



RESPONSIBILITY MATRIX

Revised: September 15, 2020

****AAOU SSC Does Not Process Travel Reimbursements, Misc Expense Reimbursements, Foundation Requests for Reimbursement, or Working Fund Requests****

HIRING		
POSITION MANAGEMENT	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
Determine if position is new hire or replacement hire	X	
Determine if a position number already exists and is properly classified	X	
If no, establish or reclassify position if necessary:		
For all Regular Exempt/Non-Exempt and Contingent II positions, the <u>department</u> is responsible for establishing a new position when necessary:		
To establish a new position with appropriate job classification title: Complete Position Request Form (with org chart and position description attached) and submit to HR <i>**if department has questions about how to complete the department budget information on page 2 of the form, they may contact AAOU SSC staff at aaoussc@umbc.edu for assistance</i>	X	
For all Faculty, Graduate Assistant, Student and Contingent I positions, the <u>AAOU SSC</u> is responsible for establishing new positions when necessary:		
To establish a new position with appropriate job classification title: Complete Position Request Form and submit to HR		X
Once Position Request Form is approved by HR, send a copy to the department for their records		X
Run an updated Active/Vacant position report which lists the newly created position numbers, and save to the shared drive to replace the existing report		X
To reclassify an existing position: Submit RT request to AAOU SSC	X	
Update current Active/Vacant position report saved on the drive, with highlight and note regarding the reclassification		X
Submit CAR form to HR to reclassify existing position		X
RECRUITMENT (See HR Website)	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
Department is responsible for all recruitment actions, refer to PageUp Resources on HR's website for detailed instructions:	X	
https://hr.umbc.edu/pageup-resources/		

HIRING PROCESS (See HR Website)	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
Department is responsible for all hiring actions, refer to PageUp Resources on HR's website for detailed instructions:	X	
https://hr.umbc.edu/pageup-resources/		
SELECTION PROCESS (See HR Website)	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
Department is responsible for all actions leading up to candidate selection and acceptance of offer of employment (see HR website for guidance) Department should contact AAOU SSC to coordinate acceptable start date prior to making the informal offer to the candidate	X	
Once candidate is selected, and accepts offer of employment, submit pre-hire form, offer letter and other supporting documentation via RT to AAOU SSC, please utilize the AAOU SSC HR Deadline Calendar to ensure timely submission (<i>generally tickets for new hires should be submitted at least 4-weeks prior to their start date</i>)	X	
Schedule appointment with new hire to complete payroll documents		X
Route completed payroll documents to HR/payroll for processing		X
Ensure timely entry into PeopleSoft payroll system		X
PAYROLL		
TIME-ENTRY	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
Employee completes and submits biweekly time sheet (if new hire, paper timesheet should be completed until ETS is available, paper timesheet should be submitted to approver)	X	
Employee supervisor reviews and approves biweekly time sheet (<i>paper timesheets need to be submitted to AAOU SSC via an RT Ticket by the supervisor or designated AAOU SSC departmental POC</i>) <u>Employees can not submit their paper timesheet via RT</u>	X	
Enters time entry adjustments, reviews and approves time entry reports		X
Review Preliminary Gross Pay Report and submit any time entry corrections		X
Review Gross Pay Report for accuracy	X	X
Review Gross Pay Report and identify employees who will receive paper check and to verify upcoming contract expirations	X	
Pick up paycheck by 12:00pm and reconcile paychecks against final gross pay report	X	
Distribute paychecks to employees	X	
EMPLOYEE STATUS CHANGE	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
Changes to individuals employment status should be submitted via RT	X	

Pay Rate Change	X	
Position Change	X	
Termination	X	
Transfer (on campus & off campus) <i>RT payroll action is Position Change > Transfer</i>	X	
DBE & RETRO'S		
If an employees salary distribution changes, an RT ticket should be submitted to AAOU SSC, <i>please refer to AAOU SSC HR Deadline calendar to ensure timely submission. **Please note: DBE updates should be submitted to us as soon as you are aware of the change, prior to the effective date of the change, to avoid a RETRO being required</i>	X	
Submit RT Ticket requesting DBE updates <i>please provide the DBE % not \$</i>	X	
Include supporting documentation that substantiates the need for the change	X	
Enter DBE changes into PeopleSoft		X
Reviews & Approves DBE for posting in PeopleSoft		X
<i>If a RETRO is required:</i>		
When submitting DBE update request via RT, indicate that a retro is required and provide the effective date of the change	X	
Include supporting documentation that substantiates the need for the change	X	
Pull a copy of the EE Pay History Report		X
Verify salary allocations from effective date of change through current pay period, and process pro-rated % calculations if necessary		X
Enter Retro in PeopleSoft		X
Review & Approve Retro for posting in PeopleSoft		X
ADDRESS CHANGE	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
Receive information from an employee regarding an address change	X	
<i>If employee has access to the Payroll Online Service Center (POSC)</i>		
Direct them to visit https://interactive.marylandtaxes.gov/Extranet/cpb/POSC/User/Start.aspx to update their address	X	
<i>If employee does not have access to POSC</i>		
Instuct employee to complete a new W-4 form and mail it directly to the Central Payroll Bureau	X	
TERMINATIONS		

