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# Payroll Rep Meeting

February 16, 2017

SOP – PH N103

9:30am - noon

# Agenda

- Human Resource Services
  - Regular Non Exempt Automatic Probation Increase
  - HRSC Reminders
  - New Onboarding Registration Page
  - Educational Credentials
- Financial Services
  - Legislative Audit Payroll Finding
  - Work Location
  - Editable W4 Form
  - Leave
  - Administrative Leave Reporting



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# HR- Compensation

Andrew George

# Regular Non-Exempt Automatic Probation Increase

- 2.5% Salary increase for Regular Non-Exempt Employees (Empl Class 20) for completing probation to become an automated process.
- Eligible employees will automatically receive the probation completion record after six months. Outliers will need to be handled separately.
- HRS and CITS are currently testing. Intended implementation at the end of February/early March.
- More details to follow.



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# HR Service Center Reminders

Karla Evans  
Sierra Reynolds

# Reminders

- Processing Schedule
- ePAF Processing
- Electronic Form I-9
- Onboarding Foreign Nationals
- Temporary Social Security Numbers
- Visa Renewals

# HRSC Processing Schedule

- Schedule is published every May and November.
- Schedule can be found at:  
<http://www.umaryland.edu/hrs/hrsc/>
- Review deadline dates. Dates can change depending on CPB's schedule.



# ePAF Processing

- ePAF must be approved by the final approver by the deadline to be processed in that pay cycle. This includes hires for onboarding or C1 and C2 staff.
- Only attach paperwork to ePAF that is listed as a required document. All documents attached to ePAF are uploaded into the employees file.
- Always check the visualizer to see where your ePAF is in the workflow.

# ePAF Visualizer

## Step 2 of 2: Form History

The page displays a history of this form, including everyone that has approved it.

### Form Information

eForm ID	30021791	
Form Status	Part Apprv	
Form Type	JOBCHANGE	Job Change
Condition	DEFAULT	Default
Next Approver	UMB_EPAF_COMPENSATION	

[Who can work this form?](#)

[Form Messages](#)

### Process Visualizer





# Electronic Form I-9

## Who Should use Electronic Form I-9

- New or Rehires ONLY
- For **new hires/rehire** this must be done no **later** than 3 business day from the hire date.
- Employee's already on payroll are not required to do another I-9 for promotions, name changes or VISA renewals
- HRSC will update I-9 for name changes and Visa renewals

# Onboarding Foreign Nationals

- Foreign Nationals attending onboarding must bring the following to onboarding:
  - Foreign Passport
  - I-94
  - Work Authorization Paperwork
    - F1 (I-20)
    - F1 OPT (EAD Card)
    - H1B (797A)
    - J1 (DS-2019)
    - J2 (EAD Card)
  - Social Security Card or Receipt from SSA

# Temporary Social Security Number

- Packet is given to new employee of instructions on what they need to do if they do not have a social security card.
- Included in the packet is the Affidavit of Compliance to be completed by department to request a temporary social security number
- Department must sign affidavit and send to HR Service Center with a copy of the receipt from Social Security.

# Visa Renewals

- HR Service Center will send reminder notifications out 30 days prior to expiration.
- Departments should run visa expiration query monthly. UMB\_PR\_VISA\_EXPIRATION\_DATES
- Prior to expiration of current VISA the employee bring renewal work authorization paperwork to HR Service Center to avoid termination from payroll.

# Visa Renewals

- Employee must update their Glacier record and send original Glacier with supporting documents to FS-Payroll. HR Service Center does not need copy of Glacier.
- Form I-9 update will be completed by the HR Service Center.

# Who to Contact

- HR Service Center e-mail:

[HRServiceCenter@umaryland.edu](mailto:HRServiceCenter@umaryland.edu)

- HR Service Center Phone:

6-7600

Questions?



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# Onboarding Registration

Human Resources

Juliet Dickerson

# Onboarding Registration

- A new site has been created for onboarding registration
- All participants for onboarding will be registered at this one site
- The site is located on the Human Resources page under Manager's toolkit/Onboarding

# Onboarding Registration

- Why the change?
  - Currently participants are registered through 2 channels:
    - Faculty and transfers – email to HR Jobs
    - New staff – entered on ePaf
  - Current practice is inefficient, and requires reps to remember to complete information and/or send email - new hires are easily missed
  - Reps have no easy way to track who they've enrolled, must keep a separate system for history
  - Reps have no way to know if their new hire attended without contacting HR

# Onboarding Registration

- New functionality
  - New employee will receive an auto-generated welcome letter immediately upon completion of the registration
  - Reps will receive an auto-generated email that confirms the new employee's registration
  - Reps will be able to see their registration history – records of all new employees they have registered
  - Reps will be able to confirm that their new employee attended
- Cutoff will be enforced and is hard coded by the new system
- Request: Please direct new hires to their welcome letters for location/parking

# Onboarding Registration - site

University of Maryland, Baltimore | Onboarding New Employee | University of Maryland, Baltimore | University of Maryland, Baltimore

← → ↻ 🔒 cf.umd.edu/onboarding

MYUMB DIRECTORY UMB ALERTS THE ELM BLACKBOARD SURFS UM SHUTTLE 🔍 Search

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About UMB Academics Admissions Research Services University Life Give to UMB

Welcome to Onboarding [Home](#)

**Home**

Who Should Attend Onboarding

Register Your Employee for Onboarding

Your Registration History

Campus Onboarding Schedule

Your Parking Access Forms History

Blank Parking Access Forms for Parking and Transportation Services

FAQ

Onboarding is the UMD commitment to ensure that employees have the information they need to get off to a great start. The program is designed to help them make informed decisions as they begin their exciting careers.

