

TIME ENTRY & LEAVE MANAGEMENT

TIME ENTRY & LEAVE MANAGEMENT GUIDE FOR PAYROLL PREPARERS & APPROVERS

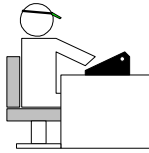


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DEPARTMENT TIME ENTRY

HOW DEPARTMENTAL PAYROLL PREPARERS & APPROVERS PROCESS TIME ENTRY



Time entry is a component of the HR system that initiates the processing of paycheck information for employees. Time entry is made available to departmental Payroll Preparers and Approvers, by HR/Payroll, on a bi-weekly basis.

The Departmental Time Entry page is a custom page that lists all active departmental employees along with specific attributes associated with the position they hold in the department (ie. position #, title, rate of pay, etc.). The preparer and approver can see only those employees that are affiliated or work in his/her department. Work hours for hourly employees, leave usage and special earnings (ie. shift, compensatory time, etc.) for regular employees are captured from the approved, electronic time sheets (ETS) and loaded onto a departmental time entry page.

Additionally, burst reports* are generated and distributed via email to the departmental Preparers. The Preparers are required to: (1) review the burst reports against time entry to identify any potential discrepancies or errors; (2) record hours, monetary adjustments, and/or leave exceptions for any employee utilizing a paper time sheet (for employees not utilizing ETS); (3) record positive and/or negative monetary adjustments as required to capture the correct pay for the cycle; and (4) complete the necessary payroll-related documents (ie. Time Entry Correction Form, Payroll Adjustment Form, etc.) to ensure proper and accurate processing of employee pay.

The preparer must use the following navigation to access the Departmental Time Entry page:

Home>UMBC Time and Leave Processing>UMBC Time Entry

**Please refer to the Electronic Time Sheet (ETS) Guide for Payroll Preparers and Approvers for more information regarding the Burst Reports.*

The navigation will forward the Preparer to a department search screen where the preparer can enter his/her department number (if known) or perform a department lookup to access the departmental time entry page as shown below:

UMBC Time Entry - Mozilla

File Edit View Go Bookmarks Tools Window Help

Back Forward Reload Stop

https://hr90tst-web.ps.umbc.edu/psp/hr90tst/EMPLOYEE/HRMS/c/UM_TIME.UM_TIME_DETAIL.GBL?FolderPat Search Print

Home Bookmarks mozilla.org mozillaZine mozdev.org

ORACLE RSANDERS on HR90TST

Home Worklist MultiChannel Console Add to Favorites Sign out

[New Window](#) [http](#)

UMBC Time Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Department: begins with

Description: begins with

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Enter PS department

OR enter the department name and press Enter or click on Search

OR click on Search to get a listing of departments available based on security setup. Then click on the department name or code to access the departmental time entry page

javascript:if (parent.frames["NAV"]); {parent.frames["NAV"].toggleNav();}

Once the department code or name has been entered or a department has been selected from the search listing, the populated Departmental Time Entry screen appears (populated with emplid, empl record, name, position number, position description and rate of pay). At this point, Preparers are required to input applicable time and leave for each employee for the pay period.

All departments are required to complete and approve the Departmental Time Entry by 5 pm on the scheduled deadline date indicated on the payroll schedule calendar (issued by the HR/Payroll Staff).

Department: 10345 Human Resources

☐ Department Manager Approval

☐ Dept Mgr Locked For Review

Pay Period End Date 05/17/2014 Pay Group SAL

End | View All | First 2 of 2 | Last

Customize | End | View All | First 1-15 of 22 | Last

Account Changes Regular/Overtime Hours Holiday/Personal/Vacation/Sick/Comp Unpaid Leave and Other Earnings Codes

| Empl ID | Time Sheet Status | ETS Data Alert | Rcd | Name | Position # | Position | Rate of Pay |
|---------|-------------------|----------------|-----|----------------------------|------------|-------------------|-------------|
| | Pgm Loaded | N | 0 | Allen, Courtney W | 10002185 | HUMAN RES SPEC I | |
| | Pgm Loaded | N | 0 | Arora, Shobhna | 10013280 | SPECIALIST | |
| | Pgm Loaded | N | 0 | Drouillard, Lisa D. | 10000894 | DIRECTOR | |
| | Pgm Loaded | N | 0 | Falconer, Elmer F | 10004540 | DIRECTOR | |
| | Pgm Loaded | N | 0 | Harris, Kimberly A | 10003031 | MANAGER | |
| | Pgm Loaded | N | 0 | Hutchins, Jessica D | 10000313 | PAY PROC ASSOC | |
| | Pgm Loaded | N | 0 | Jarkowski, Patricia A | 10011619 | MANAGER | |
| | Not Loaded | N | 0 | Jenkins, Christine Rebecca | 10008787 | GENERAL ASSISTANT | |
| | Pgm Loaded | N | 0 | Kimery, Michele M | 10000094 | EXEC ADM ASST I | |
| | Pgm Loaded | N | 0 | McNamara, Sherrell J | 10001553 | MANAGER | |
| | Pgm Loaded | N | 0 | Meyers, Zahira Esther | 10011967 | MANAGER | |
| | Pgm Loaded | N | 0 | Mize, Shannon B. | 10003278 | PAY PROC ASSOC | |
| | Doc Only | N | 0 | Nemirovsky, Kathryn R. | 10008785 | GENERAL ASSISTANT | |
| | Pgm Loaded | N | 0 | Pass, Tarsha D. | 10009997 | PAY PROC ASSOC | |
| | Pgm Loaded | N | 0 | Pitts, Sheila A | 10003368 | PAY PROC ASSOC | |

Save Return to Search Notify

Department: Department ID and description (automatically appears).

Pay Period End Date: The period in which time is being processed. This field is automatically populated upon access to this screen.

Pay Group: Pay Group is a grouping of employees used to facilitate payroll processing because of common requirements such as employee class and pay frequency. The available options are salaried (SAL), hourly (HRL), or contract (CNT). These options will become accessible only if the department possesses employees that fit each the pay group.

Note: If you have more than one Pay Group, the “blue header bar” would read “1 of 2” or “1 of 3.” To move from one pay group to another, click on the arrow highlighted

in yellow and black to go to the next or previous pay group. Another method is to click on “First” or “Last”.

EmplID: The 10-digit identification number assigned to the employee upon hire in PeopleSoft. This field is not updateable via the Custom Time Entry Page.

**Time Sheet
Status Load:**

This field indicates the status of the information that loaded from the electronic time sheet to time entry. **Pgm Loaded** indicates that data successfully loaded from the electronic time sheet into time entry; **Doc Only** identifies a record where the electronic time sheet data was not loaded into time entry but the time sheet has been stored for documentation/archive purposes. The Preparer will be required to manually enter the payment (via ADJ field) in time entry; **Not Loaded** indicates that an electronic time sheet was not submitted and/or approved which resulted in no time sheet data loaded into time entry; **Edit** notes a record where the Preparer may enter information into time entry. This is common for an employee who is new to electronic time sheet and may not have had an electronic time sheet generated for the first pay period.

ETS Data Alert: Y/N indicator that alerts the Preparer and Approver that there was an issue with the time sheet data load. This can occur if an employee had a change in employee classification (transitioned from Nonexempt to Exempt—time in/time out reporting to duty day reporting). In this scenario, when the electronic time sheet generated, the employee was under one time reporting but when time entry opened, their record changed to a different time reporting. This would cause a “mismatch” in data; thus, the employee record would be identified on the Error.PDF file of the Burst Report. Action may or may not be required by the Preparer.

Empl Rcd Nbr: A system-assigned number used to indicate when an employee has more than one record in the system. The primary job/position is always 0. All employees have a “0” record. An employee appearing with more than one Emp Rcd Nbr on the Custom Time Entry Page will only occur if the employee holds more than one job within the department. This number is not updateable through Custom Time Entry Page.

Name: Full name of the employee. Employees name will automatically appear. This field is not updateable via Custom Time Entry Page.

Position #: Identification number for the position being held by the employee.

Position: Description of position being held by the employee. This field is not updateable through the Custom Time Entry Page.

Rate of Pay: For hourly employees...the amount represents the employees’ hourly rate; Contract & Salaried employees...the amount represents the employees’ biweekly rate.

The “Department Manager Approver”
and
“Dept Mgr Locked For Review” checkboxes
will be addressed in the upcoming Approval Process section.

REGULAR/OVERTIME HOURS TAB:

Regular Hours:

For salaried and contract employees (SAL and CNT Pay Groups), this field is a display field (not updateable) based on the employee's standard work hours. However, if payment is to reflect anything other than the hours already displayed (ie. unpaid leave or additional pay), then the adjustment or exception would be reflected in the applicable columns following the Regular Hours field.

If an hourly employee's electronic time sheet was submitted and approved by the established deadline, then the total hours worked will automatically load into time entry and will be reflected in the Regular Hours field.

Hourly employees who are completed a paper time sheet, the Preparer will need to manually enter the total hours worked for the pay period. See the screenshot below for the HRL page:

Department: 10023 Theater

First 2 of 3 Last

Pay Period End Date: 03/06/2004

Pay Group: HRL

Department Manager Approval: ☐ Dept Mgr Locked For Review: ☒

View All First 1-8 of 8 Last

| Account Changes | Regular/Overtime Hours | Holiday/Personal/Vacation/Sick/Comp | Unpaid Leave and Other Earnings Codes | | |
|-----------------|------------------------|-------------------------------------|---------------------------------------|---------------|----------------|
| Rcd | Name | Position # | Position | Regular Hours | Overtime Hours |
| 0 | Charming, Prince | 10001847 | STUDENT | 0.00 | 0.00 |
| 1 | Cosby, Bill E | 10009341 | STUDENT | 0.00 | 0.00 |
| 0 | Duck, Darkwing D | 10005475 | ASST PROF | 0.00 | 0.00 |
| 0 | Explorer, Dora The | 10002280 | ASSOC PROF | 0.00 | 0.00 |
| 0 | Fish, Nemo T | 10009556 | SPEC EVENT ASST | 0.00 | 0.00 |
| 0 | Monster, Herman B | 10009342 | STUDENT | 0.00 | 0.00 |
| 1 | Troop, Goofy G | 10007632 | STUDENT | 0.00 | 0.00 |
| 1 | Woman, Wonder | 10009534 | STUDENT | 0.00 | 0.00 |

Save Return to Search

Overtime Hours:

Hourly employees and nonexempt employees with a biweekly rate who work over 40 hours per week are eligible for overtime payment. On the electronic time sheet, the employee has the option to select Cash Overtime or Compensatory Time as their form of compensation for hours in excess of 40 (excess of 80 for the pay period). If they elected cash overtime, the excess hours will automatically load into the Overtime Hours field (only if the electronic time sheet had been approved by the established deadline); thus, no action is required by the Preparer.

However, employees completing paper time sheets will need to be addressed manually by the Preparer. The Preparer will need to manually enter the overtime hours in time entry.

