

WORKDAY REQUESTS

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Requests



SERVICE NOW REQUESTS

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- Paycheck Cancellation
- Direct Deposit Recovery
- Stop Payment Reissue
- Tax Refund Request – **NEW**
- Corrected W2/1042S – **NEW**
- Reissue W2/1042S - **NEW**

A link to Service Now and all Payroll forms are located on
[Finance.umd.edu](https://finance.umd.edu)

UNIVERSITY OF MARYLAND



Finance

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MANUAL LEAVE PAYMENT

Only to be used when an employee requires a leave payout but has not separated from UMD. If the employee is transferring to another regular position on campus, the leave cannot be paid out.

Most common use is for employees moving from a leave-earning position to non-leave earning position.

- Faculty stepping down from chair positions
- Staff switching from regular exempt/non-exempt positions to a staff contractual position (C1)

A verification of Annual/Holiday hours from UHR must be attached to the request.

Manual Leave Payout Request

Manual Leave Payout Request

What is the employee's ID? (Required)

What is the employee's name? (Required)

Full Unit Name
(Required)

Number of hours to be paid
(Required)

TOTAL Amount to be Paid:
(Required)

Usource
(Required)

Reason for Manual Leave Payment
(Required)

Attach any supporting information needed to justify reason for manual leave payout. (Ex. Employment Contract)

Drop files here



Select files

OVERPAYMENT RECOVERY ADJUSTMENT

This request should only be submitted by **5pm** on Days 11 & 12 of a typical pay cycle for employee is currently being paid.

Complete only when an active employee is going to be overpaid and the overpayment cannot be recovered from future wages or leave payments.

Can also be used if an active employee was overpaid on a PHR appointment that was terminated prior to 11/03/24.

If adjustment is for a retro pay rate/employment date change on a terminated PHR appointment, the documentation approving that change must be attached.

If the adjustment is for time entry prior to 11/03/24, a Timesheet Correction form for each pay period must be attached.

Time entry issues that occurred 11/03/24 must be handled by modifying the timesheet. The modification will result in retroactive calculation which will be picked up by Payroll Services in the following pay period.

If the recovery should be handled over multiple pay periods, only one request is needed. Payroll Services can set the recovery to occur over subsequent pays. The number of pay periods and the grand total of the overpayment should be indicated in the request comments.

The request reason/comments should be as detailed as possible.

Overpayment Recovery Adjustment

If an active employee is overpaid and the overpayment cannot be recovered from future wages/leave payments, and it is not discovered prior to Day 10 (of a typical pay period), the Department must request Payroll Services to create an overpayment recovery pay adjustment. If an employee will have future wages and/or a leave payout then the Department must recover the overpayment from subsequent payments. The Department should work with the overpaid employee to formalize the recovery payment plan.

*Note: This process is for recovering overpayments that cannot be recovered from future wage/leave payments to the employee.

What is the employee's name?

What is the employee's ID?

Overpaid Position #

Full Unit Name

Total Amount of Overpayment Recovery

Reason for Overpayment:

enter your comment

OVERPAYMENT RECOVERY ADJUSTMENT cont.

IMPORTANT NOTE

Overpayment Recovery Adjustments can only be used for wages paid in that current calendar year*.

If the overpayment is for the prior calendar year, the department will have to submit a Payback Amount Request form to Service Now so the employee can write a check. Once paid, the employee will receive a W2c for the appropriate year.

Example

An employee was overpaid in November 2024. The full amount must be recovered from the paycheck dated 12/20/24.

If that is not possible, a Payback Amount Request form is required.

Excerpt from IRS Publication 15, Employer's Tax Guide*

Repayment of Prior Year Wages

If an employee repays you for wages received in error, don't offset the repayments against current year wages unless the repayments are for amounts received in error in the current year.



PAYROLL ADVANCE & RECOVERY

Cannot be used to advance future salary.

A pay advance is requested only if an employee has not received all wages due on a specific payday. It is considered a “loan” on the amount of money due to the employee and will be recovered from the employee’s next paycheck.

The request for a pay advance can be submitted the week of payday but the Working Fund will not process until payday.

