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Purpose

This SOP outlines the step-by-step payroll process between the Student Affairs Business Service Center (SABSC) and the departments within the Division of Student Affairs. Its aim is to ensure that all staff and student employees are hired, start their roles, and receive their compensation in a timely manner while adhering to the procedures and policies set by HR. Additionally, the SOP is designed to ensure that any reclassification or acting capacity requests are processed and paid to staff promptly and efficiently.

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New Hiring Procedures

Full Time Employee (FTE) & Contingent II New Hire

1. The hiring department must initiate the pre-approval process by notifying SABSC via RT for review.

    a. Submit completed HR position description, department organizational chart, and proposed salary.
    b. If applicable, the hiring department should identify additional funds for moving expense allocation.

2. Once SABSC has reviewed the position description, the hiring department will obtain the necessary signatures via DocuSign within their team.

3. The hiring department will then submit the completed and signed Docusign position description along with department organizational chart to HR Class & Compensation for approval via email.

4. After receiving approval from HR Class & Compensation, the hiring department will submit the position in PageUp.

    a. The PageUp request will first be routed to SABSC for approval to re-verify the position and salary details.
    b. After SABSC approval, the request will then go to the designated Executive Leadership Team (ELT) member for review and approval.
    c. Upon ELT approval, the position request will go to the VPSA or designated approver for final review and approval.
    d. Upon approval from VPSA, the position is then posted in PageUp and recruitment can begin.

5. Once a candidate has been selected for hire, the hiring department must:

    a. Ensure that salary amount being communicated has been approved by the Executive Leadership Team (ELT) before extending the informal verbal offer letter.
        i. Cleary communicate with candidate that the approved salary is contingent on final approvals from HR Class/Comp.
    b. Coordinate with SABSC payroll preparer to determine potential start dates <u>via email</u>.
        i. Keep in mind that potential start dates provided by SABSC is determined by the HR Payroll Deadline Calendar.
        ii. If a candidate requires a remote onboarding process, the hiring department must obtain prior approval from the HR Payroll Director and/or Manager before SABSC can initiate the onboarding process.
    c. The hiring department will work with HR to finalize the employment details, including start date, salary, moving allowances, etc.
        i. HR will then create an offer letter to be sent to the new hire via PageUp.
    d. The hiring department will utilize the SABSC RT system to initiate the new employee onboarding request.
        i. Include the offer letter and contact email.
        ii. Provide security access selection (Individual Access for Preparers or Department Approval Access) and Time Entry Approval requirement.

6. SABSC designated payroll preparer will contact the candidate via email to complete a Pre-Hire form to establish the new hire in UMBC's payroll system to obtain a unique campus ID and Employee ID.

7. SABSC payroll preparer will schedule a payroll appointment with new hires.
8. Remote onboarding process must receive prior approval from HR Payroll Director.
9. New full-time staff hires will complete payroll paperwork during an in-person appointment with SABSC. SABSC will initiate forms which includes:
    a. I-9 Docusign
    b. Employee Eligibility Verification form required by the federal government.
    c. Onboarding Docusign
        i. A required form used to add a new hire to a position within the department.
        ii. Form will be routed to department's Director for approval to complete process.
    d. W-4 & MW-507 tax withholding forms
    e. Direct Deposit
    f. Retirement Selection for Exempt Staff
        i. Form must be submitted with UMBC email prior to start date.
    g. Temporary 2-Weeks Parking Permit
        i. Form must be submited with campus ID & UMBC and emailed to Parking Services (parking@umbc.edu) prior to start date.
        ii. New hires will coordinate with Parking Services to obtain a permanent parking permit.
10. SABSC will inform new hire of anticipated first paycheck date.
    a. The first two paychecks for all new hires will be issued as paper checks and mailed to their home address. The third paycheck will be sent via direct deposit.
    b. If the new hire is from out-of-state, they can request a check pick up with SABSC. SABSC will submit a Paycheck Pick-Up Request with HR Payroll for the first two paychecks, allowing them to be picked up on campus if approved.
11. If applicable per offer letter, SABSC will inform new hires of available relocation options.
    a. <u>Option 1:</u> Relocation assistance with VonParis Moving & Storage through UMBC.
        i. New staff moving expenses will be paid and billed to UMBC with no out-of-pocket expenses to incur.
        ii. New hires should call VonParis Moving & Storage 410-826-4824 and mention UMBC to coordinate relocation.
        iii. Submit the initial quote to SABSC before services begin to allow for a Requisition/Purchase Order to be processed in Paw Procurement System.
        iv. After services are completed, submit the final invoice to SABSC for payment processing.
    b. <u>Option 2:</u> Self-Managed relocation with reimbursement
        i. New hires may choose to arrange their own relocation and pay moving expenses out of pocket and receive reimbursement.
        ii. All itemized receipts from relocation must be retained and submitted to SABSC for reimbursement processing.
        iii. Moving reimbursement requests must be submitted by October 1st of the current calendar year. Any submissions after October 1st will be processed in the following calendar year.
        iv. SABSC will assist new hires in cording the relocation reimbursement process.
12. SABSC will provide new hires with Temporary Timesheet Docusign to submit for the first 2-3 pay periods when Electronic Timesheets (ETS) are not available. Once ETS is available, it must be utilized to record working hours. Supervisor is responsible for assisting new hires in completing the Temporary Timesheet Docusign and when ETS becomes available.

