



UNIVERSITY *of* MARYLAND
THE FOUNDING CAMPUS

PR Rep Meeting

October 7, 2014

1:30pm – 3:30pm

SON- Room 130

Agenda

- Human Resource Services Updates
 - Open Enrollment- Patricia Ilowite
 - Onboarding Updates- Juliet Dickerson
- SPAC Updates- Linda Ward
 - DRs for the fiscal year-end crossover
- Financial Services Updates- Susan McKechnie
 - Changes to T&L processing
 - Roles & Security
 - NRA Renewal
 - W4 Forms
 - Misc T&L Issues
 - Other Payroll Issues



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2015 Open Enrollment

Patricia A. Ilowite
Director

Healthcare Benefits Open Enrollment Information

- **When is Open Enrollment ?**
 - Begins on October 15, 2014 and ends November 14, 2014
- **Plan year for these changes?**
 - New plan year is January 1- December 31, 2015

Healthcare Benefits

Open Enrollment Information

- **What is new for 2015?**

- All Aetna health care plans **discontinued**
- All Point of Service plans **discontinued** (Aetna, United Healthcare and CareFirst POS plans)
- United Concordia Dental DHMO plan **discontinued**
- Kaiser Permanente IHM added
- Delta Dental DHMO added
- Annual maximum benefit in United Concordia Dental PPO plan increased from \$1,500 to \$2,500
- Behavioral health services will be provided through the employee's medical plan (No APS)
- New State of Maryland Wellness Program

Healthcare Benefits

Open Enrollment Information

- **Who needs to take action?**
 - Employees enrolled in any of the plans that are being discontinued must elect a different plan option to have coverage beyond December 31, 2014
 - Employees who enroll for the first time, change plans, or change coverage levels for 2015
 - Employees who participate or continue to participate in a Flexible Spending Account (FSA) for 2015
- **How to enroll or make changes...**
 - Complete the appropriate enrollment form included in the Open Enrollment packet OR
 - Print the forms from the 2015 Open Enrollment link on the www.umaryland.edu/hr website

Healthcare Benefits

Open Enrollment Information

New Healthcare Vendors for 2015:

- **Kaiser Permanente medical plan option is being added for 2015**
 - Kaiser Permanente has a regional network predominately located in the Baltimore – Washington D.C. corridor
 - This plan option is not available to members who are eligible for Medicare
- **Delta Dental HMO plan that is being added for 2015**
 - Delta Dental HMO plan has an expanded national network

Healthcare Benefits Open Enrollment Information

Important Note:

- All 2015 Open Enrollment Forms are Due by November 14th
- Please deliver forms to the Benefits Office (620 W. Lexington Street, 3rd Floor, Baltimore, MD 21201)

Healthcare Benefits

Open Enrollment Information

- This will be a paper enrollment (no IVR)
- Summary Statements included in the OE packet will indicate in red if the employee is participating in a plan that will be discontinued.
- **OE forms are protected under HIPAA**
 - Employees should place their forms in a sealed envelope
 - Payroll Reps and HR Partners should **NOT** accept forms that are not in a sealed envelope
 - Suggestion: Keep a supply of envelopes on your desk and provide them to employees handing you their OE forms
 - Advise your employees to keep a copy of their enrollment form for their records

Healthcare Benefits Open Enrollment Information

- Summary statements of 2015 benefits will be mailed to the employee's address on file when their enrollment form is processed.
 - Employees should review this statement carefully and make corrections if necessary
 - There is no correction period this year

Healthcare Benefits

Open Enrollment Information

Other Important Information:

- Open Enrollment packets mailed to the address on file for those currently enrolled in benefits as of 8/24/2014
- Employee must make new elections currently enrolled in a discontinued plan
- Everyone will get new cards
- Domestic partner coverage ends 12/31/14

Healthcare Benefits

Open Enrollment Information

- **Impact to UMB employees**
 - Benefits Office sent letters to the home addresses of the 1500+ employees who will lose coverage unless they select a different plan; a follow-up email was also sent
 - Open Enrollment packets were mailed to employee's homes on September 25th
 - The Benefits Office will need your help in reminding your employees that they may need to act during this year's Open Enrollment
 - If an employee is changing plans, they do not need to resubmit dependent documentation unless they are also making a change to dependent coverage

