



UNIVERSITY *of* MARYLAND
THE FOUNDING CAMPUS

PR Rep Meeting

October 29, 2014

10:00am – Noon

SOD- Room G205

Agenda

- Why Make Changes?
- T&L Processing Changes
- Review of Payroll Processing

Presenter: Susan McKechnie- Financial Services

OLA Findings

October 2014:
Controls over electronic timesheets for regular and contractual employees were not sufficient to ensure the validity of all time reported

June 2013:
...had not established **adequate accountability** and control over employee timesheets and related timekeeping system functions

May 2012:
there is a **lack of assurance** that work time reported and paid for was proper

OLA Recommendations

May 2014: ensure that the critical functions of recording and approving time and attendance data in the timekeeping system are **adequately segregated**

Oct 2012: ensure timesheets are independently approved by supervisors **before payroll is processed** and that modifications to time and leave recorded in the automated timekeeping system and timesheets after approval are reviewed for propriety

January 2014: ensure timesheets are thoroughly reviewed and approved by only **authorized supervisory** personnel

UMB- April 2013

FINDING:

UMB had not established adequate internal control over timekeeping and payroll adjustments

Recommendation #1:

ensure all employees prepare time records, subject to supervisory review and approval

Recommendation #2:

modify the payroll system to prevent timekeepers from making changes to employee time after approval

