

# Business Administrators Meeting (BAM)

Monday, October 24, 2022

- **2:00pm** Welcome & Introduction of CHRO: *Kathy Dettloff*
- **2:05pm** Human Resources Updates
  - Service Awards - Save the Date: *Lynne Adams*
  - PMP Mid-Year Feedback: *Michale Sheckleford Tallon*
  - Open Enrollment: *Ayana Thompson*
  - Recruitment: *Kelly Coleman*
  - Learning, OD & Wellness: *Kelly Coleman*
  - HRIS Updates: *Sherrell McNamara*
  - COLA & Minimum Wage: *Lisa Drouillard*
  - Payroll Updates: *Lisa Drouillard*
  - Important Dates

*Continued to next slide*

- **2:40pm** Financial Services Updates
  - Reporting Initiative: *Jared Fincke*
  - Budget Update: *Christopher Correnti*
  - PAW Procurement Two-Way Match for Punch Out Vendors : *Gayle Chapman*
  - Student Travel Preparation: *Gayle Chapman*
- **3:25pm** Questions

Welcome & Introduction of  
New Chief Human Resource Officer

Kathy Dettloff

# HUMAN



# RESOURCES

- Service Awards - Save the Date (Lynne)
- PMP Mid-Year Feedback (Michale)
- Open Enrollment (Ayana)
- Recruitment (Kelly)
- Learning, OD & Wellness (Kelly)
- HRIS Updates (Sherrell)
- COLA & Minimum Wage (Lisa)
- Payroll Updates (Lisa)
- Important Dates

The logo features the text "Annual Service Awards" in a black cursive font, centered within a decorative circular frame. The frame consists of two thin, parallel yellow lines with small black dots scattered around the perimeter.

*Annual Service  
Awards*

**Retriever Activity Center  
Thursday, December 8, 2022  
11:30 AM – 1:30 PM**



## **MID-YEAR FEEDBACK**

- These are due by the end of November 2022
- There will be a PMP training in late October/early November
- Any questions? Please contact Michale S. Tallon in Employee & Labor Relations.



## OPEN ENROLLMENT

***October 11<sup>th</sup>-5 p.m. November 4<sup>th</sup>***

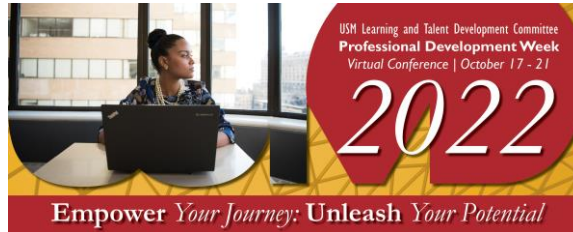
- [Hot Topics](#)
  - Johns Hopkins and CareFirst Negotiations
  - Healthcare Flexible Spending increase for 2023
    - \$2,850
  - Reset year for State of Maryland Wellness Program activities
- [UMBC HR Benefits Open Enrollment session](#)
  - 10/28 at 10 a.m.
- [State of Maryland vendors Open Enrollment session](#)
  - First one this week is 10/26
- [Open Enrollment Website](#)

## RECRUITMENT UPDATES

The talent market has changed, the following updates will assist in finding talent more quickly and speeding up the process.

- **Degree Substitution** – Language included on all non-exempt staff job postings to indicate a degree can be used in place of experience.
- **Closing Date** for Non-Exempt positions not recommended, position can be open until filled
- **Review and interview on a rolling basis.**
- **Posting salary** on exempt positions is recommended (already posted for non-exempt)

## LEARNING, OD & WELLNESS



*Did you miss the USM Professional Development Week this past week?*

Recorded Sessions Available starting later this week!

<https://www.usmd.edu/learning-and-talent/PDWeek2022>

## LEARNING, OD & WELLNESS

Join us for remaining sessions this semester on the following topics:

- Career Planning
- Employee Engagement
- Nonverbal Communication
- Work-Life Balance

Follow the myUMBC Training Group for up-to-date information:

<https://my3.my.umbc.edu/groups/training/events>

## HRIS UPDATES

### **2022 Year End Leave:** [2022 Year End Leave Memo](#)

- Last day to use excess annual and unused personal leave from 2022 is December 31, 2022. Excess and unused leave cannot be used in January 2023.
- The maximum carryover amount is 400 hours (no longer 480).
- 12-month faculty no eligible for automatic carryover must adhere to the carryover request procedures administered by the Provost's Office. Copy of approved carryover must be sent to [mcnamara@umbc.edu](mailto:mcnamara@umbc.edu).

### [2023 UMBC Holiday Schedule](#)

- Available (check the Human Resources and Payroll Preparer/Approver group pages).