**HOLIDAY/PERSONAL/
VACATION/SICK/
COMP TAB:**

Department: 10023 Theater

First 3 of 3 Last

Pay Period End Date 08/19/2006 Pay Group SAL

☐ Department Manager Approval
☒ Dept Mgr Locked For Review

View All First 1 of 5 Last

| Account Changes | Regular/Overtime Hours | Holiday/Personal/Vacation/Sick/Comp | Unpaid Leave and Other Earnings Codes | Adjustments and Employee Totals | | | | |
|-----------------|------------------------|-------------------------------------|---------------------------------------|---------------------------------|----------------|----------------|------------|------------------|
| Rcd | Name | Position # | Position | Holiday Hours | Personal Hours | Vacation Hours | Sick Hours | Comp Time Earned |
| 0 | Dwarfs,Seven L | 10003036 | BUS SERVICES SPEC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | Monster,Herman T | 10005349 | COORDINATOR | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | Salkind,Wendy | 10000488 | ASSOC PROF | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | Troop,Goofy G | 10005577 | ASSOC PROF & DIR | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0 | White,Snow | 10005475 | ASSOC PROF&CHPRSN | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Save Return to Search

Holiday, Personal, Vacation, Sick and Comp Time Earned hours are automatically populated based on the load from the approved electronic time sheet load. Paper time sheets and any time sheet that is identified on the Error burst report will need to be address manually.

NOTE: Fields will be 'opened' for input only if the employee is eligible for that specific plan type. *For example:* Exempt staff and Faculty are not eligible to earn Comp Time; therefore, the Comp Time Earned field for each of those employees is not updateable.

Department: 10023 Theater

First 2 of 3 Last

Pay Period End Date
03/06/2004

Pay Group
HRL

☐ Department Manager Approval

☒ Dept Mgr Locked For Review

View All First 1 of 8 Last

| Account Changes | | Regular/Overtime Hours | | Holiday/Personal/Vacation/Sick/Comp | | Unpaid Leave and Other Earnings Codes | | Adjustments and Employee Totals | |
|-----------------|-------------------|------------------------|-----------------|-------------------------------------|----------------|---------------------------------------|------------|---------------------------------|--|
| Rcd | Name | Position # | Position | Holiday Hours | Personal Hours | Vacation Hours | Sick Hours | Comp Time Earned | |
| 0 | Charming,Prince | 10001847 | STUDENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1 | Cosby,Bill E | 10009341 | STUDENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0 | Duck,Darkwing D | 10005475 | ASST PROF | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0 | Explorer,Dora The | 10002280 | ASSOC PROF | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0 | Fish,Nemo T | 10009556 | SPEC EVENT ASST | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0 | Monster,Herman B | 10009342 | STUDENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1 | Troop,Goofy G | 10007632 | STUDENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1 | Woman,Wonder | 10009534 | STUDENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |

 Save

 Return to Search

NOTE: Hourly employees are eligible for leave benefits; therefore, this tab is not updateable for the hourly (HRL) pay group.

**UNPAID LEAVE AND
OTHER EARNINGS CODES
TAB:**

Department: 10023 Theater

First 1 2 of 3 Last

Pay Period End Date: 03/06/2004 Pay Group: HRL

Department Manager Approval

☒ Dept Mgr Locked For Review

View All First 1 2 Last

Account Changes Regular/Overtime Hours Holiday/Personal/Vacation/Sick/Comp Unpaid Leave and Other Earnings Codes Adjustments and Employee Totals

| Rcd | Name | Position # | Position | Earnings Code | Other Hours | Days | Earnings Code | Other Hours | Days | Earnings Code | Other Hours | Days | Earnings Code | Other Hours | Days | Unpaid Leave |
|-----|--------------------|------------|-----------------|---------------|-------------|------|---------------|-------------|------|---------------|-------------|------|---------------|-------------|------|--------------|
| 0 | Charming, Prince | 10001847 | STUDENT | | 0.00 | | | 0.00 | | | 0.00 | | | 0.00 | | 0.00 |
| 1 | Cosby, Bill E | 10009341 | STUDENT | | 0.00 | | | 0.00 | | | 0.00 | | | 0.00 | | 0.00 |
| 0 | Duck, Darkwing D | 10005475 | ASST PROF | | 0.00 | | | 0.00 | | | 0.00 | | | 0.00 | | 0.00 |
| 0 | Explorer, Dora The | 10002280 | ASSOC PROF | | 0.00 | | | 0.00 | | | 0.00 | | | 0.00 | | 0.00 |
| 0 | Fish, Nemo T | 10009556 | SPEC EVENT ASST | | 0.00 | | | 0.00 | | | 0.00 | | | 0.00 | | 0.00 |
| 0 | Monster, Herman B | 10009342 | STUDENT | | 0.00 | | | 0.00 | | | 0.00 | | | 0.00 | | 0.00 |
| 1 | Troop, Goofy G | 10007632 | STUDENT | | 0.00 | | | 0.00 | | | 0.00 | | | 0.00 | | 0.00 |
| 1 | Woman, Wonder | 10009534 | STUDENT | | 0.00 | | | 0.00 | | | 0.00 | | | 0.00 | | 0.00 |

Save Return to Search

Earnings Code:

Earnings are payments made to employees, whether for regular salary or additional payments, such as sick pay, bonuses, and commissions. Earnings codes are identifiers for these payments and are the basis for the way the system calculates and taxes earnings. Earnings codes are automatically loaded from the approved electronic time sheet.

The Preparer will need to manually address information for employees who have completed a paper time sheet. Click on the magnifying glass to select an earnings code if different from the earnings code in the fields already displayed (such as regular, overtime, holiday, personal, sick, vacation), that applies to the employee for the pay period. The 3-character code (e.g. JDP = Jury Duty Paid; MLP = Military Leave-Paid; S01 = Subpoenaed Witness-Paid) can be keyed into the Earnings Code field.

The following is a list of the Earnings Codes listed in the prompt:

| Leave Codes | Leave Description |
|-------------|--|
| ADM | Administrative Leave-Paid |
| CSK | Collegially Supported Sick Leave |
| CMU | Compensatory Time Used |
| DIS | Disaster Leave-Paid |
| DSU | Disciplinary Suspension-Unpaid |
| FLU | Family Medical Leave-Unpaid FMLA |
| HOL | Holiday-Observed |
| JDP | Jury Duty-Paid |
| MLP | Military Leave-Paid |
| MLU | Military Leave-Unpaid |
| OIC | Officer In Charge |
| OCP | On Call-Weekday |
| OCW | On Call-Weekend/Holiday |
| PRL | Parental Leave |
| RHF | Reduced Hours-FTE |
| RHT | Reduced Hours-Termination |
| SHO | Shift Weekday Officers (Officers Only) |
| SWO | Shift Weekend Officer (Officers Only) |
| SHF | Shift-Weekday (Excludes Officers) |
| SHW | Shift-Weekend (Excludes Officers) |
| SKA | Sick Leave Advanced-Paid |
| SKE | Sick Leave Extended-Paid |
| BRV | Sick Leave-Bereavement-Paid |
| SKF | Sick Leave-Immediate Family-Paid |
| SKD | Sick Leave-Leave Donation-Paid |
| SKR | Sick Leave-Leave Reserve Fund-Paid |
| S01 | Subpoenaed Witness-Paid |
| S02 | Subpoenaed Witness-Unpaid |
| SUP | Suspension Pending Charges-Paid |
| SUU | Suspension Pending Charges-Unpaid |
| UAU | Unauthorized Absence-Unpaid |
| UNL | Union Leave Paid |

A ***maximum of 4*** different earnings codes may be selected for an employee for a given pay period (one code for each Earnings Code column).

Other Hours/Days:

This value is automatically populated from the approved electronic time sheet unless a specific scenario arises where the Preparer needs to manually address the information. To the right of the Earnings Code field, enter the number of hours for all of the Earnings Codes entered [*except Shift (SHF), Shift Weekend (SHW), Shift Weekend Officer (SWO), Shift Weekday Officer (SHO), On-Call Weekday (OCP), On-Call Weekend/Holiday (OCW), Office Clothing Allowance (OCA)*].

Shift and On Call: Enter the number of days (not hours) that the employee worked in each category.

When entering shift information, please use the correct shift codes. A maximum of 10 may be entered to account for 10 working days when using the shift weekday codes (SHO or SHF). A maximum of 4 may be entered to account for 2 weekends in a pay period when using the shift weekend codes (SHW or SWO).

Unpaid Leave:

This field is used when the employee has used a form of unpaid leave other than those unpaid leave types specified in the "Other Earnings Code" listing. Enter the number of unpaid leave hours taken by the employee. Otherwise, this field is automatically populated from the approved electronic time sheet if an unpaid leave code was recorded.

**ADJUSTMENTS
AND EMPLOYEE
TOTALS TAB:**

Department: 10023 Theater

First 2 of 3 Last

Pay Period End Date: 03/06/2004 Pay Group: HRL

☐ Department Manager Approval
☒ Dept Mgr Locked For Review

View All First 14 of 8 Last

Account Changes Regular/Overtime Hours Holiday/Personal/Vacation/Sick/Comp Unpaid Leave and Other Earnings Codes Adjustments and Employee Totals

| Rcd | Name | Position # | Position | Earnings Code | Other Pay | Employee Total Hours |
|-----|--------------------|------------|-----------------|----------------------|-----------|----------------------|
| 0 | Charming, Prince | 10001947 | STUDENT | <input type="text"/> | 0.00 | 0.00 |
| 1 | Cosby, Bill E | 10009341 | STUDENT | <input type="text"/> | 0.00 | 0.00 |
| 0 | Duck, Darkwing D | 10005475 | ASST PROF | <input type="text"/> | 0.00 | 0.00 |
| 0 | Explorer, Dora The | 10002280 | ASSOC PROF | <input type="text"/> | 0.00 | 0.00 |
| 0 | Fish, Nemo T | 10009556 | SPEC EVENT ASST | <input type="text"/> | 0.00 | 0.00 |
| 0 | Monster, Herman B | 10009342 | STUDENT | <input type="text"/> | 0.00 | 0.00 |
| 1 | Troop, Goofy G | 10007632 | STUDENT | <input type="text"/> | 0.00 | 0.00 |
| 1 | Woman, Wonder | 10009534 | STUDENT | <input type="text"/> | 0.00 | 0.00 |

Save Return to Search

Earnings Code:

This tab **requires** manual entry by the Preparer and is **not** automatically populated. Clicking on the magnifying glass in the Earnings Code field will display the Earnings Codes associated with adjustment transactions. Such codes are:

- Positive Adjustment (ADJ)
- Negative Adjustment (NAJ)
- Officer Clothing Allowance (OCA) -used for Police Officers only

Other Pay:

Dollar amounts *must* be entered into the Other Pay field to associate the pay with the Earnings Code. There is no need to insert a minus (-) before the dollar amount to represent a deduction when entering a negative adjustment. The payroll calculation process acknowledges the NAJ code as a reduction in pay.

