Business Administrators Meeting (BAM)

Tuesday, March 28, 2023

10:00am   Welcome

10:05am   Human Resources Updates
- Payroll Audit
- Talent Acquisition updates
- Collective Bargaining sessions updates
- Upcoming training- HR week

10:30pm   Financial Services Updates
- Reporting Initiative
- New Travel System UI: training resources and schedule
- Receipts Training Resource
- Working Fund Spring Reminder
- Inventory Control: Disposal Event, Sensitive Inventory Process, Resources
- GAD late fees
- Year End Planning and Reminders

11:15am   Questions

Welcome

Kathy Dettloff,
Vice President Administration and Finance

HUMAN

RESOURCES

Business Administrators Meeting
March 28, 2023

- Office of Legislative Audit Update
- Payroll and Leave Best Practices
- Talent Updates
- Employee Relations Updates
- Workplace OD and Wellness

OFFICE OF LEGISLATIVE AUDIT UPDATE:
Payroll Critical Controls Checklist & Best Practices

LISA DROUILLARD
CAROLINA ETHRIDGE
SHERRELL MCNAMARA

UMBC
HUMAN RESOURCES

- UMBC is scheduled this year for an OLA audit

- Due to access to documents and Admin building closures, OLA suspended their audit.

- OLA Audit covers various business functions including:

  - Payroll
  - Procurement/Pcards
  - Travel

  - Cash Receipts
  - Inventory

- More information is available on the MAS website

  https://mas.umbc.edu/audit-information/

- MAS is working with these areas to ensure the critical controls checklists are accurate in particular around the various business process updates

- Human Resources has made edits to the payroll, leave and security-related critical controls

✓ Payroll Separation of Duties

✓ Time Entry Approval: Data review and approval required each cycle

✓ Distribution of Payroll Checks by an employee independent of the payroll process

✓ Final Gross Pay Acknowledgement: PS digital signature each cycle

✓ Dual Employment

✓ Electronic Timesheets (ETS) and timekeeping records* should be submitted and approved according to the pay cycle schedule. Temporary timesheets: https://umbc.app.box.com/v/Temporary-Timesheet

✓ Leave Review – Biweekly review of leave balances is critical to identifying and addressing negative leave balances as well as discrepancies

✓ Manual Leave Acknowledgement – Review and acknowledgement of manual leave adjustments confirm that the department is aware of adjustments processed and posted by HRIS

PAYROLL & LEAVE BEST PRACTICES

- Payroll Adjustment & TE Correction Gross Pay review

- Negative leave balance review

- Monitor Outstanding Timesheet Approval

- Review Security Forms routinely (quarterly, etc.)

HR AUDIT DOCUMENTION

Access the Critical Controls Checklist with supplement resource links will be posted to the Payroll Preparer/Approver myUMBC group for reference.

Payroll Critical Control Checklist

a check mark in the first column or NA if not applicable.

☑	#	Timekeeping, Leave, and Payroll Tasks
☐	1	Processing of time entry is a separate function from time entry approval; therefore, each role must be performed by two separate individuals. A payroll preparer cannot approve time entry and vice versa (Separation of Duties). Resource: **Guide for Time Entry Guide for Payroll Preparers & Approvers**
☐	2	Electronic Timesheets (ETS) and time keeping records* should be submitted and approved according to the pay cycle schedule. The input, submission and approval of timesheets should be completed in a timely manner. Late timesheets may impact pay and/or leave processing. Resource: **Electronic Timesheet Guides and Tutorials**

OTHER RESOURCES

Management Advisory Services (MAS) Links:

- [Critical Controls Checklists](#)

- [Audit Steps](#)

UMBC

Talent Updates

- Hiring in 2023 will continue to be a challenge
- What are we doing that will help in the current market?
    - [Posting compensation](#) SHRM research shows pay transparency leads to an increase in qualified candidates
    - [Telework where appropriate](#) Candidates are looking for flexibility
- What can departments do?
    - Review [Position Description](#) before sending to class/comp, specifically the required vs. preferred qualifications
    - [Post](#) for FREE on LinkedIn
    - Move quickly!!! Candidates are applying to multiple positions; the faster you contact them the better

Employee Relations Updates

USM – AFSCME consolidated bargaining

Seven full consolidated sessions in total.

