



UNIVERSITY *of* MARYLAND
BALTIMORE

Online Submission of Direct Retros: Training and Demo

Presenters

- Beryl Gwan
 - Sr. Manager, SPAC- Costing & Compliance
- Michelle Ward
 - Director, SPAC
- Chris Raab
 - Manager, Web Development

Agenda

- Payroll Cost Transfer Policy
- Online Direct Retro roles
- Online Direct Retro Routing
- Live Demo
- Questions

Payroll Cost Transfer Policy # 3311

- <https://www.umaryland.edu/media/umb/af/cost/CostTransfers.pdf>
- A cost transfer is the movement of costs from one chart string to another to correct an error or to align payroll distribution with after-the-fact effort certifications.
 - Automated process in eUMB HRMS to redistribute payroll expenses triggered by the entry of an Employee Funding Profile (EFP) with an effective date prior to the current payroll period by the department that owns the employee. Automated process in eUMB HRMS to redistribute payroll expenses triggered by the entry of an Employee Funding Profile (EFP) with an effective date prior to the current payroll period by the department that owns the employee.

Types of Cost Transfers

- Budget Retro: Automated process in eUMB HRMS to redistribute payroll expenses triggered by the entry of an Employee Funding Profile (EFP) with an effective date prior to the current payroll period by the department that owns the employee.
- Direct Retro: Process used to redistribute payroll expenses in situations when the Budget Retro process is unable to be used.
- Payroll cost transfers (budget retros and direct retros) must be processed as soon as a department is aware that an employee's activities changed or as soon as the error is recognized.

Audit Requirements

- Make every effort to charge costs correctly with original posting
- Adequate documentation
- Performed timely
- Reasonable and valid justification consistent with sponsor guidelines
- All cost transfers affecting sponsored account combos performed after 90 days from the date of the original transaction must contain an explanation as to the delay in performing the cost transfer.

Online DR Go-Live Date: Wednesday
08/19/2020



I'm so excited!

Direct Retro Landing Page

- <https://www.umaryland.edu/cost/direct-retro-forms/>
 - Compatible web browsers:



chrome



Firefox



Microsoft Edge

Online Direct Retro Roles

- Requestor/Initiator/Preparer
- Account Combo Owner
- Principal Investigator
- Costing and Compliance/Admin

Routing of Online Form - Preparer

1. Preparer submits the form online and receives email confirmation of successful submission
 - Email provides a hyperlink to form
 - Form will show summary information at the top
 - Provides details of the status of the form at all times
 - Details information at the bottom.
 - At every level of workflow, an action email is sent to preparer.

Confirmation Email after Submission

 Reply  Reply All  Forward  IM



Thu 8/6/2020 11:52 AM

cnraab@umaryland.edu

DR Retro Confirmation

To  Gwan, Beryl



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TEST EMAIL

Request Number: 37

Submitted on: 08/06/2020 11:52 AM

Your request was received successfully for Beryl Gwan - Manager, Costing & Compliance

You can check the status of this request at anytime using the link below.

 [View Direct Retro Request](#)

