



UNIVERSITY of MARYLAND
BALTIMORE

Payroll Reps Meeting

Monday, April 5, 2021

2pm – 4 pm

Agenda

- Human Resources- ELR
 - Parental Leave
 - Juneteenth Day
- Human Resources- Compensation
 - Bonus
- Costing and Compliance
 - Costing Updates
- Office Of The Controller- Payroll Services
 - Payroll Topics

HUMAN RESOURCES UPDATES

HUMAN RESOURCES- ELR

Parental Leave Policy

- Provides staff and faculty with up to **60 days (480 hours)** of assured, paid parental leave.
- Parental leave policy applies to these employees:
 - Regular exempt and non-exempt staff employees
 - Tenured and tenure track faculty
 - Non-tenure track faculty with multi-year contracts or sequential one-year contracts
- Employees are entitled to paid parental leave after six months of employment

Parental Leave Policy

- Paid “parental leave” **includes** all accrued annual, personal and holiday leave for holidays observed during the parental leave period.
- Employees may substitute use of accrued sick leave for annual leave in order to qualify for parental leave.

Option (1) ALL Annual + ALL Personal + ALL Holiday +” X “PLS
= up to 12 weeks coverage

Annual	Holiday	Personal	Sick
185.759794	8.000000	16.000000	333.430143

FMLA Approval		Actual Delivery Date									
FROM	TO	2/4/2021									
2/4/2021	4/28/2021										
Expected to RTW		Granted	DAYS	25							
4/29/2021			HOURS	198							
Begins / Ends		From	To	Needed Hours	Holidays Earned	Annual	Sick Leave	Personal Leave	Total Leave	PL Needed	
		CURRENT HOURS		8		185.760		16	209.760		
2/4/2021	21-17	2/4/2021	2/13/2021	56	8	2/12 Lincoln's Bday	6.7693	0.0000		14.7693	
	21-18	2/14/2021	2/27/2021	80	8	2/15 President's Day	6.7693	0.0000		14.7693	
	21-19	2/28/2021	3/13/2021	80	0		6.7693	0.0000		6.7693	
	21-20	3/14/2021	3/27/2021	80	8	3/25 Maryland Day	6.7693	0.0000		14.7693	
	21-21	3/28/2021	4/10/2021	80	8	4/2 Good Friday	6.7693	0.0000		14.7693	
	21-22	4/11/2021	4/24/2021	80	0		6.7693	0.0000		6.7693	
4/28/2021	21-23	4/25/2021	4/28/2021	24	0		0.0000	0.0000		0.0000	
				480	40		226.3755	0	16	282.3755	197.6245

Option (2) ALL Personal + ALL Holiday + Sick Leave
(substitution) + Newly Annual Accruals + " X "PLS =
up to 12 weeks coverage

Annual	Holiday	Personal	Sick
185.759794	8.000000	16.000000	333.430143

FMLA Approval		Actual Delivery Date										
FROM	TO	2/4/2021										
2/4/2021	4/28/2021											
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	21-21	3/28/2021	4/10/2021	80	8	4/2 Good Friday	6.7693	0.0000	14.7693			
	21-22	4/11/2021	4/24/2021	80	0		6.7693	0.0000	6.7693			
4/28/2021		4/25/2021	4/28/2021	24	0		0.0000	0.0000	0.0000			
				480	40		40.61568	185.759794	16	282.3755	197.6245	

Parental Leave Worksheet

- Updated form online! Revised 2/15/2021

PART I: To be completed by Employee

Name of employee: _____ Employee ID#: _____

Years of service at UMB: _____ Job Title: _____ Department/School: _____

Date applied for FMLA (Required): _____ Date leave is to begin: _____ Return to work date: _____

Supervisor's name: _____ Payroll Representative's name: _____

Is leave for: ☐ Newborn: Expected delivery date: _____ or Actual delivery date: _____

☐ Adoption finalization date: _____ ☐ Foster care effective date: _____ Child's DOB: _____

Do both parents work for University of Maryland, Baltimore? ☐ Yes ☐ No;