The parties spent the first 3 sessions (8/24/22, 9/7/22, 11/2/22) negotiating ground rules, which the parties executed on 11/2/22.

Remaining 4 sessions spent exchanging proposals and negotiating the substance of the agreement.

FOP Bargaining Updates

Two full sessions with the FOP (2/10/23 & 3/3/23)

Currently costed out the wage proposals presented by the FOP

PMP Training Updates

Next training session is scheduled for April 11, 2023. We will go over the PMP cycle, how to set expectations, the 5 components of the PMP , common rater pitfalls, etc.

Workplace Learning, OD & Wellness

- **HR Week: May 8th – 12th**
    - Meet the Team
    - Workshops & Wellness
    - Open House

- **Spring Training**
    - Stress Awareness
    - Unconscious Bias
    - PMP for Supervisors
    - Behaviors of Concern
    - Change Management Book Discussions
    - Mindfulness
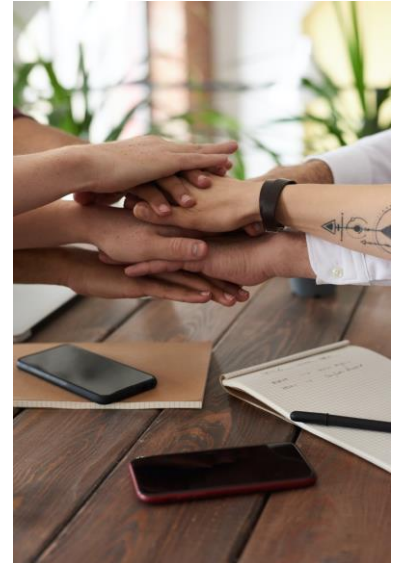
FINANCIAL SERVICES

Reporting Initiative Update

Jared Fincke

Travel System 2.0

Gayle Chapman
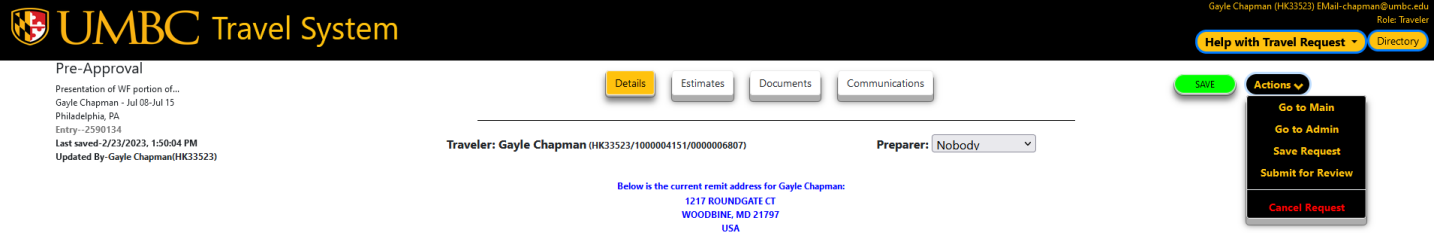
Presentation

- New user interface features, including tips and tricks
- Expiration date enforcement
- Preparer assignment adjustments
- Reviewer and approver ability enhancements
- Reimbursement creation by approvers and dept admins

New User Interface Features

- Buttons have been reordered on the main page
- Actions dropdown has been replaced by Buttons for each action

BEFORE

AFTER

Financial Services

New User Interface Features – cont.

Added a button option to review the Pre-Approval when in the Reimbursement and vice versa

New User Interface Features – cont.

