RESPONSIBILITY MATRIX

AAOU SSC Does Not Process Travel Reimbursements, Misc Expense Reimbursements, Foundation Requests for Reimbursement, or Working Fund Requests

HIRING		
POSITION MANAGEMENT	**DEPARTMENT RESPONSIBILITY**	**AAOU SSC RESPONSIBILITY**
Determine if position is new hire or replacement hire	X	
Determine if a position number already exists and is properly classified	X	
If no, establish or reclassify position if necessary:		
For all Regular Exempt/Non-Exempt and Contingent II positions, the <u>department</u> is responsible for establishing a new position when necessary:		
To establish a new position with appropriate job classification title: Complete Position Request Form (with org chart and position description attached) and submit to HR **If department has questions about how to complete the department budget information on page 2 of the form, they may contact AAOU SSC staff at aaoussc@umbc.edu for assistance*	X	
For all Faculty, Graduate Assistant, Student and Contingent I positions, the <u>AAOU SSC</u> is responsible for establishing new positions when necessary:		
To establish a new position with appropriate job classification title: Complete Position Request Form and submit to HR		X
Once Position Request Form is approved by HR, send a copy to the department for their records		X
Run an updated Active/Vacant position report which lists the newly created position numbers, and save to the shared drive to replace the existing report		X
To reclassify an existing position: Submit RT request to AAOU SSC	X	
Update current Active/Vacant position report saved on the drive, with highlight and note regarding the reclassification		X
Submit CAR form to HR to reclassify existing position		X
RECRUITMENT (See HR Website)	**DEPARTMENT RESPONSIBILITY**	**AAOU SSC RESPONSIBILITY**

	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
Department is responsible for all recruitment actions, refer to PageUp Resources on HR's website for detialed instructions:	X	
https://hr.umbc.edu/pageup-resources/		
HIRING PROCESS (See HR Website)	**DEPARTMENT RESPONSIBILITY**	**AAOU SSC RESPONSIBILITY**
Department is responsible for all hiring actions, refer to PageUp Resources on HR's website for detialed instructions:	X	
https://hr.umbc.edu/pageup-resources/		
SELECTION PROCESS (See HR Website)	**DEPARTMENT RESPONSIBILITY**	**AAOU SSC RESPONSIBILITY**
Department is responsible for all actions leading up to candidate selection and acceptance of offer of employment (see HR website for guidance) **Department should contact AAOU SSC to coordinate acceptable start date prior to making the informal offer to the candidate**	X	
Once candidate is selected, and accepts offer of employment, submit pre-hire form, offer letter an other supporting documentation via RT to AAOU SSC, **please utilize the AAOU SSC HR Deadline Calendar to ensure timely submission** *(generally tickets for new hires should be submitted at least 4-weeks prior to their start date)*	X	
Schedule appointment with new hire to complete payroll documents		X
Route completed payroll documents to HR/payroll for processing		X
Ensure timely entry into PeopleSoft payroll system		X
PAYROLL		
TIME-ENTRY	**DEPARTMENT RESPONSIBILITY**	**AAOU SSC RESPONSIBILITY**
Employee completes and submits biweekly time sheet (if new hire, paper timesheet should be completed until ETS is available, paper timesheet should be submitted to approver)	X	
Employee supervisor reviews and approves biweekly time sheet *(paper timesheets need to be submitted to AAOU SSC via an RT Ticket by the supervisor or designated AAOU SSC departmental POC)* Employees can not submit their paper timesheet via RT	X	
Enters time entry adjustments, reviews and approves time entry reports		X
Review Preliminary Gross Pay Report and submit any time entry corrections		X
Review Gross Pay Report for accuracy	X	X
Review Gross Pay Report and identify employees who will receive paper check and to verify upcoming contract expirations	X	
Pick up paycheck by 12:00pm and reconcile paychecks against final gross pay report	X	
Distribute paychecks to employees	X	