### **Temporary Timesheets:**

- New employees may not have a system generated timesheet (ETS) during their first pay period of work. A [DocuSign temporary timesheet](#) may be completed and submitted until an electronic timesheet (ETS) is available

## HRIS UPDATES

### ***Position Management:***

- New version of the [Classification Action Request Form \(CAR\)](#) went live on July 1. The new CAR is a DocuSign form that utilizes a position management query to minimize entry by the end user. Requests using the older CAR forms will be denied.
- Signatures of Authority (dean/vp level) are being monitored to ensure the proper signatures obtained. Deans and VPs were asked to submit a [Signature of Authority form](#) to identify individual(s) who may sign on their behalf.

### ***Family and Medical Leave (FMLA) forms:***

- Updated form available on Timekeeping and Leave page of the HRIS website: <https://umbc.box.com/v/ReqFamilyMedicalLeavePDF>

## **COST OF LIVING (COLA)**

- ***Employee classifications included:*** Nonexempt and Exempt staff, regular Faculty, Contingent II and Graduate Assistant
- ***Active status on October 31, 2022*** or prior are eligible and in Time Entry for payroll 2023011 will have a COLA row automatically updated in PS Job and will appear in Time Entry
- Job changes or new hires after this timeframe will need to be manually processed.
- Graduate Assistant exceptions were due on 10/21/22
- Retro payment (4 days) and new biweekly will be paid on check dated November 23<sup>rd</sup> (early check due to holiday)
- Contact Payroll with any questions

## MINIMUM WAGE

- Minimum wage will increase to \$13.25 on January 1, 2023
- HR will run a mass update process in PR 15 and rates will appear in Time Entry for PR16 (ETS hours from 15)



### Maryland Minimum Wage and Overtime Law



#### Minimum Wage Rates

Employers with 15 or more employees:

**\$12.50**

Effective 1/1/2022

**\$13.25**

Scheduled 1/1/23

**\$14.00**

Scheduled 1/1/24

(Labor and Employment Article, Title 3, Subtitle 4, Annotated Code of Maryland)

#### Minimum Wage

Most employees must be paid the Maryland State Minimum Wage Rate.

**Tipped Employees** (earning more than \$30 per month in tips) must earn the State Minimum Wage Rate per hour. Employers must pay at least **\$3.63** per hour. This amount plus tips must equal at least the State Minimum Wage Rate. Subject to the adoption of related regulations, restaurant employers who utilize a tip credit are required to provide employees with a written or electronic wage statement for each pay period showing the employee's effective hourly rate of pay including employer paid cash wages plus tips for tip credit hours worked for each workweek of the pay period. Additional information and updates will be posted on the Maryland Department of Labor website.

**Employees under 18 years of age** must earn at least 85% of the State Minimum Wage Rate.

#### Overtime

Most employees must be paid **1.5 times** their usual hourly rate for all work over **40 hrs.** per week. Exceptions:



## **PAYROLL STAFFING CHANGES**

- Brittney Liles transferred to a department on campus
- Valentina Berterman was promoted into the Specialist position
- Samantha Sutton is resuming her former role as HR Processing Associate
- Vacancy for the other HR Processing Associate position. This position reviews all new hire and change transactions for domestic student and graduate assistant positions.

## HR/PAYROLL HOLIDAY SCHEDULE

# November 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	31 *Time Entry PR10 – ONE DAY Closes @7pm – Adjustment forms PR10 and final paperwork for PR11 due by 4:30 pm	1 Time Entry Correction forms due PR10 Paperwork due for PR12	2 Paperwork due for PR12	3 Paperwork due for PR12	4 Paperwork due for PR12	5 PR10 Ends
6 PR11 Starts 11/6/2022-11/19/2022	7 Paperwork due for PR12	8 Paperwork due for PR12	9 Paperwork due for PR12	10 Paperwork due for PR12 PR10 Paycheck Issued	11 Paperwork due for PR12	12
13	14 *Time Entry PR11 – ONE DAY Closes @7pm – Adjustment forms PR11 and final paperwork for PR12 due by 4:30 pm	15 Time Entry Correction forms due PR11 Paperwork due for PR13 &14	16 Paperwork due for PR13&14	17 Paperwork due for PR13&14	18 Paperwork due for PR13&14	19 PR11 Ends
20 PR12 Starts 11/20/2022-12/3/2022	21 Paperwork due for PR13&14	22 Paperwork due for PR13&14	23 Paperwork due for PR13&14 PR11 Paycheck Issued	24 UMBC Closed – Thanksgiving Day **ETS APPROVALS**	25 UMBC Closed – American Indian Heritage Day	26
27	28 Paperwork due for PR13&14	29 *Time Entry PR12 Closes – ONE DAY @ 7pm – Adjustment forms PR12 and final paperwork for PR13&14 due by 4:30 pm	30 Time Entry Correction forms due PR12 Paperwork due for PR15			