Enhanced the Useful Links to have text instead of buttons.
Better sorted within the groupings

BEFORE

AFTER

Financial Services
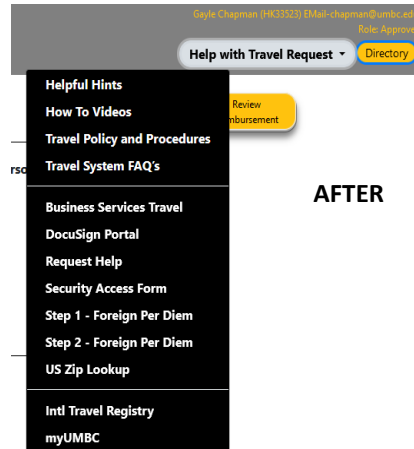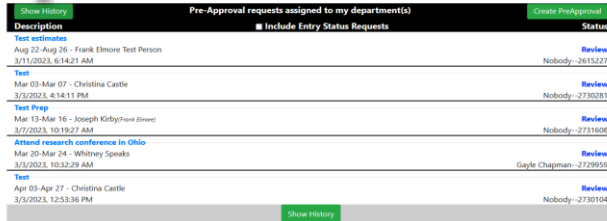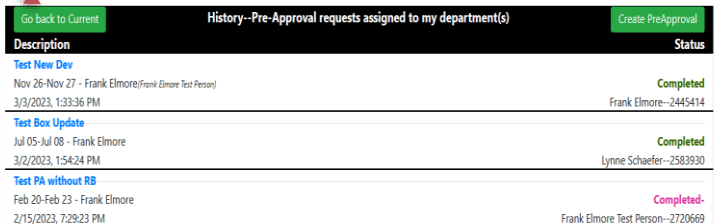
Tips and Tricks

- When searching in the list of travel requests, use CTRL F (Windows) or CMD F (MAC)
- Looking for a Travel record using the Travel Id. Sometimes it has been completed and no longer visible unless you select History. Remember to go back to Current when done.

- Use the Search Box in the upper right corner of the screen. If not in Pre-Approvals, try Reimbursements.

Expiration Date Enforcement

PRE-APPROVALS:
- Travel-Approved status for any Pre-Approval that is 360 days past the return date of the actual travel.
- Entry or Review statuses for any Pre-Approval that is 1 day past the departure date of the travel, if available.

REIMBURSEMENTS:
- Entry or Review statuses for any Reimbursement that is 360 days past the return date of the travel, if available.

Preparer Assignment Adjustments

Requests for ALL students can be prepared for without explicit Preparer authorization, regardless of employee status. Employee students can still prepare their own requests. Use the UMBC Non-employee Traveler option.

Start New Pre-Approval Request

First we need to collect some basic information.

Who will be the traveler, you or someone else?

○ Me   ⦿ Someone Else

Select the traveler from the following list:

* Traveler: Select a traveler ⌄

Select a traveler
Julia Persell(XE04210)
Non-UMBC Traveler
UMBC Non-Employee Traveler

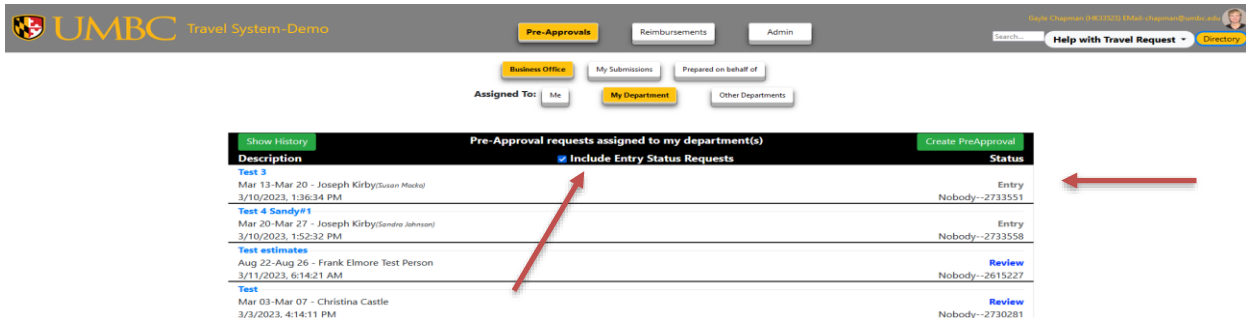Please provide a sh[...] [...]ters):

*Trip Title: [...]