If yes, please provide the following information:

Name of Other parent: _____ Department: _____

☐ I would like to substitute _____ number of sick leave hours for _____ number of annual leave hours

Juneteenth Day

- Observe - Friday, June 18, 2021
- Eligible employees include, all Regular Faculty and Staff as well as Exempt and Non-Exempt Contingent II (pro-rated by FTE for part-time employees) will be granted *Administrative Leave*. Use the following code:
 - Exempt/Faculty – ADMS
 - Non-Exempt – ADMH
- **Exempt Essential Employees** require to report to work will receive their regular compensation for the day, and will have the ability to request the administrative leave day at a later date
- **Non-Exempt Essential Employees** require to report to work will receive their regular compensation for the day as well as have the option of either requesting the administrative leave day at a later date; **OR** request to be paid at their straight hourly salary for the hours equivalent to the administrative leave hours granted to non-essential employees

HUMAN RESOURCES- COMPENSATION

BONUS- 4/21/2021

**\$1,000 ONE-TIME PAYMENT
(PRORATED FOR PT)**

Employee Class Eligibility

Eligible for Bonus

- Faculty - 01, 02, 03
- Librarian - 15
- Post Doc Fellow – 19 (ANNLEL)
- Regular Staff - 20, 33
- Contingent 2 Staff - 22, 35 (ANNLEL)

Not Eligible for Bonus

- Graduate Assistants - 04
- Students - 14/14W, 16/16W
- Post Doc Fellow – 19 (ANNLIN)
- Contingent 1 Staff - 31T, 34
- Contingent 2 Staff - 22, 35 (ANNLIN)
- Faculty Adjuncts - 36

Bonus Eligibility

- All Regular Faculty and Regular Staff
- All Contingent II Staff coded ANNLEL as defined by contract
- Post Doctoral Fellows coded ANNLEL funded by non-NRSA grants
- Must be active on UMB payroll on April 20, 2021 AND April 21, 2021
- Employees starting UMB employment on April 21, 2021 or later not eligible for the Bonus

Bonus Eligibility

- Employees retiring on April 21, 2021 not eligible for the Bonus
- Part time employees (<1.0 FTE) will have the Bonus prorated based on their FTE that is in effect on April 21, 2021 on their myUMB job record.
- \$1000 bonus will be paid based upon a prorated amount according to the employee's FTE percentage in effect on April 21, 2021

Other Items To Note About Bonus

- All EPAFs need to be in HRSC queue by noon on 4/8/2021
- HRMS System
 - No job record will be added to HRMS system
 - No EPAF freeze – therefore actions can be submitted timely
 - EE Changes with pre-4/21/2021 changes should be submitted via EPAF

Other Items To Note About Bonus

- Payroll
 - Bonus is applied as Payroll Additional Pay and added to gross wages
 - Payroll Authorization form (PA) must be submitted to adjust Bonus amount after EPAF is executed in HRMS
 - Bonus is taxable

Paycheck Date

April 30, 2021

COSTING AND COMPLIANCE UPDATES

Cost Agenda

- FY22 Fringe Rate Update
- Direct Retros – Reminders and Training
- Effort Reporting System Upgrade and Training
- FA rate preparation: Space Survey
- Faculty Training - Resources



FY22 Fringe Rate Update

- While the rates on the next slide were proposed (submitted to the government)
- The rates have NOT BEEN NEGOTIATED YET
- These rates can be used for planning purposes
- The proposed rates have been included in Quali Coeus
- The memo and planning rates have been uploaded to our website

<https://www.umaryland.edu/media/umb/af/cost/FY2022-Planning-Rates-Announcement.pdf>

Fringe Benefit Rates-PROPOSED NOT YET NEGOTIATED!!