## HR/PAYROLL HOLIDAY SCHEDULE

# December 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1 Paperwork due for PR15	2 Paperwork due for PR15	3 PR12 Ends
4 PR13 Starts 12/4/2022- 12/17/2022	5 Paperwork due for PR15	6 Paperwork due for PR15	7 Paperwork due for PR15	8 Paperwork due for PR15	9 Paperwork due for PR15 PR12 Paycheck Issued	10
11	12 *Time Entry PR13 – ONE DAY Closes @7pm – Adjustment forms PR13 due by 4:30 pm	13 Time Entry Correction forms due PR13 Paperwork due for PR15	14 Paperwork due for PR15	15 Paperwork due for PR15	16 Paperwork due for PR15	17 PR13 Ends
18 PR14 Starts 12/18/2022 – 12/31/2022	19 ETS APPROVAL- 5:00 PM [EARLY]	20 *Time Entry PR 14– ONE DAY Closes @ 7 PM Adjustment forms PR14 and final paperwork for PR15 due by 4:30 pm	21 Time Entry Correction forms due PR14 Paperwork due for PR16	22 Paperwork due for PR16	23 Paperwork due for PR16 PR13 Paycheck Issued	24
25	26 UMBC CLOSED – Christmas Day Observance	27 UMBC CLOSED – President's Day Observance	28 UMBC CLOSED – Columbus Day Observance	29 UMBC CLOSED – Election Day Observance	30 UMBC CLOSED – Veterans Day Observance	31 PR14 Ends

## IMPORTANT DATES

- [Professional Development Week](#): October 17<sup>th</sup> – 21<sup>st</sup> (Sessions were recorded)
- [PMP Mid-Year Feedback](#): End of November
- Open Enrollment
  - Enrollment Dates: October 11<sup>th</sup> – November 4<sup>th</sup>
  - [State of Maryland Session](#): October 26<sup>th</sup>
  - [Open Enrollment Session](#): October 28<sup>th</sup>
- [Time Entry, ETS Approval and Check Dates](#)
  - One Day Time Entry: 10/31, 11/14, 12/12 & 12/20
  - Early Check Dates: 11/10 & 11/23
  - Check with November 1<sup>st</sup> COLA: November 23<sup>rd</sup>
  - Holiday ETS Approval: November 24<sup>th</sup> & December 19<sup>th</sup>
- Last day to use annual and personal leave: December 31<sup>st</sup>
- [Maryland Minimum Wage Update](#): January 1, 2023

# October Reporting Initiative Update

Jared Fincke

*Goal:* To have one “single source of truth.” Reports that have parameter flexibility to allow end-users the ability to run reports to manage operations. Reports should be user friendly.

- We have met with users around campus and received feedback and ideas on how to improve from our current Rex reports
- HelioCampus has created and maintaining the data warehouse and data models
- HelioCampus is helping us develop the first set of standard of reports using Tableau

## Using Tableau we aim to deliver

- Clean Downloadable Reports
- Options to Expand/Collapse to display more or less detail
- More flexible filters with the ability to select multiple funds, departments, projects and more
- Additional detail for Encumbrances and HR data
- Ability to show budgets at a point in time
- Reports where all numbers will tie to the detail and PeopleSoft

## Reporting Phases

### 3 Phases of Reporting Initiative

1. Non-Sponsored Project Reports
2. Sponsored Project Reports
3. Connecting to other data (Student, Projections TBD)



## Backend work

We have built our financial data model with HelioCampus using the following data sources

- PS Finance General Ledger
- PS Finance Subledgers (HR, Vouchers, Encumbrances)

## Standard Summary Dashboards

We have developed a few standard dashboards using our data model

- Budget to Actuals by Period
- Budget to Actuals by Department
- Budget to Actuals by Accounts