Healthcare Benefits

Open Enrollment Information

Impact to UMB employees

- **Health and Dental**
 - Over 1500 employees participate in one or more plans that are being discontinued
 - All of these employees **MUST** submit a paper Open Enrollment form to continue **COVERAGE**
- **Flexible Spending Accounts**
 - Over 1000 employees participate in a Healthcare or Dependent Care FSA
 - All of these employees **MUST** submit a paper Open Enrollment form to participate in an FSA in 2015

Healthcare Benefits Open Enrollment Information

Impact to UMB employees

- Individuals not making changes to coverage elections do not have to complete the enrollment forms
- If you have benefits and are making a change, employees only need to complete the top of page one and the section of the form being changed

Healthcare Benefits Open Enrollment Information

Affordable Care Act Implications – Contingent I and II Employees

- The Affordable Care Act is a federal law that requires most people over the age of 18 to have **health and prescription drug insurance** or else face IRS tax penalties.
- If the employee is covered by another healthcare and prescription drug plan, they will need to complete a [UMB Notification of Alternative Coverage](#) form that can be found on the HR Forms web page.

NOTE: ALL CI and CII OE ENROLLMENT FORMS DUE BY NOVEMBER 14TH!
Please deliver forms to the Benefits Office (620 W. Lexington Street, 3rd Floor, Baltimore, MD 21201)

Healthcare Benefits

Open Enrollment Information

Affordable Care Act Implications – Contingent I and II Employees

- If the employee does not have alternative coverage, the State of Maryland will offer subsidized health and prescription drug benefit coverage for contractual Contingent I and Contingent II employees (and their dependents) who:
 - have a current employment contract and
 - work 30 or more hours a week (or an average 130 hours per month) beginning January 1, 2015 and
 - are expected to still be working on 1/1/15.
 - are hired after 10/16/14 and are expected to meet the hours threshold (see above) AND are expected to be employed for at least 90 calendar days or more
- Any new employees not expected to meet the hours threshold will have their hours tracked from 10/16/14 through 10/15/15 for determination of subsidized benefits beginning in 2016

Healthcare Benefits

Open Enrollment Information

Affordable Care Act Implications – Contingent I and II Employees

- The employee will be responsible for paying 25% of the premiums for medical and prescription coverage for themselves and any eligible dependents enrolled. The State of Maryland will subsidize the remaining 75% of the cost for these benefits. Monthly direct pay billing from DBM will reflect the remaining 25%.
- In accordance with current contracts, departments may provide assistance to contractual Contingent II employees for the 5% difference between the current 80% assistance and the State's 75% subsidy for healthcare and prescription drug coverage. The State is not subsidizing dental, so you may continue to provide up to 80% assistance for that benefit. Contingent II employees may also enroll in AD&D and Minnesota Life at the full premium rates

Healthcare Benefits

Open Enrollment Information

Affordable Care Act Implications – Contingent I and II Employees

- For Contingent II employees working 50% or more but not 30 hours/week, departments may continue to provide assistance up to 80% (no 75% state subsidy)
- The Benefits Office will be mailing enrollment information to Contingent I and II employees who are eligible for healthcare and prescription drug coverage. Information, benefit guides, and enrollment forms are available on the OE web page
- Contingent II employees already enrolled do not need to re-enroll if they are not changing plans

Healthcare Benefits

State of Maryland Wellness Program

- Phased in over 4 years
- Applies to employees and spouses; not applicable to Medicare-eligible retirees and their enrolled spouses
- Each participant will be asked to complete “Healthy Activities”, i.e. complete health risk assessment, discuss results with PCP, biometric screenings, etc.
 - If you comply with activities, no copays as soon as the information is updated in the medical plan’s system (may take up to 60 days)
 - If you do not comply, you will have a surcharge (\$50 in 2016, \$70 in 2017)
- PCP’s cannot be designated until after 1/1/15