	Apply to Accounts	FY22	Costs Recorded in Account
Faculty	1011 – Faculty 9/10 mo. 1012 – Faculty 12 mo.	26.2%	2790 – Fringe rate Faculty
Staff	1013 – Exempt staff 1014 – Non-exempt staff	34.6%	2791 – Fringe rate Staff
Legislated Benefit	2071 – Faculty 2072 – Exempt staff (C1) 2073 – Non-exempt staff (C1) 2080 – Summer salaries 2085 – Supplemental Pay 2110 – Overtime 2120 – Shift differential 2130 – On call pay 2140 – Bonus Payments 2074 – College Work study (summer) 2075 – Students (other than CWS) (summer) 2090 – Contractual employee (C2) (Until FY16)	8.3%	2793 – Fringe rate Legislated Benefit
Limited Benefit	1021 – Post Docs/Fellows 2090 – Contractual Employee (C2) (FY16+)	20.9%	2792 – Fringe rate Limited Benefit
Students	1020 – Graduate Assistants 2074 – College Work Study (CWS) 2075 – Students (Other than CWS)	0%	N/A
Other	2196 – Accrued Leave Payout	0%	N/A

Direct Retro Reminders and Training

Please review effort instructions in detail. Help new employees go through it

→ ↻ cf.umaryland.edu/eumb-direct-retro/

About UMB

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Give to UMB

HOW TO INITIATE THE PROCESS

1. Review your payroll expense distributions within Quantum by running the UMB Payroll Charges Detail Report (PCD). If you wish to redistribute payroll expenses and cannot use a Budget retro submit a Direct Retro request with the following attachments:
 - a. A copy of the Quantum Payroll Charges Detail Report (PCD) by **Accounting Period**. The report should be run from the accounting period of the "From Pay period" through **current** accounting period, by employee and sorted by Project ID/Acct CD/Acct/Pay Period.
 - b. If cost transfer request affects Effort forms that have already been certified and are closed/archived, attach a request to have the Effort form unarchived (re-opened for recertification). The request should detail the error in the original certification and be signed by the person who certified the original Effort form.
 - c. Any other supporting documents.
2. Follow instructions on request pages noting employee ID, fiscal year, pay- periods (From and To), the SPON or NONSPON combo codes, the object codes, and provide valid explanations for the request.
3. Route to your Account Combo Owner for approval, and if necessary to your Principal Investigator if your request is over 90 days from the period requesting adjustment.
4. Costing and Compliance will review your request and then enter into the HRMS system. When completed you will get a notice. If rejected you will be provided an explanation and will have to submit a new request if necessary.



[Click here](#) PDF for detailed instructions on what each field represents on the request form.

Start an eUMB Direct Retro Form Request

Direct Retro Reminders and Training

- Please review effort instructions in detail. Have new employees go through it.
 - <https://cf.umaryland.edu/eumb-direct-retro/Instructions%20for%20Direct%20Retro%20Form.pdf>
- Training will be offered for new employees, as needed. If you need it, email effort@umaryland.edu
 - Dates will be scheduled based on the need
 - Correspondence will be sent and posted on our website when scheduled
- Special approvals: Attach all relevant documentation, not just the PCD
 - Approval from sponsor
 - Correspondence from SPAC
- All rejected DRs MUST be resubmitted with documentation attached
 - Accounting period PCD within 2 weeks of submission

More Reminders: Payroll Clearing Accounts (PCA) and EFP set up

- **DO NOT** use PCA when setting up EFP or for Budget Retros
- Triggered Red Flags and internal audit
- New Quarterly procedure
 - Check EFPs with PCA
 - Contact Departments

DHHS Salary Cap_Cost Sharing for Payroll Expenses

- DHHS Salary Cap for 01/03/2021 to 09/30/21 is **\$199,300**
 - Reflected in March 2021 effort forms
- Check employees who may go over the cap
 - Amount is based on annualized salary- Ex. FTE=.20 and amount paid at UMB= \$40K
→ Annualized= \$200K
- This only applies to DHHS agencies and pass-through funds*. See link below for all DHHS and NIH sponsors and awarding agencies:
 - <https://www.hhs.gov/grants/grants-business-contacts/grant-officials/index.html>
 - <https://www.nih.gov/institutes-nih/list-nih-institutes-centers-offices>
- Position owner creates EFP but may be unaware that a project from another department requires Over The Cap - communicate!

