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EMPLOYMENT UPDATES

**OFFICE OF
HUMAN RESOURCES
1109 BIRD HALL**

Winter Workshop Dates

January 3, 2017—January 27, 2017

Spring Workshop Dates

January 30, 2017—May 19, 2017



Mrs. Marie Billie
Asst. Vice President

Ms. Patricia Mapp
Administrative Assistant

Mrs. Sherina Boyd
Human Resource Associate I

Mrs. Aleasha Dorsett
Training & Development Coordinator

Ms. Mary Ames
Employment Manager

Ms. Betty Fosque
Benefits Coordinator

Ms. Gertrude Hairston
Payroll Manager

Ms. Leslie Tilghman
Payroll Assistant



TUITION REMISSION REMINDER

All Tuition Remission Forms must go to Mr. Kevin Appleton's office so that account data can be entered. Please adhere to semester deadlines for UMES and for every University System of Maryland campus; the deadlines are posted under the Benefits link at www.umes.edu/hr

STATE OF MD NEW WELLNESS ACTIVITIES NO PENALTIES!

Health Risk Assessment (HRA) - available on your medical carrier's website (see the [medical website listing](#) or the back of your card for the website address) or download the State's [HRA](#).

For additional information visit State of MD Health Benefits webpage:

<http://dbm.maryland.gov/benefits/Pages/WellnessHome.aspx>



Holiday Closing Notes

The University of Maryland Eastern Shore will be closed from Friday, December 23, 2016 through Monday, January 2, 2017 in observance of the Christmas Break and New Year Holiday. The University will reopen on Tuesday, January 3, 2017.

Timesheet Completion

Timesheets for the pay period 12/11/16 – 12/24/16 should be completed before **5:00 p.m. on Thursday, December 22, 2016**. Timesheets for Faculty, Exempt and Non-Exempt Regular, as well as Contingent II employees will be pre-populated for the December 23, 2016 Administrative Leave closing. If the closing is not pre-populated, supervisors may complete the timesheet using the drop down menu that is available. Regular employees as well as student employees are encouraged to review their timesheets to ensure that the supervisor has approved the timesheet. Supervisors are responsible for making sure that all timesheets (Faculty, Exempt, Non-Exempt, Hourly and Student) are completed for their areas by the noted date. Supervisors can approve timesheets even if the student has not signed to make them effective if they can verify their time worked.

Please review the holiday accrual information for assistance in completing timesheets. This can be found on your timesheet page. The timesheet system will run a program to fill in applicable holidays. Employees that are not due all holidays must review their timesheets to ensure that the coding is correct. If you are not due a particular holiday according to the schedule, your timesheet must be coded with annual or personal leave for that day. Supervisors are responsible to ensure timesheets are correct before applying final approval.

Employee Timesheet Approvals

All supervisors are responsible for designating a back-up person to approve timesheets to avoid payroll disruptions. The payroll system currently sends messages to supervisors reminding them to sign timesheets. Please adhere to the reminders being sent to you. Effective immediately, there will be repercussions for supervisors who fail to sign timesheets in a timely manner resulting in subordinates not getting paid on the designated pay dates.

To avoid payroll disruptions, all supervisors should designate an individual to serve as the back-up timesheet approver in the event of emergencies, vacations, and other absences. Employees (faculty, staff and students) should log on to their timesheets to insure that their timesheet has been appropriately approved.

Regular Faculty, Adjuncts & Graduate Assistant Timesheets

Department Heads should make sure that all **full-time faculty** have completed the required electronic timesheets for the semester. Additionally, please make sure that all **Adjunct Faculty and Graduate Assistants** have completed the required manual Form VII Duty Day Record for each month of the Fall Semester and that those documents are filed within your department for audit retrieval.

VISA/Employment Eligibility Updates

All employees (Faculty, Staff & Students) who are not U.S. Citizens, must complete a 2017 Citizenship Status Form and a new W-4 form for Homeland Security purposes for calendar year 2017. Failure to comply will result in being removed from payroll. Please note that this is not a UMES only policy. **PLEASE STOP BY BIRD HALL, ROOM 1108 TO COMPLETE YOUR 2017 MANDATED FORMS PRIOR TO FEBRUARY 17, 2017.** Students (Graduate and Undergraduate) must complete the mandated forms before contracts can be processed by payroll for the Spring Semester.

If you have not updated your documents, you are not allowed to work in any capacity until the forms have been updated for the 2017 year.