Healthcare Benefits

State of Maryland Wellness Program

- Disease Management program participation required if identified by State as having risk factors
 - Surcharge applies if you fail to participate in the Disease Management program
 - \$250 in 2017 and \$375 in 2018

Healthcare Benefits State of Maryland Wellness Program

- Alternative activities are available to participants who cannot complete required “Healthy Activities” for medical reasons
- An appeal process will be available to challenge surcharges

Healthcare Benefits Premium Holiday in October

- No employee premiums for Medical, Dental, and/or Prescriptions plan coverage will be taken from employee paychecks on October 10 and October 24.
- Coverage under these plans will continue uninterrupted. Premiums for other benefit programs, including Life, AD&D, Long Term Care, and Flexible Spending Accounts **will** be deducted on October 10 and October 24.

Questions or Comments on Healthcare Benefits





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Onboarding Updates

Juliet Dickerson

Assistant Director- HRS- Staffing

Onboarding updates

- New data collection forms:
 - New definitions of veterans
 - New disability disclosure form
- W-4 and direct deposit:
 - Will no longer insist new hires complete them on the first day
 - If they have questions on the W-4, we will be directing them to do their research at home and turn their form into their payroll rep

Onboarding updates

- Benefits for contingent employees
 - HRS is creating an on-line orientation for benefit eligible contingent employees
 - In early 2015, HRS will discontinue the Contingent Category II orientation sessions, and new employees will be directed to the on-line version

Questions or Comments on Onboarding





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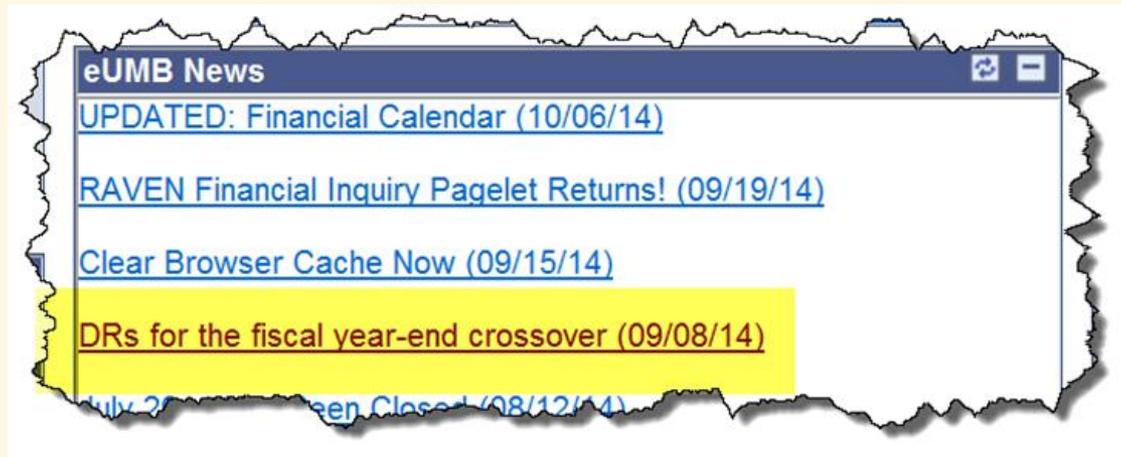
DRs & BRs

Linda Ward

Manager- SPAC- Costing & Compliance

DRs in PP15-01

- If you need to do a Direct Retro in pay period 15-01 for either the FY14 or FY15 expenses, please read the memo posted on the portal in the eUMB News pagelet:



- [http://www.umaryland.edu/eumb/documents/Portal Postings/DRs%20for%20the%20fiscal%20year%20end%20crossover.pdf](http://www.umaryland.edu/eumb/documents/Portal_Postings/DRs%20for%20the%20fiscal%20year%20end%20crossover.pdf)

BRs in FY15

- Due to the change in schedule for running the Actuals Distribution process from the Sat after payday to the Wed before payday, EFPs must be approved by 8pm on Tues before payday
- EFPs that have not been approved that are effective prior to the ~90 day rolling date will be deleted
 - Ex. EFPs dated 7/12/14 or earlier that are not approved by 8pm tonight will be deleted
- Pay attention to the PR Calendar

