



UNIVERSITY *of* MARYLAND  
BALTIMORE

# **Payroll Reps Meeting**

**Friday, August 20, 2021  
10am – 11am**

# Office of the Controller- Payroll Services

## Agenda

- Leave Transfer Form (NEW)
- Load Staging Table Form (NEW)
- Payroll Reminders

# **LEAVE TRANSFER FORM (NEW)**

# Leave Transfer Form (NEW)\*\*

- There are terminated employees did not receive a payout because some of them were transferred to another state agency. Their leave balances did not get zeroed out
- A Leave Transfer form is required to complete if you have employees leaving UMB and their leave to be transferred to another state agency
- Reminder: Terminated employees should receive their final payout after the last pay period

# Leave Transfer Form (NEW)

- After the form is approved by your approver, it will be routed to PS automatically by DocuSign-Preparer and approver cannot be the same person
- After PS review, we will send you a copy with our signature on the form
- You can contact the state agency and transfer the leave

# Leave Transfer Form (NEW)

- The new Leave Transfer form is treated as a PAF so you don't need to send another leave adjustment. We will use it to zero out employee's leave balances
- PS will contact you if we don't agree with the leave hours on the form
- If employee's leave balances need to be adjusted then you will need to send a PAF to adjust the leave

# STAGING TABLE

# Load Staging Table Form (NEW)

- New Load Staging Table Form has been published on PS website
- The form is not intended for general use, some of you have been sending us payments to be loaded on staging table can use the form on our website
- It's mainly for paying Summer Pays, uniform cleaning, and Facility safety shoes, etc.
- If you have any questions please email Payroll Services (PS) at DL-BF Payroll Help



# **PAYROLL REMINDERS**

# 1

## TIMESHEETS

# Timesheets

- According to the Employee Work and Leave Records (Timesheets) Policy and Procedure- Responsibilities section, some responsibilities include:
  - School/Departments:
    - Communicate department deadlines for submitting and evaluating timesheets to meet UMB payroll processing deadlines
    - Ensure the department's timesheets are reviewed each pay period by an ETS Approver, who checks for compliance with applicable UMB policy and procedures
    - Other operating procedure details please refer to the Financial Services Standard Operating Procedure No. 3317

# Timesheets

- Example 1: Dr. Jarrell granted an Admin Leave Day to employees in recognition of Juneteenth to be observed on 6/18/21
  - Applied to all Regular Faculty and staff and CII who are scheduled to work on 6/18/21
  - Employees should report 'ADMS'- Exempts and 'ADMH'- nonexempts on their ETS
- If you have an employee reported ADMS/ADMH on 6/18/21 then reported ADEES/ADEEH the following pay period you should not approve the ETS because he/she reported an extra day of Admin Leave

# Timesheets

- Example 2: Same scenario but employee reported 'Holiday' time you may want to contact the employee to determine if it was a mistake
- Example 3: There are employees who reported sick leave when absences are not in health or related reasons
  - In general sick leave can be reported for doctor's appointments, mental or physical illness, and death of a relative, etc.
  - For more details, refer to the Policy on sick and safe leave for nonexempt and exempt staff employees VII-7.45

# Timesheets

- If an employee is leaving UMB with excessive sick leave usage you may want to check with the supervisor if an employee was sick or trying to use the sick leave as it cannot be paid out when terminated
- If you have any questions, please contact HR-ELR

# Timesheet Reconciliation

- Reconcile ETS Statistics Page- How to reconcile ETS?
  - Please refer to the 4/5/2021 payroll presentation published on Payroll Services website
- Make sure your employees fill out their ETS timely
- Other than checking the UMB ETS Statistics and UMB Approve Timesheet pages, you can also run query:  
UMB\_ETS\_DELINQUENTS\_1\_PP  
query results will include outstanding/delinquent ETS
- It is very important to reconcile timesheets because it may affect employee's final leave payout

# Timesheet Reconciliation

- Hiring an employee from another department-
  - Both departments should work together to make sure that employee has no missing ETS by running query UMB\_ETS\_TIMESHEET\_HISTORY\_EE
  - Old department should upload paper timesheet(s) and PAF copies (if applicable) for any missing ETS is found
  - New department should also validate transferred employee have no missing timesheet
  - Employee may delay receiving his/her payout for missing timesheets



