Payroll Reps Meeting

Wednesday, April 18, 2018
9:30am - noon
SOP – N103
Agenda

• HRS
• Costing and Compliance
• Payroll
Human Resource Services
SPS – Statewide Personnel System

Emily Kordish
Benefits Manager
SPS Details

• SPS stands for Statewide Personnel System
• The SPS Project is a DBM sponsored initiative
• SPS Benefits will use the Workday system
• SPS Workday will allow employees to enroll in benefits online and will soon replace paper enrollment
UMB Employees will be able to:

• Update dependent information such as date of birth
• Initiate life event changes such as marriage, birth of a child, etc.
• Enroll in and change benefits during Open Enrollment
• Personal information such as address, name change, DOB correction must be submitted through their HR office (updated in MyUMB/POSC)
SPS Timeline

April - August
Systems Testing &
Preparation.
Employees Update
personal info in
myUMBC

September -
October
Pilot with State
Dept of Budget
Management (DBM) & State
DoIT

October 12th -
November 15th
Open Enrollment
using the
Interactive Voice
Respons System
for UMBC
employees and
USM

January 1
Process Changes
become effective:
1. Coverage dates
for New hires
2. Term dates for
separating
employees

January -
December 2018
Agency testing,
system parallel
testing, and State
wide agency
training. IVR still
in use during 2018
Open Enrollment.

Jan. 1, 2019
All benefit
transactions
handled through
Workday
What this means for UMB

• UMB sends a Shell Record file of changes from our HR system to DBM every other Thursday.

• As of June 1\textsuperscript{st} benefit forms will NOT be processed in the state system if the event has not been loaded into Workday via the Shell Record File Integration

• Information in eUMB (contract dates, termination dates, hire dates) must be accurate. They will drive benefit eligibility as of January 1, 2019.
Contract Renewal Reminder:

• For CII contracts that come through benefits, before renewed, you need confirm with benefits team if they are enrolled in health benefits.

  – There are some employees who enroll at Open Enrollment and do not tell departments, which the contract is then created incorrectly and causes epaf to be recycled.
Automatic Terminations and UMB E-Mail address for every new employee

Juliet Dickerson
Director, Staffing, HRIS, HR Service Center
Automatic Terminations

- Termination rows will be created for contractual staff employees at the time of hire
- Employee classes:
  - 31T (Non-exempt C1)
  - 22   (Non-exempt C2)
  - 34   (Exempt C1)
  - 35   (Exempt C2)
What to Expect

- Terminations will be placed on the job record with an effective date of 30 days from the contract end date.
- Contract renewals and/or amendments will have to be processed timely to avoid having the employee terminate and disrupt pay and benefits.
- Process will begin in 2018
UMB E-Mail addresses

- In support of SPS, UMB will require every new employee to have a UMB email address - @umaryland.edu - at the time of hire
- HR and CITS are working on a plan to connect the onboarding registration page, to the community system, and ultimately to eUMB
- Payroll reps will need to enter every employee into the onboarding registration page, regardless of emplclass
- Process will begin in 2018 – HR will provide additional information soon
Questions
I-9 Management

Electronic I-9 for Training for Student/GRA Employees

Juliet Dickerson
Director, Staffing, HRIS, HR Service Center
Electronic Form I-9

- UMB converted to an electronic Form I-9 and E-Verify system for staff hires in 2015.
- Currently, student and GRA employees are still being processed with Form I-9’s on paper.
- During a recent review of UMB’s practices and documentation with the vendor (Equifax) - they made a strong recommendation that UMB eliminate all paper Form I-9’s and transition to the electronic system.
- Many of our paper Form I-9’s would not pass scrutiny or an audit by the Department of Homeland Security which puts the University at risk.
Transition plan

- Effective July 1, 2018 UMB will discontinue using all paper Form I-9’s.
- HR Service Center has scheduled 3 training sessions for Form I-9 Administrators
- The dates are 04/24/2018, 05/01/2018 and 05/08/2018 and you can register here – Search for “Mastering the Electronic I-9 Process”
- If your department only hires a few students/GRA’s a year, they can be directed to HR to complete their Form I-9 upon hire
- All foreign born student/GRA employees must be processed in HR
Healthy Working Families Act

Jamaica Cosby
Director, Employee/Labor Relations
Healthy Working Families Act

- **Purpose** - To allow employees to use sick or annual leave for “safe” purposes, such as: domestic violence, sexual assault or stalking