Employee Total**Hours:**

An automatically-calculated field that totals the number of hours to be paid for each employee for the pay period. The formula for the calculation of this field is:

Regular Hours + Overtime Hours Entered + Compensatory Time (Earned) Hours Entered - Any Unpaid Leave Hours Entered = Employee Total Hours

Save:

Once the Preparer completes the processing of time entry, the Preparer must click on SAVE and notify the Payroll Approver that time entry is ready for review and approval. The preparer must provide the approver with all of the documents used to manually record exceptions, earnings, adjustments and leave usage. The preparer should also provide the approver with a copy of the Departmental Time Entry report (refer to the Reports section of this guide for instructions on printing the Time Entry Report). This report should match exactly to what is reflected in time entry.

APPROVAL PROCESS:

Department Manager

Approval:

The Departmental Payroll Approver will need to log into PeopleSoft under his/her PeopleSoft ID in order to obtain access to **review and approve** all data contained on the page. Through security setup associated with the Payroll Approver role, the “Departmental Manager Approval” checkbox is activated (not shaded as in the access for the Preparer) and ready for the approver to click the checkbox as approval authorization.

Dept Mgr Locked For Review:

Should the Payroll Approver begin the review and approval process but not finish and want to lock the data such that no one may alter it, he/she may check the Locked for Review box to do so. Once the Approver is ready to approve the data, the check mark may be removed and insert the check mark for the Manager Approval to finalize the process.

Department: 10023 Theater

Pay Period End Date: 08/19/2006 Pay Group: SAL

☐ Department Manager Approval

☒ Dept Mgr Locked For Review

| Rcd | Name | Position # | Position | Rate of Pay |
|-----|------------------|------------|-------------------|-------------|
| 0 | Dwarfs,Seven L | 10003036 | BUS SERVICES SPEC | |
| 0 | Monster,Herman T | 10005349 | COORDINATOR | |
| 0 | Salkind,Wendy | 10000488 | ASSOC PROF | |
| 0 | Troop,Goofy G | 10005577 | ASSOC PROF & DIR | |
| 0 | White,Snow | 10005475 | ASSOC PROF&CHPRSN | |

NOTE:

Although the checkbox appears on each screen, the box should only be checked on once (on the first page). Thereafter, the box will appear as checked on the subsequent pages in each pay group.

Save:

After the data has been reviewed and the checkbox has been activated to show a check, the Payroll Approver must click on “Save.” Saving the data allows HR to access the data and process it into payable time.

PROCESSING SPECIAL EXCEPTIONS:

Accident Leave

Accident Leave is leave with 2/3's of the employee's regular pay that is exempted from Federal and State taxes. Accident Leave may fall within 2 categories: (1) equal to or less than 6 months and (2) greater than 6 months. Accident Leave greater than 6 months is exempted from Social Security taxes.

Although both categories of Accident Leave may be recorded on the timesheet by using the ACC and ACE codes, these leave exceptions are NOT entered into time entry for payroll processing. Use the following steps to process accident leave:

1. Deduct the employee's bi-weekly amount in time entry by entering code NAJ and the amount to be deducted. If the employee was on accident leave for the entire pay period, then the employee's entire bi-weekly rate would be deducted in time entry. If the employee was on accident leave for only a portion of the pay period, then the employee's bi-weekly rate should be reduced accordingly in time entry.
2. The Preparer must complete the Payroll Adjustment Form, obtain the signature of authority and submit to the HR/Payroll Staff for processing. By completing this form, the employee's pay will be adjusted accordingly based on the accident leave guidelines.

Reduce Hours Due to FTE Change (RHF)

On occasion, there may be a delay in processing an FTE change for an employee. As a result, the employee may still show in time entry with the 'old' bi-weekly rate, rather than the new rate based on the new FTE. In this situation, there is a need to reduce the employee's hours so the system will reduce the calculated salary accordingly. Use the following steps to process such an occurrence:

1. On the "Unpaid Leave and Other Earnings" tab, select RHF as the earnings code;
2. Enter the total number of hours to be reduced based on the new FTE. Once the HR/Payroll staff initiates the payroll processes, the system will calculate the correct biweekly payment.

Reduce Biweekly Due to Termination (RHT)

For many reasons, an employee may either terminate employment with the University or terminate from one position as a result of the acceptance of another position (more in line with changing employment status—ie. Regular to Contingent II; Regular to Temporary/Contingent I; etc.). From time to time, there may be a “valid” delay in terminating the job record or a need to keep the job active for an additional payroll cycle. This results in the employee showing in time entry with the same pay rate or biweekly salary. Use the following steps to reduce an employee’s biweekly due to termination:

1. On the “Unpaid Leave and Other Earnings” tab, select RHT as the earnings code;
2. Enter the total number of hours to be reduced based on the employee’s effective date of termination. Once the HR/Payroll staff initiates the payroll processes, the system will calculate the correct biweekly payment, if payment should occur. Otherwise, the system will calculate the data to produce a zero paycheck.

Advanced Sick Leave (SKA)

HR will retain ownership of the approval process for granting Advanced Sick Leave as well as entering the approved hours into the employee's leave record. The employee will take ownership of recording the Advanced Sick Leave usage on the time sheet and the Preparer will take ownership in validating the information time entry. Once an employee is on Advanced Sick Leave, the leave must be recorded on the timesheet as well as in time entry.

Upon recognition of advanced leave usage in time entry, the leave accrual program will begin to *automatically deduct ½ sick and annual leave accruals and apply deductions towards the advanced sick leave repayment. Therefore, no action is needed from the Preparer in processing repayments.* The Detailed Leave Report will reflect all 'transactions' processed through the leave accrual system (leave exceptions entered into time entry, leave accruals earned, leave repayments, etc.). Refer to the "Reports" section for step-by-step instructions on generating this report.

Advanced Vacation Leave (VAD)

Adhering to the established policy and guidelines, Department Heads have the authority of granting advanced vacation leave, up to 5 days, to his/her employees. HR will retain ownership as the final point of review. HR will also enter the approved hours into the employee's leave record. The employee will take ownership of recording the Advanced Vacation Leave usage on the time sheet and the Preparer will take ownership of validating the information in time entry. Once an employee is on Advanced Vacation Leave, the leave must be recorded on the timesheet as well as in time entry.

Upon recognition of advanced vacation leave usage in time entry, the leave accrual program will begin to *automatically deduct ½ annual leave accrual and apply the deduction towards leave repayment. Therefore, no action is needed from the Preparer in processing repayments.* The Detailed Leave Report will reflect all 'transactions' processed through the leave accrual system (leave exceptions entered into time entry, leave accruals earned, leave repayments, etc.). Refer to the "Reports" section for step-by-step instructions on generating this report.

COMPLETING A PAYROLL ADJUSTMENT FORM

This form is to be used to submit payment adjustments for specific types of earnings that require authorization and/or verification by the HR Payroll Staff.

Employee Name: Enter employee first and last name as it appears in the PS System.

EMPID/Record: Provide the PS Employee Identification Number and Job Record for which the payroll adjustment will be made.

Position #: Enter the 8-digit position # for the job that the position that the adjustment is being processed.

Bi-Weekly Salary: Provide employee's bi-weekly salary.

Tax Period: Number of pay periods for taxation (regular b/w salary + adjustment = total;
Segmentation: divide total by the biweekly salary to obtain number of pay periods for the tax segmentation). HR Payroll Office will verify number of pay periods for segmentation.

Pay Period: Enter pay period in which the payroll adjustment will occur (ie., 2015-10).

Service Dates: Enter date service(s) were rendered and payment/adjustment is owed.

Payroll Contact: Provide name of individual completing the form.

Contact Phone: Telephone number of contact person completing the form.

Department ID/: Enter 5-digit PS Department number and name.

Update remaining check boxes, hours, amounts, etc. where appropriate. Explanations for each earnings code are provided. Once the form has been completed and signed with the appropriate signatures of authority, it must be submitted to the HR/Payroll staff by the deadline outlined on the departmental payroll calendar.

A sample of the Payroll Adjustment Form is provided on the following page.

Payroll Adjustment Form
University of Maryland, Baltimore County

This form should be used to submit payment adjustments for specific types of earnings that require authorization and/or verification by HR- Payroll.

| | | | |
|-------------------------|---|--------------------|--|
| Employee Name | | Pay Period | |
| Empl ID/Record # | / | Service Dates | |
| Position # | | Payroll Contact | |
| Bi-weekly Salary | | Contact Phone | |
| Tax Period Segmentation | | Department ID/Name | |

ADJUSTMENTS TO BENEFIT ELIGIBLE POSITIONS

| Check | Type of Pay | Description | Earnings Code | Amount | Hours |
|--------------------------|------------------------|---|---------------|--------|-------|
| <input type="checkbox"/> | Regular Pay Adjustment | Retirement Eligible adjustment (Ex. retroactive increase, new hire, contract payout for retirement eligible earnings) | RAJ | | |
| <input type="checkbox"/> | Final Leave Payout | Employee is terminating or changing status (Can't be paid with other payroll earnings) | LV1 | | |
| <input type="checkbox"/> | Accident Pay | Employee on work related injury for less than 6 months | ACC | | |
| <input type="checkbox"/> | Accident Pay | Employee on work related injury for greater than 6 months | ACE | | |
| <input type="checkbox"/> | Additional Pay | Additional pay (Benefit eligible position) ex. Faculty Special Pay | ADL | | |

ADJUSTMENTS TO NON-BENEFIT ELIGIBLE POSITIONS

| Check | Type of Pay | Description | Earnings Code | Amount |
|--------------------------|------------------------------|---|---------------|--------|
| <input type="checkbox"/> | Prior Pay Period Adjustments | New hire/Pay not entered in Time Entry (Hrly or contingent employee) | REG | |
| <input type="checkbox"/> | Adjustment to Regular Pay | Positive Adjustment to Pay (non-benefit eligible position) ex. Summer, winter, flat pay | ADJ | |

Description:

Preparer: _____
Print
Sign
Date

Approver: _____
Print
Sign
Date

Payroll Use ONLY

| | | | |
|--|------------------|----|--|
| <input type="checkbox"/> 000087 | Advance Recovery | \$ | |
| Payroll Authorization _____ Date _____ | | | |

COMPLETING A TIME ENTRY CORRECTION FORM

A Time Entry Correction Form is used to correct data that was recorded in error in the time entry. This form is used only when time entry has closed and it is too late for the department to make the correction in the system.

The steps in completing the form are:

1. As with the Payroll Adjustment Form, the preparer documents the employee information at the top of the page.
2. The transaction type needs to be identified by checking one of the three check boxes (Data Keyed In Time Entry To Delete; Data Not Entered In Time Entry To Add; or Electronic Time Sheet [ETS] Correction). The appropriate earnings code, hours and amount will need to be recorded. The key code for all of the earnings codes are listed at the bottom of the page.
3. Document the reason for the correction.
4. Obtain the appropriate signatures of authority and submitted to the HR/Payroll staff by the established deadline.

A sample of the Time Entry Correction Form is on the following page.