Questions or Comments on Direct Retros





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Payroll Updates

Susan McKechnie
Controller

CHANGES TO T&L PROCESSING-

Changes to T&L Processing

Due to auditor concerns about changes made to timesheets after someone has approved and the implementation of all electronic timesheets that flow through time & labor (T&L), significant changes have been made and will be implemented in November

Another PR Reps meeting will be scheduled the last week in October or first week in November to go over the details

ROLES & SECURITY

Roles & Security

- The **roles** you have determine what type of data you see and types of actions you can do
- **Row level security** (when you identify “Departments to be Accessed”) determines who you can see
- Row level security is the same for both HRMS and Travel- be careful how you assign roles

Role Security

- We are required by the new USM IT standards to:

“Implement and document processes for periodically (at least annually) verifying employees’ access privileges”

- The process is in development but departments should start thinking about who currently has access and whether the access is necessary to perform assigned job duties

Role Security

- Due to new USM IT security standards, we are required to limit access on certain confidential personal information such as:
 - Social Security number (SSN) or Individual Taxpayer Identification number (ITIN)
 - Passport number
 - Information about an individual that is linked or linkable to one of the above (ex. date of birth)

Role Security

- All HRMS roles have been “scrubbed”- that is, based on the role name, only access directly related to that function will be granted
 - The role names remain the same but permission to see certain pages in eUMB has been changed

Role Security

- The updated permission lists for the roles will be implemented this coming weekend (10/11)
- On Monday (10/13) you may find that you no longer have access to certain menu items that you previously had
- Memo will be sent tomorrow to all HRMS users

Role Security

- Summary of major changes:

Roles	Remove access to
Department Administrator Department HR Rep	<ul style="list-style-type: none">• Identification Data pages (passport/visa, etc.)• Modify a Person page and replace with View A Person page
TL Initiator	<ul style="list-style-type: none">• Payable Time Detail, Payable Time Summary, Forecasted Time Summary, Reported Time Audit, time reporters in group and status, Payable Status report• Update employee address, emergency contact information, Inquire on EE Leave & Personal Information
CA Approver	<ul style="list-style-type: none">• Workforce Job Summary, UMB State Job Code Table, USM Job Code Table, Update Contracts, Job Data and view pay rate change

Role Security

- If there is some information that you previously had that is missing:
 - Determine business need for the access
 - Complete new eUMB access form requesting additional role
 - If you can't identify the role that gives you the required access contact Candace Chow at 6-1243

ANNUAL RENEWAL FORMS FOR FOREIGN NATIONALS- 2015

GLACIER- 2015 Renewal Process

- Due date: Friday, 11/7/14
- An email from FSPR with instructions will be sent out once GLACIER has notified us when they will perform the rollover process and the system is ready for 2015 renewal
- Most of the forms can be printed off from the GLACIER system
- If the forms are not available from GLACIER, please go to FS-Payroll website

GLACIER- 2015 Renewal Process

- What do you need to do?
 - Identify your foreign national employees by running query “UMB_PR_CSF_RENEWAL”
 - Notify your employees that they will need to log on and access their Glacier records to renew their documents for 2015
 - Ensure Glacier Tax Summary Report and all required forms and documents are included in the Glacier packet
 - Hand deliver the completed Glacier Packets to FSPR as soon as they are completed
 - Due by Friday, November, 7th, 2014

GLACIER- 2015 Renewal Process

- What do you need to do?
 - Existing employees who are eligible for tax treaty benefits in 2015 will receive an email directly from Support@Online-Tax.Net with instructions to complete the tax treaty renewal process
 - Note: Any new hires after the Glacier rollover process will not get an email from Support@Online-Tax.Net so departments must make sure they complete the Glacier entries
 - New employees hired before 12/14/14 must complete 2 sets of Glacier forms – 2014 & 2015
 - Same Glacier documents but different W4s- one for 2014 and one for 2015
 - Submit all GLACIER packets to FSPR