This Onboarding registration site will allow you to do the following:

- Register new, rehired and transferred employees for onboarding\*
- Upload completed and signed Parking and Building Access forms\*
- View your history of previous Onboarding registrations

At the end of the registration process, the participant will receive a welcome letter by email that gives detailed information on where to report, where to park and the necessary documents needed for their first day. You will receive a confirmation email.

[Register new employee for Onboarding](#)

\* Completed and signed forms must be saved as PDF prior to starting Onboarding registration. You may upload completed forms at a later date by viewing your Onboarding Registration history and clicking on the upload icon [ ].

Facilities Work Order  
IT Help Desk  
Jobs

The University of Maryland, Baltimore is the founding campus of the University System of Maryland.  
620 W. Lexington St., Baltimore, MD 21201 | 410-706-3100

# Onboarding Registration - site

University of Maryland, I x Onboarding New Employee University of Maryland, Balti University of Maryland, Balti +

df.umaryland.edu/onboarding/whoShouldAttend.cfm

MYUMB DIRECTORY UMB ALERTS THE ELM BLACKBOARD SURFS UM SHUTTLE Search

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## Who Should Attend Onboarding

Home
<b>Who Should Attend Onboarding</b>
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FAQ

### Who Should Attend Onboarding

- New regular employees and post-doctoral/research fellows who are 50% or more and do not have an emplID
- Employees who are moving into a status that provides more benefit options:
  - CI to regular staff or faculty position
  - CII to regular staff or faculty position
  - Non-exempt regular to exempt regular
  - Post-doctoral fellow to regular staff or faculty position
  - Below 50% to above 50% regular staff or faculty position
  - Student to regular staff or faculty position
- Affiliates who are being hired by UMB and have an emplID
- New regular employees who are being hired from another state agency or USM institution
- Employees whose jobs are changing with no impact to their benefits options, do not need to attend onboarding. Exempt Regular to Exempt Regular, Non-exempt Regular to Non-exempt Regular, Exempt regular to Faculty, etc.

# Onboarding Registration - form

The screenshot shows a web browser window with the URL [cf.umd.edu/onboarding/onboarding.cfm](http://cf.umd.edu/onboarding/onboarding.cfm). The page has a yellow navigation bar with links: About UMB, Academics, Admissions, Research, Services, University Life, and Give to UMB. A "Home" link is also present in the top right.

## Onboarding - Registration

[Home](#)

[Home](#)

[Who Should Attend Onboarding](#)

[Register Your Employee for Onboarding](#)

[Your Registration History](#)

[Campus Onboarding Schedule](#)

[Your Parking Access Forms History](#)

[Blank Parking Access Forms for Parking and Transportation Services](#)

[FAQ](#)

### Onboarding Registration

First Name »	<input type="text"/>
Last Name »	<input type="text"/>
Employee's E-Mail Address »	<input type="text"/>
Request Type »	<input type="text" value="v"/>
Employee ID	<input type="text"/>
	<small>» (required for rehire/conversion/promotion)</small>
Employee Classification »	<input type="text" value="v"/>
Previous Employee Classification	<input type="text" value="v"/>
Does this person have a work visa? »	<input type="text" value="v"/>
Visa (Other description)	<input type="text"/>
Is this person transferring from another USM institution or State Agency? »	<input type="text" value="v"/>
New UMB Job Title »	<input type="text"/>
Department Name »	<input type="text"/>
Department Number »	<input type="text"/>
Effective Hire Date »	<input type="text"/>
Onboarding Date »	<input type="text" value="v"/>
Where should the participant report on their 2nd day? »	Building: <input type="text"/>
	Address: <input type="text"/>



# Onboarding Registration - form

The screenshot shows a web browser window with the following tabs: University of Maryland, I X; Onboarding New Employee; University of Maryland, Balti; University of Maryland, Balti. The address bar shows the URL: cf.umaryland.edu/onboarding/onboarding.cfm. The browser interface includes navigation buttons (back, forward, refresh, home) and a search bar.

The form content is as follows:

Where should the participant report on their 2nd day? »

Building:

Address:

Contact Person:

Contact Phone Number:

Onboarding Date »

New UMB Job Title »

Department Name »

Department Number »

Effective Hire Date »

