



UNIVERSITY of MARYLAND
BALTIMORE

Payroll Reps Meeting

Friday, April 1, 2022
9am – 10:30am

Office of the Controller- Payroll Services

Agenda

- HCM Project
- Payroll Topics

HCM PROJECT

PAYROLL TOPICS

(1)
RETURNED FORMS FROM CPB

Returned Forms from CPB

- CPB returned over 700 forms from 9/21-3/22
- OOTC-PS will not contact you as your employees might have submitted new forms
- If your employees don't see updates on their taxes and/or direct deposit after 2 pay periods, please ask them to resubmit new form(s)

Returned Forms from CPB

- Many of the forms were returned because they were not typed
- CPB do not accept hand-written forms. All forms must be typed with wet signature and date
- Please encourage your employees to complete these forms online, print, sign, and mail to CPB
- These are online fillable forms and published on OOTC-PS website at <https://www.umaryland.edu/financialservices/payroll/forms/>

Returned Forms from CPB

- Departments can check for completeness before sending the forms to CPB OR
- If you want us to review before sending out to CPB please drop them off and we will forward them to CPB

(2)
GLACIER SUBMISSION (NEW)

Glacier Submission

- All foreign national employees must login to Glacier and answer all the questions to determine
 - Residency status for tax purposes
 - Tax Treaty benefit
 - FICA subject/Exempt

Glacier Submission

- Completed Glacier packets should be scanned and sent to OOTC-Payroll Services for review
 1. Department HR or PR Rep completes a Glacier Submission Form (DocuSign Form). It can be found at OOTC-PS website at:
<https://www.umaryland.edu/financialservices/payroll/forms/index.asp>
 2. Attach the entire scanned Glacier packet to the Glacier Submission Form

Glacier Submission

3. After completing the Glacier Submission Form with scanned Glacier packet, click 'Finish'- you will be given an option to download and save a copy of the document
4. Please note that you will not receive an email notification as there is only one signer to submit the form

Glacier Submission

- OOTC-PS reviewer will review and send an email to the submitter (either HR or PR Rep)
- Glacier packets- **Incomplete/Need information**
 - Submitter will receive an email from OOTC-PS if any information is missing or incorrect
 - OOTC-PS will delete the incomplete Glacier packet
 - After correction, submitter will need to complete a new Glacier Submission Form and resend the entire Glacier packet for review

Glacier Submission

- Glacier packet- **Completed**
- Submitter will be notified to have the Glacier packet mailed or hand delivered (by department):
- Original Glacier packet should be mailed/hand delivered:

**University of Maryland, Baltimore
The Office of the Controller- Payroll Services
220 Arch Street, 13/F.,
Baltimore, MD 21201
Attn: Celeste Williams**

Original Glacier packet

- Department PR Rep and foreign national employee will receive a system generated email confirmation from the DL-BF Payroll Help team when we received his/her Glacier original packet
- Make sure employee's email address is listed in eUMB-> Modify a Person-> Contact information Page
- System generated email Confirmation sample:
 - Subject Line: Glacier packet received

QUESTIONS?

(3)

FORMS

Payroll Forms

- Most of our payroll forms have been converted to DocuSign or available for digital signature
- Some forms are being sent directly to System Payroll after OOTC-PS approval such as Stop Payment Request, and Direct Deposit Recovery
- Please disregard old forms. The most updated forms can be found on our website

FICA Refund Request Form

- This form has been revised
- The new form will be routed to System Payroll immediately after OOTC-PS approval
- Employee's current address must be included because the refund check will be mailed to the address listed on the form
- The form instructions are available on OOTC-PS website

Moving PAF

- If your employee is approved for Moving stipend, you need to send a PAF with the supporting documents to Cindy Lyons, AVP Finance and Controller, for approval
- Departments can send the approved Moving PAF and supporting documents to [DL-BF PAF Help](#) for processing

(4)
LEAVE

Leave Payouts

- Leave hours Payout
 - UMB Employee Leave Inquiry Page- round to 6 decimal places
 - Leave Payout on PAF- Round to 2 decimal places

Leave Payouts

- Zero out leave balances (except sick balance) for terminated employees
 - Include leave adjustments on Payout PAF to zero out leave balances- annual (6 decimal places), personal, holiday
 - Example: Annual Balance in eUMB 441.869874, Payout 441.87 adjustment on PAF: -0.000126
 - If you need to adjust leave accrual you can attach your calculation to PAF, just need to enter the total adjustments for each category on PAF
 - Sick leave should not be zeroed out, OOTC-PS will zero out sick leave after 3 years