- **Effective February 11, 2018**

- **Most employees are covered under existing leave polices**
Healthy Working Families Act

- Requirements
  
  - Provide employees who regularly work at least 12 hours/wk 1 hr. or leave for every 30 hrs. worked
  
  - Max accrual 40hrs/calendar year
  
  - Rollover of 40hrs unless (front loaded full 40hrs or grant limits employment to 1 year)
Healthy Working Families Act

Affected employees

- Contingent I
- Student employees
- *Adjunct Faculty (generally paid by stipend, exception would be if contract permits reduction of pay or class schedule regularly meets more than 12hrs every week)
- *GRAs (hours will be front loaded)

Eligibility

- Employees who’ve worked at least 106 calendar days
Healthy Working Families Act

What you need to do now

- Track hours worked for Contingent I employees
- Grant leave for situations specified under Healthy Working Families Act
Costing and Compliance Updates
Costing and Compliance Team Updates

• Beryl Gwan
  – Manager, Costing & Compliance

• Binita Shah
  – Cost Accountant

• Sallese Amy
  – Cost Accountant

• Christina Tabb
  – Accountant 1, Effective 03/05/18
New Salary Cap

• Stays at Executive Level II

• Executive Level II increased
  – From $187,000
  – To $189,600

• Effective 01/07/2018
New Salary Cap Continued

• Notice posted to link below

• New Proposals
  – Use new salary cap for budgeting

• Active awards
  – You CAN rebudget if funds are available
  – But no additional budget will be provided
All Day Effort Training

• Scheduled for 04/30/2018
• Email effort@umaryland.edu to register
• Location:
  – Lexington Building, 620 W. Lexington St., Room 4104.
• Training Day Schedule
  – 9am-Noon—Effort Policy training
  – Noon-1pm—Lunch (on your own)
  – 1pm-4pm—Effort System training
FSPR- Payroll Topics
FS-Payroll Team

• Candace Chow
  – Payroll Manager
• Glenda Habeych-Randall
  – Assistant Payroll Manager
• Shanay Smith
  – Payroll Accountant
• Jen Qiu
  – Payroll Accountant
• Celeste Williams
  – Payroll Processing Associate
Travel Policy – Taxable Travel
Taxable Travel

• The new policy and its related procedure VIII-11.00(A)- UMB Policy and Procedures on Business Travel For UMB Employees and Nonemployees were approved effective 1/1/18

• Department of Financial Services published an eTravel System Enhancements message on the Portal page
Taxable Travel

• The new policy introduces 2 types of transactions that are taxable:
  – Day Business Travel Meals
  – 60-day rule for travel expense forms submitted more than 60 days after the return date

• The taxable travel transactions will appear on:
  – Payroll reports: Cost Center Report (CCR) and Payroll Register (PR)
  – Paychecks: Review Paycheck Page and Paycheck/Distributions Page
  – Payroll Charges Detail Report (PCD)
Taxable Travel

- Taxable travel transactions are considered as taxable earnings to employees and will be sent to CPB as taxable income, not reimbursements. Both employees and employer will be taxed
Travel Policy – Taxable Travel
Grants Allowability & Related Fringes
Taxable Travel Expense and Penalty

• Taxable Travel Expense **is allowable** on grants
  – Account 3330 (Instate travel taxable)
  – Account 3331 (Out-Of-State travel taxable)
  – Account 3332 (Foreign travel taxable)
  – Expense Will be posted to PCD
  – Can only be moved via Direct Retro

• BUT punitive fringe expense is **NOT allowable**
  – It’s a penalty
  – Fringe posted to 2798 (Fringe rate tax Late travel)
  – Posted via journal entry
  – Calculated Fringe rate 8.4%
  – Will not show up on PCD
Day Business Travel Meals

- Day Business Travel Meals are allowable on grants
  - Account 3371 Day Business Travel Meals
  - Expense Will be posted to PCD
  - Can only be moved via Direct Retro

- Related fringe expense is also allowable
  - Fringe posted to 2797 (Fringe rate tax Day Travel Meal)
  - Fringe will be automatically calculated in HRMS
  - Legislated Benefit Fringe rate of 8.4% will be applied
  - Fringe Expense Will be posted to PCD
# Taxable Travel