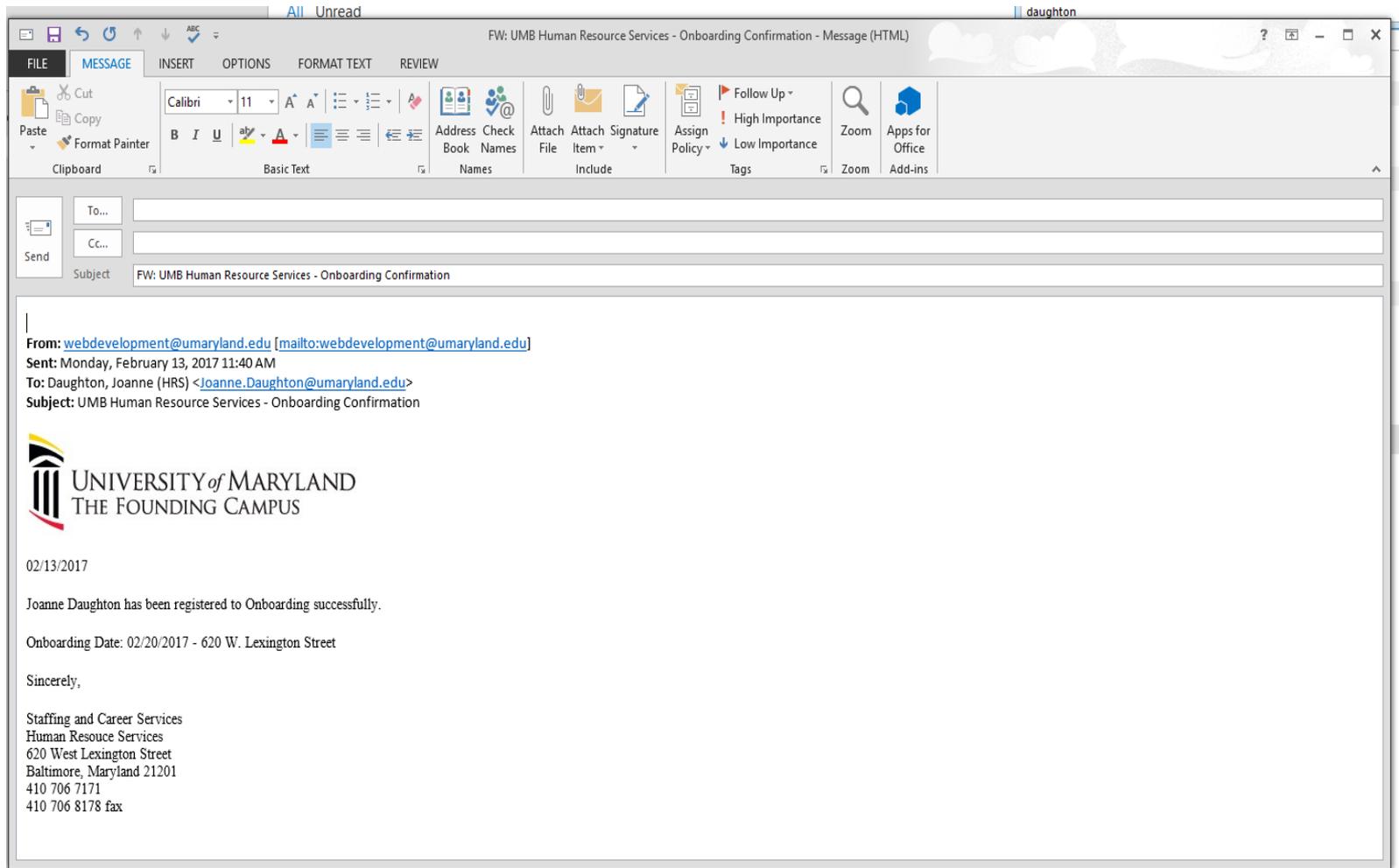
Upload Parking and Garage Access Form  Yes

