EXST Budgeting, Contracting & Payroll Instructions

Extended Studies (EXST) Budgeting, Contracting, & Payroll Instructions

EXST Finance Deadlines

All EXST Finance deadlines may be found on the following site: EXST Finance Deadlines. This site will be regularly updated as each upcoming semester/term is prepared.

EXST Finance Contacts

College	EXST Finance Contact
ARCH	Alexa Marcos
AGNR	Gerard Boulin
ARHU	Terry-ann Clarke-Nolan
BMGT	Gerard Boulin
BSOS	Alexa Marcos
CMNS	Gerard Boulin
EDUC	Verenice Ciciliano
ENGR	Terry-ann Clarke-Nolan
INFO	Jonathan Johnson
JOUR	Alexa Marcos
PLCY	Adam Mutuku
PROV	John DeOrnellas
SPHL	Alexa Marcos
UGST	John DeOrnellas

Part I: Budgeting

Overview: Electronic Submission of Course Budgets

As soon as course sections are scheduled, the department budget creator (or other business staff member) may begin entering course-by-course budget information in the *Extended Studies (EXST) Budgets and Contracts System*. Departments submit notes within the *Notes* tab of the *Budgets* screen for each course to provide an explanation of special circumstances, a special student population that the course targets, and/or budget justification. Complete instructions for the online entry of course budgets are provided in EXST Budgets and Contracts System Guidelines.

Salary computations must be exact and not rounded off. Salaries entered in the *Budgets* screen must exactly match jobs. All courses **must have** budget information listed. If no budget is required, a note with a detailed explanation must be entered in the *Notes* screen. The Academic Program Director (APD) determines if the department pays by a contingent, non-contingent, or no-cost contract. If instructors are to be paid by a non-contingent or no-cost contract, it is essential to include a justification.

Break-Even Enrollment Reports

EXST sends two enrollment reports to academic units offering courses that do not meet enrollment. The report shows the course's total net revenue, course expenses (instructor salary, etc.), and the EXST administrative fee. The report also shows the adjusted net revenue and the needed break-even enrollment number. EXST will **NOT** support under-enrolled courses that cause a department to have a net loss for the session. The college is responsible for absorbing the overall loss to the department if the course is offered. Academic units are asked to adhere to the cancellation deadline listed on the calendar. At the request of the Academic Unit, EXST cancels the course and student enrollment and directs the student via email to select another course. The student must be given sufficient time for both notification and re-registration.

Break-Even Enrollment Calculation

To determine the number of seats needed to cover all course-related expenses (faculty, TA and student labor salaries (including fringe benefits), course supplies and materials, and EXST administrative fee) use the following break-even enrollment formula:

(((Faculty full salary + TA salary + Labor salary) x Fringe rate) + Supplies) ((Number of credits x Credit rate) – EXST Administrative Fee)	= Total Break-Even Enrollment

EXST Administrative Costs:

- $155 per seat (Summer Session 2025)
- $TBD per seat (Freshmen Connection 2025)
- $TBD per seat (Winter Session 2026)
- $TBD per seat (Summer Session 2026)
- 10% of revenue (Professional Graduate, PostBaccalaureate, EXST@Shady Grove, EXST@Southern Maryland)

****Note**: Fringe Rates vary by group. Tuition rates and EXST Administrative Fee are subject to change.

For the below example, we are using 5.4% fringe and a $155 administrative cost.

Example: Assume course expenses that include a lecturer's full salary of $5,400.72 and TA salary of $3,908.24, labor salary of $1,000, and supplies of $250 with course revenue of three credits at the undergraduate, resident credit rate, less the $155 per seat Summer EXST administrative cost:

(((5,400.72 + 3,908.24) + 1,000) x 1.054) + 250) —--- (3 x 420.24) - 155	= 11,115.64 —----------------- 1,105.72	= 11 Students (rounded up)

Instructor of Record Budgeting Guidelines

Provide the instructor's name and UID when scheduling a course where possible. If the instructors are either unknown at the time of scheduling or the anticipated instructors are not sure of their participation, enter "STAFF" for the instructors. As departments identify instructors, they can make online changes to instructor information in SIS via the Teacher Collect screen.

Once access to Teacher Collect is no longer available, departments **must** submit any changes—**instructor name, University ID number, and salary information**—to EXST via email at:

Graduate and Postbaccalaureate Programs: pp-sched@umd.edu
Shady Grove and Southern Maryland Programs: oes-sg-sched@umd.edu
Freshmen Connection: fc-sched@umd.edu
Summer Session: summer-sched@umd.edu
Winter Session: winter-sched@umd.edu

All emails must include a cc to exst-finance@umd.edu. Before an instructor of record can be listed, departments must ensure the instructor is in Workday with an active UID.

