Payroll begins processing for PP17-02
Tuesday, 7/19- Friday, 7/22	Departments run the Cost Center Report to review Merit Retro Pay (7/1-7/9) and the regular pay (new bi-weekly rate after Merit) for 7/10-7/23
Friday, 7/29	Payday- Paycheck includes new merit rate and retro merit pay

Questions or Comments on Other New FY Activities



Key Contacts

- SPAC- Costing & Compliance- 6-2987
 - Direct Retros
 - effort@umaryland.edu
- FS- Payroll- 6-1243
 - EFP rollover process
 - DL-BFPayrollHelp@umaryland.edu
- HRS- Service Center- 6-7600
 - ePAF dates
 - DL-HRSServiceCenter@umaryland.edu
- HRS-Comp- 6-6338
 - Merit dates
 - DL-HRSCompensation@umaryland.edu