Payroll Reps meeting

April 9, 2015

9:30-11:30

SSW Auditorium

Agenda

- Human Resources
  - Onboarding Updates and Reminders (Juliet Dickerson)
  - Electronic I-9 (Jackie Ball)
- Financial Services (Susan McKechnie)
  - Top 10 Reminders
  - Something new

Onboarding Update

Juliet Dickerson
Human Resource Services
Assistant Director, Staffing

Onboarding

- Regular staff and faculty
  - HRS will be administering the cutoff date/time strictly moving forward (noon on Thursday before onboarding, unless there is a holiday)
  - ePaf should be in the queue for the HR Service Center with all department signatures and supporting documentation (ie parking forms)
  - Ensure that the "onboarding date" field is populated with the correct date
  - Ensure that the name is spelled correctly in ePaf

Onboarding

- Regular staff and faculty
  - If an regular employee shows up for onboarding, but is not on the list, HRS will do intake and send them back to their department
  - They should contact benefits to schedule an appointment ASAP to review retirement information so that they can be entered into the payroll system
  - They can be scheduled for the next onboarding session

Onboarding

- Regular staff and faculty
  - Onboarding is strongly encouraged for existing staff, and their retirement forms need to be submitted to benefits with a notarized signature on or before their effective date. If they cannot attend onboarding, but have questions regarding their benefits, they should call for an appointment.
  - Promotions to regular exempt
    - If a regular non-exempt employee is promoted to a regular exempt position, they should attend onboarding to hear their retirement options
    - If a post doctoral fellow is promoted to a faculty appointment, they should attend onboarding to hear their retirement options
  - Contingent to regular
    - Contingent employees who are selected for regular positions or are being converted to regular status should come to onboarding. If a non-benefit eligible faculty member is promoted to a benefit eligible position, they should also be scheduled for onboarding.

Onboarding

- Contingent II and Contingent I
  - Beginning May 1st, all contingent employees will start on the Tuesday after onboarding
    - Aligns with the beginning of the pay period
    - Cutoff dates for HRSC will align with regular hires
    - 1st and 16th was driven by the Department of Budget Management (DBM) when the campus provided health insurance assistance
  - If the contingent employee comes to HRS for intake and there is no ePaf in the system, the employee will be directed back to their department

Onboarding

- Contingent II and Contingent I
  - Created a new flyer that they will be given when they come to intake in HRS
    - Tells them to view the contents on the flash drive for important benefits information
  - New contingent presentation will be released May 1st.
  - Contingent offer letters have been updated with language regarding the new electronic I-9 process.
  - Please do not include HRS/Onboarding information in your welcome emails, since we frequently update our communication to new hires

Onboarding

- Contingent II and Contingent I - Benefits
  - All new or renewed contracts dated 5/1/15 and later will no longer have a 5% additional subsidy for health and Rx; those employees would only receive the state's subsidy.
  - All new or renewed contracts dated 5/1/15 and later will be limited to benefit assistance no greater than 75% for CII employees who work less than 30 hours

Onboarding

- Contingent II and Contingent I
  - All new or renewed contracts dated 5/1/15 and later will be limited to a 75% subsidy for dental. This keeps it in line with medical and Rx.
  - Since contracts 5/1/15 and later could only possibly have assistance for dental, we recommend:
    - DOH – Contract reflects salary only
    - Before the end of 60 days – Employee elects to participate in the dental plan
    - Employee presents copy of first DBM bill to department
    - Department prepares a contract amendment retroactive to the date of effective coverage for 75% subsidy for dental

Electronic Form I-9
and
ePAF Transfers

Jackie Ball
Human Resource Services
HRSC Supervisor

Electronic Form I-9

- What is Electronic Form I-9
- Who Should use Electronic Form I-9
- Employee's Responsibility
- Human Resource Services Responsibility
- Department Responsibility
- Who to contact

What is Electronic Form I-9

Electronic Form I-9 is a system that captures the I-9 electronically. This process has many benefits:

- **Compliance Reporting**: This features compares our payroll data in The Work Number to the electronic I-9s which measures compliance and identifies missing I-9s on new employees.
- **SSN Verification**: This feature verifies the Social Security numbers of all new employees to ensure they are authorized to work in the United States.
- **Reverification**: This feature tracks work authorization expiration dates for non-citizen employees and notifications HRSC of upcoming expirations.
- **E-verify**: Submits electronic form I-9 information to the Social Security Administration and the Department of Homeland Security to determine whether the information matches government records and whether the new employee is authorized to work.