*Start [...]

*End Date: mm-dd-yyyy   (mm-dd-yyyy)

Reviewers and Approvers can adjust the Preparer assignment when in a REVIEW status for both the Pre-Approval and Reimbursement requests.

Reviewer and Approver Ability Enhancements

Reviewers and Approvers can see requests in an ENTRY status for their departments

- Only visible if the primary department has been provided.
- Only available to Reviewers and Approvers.
- Solves the issue of the Traveler not wanting to or cannot engage with the Travel System, and the Preparer is not available.

Reimbursement Creation by Approvers and Dept Admins

Reimbursement creation from Pre-Approval in a TRAVEL APPROVED status by an Approver or Dept Admin using the Travel ID
- Creates the reimbursement in a Review status
- Allows for reassignment of the Preparer

Travel System Feedback Form

A google-doc Travel System Feedback Document has been set up for you to give us your comments on what works well for you and does not work well in the Travel System. We ask for your recommendations for improvement.

Here is the link to the form:
https://docs.google.com/forms/d/e/1FAIpQLSch1zuInUmV0j5uidXlSiyuO7BpqjWAEddNmsM8jat2Zra9ww/viewform

Travel System Group in MyUMBC

https://my3.my.umbc.edu/groups/travel

Share Tips and Tricks!

Paw Receipts

Gayle Chapman

AGENDA

-Why Receipts?

-Cost vs. Quantity Receipts

-How to Create Receipts in PAW

-What to do When Items are Returned or Cancelled

-How to Cancel a Cost Receipt

Why do we need receipts in PAW

We need a 3-way match for purchase orders:

1) PO

2) Invoice

3) Receipt

AP needs to know that the goods or services have been received, returned or cancelled, in order to process invoices and credit memos.

Quantity vs. Cost Receipt

Enter a <u>Quantity Receipt</u> for goods ordered in a specific numbered quantity that can be divided: Example – 3 backpacks, 16 test tubes, 1 light bulb.
You receive a specific number of the items.

Enter a <u>Cost Receipt</u> for services that are ordered in a specific numbered amount that cannot be divided: Example – a maintenance agreement, membership, subscription.
You receive a specific dollar amount of the service.

Quantity vs. Cost – Let's practice
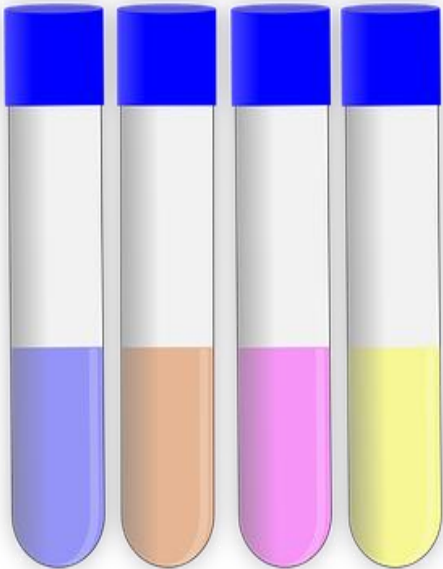
5 cases of test tubes

Quantity receipt

UMBC

Quantity vs. Cost – Let's practice

200 ultra bright glow bracelets and necklaces

Quantity

Receipt

Quantity vs. Cost – Let's practice

One year subscription of an online scientific journal

Cost Receipt

Quantity vs. Cost Receipt – cont.

Most POs will require quantity receipts, because most services are contracts, and contracts (non-POs) do not require receipts.