EMPLOYEE STATUS CHANGE	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
Changes to individuals employment status should be submitted via RT	X	
Pay Rate Change	X	
Position Change	X	
Termination	X	
Transfer (on campus & off campus) *RT payroll action is Position Change > Transfer*	X	
DBE & RETRO'S		
If an employees salary distribution changes, an RT ticket should be submitted to AAOU SSC, *please refer to AAOU SSC HR Deadline calendar to ensure timely submission.* ****Please note: DBE updates should be submitted to us** <u>**as soon as you are aware of the change**</u>**, prior to the effective date of the change, to avoid a RETRO being required**	X	
Submit RT Ticket requesting DBE updates *please provide the DBE % not $*	X	
Include supporting documentation that substantiates the need for the change	X	
Enter DBE changes into PeopleSoft		X
Reviews & Approves DBE for posting in PeopleSoft		X
If a RETRO is required:		
When submitting DBE update request via RT, indicate that a retro is required and provide the effective date of the change	X	
Include supporting documentation that substantiates the need for the change	X	
Pull a copy of the EE Pay History Report		X
Verify salary allocations from effective date of change through current pay period, and process pro-rated % calculations if necessary		X
Enter Retro in PeopleSoft		X
Review & Approve Retro for posting in PeopleSoft		X
ADDRESS CHANGE	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
Receive information from an employee regarding an address change	X	
If employee has access to the Payroll Online Service Center (POSC)		
Direct them to visit https://interactive.marylandtaxes.gov/Extranet/cpb/POSC/User/Start.aspx to update their address	X	
If employee does not have access to POSC		

Instuct employee to complete a new W-4 form and mail it directly to the Central Payroll Bureau	X	

PROCUREMENT		

PURCHASE ORDER: NEW REQUISITION	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
Identify goods or services required	X	
Identify any special handling, licensing, permit, notification, safety, live animal protocols or requirements	X	
Generate required supporting documentation	X	
Bids: bid criteria and list of proposed vendors	X	
Sole source: Sole Source Form (<$100K) or memo (>$100K)	X	
Quote for exact goods required, valid for a minimum of 15 days	X	
Obtain appropriate approval for purchase	X	
Submit RT request to AAOU Shared Services Center with all required documentation	X	
Generate requisition in PPS		X
Follow up with Procurement about status of requisition, if necessary		X
Notify department of requisition in PPS (via updated RT)		X
Notify department of purchase order number (via updated RT)		X
PURCHASE ORDER: CHANGE ORDER	**DEPARTMENT RESPONSIBILITY**	**AAOU SSC RESPONSIBILITY**
Submit RT ticket to modify goods or services for approved requisition or existing purchase order	X	
Generate new requisition in PPS		X
PURCHASE ORDER: RECEIVE GOODS OR SERVICES (ENTER A PPS RECEIPT)	**DEPARTMENT RESPONSIBILITY**	**AAOU SSC RESPONSIBILITY**
Receive invoice from Accounts Payable/Vendor	X	
Verify goods received or service performed to completion	X	
Receive goods/services in PPS	X	
Submit Invoice to AAOU SSC (via RT)	X	
Check to see if goods or service have already been receipted		X
If no receipt exists, enter receipt in PPS		X
Notify department of receipt status (via updated RT)		X
Receipt number		X
Partial receipt		X