CHANGES TO T&L PROCESSING

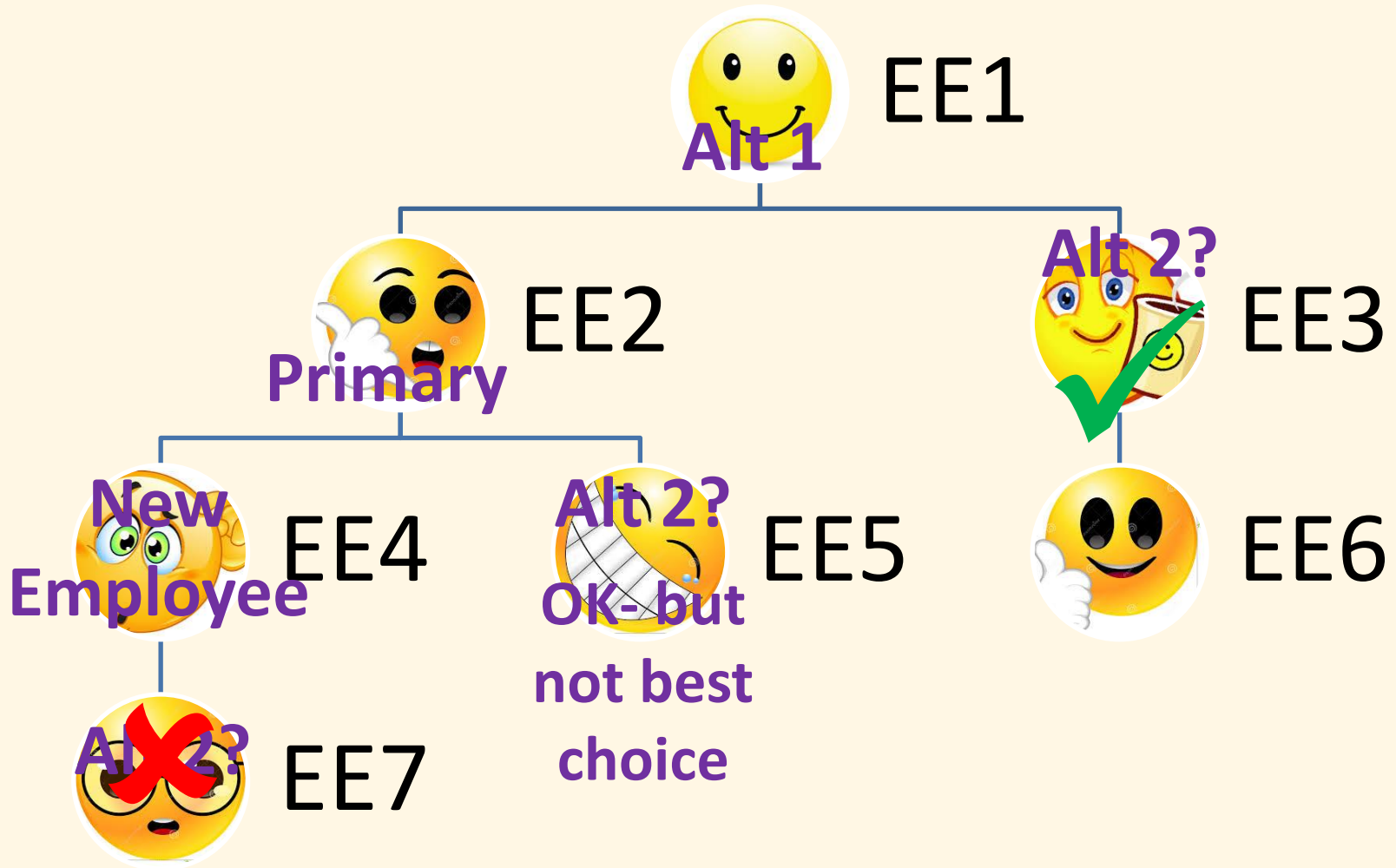
T&L Processing

- Due to the changes we have made with electronic timesheets (ETS) we no longer need the functions of the T&L initiators and the T&L approvers because initiators and approvers are segregated in ETS
 - Employees enter their own hours
 - Supervisors verify that time worked and time off are appropriate
 - PR Reps verify the hours entered are within policy and procedures (T&L Initiator function)