Quantity receipts include:
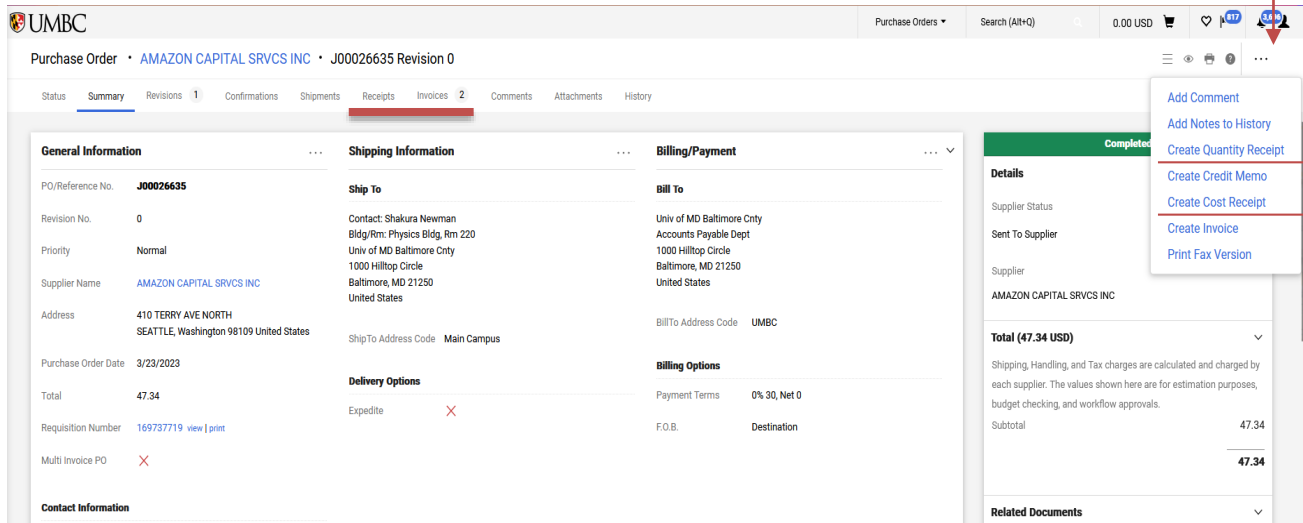
- Received
- Returned
- Cancelled

Cost receipts include:

- Received
- Cancelled

Creating Receipts in PAW

Creating a Quantity Receipt

1) Enter # of items to receive
2) Drop down will default on Received
3) Choose Complete on top right corner

Creating a Cost Receipt

1) Enter Cost to receive
2) Drop down will default on Received
3) Choose Complete on top right corner

When Items are Returned or Cancelled

- Only put in a received receipt immediately when the item has been received.

- When you return an item, you should already have a received receipt, then put in a returned receipt.

- A cost cannot be returned – there is no choice for "returned" in a cost receipt.

When An Item Is Returned or Cancelled

- A quantity can be received and returned (needs 2 receipts)

- Or never received and cancelled (needs 1 cancelled receipt)

- Or received, returned and then cancelled (needs 3 receipts)

A Service Requiring a Cost Receipt
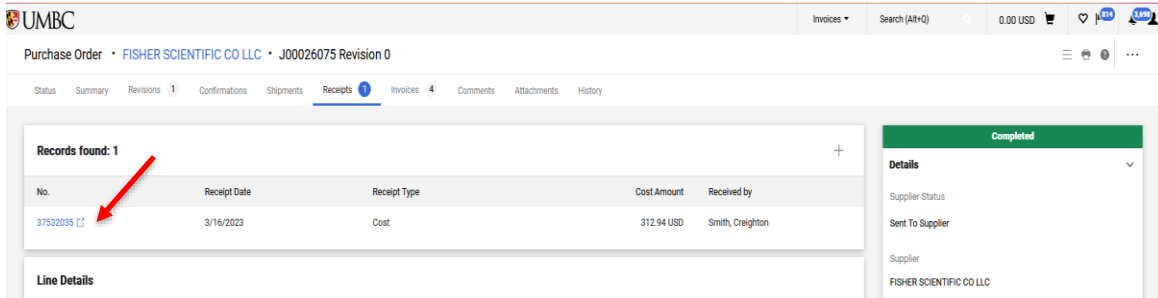
- Can be completely received (total cost is received)
- Partially received – example: one-half of a year's subscription has been invoiced
- Partially received and partially cancelled
- Completely cancelled.