    a. Supervisor Affiliation: select UMBC Faculty and Staff
    b. New hires will enter the supervisor's Campus ID and information will populate
    c. Payroll Option: select individual payroll preparer
    d. New hires will enter the designated SABSC payroll preparer's Campus ID and information will populate
    e. Select the correct pay period dates
    f. New hires will record their time and submit

13. SABSC will keep records of all temporary timesheet Docusign for auditing purposes

Contingent I Employee New Hire

1. Once a Contingent I candidate has been selected for hire, the hiring department should complete the Contingent I contract form. Coordinate with SABSC payroll preparer to obtain Position #, Job Title, and Start Date pending background check.

2. The hiring department will submit hiring request to SABSC RT system.
   a. For Contingent I, include completed contract, contact email and resume of candidate.

3. SABSC will contact the candidate to complete a Pre-Hire form to establish new hires in UMBC's system and obtain a unique campus ID and Employee ID.

4. SABSC will schedule an in-person payroll appointment with new hires. Remote onboarding process must receive prior approval from HR Payroll Director.

5. New Contingent I staff hires will complete payroll paperwork during an in-person appointment with SABSC.

6. SABSC will initiate forms which includes:
   a. I-9 Docusign
   b. Onboarding Docusign
   c. W-4 & MW-507 tax withholding forms
   d. Direct Deposit
   e. Temporary 2-Weeks Parking Permit
      i. Form must be submited with campus ID & UMBC and emailed to Parking Services (parking@umbc.edu) prior to start date.
      ii. New hires will coordinate with Parking Services to obtain a permanent parking permit.

7. A background check is mandatory for all Contingent I staff after payroll forms are submitted to HR.
   a. HR Payroll will send an email to the new hire to initiate the background check authorization process.
   b. Contingent I staff are not permitted to begin work until the background check is completed and the contract is approved by HR Payroll. HR will notify completion via email.
   c. If the recruitment process was conducted through PageUp, a manual background check authorization is not required for both Contingent I and II hires.

8. SABSC will inform Contingent I and II hires of anticipated first paycheck after contract is approved by HR Payroll.
   a. The first two paychecks for all new hires will be issued as paper checks and mailed to their home address. The third paycheck will be sent via direct deposit.
   b. If the new hire is from out-of-state, SABSC payroll preparer can submit a Paycheck Pick-Up Request with HR Payroll for the first two paychecks, allowing them to be picked up on campus.

9. SABSC will provide new hires with Temporary Timesheet Docusign to submit for the first 2-3 pay periods when Electronic Timesheets (ETS) are not available. Once ETS is available, it should be utilized to record working hours moving forward. Supervisor should be responsible to assist new hires to complete the temporary timesheet and ETS when available.
   a. Supervisor Affiliation: select UMBC Faculty and Staff
   b. New hires will enter the designated SABSC payroll preparer's Campus ID and information will populate
   c. Payroll Option: select individual payroll preparer

    d. New hires will enter the designated SABSC payroll preparer's Campus ID and information will populate

    e. Select the correct pay period dates

    f. New hires will record their time and submit

10. SABSC will keep records of all temporary timesheet Docusign for auditing purposes

Contingent I Contract Renewal

1. The hiring department should notify SABSC one month before the current Contingent I contract term ends if the department plans to renew, to prevent pay gaps and coordinate the new start date.
2. The department will submit the renewal request to SABSC RT system.
   a. Include new, completed Contingent I contract
3. SABSC will submit the new contract to HR for approval.
4. If the contractual staff completed a background check within the last six months, no additional check is required during the renewal process.
   a. If a background check is required, HR Payroll will initiate the background authorization to staff via email.
   b. Contingent I staff are not permitted to begin work until the background check is completed and the contract is approved by HR Payroll. HR will notify completion via email.
5. SABSC will notify the contractual staff if there will be a gap in paychecks due to the renewal contract
6. Contingent I renewals may need to submit Temporary Timesheet Docusign if Electronic Timesheets (ETS) are not available due to renewal process. Once ETS is available, it should be utilized to record working hours.
   a. Supervisor Affiliation: select UMBC Faculty and Staff
   b. New hires will enter the supervisor's Campus ID and information will populate
   c. Payroll Option: select individual payroll preparer
   d. New hires will enter the designated SABSC payroll preparer's Campus ID and information will populate
   e. Select the correct pay period dates
   f. New hires will record their time and submit