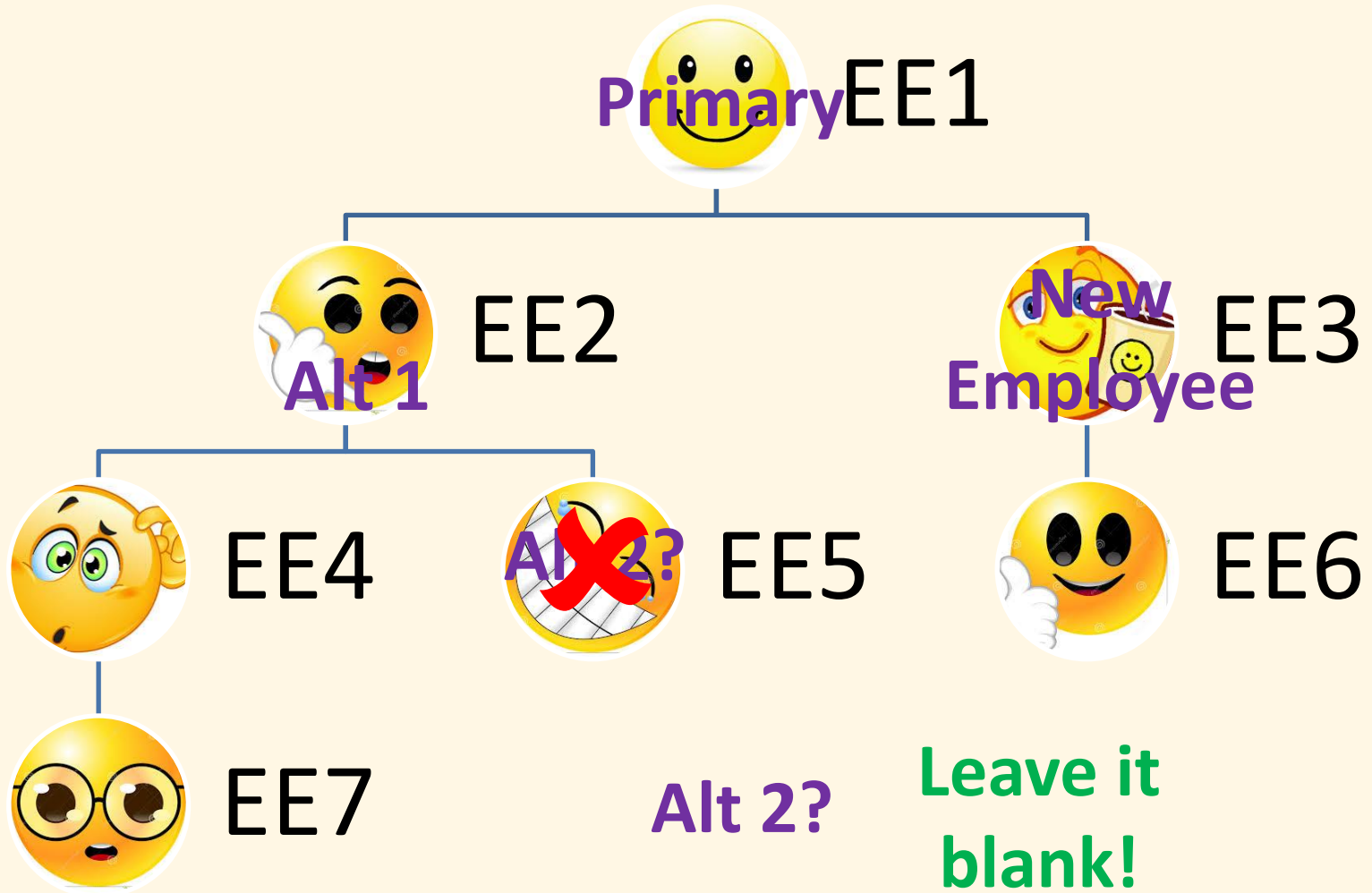
Supervisor Setup

- Supervisor set up is very important
 - Payroll reps that are entered as a backup supervisor are at risk for audit concern
 - If extraordinary circumstances require PR Rep to approve as supervisor then need to document situation in ETS comments or on paper
 - Never, ever, ever! enter a supervisor as primary, alt 1, or alt 2 who is subordinate to the employee
 - Supervisors can create an ETS for employee