Who Should use Electronic I-9

- All new hires (Faculty, Staff, and Contingent)
- Non-citizen who must reverify
  - Section 1 of the Electronic Form I-9 must be completed if initial I-9 is in paper form.
- Existing employees with name changes ONLY.
  - Section 1 of the Electronic Form I-9 must be completed if initial I-9 is in paper form.
- Students and GRA's will be exempt from this process.
  - The paper Form I-9 can be used for these employees until further notice.

Employee's Responsibilities

- Sign onto Service Center webpage for simple step-by-step instructions to create and complete an electronic Form I-9.

- Open your web browser and go to: https://secure.i9express.com/preauthenticated/LoginCaptcha.ascx?Employer=14654&Location=0600

- Follow the prompts to complete and sign Section 1 electronically.

- Print a receipt and bring it with original and unexpired work and identity documents to Human Resource Services.

- For **new hires** this must be done no **later** than 3 business day from the hire date.

HRS Responsibility

- Complete Section 2 of Form I-9.

- Verify supporting documents provided by employee are acceptable List A or B&C documents.

- Inform departments if employee does not have required documents or have not produced documents by the 3rd day of employment.

Department's Responsibility

- Follow-up with Contingent employees to make sure they bring their documents to HRS no later than their third day of hire.

- Reinforce to non-citizen employees that their renewal paperwork must be received in HR before their work authorization expires.

  - Must complete Section 1 of the Electronic Form I-9.

Who to Contact

- HR Service Center e-mail:

    HRServiceCenter@umaryland.edu

- HR Service Center Phone:

    6-7600

ePAF Transfers

- Always do a search when starting an ePAF.

- When transferring an employee from one department to another the "Job Transferring From" box must be checked.

- If the "Job Transferring From" box is not checked it defaults to a Secondary Job.

Transferring an Employee

Hire an Employee

Step 0 of 5: Candidate Search

If Employee ID is available, enter the Employee ID and click Search. Use the arrow icon at the beginning of the results row to select the employee.

If the Employee ID is not known, enter First Name and Last Name and last four of SSN and/or DOB (MMDD) if available. Click Search.

If the employee exists in the system, their record will appear in the search results. Use the arrow icon at the beginning of their row to select the employee record.

If the employee does not appear in the search results, click the ADD button.

Search Fields

Employee ID:

*First Name: **Middle Name:**

*Last Name:

Last four digits SSN #

DOB(MMDD)

| Search | Add | | Clear |

Select the Employee

ePAF Transfer

Other Job Actions

This employee has at least one active job with the university already.

If he/she leaving a current job to step into this job, please mark the checkbox next to the job they are leaving.

Job Transferring From

	Rcd	Job Code Description	Department Description	Empl Class	Description	FTE	Job Indicator
☐	0	Post Doctoral Fellow	Physiology	19	Trainee Employee	1.000000	P

Actions & Action Reasons

	Action Code	Description	*Reason Code	Action Reason Description	Empl Record	Job Indicator
1	HIR	Hire	HIR 🔍	Hire	1	Secondary

ePAF Transfer

Form Messages

		Message Text	Description	
☑	⚠	Transfer Message	This employee seems to be transferring. By acknowledging this message, you are certifying that this transfer has been approved by the employee's previous department.	●

Other Job Actions

This employee has at least one active job with the university already.

If he/she leaving a current job to step into this job, please mark the checkbox next to the job they are leaving.

Job Transferring From

	Rcd	Job Code Description	Department Description	Empl Class	Description	FTE	Job Indicator
☑	0	Post Doctoral Fellow	Physiology	19	Trainee Employee	1.000000	P

Actions & Action Reasons

	Action Code	Description	*Reason Code	Action Reason Description	Empl Record	Job Indicator
1	PAY	Pay Rt Chg	🔍		0	Primary

Financial Services Payroll

Susan McKechnie
Financial Services
Controller

Agenda

- Top ten payroll reminders for items that cause the most headaches!