Tips Regarding Receipts

- The biggest need is for received items/costs to be receipted – please be prompt in entering receipts so that we can pay our bills timely.

- Check to see if the receipts "make sense". You cannot have a returned receipt without a received receipt.

- If you find the system will not let you put in a receipt, check to see if the PO is closed. If closed, request that Procurement reopen the PO. AP cannot reopen a PO.

- **DO NOT MIX QUANTITY AND COST RECEIPTS FOR THE SAME ITEM!!**

Can I Reopen or Cancel a Receipt?

In general, yes. Especially if you just entered a receipt.
Click on the receipt link
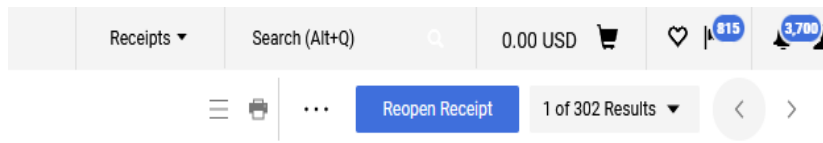
Click on Reopen Receipt on top right corner

If You Need Assistance

Please put in an RT ticket in the AP queue

Thank you.

If You Need Assistance

Please put in an RT ticket in the AP queue

Thank you.

If You Need Assistance

Please put in an RT ticket in the AP queue
Thank you.

Direct Link to RT System

Working Fund Reminders

Linda Rothfus

Working Fund Reminders

- The Working Fund is used for nominal purchases only in cases of emergency and where the P-Card is not feasible. Ex. Payroll Advances, Travel Advances, Homeland Security Fees, etc.
- As we enter into the Spring please be aware that any large Working Fund Requests must be at least 60 days in advance so that if we need to ask GAD for an advance in funds we can do so. Please be aware that even though we may ask for the funds, GAD can decline to give them to us.
- Before submitting a Working Fund Request, please contact Whitney Speaks to see if funds are available (wspeaks1@umbc.edu).
- You will need to submit a W-9 form along with the Working Fund Check Request Form for suppliers so that we can verify that the supplier does not have a Liability Offset with the State of MD. If they do, we are unable to issue a check.
- Travel Advances; reimbursements should be completed within 10 days from date of return.

Inventory Updates

Albert Smith

E-Cycle Event

- To be held the week of April 24, 2023 from 7:30 am until 2:30 pm in the courtyard behind the Administration Building.
- Only electronic items will be accepted. No refrigerators or air conditioners.
- A Property Disposition form must be submitted by Monday, April 17, 2023 to Inventory Control via DocuSign for all equipment that has a property tag affixed.
- Inventory Control will notify the department's Property Custodian by Thursday, April 20, 2023 of the date and time that they are scheduled to bring their equipment to the event.
- If property is being disposed of due the damage cause by the burst pipe – custodian should make sure that they communicate with the building manager that they are disposing of that equipment.

E-Cycle Event

- Building Manager   Building(s)
  - Dennis Cuddy   ILSB, Chemistry, Math/Psych
  - Sam Williams   Biology/Swartz Hall
  - Jim Donlan   Residential Life
  - Frank Caldwell   Residential Life
  - Victor Fulda   ECS
  - Cael Mulcahy   Sondheim Hall
  - Gary Wolstetter   RAC
  - David Toothe   DOIT
  - Kristy Michel   A&F – Admin
  - Sam Zuckerman   Commons
- The Building manager will need to gather information for insurance purposes.
- Should you have any questions concerning this event or need any additional information, please contact Albert Smith asmith@umbc.edu, Tina Carter-Brown tcbrown@umbc.edu or Britany Davis bdavis12@umbc.edu.

FY23 Sensitive Equipment Physical Inventory

- Campus was scheduled in 3 cycles in order to be a better service to the campus community.
  - Group 1 = 97% complete.
  - Group 2 = 55% complete.
  - Group 3 = 0% - it runs between March 1, 2023 – May 31, 2023.
- This method has proven to be an improvement from the previous inventories.