Graduate Assistantship (GA) New Hire

1. Once a student has been selected for hire, the hiring department should initiate the GA Appointment Letter form. Coordinate with designated payroll preparer to obtain the correct department's chartstring information and start date.
   a. Be sure to have the student's Campus ID on-hand
   b. Review minimum Stipend Levels, Tuition Rates and Health Insurance Rates prior to submission of the GA Appointment Letter form
   c. More information can be found on the Graduate Assistantship Handbook
2. The hiring department will submit hiring request to SABSC RT system.
   a. Include the completed GA Appointment Letter and email address of new hire
3. SABSC will contact the new hire to schedule an in-person payroll appointment.
   a. Graduate Assistants cannot start working until they complete their paperwork.
   b. Completion of payroll paperwork is contingent on GAs receiving a paycheck.
4. New Graduate Assistant hires will complete payroll paperwork during in-person appointment with SABSC. SABSC will initiate forms which includes:
   a. Affidavit of Compliance to obtain a temporary ID, if applicable for NRAs
   b. I-9 Docusign
   c. Onboarding Docusign
   d. W-4 & MW-507 tax withholding forms
   e. Direct Deposit
   f. Citizenship Status Form, if applicable for NRAs
   g. Glacier Profile, if applicable for NRAs
5. SABSC will inform student of anticipated first paycheck.
   a. The first two paychecks for all new hires will be issued as paper checks and mailed to their home address. The third paycheck will be sent via direct deposit.
6. SABSC will initiate the GA Tuition Remission form and the GA Health Insurance form on behalf of the new GA hires.
   a. Per GA Appointment Letter, if the hiring department is handling mandatory student fees on behalf of the student, SABSC will reach out to Financial Services to coordinate the charges.
   b. If the Graduate Assistant is receiving Federal Work Study funding or is NOT a UMBC student, SABSC must be notified. SABSC will work with Financial Services and/or Procurement to ensure proper processing of the GA's tuition remission and fees.
7. All Graduate Assistants are required to submit a completion of duties statement instead of regular timesheets to their supervisor.
   a. Regular GAs will complete the completion of duties statement at the end of each semester
   b. Federal Work Study funded GAs are required to complete the completion of duties statement form at the end of each pay period.

Graduate Assistant (GA) Re-Appointment

1. The hiring department should notify SABSC one month before the current appointment term ends if the department plans to renew, to coordinate payroll paperwork completion deadline and prevent pay gaps.
2. The department will submit the new re-appointment letter to SABSC RT system.
   a. Include new, completed GA Appointment Letter
3. SABSC will submit the new appointment letter to HR for approval.

Student New Hire

1. Once a student has been selected for hire, the hiring department should reach out to SABSC to coordinate potential start dates.

2. The hiring department should issue an offer letter to all new student hires via email
   a. Include official UMBC letterhead
   b. Clearly state employment details: role, wage (hourly or stipend), and start date.

3. The hiring department will submit hiring request to SABSC RT system.
   a. Include official UMBC letterhead with full legal name of student

4. SABSC will contact the student to schedule an in-person payroll appointment.
   a. New student hires cannot start working until they complete their paperwork.
   b. Completion of payroll paperwork is contingent on student receiving a paycheck.

5. New hires will complete payroll paperwork during an in-person appointment with SABSC. SABSC will initiate forms which includes:
   a. Affidavit of Compliance to obtain a temporary ID, if applicable for NRAs
   b. I-9 Docusign
   c. Onboarding Docusign
   d. W-4 & MW-507 tax withholding forms
   e. Direct Deposit
   f. Citizenship Status Form, if applicable for NRAs
   g. Glacier Profile, if applicable for NRAs

6. SABSC will inform new hires of anticipated first paycheck
   a. The first two paychecks for all new hires will be issued as paper checks and mailed to their home address. The third paycheck will be sent via direct deposit.

7. SABSC will provide new hires with Temporary Timesheet Docusign to submit for the first 2-3 pay periods when Electronic Timesheets (ETS) are not available. Once ETS is available, it should be utilized to record working hours moving forward. Supervisor should be responsible to assist new hires to complete the temporary timesheet and ETS when available.
   a. Supervisor Affiliation: select UMBC Faculty and Staff
   b. Have students enter the supervisor's Campus ID and information will populate
   c. Payroll Option: select individual payroll preparer
   d. Have students enter the designated SABSC payroll preparer's Campus ID and information will populate
   e. Select the correct pay period dates
   f. Student will record their time and submit

8. SABSC will keep records of all temporary timesheet Docusign for auditing purposes

Federal Work Study Student or GA Hires

1. The hiring department should consult with the Financial Aid and Scholarships office to confirm the deadline for submitting the FWS Hire Form to secure an FWS award.

