

Department of Human Resources
Administration Building, 5th Floor
University of Maryland, Baltimore County
1000 Hilltop Circle
Baltimore, Maryland 21250

PHONE: 410-455-2337
FAX: 410-455-1064
VOICE/TTY: 410-455-3233
WEB: hr.umbc.edu

DATE: March, 2019
TO: DEPARTMENT PAYROLL PREPARERS AND APPROVERS
FROM: Human Resources Department
RE: IMPORTANT BUSINESS PROCESS CHANGES

We received notification from the State Department of Budget and Management Employee Benefits Unit (EBD) that as of March 31, 2019, they will no longer accept retroactive job actions (e.g., new hires, rehires, contract renewals, etc.). To meet this mandate, the following business processes will be implemented immediately:

- **Timely Submission of Job Actions:** All HR transactions (including new hires and job changes) must be submitted to Human Resources within the date ranges for the pay cycle in which the job change is effective. Please refer to the schedule to identify the required submission dates. New employee's hire/rehire paperwork must be submitted by the established deadline to receive a timely first pay check. **REMINDER:** this will require having new employees complete their paperwork *prior* to the start date of employment. It will also require enhanced communication with your department hiring manager(s) to ensure coordination of effort between the recruitment and on-boarding processes.

The HR Payroll Unit has developed a condensed version of the [Paycheck Calendar](#) to assist in this effort. This version will contain not only the paycheck dates, but also the corresponding date the paperwork must be received in the HR Department. The updated paycheck calendar will be posted with the full payroll calendar on the HR Payroll website in the Preparer/Approver section, as well as the HR Benefits website.

State fees assessed for receipt of late actions may be assessed to departments.

- **Appointment Renewals:** It is important that appointment(s) be renewed, or terminated, in a timely manner given that there is a direct impact on employee pay and potentially continuation of benefits. You must take the appropriate action to:
 - renew the appointment(s) *before* the expected end date by submitting the renewal action via the eContract system (with appropriate supporting documentation), or the required Change PAR form with the supporting documentation; OR
 - submit the appropriate Change PAR form to terminate the appointment if the contract will not be renewed. **REMINDER: Notification of appointment expiration has been available on Preliminary and Final Gross Pay Reports 6 weeks prior to the contract end date to provide ample time to renew or terminate the appointment.**

The HR and DOIT departments have developed an automated process that will update the job record to place the employee in an unpaid status should the department fail to take the required action to renew the temporary/contractual appointment in a timely manner. As a result, the employee **will not be visible in PS Time Entry, and thus will not be paid until the appointment is appropriately renewed.** The process is in the final stages of testing and we will provide prior notification of the first update in HR Production.

Implementation of the above-cited business process changes will ensure the University remains in compliance with audit requirements, pay employees in a timely manner, ensure benefit notifications from the State are sent to employees, and minimize enrollment delays and/or mandatory retroactive adjustments to health and retirement benefits.

These business process changes will be posted to the HR Payroll and Benefits web-links for future reference. Finally, the HR Payroll and Benefits Units will soon schedule a joint session for Payroll Preparers and Business Managers to review the onboarding process...Stay tuned!