The budgeted salaries should be either based on an approved percentage per the total number of credits the course is offered for, or a department-approved stipend rate for the fiscal year. The following chart lists the percentages used to calculate salaries based on the number of course credits taught:

Per-Credit Salary Calculation	
Course Credits	**Percentage of 9-month, 100% FTE Salary**
1	3.33%
2	6.67%
3	10.00%
4	13.33%
5	16.67%
6	20.00%
7	23.33%

8	26.67%
9	30.00%

If the department is utilizing a stipend rate that has been approved for the fiscal year, we will need a copy of the stipend rate and its approval by the Dean's Office so that it can be included as part of the supporting documentation when routing this position for approval in Workday.

If the instructor's annual salary is less than 100% full-time, it must be converted to 100% before calculating the salary.

To calculate the 9-month equivalent amount for 12-month employees:

1. Convert the 12-month salary to 9 months:

$$\frac{\text{Full 100\% FTE, 12-month Salary} \times 9}{12} = \text{9-month Converted Salary}$$

2. Multiply the 9-month converted salary by the salary rate chart above.

Salary computations must be exact and **not rounded off**. The salary entered in the electronic course proposal form must exactly match any required paid job. If the department changes an instructor assignment following the approval of the course budget, email the following address to process the instructor change in the Student Information System (SIS):

Graduate and Postbaccalaureate Programs: pp-sched@umd.edu
Shady Grove and Southern Maryland Programs: oes-sg-sched@umd.edu
Freshmen Connection: fc-sched@umd.edu
Summer Session: summer-sched@umd.edu
Winter Session: winter-sched@umd.edu

When the salary exceeds the original estimate or the stipulated percentage of the appointee's salary, please copy exst-finance@umd.edu, the department chair, and the college.

Teaching Assistants Budget Guidelines

A 25% or 50% FTE Graduate Assistant (GA) with complete responsibility for all aspects of a course is assigned the title of **Lecturer** and is paid by EXST through Workday. Job/overload approval, an electronic instructional contract (enrollment contingent or non-enrollment contingent), and a statement of mutual expectations form must be completed. EXST lecturer jobs do not include health, tuition remission, and retirement benefits. The salary paid to GAs appointed as lecturers is *FICA taxable*. GA appointed as Teaching Assistant (TA) salaries are *FICA* *exempt*. The FICA computation is performed against each wage separately within the same paycheck.

The pay rates for GAs appointed as lecturers are based on the individual teaching assistant level for their current job. Step III requires advancement to doctoral candidacy. The maximum salary scale per 3-credit course is as follows:

Teaching Assistants Appointed as Lecturers: Salary Calculation	
TA Step	**Lecturer Maximum Salary***
I	$5,562.74
II	$6,001.89
III	$6,619.33

TA assignments must be budgeted and approved for each semester/term in the *Budgets* screen. When assigning TAs for course sections, the department must ensure that each TA's demographic data is entered and up-to-date. The department must also submit a Graduate Assistant Transmittal Form to the EXST business manager assigned to their college. EXST builds the job, processes the paid job or reimburses the department by salary transfer (if noted in the Budgets screen). Please note: Graduate Assistants with a 50% FTE job assigned as TA's must have an approved overload prior to the start of the upcoming term. Refer to Graduate Assistants Appointed Lecturer for additional information.

Graduate Assistants Working as Teaching Assistants Salary Pay Rates	
TA Step	**TA Maximum Stipend**
I	$4,025.49
II	$4,678.49
III	$5,456.68

Due to auditing requirements for reporting total costs per course and section, departments must indicate specific course and section assignments for each TA. The department may elect to divide TA assignments among more people as long as the total payments do not exceed the originally specified stipend in each case. For example, if the department authorizes a TA step I with the full-time (50%) stipend of **$3,000.00**; three people assigned to share this allocation would each receive **$1,000.00**. The department is responsible for assigning an equitable distribution of duties in such cases.

TA's may not be treated as "floating" personnel.

Student Hourly Labor Budgeting Guidelines

If a department wishes to hire student labor to support course sections, the department must request labor costs in the *Budgets* screen. Departments should track labor costs to ensure that enough funds are available in their labor budget to cover labor expenses. The process for assigning student/hourly appointees is similar to the TA assignment process. The department must ensure that each student or hourly appointee's demographic data is entered and up-to-date, then must submit a *Student/Hourly Employee Transmittal Form* to the EXST business manager assigned to their college. EXST will process a payroll activity adjustment back to the department's payroll account.

If the student/hourly rate exceeds the maximum established by University Human Resources, the department must submit a *Student Wage Exemption Form* to Human Resources for approval and attach a copy to the *Student/Hourly Employee Transmittal Form*. Time entry for student/hourly paid appointees will be made in the Time Entry system and approved by the supervisor listed. Due to auditing requirements for reporting total costs per course and section, departments must indicate course and section assignments for each student/hourly worker.

Student/hourly workers may not be treated as "floating" personnel.

Instructional Support/Expense Items

For Freshmen Connection, Summer Session, and Winter Session courses: Instructional support and expense items include teaching assistants, labor, material, rental funds, and the like **as required specifically to support EXST courses**. Departments must show dollar amounts for each category for each course and section on the electronic form. Attach details supporting each expense item on the "Notes" screen. For travel requests, include the destination, purpose, time and cost. This detail is required for each individual trip.