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<th>Earnings Code (EC)</th>
<th>EC Description</th>
<th>GL Account</th>
<th>PCD</th>
<th>Calculated Fringe on PCD 8.4% in FY2018</th>
<th>Fringe GL Account</th>
<th>Notes</th>
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<td>No-fringe is not allowed on grants so charges will be posted via JE</td>
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Direct Retro (DR) for New Policy

- Direct Retro Form has been updated with new account codes
- Other DR guidelines remain unchanged. See link below:
  - [http://www.umaryland.edu/media/umb/af/cost/eUMB_Direct_Retro_form_FY13_forward.xlsx](http://www.umaryland.edu/media/umb/af/cost/eUMB_Direct_Retro_form_FY13_forward.xlsx)
Taxable Travel

• Options to exclude or include travel reimbursement or business meals by checking the box ‘Exclude TVL/BM Reimbursements’ on the Run Control Page when running payroll reports (print screen)

• Taxable travel transactions (Day Business Travel Meals and the 60-day rule) will always be included on the payroll reports as these are sent to CPB as MISC earnings to be taxed

• Taxable Travel transactions have been on hold
Taxable Travel

• Since new earnings codes and accounts have been set up and the testing is complete, departments can begin sending in taxable transactions starting in PP18-22 (PP Begins 4/15/18)

• On hold taxable transactions will begin processing next week during payroll processing

• Any questions regarding the new taxable travel and business meals, email Travel Help for assistance Travelhelp@umaryland.edu

• Questions regarding any payroll reports, email Payroll Help at DL-BFPayrollHelp@umaryland.edu
Taxable Travel – Payroll Reports Run Control Page

Payroll Register

Run Control ID: Payroll_Register

Process Request Parameter(s)

On-Cycle Run

Pay Run ID: 18-18
12/24-1/6

Off-Cycle Pay Calendar

Company:
Pay Group:
Pay End Date:
Process Page:
Thru:

Payroll Cycle

On-Cycle  Off-Cycle  Both

Exclude TVL/BM Reimbursements?
Taxable Travel – Paycheck/Distribution

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<th>Earnings Description</th>
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(1) Regular Pay
(2) Taxable Travel: $5520.00 (TTF) + 70.83 (TTI) + 980.00 (TTO) + 47.00 (TTI) + 47.00 (TTI) = $6,664.83
(3) Non Taxable Travel Reimbursement: $152.60 (TVI) + $147.16 (TVI) = $299.76

Gross Earnings to be taxed: $2,230.33 + $6,664.80 = $8,895.16
Taxable Travel – Review Paycheck

(1) Regular Pay

(2) Taxable Travel: $5520.00 (TTF) + 70.83 (TTI) + 980.00 (TTO) + 47.00 (TTI) + 47.00 (TTI) – $6,664.83

(3) Non Taxable Travel Reimbursement: $152.60 (TVI) + $147.16 (TVI) = $299.76

Gross Earnings to be taxed: $2,230.33 + $6,664.80 = $8,895.16
Taxable Travel – Cost Center Report
(Exclude TVL/BM Reimbursements)

“Exclude TVL/BM Reimbursements?” Option selected

Travel Reimbursement “TVI” not appeared on the Cost Center report

All other taxable travel earnings codes are listed here to be added to gross earnings

\[
\text{Gross Earnings} + \text{Taxable Travel} = \text{Total Earnings}
\]

\[
$2,230.33 \text{ (Gross Earnings)} + $5,520.00 + 70.83 + 980.00 + 47.00 + 47.00 \text{ (Taxable Travel)} = $8,895.16
\]
**Taxable Travel - Payroll Register**

(Exclude TVL/BM Reimbursements)

```
Report ID: PAY002
Company: UMB University of Maryland, Balt.
Pay Period End: 02/03/2018
Pay Group: EFY Exempt Full Year
Payroll Register

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02/09/2018

```

"Exclude TVL/BM Reimbursements?" Option selected

Travel Reimbursement “TVL” not appeared on Payroll Register

All other taxable travel earnings codes are listed here to be added to gross earnings

$2,230.33 (Gross Earnings) + $5,520.00 + 70.83 + 980.00 + 47.00 + 47.00 (Taxable Travel) = $8,895.16
Taxable Travel – Cost Center Report
(Include TVL/BM Reimbursements)