University of Maryland, Baltimore County

This form should be used to change, add or remove information that was done incorrectly in time entry. This form should be used **ONLY** after time entry has closed for the payroll cycle and the department preparer is not able to access the on-line time entry screens. This form should **not** be used for leave recording that does not impact pay (ex. Vacation).

| | | | |
|---------------|---|--------------------|--|
| Employee Name | | Pay Period | |
| Empl ID/Rcd # | / | Department ID/Name | |
| Position # | | Bi-weekly Salary | |

- | Earnings Code | Hours | Amount |
|---------------|-------|--------|
| | | |

- | Earnings Code | Hours | Amount |
|---------------|-------|--------|
| | | |

- | Earnings Code | Hours | Amount | ETS not loaded |
|---------------|-------|--------|---|
| | | | <input type="checkbox"/> Override time sheet load |

REASON FOR CORRECTION:

| Earnings Codes | | | | | |
|----------------|-----------------------------|------|----------------------------------|------|---------------------------|
| Code | Description | Code | Description | Code | Description |
| ADJ | Adjustment | DSU | Disciplinary Suspension - Unpaid | OCF | On Call - Weekday |
| ADL | Additional Pay | LWP | Leave Without Pay | OCW | On Call – Weekend/Holiday |
| REG | Hourly Pay | MLU | Military Leave – Unpaid | OIC | Officer in Charge |
| NAJ | Negative Adjustment | S02 | Subpoenaed Witness - Unpaid | SHF | Shift |
| RHT | Reduced Hours - Termination | SUU | Suspension Pending – Unpaid | SHW | Shift Weekend |
| RHF | Reduced Hours - FTE | UAU | Unauthorized Absence - Unpaid | OTP | Overtime Pay |

Preparer: _____

 Print Signature Ext. Date

Approver: _____

| | | | |
|-------|-----------|------|------|
| Print | Signature | Ext. | Date |
|-------|-----------|------|------|

** You may attach the Department Time Entry Report as back-up documentation.

| | |
|--------------|--|
| Payroll Use: | |
|--------------|--|

Department Time Entry Report

The Department Time Entry report is a detailed report of what a Preparer has entered into Time Entry for each employee. This report can be run after saving time entry data or after the Approver has approved the data entered.

Use the navigation: **UMBC Time and Leave Processing > UMBC Department Time Entry Report**

Department Time Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search by: Run Control ID begins with


☐ Case Sensitive

[Search](#) [Advanced Search](#)

Enter a Run Control ID and click on search or press ENTER.

Umhr Dpt Time Entry

Run Control ID: mcnamara [Report Manager](#) [Process Monitor](#) [Run](#)

Department: 

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Enter the department ID or use the magnifying glass to select the dept ID from the available selection. Dept ID selection is based on the setup of one's row-level security.

Click on Save. Then click on Run.

Thereafter, the Process Scheduler Request screen will appear:

Process Scheduler Request

User ID: MCNAMARA Run Control ID: mcnamara

Server Name: PSUNX Run Date: 03/24/2008
Recurrence: Run Time: 4:15:21PM [Reset to Current Date/Time](#)
Time Zone:

Process List

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|----------------------------|--------------|--------------|-------|---------|------------------------------|
| <input checked="" type="checkbox"/> | UMBC Department Time Entry | UMHRR063 | Crystal | Web | PDF | Distribution |

OK Cancel

User ID: Based on your login into PeopleSoft, your login ID will appear for the User ID.

Run Control ID: The control ID that was entered previously to begin the process will appear.

Server Name: The server name will default to its proper setting.

**Recurrence and
Time Zone:** Leave blank.

Run Date: This field defaults to the current date; however, a different date can be entered or selected (by clicking on the calendar icon) if a different run date is needed.

Run Time: Defaults to the current time.

**Reset to Current
Date/Time:** If you a different date and/or time has been entered but you want to have the process run during the current date and time, click on this button to reset.

Type: Web

Format: PDF

Click on OK to run the report.

Next, the Control Page will re-appear but with a process instance number.

Umhr Dpt Time Entry

Run Control ID: TIMESHEETS

[Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 35742

Department:

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

At this point, click on the Process Monitor hyperlink. This will forward you to a Process List page (see next page) that will indicate the status of the report request.

The run status will go through a Processing, Posted, and Success status. Clicking on the Refresh button multiple times will update the run status as the process goes through each mode. The run status must ultimately indicate “success.” Within this page, you can review the details of the process by clicking on the details hyperlink.

Process List
Server List

View Process Request For

User ID:
MCNAMARA
Type:
Last:
1
Days
Refresh

Server:
Name:
Instance:
to

Run Status:
Distribution Status
Save On Refresh

Process List
Customize
Find
View All
First
1-2 of 2
Last

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|----------|---------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 228372 | | Crystal | UMHRR063 | MCNAMARA | 03/24/2008 4:15:21PM EDT | Queued | N/A | Details |
| <input type="checkbox"/> | 228369 | | SQR Report | UMPYR009 | MCNAMARA | 03/24/2008 11:33:41AM EDT | Success | Posted | Details |

Go back to Department Time Entry

Save
Notify

When the Details hyperlink is clicked, a Process Detail page will appear.

Process Detail

Instances:
35742
Type:
Crystal

Name:
UMHRR063
Description:
UMBC Department Time Entry

Run
Update Process

Run Control ID:
TIMESHEETS
Location:
Server
Server:
PSNT
Recurrence:

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Restart Request

Date/Time
Actions

Request Created On:
03/19/2004 1:53:58PM EST
Parameters
Transfer

Run Anytime After:
03/19/2004 1:48:28PM EST
Message Log

Began Process At:
03/19/2004 1:54:10PM EST
Batch Timings

Ended Process At:
03/19/2004 1:54:38PM EST
View Log/Trace

OK
Cancel

By clicking on the View Log/Trace hyperlink, PeopleSoft will forward you to the Report Log/View screen.

The Report/Log Viewer screen will have all of the applicable information regarding the report (ie. report name, status, server name, etc.).



Report/Log Viewer

Instance: 35742 Type: Crystal
Name: UMHRR063 Run Cntl ID: TIMESHEETS
Status: Success Submitted By: mcnamara
Server: PSNT Recurrence:

UMBC Department Time Entry

| Name | Size | CreationDate |
|------------------------------------|-------------|--------------------------|
| Message Log | 0 bytes | Fri Mar 19 13:50:53 2004 |
| UMHRR063_35742.PDF | 21826 bytes | Fri Mar 19 13:50:55 2004 |

The PDF file is the report file of all data entered for each employee within the department selected. Click on the PDF link and an Adobe Acrobat screen will bring up the time entry detail.

Department Time Entry

22-March-2004

Department : 10023 (Theater)

Paygroup : CNT Payroll End Date : 03/20/04

| EMPID | Employee Name | Position Number | Position Title | Hours Worked | | Leave Used | | | | | | Other Leave/Pay | | | | | | | | | |
|------------|-----------------|-----------------|----------------|--------------|------|--------------|------------|--------|------|------|--------|-----------------|---------|---------|----------|---------|----------|---------|----------|---------|---------|
| | | | | REG HRS | RATE | ANNUAL LEAVE | SICK LEAVE | FRESNL | VAC | COMP | UNPAID | OTH CD | OTH HRS | OTH CD1 | OTH HRS2 | OTH CD3 | OTH HRS3 | OTH CD4 | OTH HRS4 | OTH CD5 | OTH PAY |
| 1000004355 | Bird,Twain T | 10005377 | ASSOC PROF | \$0.00 | | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 1000004623 | Bunny,Bugs B | 10005617 | ASST PROF | \$0.00 | | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 1000000854 | Possibile,Kim K | 10001018 | PROFESSOR | \$0.00 | | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 1000003549 | Pumba,Timona L | 10004381 | LECTURER | \$0.00 | | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 1000004265 | Tunes,Looney T | 10005229 | LECTURER | \$0.00 | | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |

Paygroup : HRL Payroll End Date : 03/06/04

| EMPID | Employee Name | Position Number | Position Title | Hours Worked | | Leave Used | | | | | | Other Leave/Pay | | | | | | | | | |
|------------|--------------------|-----------------|-----------------|--------------|------|--------------|------------|--------|------|------|--------|-----------------|---------|---------|----------|---------|----------|---------|----------|---------|---------|
| | | | | REG HRS | RATE | ANNUAL LEAVE | SICK LEAVE | FRESNL | VAC | COMP | UNPAID | OTH CD | OTH HRS | OTH CD1 | OTH HRS2 | OTH CD3 | OTH HRS3 | OTH CD4 | OTH HRS4 | OTH CD5 | OTH PAY |
| 1000006874 | Charming,Prince | 10001847 | STUDENT | 0.00 | | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 1000006056 | Cosby,Bill E | 10009341 | STUDENT | 0.00 | | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 1000004490 | Duck,Darling D | 10005475 | ASST PROF | 0.00 | | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 1000001872 | Explosive,Dora The | 10002280 | ASSOC PROF | 0.00 | | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 1000006963 | Fish,Nemo T | 10009556 | SPEC EVENT ASST | 0.00 | | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 1000006252 | Monster,Herman B | 10009342 | STUDENT | 0.00 | | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 1000001534 | Troop,Goofy G | 10007632 | STUDENT | 0.00 | | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 1000006569 | Wanna,Wonder | 10009534 | STUDENT | 0.00 | | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |

Paygroup : SAL Payroll End Date : 03/20/04

| EMPID | Employee Name | Position Number | Position Title | Hours Worked | | Leave Used | | | | | | Other Leave/Pay | | | | | | | | | |
|------------|-----------------------|-----------------|----------------|--------------|------|--------------|------------|--------|------|------|--------|-----------------|---------|---------|----------|---------|----------|---------|----------|---------|---------|
| | | | | REG HRS | RATE | ANNUAL LEAVE | SICK LEAVE | FRESNL | VAC | COMP | UNPAID | OTH CD | OTH HRS | OTH CD1 | OTH HRS2 | OTH CD3 | OTH HRS3 | OTH CD4 | OTH HRS4 | OTH CD5 | OTH PAY |
| 1000000763 | Builder,Bob The | 10003081 | INSTRUCTOR PT | 40.00 | | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 1000002469 | Duck,Daffy O | 10003036 | ADMIN ASST II | \$0.00 | | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 1000004020 | King,Lisa L | 10004962 | ASST PROF | \$0.00 | | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 1000004378 | Moose,Mickey M | 10005349 | COORDINATOR | \$0.00 | | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 1000006083 | Nova Dame,Hunchback O | 10008830 | SPECIALIST | 40.00 | | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |

Page 1 of 2
Data Source: Human Resources
03/20/04

The report is now ready for printing and/or comparison for accuracy.

Gross Pay Report:

The Gross Pay Report is a resource that departmental Preparer and approvers use to review the gross pay for each employee processed during time entry. Once time entry is closed, the HR/Payroll staff runs processes to calculate gross pay for employees. This process is run in two stages: preliminary and final. As each stage occurs, an email alert is sent to all of the Preparers and approvers informing them of the availability of the report. While in preliminary mode, preparers and approvers are asked to print and review the reports and communicate any discrepancies by a specified deadline in order to resolve issues in a prompt manner. Once the time period for the preliminary stage has passed, an email alert is sent informing the preparers and approvers of the availability of the final gross pay report. Once the final gross pay report is available, it is too late for a department to request corrections to be posted for that processed pay cycle.

