



SPS Project – #060B3490012

Future State
Process Definition and
Requirements Document (PDR)

Attachment F1
PR – Payroll Interface

Contents

I.	Document Information	3
A.	Definitions/Abbreviations/Acronyms	3
II.	Organizational Overview	4
A.	Background	4
B.	Current State Inefficiencies.....	5
C.	Future State Process Narrative	6
	Integration	7
	Track Employee Pay Adjustments	7
	Agency Payroll Processing Schedule	7
D.	Process Diagrams	8
E.	Process Diagram Narrative.....	8
	Agency Payroll Processing	9
F.	Process Modifications.....	16
G.	Reference Pertinent Documents.....	17
H.	Legal Considerations.....	17
III.	Interfaces.....	17
A.	In-Bound to SPS.....	17
B.	Out-Bound from SPS.....	17
IV.	Forms	18
V.	Reports.....	18
A.	Reports Used as Input to the Process	18
B.	Reports to be Produced.....	18
VI.	Data Conversion Considerations	19
A.	Data that will be converted	19
	Appendix A – Future State Process Diagrams	19

I. Document Information

A. Definitions/Abbreviations/Acronyms

<i>Abbreviation/ Acronym</i>	<i>Definition</i>
CPB	Central Payroll Bureau
DBM	Department of Budget and Management
EE	Employee
Exception Time Reporting	A Central Payroll Bureau process that requires a submission when the employee has worked anything other than normal pay hours. If there is no submission, the employee will be paid normal pay hours.
FLSA	Fair Labor Standards Act
FMLA	Family Medical Leave Act
LAS	Leave Accounting System: A Client Server system with an Access database that performs time entry and leave accounting functions. LAS is used by ~20 agencies.
MS310	A web-based application for personnel transaction entry that feeds the SPMS mainframe system.
MDTime	Maryland Time Entry and Leave Accounting System: A Smart Client Server system with a SQL Server database that performs on-line time entry and leave accounting functions. MDTime is used by ~5 agencies.
PDR	Process Definition and Requirements
PETR	The system used by Central Payroll Bureau to capture employee Exception Time Reporting.
Positive Time Reporting	A Central Payroll Bureau process that requires a submission of employee time and adjustment every pay period even when the employee has zero adjustments for the pay period.
PPTR	The system used by Central Payroll Bureau to capture employee Positive Time Reporting.
SPS	State Personnel System
TL	Time and Labor
TESS	Time Entry and Scheduling System: A mainframe system that performs time entry and leave accounting. TESS is used by ~19 agencies.

II. Organizational Overview

A. Background

The State of Maryland has approximately 50,000 regular and contractual employees. Employees are paid biweekly and there are multiple pay schedules. Contractual employees are not tracked in the current personnel and benefits system but are handled through the Central Payroll Bureau (CPB). Contractual employees will be a part of SPS. Currently, CPB processes two bi-weekly payrolls that run on opposite weeks. Regular State employees are processed in one cycle and contractual employees are processed in the second. In accordance with the current state process, CPB does not process off-cycle transactions.

Aside from CPB, each State agency is responsible for transmitting related pay transactions and data to CPB prior to the payroll cut-off which is generally 3pm on the Thursday after the pay period closes on the prior Tuesday. Agency payroll is responsible for calculating employee pay adjustments and employee leave balances, in addition to the following transactions:

- Employee overtime
- Employee shift differential
- Employee retroactive pay due to pay rate changes
- Employee bonus' and overtime pay adjustments related to the bonus
- Employee pay adjustments, such as Housing, Food, Accident, Acting Capacity, etc.
- Manual determination whether the employee pay adjustment should be subject to retirement withholding
- Employee leave payouts
- Employee leave balances
- Employee furlough balances

In addition to the above transactions, Agency payroll is also responsible for manually entering employee time and pay adjustments into a separate payroll database referred to as the Payroll Exception Time Reporting (PETR) and Positive Time Reporting (PTR) system. PETR is the more prevalent of the two methods and requires agencies to report only the time or pay adjustments that are different from *normal pay hours* for the employee. Positive time reporting (PPTR) requires Agencies to report all time and pay adjustments for the employee every pay period.