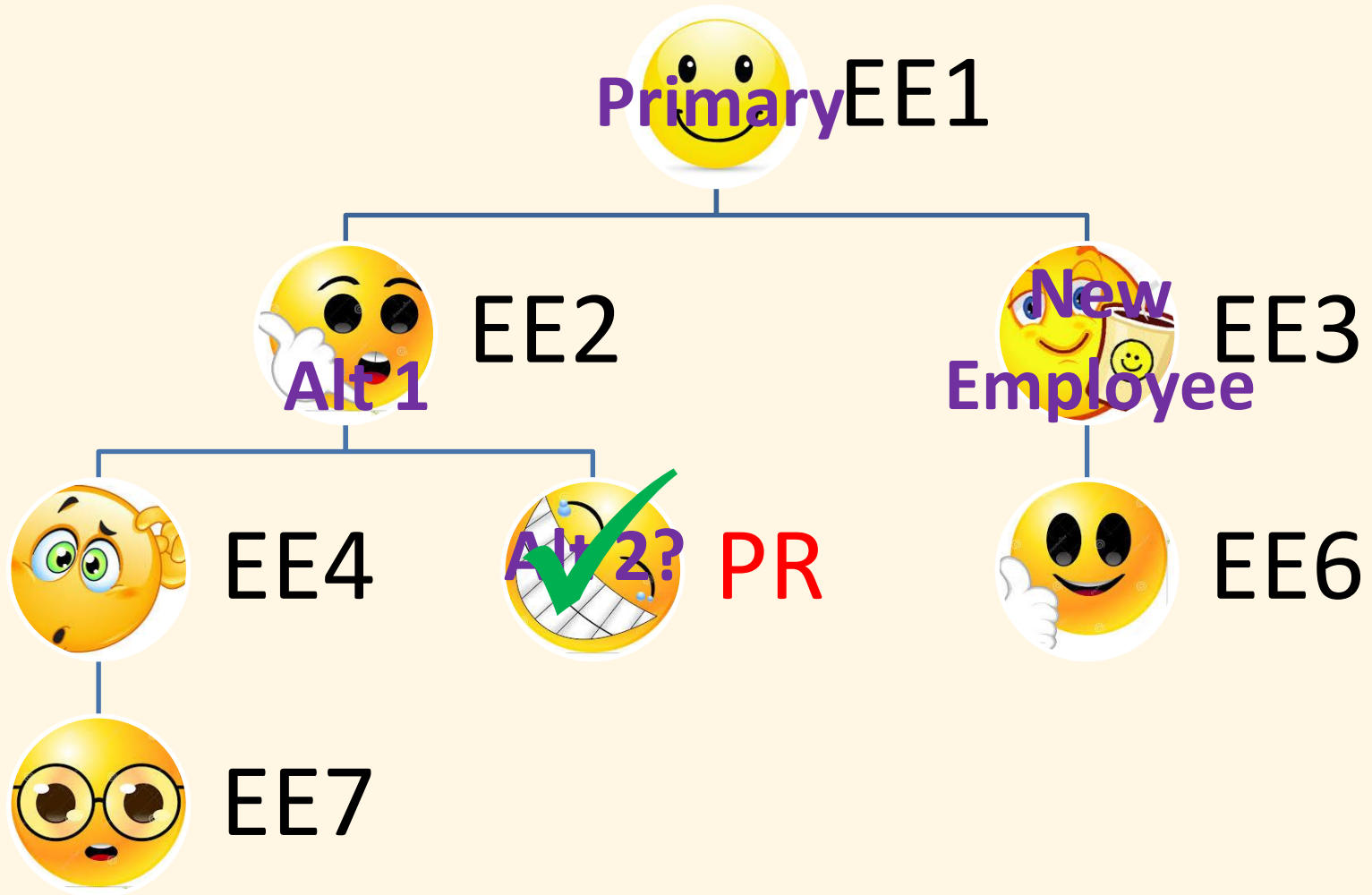
Supervisor Setup #1



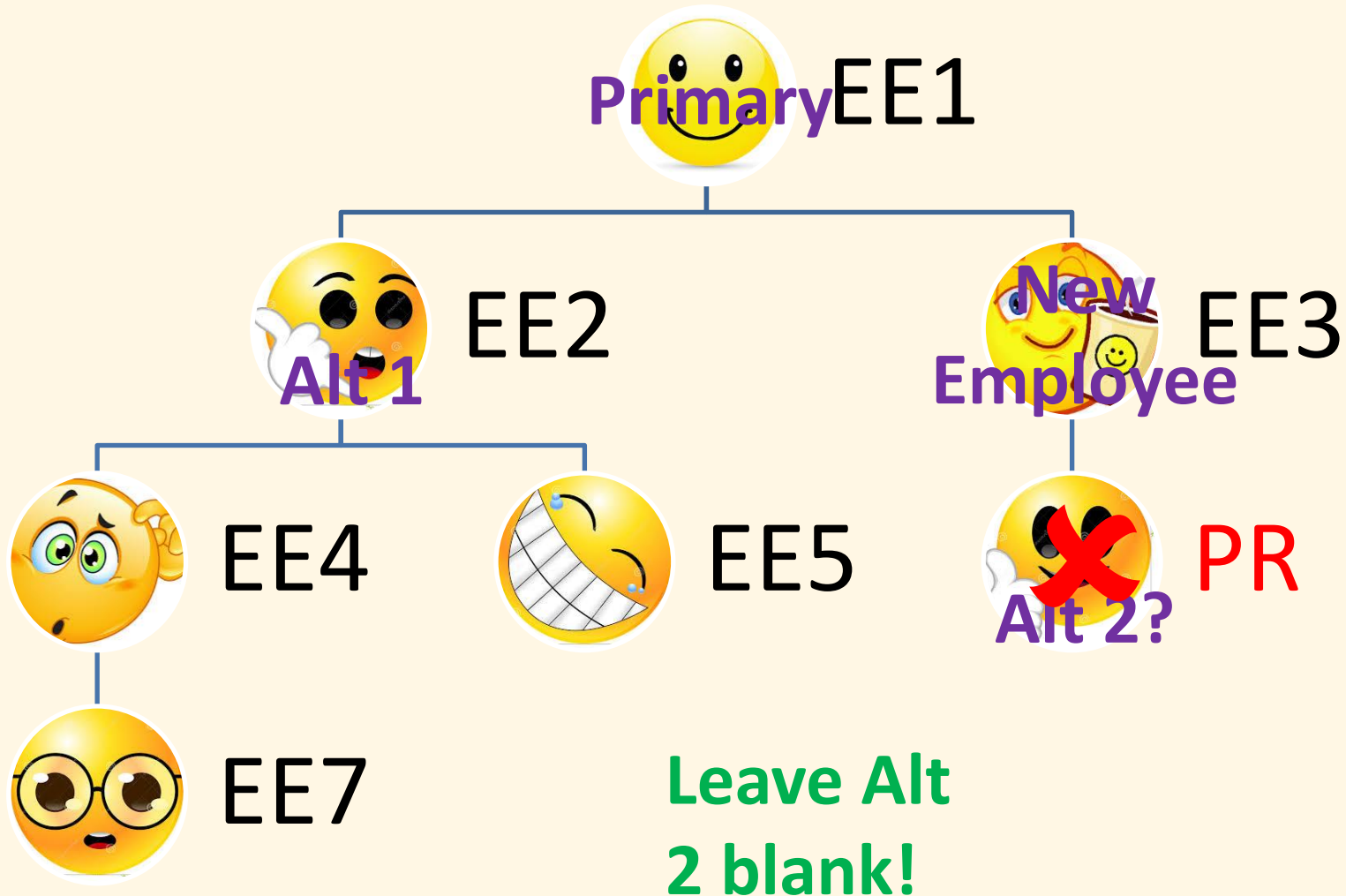
Supervisor Setup #2



Supervisor Setup #3



Supervisor Setup #4



T&L Processing

- Payable time processing is a requirement of PeopleSoft not UMB
- Therefore, we are changing to payable time Batch Approval
 - Effective 11/5/14- after first time admin processing in PP#15-10
 - ***New*** Approval will be done via system processing
 - Departments no longer required to approve Payable Time
 - i.e. TL approvers are no longer needed *for this purpose*

T&L Processing

- All exempt, non-exempt, and hourly payable time will be approved via system processing
 - Non-exempt employees will always get paid their base pay!
 - If any non exempt employee should not be paid for the **current** pay period then department must submit a Payroll Adjustment Form (PAF) to stop the pay
 - All regular hours, paid/unpaid leave, and override reason(s) must be subsequently reported on ETS as the official record

November 2014- Department Payroll Calendar

Key: **SPC**= RAVEN Statement of Payroll Charges; **PCD**= HRMS Payroll Charges Detail; **EFP**= Employee Funding Profile; **PR/CCR**= Payroll Register or Cost Center Report

As of Oct 2014