Reason not being receipted at this time		X
PURCHASE ORDER: CLOSE PURCHASE ORDER	**DEPARTMENT RESPONSIBILITY**	**AAOU SSC RESPONSIBILITY**
Confirm all goods or services have been received	X	
Verify all goods or services have been received	X	
Submit request to AAOU to close Purchase Order(s)	X	
Confirm all final invoices paid		X
Submit RT to Accounts Payable w/ list of P.O.s that need to be closed *(NOTE: if a PO is fully receipted against, it will automatically be closed by AP, no action is required by department or AAOU SSC)*		X
CONTRACTS	**DEPARTMENT RESPONSIBILITY**	**AAOU SSC RESPONSIBILITY**
Identify vendor with whom a contractual relationship should exist	X	
Submit "New Contract Request Form in PAW **OR** work with POC in Procurement to review and negotiate contracts for execution	X	
Verify the new contract is executed by Procurement and contract number is received	X	
Invoice is received from contracted vendor	X	
Verify all goods or services have been received	X	
RT ticket is submitted to AAOU SSC to initiate payment of invoice (Include contract number in RT)	X	
Process invoice against assigned contract in PAW		X
Notify department of paid invoice (via RT)		X
Work with Procurement to ensure all contracts are renewed timely if further invoices are expected	X	
Notify department if contract is found expired in the system		X
ACCOUNTS PAYABLE		
MISCELLANEOUS PAYMENT REQUEST	**DEPARTMENT RESPONSIBILITY**	**AAOU SSC RESPONSIBILITY**
Identify a request for payment	X	
Complete required forms based on type of transaction	X	
Submit RT request to AAOU Shared Services Center with required supporting documents	X	
Enter Payment Request in PPS		X
Review & Approve Payment Request in PPS		X
WORKING FUND REQUEST	**DEPARTMENT RESPONSIBILITY**	**AAOU SSC RESPONSIBILITY**

	DEPARTMENT RESPONSIBILITY	AAOU SSC RESPONSIBILITY
Request funds from working fund	X	
Complete working fund request form	X	
Finalize and approve working fund form	X	
Working Fund Custodian communicates with Department	X	
Pick up check from Financial Services	X	

JOURNAL ENTRIES		
JOURNAL ENTRY	**DEPARTMENT RESPONSIBILITY**	**AAOU SSC RESPONSIBILITY**
Needs journal entry created for the purpose of correction/adjustment or transfer/support	X	
Gathers all necessary information for journal entry	X	
Submits RT request to AAOU SSC with all required documentation *REX report required for correcting Journal Entries*	X	
Enters JE in PeopleSoft Finance		X
Reviews & Approves JE in PeopleSoft Finance		X

FINANCIAL MANAGEMENT		
BUDGET	**DEPARTMENT RESPONSIBILITY**	**AAOU SSC RESPONSIBILITY**
Meet quarterly with the department chair or director to provide all basic budget information including PS/REX monthly summary and detail reports.	X	X

NOTE TAKERS		
STUDENT NOTE TAKERS	**DEPARTMENT RESPONSIBILITY**	**AAOU SSC RESPONSIBILITY**
Dates are selected for new hire paperwork group sessions	X	X
Welcome packets are sent to students who are selected to be note-takers, with the link to schedule new hire paperwork appointments.	X	
If the student is on UMBC payroll		
Concurrent PAR is completed		X
If the student is not on payroll		
Students completes HR paperwork		X
Paperwork is submitted to HR for processing		X
A list of all individuals that completed paperwork is sent to the department.		X
"Note Taker Payment Authorization" spreadsheet is updated in the Google Drive	X	

Note taker authorization memo is submitted through RT (1 week prior to time entry)	X	
Note takers receive their semester stipend		X
Late student note-takers		
Students completes HR paperwork	X	
Submit completed paperwork to AAOC SSC	X	
Paperwork is submitted to HR for processing		X
Note taker payment list is submitted through RT (1 week prior to time entry)	X	
Note taker receives their semester stipend		X
STUDENT WORKERS		
STUDENT OFFICE WORKERS	**DEPARTMENT RESPONSIBILITY**	**AAOU SSC RESPONSIBILITY**
RT is submitted with resume, application and pay rate.	X	
If the student is on UMBC payroll		
Concurrent PAR is completed		X
If the student is not on payroll:		
AAOU SSC makes appointment for student to complete HR paperwork		X
Students completes HR paperwork		X
Paperwork for one time pay is submitted to HR for processing		X
Timesheets are submitted to AAOU SSC	X	
Personnel files for department are maintained	X	
Timesheet & payroll adjustment are due to AAOU SSC 1 week prior to time-entry	X	
Mass termination List is submitted to AAOU SSC via RT	X	