Although most agencies use an automated time capture system, MDTime (Maryland Time), LAS (Leave Accounting System) or TESS (Time Entry Support System), to capture, track and report employee time, many agencies still use paper timesheets to manage employee time. Regardless of whether the Agency utilizes an automated time capture system or paper timesheets, it is the responsibility of the Agency timekeepers to process all employee timesheet data and re-key it into the CPB ETR/PTR system. All other data, specifically job data and personnel transaction data, is transmitted via the ETR/PTR process.

B. Current State Inefficiencies

The inefficiencies and issues resulting from the existing process include:

- The process is error prone and time consuming because it involves manual entry of the PETR and PTR data at two different points in the process.
- The process is labor intensive requiring manual calculations for pay adjustments; specifically those that require a time capture look-back of up to one year.
- There is a high risk of incorrect pay due to incorrect leave or overtime calculations by agency payroll processors. The manual calculations have resulted in miscalculations of employee pay adjustments due to both the volume and a lack of automated tools to assist in the calculation.
- Overtime is paid in arrears.
- Operations could be interrupted due to natural disasters or inclement weather. Employees who key the ETR/PTR data into the payroll system are required to attend work irrespective of State closure due to inclement weather to avoid missing the deadlines for entry of ETR and PTR data. This invokes not only operational risks, but also safety risks for employees traveling in bad weather conditions. Because of the paper based processing, this causes a significant amount of forecasting by employees of time.
- Lack of a cohesive or singular audit trail for approvals and adjustments since many approvals and/or adjustments are occurring outside the system via phone, snail mail or fax. (Example: Currently, agency requests for "pay period only" adjustments must be called into CPB by 12:00 PM on the first Monday in a pay period, to be reflected in the following week's paycheck.)
- In some instances, employees are required to forecast their work hours in order to meet pay period deadlines. This can result in pay adjustments being required when the forecasted hours change or potentially an overpayment of hours.
- Communication between Agency HR and Agency Payroll regarding employee transactions, such as Hires, Rehires, Promotions, Transfers, Acting Capacity, Bonus and Terminations occur via a paper form, which results in non-timely and sometimes non-communicated changes.
- Lack of a non-integrated system.

C. Future State Process Narrative

The SPS system is intended to meet the requirements necessary to alleviate the inefficiencies facing the State's agency payroll process. This section outlines the business requirements and a conceptual design of the future state payroll processing functions.

The following matrix summarizes how SPS will address challenges and inefficiencies of the current process that have been addressed in the *Time & Labor PDR*.

CURRENT STATE	PROPOSED PROCESS
Some employee time capture is automated and some employees complete paper timesheets.	In conjunction with the Employee self-service PDR, this will reduce paper timesheets and increase time capture accuracy because the system will edit the employee time as it is entered. The system will enforce and manage State rules for time and attendance, including enforcement of leave balances and automated cascading leave balances. [See the <i>Time & Labor PDR</i> and <i>FMLA/ Leave PDR</i> for details.]
Manual calculation of employee overtime.	The time capture system will automatically calculate estimated overtime based on employee timesheet hours and user-defined overtime rules. [See the <i>Time & Labor PDR</i> for details.]
Manual calculation of employee shift differential pay adjustments.	The time capture system will automatically calculate shift differential based on employee timesheet hours and user-defined shift differential rules. [See the <i>Time & Labor PDR</i> for details.]
Overtime not paid in pay period where earned.	The automatic calculation of overtime based on employee timesheet hours will allow overtime to be paid in the pay period where earned.
Manual calculation of employee leave balances.	The time capture system, along with the post payroll leave accrual process, will automatically perform leave balance calculations. [See the <i>Time & Labor PDR</i> and <i>FMLA/Leave PDR</i> for details.]
Manual calculation of employee furlough balances.	The time capture system, along with the payroll calculation process, will automatically perform furlough balance calculations. [See the <i>Time & Labor PDR</i> for details.]
High risk of incorrect pay due to incorrect leave or overtime calculations by agency payroll processors.	The automatic calculation of leave, furlough, overtime and shift differential will ensure accurate employee pay.
Manual entry of ETR and PTR data at multiple points in the payroll process cycle.	The time capture system, providing employees with the ability to record work begin and end times, will eliminate the initial point of manual data entry. Providing Agency Timekeepers and Agency Payroll with online access to the employee entered