Routing of Online Form – Account Combo Owner

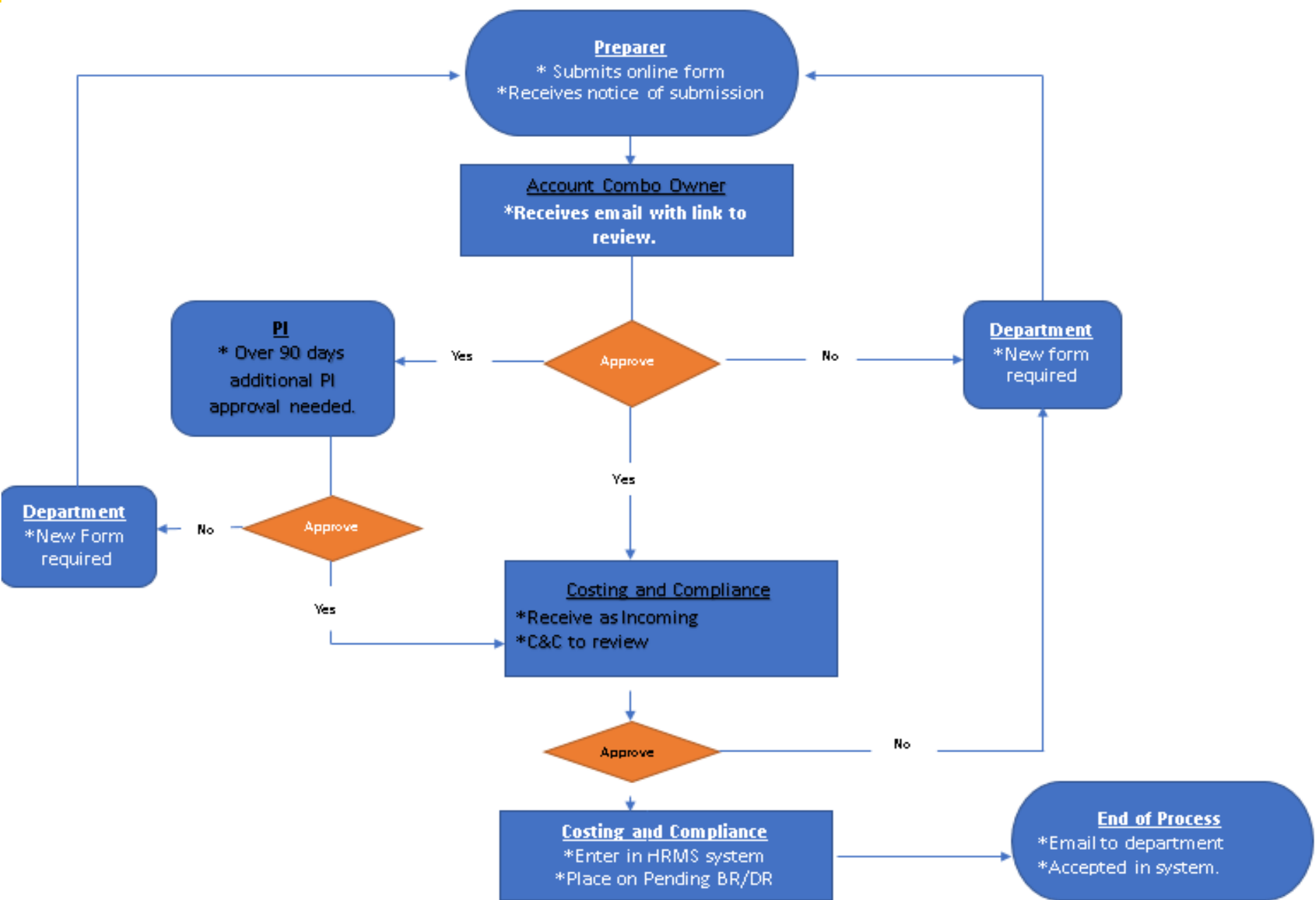
- Account combo owner receives notification of action item. They will then:
 - use single sign on to logon and review request
 - Approve or decline request
- If approved:
 - notification is sent to preparer
 - Email to Costing and Compliance mailbox
 - Notification is sent to PI if further approval is needed
- If declined, a comment must be included
- A hyperlink will be provided in each email.

Routing of Online Form – Principal Investigator

- PI uses single sign on to logon and review request
- Approve or decline request and notification is sent to Preparer and Account Combo Owner
- Once PI approves, it is approved at the department level
 - Notification to preparer
 - Notification to Account Combo Owner
 - Email to Costing and Compliance mailbox.

Routing of Online Form – Declined

- Declined forms (Prior to Submission to Costing and Compliance)
 - Email to person who submitted the form.
 - Costing & Compliance (C&C) will not be notified.
 - Form will remain in system as declined
 - Changes will have to be submitted via a new form.
- Only time C&C will see form is when it has been fully approved and confirmation shows “Email sent to Admin”



Forms Submitted to Costing and Compliance

After receipt by Costing and Compliance

- a) Request approved and entered into HRMS.
 - Forwarded to completed queue
 - Preparer and Account Combo Owner get notified
- b) Request is put into “Pending BR/DR” status.
 - Notification is sent to Preparer and Account Combo Owner.
- c) Request is rejected with a reason.
 - Notification is sent to Preparer and Account Combo Owner
 - New Direct Retro needs to be submitted

Forms Submitted to Costing and Compliance

- C&C can also check in system to see progress of form and if necessary resend request to approver

Workflow Status at any given time

- **In – Process** - dept. level (waiting on review from Account Combo Owner and PI)
- **Incoming** – at C& C level (needs review by C&C staff)
- **Declined** - declined by Combo owner or PI and/or C&C

Workflow Status at any given time

- **Approved** - by Combo Owner, PI and C&C
- **Completed** - accepted into HRMS system
- **Hold** - at C&C level (Internal Incomplete review)
- **Pending BR/DR** - waiting to process due to pending BR/or DR.
- **C&C Manager Approval** – C&C manager reviewing

Workflow Status at any given time

- **Rejected** – with multiple reasons:
 - Explanation/Late Reason
 - Pay Period Issue
 - System Reject
 - Field Incomplete
 - Unarchive Letter
 - Other

Questions or Comments



Key Contacts

- SPAC- Costing & Compliance- 6-2987
 - effort@umaryland.edu
- For Technical Difficulties
 - help@umaryland.edu