Note: Time admin runs on dates with a check mark(✓)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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9	10✓ CPB Holiday ♦ Submit advances- #15-09 ♦ Approve ETS # 15-09	11✓ ♦ EA/NH Forms for #15-11 due in HRSC by 12pm ♦ Submit advances- #15-09 ♦ Approve ETS # 15-09 ♦ Payroll Processing Begins ♦ Print PR/CCR- #15-10 ♦ PA forms entered by FSPR	12✓ ♦ Print PR/CCR- #15-10 ♦ Submit Payroll Corr #15-10 ♦ Approve ETS # 15-09 ♦ Submit advances- #15-09 ♦ PA forms entered by FSPR	13 ♦ Print PR/CCR- #15-10 ♦ Submit Payroll Corr #15-10 ♦ PA forms entered by FSPR	14 ♦ Print PR/CCR- #15-10 ♦ Final Payroll Corrections #15-10 due by 2pm ♦ Gross pay #15-10 sent to CPB by COB	15 PP#15-10 Ends 11/2-11/15

- When the payroll processing occurs Nov 11th – 14th the **current** pay period is 11/2-11/15.
- ETS submitted for prior pay period 10/19-11/1 will be processed in this pay period.
- For NEX employees who should not be paid in current pay period- a PAF must be submitted- payable time based on TL schedule will be created and approved.
- Currently you are able to not approve payable time to prevent NEX employee from being paid.

		♦ Gross pay #15-11 sent to CPB by COB		Offices Closed		15
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T&L Processing