CURRENT STATE	PROPOSED PROCESS
	timesheet data will <i>eliminate the second point of manual data entry</i>

Integration

One of the inefficiencies is that non-integrated systems have resulted in inconsistent data between HR Personnel, Benefits, Time capture systems and CPB. These data inconsistencies can result in inaccurate employee pay checks, excessive time spent investigating the inconsistency and/or the inability to produce an employee pay check in a timely manner. Some of the current data inconsistencies are due to ineffective communication between Agency HR, the Agency Timekeeper and Agency Payroll. Currently, the methods available to communicate employee changes to Agency Payroll include verbal, email or paper communication, with the most prevalent being paper receipt of a copy of the MS310 transaction.

- In the future, the State will benefit from an integrated HR/Payroll solution where there is a seamless interaction between core HR and Time and Labor, and payroll. This will minimize the number of employee data discrepancies. The interface between the SPS system and CPB will ensure CPB has current employee and pay data for all payroll processing events.

Track Employee Pay Adjustments

Currently, employee pay adjustments are done manually and on paper, which results in the lack of a singular and cohesive audit trail of all pay adjustments per employee and/or per pay period. The future state design incorporates features that will facilitate capturing all employee pay adjustments in an integrated system, in addition to capturing electronic approval of the adjustments. This functionality will be achieved through:

- The system shall provide the ability to track all user-defined pay adjustments by employee, pay period and by type.
- The system shall provide the ability to track an electronic approval for all employee pay adjustments either on the employee time card or an online page where the adjustment can be reviewed.
- The system shall provide reports to identify all pay adjustments by employee and/or by pay period along with the date/time approved and the approver.

Agency Payroll Processing Schedule

Agency Payroll has a bi-weekly processing schedule (pay period is Wednesday – Tuesday) requiring that all employee pay adjustments are received by CPB by 3pm on the Thursday after the pay period closes on the prior Tuesday. For many agencies, this schedule is challenging due to the volume of manual calculations and data entry involved in processing and closing payroll. In some cases,

employees are requested to forecast their Tuesday work hours in order to give Agency Payroll more time to complete their processing duties. The forecasting of hours can result in either adjustments in the following payroll or potential overpayment to the employee.

In some cases, Payroll Operations are interrupted due to natural disasters or inclement weather. In the current environment, Agency Payroll staff must be physically present in a State office in order to complete payroll processing duties that could place the State employee at risk for physical danger.

Since the SPS system is a web-based solution, Agency Payroll will be able to access the system from any PC with an internet connection which would eliminate the need to be physically present in a State office to perform necessary functions.

D. Process Diagrams


Functional requirements definition included the preparation of process flow diagrams. The diagrams are intended to identify the "future state" business process and show process stakeholders, process initiators and approvers, integrations, automation touch-points and required system functionality.

Appendix A contains the following process flow diagrams:

Agency Payroll Processing: PR0101 – Bi-Weekly Payroll Processing

E. Process Diagram Narrative

This section provides a narrative for each process flow diagram. The narrative identifies both business process and system functionality requirements including, required fields, field valid values, field defaults, field/page edits, calculations, and references to State documentation that identifies State specific policies the system should accommodate.

The process flow diagrams reflect required workflow with the  symbol. The text in the symbol will either indicate "Worklist" or "Notification".

