

Automatic Termination Process for contractual staff employees

Human Resource Services
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Automatic Termination

- What
 - New process developed to automatically terminate staff employees
- Why
 - To minimize overpayments
 - SPS project requires accurate employment records

Automatic Termination

- Empl Classes:
 - 14 (W) Students
 - 16 (W) Students
 - 22 Non-Exempt C2
 - 31 I&T Non-Exempt If & When/Temp
 - 34 Exempt C1
 - 35 Exempt C2

Automatic Termination

- How will it work
 - Based on contract end date
 - Unless there is a contract amendment or renewal that extends the length of employment, an automatic termination row will generate and process
 - The automatic termination process will run every other Tuesday (net processing Tuesday) and capture all end dates that fall within that cycle

Automatic Termination

- Example 1
 - Xi is a Contingent Category II Lab Research Assistant
 - The contract is from 7/1/2017 to 6/30/2018 and will not be extended
 - The pay period in which the contract will end is 6/24/2018 – 7/7/2018
 - The new process will run at the beginning of the cycle on Tuesday, 6/26/2018
 - A termination row will be created with an effective date of 7/1/2018, and Xi will terminate if no other action happens
 - If a last minute decision is made to renew Xi's contract, a call to the HRSC will have to be made
 - If the intent is for Xi to terminate, nothing needs to be done. A termination ePaf **does not** need to be entered – Xi will automatically terminate

Automatic Termination

- Example 2
 - Dana is a Contingent Category I Office Clerk
 - The contract is from 8/15/2017 to 8/14/2018 and will not be extended
 - The pay period in which the contract will end is 8/5/2018 – 8/18/2018
 - The new process will run on Tuesday, 8/07/2018
 - A termination row will be created with a effective date of 8/15/2018, and Dana will terminate if no other action happens

Automatic Termination

- Example 3
 - Byron is a Contingent Category II IT Assistant
 - The contract is from 9/7/2017 to 9/6/2018 and will be extended
 - The pay period in which the contract will end is 9/2/2018 – 9/15/2018
 - An contract renewal ePaf was submitted on 8/31/2018
 - The new process will run on Tuesday, 9/4/2018
 - No termination row will be created, because an ePaf exists to extend the contract

Automatic Termination

- Example 4
 - Jane is a student employee – EmplClass 14
 - Her contract is from 5/31/2018 to 11/30/2018 and will terminate at the end of the contract
 - The pay period in which the contract will end is 11/25/2018 – 12/8/2018
 - The new process will run on Tuesday, 11/27/2018
 - A termination row will be created with an effective date of 12/01/2018

Automatic Termination

- What does this mean
 - If a contingent **Staff or Student** employee is terminating on their contract end date, **you no longer need to submit a termination ePaf**
 - If a contingent staff employee is going to be extended beyond their contract end date, **an ePaf must be submitted or they will automatically terminate**, and have to be rehired

Automatic Termination

- When does it start
 - Starts on pay period beginning August 19, 2018
- Query to determine staff who will expire within 30 days of query run date
 - UMB_HR_FUTURE_TERM_EXP_CONTRCT

Automatic Termination





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FS-Payroll

Outstanding/Delinquent ETS

- Legislative auditors are here, they just started working on payroll
- Outstanding/delinquent ETS must be taken care of ASAP
 - Closed pay periods
 - Paper timesheets on file- must be approved by supervisor and ETS Approver like ETS
 - Submit PAF if leave was reported on paper timesheets
 - Reconcile ETS Statistics page and upload all documents in eUMB
 - Open pay periods
 - Submit ETS- must be approved by supervisor and ETS Approver

Outstanding/Delinquent ETS

- Other than looking up online for delinquent/outstanding ETS on ETS Statistics page, you can also run query:
UMB_ETS_DELINQUENT_1_PP
- As of yesterday, 6/26, there are 519 ETS appearing on the query result
- You should have access to do the clean up this week

Supplemental Pays

- Last payment cannot be scheduled to be paid before the contract end date
- Reminder: HR-Comp would make sure the payments add up to the maximum contract amount, but they do not review the payment information section for the payment schedule
- See example