2. Once student is interviewed and selected for hiring, hiring department needs to initiate the FWS Hire Form Docusign.
   a. Form will route to the FWS new hire to complete the second portion before heading to the Office of Financial Aid and Scholarships for authorization and signature.
   b. Office of Financial Aid and Scholarships will return the authorized form within 5 business days.

3. The hiring department should reach out to SABSC to coordinate potential start dates.

4. The hiring department should issue an offer letter to all new student hires via email
   a. Include official UMBC letterhead with full legal name of student or GA Appointment Letter
   b. Clearly state employment details: role, wage (hourly or stipend), and start date.

5. The Hiring department will submit hiring request to SABSC RT system.
   a. Include offer letter and email address of student hire

6. SABSC will contact the student to schedule an in-person payroll appointment.
   a. New student hires are NOT authorized to work and/or earn FWS funds until Financial Aid approves the form, and student completes UMBC payroll paperwork with SABSC.
   b. Completion of payroll paperwork is contingent on student receiving a paycheck.

7. The new hires will complete payroll paperwork during in-person appointment with SABSC. Payroll preparers will initiate forms which includes:
   a. Affidavit of Compliance to obtain a temporary ID, if applicable for NRAs
   b. I-9 Docusign
   c. Onboarding Docusign
   d. W-4 & MW-507 tax withholding forms
   e. Direct Deposit
   f. Citizenship Status Form, if applicable for NRAs
   g. Glacier Profile, if applicable for NRAs

8. SABSC will inform student of anticipated first paycheck
   a. The first two paychecks for all new hires will be issued as paper checks and mailed to their home address. The third paycheck will be sent via direct deposit.

9. SABSC will provide new hires with Temporary Timesheet Docusign to submit for the first 2-3 pay periods when Electronic Timesheets (ETS) are not available. Once ETS is available, it should be utilized to record working hours moving forward. Supervisor should be responsible to assist new hires to complete the temporary timesheet and ETS when available.
   a. Supervisor Affiliation: select UMBC Faculty and Staff
   b. Have students enter the supervisor's Campus ID and information will populate
   c. Payroll Option: select individual payroll preparer
   d. Have students enter the designated SABSC payroll preparer's Campus ID and information will populate
   e. Select the correct pay period dates
   f. Student will record their time and submit

10. SABSC will keep records of all temporary timesheet Docusign for auditing purposes

Terminations & Separations

Full Time Employees (FTEs) & Students Termination

1. The department must submit all termination requests to SABSC RT for notification and processing. It is the responsibility of the respective supervisor to submit termination requests for any employee separating from the department or UMBC.
    a. Include separation letter and any related documentations from HR.
    b. According to the separation letter, if there is a layoff notice period, the supervisor should coordinate with SABSC to determine who will be responsible for submitting the employee's timesheet.
2. SABSC will coordinate with HR to process all employee terminations.
    a. Separated staff and students must be fully removed from their positions before a new employee can be assigned to the same position within the department.
3. SABSC will handle leave payouts for full-time employees can provide them with the anticipated timeline for their final paycheck.

Full Time Employee (FTE) Position Management Procedure

Reclassification & Acting Capacity Requests

1. The hiring department must initiate the pre-approval process by notifying SABSC via RT for review.
   a. Submit position description, department organizational chart, and proposed salary.
2. The hiring department will submit Classification Action Request (CAR) Form for Reclassification/Acting Capacity request to HR Class & Compensation for review and approval.
   a. CAR form approval workflow should be the following:
      i. Initiator – hiring department signature
      ii. Department Head – Theresa Miller Delin for SABSC review
      iii. Dean/Division Head – designated Executive Leadership Team member for approval
3. The department will submit Approval Memo received from HR Class & Compensation to SABSC RT system.
4. If the position is occupied, SABSC will submit a Change PAR (Personnel Action Request) to adjust the salary based on the effective date specified in the memo for the affected staff member.
   a. Supervisors/Directors will receive a Critical Payroll Docusign for review and approval, allowing the Change PAR to proceed through the workflow to HR Payroll.
   b. If the position is vacant, a Change PAR is not required as Peoplesoft will automatically apply the change.
5. SABSC will contact the FTE to provide details about the upcoming paycheck, including expectations on updated salary rate and any retroactive payments to the effective date specified in the memo.
6. Once the updated salary appears in Time Entry, SABSC will process retroactive backpay based on the effective date specified in the reclassification memo.