- "Worklist" means the workflow requirement is to place an item in the associated role/user's online worklist since these individuals will be frequent users.
- "Notification" means the workflow requirement is to send an email notification to the associated role/user since these individuals will be infrequent system users.

While most of the process design presented in this document does not contain workflow, Agency Timekeepers and Agency Payroll have been identified in other PDRs as the recipient of workflow notifications, including:

- Employee Hires
- Employee Rehires

- Employee Terminations
- Employee Acting Capacity Pay Approvals
- Employee Acting Capacity Pay Cancellations
- Employee Recruitment or Retention Bonus
- Employee Referral Bonus

Agency Payroll Processing

The proposed future state design for Time & Labor provides the ability to identify Shift Differential dollars, Overtime Hours and Overtime dollars on the employee timesheet as part of the time capture process.

The proposed future state design for Classification provides the ability to identify Bonus dollars and Acting Capacity dollars.

The future state process will:

- Calculate a retroactive amount due to a prior pay period pay rate change (Adjusted dollars)
- Calculate a retroactive amount due to a prior pay period timesheet hours adjustment (Adjusted Hours and Adjusted dollars)
- Calculate adjusted overtime dollars due to a recruitment or retention bonus (Adjusted dollars)
- Calculate a final leave payout (Leave Payout dollars)

This document will not detail the specific equations of Accident Hours/Accident dollars, Housing dollars, Recovery dollars and Food dollars, the system shall provide the ability to capture these employee pay adjustments in addition to any other user-defined pay adjustment types.

Agency Bi-Weekly Payroll Process

Associated Process Flows: PR0101 – Process Bi-Weekly Payroll

SPS: Time administration has been completed and Payable Time is ready for Payroll Processing (Step 1):

After the Time and Labor process has created Payable time, it is now ready to be sent to Payroll North America for processing.

SPS: Does Retroactive Pay need to be processed? (Step 2):

A determination needs to be made if there is any time that will be part of the Retroactive Payroll Process.

SPS: Process Retroactive Pay (Step 3):

- I. Scenario Number 1: Agency Payroll is responsible for calculating the retroactive pay due to or due from an employee as a result of a prior pay period pay rate change. The pay rate change can be a result of a promotion, non-competitive promotion, demotion or a reclassification.

In the proposed future state design, the system shall provide the capability to process retroactive pay adjustments for prior pay period pay rate changes:

- Identification of the employees requiring a retroactive pay adjustment.
- A report to identify all employees with a pay rate change within a user-specified timeframe.
- A system calculated retroactive pay adjustment amount (positive dollars or negative dollars) that incorporates system time capture data and employee pay rate data for the timeframe.
- The ability for Agency Payroll to approve or adjust the system calculated retro-active amount.
- The ability to send the retroactive pay adjustment (positive dollars or negative dollars) to CPB in bi-weekly payroll processing.

The SPS system shall identify employees with a prior pay period pay rate change along with a status of whether the employee has received a related pay adjustment.

The SPS system shall calculate the retroactive pay adjustment due to or due from an employee by:

- Identifying all pay periods since the pay rate change was effective
- Identifying for every pay period:
 - The rate of pay used to calculate the employee pay check
 - The rate of pay that was in effect for the pay period
 - The numbers of hours (regular, overtime, leave, shift differential) the employee worked in the pay period.
 - Any other pay adjustments in the pay period
- Calculate the retroactive pay adjustment due to or due from the employee using FLSA standards and identification of the difference between what the employee was paid and what they should have been paid.

The system shall provide a report that identifies all employees with a pay rate change during a user specified timeframe.

The system shall provide the ability for Agency Payroll to review the system calculated retroactive pay adjustment including all components of the calculation, including: Effective Dates, Pay Rates and Hours Worked by Pay Period.

The system shall provide the ability for Agency Payroll to approve the system calculated retroactive pay adjustment amount or choose to adjust the calculated amount.