*Please ensure that you are familiar with other sponsors salary caps and apply methodology accordingly.

DHHS Salary Cap_Cost Sharing for Payroll Expenses Continued

Notice posted to link below

– https://grants.nih.gov/grants/policy/salcap_summary.htm

- New Proposals

- Use new salary cap for budgeting

- Active awards – Rebudget if funds are available no additional budget will be provided

Upcoming – ERS Upgrade

- New Effort Reporting System will be in the cloud
- Currently testing with Maximus
- Go-Live Expected by the end of April 2021
 - Will communicate Go-Live date
- Not significantly different but many new enhancements
- Training classes will be scheduled and correspondence sent out

Upcoming – ERS Upgrade

We need your help to prepare

- March 2021 Effort Reporting Period (ERS) was initiated in current ERS
 - Please ensure certifiers complete effort forms in current ERS environment
- All outstanding forms will be moved to ERS Cloud
- First ERS period to be initiated in ERS-Cloud will be 063021

FA Proposal: Space Survey Project

- Costing and Compliance is working with Huron Consultant
 - Base Year is FY2021
- Survey will be entirely conducted online in the new cost model
 - No more manual process with excel spreadsheets
 - The system is called eFACs
 - Cost Recovery Project
 - Space Survey Project



Space Survey Project



Welcome to **efacs {+}**! A single product that aims to address your facilities/administrative cost recovery and space survey. This is the project creation page. Here you will have the ability to choose what type of project you would like to start. To create a project, click one of the project types listed below.

Click To Create



Space Survey Project

- Departments to be surveyed were selected based on:
 - Research labs
 - Clinical areas
 - Animal space
- Affected Schools:
 - SON – 1 department
 - SOD – 3 departments
 - SOP – 1 Department
 - SOM – 24 Departments



Space Survey Project

- Correspondence sent to Deans on 03/29/21
- Point of Contact - Department Coordinators (DCs) in ERS
 - Other contacts as requested by the Deans/chairs
- Training will be offered to DCs
 - 2 to 3 days training
 - Projected Start: Mid April 2021
 - Survey Launched: Beginning May 2021
 - Completion date: 60 calendar days



Faculty Training: Online Resources

- After space survey is submitted (Due 12/31/21), this will be Cost Department's next priority
- Effort Reporting Policy
 - <https://www.umaryland.edu/media/umb/af/cost/Effort-Reporting-Policy.pdf>
- Certifiers Quick Guide
 - <https://www.umaryland.edu/media/umb/af/cost/effort-help/certificationquickreference.pdf>
- Individuals with VA appointments and K-awards
 - <https://www.umaryland.edu/media/umb/af/cost/effort-help/VAFAQ.htm>
 - <https://www.umaryland.edu/media/umb/af/cost/effort-help/Kawardguidelines.pdf>



UNIVERSITY of MARYLAND
BALTIMORE



PAYROLL UPDATES

1

TIMESHEETS

ETS Statistics Page

- Incomplete ETS- UMB ETS Statistics Page
 - Timesheet Status \neq 'Loaded' (circled in green)
 - ETS Processing Status = Open/Closed (circled in red)
 - Open- ETS can be processed in eUMB
 - Closed- ETS to be reconciled via ETS Statistics Page
 - Enter comments and upload an approved paper timesheet
 - If leave is reported, a PAF with leave adjustment is required to submit to PS for processing and upload the PAF in eUMB

Favorites Main Menu > UMB Self Service Manager > UMB ETS Statistics

UMB ETS Statistics Overview UMB ETS Statistics Detail

Group By
☒ Dept / Pay Period ☐ Pay Period / School

Pay Period: Both Departments: Refresh

Status: Like:

ETS Statistics (Count by Status)

Pay Period	Start Date	End Date	ETS Processing Status	Department	Department Description	Not Entered	Not Submitted	Recycled	Submitted	Submitted Warn	Supv Approved	Error Apprvl	ETS-Approver Approved
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Personalize | Find | View 100 | First 1-50 of 215 Last