“Exclude TVL/BM Reimbursements?” Option NOT selected

Travel Reimbursement “TVI” appeared on the Cost Center report

With all other taxable travel earnings codes are listed here to be added to gross earnings

$2,230.33 (Gross Earnings) + $5,520.00 + 70.83 + 980.00 + 47.00 + 47.00 (Taxable Travel) + 152.60 + 147.16
(non-taxable travel reimbursements) = $9,194.92
Taxable Travel - Payroll Register
(Including TVL/BM Reimbursements)

Report ID: PAY002
Company: UMB University of Maryland, Balt.
Pay Period End: 02/03/2018
Pay Group: EFY Exempt Full Year

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Total: 8,895.16

"Exclude TVL/BM Reimbursements?" Option NOT selected
Travel Reimbursement "TVI" appeared on Payroll Register
With all other taxable travel earnings codes listed here to be added to gross earnings

$2,230.33 (Gross Earnings) + $5,520.00 + 70.83 + 980.00 + 47.00 + 47.00 (Taxable Travel) = $8,895.16
## Taxable Travel - Payroll Charges Detail Report (PCD)

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<tr>
<td>00390608 PCBU: 00135 Combo cd: 0000001322 ACTIVITY:00 OWNER DEPT.: 10205000 FUND COI</td>
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<tr>
<td>3371 02-17-18 18-17 2018</td>
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<tr>
<td>1,769.49</td>
<td>767.95 [2791]</td>
<td></td>
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<td>1,769.48</td>
<td>767.95 [2791]</td>
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</tr>
</tbody>
</table>
HRMS Combo Code
HRMS Combo Code

- HRMS Combo Codes are created by the Finance team when they set up projects
  - SPAC (Restricted Funds- Grants and Contracts)
  - FS-General Accounting (State Funds)
- If a HRMS Combo Code is not available in eUMB HRMS system, contact the Finance team to add and the HRMS Combo Code should be available the next day
- In HRMS (payroll, travel, and DRs), we only use HRMS Combo Code, not a Project ID
HRMS Combo Code – Online Search
<table>
<thead>
<tr>
<th>Project</th>
<th>Combo Code</th>
<th>Eff Date</th>
<th>Status</th>
<th>ProjDescr</th>
<th>Begin Date</th>
<th>End Date</th>
<th>ProjStatus</th>
<th>Project Manager</th>
<th>PC Bus Unit</th>
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<tr>
<td>1</td>
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<td></td>
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<td>002600</td>
<td>00184</td>
<td>10410000</td>
<td>182</td>
<td>152</td>
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<tr>
<td>2</td>
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<td>06/26/2017</td>
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<td>02/01/2016</td>
<td>12/31/2016</td>
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<td>002600</td>
<td>00184</td>
<td>10410000</td>
<td>182</td>
<td>151</td>
</tr>
</tbody>
</table>
Administrative Leave
Administrative Leave

• Employees who are designated as “Essential Employees” must be flagged in eUMB
  – Contact HR-ELR to add essential employees in the system

• Essential employees who are required to work on an Administrative Leave Day, they can take an alternate date, the TRC they need to report on ETS
  – ADEEH (Nonexempt)
  – ADEES (Exempt)
Administrative Leave

• Employees who are not designated as essential employees but were required to work on an Admin Day, they need to report
  – ADMS (Exempt)
  – ADMH (Nonexempt)

• Require to enter a comment on ETS with the original authorized Admin Date that they worked

• Refer to the presentation slides on 2/16/17 for the details on Administrative Leave Reporting
ETS Reporting Error
ETS Reporting Error

• ETS Approvers are final approvers to approve employees’ ETS
• It is important for ETS Approvers to review ETS before approving
• Once ETS get approved by ETS Approvers, they would get loaded into the payroll system and processed
ETS Reporting Error

• If an employee is out on an extended leave for possible FMLA reason, contact HR-ELR because they can send a letter to the employee about their eligibility/rights
• ETS Approvers should not be approving ETS with all types of leave before going on unpaid status.
• If an employee is not on FMLA (sick), he/she should be coded as unpaid as soon as VAC/PER/HOL leave is exhausted
• ETS should be recycled for correction (see next 2 examples)
Due to icy conditions on campus, the University of Maryland, Baltimore will open at 9am today, Tuesday, Jan. 9.