- If Agency Payroll approves the system calculated amount, the system will provide the ability to indicate the calculated amount is approved and will record the approver and the date/time of the approval.
- If Agency Payroll does not approve the system calculated amount, the system will provide the ability to not proceed with approving or adjusting the calculated amount at this time or to adjust the calculated amount.

The system shall provide the ability for Agency Payroll to adjust the system calculated retroactive amount and record the name of the individual who made the adjustment, the date/time of the adjustment and a reason for the adjustment.

The SPS system shall provide the ability to store the employee pay adjustments, by adjustment type and by pay period, in preparation for interfacing to CPB.

The SPS system shall provide the ability to generate an interface file of all approved employee pay adjustments by pay period. The file will be interfaced to CPB in preparation for bi-weekly payroll processing.

CPB will process bi-weekly payroll based on the employee pay adjustments received in the interface file from the SPS system.

The employee will receive his/her pay check which will include the retroactive pay adjustments that were a result of a prior pay period pay rate change.

The system shall provide a report that identifies the detail components of the employee retroactive pay adjustment calculation. This report can be used for internal Agency purposes or could be shared with the employee to explain how the adjusted amount was derived.

The system shall provide a report that identifies the employee pay adjustments for all employees or a user-specified employee for a user-specified pay period(s) and/or adjustment.

- II. Scenario Number 2: Agency Payroll is responsible for calculating the retroactive pay due to or due from an employee as a result of a prior pay period timesheet hour(s) adjustment. This is the case when the employee timesheet during a previous pay period either did not include all of the hours (regular, overtime, shift differential or leave) the employee worked in the pay period, or it included more hours than the employee worked.

In order to ensure the SPS system maintains an accurate record of employee hours by pay period, the proposed future state design includes making the appropriate hour(s) adjustment to a prior pay period and placing the associated adjustment dollar amount (positive dollars or negative dollars) in the current pay period. The system shall provide security to ensure that only the individuals authorized to make prior pay period timesheet adjustments are granted access to perform the updates and all other users shall be restricted from adjusting a timesheet once it has been approved and processed.

The Agency Timekeeper or Agency Payroll will be made aware that a prior pay period requires an hour(s) adjustment.

The SPS system shall provide the ability for designated individuals to add or remove hour(s) for a specified Time Reporting Code to an employee timesheet for a prior pay period.

The SPS system shall calculate the retroactive pay adjustment due to or due from the employee for the pay period using FLSA Standards.

The SPS system shall provide the ability to store the employee pay adjustments by adjustment type and by pay period in preparation for interfacing to CPB.

The SPS system shall provide the ability to generate an interface file of all approved employee pay adjustments by pay period. The file will be interfaced to CPB in preparation for bi-weekly payroll processing.

CPB will process bi-weekly payroll based on the employee pay adjustments received in the interface file from the SPS system

The employee will receive their pay check which will include the retroactive pay adjustment included for the prior pay period hour(s) adjustment.

The system shall provide a report that identifies the employee pay adjustments for all employees or a user-specified employee for a user-specified pay period(s) and/or adjustment type.

SPS: Load Time and Labor (Step 4):

Currently, Central Payroll Bureau (CPB), via an ETR/PTR system, provides the ability for agencies to submit adjustments to employee pay that would be above and beyond normal work hours. These adjustments include:

- Shift Differential dollars
- Overtime Hours/Overtime dollars
- Bonus dollars
- Acting Capacity Pay dollars
- Leave Payout dollars
- Adjusted Hours/Adjusted dollars
- Accident Hours/Accident dollars
- Housing dollars
- Recovery dollars
- Food dollars

The authorization of recruitment and/or retention bonus will be handled by Agency HR and approved by the Agency Appointing Authority. When this authorization and approval occurs, the system shall record the date of the bonus, the type of the bonus and the amount of the bonus as an employee pay adjustment for the pay period in which the bonus was approved. The proposed process design for administering bonus can be found in the *Classification & Salary PDR*.