All requests must be submitted not later than **1pm** on the transaction deadline day (Day 10 in a typical pay period) to ensure it can be processed in the current pay period.

Typically, the maximum amount that can be requested is 60% of the gross amount due to the employee; the amount requested must be in whole dollars (no cents) and the advance is not taxed.

Pay advances are generally not approved for the following situations:

- When the employee did not sign their timesheet; or it did not get approved by the deadline
- When it is the last pay for an employee
- When it is for overtime only
- If it is a one-time payment only

The D/OE Code for Pay Advances is 87.

Payroll Advance & Recovery

Description
With this request type, department HR Analysts can request an off-cycle payroll payment on behalf of an employee(s).

Employee Pay Advance and Recovery Overview and Process
Overview:
A pay advance is requested only if an employee has not received all the wages they are due on a specific payday. It is considered a “loan” on the amount of money due to the employee and will be recovered from the employee’s next paycheck. The request for a pay advance can be submitted the week of payday but the Working Fund will not process until payday. Day 10 of the current pay period is the last day a pay advance may be requested to insure that it is recovered from the next paycheck. (In a pay period where deadlines are shortened, the pay advance request must be made by Day 9 of the current pay period.) Typically, the maximum amount that can be requested is 60% of the gross amount due to the employee; the amount requested must be in whole dollars (no cents). The pay advance is untaxed. Effective November 15, 2024, all pay advance requests must be submitted through Workday. Pay advances are provided either by live check or direct deposit. Live checks will only be available for pick up on the Monday morning following the request.

The Workday Pay Advance Request should be completed by 1:00 p.m on Day 10 (or Day 9 in an accelerated pay period).
A payroll advance is generally not used in the following situations:

- When the employee did not sign their timesheet, or it did not get approved by the deadline.
- When it is the last pay for an employee.
- When it is for overtime only.
- If it is a one-time payment only [non-standard payment.]

Process:

1. The Department recognizes that an employee is not going to be paid on payday and that they are due wages (e.g. due to a job being entered late in Workday). The department HR Analyst must submit a ‘Payroll Advance & Recovery’ request type (link to job aid?).
2. There must be an approved job in Workday with dates that include the pay period for which the advance is requested, prior to requesting the pay advance check.
3. The Department creates and approves a HR transaction that supports the reason for the pay advance request. All time sheets must be approved by the supervisor prior to requesting a pay advance; if not approved, the pay advance cannot be given.
4. The Department HR Analyst completes the Workday ‘Payroll Advance & Recovery’ request for 60% of the total gross amount due to the employee, this amount must be in whole dollars (no cents). The employee must complete the approval process of the request.
5. If the employee wishes to receive direct deposit, they must complete the to do step in Workday to add their banking information.
6. Payroll Services verifies the job in Workday and the accuracy of the Pay Advance Request then approves prior to routing to the Working Fund Office.
7. Payroll Services will enter the amount of the pay advance amount into Workday. This ensures the amount is recovered the following payday.
9. The Working Fund Office processes the request and a check or direct deposit will be issued. Direct deposits will be made within 1 - 3 business days. Live checks will be available on Monday mornings only.

On Behalf Of

Describe the Request *



PAYROLL INPUT REQUEST

This request is used to make payments to ACTIVE employees that should have occurred prior to go-live.

If adjustment is for a retro pay rate/employment date change on a terminated PHR appointment, the documentation approving that change must be attached.

If the adjustment is for time entry prior to 11/03/24, a Timesheet Correction form for each pay period must be attached.

Time entry issues that occurred 11/03/24 must be handled by modifying the timesheet. The modification will result in retroactive calculation which will be picked up by Payroll Services in the following pay period.

Payroll Input Request

This request form is used to process payments that can not be handled traditionally through Workday processes. Example: Unsupported Retro

What is the employee's ID? (Required)

What is the employee's name? (Required)

Full Unit Name (Required)

Usource (Required)

TOTAL Amount to be Paid: (Required)

Number of Pays for Segmentation:

Reason For Payroll Input Request (Required)

Attach any supporting documentation needed to justify reason for the payroll input request.

Drop files here

Select files

REINSTATE FOR BACK PAYMENT

To be used when an employee is owed back wages/final leave payout but are terminated in both Workday **AND** at the Central Payroll Bureau (CPB).