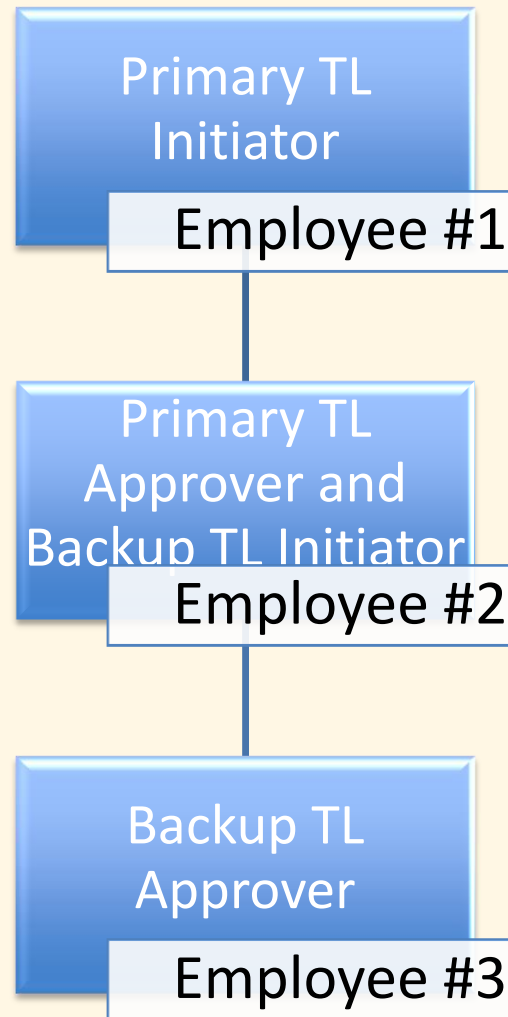
Payable Time Batch Approval

- After each Time Admin run, the payable time will automatically be approved
- No need for depts to run payable time reports or queries
- FSPR will monitor payable time exceptions

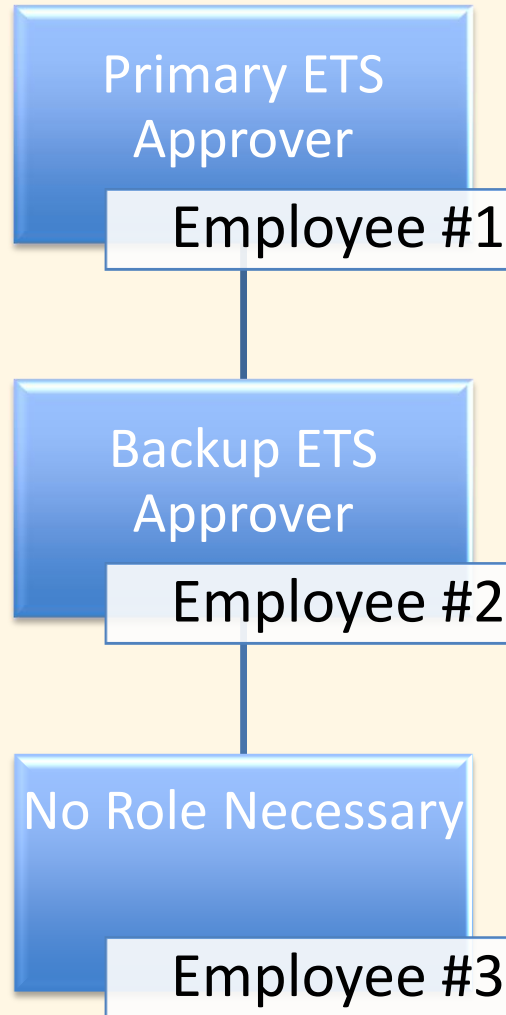
HRMS T&L Role Changes

- ***New*** ETS Approver role is created
 - CITS will automatically reassign TL Approvers and TL Initiators to the new ETS Approver role
 - Old TL Initiators become primary ETS Approver
 - Old TL Approvers become backup ETS Approvers
 - You may be able to remove this role from staff who had only been backups-
 - Submit eUM HRMS User Authorization Form to CITS if you need any changes

T&L Roles- **This** Week



T&L Roles- **Next** Week



HRMS T&L Role Changes

- ***New*** rules
 - If ETS Approver has made changes on any electronic timesheets, another ETS Approver must approve
 - The last ETS Approver to touch a timesheet cannot make any changes- approval only
 - Prevention of undetected/unauthorized changes
 - For departments where TL Initiator routinely makes changes to the ETS, you may need more than 2 ETS Approvers

NEW Time Admin (TA) Schedule change

- Changing last TA run from Thursdays to Wednesdays in normal* payroll processing week effective PP15-10 (11/2/14-11/15/14)
 - TA run begins on Tuesday, the 1st week of the pay period and will end on Wednesday, the 2nd week of the pay period
 - All ETS must be final approved by ETS Approver before the deadline in order to be processed in the pay period