In addition to receiving the recruitment and/or retention bonus, the employee also receives an overtime adjustment amount, if applicable, that pays them the differential for overtime at an adjusted salary amount that includes the bonus amount. For example, an employee's current salary is dollars 20,000 and receives a bonus after 6 months of employment for dollars 1,500. Any overtime earned during the 6 months associated with the bonus should be paid at an adjusted salary of dollars 21,500.

In the proposed future state design, the system shall:

- Alert Agency Payroll that an employee received a bonus
- Provide automation to calculate an overtime adjustment for a specified timeframe based on an adjusted salary amount.

The system shall provide Agency Payroll with a notification that an employee has been granted a bonus.

The system shall provide Agency Payroll with the ability to identify if the employee earned any overtime in the bonus period. If the employee did not earn any overtime, the process ends.

The SPS system shall provide the ability for Agency Payroll to calculate the overtime adjustment online.

The system shall calculate the overtime adjustment by:

- Identifying all of the pay periods from the Bonus Period Start Date thru the Bonus Period End Date
- Identifying the number of Overtime hours recorded in each of the identified pay periods
- Calculate the overtime due by pay period using FLSA Standards and the adjusted salary amount
- Sum all pay period amounts to provide a single overtime adjustment amount

The SPS system shall provide the ability for Agency Payroll to *confirm* the system calculated overtime adjustment amount. When the *confirm* occurs, the system shall record the name of the individual who made the adjustment and the date/time of the adjustment.

The SPS system shall provide the ability to store the employee pay adjustments by adjustment type and by pay period in preparation for interfacing to CPB.

The SPS system shall provide the ability to generate an interface file of all approved employee pay adjustments by pay period. The file will be interfaced to CPB in preparation for bi-weekly payroll processing.

CPB will process bi-weekly payroll based on the employee pay adjustments received in the interface file from the SPS system.

The employee will receive their pay check which will include the overtime pay adjustment.

The system shall provide a report that identifies the employee pay adjustments for all employees or a user-specified employee for a user-specified pay period(s) and/or adjustment type.

SPS: Are there any Final Check/Leave Payouts? (Step 5):

A determination needs to be made as to whether or not there are any Final Check/Leave Payouts that need to be processed.

SPS: Process Final Check/Leave Payout (Step 6):

Per the State Personnel & Pensions Article, §9-305, except for employees covered by a collective bargaining agreement, an employee is entitled, on termination of State employment, to compensation for unused annual leave. The exceptions to this are employees whose State employment was

terminated for a cause involving moral turpitude and an employee whose State employment terminates within 6 months after the employee's original appointment (hire) date. In addition to compensation for Annual leave, an employee may be eligible for payout of some unused compensatory leave.

In some fiscal years, the State has instituted mandatory salary reductions for employees. When mandatory salary reductions are in effect, the employee leave payout should occur at the employees non-reduced pay rate.

When an employee termination is processed in Personnel transactions, Agency Payroll will be notified via workflow.

In some fiscal years, employee leave payout is processed on a separate check in the pay period that follows the employees last pay check. This current process provides the ability for the DBM Office of Budget Analysis to identify leave payout amounts for financial reporting purposes. The proposed future state design is to include the employees leave payout on their final employment pay check.

In the proposed future state design, the system shall:

- Alert Agency Payroll that an employee is terminating from State service
- Provide automation to calculate the employees leave payout amount
- Provide reporting to identify all employees who terminated

The system shall provide Agency Payroll with a notification that an employee has been terminated in the SPS system.

The system shall provide a report that identifies the employee Terminations for all employees or a user-specified employee for a user-specified pay period(s) and/or timeframe.

Agency Payroll will need to determine with Agency HR if there is any reason not to payout leave. Per the State Personnel & Pensions Article, §9-306, an employee whose State employment is terminated for a cause involving moral turpitude forfeits all unused annual leave and all compensation for unused annual leave. In addition, an employee whose State employment terminates within 6 months after the employee's original appointment (hire) is not eligible for annual leave or compensation for annual leave.