Supplemental Compensation Request



FACULTY SUPPLEMENTAL COMPENSATION REQUEST- EMPL CLASS 01,02,03 and 15

SEND APPROVED FORM WITH ATTACHED SIGNED PAYROLL ADJUSTMENT FORM TO COMPENSATION

Request Type: Check applicable Earnings Code						
<input type="checkbox"/>	EARNINGS CODE –SUM :Summer Work (10 mo. Faculty only)	UMB Policy II-1.21(B)	Start Date:		End Date:	
<input type="checkbox"/>	EARNINGS CODE –CED :Continuing Education	UMB Policy II-1.21(C)	Start Date:		End Date:	
<input type="checkbox"/>	EARNINGS CODE- TOV :Teaching Overload	UMB Policy II-1.25(A)	Start Date:		End Date:	
<input type="checkbox"/>	EARNINGS CODE- CPP :Clinical Overload	UMB Policy II-1.21(C)	Start Date:		End Date:	
<input type="checkbox"/>	EARNINGS CODE - CON :Professional Consulting ¹	UMB Policy II-3.10(A)	Start Date:		End Date:	
<input type="checkbox"/>	EARNINGS CODE –GLS :Lump Sum Grant ¹	UMB Policy II-1.21(C)	Start Date:		End Date:	
<input type="checkbox"/>	EARNINGS CODE –HON :Honorarium	UMB Policy II-1.21(C)	Start Date:		End Date:	
<input type="checkbox"/>	EARNINGS CODE –SEC :Secondary Staff Employment ¹	UMB Policy II-1.21(C)	Start Date:		End Date:	
<input type="checkbox"/>	EARNINGS CODE –SEA :Secondary Employment Affiliate ¹	UMB Policy II-1.21(C)	Start Date:		End Date:	
<input checked="" type="checkbox"/>	EARNINGS CODE –FAW :Faculty Administrative Work ¹	UMB Policy II-1.21(C)	Start Date:	1/1/18	End Date:	6/30/18
<input type="checkbox"/>	EARNINGS CODE – :Contact Compensation for instructions ¹	Work should not be performed until code is confirmed by Compensation.				

¹Pre-approval required for professional consulting (for non-grant consulting only), any lump sum grant other than MHEC, secondary staff employment or secondary adjunct appointment; this form should be submitted to President/Designee for pre-approval before work begins.

Increased Responsibilities:

Please provide brief description in this space and attach a letter describing increased responsibilities including any elements required by policy for the type of payment being requested. Letter should indicate where work will be performed.
Please see attached letter for scope of administrative/leadership duties that e

Single task to be paid one-time lump sum Task to be performed and paid over time (one year maximum)

Payment Information (If more than 4 sources, please attach schedule of payments)

Total Payment Amount: \$7,500.00				Payment amount must be based on daily rate			
Pay Period End Date:	3/17/18	Amount:	\$2,500.00	Funding Source:	X State <input type="checkbox"/> Grant <input type="checkbox"/> Other	Proj ID	10011500
Pay Period End Date:	5/12/18	Amount:	\$2,500.00	Funding Source:	X State <input type="checkbox"/> Grant <input type="checkbox"/> Other	Proj ID	10011500
Pay Period End Date:	6/23/18	Amount:	\$2,500.00	Funding Source:	X State <input type="checkbox"/> Grant <input type="checkbox"/> Other	Proj ID	10011500
Pay Period End Date:		Amount:		Funding Source:	<input type="checkbox"/> State <input type="checkbox"/> Grant <input type="checkbox"/> Other	Proj ID	

Note: The final payment cannot be processed before the contract end date.

Key Contacts

- FS- Payroll- 6-1243
 - DL-BFPayrollHelp@umaryland.edu
- Costing and Compliance- 6-2909
 - Effort@umaryland.edu
- HRS- Service Center 6-7600
 - DL-HRSServiceCenter@umaryland.edu
- HRS-Compensation- 6-2606
 - HRSCompensation@umaryland.edu