## Summary Reports in the work

- A Project Report

## Standard Detail Dashboards

We have developed one standard Detail Dashboard using our subledger data

- Purchase Order Dashboard

We are working on creating the other Detail Dashboards

# Budget Office

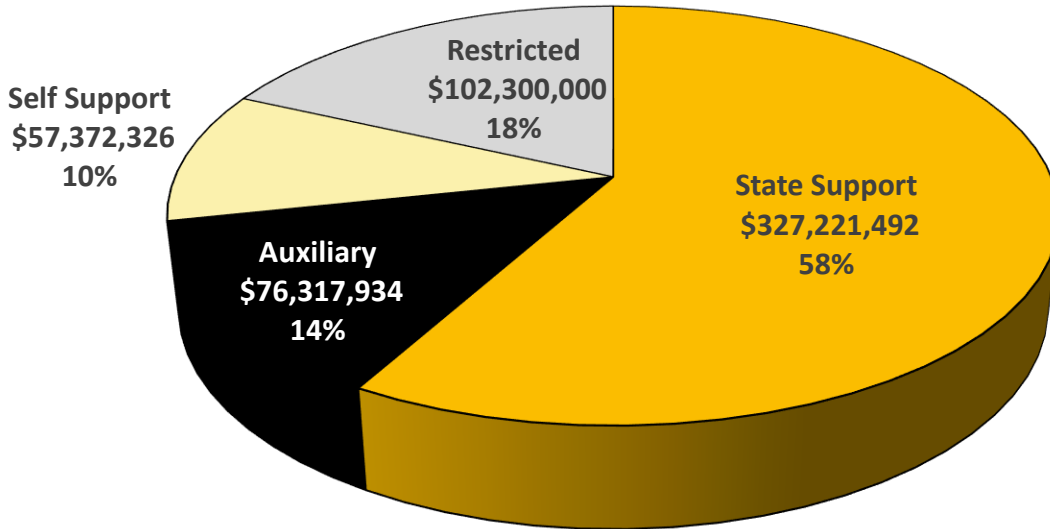
UMBC's budget is comprised of two fund groups:

**Unrestricted revenues** are resources provided to the institution with no restrictions on their use. These resources are separated into three categories:

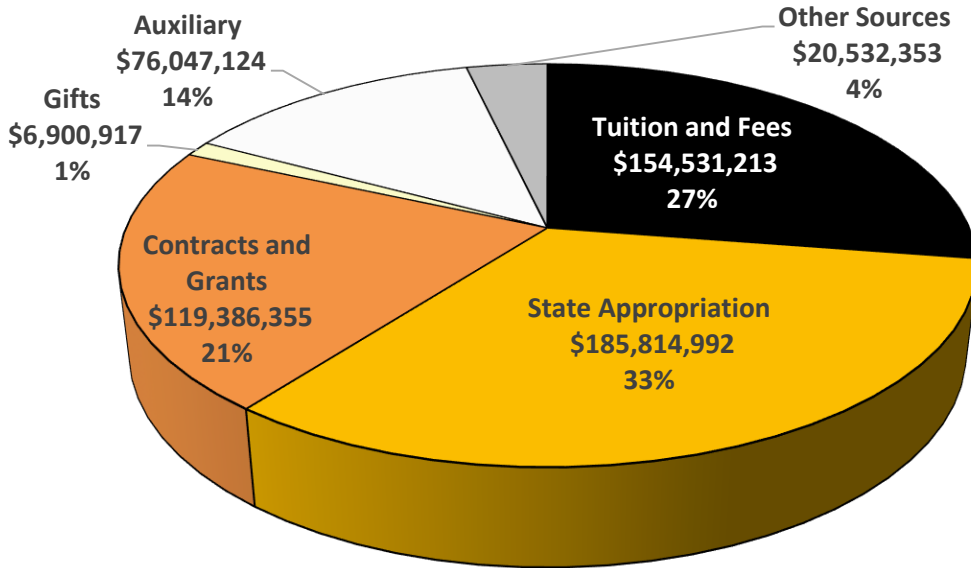
- **State Support** - Comprised primarily of tuition revenue and funding from the State. This makes up the largest share of the budget and is used to support the primary academic and instructional mission of the campus.
- **Auxiliary** - Captures non-academic operations that are self-supporting or self-funded that do not rely on allocations from the State Supported budget to operate. Residential Life, Dining Services, and the Bookstore are all examples of auxiliary units on campus.
- **Self Support** – Includes academic programs that generate their own revenue to support their operation. Examples of programs in the Self Support budget include Summer and Winter programs, professional programs offered through DPS, and Faculty Start-Up costs supported with DRIF.

**Restricted revenues** are sponsored by outside entities such as the federal government, state, or the private sector that can only be used for very specific purposes. For example, this includes grants we receive for research projects, Pell grants and other designated scholarships.