Leave Reports

- Leave Accrual Report (BEN007)

Leave Accrual

Run Control ID: Leave_Accrual Report Manager Process Monitor **Run**

Language: English

Benefit Program Leave blank to run for all benefit programs

Save Return to Search Notify

Look Up Benefit Program

Search by: Benefit Program begins with

Look Up **Cancel** [Advanced Lookup](#)

Search Results

View 100 First 1-7 of 7 Last

Benefit Program	Description	Short Description
CII	CII- Common Leave Program	CII BnProg
EX1	Exempt NLA-Vacation	Exempt NLA
EXM	Regular Exempt Program	EXM BnProg
FOP	FOP Non Exempt Program	FOP NEXPgm
NEX	Regular Non Exempt Program	NEX BnProg
NON	None	None
TMF	Ten Month Faculty (ASY)	TMF BnProg

Leave Reports

- Leave Accrual Report (BEN007)
 - Bi-weekly report
 - Run BEN007 each pay period after you receive an email from OOTC-PS on net pay processing day (pay week Tuesday in normal payroll cycle)
 - Option to run by different Benefit Programs
 - The data will not be the same if you delay in running it as leave continue to be updated when ETS are being approved

Leave Reports

- Leave Lost Report
 - Year End Report- available after YE Leave Rollover process (check payroll calendar)
 - Run this report after you receive an email from OOTC-PS after YE Leave Rollover is complete
 - Report is available to run before the next Leave Accrual process
 - Not available if you delay in running it

Leave Reports

- Query- UMB_PR_ADJUSTED_LV_BY DATES
 - Run this query to validate leave adjustments you requested

(5)
STOP PAYMENT
VS
CHECK CANCELLATION

Stop Payment Request

- DocuSign Form
- Employee did not receive the paper check
- Submitting this form is to:
 - Request stop payment of the lost check
 - Request a new check to be issued
- After OOTC-PS review and approved, the form will be sent to System Payroll then be forwarded to CPB for processing

Stop Payment Request

- OOTC-PS will contact you when a reissued check is ready for pick up
 - All reissued checks must be picked up by an authorized personnel in the department
 - It cannot be mailed to employee as most of the requests are due to check got lost in mail

Check Cancellation

- DocuSign Form
- Provide a detailed reason why the check needs to be cancelled
- The signed form will be routed to OOTC-PS to enter employee's last 4 of SSN
- When you received the completed form copy, you need to print it out, attach the original paper paycheck needs to be cancelled to the request:
 - Mail the completed form and paper paycheck (2 pages) to OOTC-PS
 - Contact OOTC-PS if you plan to bring them to our office

Check Cancellation

- Completed Check Cancellation Form with the original paper paycheck will be sent to System Payroll. They will send the request to CPB for processing.
- When you submit a Check Cancellation, you also need to prepare a Compensation Overpayment packet

(6)

DELINQUENT TIMESHEETS

(7)

OVERPAYMENTS

Overpayment Statistics

OVERPAYMENT STATISTICS (Aug 2021 - Feb 2022)		
Schools/Units	# of Overpayment	Overpayment Amount (\$)
Central Admin	22	38,931.82
SOD	1	7,902.84
SOL	0	-
SOM	57	191,374.63
SON	0	-
SOP	3	9,336.45
SSW	2	1,015.21
No. of Overpayments	85	
Overpayment Amount (\$)		\$ 248,560.95

Notes:

Overpayments automatically deducted from employee's paycheck without causing negative pay were not included

Overpayments

- Terminations and unpaid status are the main reasons for these overpayments
- Reminders:
 - Pending Terminations and Salary reductions:
 - Run below query each pay period-
UMB_EPAF_PENDING_EPAF_W_SALARY
 - Salary/FTE reduction- HR-Comp approved is required if you want to submit a PAF to prevent overpayment
 - Pending terminations- attach a copy of employee's resignation letter

Overpayments

- Unpaid status:
 - NFYs- fully approved ETS by ETS deadline with unpaid TRC, no PAF is needed
 - EFYs- fully approved ETS by ETS deadline with unpaid TRC along with a PAF, attach approved ETS as supporting documents

QUESTIONS?