Inventory Updates

- We will begin offering a monthly inventory training on the 2nd Wednesday of each month starting April 12th.

- This will be for new Property Custodians or someone who needs a refresher.

- FYI – We will begin the FY2024 Capital Inventory this fall.

PAW Payments

Bryan Casey

HB 325

- Passed Last Year
- Requires that we pay interest in invoices paid 37 days after invoice receipt
- 92% of our invoices were paid on time during the last year
- If interest had be charged based on the last 12 Months UMBC would have paid and estimated $5,500.

Current Payment Status

Invoice Status	Pending ⟱							
Count of Invoice Number	Column L ▾							
Row Labels ↓	1 Week	2 Weeks	3 Weeks	1 Month	45 Days	60 Days	Greater Then 60	Grand Total
College of Natural & Math. Sci	84	30	18	6	7	4	26	175
Student Development	67	32	10	8	18	11	26	172
College of Eng & Info Tech	46	34	13	10	11	8	21	143
Campus Life	21	19	15	2	4	2	21	84
Arts,Humanities, Soc Sci	67	98	25	31	106	5	21	353
Administrative Services	26	9	7	4	4	4	12	66
Academic Affairs	73	13	2	2	2	1	12	105
Enrollment Management	4	6	2	4	3		6	25
VP for Undergrad Acad Affairs	4	1		4	1	4	5	19
Residential Life	43	4	2				4	53
Sports Medicine	3	2	1		1	1	4	12
Recreation		5	1				3	9
Provost Office		1					3	4
Police and Parking	1			1			3	5
AOP	4	5		1			3	13
Day Camp							2	2
Sports Clubs							2	2
Ctr for Advanced Sensor Tech	1	1	2	5	7	4	1	21
Graduate School							1	1
Earth & Space Research Admin							1	1

Year End Planning and Reminders

John Alfano

Year End Planning and Reminders

June 30, 2023

A Fiscal Year End Memo and Calendar is Being Updated

End of April

Expect It in Your Email/Financial Services Website

alfanoj@umbc.edu

Year End Planning and Reminders

- <u>Budget Amendment</u> Adjustments for FY23 (by June 6)
  - Budget Office – Christopher Correnti ccorree70@umbc.edu
- <u>Payroll Retros</u> for FY23 – 2023-25 Payroll (by June 6)
  - The next payroll allowing retros 2024-02 (see Payroll Calendar)
- <u>Travel Reimbursement</u> for FY23 (by June 8)
  - Expenses received after the deadline will be recorded in next FY
- <u>Payment Request</u> for FY23 (by June 16)
  - approved by Department Approver COB
- <u>Pcard Purchase</u> for FY23 (by June 16)
  - Expenses received after the deadline will be recorded in next FY
- <u>Pcard Reallocation</u> (by June 29)

Year End Planning and Reminders

- <u>RSTARS Interagency Payments</u> for FY23 (by June 22)
  - approved by Department Approver COB

- <u>Foundation Reimbursement Requests</u>
  - Visit the USM Foundation website – last day for FY23 not set yet

- <u>Restricted Journals</u> for FY23 (by June 23)
  - approved by Department Approver COB

- <u>Cash Receipts/Deposits</u> for FY23 (by June 28)
  - Everything must be received by 12:00 Noon

- <u>Unrestricted Journals</u> for FY23 (by June 30)
  - Journal Date dictates the Fiscal Year – June 30 posts to FY23

Year End Planning and Reminders

- Contact Financial Accounting and Reporting w/ Questions
  - Bryan Casey, Controller, bcasey3@umbc.edu
  - Gayle Chapman, Assistant Controller, chapman@umbc.edu
  - John Alfano, Manager, alfanoj@umbc.edu
- Journal Entry Training Every Month
  - April 13, 10:00am (next virtual class)
- Training for Year End Assistance – send a Request
- Look for More Reminders on the YearEnd Memo – End of April