2016 Use It or Lose It Leave Summary

Employment Category	Annual Leave (max. no. of hrs./ days to be carried over into a new cal- endar year)	Personal Leave	Sick Leave	Holiday Leave
Faculty (12 month)	400 hrs. (50 days)	No balance may be carried over. If you don't use leave during calendar year, you will lose it.	Unlimited balances may be carried over from one calendar year to another.	No holiday may be carried over into a new calendar year except Election Day or other exceptions made by USM (if eligible)
Faculty (9 month) do not earn annual or personal leave. Accrue sick leave only.				
Exempt Staff	440 hrs. (55 days)			
Non-Exempt Staff	400 hrs. (50 days)			
Contingent II	Leave Balances per contract			

**** Excess Annual and unused Personal Leave must be used before 01/07/2017**

Year—End Retiree Information

Employees retiring with an effective date of January 1, 2017 will receive a partial regular payment on 1/13/17 for one week for the period 12/25/16 – 01/07/17. Payment for unused annual leave will be received on 01/27/17 provided that all timesheets have been approved by supervisors. Timesheet approval status can be checked by each employee by opening their electronic timesheet and reviewing the pay period summary at the bottom of the page. If the approved column has “no” for a particular pay period, the supervisor will need to approve the time record.

Pay Day

Payroll checks will be issued on Friday December 30, 2016 from 10:00 a.m. until 12:00 p.m. in the Office of Human Resources located in Bird Hall - Room 1109. Payroll checks that are not picked up as stated above, will be available for pickup on Tuesday, January 3, 2017.

If you will not be available to pick up your payroll check, you may leave a **business size self-addressed, stamped envelope** with the front desk (Room 1109 – Bird Hall) in the Office of Human Resources; or you may have someone to pick up the check for you (written/signed note by you must be presented before check is released). **Payroll funds that are direct deposited will be available at your bank on the pay date stated above.** Banks have until 10:00 a.m. on a payday, to post direct deposit funds, although some banks may post account information earlier.

Payroll Addresses

All faculty, staff and students not returning to the campus in the New Year due to retirement, graduation or other reasons, are requested to make sure that their payroll address is correct in order to receive their 2016 W-2 and 1095-C forms in a timely manner.



Have a Safe and Joyous Holiday Season!





Holiday Observance Summary



Date University Is closed	Holiday Observance	Date Holiday Was <u>Earned</u>	Paid Holidays For Contingent II Employees	Paid Holidays for Regular Employees (Exempt, Non-Exempt, Twelve Month Faculty)
Friday, 12/23/16	Administrative Leave	12/23/16	Yes	<p>Regular Exempt and Non-Exempt Employees as well as Twelve Month Faculty are only eligible for paid holidays if you were a regular status employee of the university when the holiday was earned.</p> <p>If you were not an employee or regular status employee when the holiday was earned, <u>you will have to code your timesheet with annual or personal leave (if available) or approved leave without pay.</u></p> <p>Supervisors are responsible for making sure that timesheets are coded correctly before being approved.</p> <p>Contingent II employees must use leave if available; otherwise, the timesheet must be coded by supervisor as Approved Leave Without Pay.</p>
Monday 12/26/16	Christmas Day	12/26/16	Yes	
Tuesday 12/27/16	President's Day	02/15/16	No	
Wednesday 12/28/16	Columbus Day	10/10/16	No	
Thursday 12/29/16	Veteran's Day	11/11/16	No	
Friday 12/30/16	University Holiday	12/30/16	No	
Friday 01/01/17	New Year's Day	01/01/17	Yes	

If you are not sure whether you are eligible for certain holidays, please review the information below.

If you...

- ▶ were hired or became a regular employee after February 15, 2016; you will be short one holiday in your leave bank - President's Day. It will be necessary for you to use annual or personal leave on this day on your timesheet to remain in a paid status (see holiday earned/observance schedule above).

- ▶ were hired or became a regular employee after October 10, 2016; you will be short 2 accrued holidays in your leave bank - both President's Day and Columbus Day (see holiday earned/observance schedule above). It will be necessary for you to use annual and/or personal leave on these days on your timesheet to remain in a paid status.

- ▶ were hired or became a regular employee after November 11, 2016; you will be short 3 accrued holidays in your leave bank- President's Day, Columbus Day and Veteran's Day (see holiday/observance schedule above). It will be necessary for you to use annual and/or personal leave on your timesheet on these days to remain in a paid status.



The Maryland Charity Campaign (MCC)
connects people who care with causes that matter!

MCC provides :

- opportunity to reach out and touch the lives of those in need.
- opportunity to sustain local, state, national and international health, educational, environmental and human service organizations.
- Opportunity to make a meaningful contribution to your community.

**The MCC is almost over, the
deadline is December 31!**

Donate to your favorite cause today!

<http://mcc.maryland.gov/>

#MCCmatters