The SPS system shall provide the ability for Agency Payroll to calculate the leave payout online.

Annual Leave Balance	The system shall display the employees Annual Leave Balance as of the Effective Date of the Termination
Compensatory Time Balance	The system shall display the employees Compensatory Time Balance as of the Effective Date of the Termination
Annual Leave Payout Hours	The system shall require user entry of a number of hours that cannot exceed the value recorded in the system in Annual Leave Balance.

	The system shall consider zero (0) to be a valid entry.
Compensatory Time Payout Hours	The system shall require user entry of a number of hours that cannot exceed the value recorded in the system in Compensatory Time Balance. The system shall consider zero (0) to be a valid entry.
Leave Payout Amount	The system shall calculate the dollar value of the leave hours identified for payout by multiplying the number of hours * the employee's non-salary reduced hourly rate.

The SPS system shall provide the ability for Agency Payroll to *confirm* the leave payout calculation. When *confirm* occurs, the system shall record the name of the individual who prepared the leave payout and the date/time of the confirmation.

CPB will process bi-weekly payroll based on the employee pay adjustments received in the interface file from the SPS system

The employee will receive their final pay check which will include the leave payout.

The system shall provide a report that identifies the pay adjustments for all employees or a user-specified pay period(s) and/or adjustment type.

SPS: Calculate Pay (Step 7):

The SPS system will calculate a gross pay in order to send via interface to CPB for additional processing.

SPS: Interface of Gross Pay Results to CPB (Step 8):

The interface will be sending Gross calculations to CPB for Net Calculations.

CPB: CPB processes pay (Step 9):

CPB processes pay for Net results.

CPB: CPB Interface of Net Pay Results to SPS (Step 10):

CPB will interface back to SPS, Net results for additional processing by SPS.

SPS: Confirm Pay (Step 11):

SPS will run a process to confirm pay for additional processing and to update balance tables within SPS. It's important to note that SPS is *not* the system of record for any payroll balance information i.e. reporting or analyzing.

SPS: Run Leave Accrual Process (Step 12):

SPS will run the Leave Accrual Process in order to update employee Leave Balances.

F. Process Modifications

There are numerous differences between the "future" state business processes outlined in this document and with the current state environment. Some of these differences include:

- ❖ Employee self-service will reduce paper timesheets and increase time capture accuracy.
 - The system will edit employee time as it is entered.
 - The system will calculate employee overtime based on user-defined rules.
 - The system will calculate employee shift differential based on user-defined rules.
 - The system will calculate employee leave balances and restrict employees from taking more leave than accrued.
- ❖ Due to automation of the employee overtime calculation, the system will provide the ability to pay overtime in the pay period where earned.
- ❖ The system will calculate employee leave and furlough balances which will eliminate the need for Agency Payroll to manually calculate and maintain these balances.
- ❖ Providing reporting to accurately identify at a point-in-time employee leave and/or furlough balances.
- ❖ Ensure all employees receive accurate pay by automating pay adjustment calculations that occur manually today, including:
 - Leave
 - Overtime
 - Shift Differential
 - Prior Pay Period Hours Adjustments
 - Retroactive Adjustments
 - Bonus Overtime Adjustments
- ❖ Elimination of multiple points of manual time captures data entry including paper time sheets and entry into the PETR and/or PPTR systems.
- ❖ Elimination of employee hours forecasts at the end of the pay period.
- ❖ Web-based system access that provides remote access to process payroll when necessary.
- ❖ Compilation of all employee pay adjustments in a single system with the ability to report on adjustments by employee and/or by pay period. The system of record for any reporting purposes is CPB.
- ❖ Requiring all employee pay adjustments to have electronic approval each pay period before sending the adjustments to CPB for payment.
- ❖ More automation from the point of time capture thru approval of adjustments will provide a less restrictive Agency payroll processing schedule.