- Announcement of something new

1

W-4 Form

- FSPR and HR do not keep copies of W-4 forms
- All W-4 forms received by FSPR will be reviewed for completeness before forwarding to CPB
  - Departments should review employees' W-4 forms to avoid any delay processing due to return for incompleteness or contradicting information
  - See Payroll Rep Presentation slides on 10/7/14 for W-4 review
  - W-4 Forms can be sent directly to CPB (address is listed on the bottom of form)
  - If FSPR receives copies we assume originals have been mailed directly to CPB- we will shred them as CPB only takes originals

W-4 Form

- Existing employees can submit address changes online via the state Payroll Online Service Center (POSC) https://interactive.marylandtaxes.com/Extranet/cpb/POSC/User/Start.aspx

- POSC instructions direct copy to be sent to HR Office- this does not apply to UMB
  - If employee gives you a printout of the electronic W-4 changes you should not accept it

W-4 Form

- W-4 Form is used as the Change of Address form
  - Occasionally we receive a rejected Change of Address form back from CPB
  - CPB is no longer accepting Change of Address form
  - Throw away all Payroll Change Of Address blank forms

2

Workflow Emails

- Workflow emails psworkflow-prd@umaryland.edu are generated by eUMB:
  - Commitment Accounting
  - ePAF
  - eTravel
  - ETS
- Users are often doing "Reply" or "Reply All" that sends message back to the workflow email box instead of the person you intended to send
- Please use the "Forward" option in Outlook email anytime if you want to send a workflow email to another person

3

Dual Employment

- Central Payroll Bureau (CPB) provides Dual Employment reports to all state agencies
  - Bi-weekly
    - List of any new employees who are found in active status at more than 1 state agency
  - Quarterly
    - List of all employees who are in active status for more than 1 state agency in the last quarter
- FSPR contacts the department PR Reps when their employees appear on the reports
- PR Reps must contact their employees regarding the dual employment issue
  - Potential Overtime for NEX/Hourly employees

Dual Employment

- PR Reps should check with the other state agency regularly to make sure the employee(s) are not recording same hours in both agencies
- FSPR will provide the additional state agency contact if we know the contact person
- Unfortunately FSPR does not have all the state agency contacts; departments will need to get the contact information from the employee
- At the end of the quarter, the departments should have the information and confirm to FSPR if the employee has charged any conflicting hours
- Ask employees to give you copies of timesheets or schedules from other agency on bi-weekly basis

Concurrent Employment

- PR Reps from both departments should communicate to make sure

    - No conflicting hours are charged to different departments

    - Potential Overtime for NEX/Hourly employees

- The PR Reps contact list is published at FSPR website http://umaryland.edu/financialservices/payroll/payroll-reps/

- At the end of each pay period, the departments should be able to make sure employees are paid correctly

4

Paper Paychecks

- Post office returns paper paycheck as undeliverable when:
    - Incorrect mailing address
    - Forwarding address has been set up but the Post office will not forward state checks
- Post office usually returns checks in 2-3 weeks time
- FSPR will accept stop payment requests starting 2 weeks past payday if an employee did not receive a mailed paycheck
- If an original paper paycheck is received after requesting a check reissue it must not be cashed. It needs to be returned to FSPR for cancellation

Paper Paycheck- Address

- An existing employee's paper paycheck is pre-printed with employee's address based on CPB's record
- If you have an employee who moved and has not submitted a new W-4 for address change or the update has not happened, please contact us
  - FSPR will pull the paper paycheck and mail to the employee according to the "Home" address in eUMB
    - Both department and employee can update the "Home" address in eUMB via the Self-service
  - Department/employee should continue to monitor the "Check" address in eUMB
    - "Check" address is the address CPB has on file
    - If it has not been updated, departments must continue to let us know so that the check will be handled differently

Paper Paycheck- Address

5

Electronic Timesheets (ETS) Approval

- All ETS *should* be ETS approved by Monday during Payroll Processing week before payroll processing starts on Tuesday

- All late ETS *must* be ETS approved by Wednesday during Payroll Processing week because the ETS Window is closed starting Thursday

Electronic Timesheets (ETS) Approval

Electronic Timesheets (ETS) Approval

- Hourly employees are paid based on timesheets only if ETS approved so if it was not approved by Wednesday during payroll processing week, no paycheck will be generated

- Reminder: Salary advances will not be processed for hourly employees

6

ETS- New Queries

- 3 new ETS audit queries to assist departments tracking ETS submission and approval dates:
  - UMB_ETS_SUBMISSION_AUDIT- who is a delinquent employee
  - UMB_ETS_SUP_APRVL_AUDIT- who is a delinquent supervisor
  - UMB_ETS_DEPT_APRVL_AUDIT- who is a delinquent ETS approver
- Departments will enter the number of days allowed to get the query results as departments may have different deadlines for their employees
- See next slide for delinquent supervisor example