GLACIER- 2015 Renewal Process

- What do you need to do?
 - A new Form I-9 must be completed only if employees have visa type or expiration date changes
 - Submit Form I-9 to HRSC
 - Tips: Department should compare the new GLACIER Tax Summary Report submitted by employees and the query result (UMB_PR_CFS_RENEWAL) to check for visa or expiration changes to determine if a new Form I-9 is required for HRSC to update employee's record

GLACIER- 2015 Renewal Process

GLACIER Nonresident Alien Tax Compliance System		Tax Summary Report	
Summary of Information Entered Into GLACIER™:			
Name:		2013 - 15 Days	
SSN / ITIN:			
Email Address:			
Country of Tax Residence:	Italy		
Country of Citizenship:	Italy		
Current Immigration Status:	J1 Research Scholar		
Date of Entry to U.S.:	September 10, 2013	Changed Immigration Status? No	
Immigration Status Expiration:	August 31, 2016	Immigration Status Change Date:	
Original Immigration Status:		Estimated Date of Departure: August 31, 2016	
Empl ID:			
Tax Determinations and Results Based on the data entered, GLACIER has made the following determinations:			
Tax Residency Status: Nonresident Alien for U.S. Tax Purposes			
Residency Status Change Date: July 03, 2015 to Resident Alien			
Residency Status Start Date: January 01, 2015 to Resident Alien			
Residency Status Change Date 2 (if applicable):			
Residency Status Start Date 2 (if applicable):			
Compensation/Wages			
Applicable Tax Withholding Rate: Single, 1(Bi-Weekly) (If Tax Treaty Does Not Apply or Form Is Not Submitted)			
Tax Treaty Exemption Status: Exempt			
Tax Treaty Time Limit: Two Years From Date of Arrival			
Tax Treaty Exemption Period: September 10, 2013 - September 09, 2015			
Tax Treaty Dollar Limit: Unlimited Dollar Amount			
EX			
FICA Tax Status: Exempt		FICA Tax Start/Change Date: January 01, 2015	
Required Forms and Document Copies Attach the following Forms and Documents to the Tax Summary Report			
Please print, sign and submit with Tax Summary Report		Please copy and submit with Tax Summary Report	
Required Forms:		Required Document Copies:	
Form W-4		Form I-94/I-94W Card	
Form 8233		Form DS-2019	
Treaty Attachment		Visa Sticker/Stamp (in Passport)	

GLACIER- 2015 Renewal Process

- Missing/incomplete forms & documents
 - An email will be sent to the Dept Payroll contact to pick up at the Payroll Distribution Center
 - Forms must be completed and re-submitted prior to the 11/7/14 deadline in order to be guaranteed submission by USM's deadline
- Glacier packets submission
 - No Tax Treaty Benefits in 2015
 - Original Set Only
 - Tax Treaty Benefits in 2015
 - Original Set with 1 set of Copies

GLACIER- 2015 Renewal Process

- HRSC:
 - Update eUMB based on New Form I-9 submitted
 - Update visa type changes in eUMB based on the spreadsheet from FSPR

Questions or Comments



W4 FORMS

Change of Address

- W4 form is used for change of address from a recent [CPB memo](#)
 - Change of address form has been removed from FSPR website
 - Throw away the change of address blank form
 - Existing employees should complete a W4 Form via the state Payroll Online Service Center (POSC) at:
<https://interactive.marylandtaxes.com/Extranet/cpb/POSC/User/Start.aspx>

W4 Forms

New Employees (Onboarding)

- New employees may submit a completed W4 Form to HR during Orientation but it's not required
- New employees should meet with the department PR Rep on the 2nd day before/during Department Orientation to complete a W4 Form

W4 Forms

New Employees (Onboarding)

- Late submission of a W4 form will result in maximum tax withheld (single/0 allowances rate)- cannot request refund from CPB
- Employees will need to file taxes at the end of the year to claim tax refund

W4 Forms

- Department PR Reps must review W4 form for completeness (*detailed review of W4 is later in presentation*):
 - Name
 - Address
 - County
 - SSN (use temp # if permanent SSN is not available when completing the form)
 - # of exemptions
 - Signature & Date
- W4 forms must be completed in Black ink