Requests must be submitted by **5pm** on the transaction deadline day (typically Day 10) for the current pay period.

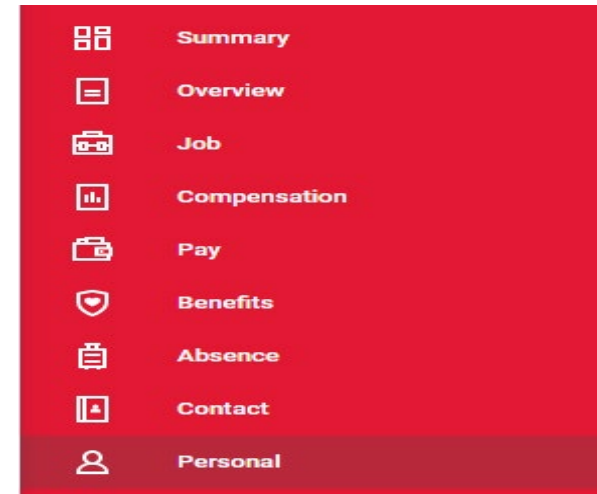
CPB status can be verified by going to the Worker's profile.

Select:

- Personal
- Additional Data
- Scroll down to CPB Masterfile
 - Is Active – Should be “No”
 - CPB Employee Status Code - Should be “T”

The request must be completed with at least one account driver worktag and supporting documentation. Payment segmentation is optional. Any segmentation request will be evaluated by Payroll Services for appropriateness.

Former employees who are not in Workday **cannot** be paid by this process. A One-Time Payment will be required.



Personal Information Names IDs Documents Additional Data

CPB Master File

1 item

CPB Level Code	Is Active	CPB Employee Status Code
ZB	NO	T

SERVICE NOW REQUESTS

Request forms have all been revised to correspond with Workday.

Requests **MUST** include all required Driver Worktags.

Please do not use any old PHR or KFS Information.

LOCATION**WORKDAY INFORMATION**

Worker Profile

- Employee Position Number
 - Cost Center

KFS Object Code to
Workday Value Report

- Ledger Account
- Revenue/Spend Category

KFS Account to Driver
Worktag Report

- Grant/USource



**EXAMPLES OF
REVISED FORMS**



OFFICE OF THE CONTROLLER
PAYROLL SERVICES
1101-L CHESAPEAKE BLDG
COLLEGE PARK, MD 20742
[Open a Case with Finance](#)

REQUEST FOR PAYBACK AMOUNT FORM

An asterisk (*) denotes a required field

W Number _____
(Payroll Services Use Only)

Part I: Employee Information

*Campus	UMCP	UMES	UMCES	UMSO
*Employee UID:			*Employee Position:	
*Employee Name:	Last Name	First Name	M.I.	

Part II: Overpayment Information

*Pay Period Ending Date	*Gross Amount Overpaid	Finance Driver Worktags				*% of Pay
		*Ledger Account	*Cost Center	*Revenue/Spend Category	*Grant/USource	

Part III: *Overpayment Reason

Part IV: Certification by Department

I hereby certify that the above information is correct.

*Printed Name	*Date
*Division/Department	*Email Address



OFFICE OF THE CONTROLLER
PAYROLL SERVICES
1101-L CHESAPEAKE BLDG
COLLEGE PARK, MD 20742

CHECK CANCELLATION FORM

Submit To: Jo Anne Mealo-Wentz
Payroll Services

W Number _____
(Payroll Services Use Only)

An asterisk (*) denotes a required field

Part I: Employee Information

*Campus	UMCP	UMES	UMCES	UMSO
*Employee UID:			*Employee Position:	
*Employee Name:	Last Name	First Name	M.I.	

Part II: Paycheck Information

*Paycheck Date	Finance Driver Worktags				*% of Pay
	*Ledger Account	*Cost Center	*Revenue/Spend Category	*Grant/USource	

*Physical check must be included with the form.

Part III: *Cancellation Reason

Part IV: Certification by Department

I hereby certify that the attached payroll check should be cancelled because the employee is not due any of the funds.

*Printed Name	*Date
*Division/Department	*Email Address