**See PR calendar for pay period specific deadlines*

November 2014- Department Payroll Calendar

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16 PP#15-11 Begins 11/16-11/29	17 ♦ No T&L access ♦ Foreign National Independent Contractor Payment Form due #15-11	18✓ ♦ CPB deductions loaded #15-10 ♦ Leave Accrual Process #15-10 ♦ Print Chk Reg & Leave Accr Rpt- #15-10 ♦ Approve ETS # 15-10 ♦ Sched & Comp Plan chges due #15-11 ♦ EFPs due for #15-10 by 8pm ♦ No EFPs eff dated <8/24/14 after 8pm	19✓ ♦ Approve ETS # 15-10 ♦ Appr Payable Time- 11/2-11/29 ♦ Actuals Dist #15-10 and Enc Run ♦ Payroll Adjustment forms due #15-11	20 ✓ ♦ Run PCD Report- #15-10 ♦ Approve ETS # 15-10	21✓ PAYDAY #15-10 ♦ Run SPC- #15-10 with Encumbrances ♦ Submit advances- #15-10 ♦ Approve ETS # 15-10 ♦ Payroll Processing Begins ♦ Print PR/CCR- #15-11 ♦ PA forms entered by FSPR	22
23/30	24✓ ♦ Print PR/CCR- #15-11 ♦ Approve ETS # 15-10 ♦ Submit Payroll Corr #15-11 ♦ PA forms entered by FSPR	25 ♦ EA/NH Forms for #15-12 due in HRSC by 12pm ♦ Print PR/CCR- #15-11 ♦ Final Payroll Corrections #15-11 due by 2pm ♦ Gross pay #15-11 sent to CPB by COB	26 ♦ No T&L access	27 CPB Holiday HOLIDAY- FSPR / HRSC Offices Closed	28 CPB Holiday HOLIDAY- FSPR / HRSC Offices Closed	29 PP#15-11 Ends 11/16-11/29 22

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TA Runs on green box days

Last ETS Approval

TA will NOT run

NEW Time Admin (TA) Schedule change

- ETS Approver window closes from Wednesday night after the last payable time batch approval process is complete (payroll processing week)
 - ETS Approvers cannot approve any ETS
 - No restrictions for ETS entries by employees or ETS approval by supervisors
- ETS Approver window opens after Net Pay processing is complete, an email will be sent from FSPR (generally Tuesday in non payroll processing week)

NEW Time Admin (TA) Schedule change

- Late submission/approval of ETS means employees will not get paid (hourly) or no overtime/shift until ETS is approved in the next pay period
- No Advances or PAFs for:
 - Hourly employees
 - OVT/Shift

REVIEW OF PAYROLL PROCESSING

Review of Payroll Processing

- Updated payroll calendar has been published—
– October 2014 through June 2015
- Go to Financial Services > Payroll> Calendars> Payroll Reps
<http://www.fincsvc.umaryland.edu/payroll/images/PayrollCalendar.doc>
- This review assumes a normal payroll processing week

Review of Payroll Processing

Electronic Timesheets

- Make sure all ETS are submitted and approved 1st week after the pay period is ended
 - Example: ETS for PPE 11/1/14 should be final approved by COB on Friday, 11/7/14
 - When payroll processing starts Tuesday, 11/11/14, all/most ETS should be in the 'Loaded' Status
 - Continue to work on late ETS during payroll processing week (2nd week of the PP)
 - If paper timesheets are needed, they must be kept on file for 8 full fiscal years

Review of Payroll Processing

- Use the ETS approval pages to monitor employees AND supervisors- add these pages to Favorites
- ETS Statistics page
 - Main Menu> UMB Self Service Manager> UMB ETS Statistics

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 Status: Open Departments Like: 06203000 Refresh

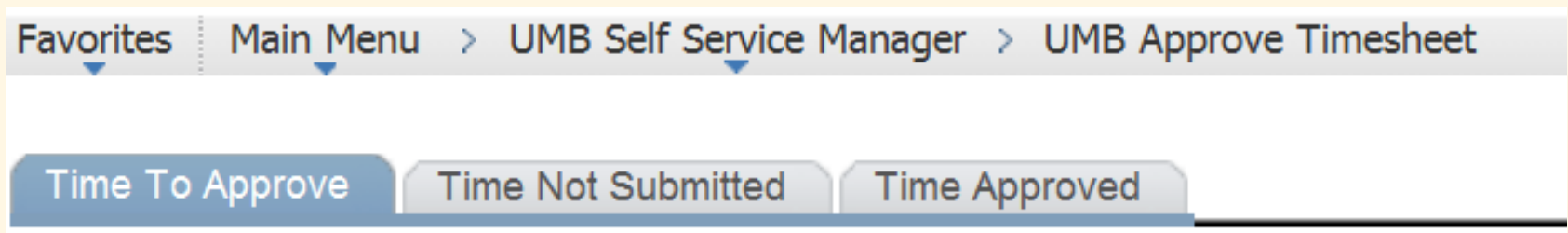
ETS Statistics (Count by Status)