W4 Forms

- After review, PR Reps will send the forms to Financial Services- Payroll (FSPR)
- FSPR will forward W4 forms to System Payroll and they will forward the forms to CPB
- A signed W4 form is required:
 - For all New employees
 - For Existing employees who wish to claim exempt or more than 10 exemption
 - For all Non-Resident Alien employees

W4 Forms

- Official W4 Instructions handout from CPB is published at FSPR website at <http://www.fincsvc.umaryland.edu/payroll/forms.cfm>
- All employees must complete a Maryland W4/MW507 form except for employees who reside in D.C. and West Virginia
- Foreign National employees will complete a W4 either for NRAFTP or RAFTP depending on their residency status (determined by Glacier)

W4 Form Review

2014

Employee Withholding Allowance Certificate

FOR MARYLAND STATE GOVERNMENT EMPLOYEES ONLY

Form MW 507

Form W-4

Department of the Treasury

Comptroller of Maryland

Internal Revenue Service

Please complete form in black ink. Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Section 1 - Employee Information

Payroll System (check one) RG <input type="checkbox"/> CT <input type="checkbox"/> UM <input checked="" type="checkbox"/>		Name of Employing Agency University of Maryland, Baltimore	
Agency Number 360221	Social Security Number	Employee Name	
Home Address (number and street or rural route)		Address Continued (apartment number, if any)	
City	State	Zip Code	County of Residence (required) <small>(Nonresidents enter Maryland County or Baltimore City where you are employed.)</small>

Blue – Prefilled from the online form

Red – Required fields

Green – County, not country

W4 Form Review

Section 2 - Federal Withholding Form W-4

The federal worksheet is available online at <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

3 Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single Rate <input type="checkbox"/> Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.	4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>
5 Total number of allowances you are claiming (from page 1 or page 2 of the federal worksheet)	5 <input type="text"/>
6 Additional amount, if any, you want withheld from each paycheck	6 \$ <input type="text"/>
7 I claim exemption from withholding for 2014, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability If you meet both conditions, write "Exempt" here.....➔	7 <input type="text"/>

Red – Required, must select and check Marital status

Green – If an employee wants to claim exempt for #7, #5 & #6 must leave blank

W4 Form Review

Section 3 - Maryland Withholding Form MW 507

The Maryland worksheet is available online at http://forms.marylandtaxes.com/current_forms/MW507.pdf

Withhold at Single Rate Married (surviving spouse or unmarried Head of Household) Rate Married, but withhold at Single Rate

1. Total number of exemptions you are claiming not to exceed line f in Personal Exemption Worksheet on page 2. . . 1.

2. Additional withholding per pay period under agreement with employer. 2.

3. I claim exemption from withholding because I do not expect to owe Maryland tax. See instructions and check boxes that apply.

a Last year I did not owe any Maryland income tax and had a right to a full refund of all income tax withheld and

b This year I do not expect to owe any Maryland income tax and expect to have the right to a full refund of all income tax withheld.
(This includes seasonal and student employees whose annual income will be below the minimum filing requirements)

If both a and b apply, enter year applicable (year effective) Enter "EXEMPT" here. 3.

4. I claim exemption from withholding because I am domiciled in the following state.
Virginia

I further certify that I do not maintain a place of abode in Maryland as described in the instructions.
Enter "EXEMPT" here 4.

5. I claim exemption from Maryland **state** withholding because I am domiciled in the Commonwealth of Pennsylvania and I do not maintain a place of abode in Maryland as described in the instructions on Form MW507.
Enter "EXEMPT" here. 5.

6. I claim exemption from Maryland **local** tax because I live in a local Pennsylvania jurisdiction within York or Adams counties. Enter "EXEMPT" here and on line 4 of Form MW507. 6.

7. I claim exemption from Maryland **local** tax because I live in a local Pennsylvania jurisdiction that does not impose an earnings or income tax on Maryland residents. Enter "EXEMPT" here and on line 4 of Form MW507. 7.

8. I certify that I am a legal resident of the state of and am not subject to Maryland withholding because I meet the requirements set forth under the Servicemembers Civil Relief Act, as amended by the Military Spouses Residency Relief Act. Enter "EXEMPT" here 8.