UMB Timesheet History Page (NEW Feature)

- Timesheet Status = Loaded (Completed ETS)
- If a completed ETS (Loaded status) needs to be corrected
 - 'Open' Pay Period → correct it in eUMB
 - 'Closed' Pay Period → paper timesheet is required
 - ETS Approver will enter comments and upload an approved paper timesheet (signed by employee, approved by ETS Supervisor and ETS Approver) via the UMB Timesheet History Page.
 - PAF is required if timesheet correction is related to leave. Send PAF to Payroll Services for processing and upload it in eUMB

2

PAPER PAYCHECKS

Paper Paychecks

- Advise new hires and current employees to check their addresses listed in eUMB via Self-Service to make sure they're current

Current Addresses			
Address Type	As Of Date	Status	A
Home	08/05/2019	A	
CPB (per W-4)	08/20/2019	A	

Paper Paychecks

- New hires
 - Run Check Register query pay week Tuesday (normal schedule) after receiving email from PS
 - Both 'Home' and 'CPB' addresses are listed
 - Contact EEs if 'Home' and 'CPB' addresses are not the same
 - Check is being mailed to the CPB address
 - Email to Payroll Services if the check should be mailed to employee's Home address by pay week Tuesday
 - No 'CPB' address in eUMB
 - CPB has not received EE's W4 and state withholding forms
 - Check is being mailed to EE's 'Home' address

Paper Paychecks

- New hires direct deposit normally takes 2 pay periods to set up but it can take up to 3 pay periods
- Current employees who want to change direct deposit will receive a paper paycheck before direct deposited into the new bank account
- Please remind employees to complete all required fields such as Check Account Type, whether it is Savings or Checking account to avoid delay due to rejection of forms

3

FORMS SUBMISSION

Forms Submission

FORMS Processed by PS	SUBMISSION
Payroll Adjustment Form	Email to DL-BF PAF Help
Prior Pay Period Payroll Adjustment Form	Email to DL-BF PAF Help
Leave Reinstatement Request	Form will be sent to PS by DocuSign after approval
Request for Stop Payment/Reissue of Payroll Check	Form will be sent to PS by DocuSign after approval
CII Employee Leave Form	Form will be sent to PS by DocuSign after approval
Compensation Overpayment Packet	Form will be sent to PS by DocuSign after approval
Direct Deposit Recovery Request **NEW Form**	Form will be sent to PS by DocuSign after approval
FICA Refund Request Form	Form will be sent to PS by DocuSign after approval
Check Cancellation Request	Departments will print out completed form and attach original paper check to be mailed to PS. Once we received them, we will send to System Payroll for processing
CPB Forms	
Direct Deposit Form	Mail directly to CPB or email CPBOPS@marylandtaxes.gov via Accellion
W-4 and other State Withholding Forms	Mail directly to CPB or email CPBOPS@marylandtaxes.gov via Accellion

Glacier Packets Submission

- Glacier packets contain confidential information of employees
- Scan copies and email Shanay at shanay.smith@umaryland.edu via Accellion for review
- Tax treaty will only be turned on when original Glacier packet is received
- Original Glacier packets must be mailed via USPS:

Office Of The Controller- Payroll Services

220 Arch Street, Suite 02-122

Baltimore, md 21201

Foreign National Employees

- All FN employees are coded FICA 'Subject' in eUMB
- The FICA status should be indicated in their Glacier Summary Report
- PS will send a request to HRSC if employee's FICA status needs to be changed to 'Exempt' after reviewing employee's Glacier packet

Foreign National Employees

- FICA cannot be changed retroactively so please make sure FN employees submit their Glacier packet the 1st week of hire
- FICA tax refund should be requested once the correction has been made meaning when employee is no longer having FICA taxes taken from his/her paycheck