The navigation for the report is:

Payroll for North America > Payroll Processing USA > Pay Period Reports > UMBC Gross Pay Report

After entering a Run Control ID, the Process Request Parameters page will appear.

The screenshot shows a web application interface. At the top, there is a blue header bar with the text "Umpyr039". Below the header, the "Run Control ID" is set to "mcnamara". To the right of the ID are two links, "Report Manager" and "Process Monitor", and a yellow "Run" button. Below this, there is a field for "*Pay Run ID:" with a search icon. Underneath, there is a checkbox labeled "List All Departments" and a field for "*Department:" with a search icon. At the bottom of the form, there are five buttons: "Save", "Return to Search", "Notify", "Add", and "Update/Display".

Enter the Pay Run ID which is equivalent to the pay period. For example, if extracting gross pay for pay period 2016-18, the Pay Run ID would be 2016018. Click the checkbox for "List All Departments" if you prefer to see the report for all departments that you currently have access to. If you want to view data for one department (ie. your primary department), ensure that the checkbox is NOT checked for "List All Departments" and enter the department id number for the department you wish to extract data for.

Click on Save and then Run. You will be forwarded to the Process Scheduler Request screen. Ensure that the following fields are set accordingly:

Process Scheduler Request

User ID: mcnamara Run Control ID: sherrell

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

| Select | Description | Process Name | Process Type | *Type | *Format | |
|-------------------------------------|------------------|--------------|--------------|----------------------------------|----------------------------------|--|
| <input checked="" type="checkbox"/> | Gross Pay Report | UMPYR039 | SQR Report | <input type="text" value="Web"/> | <input type="text" value="PDF"/> | |

Server Name: The server name will default to its proper setting.

Select Checkbox: Checked

Description: Gross Pay Report

Process Name: UMPYR039

Process Type: SQR Report

Type: Web

Format: PDF

Click OK.

The Run Control screen will reappear but with a Process Instance number. Click on Process Monitor to view the status of the process.

Umpyr039

Run Control ID: sherrell [Report Manager](#) [Process Monitor](#)

Process Instance: 143719

*Pay Run ID:

☐ List All Departments *Department:

Click on the Details hyperlink.

Process List

Server List

View Process Request For

User ID: MCNAMARA

Type:

Last: 1 Days

Refresh

Server:

Name:

Instance:

to

Run Status:

Distribution Status:

Save On Refresh

Process List

Customize

Find

View All

First

1-3 of 3

Last

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|----------|---------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 228373 | | SQR Report | UMPYR039 | MCNAMARA | 03/24/2008 4:30:43PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 228372 | | Crystal | UMHRR063 | MCNAMARA | 03/24/2008 4:15:21PM EDT | Cancelled | N/A | Details |
| <input type="checkbox"/> | 228369 | | SQR Report | UMPYR009 | MCNAMARA | 03/24/2008 11:33:41AM EDT | Success | Posted | Details |

[Go back to UMPYR039](#)

Save

Notify

Click on the View Log Trace hyperlink.

Process Detail

Process

Instance: 228373

Type: SQR Report

Name: UMPYR039

Description: Gross Pay Report

Run Status: Success

Distribution Status: Posted

Run

Update Process

Run Control ID: mcnamara

Location: Server

Server: PSUNX

Recurrence:

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Date/Time

Actions

Request Created On: 03/24/2008 4:31:31PM EDT

Run Anytime After: 03/24/2008 4:30:43PM EDT

Began Process At: 03/24/2008 4:31:42PM EDT

Ended Process At: 03/24/2008 4:40:08PM EDT

[Parameters](#)

[Message Log](#)

Batch Timings

[View Log/Trace](#)

Transfer

Click on the PDF hyperlink.

View Log/Trace

Report

Report ID: 950 Process Instance: 228373 [Message Log](#)
Name: UMPYR039 Process Type: SQR Report
Run Status: Success

Gross Pay Report

Distribution Details

Distribution Node: HR UMBC Dist Expiration Date: 04/23/2008

File List

| Name | File Size (bytes) | Datetime Created |
|---|-------------------|---------------------------------|
| SQR_UMPYR039_228373.log | 1,630 | 03/24/2008 4:40:08.000000PM EDT |
| umpyr039_228373.PDF | 16,416 | 03/24/2008 4:40:08.000000PM EDT |
| umpyr039_228373.out | 753 | 03/24/2008 4:40:08.000000PM EDT |

Distribute To

| Distribution ID Type | *Distribution ID |
|----------------------|------------------|
| User | MCNAMARA |

The end result will be a PDF file that will give the Gross Pay data.

Due to confidentiality purposes, name, ssn, empl id and titles have been disfigured.

UMBC Gross Pay Report - Preliminary

Run ID: 2006012 Check Date: 18-DEC-2006

ReportID : UMPYR039 v 2.0-UMT
Run Date : 28-Feb-2006 09:23 AM
User ID : mcnamara
Page : 1

Department : Human Resources (10546)

| NAME | SSN | EMPLID | RCD | DEPT | NUMBER | TITLE | ACCT CODE | PROJECT /GRANT | REG HRS | OT HRS | REG RATE | REG/OT EARN\$ | ERNCD | OTH HRS | OTH EARN\$ | GROSS PAY CALCULATED | FAS EXP. DATE |
|------|-----|--------|-----|-------|----------|----------|-----------|----------------|-------------------|--------|----------|---------------|-------|---------|------------|----------------------|---------------|
| | | | 0 | 10345 | 10002165 | | 000117878 | | SAL | | 1679.27 | 1343.42 | HOL | 16.00 | 335.85 | 1679.27 | |
| | | | 0 | 10345 | 10002236 | | 000107766 | | SAL | | 4794.52 | 3825.62 | HOL | 16.00 | 958.90 | 4794.52 | |
| | | | 0 | 10345 | 10003094 | | 000117878 | | SAL | | 1361.41 | 1089.13 | HOL | 16.00 | 272.28 | 1361.41 | |
| | | | 0 | 10345 | 10001435 | | 000117878 | | SAL | | 1383.05 | 1106.44 | HOL | 16.00 | 275.61 | 1383.05 | |
| | | | 0 | 10345 | 10003368 | | 000117878 | | SAL | | 2259.18 | 1807.34 | HOL | 16.00 | 451.84 | 2259.18 | |
| | | | 0 | 10345 | 10003994 | | 000107766 | | SAL | | 3394.52 | 2036.71 | HOL | 16.00 | 678.90 | 3394.52 | |
| | | | | | | | | | | | | | PER | 16.00 | 678.91 | | |
| | | | 0 | 10345 | 10004540 | | 000107766 | | SAL | | 3394.52 | 2715.62 | HOL | 16.00 | 678.90 | 3394.52 | |
| | | | 0 | 10345 | 10005365 | | 000127996 | CV444835 | 10.00 | | 7.75 | 77.50 | | | | 77.50 | |
| | | | 0 | 10345 | 10006549 | | 000077430 | | 0.00 | | 25.00 | 20.00 | | | | 20.00 | |
| | | | 0 | 10345 | 10003031 | | 000107766 | | SAL | | 2259.18 | 1807.34 | HOL | 16.00 | 451.84 | 2259.18 | |
| | | | 0 | 10345 | 10000313 | | 000117878 | | SAL | | 1511.73 | 1209.38 | HOL | 16.00 | 302.35 | 1511.73 | |
| | | | 0 | 10345 | 10011619 | | 000107766 | | SAL | | 2245.79 | 1796.53 | HOL | 16.00 | 449.16 | 2245.79 | |
| | | | 0 | 10345 | 10001470 | | 000107766 | | SAL | | 3394.52 | 2715.62 | HOL | 16.00 | 678.90 | 3394.52 | |
| | | | 0 | 10345 | 10012179 | | 000077430 | | -- no earnings -- | | | | | | | 0.00 | |
| | | | 0 | 10345 | 10001553 | | 000107766 | | SAL | | 2182.47 | 1745.98 | HOL | 16.00 | 436.49 | 2182.47 | |
| | | | 0 | 10345 | 10002972 | | 000107766 | | SAL | | 1465.96 | 1172.69 | HOL | 16.00 | 293.17 | 1465.96 | |
| | | | 0 | 10345 | 10009997 | | 000117878 | | SAL | | 1454.93 | 1163.94 | HOL | 16.00 | 290.99 | 1454.93 | |
| | | | 0 | 10345 | 10011967 | | 000117878 | | SAL | | 1219.80 | 975.84 | HOL | 16.00 | 243.96 | 1219.80 | |
| | | | 0 | 10345 | 10002484 | TESTCASE | 000127996 | CV444835 | -- no earnings -- | | | | | | | 0.00 | |
| | | | 0 | 10345 | 10001494 | | 000107766 | | SAL | | 2619.73 | 1440.85 | HOL | 16.00 | 523.95 | 2619.73 | |
| | | | | | | | | | | | | | SKA | 20.00 | 654.93 | | |
| | | | 0 | 10345 | 10003600 | | 000127996 | CV444835 | 15.00 | | 7.75 | 116.25 | | | | 116.25 | |
| | | | 0 | 10345 | 10007358 | | 000133782 | 00003232 | 0.00 | | 7.75 | 200.00 | | | | 200.00 | |
| | | | 0 | 10345 | 10002244 | | 000117878 | | SAL | | 1605.70 | 1284.56 | HOL | 16.00 | 321.14 | 1605.70 | |
| | | | 0 | 10345 | 10003278 | | 000117878 | | SAL | | 1297.32 | 908.12 | ADM | 8.00 | 129.73 | 1297.32 | |
| | | | | | | | | | | | | | HOL | 16.00 | 259.47 | | |

LEAVE MANAGEMENT

LEAVE BENEFITS: SUMMARY AND GUIDELINES

Leave Accrual Earnings for Nonexempt, Exempt and Faculty

I. VACATION (ANNUAL) LEAVE: Vacation is accrued on a biweekly basis starting the first pay period you are hired. Accrual rates are based on years of service and percentage of full-time equivalency (FTE).

1. Vacation (Annual) accrual rates for **regular nonexempt employees**:

| | | |
|--|---------|---------------------------|
| Date of hire through completion of 1 st year | 11 days | 3.39 hours per pay period |
| Beginning of the 2 nd year through completion of 2 nd year | 12 days | 3.69 hours per pay period |
| Beginning of the 3 rd year through completion of 3 rd year | 13 days | 4.00 hours per pay period |
| Beginning of the 4 th year through completion of 4 th year | 14 days | 4.31 hours per pay period |
| Beginning of the 5 th year through completion of 10 th year | 15 days | 4.62 hours per pay period |
| Beginning of the 11 th year through completion of the 20 th year | 20 days | 6.15 hours per pay period |
| Beginning of the 21 st year and thereafter | 25 days | 7.69 hours per pay period |

2. Vacation (Accrual) rates for **regular exempt and 12-month faculty employees**:

| | | |
|--|---------|---------------------------|
| Date of hire through completion of 20 th year | 22 days | 6.77 hours per pay period |
| Beginning with the 21 st year and thereafter | 25 days | 7.69 hours per pay period |

3. 9-Month faculty employees are not eligible to earn annual (vacation) leave.