## Total \$563,211,752

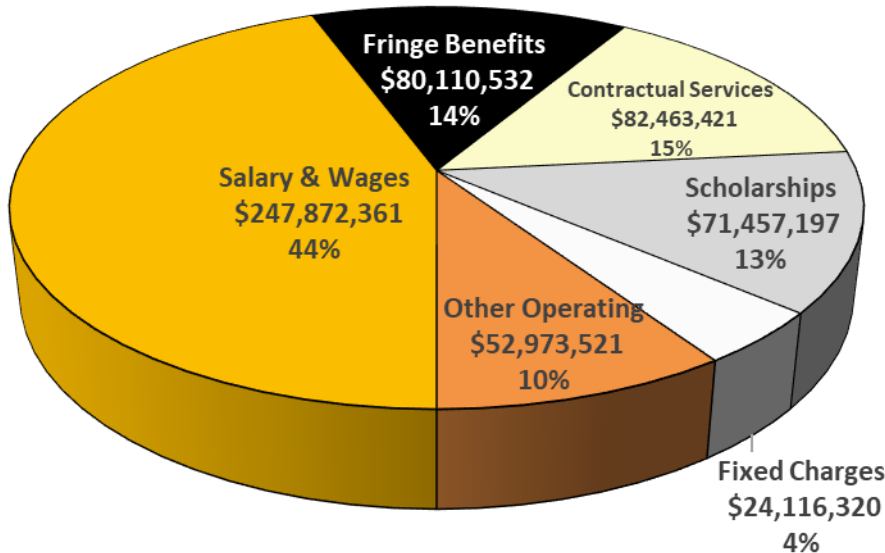


**Total \$563,211,752**





**Total \$558,993,352**



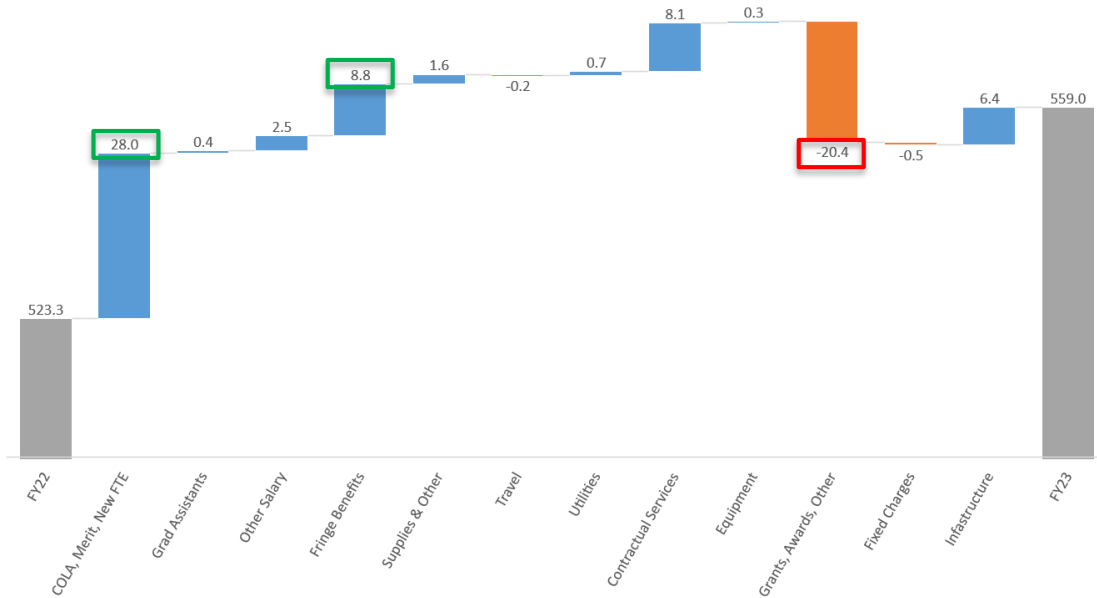
**Contractual Services Includes:**

- Building Maintenance - \$12.1M
- Dining Contract - \$11.3M
- Research Contracts - \$8.9M
- Housekeeping - \$5.4M
- IT Contracts - \$5.1M
- Legal Fees - \$1.7M
- Other Contracts - \$37.9M

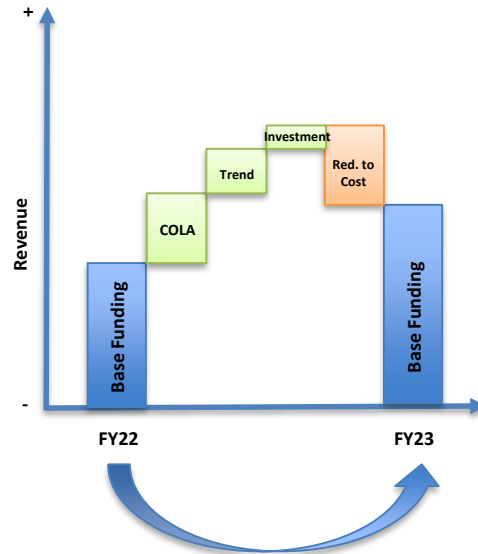
**Other Operating Includes:**

- Utilities - \$12.8M
- Office/Building Supplies - \$6.6M
- Infrastructure - \$5.6M
- Travel - \$4.9M
- Library Serials - \$4.6M
- Equipment - \$3.8M
- Instructional/Lab Supplies - \$3.5M
- Stipends/Prof. Dev. - \$3.0M
- Bookstore Inventory - \$2.0M
- Other - \$6.2M