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**10THS VS 14THS**

# 10ths vs 14ths

- 10ths
  - We calculate pay in 10ths for PP02 to PP26. If you hired an employee on Monday (1<sup>st</sup> week of a PP) would receive a full bi-weekly pay
- 14ths
  - Most of the time PP01 would cross over 2 fiscal years. We calculate pay in 14ths. If an employee's hire date is on Monday (1<sup>st</sup> week of a PP) employee would only receive 13/14 pay because the 1<sup>st</sup> day of a PP is always on Sundays

# 10ths vs 14ths

- 14ths
  - For employees hired in PP01, the hire date needs to be the 1<sup>st</sup> day of the pay period (Sunday) in order for them to receive a full bi-weekly pay
  - For employees terminated on Friday (2<sup>nd</sup> week of the pay period), the effective date of the termination needs to be the 1<sup>st</sup> day of next pay period in order for them to receive a full bi-weekly pay

# 10ths vs 14ths

- This is important because there are quite a few employees did not receive a full biweekly pay for PP22-01
- Payroll Services always inform schools/departments if pay for an upcoming PP01 will be calculated in 10ths or 14ths during our CA Rollover meeting

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## FORMS

# Forms

- Per CPB, all forms must be typed, then hand-signed
- Forms include Direct Deposit form, W-4, and State Withholding Forms
- CPB returned many forms that were not typed
  - Rejected forms may affect employee's withholding taxes and delay in direct deposit

# Forms Submission

- 2021 Payroll Forms Submission Instructions has been published on PS website under Payroll Announcements at <https://www.umaryland.edu/financialservices/payroll/announcements/>

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**24/7 EUMB HRMS SYSTEM ACCESS**



# 24/7 eUMB HRMS System Access

- eUMB HRMS is now available 24/7
- Users can access all eUMB HRMS application pages at any time via the Portal page
- Employees and supervisors can access Self Service or Manager Self Service to complete their ETS or ETS approval

# 24/7 eUMB HRMS System Access

- Payroll deadlines (time) remain the same, refer to the Payroll calendar for due dates
  - 8pm is the deadline for most of the nightly processes
    - EFP/BR/DR
    - ETS Approval
    - Schedule and Comp Plan changes
  - 5pm is the deadline for forms/communication
    - All payroll forms including PAFs, CII Leave Forms, Leave Transfer Forms, FICA Refund Request, etc.
    - Foreign National Independent Contractor Payment Forms
    - Email requests to PS on Net Pay processing day if employee's paper paycheck should be mailed to a different address

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## **DUAL EMPLOYMENT**

# Dual Employment

- Bi-weekly and Quarterly Dual Employment Reports
- Bi-weekly Reports
  - PS will send you the employee(s) who have been paid at both state agency
  - Start asking the employee(s) to record the hours because you may need to validate and give full documentation if and when the employee is selected to be investigated when they appeared on the Quarterly report
- Quarterly Reports
  - Review of time worked to assure that the employee is not being paid by both agencies for the same time worked

# Dual Employment

- Quarterly Reports (continued)
  - Complete the Dual Employment Verification Form
  - Since CPB sends the quarterly reports to all state agencies, we may receive inquiries from other state agencies
  - When we receive the inquiries we will forward to you to investigate
- Tools
  - Dawn Delost shared with us that she requested the CITS Help Desk to create a new query listing the In/Out Time for her investigation (nonexempts only)- Thank you Dawn!!
    - UMB\_PR\_ETS\_IN\_OUT\_TIME

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## **GLACIER PROCESSING**

# Glacier Processing

- Foreign Nationals must complete a Glacier record including immigration status, immigration history, and time present in the US via the Glacier Tax system
  - Glacier Tax System can determine if your foreign national employees are considered as a Resident Alien or a Non-Resident Alien for tax purposes
  - FICA Status
  - Eligibility of Tax Treaty benefits
  - Glacier will generate a Tax Summary Report after an employee completed his/her record and list all required forms and documents need to be submitted to Payroll Services

# Glacier Processing- New Hires

- If your new hire is a foreign national, email Payroll Services at DL-BF NRA Help with
  - Employee's name
  - Empl ID (if available)
  - Employee's email address
- Your foreign national employee will receive an email from [support@online-tax.net](mailto:support@online-tax.net) to create a Glacier record
- Please advise your new hires to complete a Glacier record within the 1<sup>st</sup> or 2<sup>nd</sup> day of hire



# Glacier Processing- New Hires

- If employees have any questions when completing their Glacier record, they should contact Glacier directly
- Glacier contact information should be listed in the Glacier system
  - The online tax system is operated by tax professionals, software engineers, and IT personnel who can answer their questions
  - Do not ask your foreign national employees to drop off and/or inquire about their Glacier packet. This should be done between the employee and department
  - If you have any question you cannot answer, you can send PS an email at DL-BF NRA Help and get back to your employees