ETS Audit Queries

UMB_ETS_SUP_APRVL_AUDIT - ETS Supervisor Approval Audit

Days Allowed for Approval: ⑤ **1**
Dept Id Like % or ALL:

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (5 kb)

View All

	Dept ID	Supv ID	Supervisor Name	Descr	ID	Empl Record	Name	Pay Run ID	**2** Pay End Date	**3** Source	**4** SeqNum	**5** Instance	**6** OperID	**7** Submission Time	**8** Approval Time	**9** Approval Due Date	**10** Supervisor Approval Date	**11** Days Late by Supervisor
1						0		15-02	07/26/2014	EXM	1	1		07/25/2014 6:41:31AM	08/01/2014 8:00:23AM	07/30/2014	08/01/2014	2
2						0		15-13	12/27/2014	EXM	1	1		12/11/2014 7:27:09PM	12/22/2014 7:48:57AM	12/16/2014	12/22/2014	6
3						0		15-14	01/10/2015	EXM	1	1		12/11/2014 7:33:52PM	01/09/2015 7:45:28AM	12/16/2014	01/09/2015	24

(1) Days Allowed for Approval- Days allowance given for supervisor approval after ETS submission based on department's business process
(2) Pay End Date- Pay Period End Date
(3) Source- ETS for Exempt (EXM) or Non-Exempt/Hourly (NEX)
(4) SeqNum- Version of the ETS- #1 is the original ETS; #2 is the corrected ETS, #3 is to correct the previous ETS, etc.
(5) Instance- If the ETS was submitted a few times, the last submission will be listed on the query results
(6) OperID- The Empl ID who submitted the employee's ETS
(7) Submission Time- ETS Submission Date and Time stamp
(8) Approval Time- ETS Approval Date and Time stamp
(9) Approval Due Date- Based on what was entered on (1) and the submission date on (7)
    a. Line 1: The ETS was submitted on 7/25/14 (7), 5 days after 7/25/14 was 7/30/14
    b. Line 2: The ETS was submitted on 12/11/14, 5 days after 12/11/14 was 12/16/14
(10) Supervisor Approval Date- Same as Column (8). This column is used to compare with Column (9) to come up with Days Late in Column 11
(11) Days Late By Supervisor- Compare Approval Due Date (9) and Supervisor Approval Day (10) to determine late approval
    a. Line 1: The ETS was submitted on 7/25/14, 5 days after 7/25/14 was 7/30/14. The supervisor did not approve the ETS until
       8/1/14, 2 days later than 7/30/14

ETS- Reconciliation

- ETS window is open for 4 pay periods from the current pay period
- After 4 pay periods, ETS that are not in the "Loaded" status must be reconciled on the ETS Statistics page
- A Payroll Adjustment Form (PAF) must be submitted to FSPR if an employee reported leave on a timesheet which did not go through the normal electronic process
- For auditing purposes the Reconciliation Comment must include:
  - If Leave was taken- after the reason, write the Date of the PAF leave adjustment was submitted to FSPR
  - If No Leave was take- after the reason, write "No leave taken in this pay period"
- Make sure all paper timesheets and supporting documents are kept on employee's PERMANENT file because you will need to send to FSPR when a leave payout is requested

7

Leave (negative limits)

- Previously a maximum negative allowance was set for each type of leave in eUMB as follows:
  - Vacation – 80 hours
  - Personal – 0 hours
  - Holiday – 16 hours
  - Sick – Unlimited
- This set up was done when we used paper timesheet and Weekly Elapsed Time entries
- Recently, the maximum negative allowance was changed to:
  - Vacation – 40 hours
  - Personal – 0 hours
  - Holiday – 16 hours
  - Sick – 0 hours
- Employees will receive an error and will be unable to submit an ETS when reporting leave that exceeds the maximum negative allowance

Leave (negative limits)

- The negative vacation allowance is set up for 40 hours based on VII 7.00 Policy On Annual Leave For Regular Nonexempt and Exempt Staff Employees:

> With the approval of the institution's Chief Human Resources Officer (CHRO) or designee, an employee may be advanced 5 days of annual leave provided that no other leave, including personal leave, compensatory leave or sick leave is available to the employee and is appropriate to the purpose of the leave.