| Date       | TRC | Sun 01/07 | Mon 01/08 | Tue 01/09 | Wed 01/10 | Thu 01/11 | Fri 01/12 | Sat 01/13 | Sun 01/14 | Mon 01/15 | Tue 01/16 | Wed 01/17 | Thu 01/18 | Fri 01/19 | Sat 01/20 | Total Hours | Override Reason Code |
|------------|-----|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|----------------------|
| Regular    | RGS |           |           |           |           |           |           |           |           |           |           |           |           |           |             |           |           |
| PAID LEAVE |     |           |           |           |           |           |           |           |           |           |           |           |           |           |             |           |           |
| Other Paid Leave | ADMS |           |           |           |           |           |           |           |           |           |           |           |           |           |             |           |           |
| Holiday    | HLS |           |           |           |           |           |           |           |           |           |           |           |           |           |             |           |           |
| Sick       | SCS |           |           |           |           |           |           |           |           |           |           |           |           |           |             |           |           |
| Personal   | PRS |           |           |           |           |           |           |           |           |           |           |           |           |           |             |           |           |
| Vacation   | VCS |           |           |           |           |           |           |           |           |           |           |           |           |           |             |           |           |
| Total Hours|     | 8.00      |           |           |           |           |           |           |           |           |           |           |           |           |             |           |           |

UNPAID LEAVE

<table>
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<tr>
<th>Date</th>
<th>TRC</th>
<th>Sun 01/07</th>
<th>Mon 01/08</th>
<th>Tue 01/09</th>
<th>Wed 01/10</th>
<th>Thu 01/11</th>
<th>Fri 01/12</th>
<th>Sat 01/13</th>
<th>Sun 01/14</th>
<th>Mon 01/15</th>
<th>Tue 01/16</th>
<th>Wed 01/17</th>
<th>Thu 01/18</th>
<th>Fri 01/19</th>
<th>Sat 01/20</th>
<th>Total Hours</th>
<th>Override Reason Code</th>
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<tbody>
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<td>UnPaid Leave</td>
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</tbody>
</table>

Comment Text

came in at 9:30pm on Jan 9.
ETS Reporting Error

Faculty at 60% FTE; Standard Hours/week: 24

|        | TRC | Sun 12/24 | Mon 12/25 | Tue 12/26 | Wed 12/27 | Thu 12/28 | Fri 12/29 | Sat 12/30 | Sun 12/31 | Mon 01/01 | Tue 01/02 | Wed 01/03 | Thu 01/04 | Fri 01/05 | Sat 01/06 | Total Hours | Override Reason Code |
|--------|-----|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|----------------------|
| Regular| RGS |           |           |           |           |           |           |           |           |           |           |           |           |           |            |                      |
|        |     |           |           |           |           |           |           |           |           |           |           |           |           |           |            |                      |

**PAID LEAVE**

| Type     | Code | Sun 12/24 | Mon 12/25 | Tue 12/26 | Wed 12/27 | Thu 12/28 | Fri 12/29 | Sat 12/30 | Sun 12/31 | Mon 01/01 | Tue 01/02 | Wed 01/03 | Thu 01/04 | Fri 01/05 | Sat 01/06 | Total Hours | Override Reason Code |
|----------|------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|----------------------|
| Personal | PRS  |           |           |           |           |           |           |           |           |           |           |           |           |           |            |                      |
| Sick     | SCS  |           |           |           |           |           |           |           |           |           |           |           |           |           |            |                      |
| Vacation | VCS  |           |           |           |           |           |           |           |           |           | 4.80      | 4.80      |           | 1.60       |            | 16.00      |                      |
| Holiday  | HLS  | 4.80      | 4.80      |           |           |           |           |           |           |           |           |           |           |           |            | 16.00      |                      |

**Total Hours**

<table>
<thead>
<tr>
<th>Sun 12/24</th>
<th>Mon 12/25</th>
<th>Tue 12/26</th>
<th>Wed 12/27</th>
<th>Thu 12/28</th>
<th>Fri 12/29</th>
<th>Sat 12/30</th>
<th>Sun 12/31</th>
<th>Mon 01/01</th>
<th>Tue 01/02</th>
<th>Wed 01/03</th>
<th>Thu 01/04</th>
<th>Fri 01/05</th>
<th>Sat 01/06</th>
<th>Total Hours</th>
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<td>4.80</td>
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<td>1.60</td>
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**UNPAID LEAVE**