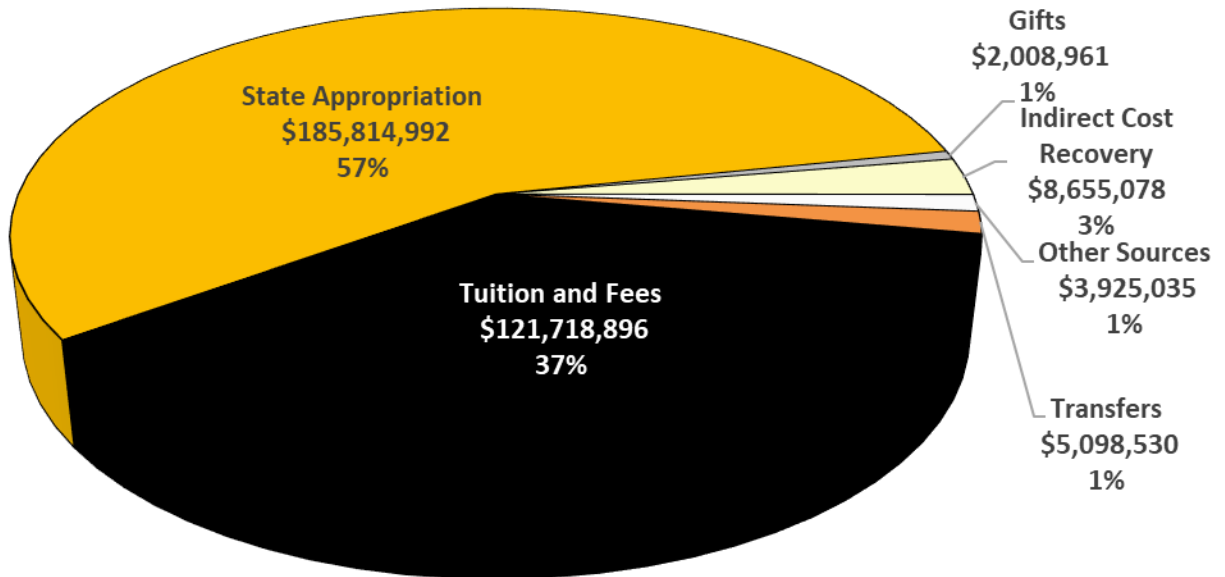
## FY23 vs. FY22 Budget Bridge - All Funds (Millions)



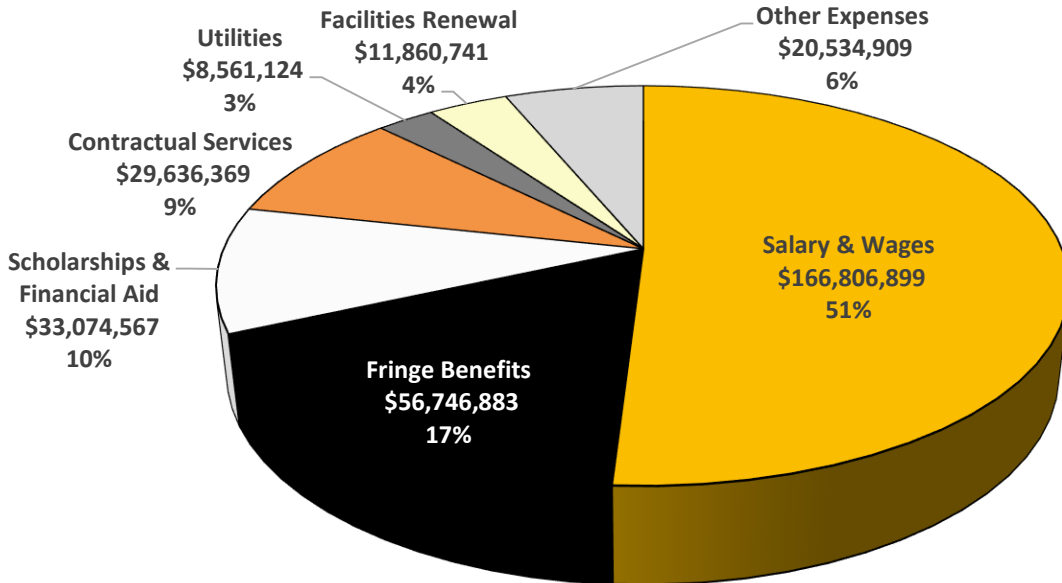
- Revenue is collected centrally
- Colleges and divisions receive base funding amount
- Adjustments are made for mandatory costs
- Additional resources may be provided, if revenue is available, for strategic priorities or new initiatives
- Leadership decides how to allocate additional resources among colleges and divisions
- Colleges and divisions receive a control number, or budget allocation, that cannot be exceed in their working budget files