II. SICK LEAVE: Sick leave is accrued on a biweekly basis starting the first pay period you are hired. Accrual rates are based on percentage of full-time equivalency (FTE).

1. Sick accrual rate for **regular exempt, nonexempt and 12-month faculty employees** is 15 days/4.62 hours per pay period
2. Sick accrual rate for **regular 9-month faculty employees** is 12.50 days/4.55 hours per pay period

III. PERSONAL LEAVE: Personal leave is available on date of hire and on January 1 of each new calendar year. Personal leave hours are based on percentage of full-time equivalency (FTE). No accumulation.

1. Personal leave days per year for **regular exempt, nonexempt and 12-month faculty employees** are 3 days/24 hours.
2. **Regular 9-month faculty employees** are not eligible for personal leave.

IV. HOLIDAY LEAVE: 14 paid holidays (15 in election year) observed per scheduled published by Human Resources Department.

V. FAMILY MEDICAL LEAVE: Employees are entitled up to 12 weeks of leave with job protection for an eligible illness with no loss of State subsidy for medical coverage.

LEAVE CARRYOVER (YEAR-END) GUIDELINES

I. ANNUAL LEAVE:

1. Exempt & Nonexempt Staff: A maximum of 50 workdays (400 hours) of annual leave may be carried into a new calendar year by all full-time Exempt and Nonexempt employees. This maximum allowance is pro-rated for part-time exempt working 50% or more.
2. Twelve-month Faculty: Faculty on 12-month appointments earn annual leave like regular Exempt employees. However, unlike Exempt employees, not all 12-month faculty members automatically carry over unused or excess annual leave into the new calendar year. Based on a revision to the faculty annual leave policy, the listing below outlines the faculty categories that are and are not eligible to carry over annual leave:
 - a. Automatic Carryover: Librarians; Department Chairpersons; Academic Program Directors (ie. Honors College, Gender & Women's Studies, Shady Grove Program, etc.); Center Directors and Associate Directors of Research Centers (GEST, JCET, etc.) and Academic Centers (Humanities, IRC, etc.); Directors of Scholars' Programs; and Faculty members who have stepped down from administrative appointments.
 - b. Require a written request for carry over: Clinical Faculty; 12-month Faculty Members at Shady Grove; Research Faculty (nearly all externally funded) such as Faculty Research Assistants, Research Associates, Research Scientists, Research Professors and Research Scholars; and Sponsored Research Appointments.

For more information regarding the guidelines and policy as it pertains to the 12-month faculty, please contact the Deans or Provost's Offices.

II. PERSONAL LEAVE: Exempt and Nonexempt Staff & 12-Month Faculty: Personal leave for the new calendar year is available to all leave eligible employees effective January 1. Unused personal leave from a prior year may not carry over into a new calendar year and will be forfeited.

III. HOLIDAY LEAVE: In accordance with the University's business practice, holiday leave for all leave eligible employees (faculty and staff) will **be rolled back to zero (0) beginning with the first full pay period of each calendar year**. Occasionally, employees may not have the opportunity to reasonably observe one or more holidays due to peak workloads and/or mandated work schedules. A Holiday Leave Carryover Exception Request Form is posted in the Forms section of the HR website. This form is used as a mechanism for approving and authorizing an employee to carry over unused holiday leave. The form must be completed, approved and signed by the Department Head and forwarded to Human Resources attention (HRIS unit) for review and processing.

Leave Guidelines & Business Practices:

- The leave tracking program in the HR system applies leave accrual earnings based on the employee's status as of the last day of the pay period. Examples: (1) If an individual was hired in the middle of a pay period, the system will give the new hire the full annual and sick leave accrual earnings for the pay period rather than pro-rating the accruals; (2) Employees terminating or separating within the pay period being processed, will not receive annual nor sick leave accrual earnings for the last pay period worked because when the system will acknowledge that the employee terminated/separated on a date within the pay period being processed. Thus, the individual is no longer considered an active employee.
- Effective June 22, 2005, the MOU for Collective Bargaining was ratified. The MOU states that nonexempt employees in the union will begin to earn 15 annual days effective with the completion of the 4th year of service. Therefore, on the anniversary date of the 4th year, nonexempt employee will begin to earn the next annual rate. This new policy is not retroactive prior to June, 2005.

To provide uniformity for all nonexempt employees, UMBC has implemented the practice that all nonexempt employees (union and non-union) will begin to earn 15 annual days effective with the completion of the 4th year of service.

- A maximum of 50 days (400 hours) of annual leave may be carried into a new calendar year for exempt and nonexempt employees. Any annual leave in excess of 50 days must be used by the end of the first pay period in the new calendar year. Any annual leave that is unused as of that time shall be forfeited by the employee (forfeited leave does not include the accrual earned in the first pay period of the new calendar year).
- At the end of each calendar year, a supervisor may, through appropriate channels, recommend to the institution's Chief Executive Officer or designee that an employee be paid for days of annual leave lost pursuant to Section III of the Board of Regents Policy. The supervisor's recommendation for payment for lost annual leave shall be accompanied by a written explanation of why the lost annual leave was not taken at another time during the calendar year. Payment is at the discretion of the chief executive officer or designee. It is also limited to unused annual leave that is in excess of the maximum accumulation and that is lost by the employee at the end of the calendar year.
- Regular employees who leave the University System of Maryland are entitled to compensation for any unused annual leave that has been credited and available for use as of the date of separation.
- When an employee transfers to another institution in the University System of Maryland or transfers to another department in the same institution and/or moves from one employment category to another, or from the State of Maryland to the USM, all unused accumulated annual leave shall be transferred.
 - If a regular employee is transferring from another State Agency, it is the responsibility of the employee and department to get official documentation from the former agency (on agency letterhead) indicating service date(s) as well as any and all leave transferring to UMBC. A copy of the documentation must be forwarded to the Human Resources Department for immediate processing so that personnel and leave records may reflect accurately. Documentation should be submitted to HR **within one (1) year of hire or transfer.**

Note: Individuals transferring from St. Mary's College to UMBC may transfer their entire sick leave balance but only two (2) weeks of annual leave.

- Faculty not on a 12-month appointment does not earn annual or personal leave.
- UMBC has enforced an annual leave policy for 12-month faculty. Faculty in a 12-month appointment earns annual leave like regular exempt employees. However, these faculty members do not carry unused or excess annual leave into the new calendar year, unless approved by the Dean or Provost's Office. Faculty must submit a written request to the Chairperson for submission to the Dean or Provost Office in September of the current year. If request is not approved, the faculty member loses all unused annual leave by the first full pay period of the new calendar year. Thus, annual balance is rolled back to 0. If request is approved, the Dean or Provost's Office will forward a listing to HR as notification of those faculty approved to carry annual leave into the new calendar year.

The University System of Maryland (USM) leave policies may be found by visiting one of the two sites below:

- <http://www.umbc.edu/policies/#section7>
- <http://www.usmd.edu/regents/bylaws/SectionVII/>

To review the leave policies and guidelines for employees in the Collective Bargaining Unit, please refer to the Memorandum of Understanding (MOU), located at:

- <http://hr.umbc.edu/employee-relations/collective-bargaining/>

VIEWING EMPLOYEE LEAVE BALANCES

Employee leave balances are updated once the leave accrual process has successfully run for the cycle. To view the results of leave accrual processing for an employee, use the Leave Accrual page.

Use the navigation: **Benefits > Manage Leave Accruals > Review Accrual Balances**

Review Accrual Balances

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:

Benefit Record Number:

Name:

Last Name:

Business Unit:

Department:

Organizational Relationship:

Alternate Character Name:

☐ Case Sensitive

[Basic Search](#)

Upon entering the employee's EmplID or searching by name, the accrual page will appear:

Leave Accrual Balances

Sherrell McNamara Employee ID: 1000001285 Benefit Rcd Nbr: 0

Leave Accruals Find | View All First 1 of 13 Last

Company: UM Univ of MD, Baltimore County Benefit Program: B01 UMBC Ben Prog I

Plan Type: Sick

Accrual Date: 10/27/2007

| Accrual Balances - Hours | |
|----------------------------------|------------|
| Carried over from previous year: | 654.243000 |
| Payback Balance Carried Forward: | |
| Earned Year-to-Date: | 97.020000 |
| Taken Year-to-Date: | 8.000 |
| Adjusted Year-to-Date: | |
| Approved Year-to-Date: | |
| Repaid Year-to-Date: | |
| Remaining Payback Balance: | |

| Service Data | |
|------------------------|------------|
| Adjusted Service Date: | 07/12/1994 |

| Unprocessed Data | |
|------------------|-------|
| Hours Taken: | |
| Hours Adjusted: | 0.000 |
| Hours Approved: | |
| Hours Repaid: | |

| Accrual Totals | |
|----------------|------------|
| Hours Balance: | 743.263000 |
| Hours Value: | 22,243.75 |

Plan Type: Description of the leave plan. To page through the leave plans, click on the arrow button next to the "Last" hyperlink in the blue header. You can also click on "View All" to get a continuous page listing of each accrual page.

| | |
|---|--|
| Accrual Date: | The pay period end date that accruals were generated. |
| Service Date: | Date populated from the Adjusted Service Date field on the employee's custom employment record. This date may or may not match the UMBC Hire Date. This date is used to base the employee's annual (vacation) leave accrual earnings. |
| Service Hours: | This field is not utilized. |
| <i>Unprocessed Data:</i> | Displays the hours that HR has not yet processed using the leave accrual process. The screen shot previously shown, indicates hours already processed via the leave accrual process; thus, no hours reflected in Unprocessed. |
| Hours Taken: | Leave usage based on hours entered during Time Entry. |
| Hours Adjusted: | Hours adjusted (+/-) to leave balance (only entered by HR). |
| Hours Approved: | Hours entered by HR which are granted to an employee through an approval process (ie. Advanced Sick Leave, Advanced Vacation, Extended Sick, etc.). |
| Hours Repaid: | This field reflects hours to be applied towards leave repayments for borrowed leave such as Advanced Sick and/or Advanced Vacation for the pay period. |
| <i>Accrual Balances-Hours:</i> | |
| Carried Over From Previous Year: | Carried over balances from the previous year. Updated only during the first run of the year. |
| Payback Balance Carried Forward: | This reflects the payback balance carried over from the previous year. |
| Earned Year-to-Date: | Maintains the accrued leave per pay period to date. Updated each time the Leave Accrual process is run and values are moved from the corresponding Unprocessed Data fields. |
| Taken Year-to-Date: | Maintains leave taken to date. Updated each time the Leave Accrual process is run and values are moved from the corresponding Unprocessed Data fields. |
| Adjusted Year-to-Date: | Maintains leave adjustments to date. Updated each time the Leave Accrual process is run and values are moved from the corresponding Unprocessed Data fields. |
| Approved Year-to-Date: | These are hours granted to an employee as a result of an approval process (ie. Advanced Sick Leave, Advanced Vacation, Extended Sick Leave, etc.). Updated each time the Leave Accrual process is run and values are moved from the corresponding Unprocessed Data fields. |
| Repaid Year-to-Date: | Number of hours an employee has repaid for advanced leave (ie advanced vacation and advanced sick) year-to-date. |
| Remaining Payback Balance: | Number of hours left to repay advanced/borrowed leave. |
| <i>Accrual Totals-Hours:</i> | |
| Hours Balance: | Employee's available leave balance. |
| Hours Value: | Current monetary value of the hours balance. The system calculates the hour value, or value of the unused hours, by multiplying the leave balance by the current hourly rate for hourly employees or the hourly equivalent for salaried employees. |

TIPS FOR VIEWING EMPLOYEE LEAVE INFORMATION AND/OR BUSINESS PROCESS CHANGES

Business Process Changes:

- Leave entitlements are based on the employee status as of the **end** of the pay period being processed. Therefore, leave accruals are no longer pro-rated for any reason other than resulting from unpaid leave hours.
- A maximum of 80 unpaid hours may be entered into Time Entry. The leave accrual program is not designed to calculate more than 1 cycle's accruals at a time. Therefore, if more than 80 unpaid hours is entered into time entry, the leave accrual program will only deduct 1 pay period's accrual earnings.