» Denotes Required Field

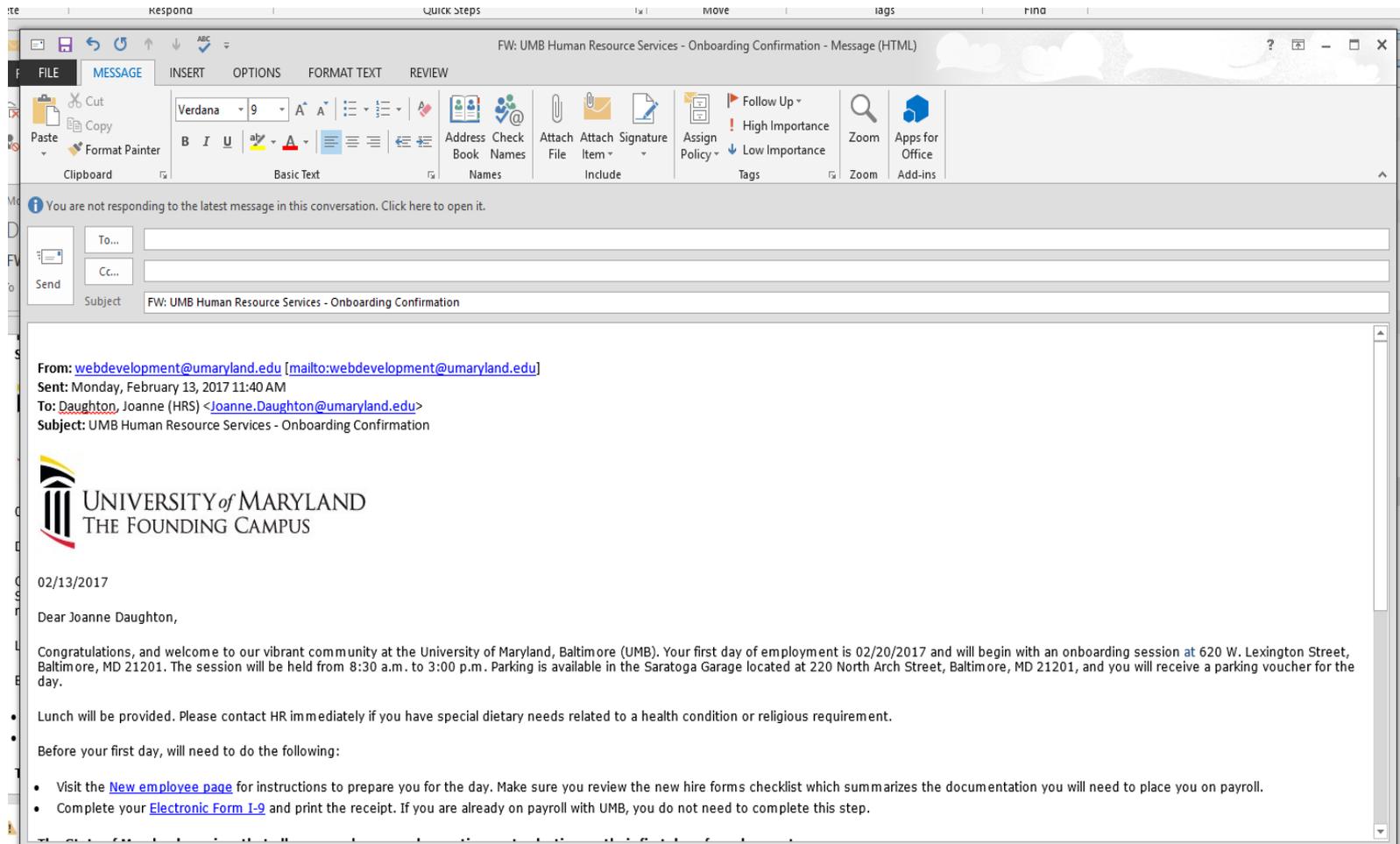
(Check this box above if you want to upload employee's monthly parking form now. Please have completed form signed and saved as PDF before continuing. Leave blank if you plan to upload at a later date. Go to your Registration History page to upload at a later date.)

An email confirmation will be sent to both the employee and the person completing this form.

# Onboarding Registration – Confirmation email to Payroll Rep is sent immediately



# Onboarding Registration – Welcome letter to new hire is sent immediately



FW: UMB Human Resource Services - Onboarding Confirmation - Message (HTML)

FILE MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW

Cut Copy Paste Format Painter Clipboard Basic Text Names Attach Check Attach Attach Signature Assign Follow Up High Importance Low Importance Zoom Apps for Office Add-ins

You are not responding to the latest message in this conversation. Click here to open it.

To...  
Cc...  
Send  
Subject FW: UMB Human Resource Services - Onboarding Confirmation

From: [webdevelopment@umaryland.edu](mailto:webdevelopment@umaryland.edu) [<mailto:webdevelopment@umaryland.edu>]  
Sent: Monday, February 13, 2017 11:40 AM  
To: Daughton, Joanne (HRS) <[Joanne.Daughton@umaryland.edu](mailto:Joanne.Daughton@umaryland.edu)>  
Subject: UMB Human Resource Services - Onboarding Confirmation

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02/13/2017

Dear Joanne Daughton,

Congratulations, and welcome to our vibrant community at the University of Maryland, Baltimore (UMB). Your first day of employment is 02/20/2017 and will begin with an onboarding session at 620 W. Lexington Street, Baltimore, MD 21201. The session will be held from 8:30 a.m. to 3:00 p.m. Parking is available in the Saratoga Garage located at 220 North Arch Street, Baltimore, MD 21201, and you will receive a parking voucher for the day.

- Lunch will be provided. Please contact HR immediately if you have special dietary needs related to a health condition or religious requirement.

Before your first day, will need to do the following:

- Visit the [New employee page](#) for instructions to prepare you for the day. Make sure you review the new hire forms checklist which summarizes the documentation you will need to place you on payroll.
- Complete your [Electronic Form I-9](#) and print the receipt. If you are already on payroll with UMB, you do not need to complete this step.

# Your onboarding registration history

The screenshot shows a web browser window with the URL `cf.umd.edu/onboarding/onBoardingHistory.cfm`. The page header includes the University of Maryland logo and navigation links: MYUMB, DIRECTORY, UMB ALERTS, THE ELM, BLACKBOARD, SURFS, and UM SHUTTLE. A search bar is also present. Below the header is a yellow navigation bar with links: About UMB, Academics, Admissions, Research, Services, University Life, and Give to UMB. The main content area is titled "Onboarding - Registration History" and features a sidebar with navigation options: Home, Who Should Attend Onboarding, Register Your Employee for Onboarding, **Your Registration History** (highlighted), Campus Onboarding Schedule, Your Parking Access Forms History, Blank Parking Access Forms for Parking and Transportation Services, and FAQ. The main content area is titled "Your Onboarding History" and includes a "Sort By" dropdown set to "Submitted Date" and a "Sort Order" dropdown set to "ASC". Below the sorting options is a "Submit" button. A text instruction reads: "Click on  to edit registration or change Onboarding date for your employee. Changes can be made up until two business days prior to the Onboarding date." Below this is a table with the following data:

	Name	Job Title	Onboarding Date	Attended	Submitted On	Upload Parking Permit
<input checked="" type="checkbox"/>	Juliet Dickerson	Director	02/20/2017	<input checked="" type="checkbox"/>	02/09/2017	
<input checked="" type="checkbox"/>	Juliet Dickerson	Assistant Professor	06/26/2017	<input checked="" type="checkbox"/>	02/09/2017	

# Campus onboarding schedule

University of Maryland, I X Onboarding New Employee University of Maryland, Balti University of Maryland, Balti +

cf.umaryland.edu/onboarding/onboardingDates.cfm

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Home

## Onboarding Schedule

Register	Onboarding Date	Location
	<a href="#">02/20/2017</a>	620 W. Lexington Street
	<a href="#">03/06/2017</a>	620 W. Lexington Street
	<a href="#">03/20/2017</a>	620 W. Lexington Street
	<a href="#">04/03/2017</a>	620 W. Lexington Street
	<a href="#">04/17/2017</a>	620 W. Lexington Street
	<a href="#">05/01/2017</a>	SMC Campus Center
	<a href="#">05/15/2017</a>	SMC Campus Center
	<a href="#">05/29/2017</a>	SMC Campus Center
	<a href="#">06/12/2017</a>	SMC Campus Center
	<a href="#">06/26/2017</a>	SMC Campus Center
	<a href="#">07/05/2017</a>	620 W. Lexington Street
	<a href="#">07/10/2017</a>	SMC Campus Center
	<a href="#">07/24/2017</a>	SMC Campus Center
	<a href="#">08/07/2017</a>	SMC Campus Center
	<a href="#">08/21/2017</a>	SMC Campus Center
	<a href="#">09/05/2017</a>	620 W. Lexington Street
	<a href="#">09/19/2017</a>	620 W. Lexington Street
	<a href="#">10/02/2017</a>	620 W. Lexington Street
	<a href="#">10/16/2017</a>	620 W. Lexington Street

- Home
- Who Should Attend Onboarding
- Register Your Employee for Onboarding
- Your Registration History
- Campus Onboarding Schedule**
- Your Parking Access Forms History
- Blank Parking Access Forms for Parking and Transportation Services
- FAQ

# Onboarding Registration





# Educational Credentials

Human Resources

Juliet Dickerson

# Educational Credentials in eUMB

- HR will be working on a project to ensure that employees' educational credentials are accurately reflected in eUMB
- This is important for promotional opportunities, reporting and compliance
- There are currently 1800+ employees who have no educational credentials recorded

# Educational Credentials in eUMB

- Similar to the FLSA project, HR will provide personalized letters to each employee letting them know:
  - Current designation in the system
  - Steps to update – provide official transcripts
  - What happens if nothing is done
- Timeline:
  - March, 2017 - Will be asking payroll reps to distribute letters
  - June 1, 2017 – Employees will provide official transcripts or be recorded as HS Diploma/GED



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# Financial Services - Payroll

## Payroll Topics



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# Legislative Audit- Payroll

Susan McKechnie

# Legislative Audit- Corrective Actions

- Based on 2016 OLA Report payroll finding, departments are now required to print and compare the same payroll reports the following Tuesday after Net Pay processing is complete
- Select a payroll report you want to use for payroll reconciliation, either Cost Center Report (CCR) or Payroll Register (PR)
- The same version of the report (CCR or PR) should be run during the same pay period- i.e. if you run the CCR in the processing week then you should run the CCR in the pay week

# Legislative Audit- Corrective Actions

- Select the run option
  - Either include or exclude TVL/BM Reimbursements (see screen shot)
  - the payroll reports run during processing week Friday and pay week Tuesday should run with the same option
- FSPR has been sending emails with instructions regarding the new requirements

# Legislative Audit- Corrective Actions

## Cost Center Report

Run Control ID: CostCenterReport

[Report Manager](#)

[Process Monitor](#)

Run

### Process Request Parameter(s)

#### On-Cycle Run

Pay Run ID:  

2/05-2/18

or

#### Off-Cycle Pay Calendar

Company:

Pay Group:

Pay End Date:

Process Page:  Thru:

#### Payroll Cycle

On-Cycle  Off-Cycle  Both

Exclude TVL/BM Reimbursements?

 Save

 Return to Search

 Previous in List

 Next in List

 Notify

 Add

 Update/Display

# Legislative Audit- Corrective Actions

- USM Auditors are coming to follow up on the Legislative corrective actions in March 2017
- Management Advisory Services (MAS) is starting the review to make sure departments are doing the report verifications
- For payroll reports comparison, refer to the last payroll reps meeting slides (11/16/16) for details

# Legislative Audit- Corrective Actions

- We have a bi-weekly report that identifies departments that have not run either the CCR or PR in either the processing or pay week
- We have a report that shows us when you ran the reports each week, which version of the report you ran, and the total payroll on that report
  - We can see when you don't run the same version of the report
  - We can see when the totals don't match
- **Guess which departments may be selected by MAS for follow up and review of the reconciliations???**

# Legislative Audit- Corrective Actions

- We've noticed that some departments have run the payroll reports during processing Friday and pay week Tuesday, but the 2 reports showed a variance due to:
  - Different reports- CCR vs PR
  - One report included Travel/Business Meals and did not run the same option the following week
  - Did not run the final CCR/PR on Friday before FSPR sent the gross pay file to CPB
- Notice: If a variance is found, you must
  - Identify the employee(s) causing the variances
  - Document the variances