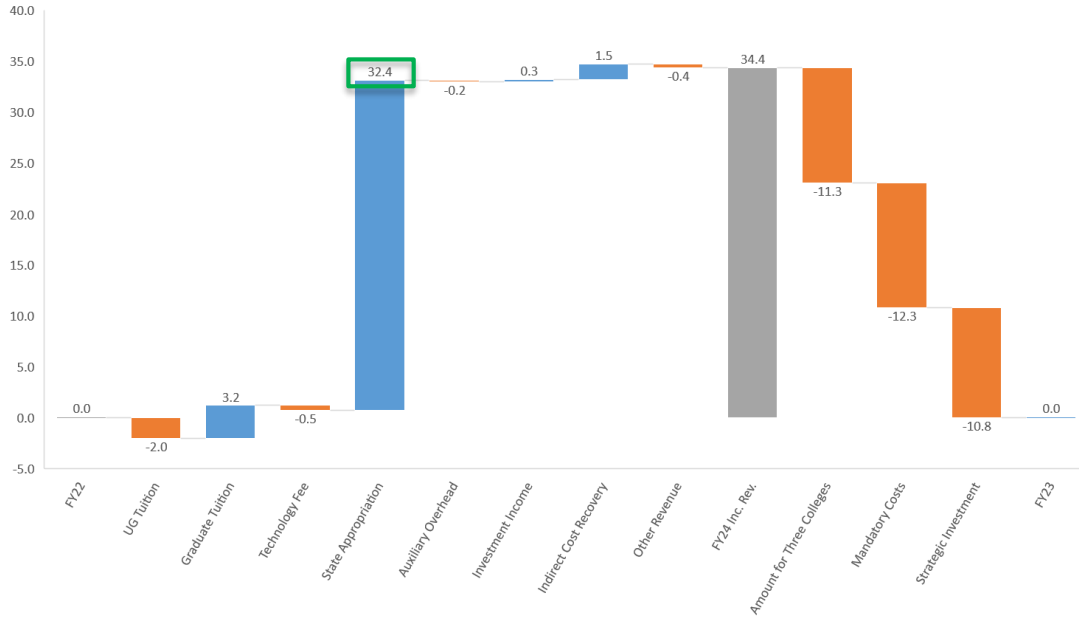
## Total - \$327,221,492



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FY23 Strategic Investment of Incremental Funding (Millions)





# FY 2023 State Support Budget by Unit

	FY 2022	FY 2023	\$ Change	% Change
<b>Expense Budget</b>				
CAHSS	39,481	43,610	4,128	10%
CNMS	21,833	24,301	2,468	11%
COEIT	24,992	29,121	4,129	17%
OVPR	2,546	2,679	133	5%
Provost & AAOUs	35,785	42,655	6,869	19%
<b>Total Academic Affairs</b>	<b>124,639</b>	<b>142,366</b>	<b>17,727</b>	<b>14%</b>
President	2,727	3,592	865	32%
Admin & Finance	31,253	32,387	1,133	4%
Student Affairs	3,975	4,941	966	24%
Information Technology	13,098	16,116	3,018	23%
Institutional Advancement	6,707	8,195	1,489	22%
Athletics & Recreation	3,555	3,853	298	8%
<b>Total Colleges/Divisions</b>	<b>185,953</b>	<b>211,448</b>	<b>25,495</b>	<b>14%</b>
Central Campus Budget:				
Financial Aid	25,281	27,171	1,891	7%
Fringe Benefits	47,384	52,841	5,458	12%
Utilities	6,461	7,031	569	9%
Facilities Renewal	9,403	11,861	2,458	26%
Debt Service	5,458	4,913	(545)	-10%
Other Central Expenses	12,425	11,955	(469)	-4%
<b>Total Central Campus</b>	<b>106,411</b>	<b>115,773</b>	<b>9,362</b>	<b>9%</b>
<b>Total University</b>	<b>292,365</b>	<b>327,221</b>	<b>34,857</b>	<b>12%</b>

# Financial Services



# Punch Out Vendors

Strategies to Decrease  
Payment Delays

## UMBC Delay Rate

- UMBC delay rate for the first quarter FY23  
6.45%
- System delay rate is 3.82%
- All invoices paid 25 days after invoice date is  
“delayed” for State statistics
- The delay rate does not take into account the  
delay between submission to MD and paid by  
MD

## Time to Receipt Date

- On average it takes 13.3 days for a punch out invoice to be received.