Pay Period	Start Date for Gen Standing PO	End Date	ETS Processing Status	Department	Department Description	Not Entered	Not Submitted	Recycled	Submitted	Submitted Warn	Supv Approved	Error Apprvl	T L Init Approved
15-08	10/05/2014	10/18/2014	Open	06203000	Financial Services				3				3

Personalize Find View All First 1 of 1 Last

Review of Payroll Processing

- Time To Approve & Time Not Submitted pages
 - Main Menu > UMB Self Service Manager > UMB Approve Timesheet
 - Time To Approve tab- who are delinquent supervisors
 - *(ETS Approver with TL Supervisor role only)*
 - Time Not Submitted tab- who are delinquent employees



Review of Payroll Processing

Payroll Processing (2nd week of the PP)

- On Tuesday run the 1st gross pay report after receiving the Paycalc completion email from FSPR
- FSPR will indicate in the email the time payroll entry begins, normally it starts at 3pm
 - *If you run gross pay reports while FSPR is entering PAFs the data on the report may be inaccurate*

Review of Payroll Processing

Payroll Processing (2nd week of the PP)

- What are you validating to?
 - UMB_PR_EE_ANNUAL_RATES
 - Employee Salaries- Annual/Hourly/Bi-weekly
 - UMB_PR_ADDL_PAY
 - Employees who receive additional pay

Review of Payroll Processing

Payroll Processing (2nd week of the PP)

- Gross Pay **pdf reports** for payroll validation:
 - Cost Center report (CCR)
 - Gross pay by Dept (includes travel and detailed earnings codes)
 - Payroll Register (PR)
 - Gross pay by Pay Group by Dept (includes travel, advance recoupments and detailed earnings codes)
 - Check Register (CR)
 - Gross pay by Empl ID (includes total of gross only)

Review of Payroll Processing

Payroll Processing (2nd week of the PP)

- Gross Pay **queries** for payroll validation
 - UMB_PR_COMP_COMPARE_RG
 - Compare EE's Regular Pay Difference with Comp Rate-exceptions- only run on PR processing days
 - UMB_PR_GROSS_PAY_REPORT
 - Gross Pay By Department by earnings “type”
 - UMB_PR_OVT_DEPT_EE_PP
 - Overtime by PP by EE
 - UMB_PR_CHECK_REGISTER
 - Check Register (Gross pay total)

Review of Payroll Processing

Payroll Processing (2nd week of the PP)

- Depending on the volume, FSPR usually completes all PAF entries Thursday morning
- After receiving the email from FSPR regarding PAF entry completion, departments can run final gross pay report/query to validate employees' pay

Review of Payroll Processing

Payroll Processing (2nd week of the PP)

- Should run a final CCR/PR/CR after receiving a final call email (generally 10AM on Friday)
 - Validate employees' pay
 - Contact FSPR immediately if any discrepancies are found
 - Sign and date the report and keep on file (paper or scanned image) as a proof of final approval along with reconciliation documents

Review of Payroll Processing

Payroll Processing (2nd week of the PP)

- If you're on leave or unavailable to run the final CCR/PR/CR on Friday, the Thursday copy is acceptable provided that no correction has been requested
- Auditors are looking for proof that someone validated the gross pay for employees PRIOR to sending it to CPB

Review of Payroll Processing

Record Retention

- CCR/PR/CR with reconciliation documents
 - Keep 3 full fiscal years
 - Example: In FY2015, you should have 2014, 2013, 2012 on file
- Paper Timesheets
 - Employees on sponsored projects: keep 8 full fiscal years
 - Employees on state or revolving: keep 3 full fiscal years

Questions or Comments



Key Contacts

- FS- Payroll- 6-1243
 - Payroll questions
 - DL-BFPayrollHelp@af.umaryland.edu
- CITS- 6-HELP(4357)
 - Security/access questions
 - help@umaryland.edu