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# Work Location

Susan McKechnie

# Work Location

- CPB notified us that in the first quarter of 2017, we will be required to send employees' work locations
  - Info needed for unemployment insurance purposes
- Currently a work location is captured in eUMB but it may not be valid
  - For example: some employees may be working in a foreign country but the work location in eUMB shows a campus location

# Work Location

- Location table is being updated to include other states as well as countries
- Location values are used for several additional purposes and we are trying to use the same codes and descriptions in all applications such as Archibus (space inventory), eUMB Financials (Capital Asset Management), EHS (Fire and safety records), and Emergency alert system
- Some current HRMS location codes may change

# Work Location

- Prepare to update all employees' work locations in eUMB via Manager or Employee Self-Service (SS)
  - Run query UMB\_PR\_EMPL\_LOCATIONS for current data
- Note: SS location updates will take effect on the next business day
- More information and instructions will be sent to you



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# Editable Form W4 and Direct Deposit Form Updates

Candace Chow

# Rejected Form W4

- CPB rejected 32 Form W4s to FSPR last week
  - Many of them were signed in Jan 2017
  - A few of the forms dated back from Oct-Dec 2016
- FSPR notified the departments to contact employees
- Employees are charged with the highest tax rate until a corrected form is received by CPB
- No tax refund for missing or incorrect Form W4

# Editable Form W4

- FSPR is working with CITS to develop an editable Form W4
- FSPR will notify you when the application is ready for use
- Next step: After Form W4 is complete, we will work on the Direct Deposit Form



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# Leave

Candace Chow

# CII Leave

- Monitor contract dates to add/zero out leave balances
- Attach contracts to the CII Leave form
- To zero out leave after the contract is ended, please
  - Run and attach query result  
**UMB\_ETS\_TIMESHEET\_HISTORY\_EE**
  - Attach all reconciled ETS with back up if leave adjustment was done
- PAF is required to zero out the leave balances for terminated employees

# Leave Adjustments

- When processing leave adjustments, departments need to submit supporting documents showing the employee has no missing timesheets
  - Run and attach query result  
**UMB\_ETS\_TIMESHEET\_HISTORY\_EE**
  - Attach all reconciled ETS with back up if leave adjustment was done

# Leave Payout

- Leave payout request via PAF must include all required documents
- Missing required documents will be on hold until all supporting documents have been received
- Employee will become inactive at CPB 30 days after the action/term date- whichever is later
- When an employee is inactive at CPB, department must rehire the employee to process a leave payout

# Leave Payout

- If an employee wants to direct the payout to the supplemental retirement account, please work with the employee and advise the employee to discuss with the retirement agency and HR-Benefits
- The department needs to know when the payout should be processed
- FSPR processes the payout when it is received; we don't know if the payout is going to be a check or direct deposited to the retirement account

# Leave Payout

- Required documents include:
  - Current eUMB Leave Inquiry Page
  - Current Job Data/Compensation page to show the rate used to calculate the payout amount
  - Run and attach query result
    - UMB\_ETS\_TIMESHEET\_HISTORY\_EE**
      - Copy of paper timesheets for all PPs with Timesheet Load status NOT = “Loaded” (include ETS from old department)
        - Documents to show reported leave on paper timesheets were adjusted such as: Copy of PAF
        - UMB Employee Leave Inquiry page - Negative adjustment “Adjusted” tab
  - Leave reconciliation
    - Make sure last accrual rate is correct
    - Account for leave taken on paper timesheets or ETS not in Loaded status
  - Calculation sheet/calculation tape for FSPR to validate
  - Check with employee if multiple tax periods is preferred

# Department Leave Payout example

- We are happy to see that some departments have followed the procedures and attach all required documents when processing leave payout:
  - Example: School of Social Work has put a “Leave Payout Check Off Label” and tape it on all of their leave payout requests to make sure that they’re not missing any required documents

# Department Leave Payout Example



Favorites Main Menu

UMB Self Service Manager

UMB Employee Leave Inquiry

Home

Worklist

Add to Favorites

Balances Taken Adjusted Earned

Empl ID: Rcd#: 0 Service Date 09/21/2015  
 Pay End Date: 01/07/2017 Benefit Program: EXM Regular Exempt Program Benefit Eff Dt: 09/21/2015

	As of Date	Annual	Holiday	Personal	Sick	Other	Advance Sick	Comp Time
Previous Balance:	12/24/2016	119.386240	72.000000	0.000000	125.309520	0.000000	0.000000	0.000000
- Taken:	12/24/2016	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
+ Adjusted:	12/24/2016	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
+ Earned:	01/07/2017	6.769280	16.000000	24.000000	4.615440	0.000000	0.000000	0.000000
- Lost:	01/07/2017	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
Ending Balance:	01/07/2017	126.155520	88.000000	24.000000	129.924960	0.000000	0.000000	0.000000

Leave Currently Being Processed

Pay Period	End Date	Annual	Holiday	Personal	Sick	Other	Advance Sick	Timesheet Status
17-14	01/07/2017	0.000000	48.000000	0.000000	0.000000	0.000000	0.000000	ETS Approver Approved