Red – Required, must select and check Marital status

Orange- If employee wants to claim exempt anywhere from #3-#8, #1 & #2 must leave blank

Green- If ee wants to claim exempt for #3, Box a and b must be checked and the year effective must be completed

Brown- VA residents #4

Blue- PA residents #5, 6, and 7

Purple- If employee wants to claim exempt for #8, attach MW507M with the W4 form

MISC T&L ISSUES

New TRCs/Reason Code

- Two new EXM and NEX TRCs have been created:
 - APLVS- Approved Paid Leave (Salaried)
 - APLVH- Approved Paid Leave (Hourly)
- The override reason code of “EJUDG- Election Judge” has also been created
- Approved Paid Leave codes can ONLY be used with Override Reason Code of EJUDG; if an employee wants to use it for any other reason, written approval is required from HR-ER

Schedules

- All Regular or Contingent 2 exempt, non-exempt, and Academic Administrators must have a schedule in eUMB
- HRSC sets up default schedule M-F, 8 hours/day for all new hires
- All non-exempt employees' pay is based on scheduled hours and comp rate in Job record
 - Incorrect schedule may result in incorrect pay- NEX pay is based on the actual days worked when a mid-pay period rate change occurs
 - If scheduled days and actual days do not match then pay is adjusted in the next pay period when ETS is approved

Schedules

- Department PR reps must verify employees' schedules
 - Use query to see all employees other than M-F 8/day: UMB_TL_ASSIGNED_SCHEDULES
 - Change employee's schedule if necessary
 - Main Menu>Manager Self Service>Time Management>Manage Schedules>Assign Work Schedule
- When employees request an Alternate Work Schedule the eUMB schedule must be updated

Schedules

- There are hundreds of schedules in eUMB
 - Email DL-BF Payroll Help if schedule is not available
- Rules of setting up new schedule
 - Effective date of the schedule must be the first day of the next pay period- do not backdate
 - Do not override the existing schedule- always add a new row for a new schedule

Timesheets

**Monitor and follow up
with your delinquents!**

Enough said...

Questions or Comments on T&L Issues



OTHER PAYROLL ISSUES

Tax Periods and Combo Code on PAF

- Validate from employee's paycheck page

Main Menu> Payroll for North America>Payroll Processing USA>Produce Payroll> Review Paycheck

in eUMB if you have requested on PAFs for

– changes on tax periods

– Combination Code override*

- Contact FSPR immediately if correction is needed

* Note: Combo code override is not permitted for retroactive payments

Tax Periods

- Review tax periods from Review Paycheck Page, click on Additional Data

[Favorites](#) | [Main Menu](#) > [Payroll for North America](#) > [Payroll Processing USA](#) > [Produce Payroll](#) > [Review Paycheck](#)

Paycheck Information

Paycheck Status: Confirmed **Paycheck Option:** Check
Issue Date: 09/26/2014 **Paycheck Number:**
 Off Cycle Reprint Adjustment Corrected Cashed

Paycheck Totals

Earnings: 11,542.68
Taxes: 3,452.44
Deductions: 50.00
Net Pay: 8,040.24

▼ **Earnings**
Find | View All | First 3 of 3 Last

Begin Date: 09/20/2014 **End Date:** 09/20/2014 **Addl Line Nbr:** 2 **Reason:** Not Specified
Empl Record: 0 **Benefit Record:** 0

Additional Data

Salaried	Hourly	Overtime
Hours: 0.00	Hours: 0.00	Hours: 0.00
Rate: 29.786582	Rate: 0.000000	Rate: 0.000000
Earnings: 0.00	Earnings: 0.00	Earnings: 0.00
Rate Code:	Rate Code:	Rate Code:

Rate Used: Hourly Rate **Shift:** N/A **Shift Rate:**
State: MD **Locality:** 007 BALTIMORE CITY

▼ **Other Earnings**
Personalize | Find | View All | First 1 of 1 Last

Other Earnings Details 1
Other Earnings Details 2

Code	Description	Rate Used▲	Hours	Rate	Amount	Source
FPA	Final Pay Annual	Hourly Rate	387.51		11,542.68	