G. Reference Pertinent Documents

The reference documents used in the preparation of this document include:

Pertinent Documentation	Link
CPB's Online Exception Time Report Processing System Manual	http://compnet.comp.state.md.us/Central_Payroll_Bureau/CPB_Static_Files/etrmanual%209-2-08pdf
<i>Time & Labor PDR</i>	
<i>Classification & Salary PDR</i>	
<i>Personnel Transactions PDR</i>	

H. Legal Considerations

The following are links to State regulations, guidelines and requirements.

Referenced Item	Link
State Personnel & Pensions Article, §9-305 – Compensation on Termination of Employment	SPP 9-305-- http://mlis.state.md.us/asp/statutes_respond.asp?article=gsp&section=9-305&Extension=HTML
State Personnel & Pensions Article, §9-306 – Forfeiture and Disqualification	SPP 9-306-- http://mlis.state.md.us/asp/web_statutes.asp?gsp&9-306

III. Interfaces

The following interfaces will be inputs/outputs to the future process. Please refer to the **AP-RTM** Interface tab for detailed information as it pertains to all the required interfaces for this PDR.

A. In-Bound to SPS

List In-Bound Interfaces used/required by this process.

Interface Name	Description/Purpose	Source System/Vendor	Frequency	Transmission Method
Post CPB payroll processing.	Send balances for post PNA payroll processing.	CPB	Per Pay Period	Flat File

B. Out-Bound from SPS

List Out-Bound Interfaces used/required by this process.

Interface Name	Description/Purpose	Receiving System/Vendor	Frequency	Transmission Method
Rename	Interface employee pay adjustments from the SPS system to the CPB systems. Rename	CPB PETR/PPTR Systems	Per Pay Period	Flat File

IV. Forms

The following forms will be used or generated by the process.

Form Name	Agency/ Dept	Input/ Output	Automated/ Manual	Purpose	Fields/Content
<i>None.</i>					

V. Reports

The following reports will be inputs/outputs to the process.

A. Reports Used as Input to the Process

For example, if someone runs a report which they then use to determine what actions may need to be taken, list those reports.

Report Name	Requestor	Frequency	Purpose	Contents	Routing/Users
<i>None.</i>					

B. Reports to be Produced

For example, note reports generated for management or for the administration of the system, department review, etc. (e.g., reconciliation reports)

Report Name	Requestor	Frequency	Purpose	Contents	Routing/Users
EE's Active at Multiple Agencies	Agency Payroll	AdHoc	To identify the employees that are currently active at more than 1 Agency and sending pay data to CPB		Agency Payroll
Employees w/Pay Rate Changes	Agency Payroll	AdHoc	To identify all employees who have had a pay rate change within a user-specified period of time.		Agency Payroll
Employee Terminations	Agency Payroll	AdHoc	To identify all employees who terminated during a user-specific period of time.		Agency Payroll
Employee All Actions	Agency Payroll	AdHoc	To identify all employee Job actions for a user-specified employee or all employees for a user-specified period of time. <u>This report will identify:</u> Hires Rehires Transfers Promotions Demotions Salary Adjustments Data Changes,		Agency Payroll

Report Name	Requestor	Frequency	Purpose	Contents	Routing/Users
			Reclassifications Acting Capacity Pay Terminations		
Employee Retroactive Calculation Details	Agency Payroll	AdHoc	To identify the details of how an employee retroactive calculation was derived, including timesheet hours and pay rates.		Agency Payroll
Employee Pay Adjustments	Agency Payroll	AdHoc	To identify all employee pay adjustments for either a single employee during a user-specified period of time or all pay adjustments during a user-specified period of time.		Agency Payroll

VI. Data Conversion Considerations

A. Data that will be converted

The following data is required to be converted into the new software.

Current Source	Type of Data	Source Years
CPB	YTD Balances	Current row

Appendix A – Future State Process Diagrams

See separate PDF document [PR – Agency Payroll – Appendix A](#)