Projected Leave Balances

Exp Ended	As Of Date	Annual	Holiday	Personal	Sick	Other	Advance Sick	Explanation
17-15	01/21/2017	132.924800	48.000000	24.000000	134.540400	0.000000	0.000000	Explanation
17-16	02/04/2017	139.694080	48.000000	24.000000	139.155840	0.000000	0.000000	Explanation
17-17	02/18/2017	146.463360	56.000000	24.000000	143.771280	0.000000	0.000000	Explanation
17-18	03/04/2017	153.232640	64.000000	24.000000	148.386720	0.000000	0.000000	Explanation
17-19	03/18/2017	160.001920	64.000000	24.000000	153.002160	0.000000	0.000000	Explanation
17-20	04/01/2017	166.771200	72.000000	24.000000	157.617600	0.000000	0.000000	Explanation

### LEAVE PAYOUT CHECK OFF LABEL

Return to Search

Prev

- 
- 
- 
- 
- 

eUMB Leave Inquiry Page  
 eUMB Job Data > Compensation Page  
 Query: UMB\_ETS\_TIMESHEET\_HISTORY\_EE  
 HRMS Account Code: 0000015682  
 Calculation Tape

34-232977 ✓  
 126-155520 =  
 43-518-67 \*  
 0-0  
 34-152877 \*  
 40- =  
 1-2-9-12 \*

# Leave Accrual

- No retroactive calculation
- Departments should run and review the Bi-weekly Leave Accrual Report to make sure the accrual rate used is correct for your employees, you may need a PAF to adjust employee's leave such as:
  - Change in Empl class in mid pay period
  - Retroactive employee action
  - Service date change/correction
  - Unpaid leave
  - Paper timesheet leave adjustments such as unpaid leave
- If timesheets are processed timely, leave taken should be correct
- FSPR runs an audit each pay period, any ETS exceptions that are not processed, you will be notified



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# Administrative Leave Reporting

Candace Chow

# Administrative Leave- ADMH/ADMS

- Administrative Leave is granted by the President to all UMB regular nonessential employees due to
  - extreme weather conditions
  - Special circumstances arise
- Nonessential employees and essential employees who are not required to work on an Administrative Leave Day/Hours should report Administrative Leave on ETS
  - ADMH (Nonexempt)
  - ADMS (Exempt)

# Administrative Leave- ADMH/ADMS

- Note: Authorized Administrative Leave Day will be set up in eUMB
- Any employees report ADMH/ADMS on an unauthorized Admin Leave Day will receive a warning message (see screenshot) requiring them to
  - Enter a comment and the original authorized Admin Leave Date in the timesheet Comment Text Box
  - Without a comment, employee will not be able to submit the timesheet

# Administrative Leave- ADMH/ADMS

Favorites Main Menu > UMB Self Service > UMB Exempt/Faculty Timesheet

Enter 'D' only for duty days

Description	Time Reporting Code	Sun 01/22	Mon 01/23	Tue 01/24	Wed 01/25	Thu 01/26	Fri 01/27	Sat 01/28	Sun 01/29	Mon 01/30	Tue 01/31	Wed 02/01	Thu 02/02	Fri 02/03	Sat 02/04	Total Hours	Override Reason Code
Regular	Duty Days		D	D	D	D	D			D		D	D	D			

**PAID LEAVE** Apply Profile

Vacation	VCS															0.00	
Holiday	HLS															0.00	
Other Paid Leave	ADMS										8.00					0.00	
Personal	PRS															0.00	
Sick	SCS															0.00	

Total Leave Hours

**UNPAID LEAVE**

UnPaid Leave

Personalize | Find | View All

Comment Text

Draft Apply Edits

Worksheet Submit

**Message**

ADMH/ADMS not setup for reported day. (23000,520)

You have reported administrative leave on an unauthorized day. If your supervisor required you to work on a previously authorized administrative leave day and you are now reporting an alternate day, please provide the original administrative leave date and explanation in the Comment section. If you have already done so, please click OK and continue. For any questions, please contact your payroll representative.

OK

# Administrative Leave- ADMH/ADMS

- Employees who need to enter ADMH/ADMS on an unauthorized Admin Leave Day should only be employees
  - who are not set up as essential employees but required to report to work on an Administrative Leave Day, they can report an alternate date and using ADMH/ADMS
- Supervisors and ETS Approvers will receive a warning message when approving any timesheet with ADMH/ADMS reported on an unauthorized Admin Leave Day (see screenshot)

# Administrative Leave- ADMH/ADMS

Employee Time to Approve

Employee Name	Empl ID	#	Pay Period	Empl Group	Timesheet Status	Corr?	Pay Period Total	Approve	Recycle	Comments	TRC Total	TRC	Description	Combo Code?	Ovrd Rsn?	Warn/Errors	Details
		0	17-16	EXM	Submitted	N	8.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Comments</a>	8.00	ADMS	Administrative Leave Salaried			<a href="#">Warn/Errors</a>	<a href="#">Details</a>
											9D		Duty Days				<a href="#">Details</a>

UMB ETS Statistics

[Save](#) [Notify](#)

**Message**

Warning -- 016277/0/17-16 has reported ADMH/ADMS. (23000,522)

Employee has reported administrative leave on an unauthorized day. Please review employee's timesheet and comments to ensure accuracy. If you decide to approve this timesheet, click OK and continue. If you decide to recycle or need further review, click Cancel and continue.