TERMINATIONS	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
Termination is determined to be needed	X	
Termination RT ticket is submitted through RT system	X	
Resignation letter or termination memo is attached to RT ticket.	X	
Termination paperwork is processed		X
Termination paperwork is submitted to HR		X
MASS TERMINATIONS - Multiple employees being submitted at the same time	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
List of employees identified as needing to be terminated	X	
Mass termination spreadsheet is completed	X	
RT ticket is submitted with mass termination spreadsheet as support	X	
Ensure effective term date, termination reason, and department are the same for all employees being terminated. If ALL conditions are not met, separate tickets will need to be submitted.	X	
Termination memo is attached to the RT ticket. The same memo should be able to be used for ALL employees being terminated.	X	
Termination paperwork is processed		X
Termination paperwork and spreadsheet is submitted to HR (if 50 or more). Individual change par forms submitted to HR (less than 50 termination).		X
PROCUREMENT		
PURCHASE ORDER: NEW REQUISITION	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
Identify goods or services required	X	
Identify any special handling, licensing, permit, notification, safety, live animal protocols or requirements	X	
Generate required supporting documentation	X	
Bids: bid criteria and list of proposed vendors	X	
Sole source: Sole Source Form (<\$100K) or memo (>\$100K)	X	
Quote for exact goods required, valid for a minimum of 15 days	X	
Obtain appropriate approval for purchase	X	
Submit RT request to AAOU Shared Services Center with all required documentation	X	

Generate requisition in PPS		X
Follow up with Procurement about status of requisition, if necessary		X
Notify department of requisition in PPS (via updated RT)		X
Notify department of purchase order number (via updated RT)		X
PURCHASE ORDER: CHANGE ORDER	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
Submit RT ticket to modify goods or services for approved requisition or existing purchase order	X	
Generate new requisition in PPS		X
PURCHASE ORDER: RECEIVE GOODS OR SERVICES (ENTER A PPS RECEIPT)	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
Receive invoice from Accounts Payable/Vendor	X	
Verify goods received or service performed to completion	X	
Receive goods/services in PPS	X	
Submit Invoice to AAOU SSC (via RT)	X	
Check to see if goods or service have already been receipted		X
If no receipt exists, enter receipt in PPS		X
Notify department of receipt status (via updated RT)		X
<i>Receipt number</i>		X
<i>Partial receipt</i>		X
<i>Reason not being receipted at this time</i>		X
PURCHASE ORDER: CLOSE PURCHASE ORDER	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
Confirm all goods or services have been received	X	
Verify all goods or services have been received	X	
Submit request to AAOU to close Purchase Order(s)	X	
Confirm all final invoices paid		X
Submit RT to Accounts Payable w/ list of P.O.s that need to be closed (<i>NOTE: if a PO is fully receipted against, it will automatically be closed by AP, no action is required by department or AAOU SSC</i>)		X
CONTRACTS	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
Identify vendor with whom a contractual relationship should exist	X	

Submit "New Contract Request Form in PAW OR work with POC in Procurement to review and negotiate contracts for execution	X	
Verify the new contract is executed by Procurement and contract number is received	X	
Invoice is received from contracted vendor	X	
Verify all goods or services have been received	X	
RT ticket is submitted to AAOU SSC to initiate payment of invoice (Include contract number in RT)	X	
Process invoice against assigned contract in PAW		X
Notify department of paid invoice (via RT)		X
Work with Procurement to ensure all contracts are renewed timely if further invoices are expected	X	
Notify department if contract is found expired in the system		X
ACCOUNTS PAYABLE		
MISCELLANEOUS PAYMENT REQUEST	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
Identify a request for payment	X	
Complete required forms based on type of transaction	X	
Submit RT request to AAOU Shared Services Center with required supporting documents	X	
Enter Payment Request in PPS		X
Review & Approve Payment Request in PPS		X
WORKING FUND REQUEST	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
Request funds from working fund	X	
Complete working fund request form	X	
Finalize and approve working fund form	X	
Working Fund Custodian communicates with Department	X	
Pick up check from Financial Services	X	
JOURNAL ENTRIES		
JOURNAL ENTRY	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
Needs journal entry created for the purpose of correction/adjustment or transfer/support	X	
Gathers all necessary information for journal entry	X	
Submits RT request to AAOU SSC with all required documentation <i>REX report required for correcting Journal Entries</i>	X	

Enters JE in PeopleSoft Finance		X
Reviews & Approves JE in PeopleSoft Finance		X
FINANCIAL MANAGEMENT		
BUDGET	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
Meet quarterly with the department chair or director to provide all basic budget information including PS/REX monthly summary and detail reports.	X	X
NOTE TAKERS		
STUDENT NOTE TAKERS	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
Dates are selected for new hire paperwork group sessions	X	X
Welcome packets are sent to students who are selected to be note-takers, with the link to schedule new hire paperwork appointments.	X	
<i>If the student is on UMBC payroll</i>		
Concurrent PAR is completed		X
<i>If the student is not on payroll</i>		
Students completes HR paperwork		X
Paperwork is submitted to HR for processing		X
A list of all individuals that completed paperwork is sent to the department.		X
"Note Taker Payment Authorization" spreadsheet is updated in the Google Drive	X	
Note taker authorization memo is submitted through RT (1 week prior to time entry)	X	
Note takers receive their semester stipend		X
<i>Late student note-takers</i>		
Students completes HR paperwork	X	
Submit completed paperwork to AAOC SSC	X	
Paperwork is submitted to HR for processing		X
Note taker payment list is submitted through RT (1 week prior to time entry)	X	
Note taker receives their semester stipend		X
STUDENT WORKERS		
STUDENT OFFICE WORKERS	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
RT is submitted with resume, application and pay rate.	X	

<i>If the student is on UMBC payroll</i>		
Concurrent PAR is completed		X
<i>If the student is not on payroll:</i>		
AAOU SSC makes appointment for student to complete HR paperwork		X
Students completes HR paperwork		X
Paperwork for one time pay is submitted to HR for processing		X
Timesheets are submitted to AAOU SSC	X	
Personnel files for department are maintained	X	
Timesheet & payroll adjustment are due to AAOU SSC 1 week prior to time-entry	X	
Mass termination List is submitted to AAOU SSC via RT	X	