- The 5 days advance annual leave approval letter should be placed in employee's file in the department

- Balance will be paid back with the normal accrual

Leave (negative limits)

- Holiday leave cannot be advanced

- The negative allowance is set up <u>only</u> to allow an employee to use the holiday leave earned during that period

  - The leave accrual process runs on the Tuesday after the pay period ends

  - This allows employees to enter timesheets on Monday and Tuesday morning before the accrual process

- ETS Approvers must never allow a negative holiday balance

Leave (negative limits)

- FSPR is working with the departments with employees who currently have negative leave balances

- Negative leave balances must be offset by other positive leave balances
  - Exception: negative vacation, holiday, personal leave balances cannot be offset by positive sick balance

- If no other available positive balances can be used for an offset, it is an overpayment issue

- PR Reps should run the leave accrual report:

Main Menu > Benefits > Reports > Participation > Leave Accrual

8

Comp Time

- Non-exempt employees are eligible for comp time in lieu of overtime

- When a non-exempt employee has an Empl Class change to an exempt position, the comp time <u>must</u> be paid out before the change occurs in eUMB

- Currently we have exempt employees with a comp time balance- FSPR will contact the departments to resolve the problem

9

Overpayments

- After an overpayment is discovered, department must finalize the overpaid amount calculation and repayment options with employee (see the Payroll Rep meeting presentation [slides](#) on 10/16/13 for details):
  - Terminated employees
    1. Departments provide the begin/end dates of the overpayment and the gross amount calculation **(Excel spreadsheet)** to FSPR (within 1 pay period after overpayment discovery)
    2. FSPR will provide the payback amount (2-3 days)
    3. Department will notify the terminated employee of the payback information and to expect to receive an invoice from the University (1-2 days)
    4. FSPR will forward the overpayment information to Costing and they will initiate a Direct Retro (DR) to move the funds from the original project(s) to the department PCA (month end)

Overpayments

- Active employees
    1. Departments provide the begin/end dates of the overpayment and the gross amount calculation (Excel spreadsheet) to FSPR (within 1 pay period after overpayment discovery)
    2. Departments provide the option selected (via GPB or check) (within 1 pay period after overpayment discovery)
        » Via GPB – will start the payroll deduction in the next pay period
        » Via Check – same as terminated steps 2 through 4

Overpayments

- If FSPR does not receive repayment information from the department after one pay period, a follow up email will be sent to the PR Rep and Administrator and/or Dept Head

- If FSPR does not receive repayment information after 2 pay periods, A-Dean/AVP will be notified

- An overpayment is a serious matter and needs to be resolved in a timely manner

10

Employee Funding Profile (EFP) Deletion

- When an EFP is in "Pending" or "Approved" status, it can only be deleted by CA Initiators

- CA Reviewers and CA Approvers cannot make any changes to the EFP

- CA Initiators can delete an EFP by checking "Marked For Deletion" from the UMB EFP In Workflow page:

Pending/Approved

Employee Funding Profile (EFP) Deletion

- The EFP Load Process will delete all EFPs with "Marked For Deletion" box checked

- The EFP Load Process runs Monday to Friday at 10am, 2pm, 6pm, and 8:30pm

- There is short window of time for CA Initiators since the EFP Load Process is run 4 times a day and EFPs in approved status must be checked "Marked For Deletion" BEFORE they get picked up by the next scheduled EFP Load Process

The Big TaDa

10ths or 14ths

- Currently partial pay calculations are always on 10ths except when crossing over fiscal years then calculated on 14ths (calendar days vs. work days)
- Pay on 10ths or 14ths only affects new employees or terminated employees (partial pay)- not existing employees
- **NEW** Starting PP16-01, employees will be paid on 10ths every pay period including fiscal year crossover pay period
- What does it mean for PP16-01(6/28/15-7/11/15)?
  - If an employee is terminated effective 7/1/15, he/she will be paid 2/10
  - If an employee is hired on Monday, 6/29/15, he/she will be paid the full pay period

10ths or 14ths

- For employees who are employed the full pay period, the pay will be allocated between fiscal years based on 14ths

- If you know someone will be terminating in the crossover fiscal year pay period then the encumbrance will not be correct

- Encumbrances are always based on 14ths

– Example- Employee terminates eff 7/1 (ldw 6/30)
  - Encumbrance will include 3/14ths salary (higher)
  - Actual pay will be 2/10ths