<table>
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<tr>
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</tr>
</thead>
<tbody>
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<td>0.00</td>
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</tbody>
</table>
2018 W-4/MW507 Form
2018 W4/MW507 Form (Form W4)

• Due to the new tax law, employees should review their W4/MW507 form
• If any update is needed, employees must complete a new 2018 form- published on FSPR website
• Employees should give you the form and you can deliver the forms to FSPR for review
2018 W4/MW507 Form (Form W4)

• Prompt submission of the Form W4 is to the advantage of all employees

• Without a Form W4 on file with CPB, federal and state tax laws and regulations mandate maximum income taxes be withheld
  – Federal: Single with 0 allowance (exemption)
  – State: Single with 1 allowance (exemption)
  – County: 3.20% added to the State tax
2018 W4/MW507 Form (Form W4)

- Upon receiving the Form W4, CPB will change the withholding status accordingly for future pays
- Tax regulations preclude an employer from making retroactive adjustments to the taxes already withheld
- No tax refund can be requested. Any overpayment of taxes is refunded to the employee when they file their tax return for that year
Compensation Overpayments
Compensation Overpayment Statistics

• We’re still having overpayment issues since the new policy went into effect
• The accounts referred to CCU has been increased
• It is important to make sure employees have submitted their ETS. Without an ETS for the pay period may mean that employee did not work
  – Use the UMB Approve Timesheet page and UMB ETS Statistics page to assist
  – Follow up with the employee and/or supervisor
• Validate the Cost Center Report (CCR) or Payroll Register (PR) thoroughly
To avoid overpayment due to pending termination, run query daily during payroll processing week:

**UMB_EPAF_TERMS_NOT_EXECUTED**

Employees listing on the query result may have overpayment from prior pay period.

Contact FSPR and submit a PAF immediately with the ePAF in the workflow and other supporting documents to remove overpayment.
### Compensation Overpayment Statistics

<table>
<thead>
<tr>
<th>Schools/Units</th>
<th>Feb 14 - Dec 14</th>
<th>Jan 15 - Dec 15</th>
<th>Jan 16 - Dec 16</th>
<th>Jan 17 - Dec 17</th>
<th>CCU</th>
<th>No of employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Admin</td>
<td>22</td>
<td>24</td>
<td>32</td>
<td>32</td>
<td>$36,844.65</td>
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<tr>
<td>SOD</td>
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<td>1</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SOL</td>
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<td>6</td>
<td>$4,949.43</td>
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<tr>
<td><strong>No. of Overpayments</strong></td>
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<td><strong>151</strong></td>
<td><strong>153</strong></td>
<td><strong>154</strong></td>
<td></td>
<td><strong>79</strong></td>
</tr>
<tr>
<td><strong>Overpayment Amount ($)</strong></td>
<td><strong>$447,753.80</strong></td>
<td><strong>$646,740.31</strong></td>
<td><strong>$422,063.57</strong></td>
<td><strong>$375,698.68</strong></td>
<td><strong>$113,711.19</strong></td>
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</tr>
</tbody>
</table>
Final Payout
Final Payout

- Validate if employee has received the correct accrual rates in the last few pay periods
  - If the termination record is loaded in eUMB prior to or within the termination pay period, employee will not earn holiday, but the rates for vacation and sick should be correct
    - Employee’s last ETS may receive a warning if reporting a holiday employee did not earn – it is okay to acknowledge the warning and approve
    - Along with the leave payout, add holiday leave adjustment on PAF (same PAF is ok)
  - If the termination record is loaded in eUMB after the termination date, employee will receive too much leave on vacation, holiday and sick
    - Along with the leave payout, adjust employee’s leave balances
Final Payout

• Reminder: Sick leave can only be used when an employee is sick. We have seen employees trying to use up their sick time at the end of employment rather than using vacation or holiday

• When you review payouts, you should also review the usage of leave
Comp Time
Comp Time

- **Comp Time Enrollment**
  - Departments are encouraged not to inactivate Comp Time until the Comp Time balance is zero
  - Zero out Comp Time balance for Paygroup change from nonexempt to exempt
  - USM Policy required that Comp time must be paid out at the end of the calendar year

- **Report/Use Comp Time**
  - Employee

- **Comp Time Payout**
  - Please refer to the presentation slides on 11/16/16
Lunch & Learn **New**
QUESTIONS?
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