Changes in leave accrual earnings may be a result of the following:

- Repayment of advanced leave such as Advanced Sick and Advanced Vacation...the minimum repayment for advanced leave is ½ the rate that the sick and/or vacation accruals are earned.
- Unpaid hours recorded in time entry...unpaid hours result in the reduction or pro-ration of leave accrual earnings for a pay period.
- Change in employee's FTE...increase in FTE will increase leave accrual earnings while a decrease in FTE will decrease leave accrual earnings. For example: An employee who is 80% FTE earns less leave than an employee who is 100% FTE.
- Status of the employee as of the **end** of the pay period. The leave accrual program determines the accrual earnings based on the status as of the last day of the pay period. Thus, a business process decision had been made not to pro-rate leave accruals based on hire dates. For example: Although unlikely, an employee could go from a Nonexempt Regular at 50% FTE to Nonexempt Regular at 100% FTE during the 1st week of the pay period and then be reclassified from a Nonexempt Regular (100% FTE) to an Exempt Regular (100% FTE) employee during the second week.
- Manual adjustments entered by the HR Leave Administrator. Manual adjustments are made after the departmental Preparer has contacted the HR Leave Administrator providing the employee name, empl id, leave plan requiring adjustment and reason for adjustment. However, if the HR Leave Administrator finds a discrepancy in the reflection of the data, the Administrator will notify the departmental Preparer and resolve discrepancy accordingly.

Manual adjustments to leave may be required due to the following:

- Incorrect hours posted during time entry and after accruals have processed for the cycle.
- Employee transfers from another State/University agency and balances must be updated to reflect transferred balances.
- Employee hire or job change occurs but documentation is not submitted to HR/Payroll in a timely manner for data entry (update of PS). For example: (1) Employee X began employment in the Provost Office on March 17, 2005 (pay period 2005-19....3/6/05 – 3/19/05). However, the Provost Office did not submit the newhire paperwork to HR/Payroll until April 1, 2005 (submission deadline was March 4, 2005). Due to the late submission, Employee X's personnel record was not established in a timely manner for leave and payroll processing. (2) Employee X has been reclassified from a full-time nonexempt regular position to a full-time exempt regular position effective March 17, 2005 but the

paperwork was not submitted to HR/Payroll until April 1. As a result, Employee X continued to earn leave at the nonexempt level until his information was entered into the system.

- Leave eligibility changes from one job to another and balances must be transferred. For example: A full-time Exempt Regular employee is hired into a full-time Faculty Non Tenured On Track position; thus, employee is no longer entitled to staff leave benefits but those of faculty leave benefits.
- Employee terminates and balances must be zeroed out. Vacation, Holiday and Compensatory time is paid out while Personal leave is forfeited. Sick leave is forfeited after the 3-year reinstatement period.
- Leave eligibility has changed from one empl record to another. For example: Employee X's record 0 is a part-time Contingent II (contractual) at 50% FTE but Employee X has just been hired as a part-time nonexempt regular position (50% FTE). All leave benefits are now 'tied' to empl record 1.
- Employee has been approved for a leave program such as Advanced Sick, Advanced Vacation, Extended Sick, Leave Donation, or Leave Reserve Fund. As a result, the HR Leave Administrator must insert the approved hours into the appropriate plan type balance.

LEAVE PAYOUT PROCESS

Regular and applicable contingent II staff as well as 12-month faculty are eligible for payout of unused accumulated ***annual, holiday and compensatory time*** (compensatory time applies to nonexempt employees only). To process a leave payout, follow the steps below:

- Complete the Change Par Form to inactivate the individual's employment. The Change Par Form must contain the appropriate signatures of authority and be forwarded to the HR/Payroll staff for review and processing. Upon processing, the termination data is entered into the individual's job record.
- Once the termination data has been entered into the HR system, the individual will no longer appear in the department's time entry and systematic payment and leave processing will cease. Once the former employee has received his/her last check for regular earnings, the paperwork submission of leave payout may begin (remaining steps outlined below).
- Retrieve the individual's ending leave balances from either the online balance screen (Benefits>Manage Leave Accruals>Review Accrual Balances) or the Detailed Leave Report. The online balance screen provides the leave balance in hours as well as the monetary translation for those hours (individual's hourly rate x the leave hours). **Note:** The effective date of separation will determine the pay period in which the balances should be based upon. In some instances, the last leave cycle processed may not be as recent as the pay period for the separation date. If this is the case, the Preparer may need to manually add in accrual(s) and/or subtract recently used leave to obtain the most recent leave figures.
- Sum the hours for each unused leave type (annual, holiday and/or compensatory) and multiply the hours by the individual's hourly rate to obtain a monetary figure for total payment or sum the "Hours Value" (on the online screen) for each unused leave type to obtain a total payout figure. Complete the Payroll Adjustment Form to identify the leave to be paid out as well as the dollar amount for payment. A copy of the Detailed Leave Report and/or documentation to confirm the ending leave balances must accompany the Payroll Adjustment Form. The form must contain the appropriate signatures of authority and be forwarded to the HR/Payroll staff for review and processing.
- The last pay check will be the final leave payout. This payment will include NO deductions (health, retirement, etc.) other than taxes.

UMBNR003 – Detailed Leave Report

The Detailed Leave Report is designed to report leave information by employee and leave plan. It includes information such as service months, unpaid leave hours, beginning balance, leave usage, leave accrual, ending balance, etc. To obtain the latest accrual and leave balances, this report should be run after the leave accrual process has been run.

Use the navigation: **UMBC Time and Leave Processing >UMBC Detailed Leave Report**

UMBNR003

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search by: Run Control ID begins with

☐ Case Sensitive

Search

[Advanced Search](#)

Run Control ID: Enter a Run Control ID

Once the Run Control ID has been entered, the parameters screen will appear:

Umbnr003

Run Control ID: mcnamara

[Report Manager](#) [Process Monitor](#)

Run

Pay Run ID: 2008010

Include All Departments ☐

Department: 10345

Save

Return to Search

Notify

Add

Update/Display

Pay Run ID: Enter the pay period in which you would like to see results for. Please remember that leave exceptions are processed one pay period behind. For example: Timesheets that reflect leave usage in pay period 2005019 were entered into time entry for pay period 2005020. If you want to see this information, you would enter the time entry period in which the data was entered. Therefore, in this scenario, you would enter 2005020 as the Run Control ID.

Include All

Departments: Click this checkbox if you wish to see a Detailed Leave Report for all departments that you have access to.

Department: If you want to see the Detailed Leave Report for only one department, enter that department ID into this field.

Click on Save. Then click on Run to initiate the process.

Thereafter, a Process Scheduler Request screen will appear:

Process Scheduler Request

User ID: MCNAMARA Run Control ID: mcnamara

Server Name: PSUNX Run Date: 03/24/2008
Recurrence: Run Time: 5:00:22PM [Reset to Current Date/Time](#)
Time Zone:

Process List

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|----------------------------|--------------|--------------|-------|---------|------------------------------|
| <input checked="" type="checkbox"/> | UMBR Detailed Leave Report | UMBNR003 | SQR Report | Web | PDF | Distribution |

OK Cancel

User ID: Based on your login into PeopleSoft, your login ID will appear for the User ID.

Run Control ID: The control ID that was entered previously will appear.

Run Date: This field defaults to the current date; however, a different date can be entered or selected (by clicking on the calendar icon) if a different run date is needed.

Run Time: Defaults to the current time.

Reset to Current

Date/Time: If a different date and/or time has been entered but you want to have the process run during the current date and time, click on this button to reset.

Server Name: The server name will default to its proper setting.

Format: PDF

Click on OK to run the report.

After clicking on OK to run the report, PeopleSoft will go back to the Run Control Leave Accrual ID page. At this point, click on the Process Monitor hyperlink.

Process Monitor: Click on the Process Monitor hyperlink to ensure that the process was successful. If you had previously run reports for the day, look for the report ID (UMBNR003) in the Process Name to ensure that you are looking at the correct report. The run status will go through a Queued, Processing, Posted, and Success status. Clicking on the Refresh button multiple times will update the run status as the process goes through each mode. The run status must ultimately indicate “success.” Within this page, you can review the details of the process by clicking on the details hyperlink.

The screenshot displays the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below these is a 'View Process Request For' section with search filters: 'User ID' (MCNAMARA), 'Type' (dropdown), 'Last' (1 Days), 'Server' (dropdown), 'Name' (dropdown), 'Instance' (dropdown), and 'Run Status' (dropdown). A 'Refresh' button is located next to the 'Last' filter. Below the filters is a table with the following columns: 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. The table contains four rows of data. A red arrow points from the text above to the 'Refresh' button and the 'Run Status' column.

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|----------|---------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 228374 | | SQR Report | UMBNR003 | MCNAMARA | 03/24/2008 5:00:22PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 228373 | | SQR Report | UMPYR039 | MCNAMARA | 03/24/2008 4:30:43PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 228372 | | Crystal | UMHRR063 | MCNAMARA | 03/24/2008 4:15:21PM EDT | Cancelled | N/A | Details |
| <input type="checkbox"/> | 228369 | | SQR Report | UMPYR009 | MCNAMARA | 03/24/2008 11:33:41AM EDT | Success | Posted | Details |

When the Details hyperlink is clicked, a Process Detail page will appear:

By clicking on the [View Log/Trace](#) hyperlink, PeopleSoft will forward you to the Report Log/View screen.

[Home](#) > [PeopleTools](#) > [Process Monitor](#) > [Inquire](#) > **Process Requests**

Process Detail

| Process | |
|---|---|
| Instance: 86691 | Type: SQR Report |
| Name: UMBNR003 | Description: UMBC Detailed Leave Report |
| Run | Update Process |
| Run Control ID: sherrell | <input type="radio"/> Hold Request |
| Location: Server | <input type="radio"/> Queue Request |
| Server: PSUNX | <input type="radio"/> Cancel Request |
| Recurrence: | <input checked="" type="radio"/> Delete Request |
| | <input type="radio"/> Restart Request |
| Date/Time | Actions |
| Request Created On: 04/01/2005 8:54:42AM EST | Parameters Transfer |
| Run Anytime After: 04/01/2005 8:51:32AM EST | Message Log |
| Began Process At: 04/01/2005 8:54:50AM EST | Batch Timings |
| Ended Process At: 04/01/2005 8:55:17AM EST | View Log/Trace |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> | |

The Report/Log Viewer screen will have all of the applicable information regarding the report (ie. report name, status, server name, etc.)