▼ **Special Accumulators**
Personalize | Find | View All | First 1 of 1 Last

Code	Description	Hours	Earnings	Empl Record
32	Final Pay Out	387.51	11,542.68	0

Tax Periods

- Additional Data- Tax Periods: Default to “1”

Favorites | Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck 

Additional Data

Business Unit:	PSUMB	Department:	10408090
Job Code:	E1415C	Position:	00014049
Tax Periods:	5	Annual Tax Periods:	
Pay Frequency:	Biweekly	Tax Method:	Annualized
FICA Status:	Subject		
GL Pay Type:			
Combination Code:	0000015682		
Contract ID:		Contract Sequence:	0

Personnel changes

- Email DL-BF Payroll Help to inform FSPR for any department personnel changes such as hire/change department payroll rep or department administrator
- Complete a new Payroll Transaction Authority form and submit to FSPR:
<http://www.fincsvc.umaryland.edu/payroll/images/Payroll-Dept-Authorization-v2.doc>

NRA Updates

- New Hires
 - Submit Glacier packet to FSPR within the first week of hire
 - SSN is not required for Glacier entries
 - SSN is required for tax treaty; employee must update Glacier when permanent SSN has been received
 - Correct FICA status is updated in eUMB based on Glacier Summary Report
- Existing Employees
 - Submit Glacier packet to FSPR with expiration dates, visa, and other immigration status changes
 - Anytime when an I-9 form is submitted to HRSC, a new Glacier packet is required to be sent to FSPR

Leave Processing

- Leave payout request can only be processed when adequate backup is attached
 - Most recent [UMB Employee Leave Inquiry](#) page for employees have a T&L record or a spreadsheet for employees do not have a T&L record in eUMB
 - Payout calculation
 - Ending balances with leave adjustments x hourly rate
 - Compensation page from employee's job record to show the hourly rate
 - Query result: `UMB_ETS_TIMESHEET_HISTORY_EE`
 - Attach all paper timesheets that were previously reconciled
 - Attach backup showing leave was adjusted in eUMB such as a copy of the 'Adjusted' page from the UMB Employee Leave Inquiry page or a PAF that was processed when reconciliation was done

Leave Processing

- Leave Payout request will be on hold until all backup is received
 - An email will be sent to you identifying the missing backup
- Reminder: Leave payout must be processed within 30 days of termination based on action date/termination date whichever comes later
- CII Employee Leave Form
 - Must attach a copy of the contract
 - FSPR will validate the terms of the contract

Paper Paychecks

- Payroll checks will be changed from pick up by the departments to direct mailing to employees starting November 21, 2014 (Payday for PP 15-10)
- FSPR will mail payroll checks to employees the day before payday with no exceptions
 - If no address printed on the payroll check, FSPR will use the address listed in eUMB
- A letter will be sent out to departments so that you can send it out to all employees

Paper Paychecks

- Any questions from the employees should contact their department PR Reps
- Stop Payment Request can be processed starting Wednesday after payday- replacement checks will take additional 7 to 14 days
- Employees are encouraged to check their addresses on file
 - Address at CPB
 - Validate from paycheck
 - Address at UMB
 - Validate from UMB Self Service>UMB Personal Information

Paper Paychecks

- Update Payroll address at CPB
 - W4 online at CPB's Payroll Online Service Center (POSC) at <https://interactive.marylandtaxes.com/Extranet/cpb/POSC/User/Start.aspx>
 - W4 Form is the only paper form to update employee's address
 - Do not use Payroll Address Form

Paper Paychecks

- Update Payroll address at eUMB
 - By employee
 - UMB Self Service>UMB Personal Information
 - By Payroll Rep
 - UMB Self Service Manager>UMB Employee Home Address

Questions or Comments on Payroll Issues



Key Contacts

- HR-Benefits- 6-2616
 - DL-HRSBenefits@umaryland.edu
- FS- Payroll- 6-1243
 - DL-BFPayrollHelp@af.umaryland.edu
- CITS- 6-HELP(4357)
 - help@umaryland.edu