[OK](#) [Cancel](#)

Supervisor and ETS Approver receive the Warning message. Before approving the ETS, click on "Details" to ensure accuracy.

# Administrative Leave Essential Employee ADEEH/ADEES

- These 2 Time Reporting Codes (TRCs) are for Essential Employees used only
- Essential employees must be flagged in eUMB so that when they are required to work on an Administrative Leave Day, they can use the following TRC when they take an alternate date
  - ADEEH (Nonexempt)
  - ADEES (Exempt)

# Administrative Leave Essential Employee ADEEH/ADEES

- Run query UMB\_PR\_ESSENTIAL\_EES to validate
- For questions regarding adding/changing essential employee status, contact HR-ELR
- Nonessential employees tried to report using TRCs ADEEH/ADEES will receive an error message (see screenshot)

# Administrative Leave Essential Employee

Enter 'D' only for duty days

Description	Time Reporting Code	Sun 01/22	Mon 01/23	Tue 01/24	Wed 01/25	Thu 01/26	Fri 01/27	Sat 01/28	Sun 01/29	Mon 01/30	Tue 01/31	Wed 02/01	Thu 02/02	Fri 02/03	Sat 02/04	Total Hours	Override Reason Code	
Regular	Duty Days		D	D	D	D	D			D	D	D	D	D				
<b>PAID LEAVE</b>																		
Vacation	VCS																0.00	
Holiday	HLS																0.00	
Personal	PRS																0.00	
Sick	SCS																0.00	
Other Paid Leave	ADEES					8.00											8.00	
Total Leave Hours						8.00											8.00	
<b>UNPAID LEAVE</b>																		
UnPaid Leave																	0.00	

**Message**

Error ADEES- Admin Leave Essential EE Sal is available only for the essential employees . Please contact your payroll representative. (23000,523)

OK

Personalize | Find | View All | First 1 of 1 Last

Comment Text

Save As Draft Apply Edits

Correct Timesheet Submit

Error message for nonessential employee tried to submit an ETS using ADEES

# Administrative Leave Emergency

## ADERH/ADERS

- When certain employees are approved to receive Administrative Leave due to emergency situation such as the office building is not available for use, power outage, or any unforeseen circumstances
- Department PR Reps should ask employees to report using
  - ADERH (Nonexempt)
  - ADERS (Exempt)

# Administrative Leave Election Judge AEJDH/AEJDS

- These TRCs are created to replace Approved Paid Leave APLVS/APLVH
- When an employee served as an election judge, he/she should report the following TRC on ETS:
  - ADJDH (Nonexempt)
  - ADJDS (Exempt)

# Administrative Leave Summary

Type	Time Reporting Code (TRC)	Descriptions	PayGroup	When to report TRC on timesheet
Administrative Leave	ADMH	Administrative Leave Hourly	NFY	1) When the Administrative Leave Day is granted by the President to all UMB regular nonessential employees due to extreme weather conditions, or when special circumstances arise 2) If a supervisor required an employee to work on an Administrative Leave Day who is NOT classified as an essential employee, the employee can request the administrative leave day on an *alternate date*.
	ADMS	Administrative Leave Salaried	EFY	
Administrative Leave- Essential Employee	ADEEH	Admin Leave Essential EE Hrly	NFY	For Essential Employees use only- Essential employees must be flagged in eUMB so that when they are required to work on Administrative Leave day, they can report this TRC when taking the administrative leave day on an alternate day. Contact HR-ELR to add/delete essential employees.
	ADEES	Admin Leave Essential EE Sal	EFY	
Administrative Leave- Emergency	ADERH	Admin Leave Emergency Hourly	NFY	When certain employees are approved to receive Administrative Leave due to emergency situations such as the office building is not available for use, fire, power outage, or any unforeseen circumstances.
	ADERS	Admin Leave Emergency Salaried	EFY	
Election Judge	AEJDH	Election Judge Hourly	NFY	Created to replace TRCs APLVS/APLVH
	AEJDS	Election Judge Salaried	EFY	
Approved Paid Leave (inactivated)	APLVH	Approved Paid Leave Hourly	NFY	Theses 2 TRCs will be inactivated effective 1/22/17 as new TRCs for Election Judge have been created. They were created for Election Judge usage only. When the TRC was used, the reason code "EJUDE" should be entered.
	APLVS	Approved Paid Leave Salaried	EFY	

\*Alternate Date\* - When ADMH/ADMS is reported on a non Administrative Leave Day, employee, supervisor, and ETS Approver will receive a warning.

Employee- A text comment including the original Administrative Leave Day and explanation is required before submitting the electronic Timesheet (screenshots below).

Supervisor and ETS Approver- review timesheet to ensure accuracy before approving (screenshot below).

**QUESTIONS?**

# Key Contacts

- FS- Payroll- 6-1243
  - [DL-BFPayrollHelp@umaryland.edu](mailto:DL-BFPayrollHelp@umaryland.edu)
- HRS- Service Center 6-7600
  - [DL-HRSServiceCenter@umaryland.edu](mailto:DL-HRSServiceCenter@umaryland.edu)
- HRS-Compensation- 6-2606
  - [HRSCompensation@umaryland.edu](mailto:HRSCompensation@umaryland.edu)