Invoice Status	Complete
Average Days Fr Create to Receipt	
Row Labels	Date
AMAZON CAPITAL SRVCS INC	12.42
APPLE INC	15.98
B&H PHOTO VIDEO INC	11.47
BIO-RAD LABORATORIES	16.88
CDW GOV'T INC	12.82
DELL MARKETING L P	10.02
FISHER SCIENTIFIC CO LLC	17.91
GRAINGER	13.85
HD SUPPLY FACILITIES	35.25
HENRY SCHEIN CORP	19.06
LOWES HOME CENTERS LLC	16.25
MCMASTER CARR SUPPLY CO	9.57
RGH ENTERPRISES	5.35
RUDOLPH SUPPLY	8.39
SIGMA ALDRICH INC	12.67
VWR INTERNATIONAL LLC	19.58
<b>Grand Total</b>	<b>13.31</b>

Jan – Sept 2022

## 11.2% of receipts are greater than 25 days

Invoice Status	Complete								
Invoice Source	All								
Count of Invoice Number Columns									
Row Labels	< 5 Days	< 10 Days	< 15 Days	< 20 Days	< 25 Days	> 25 Days	Grand Tot	% Received After 25 Days	
AMAZON CAPITAL SRVCS	2810	2756	1090	515	406	835	8412	9.9%	
APPLE INC	84	127	79	22	24	55	391	14.1%	
B&H PHOTO VIDEO INC	68	82	20	5	7	19	201	9.5%	
BIO-RAD LABORATORIES	32	24	8	1	3	12	80	15.0%	
CDW GOVT INC	21	24	7	4	4	6	66	9.1%	
DELL MARKETING L P	71	57	29	12	3	15	187	8.0%	
FISHER SCIENTIFIC CO LLC	285	386	179	49	39	210	1148	18.3%	
GRAINGER	101	131	50	18	8	34	342	9.9%	
HD SUPPLY FACILITIES	8	9	8	1	5	28	59	47.5%	
HENRY SCHEIN CORP	16	22	16	3	4	17	78	21.8%	
LOWES HOME CENTERS LL	14	6	7	1	1	5	34	14.7%	
MCMASTER CARR SUPPLY	60	50	19	14	7	6	156	3.8%	
RGH ENTERPRISES	102	52	26	1		1	182	0.5%	
RUDOLPH SUPPLY	73	61	21	3	4	6	168	3.6%	
SIGMA ALDRICH INC	145	159	48	26	8	53	439	12.1%	
VWR INTERNATIONAL LLC	196	108	48	21	10	90	473	19.0%	
<b>Grand Total</b>	<b>4086</b>	<b>4054</b>	<b>1655</b>	<b>696</b>	<b>533</b>	<b>1392</b>	<b>12416</b>	<b>11.21%</b>	

Jan – Sept 2022

## Options for Streamlining

- Three-way matching is an accounts payable process that checks that the details on a purchase order, the supplier's invoice and the delivery receipt match before an invoice is paid.

UMBC's current standard for punch out invoices.

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UMBC's current standard for punch out invoices.

## Options for Streamlining

- Two-way matching checks only the details of the supplier's invoice against the details of the purchase order.
- This would eliminate the need to enter receipts on most purchases.

## Proposed Two Way Match Parameters

- Punch out vendors
- Invoices < \$2,000
- Excludes Sensitive Inventory Items



## Impact On Campus

- Reduced administrative burden resulting from the elimination of most receipts.

Invoice Source		Electro (Supplier System)			
Count of Invoice Number		Column			% 2-Way
Row Labels	2 - Way	3 - Way	Grand Total	Match	
AMAZON CAPITAL SRVCS INC	8,528	53	8,581	99%	
APPLE INC	187	208	395	47%	
B&H PHOTO VIDEO INC	184	21	205	90%	
BIO-RAD LABORATORIES	76	4	80	95%	
CDW GOVT INC	37	29	66	56%	
DELL MARKETING L P	82	108	190	43%	
FISHER SCIENTIFIC CO LLC	1,109	55	1,164	95%	
GRAINGER	334	17	351	95%	
HD SUPPLY FACILITIES	60	8	68	88%	
HENRY SCHEIN CORP	84	5	89	94%	
LOWES HOME CENTERS LLC	43	1	44	98%	
MCMASTER CARR SUPPLY CO	161	3	164	98%	
RGH ENTERPRISES	182	2	184	99%	
RUDOLPH SUPPLY	168		168	100%	
SIGMA ALDRICH INC	439	4	443	99%	
VWR INTERNATIONAL LLC	456	18	474	96%	
<b>Grand Total</b>	<b>12,130</b>	<b>536</b>	<b>12,666</b>	<b>96%</b>	

## Impacts On Campus

- Delivery issues, returns, etc. Will need to be managed by the departments.
- Credit memos may become more common.
  - Business services is currently working to develop training for these processes.
- Processing credit memos will be the responsibility of the departments.

## Feedback Requested

- Please send Bryan your feed back on this proposal

[Bcasey3@umbc.edu](mailto:Bcasey3@umbc.edu)

## Student Travel Using the Travel System

- Graduate Assistants Travel – GA's are classified as employees within the travel system and should use the systems independently to process their travel.
- Student Travel – department administrative personnel will need to complete the travel pre-approval process on behalf of student travelers.

## Student Travel Using the Travel System

- GSA Travel Grants – Students (Not GA's) applying for a GSA grant for travel should work with their sponsoring college to facilitate the pre-approval in the travel system.