View Log/Trace

Report

Report ID: 951

Process Instance: 228374

[Message Log](#)

Name: UMBNR003

Process Type: SQR Report

Run Status: Success

UMBC Detailed Leave Report

Distribution Details

Distribution Node: HR UMBC Dist

Expiration Date: 04/23/2008

File List

| Name | File Size (bytes) | Datetime Created |
|---|-------------------|---------------------------------|
| SQR_UMBNR003_228374.log | 1,630 | 03/24/2008 5:01:12.000000PM EDT |
| umbnr003_228374.PDF | 89,964 | 03/24/2008 5:01:12.000000PM EDT |
| umbnr003_228374.out | 27 | 03/24/2008 5:01:12.000000PM EDT |

Distribute To

| Distribution ID Type | *Distribution ID |
|----------------------|------------------|
| User | MCNAMARA |

The PDF file is the report file of all current time sheets for the department. Click on the PDF link and PeopleSoft will take to an Adobe

UMBC DETAILED LEAVE REPORT

Leave Exceptions Recorded in Time Entry for Period 2005016 (01/23/05 – 02/05/05)
 Leave Accruals and Balances Posted As of the End of Period 2005015 (01/09/05 – 01/22/05)

Department ID: 10345 Department: Human Resources

| <u>Employee Name</u> | <u>Empl ID</u> | <u>Service Date</u> | <u>Service Months (Yrs)</u> | <u>Unpaid Hours</u> | <u>FTE</u> |
|----------------------|----------------|---------------------|-----------------------------|---------------------|------------|
| Magoo, Hillard | 1000000022 | 07/12/1996 | 120 (10) | 0 | 1 |

| <u>Plan Type</u> | <u>Beginning Balance</u> | <u>Accrual Rate</u> | <u>Accrued</u> | <u>Used</u> | <u>Adjusted (-/+)</u> | <u>Ending Balance</u> |
|------------------|--------------------------|---------------------|----------------|-------------|-----------------------|-----------------------|
| Vacation | 494.10 | 6.77 | 6.77 | 16.00 | 0.00 | 484.87 |
| Sick | 223.44 | 4.62 | 4.62 | 80.00 | 0.00 | 148.06 |

| <u>Plan Type</u> | <u>Beginning Balance</u> | <u>Beginning Payback Bal</u> | <u>Approved</u> | <u>Used</u> | <u>Adjusted (-/+)</u> | <u>Payback</u> | <u>Payback Bal</u> | <u>Ending Balance</u> |
|-------------------------|--------------------------|------------------------------|-----------------|-------------|-----------------------|----------------|--------------------|-----------------------|
| Advanced Sick Leave | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Advanced Vacation Leave | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| <u>Plan Type</u> | <u>Beginning Balance</u> | <u>Earned</u> | <u>Used</u> | <u>Adjusted (-/+)</u> | <u>Ending Balance</u> |
|------------------|--------------------------|---------------|-------------|-----------------------|-----------------------|
| Personal | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Compensatory | N/A | N/A | N/A | N/A | N/A |
| Holiday | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| <u>Plan Type</u> | <u>Beginning Balance</u> | <u>Approved</u> | <u>Used</u> | <u>Adjusted (-/+)</u> | <u>Ending Balance</u> |
|-------------------------|--------------------------|-----------------|-------------|-----------------------|-----------------------|
| Accident | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Collegial Sick | N/A | N/A | N/A | N/A | N/A |
| Extended Sick Leave | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Family Medical Leave | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Military | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sick Leave Donation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sick Leave Reserve Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Disaster | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Union | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Explanation and Formulas for Leave Types on Report:

Vacation & Sick:

“Beginning Balance” is the balance as of the beginning of the pay period. This figure is derived from the formula:

$$\text{Carryover} + \text{Hours Earned} - \text{Hours Taken} + \text{Hours Adjusted} = \text{Leave Balances}$$

“Accrual Rate” is the employee’s regular accrual based on service years (hours_earned)

“Accrued” is rate that the employee actually accrued for the pay period (um_adj_hrs_accr)

“Used” is the accumulative total hours taken for the pay period (hrs_taken_unproc)

“Adjusted” is the accumulative total hours added or deducted to/from the balance...this entry is only made by HR (hrs_adjust_unproc)

“Ending Balance” is the balance as of the end of the pay period after all unprocessed hours and accruals have been calculated and processed. Formula is the same as formula used to derive beginning balance.

Advanced Vacation & Advanced Sick:

“Beginning Balance” is the balance as of the beginning of the pay period. This figure is derived from the formula:

$$\text{Carryover} + \text{Hours Earned} + \text{Hours Bought} - \text{Hours Taken} + \text{Hours Adjusted} = \text{Leave Balances}$$

“Beginning Payback Balance” is the remaining balance as of the beginning of the pay period to fulfill repayment of advanced leave. Formula: **Service_Hrs + YTD_Taken – YTD_Sold**

“Approved” are the hours granted, for the pay period, through the appropriate business approval process. For auditing and control purposes, these hours are entered only by the HR Staff. (hrs_bought_unproc)

“Used” is the accumulative total hours taken for the pay period (hrs_taken_unproc)

“Adjusted (-/+)” is the accumulative total hours added or deducted to/from the balance...this entry is only made by HR (hrs_adjust_unproc)

“Payback” is the hours programmatically deducted for the pay period for repayment of advanced leave. Minimum payback hours each cycle is one-half the annual and sick leave accruals earned for the pay period until paid in full. (hrs_sold_unproc)

"Ending Payback Balance" is the accumulative hours left, as of the end of the pay period, to complete repayment of borrowed leave. Formula: **Beginning Payback Balance + Unprocessed Taken – Unprocessed Sold = Ending Payback Balance**

"Ending Balance" is the balance as of the end of the pay period after all unprocessed hours and accruals have been calculated and processed. Formula is the same as formula used to derive beginning balance.

Personal, Compensatory & Holiday:

"Beginning Balance" is the balance as of the beginning of the pay period. This figure is derived from the formula:

$$\text{Carryover} + \text{Hours Earned} - \text{Hours Taken} + \text{Hours Adjusted} = \text{Leave Balances}$$

"Earned" are the hours granted (not accrued nor issued through an approval process) for the pay period. For example: Personal Leave is granted on January 1 of each calendar year. Compensatory time is earned at time and a half based on hours keyed into the Comp Time Earned field in time entry. Holiday that are observed on the occurrence dates are earned and used simultaneously while banked holidays are hours where the holiday occurs on one day but is observed on another. (um_hrs_earned)

"Used" is the accumulative total hours taken for the pay period (hrs_taken_unproc)

"Adjusted (-/+)" is the accumulative total hours added or deducted to/from the balance...this entry is only made by HR (hrs_adjust_unproc)

"Ending Balance" is the balance as of the end of the pay period after all unprocessed hours and accruals have been calculated and processed. Formula is the same as formula used to derive beginning balance.

*Accident, Collegial Sick, Extended Sick,
Family Medical Leave, Military,
Sick Leave Donation, & Sick Leave Reserve:*

"Beginning Balance" is the balance as of the beginning of the pay period. This figure is derived from the formula:

$$\text{Carryover} + \text{Hours Bought} - \text{Hours Taken} + \text{Hours Adjusted} = \text{Leave Balances}$$

"Approved" are the hours granted, for the pay period, through the appropriate business approval process (ie. Sick leave programs such as Extended Sick Leave, Family Medical Leave, etc.). For auditing and control purposes, these hours are entered only by the HR Staff. (hrs_bought_unproc)

"Used" is the accumulative total hours taken for the pay period (hrs_taken_unproc)

"Adjusted (-/+)" is the accumulative total hours added or deducted to/from the balance...this entry is only made by HR (hrs_adjust_unproc)

"Ending Balance" is the balance, as of the end of the pay period, after all unprocessed hours and accruals have been calculated and processed. Formula is the same as formula used to derive beginning balance.

PAPER TIME SHEET RETENTION

- Active Employees (State Funded): Time sheets should be retained for three (3) years or until last audited.
- Active Employees (Grant Funded): The individual grant documents must be consulted. Grants may have their own record retention requirements. If nothing is stated, then at least three (3) years should be maintained. However, it is strongly recommended to maintain records longer (e.g., length of the grant, 7-10 years).
- Federal Work Study Students: Time sheets must be retained for seven (7) years (Federal requirement).
- Inactive Employees: Retain final leave balances for three (3) years after termination of employment.

DECIMAL CONVERSION CHART

| Minutes | Decimal | | Minutes | Decimal |
|---------|---------|--|---------|---------|
| 01 | .02 | | 31 | .52 |
| 02 | .03 | | 32 | .53 |
| 03 | .05 | | 33 | .55 |
| 04 | .07 | | 34 | .57 |
| 05 | .08 | | 35 | .58 |
| 06 | .10 | | 36 | .60 |
| 07 | .12 | | 37 | .62 |
| 08 | .13 | | 38 | .63 |
| 09 | .15 | | 39 | .65 |
| 10 | .17 | | 40 | .67 |
| 11 | .18 | | 41 | .68 |
| 12 | .20 | | 42 | .70 |
| 13 | .22 | | 43 | .72 |
| 14 | .23 | | 44 | .73 |
| 15 | .25 | | 45 | .75 |
| 16 | .27 | | 46 | .77 |
| 17 | .28 | | 47 | .78 |
| 18 | .30 | | 48 | .80 |
| 19 | .32 | | 49 | .82 |
| 20 | .33 | | 50 | .83 |
| 21 | .35 | | 51 | .85 |
| 22 | .37 | | 52 | .87 |
| 23 | .38 | | 53 | .88 |
| 24 | .40 | | 54 | .90 |
| 25 | .42 | | 55 | .92 |
| 26 | .43 | | 56 | .93 |
| 27 | .45 | | 57 | .95 |
| 28 | .47 | | 58 | .97 |
| 29 | .48 | | 59 | .98 |
| 30 | .50 | | 60 | 1.00 |

Policies, Guidelines and Procedures

- USM & UMBC Policies:
<http://www.umbc.edu/policies/>
- Collective Bargaining (Nonexempt & Sworn Police Officers):
<https://hr.umbc.edu/employee-relations/collective-bargaining/>
- Electronic Time Sheet (ETS) Guides & Videos:
<https://hr.umbc.edu/hris/electronic-timesheets/>
- Administrative Leave
<https://hr.umbc.edu/hris/timekeeping-and-leave/>
- Leave Forms
<https://hr.umbc.edu/forms/leave-forms/>
- State Service Verification Guidelines and Form
<https://hr.umbc.edu/hris/timekeeping-and-leave/>