4

DELINQUENT/OUTSTANDING ETS

Delinquent/Outstanding ETS

- A report is sent to your Dean each pay period- the day after Final timesheet approval deadline
- Develop the best practice for your employees and supervisors
 - Set a deadline for employees and ETS Supervisors and let them know the deadline
 - ETS Supervisors can complete the ETS entry for their employees when they're not available

Delinquent/Outstanding ETS

- It's too late to reinstate leave as PPE 1/2/21 is closed and the ETS cannot be processed in eUMB so you don't have to send Leave Reinstatement Request to PS
- Reconcile the delinquent ETS from the UMB ETS Statistics Page
 - Upload a completed paper timesheet (approved by ETS Supervisor and ETS Approver)
 - Upload a copy of the Lost Leave Page to show the leave reported in the ETS was offset with the lost leave
 - Submit a PAF to deduct the leave if the employee reported more leave than what was lost
 - Upload a copy of the PAF in eUMB

5

FINAL PAYOUTS

Final Payouts- Staff

- USM issued a guidance to the Temporary Exception to Annual Leave “Carryover” Limit due to circumstances associated with COVID-19
- Under the temporary exception, regular nonexempt and exempt staff employees are allowed a maximum of 480 hours to be carried into 2021, pro-rated for leave eligible, part-time employees working 50% or more
 - Any unused portion of the hours of additional annual leave in excess of 400 will not be entitled to compensation and not be transferred to a state agency or university outside the USM if an employee transfers to such state agency or university

Final Payouts- Faculty

- USM issued a guidance to provide a Temporary Exception to the number of hours of accrued Annual Leave “Carryover” Limit due to circumstances associated with COVID-19
- Under the temporary exception, 12-month faculty are allowed a maximum of 480 hours to be carried into 2021, pro-rated for part-time faculty working 50% or more
 - Any unused portion of the hours of add’l annual leave in excess of 400 will not be entitled to compensation and not be transferred to a state agency or university outside the USM if an employee transfers to such state agency or university

Final Payouts- Faculty

- The payout should be based on maximum of 400 hours in 2020 + hours accrued from 2021 to the last work day
- If the annual leave balance was <400 hours in 2020, the final payout should be the ending balance in 2020 + hours accrued from 2021 to the last work day
- Incorrect final payout PAFs will be deleted and departments will be notified to resubmit a corrected PAF

6

NEW PR REPS

New PR Reps

- Notify Payroll Services by email DL-BF Payroll Help when a payroll rep is no longer working in the department and give us the contact information of the replacement
 - Update eUMB
 - Update Email Distribution List
 - Update Contact List on PS website

7

OUT OF STATE WITHHOLDING FORM

State Withholding Forms

- The Federal and State withholding forms are no longer combined.
- There are 5 State withholding forms:
 1. Maryland- MW507: Employees should complete this form if they reside in Maryland.
 2. D.C. D-4: Employees should complete this form if they reside in Washington D.C.
 3. West Virginia WV/IT 104: Employees should complete this form if they reside in West Virginia
 4. Other States: Employees should complete this form if they reside in states other than MD, WV or DC
 5. MW507M: Employees should complete this form if they are a qualified Civilian Spouse of a US Armed Forces Servicemember

State Withholding Forms

- Please let your employees know if they are working and residing in states other than MD, WV or DC, they need to complete #4 form and the agency approval is required for this form:

Section 2 - Employees Working and Residing in States Other than MD, WV or DC

1. I certify that I am working and residing in a jurisdiction other than MD, WV or DC and I am not subject to tax withholding and/or reporting for MD, WV or DC.

2. I am domiciled in the state of _____.

Employee's Signature _____ Date _____

Agency Representative Approval

I attest that the employee is performing work for this agency outside of MD, WV or DC.

Printed Name _____ Title _____

Agency Signature _____ Date _____

State Withholding Forms

- If the agency approval section is not complete, the form will be rejected by CPB
- Before you signed the approval, please make sure the employee is approved to work out of state
- If the employee is approved to work out of state, you can:
 - sign the agency approval section
 - Update the work location in eUMB

QUESTIONS?