# Glacier Processing- New Hires

- Foreign National employees without a Glacier record will result in
  - incorrect FICA tax withholding
    - If FICA was withheld due to late submission of Glacier packet, department can complete a FICA Refund Request and it must be approved by your ADean or AVP
  - delay in receiving tax treaty benefits
    - No retroactive benefits can be processed
    - Employees needs to file their tax return to get the missing tax treaty benefits

# Glacier Processing- New Hires

- A completed Glacier packet should be sent to employee's Payroll Rep
- Payroll Reps will check for completeness
  - Review the required documents and forms listed on the Tax Summary Report to check if they're included
  - The completed W4 and state withholding forms from Glacier will not be accepted by CPB. Employees need to complete a W4 and State Withholding Forms from PS website at <https://www.umaryland.edu/financialservices/payroll/forms/>
- After review, payroll reps will scan and email the completed Glacier packet to PS for review
  - Shanay Smith at [Shanay.smith@umaryland.edu](mailto:Shanay.smith@umaryland.edu) via SecureXfer to protect employee's personal information

# Glacier Processing- New Hires

- After PS review, you will be notified if it is approved or any correction is needed
- If the Glacier packet is approved by PS, mail the original packet via USPS or campus mail to:  
Office of the Controller-Payroll Services  
  
220 Arch Street, Suite 02-122  
  
Baltimore, MD 21201
- Please note that tax treaty benefits will not be turned on until we received the original Glacier packet

# Glacier Processing- Current Employees

- Glacier renewal- foreign national employees should at least review/update their Glacier record once a year even though CPB may not require submitting their packet
  - PS will send out an email detailing the Glacier renewal process around October each year
- Please advise your employees to update their Glacier record any time if they have any changes such as visa or dates of entry/exit the US

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**OVERPAYMENTS**

# Overpayments

- We notice an increase in overpayments at UMB
- Some employees were overpaid because of reduction in pay or change in FTE
  - Run query UMB\_EPAF\_PENDING\_EPAF\_W\_SALARY
  - Contact PS if employee will be overpaid but not be able to do deduction from future pay period(s) due to termination or too low in net pay
- Many of the employees were overpaid due to termination
  - Run query UMB\_EPAF\_TERMS\_NOT\_EXECUTED as part of your routine audit during payroll processing week
  - Contact PS and submit a PAF if employee should not be paid

# Overpayment Statistics (2020-2021)

OVERPAYMENT STATISTICS (Jan, 2020 - July, 2021)		
Schools/Units	# of Overpayment	Overpaymemnt Amount (\$)
Central Admin	51	82,394.82
SOD	1	8,082.64
SOL	1	1,208.37
SOM	102	517,268.33
SON	2	2,216.41
SOP	9	29,804.65
SSW	11	19,170.43
<b>No. of Overpayments</b>	<b>177</b>	
<b>Overpayment Amount (\$)</b>		<b>660,145.65</b>



# Overpayment Processing

- Compensation Overpayment Packet should be sent to PS within 7 days after an overpayment is identified
- Delayed in sending and processing overpayment may affect employee's payback amount
- PS will follow up with your administrator/Chair/Dean's Office if we don't receive feedback from you in 2 weeks
- Details of how to process each type of overpayment can be found in Compensation Overpayment and Recovery Operating Procedure No. 3315  
<https://www.umaryland.edu/media/umb/af/fs/policies/Procedure-3315-Compensation-Overpayment-and-Recovery.pdf>

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**TERMINATION**

# Termination

- Terminated employee's Job Page- Work Location
- Should this employee be paid on 6/22/21?

Employee

Empl Record: 0

## Work Location

Effective Date: 06/22/2021

Effective Sequence: 0

HR Status: Inactive

Payroll Status: Terminated

Action: Termination

Reason: Voluntary Separation

Job Indicator: Primary Job

Last Start Date: 11/27/2017

Termination Date: 06/21/2021

Expected Job End Date:

☐ Override Last Date Worked

Last Date Worked: 06/21/2021

# Termination

- **NO-** employee's last day pay should be 6/21/21
- Effective 6/22/21 the employee is terminated so he/she should not be paid
- If the employee worked on 6/22/21, you will need to contact HRSC to correct the termination date. PS cannot process the pay until the correction has been made
- You may want to advise your employee to include the last day work on resignation letter to avoid any confusion

**QUESTIONS?**