Authorization to spend funds for FC activities is not a budget allocation. Departments cannot transfer or use funds to support other departmental priorities. **EXST will not reimburse supply charges that create a deficit situation for a course by exceeding the course's available net balance. Supplies will be reimbursed only up to the net amount available after course personnel salaries are paid.**

For EXST Professional Graduate, PostBaccalaureate, EXST-Shady Grove, EXST-Southern Maryland, and EXST-Undergraduate Online Programs: Course-related supply costs (instructional materials, goods and/or services) are not eligible for reimbursement by EXST Finance. These expenses are the responsibility of the department.

Part II: Contracting

Contract Types Overview

All course offerings must have an instructional cost entered in the budget screen. Extended Studies (EXST) uses three types of instructional contracts to confirm instructor assignments in EXST-managed courses: Contingent, Non-Contingent, and No-Cost. Contracts are generated electronically in the EXST Budgets and Contracts System based on the approved instructor information. The college dean/department head determines whether an instructor is paid on an **enrollment contingent** or **not enrollment contingent** contract. **Please follow your college policies regarding any approval procedures.** The department is responsible for obtaining instructor acceptance and with providing EXST with confirmation of acceptance. **If the contract is not signed by the deadline date, EXST will cancel the course.**

Enrollment contingent and non-enrollment contingent contracts are used for either direct pay via an EXST job (using an EXST account) or indirectly through the departmental job (using the departmental account), with EXST transferring the instructional cost to the designated departmental account.

If a rare situation occurs such that the instructor cannot receive payment for course instruction, EXST will generate a "No-Cost Contract." All three contracts are generated electronically in the EXST Budgets and Contracts System based on the approved instructor information.

All contract types have specific language related to instructor payment. The contract will include the amount of compensation budgeted by the department and approved by EXST. If EXST pays the instructor via an EXST job, the contract will provide the budgeted amount of compensation the instructor will receive. If the instructor is paid through the departmental job with the department reimbursed by EXST via transfer, the contract will provide the budgeted instructional cost and there will be a "Special Terms and Conditions" clause stating that the instructional cost will be transferred back to the designated departmental account.

Note: When instructor assignments change as the result of course cancellations, course additions, or instructor replacements, and these changes occur following the date that EXST approves the *Budgets* screen, the changed information must be emailed to:

Graduate and Postbaccalaureate Programs: pp-sched@umd.edu
Shady Grove and Southern Maryland Programs: oes-sg-sched@umd.edu
Freshmen Connection: fc-sched@umd.edu
Summer Session: summer-sched@umd.edu
Winter Session: winter-sched@umd.edu

All emails must include **a cc to EXST Finance at exst-finance and both the Department Chair and College Dean.** EXST will consider these types of salary changes for approval only after receiving an email confirmation of salary changes from the APD and College Dean. Requests to add or change instructors must be made through EXST. Upon final EXST approval, EXST will enter changes. EXST will void the old instructional contract and generate a new contract. The department must then submit the new instructional contract to the appointee for their signature.

Enrollment Contingent Contract

1. The instructor will be paid a full budgeted salary if course income is sufficient to pay the instructor and TA salaries (if assigned), fringe benefits, and the EXST administrative fee.
2. If course income is not sufficient, instructor's salary will be paid at 80% of received tuition revenue, not to exceed the original salary.
3. If a TA is employed and course income is not sufficient to cover instructor and TA salaries, fringe benefits, and the EXST administrative fee, only the instructor's salary is paid at the contingent contract rate of 80% of the received tuition revenue. TA salaries are paid in full.

EXST Finance will verify the contingency payment status for courses on:

Fall:
- **Semester:** eleventh day of class
- **Term**: fifth day of class

Winter:
- **Session:** second day of class
- **Term**: fifth day of class

Spring:
- **Semester:** eleventh day of class
- **Term**: fifth day of class

Summer:
- **Term**: fifth day of class
- **Summer I:** fifth day of class
- **Summer I-A:** second day of class
- **Summer I-B:** second day of class
- **Summer II:** fifth day of class
- **Summer II-C:** second day of class
- **Summer II-D:** second day of class

Not Enrollment Contingent (Non-Contingent) Contract

1. The instructor will be paid the full budgeted salary regardless of course income.
2. If the course income is not sufficient to cover the full cost of the instructional salaries (instructor full salary and fringe benefits, plus any TA full salary, labor salary, and fringe benefits) and the EXST administrative fee, EXST will pay the collected course tuition towards the costs, and the department is responsible for the difference.

"No Cost" Contract

1. Rare situations in which the instructor cannot receive payment for course instruction. Used only for an instructor who is not permitted to earn instructional compensation (for example, restrictive Federal Government employees who are required to teach a course but are not permitted to receive compensation).
2. The department does not budget an instructor's salary, leaving the *Section Salary* field blank in the *Budgets* screen. Instead, they add a detailed justification to the *Notes* screen and change the contract type to "No Cost" under the "Edit" button. Once the contract type is updated, a "No-Cost Contract" will be generated for the instructor's signature, outlining instructor and EXST responsibilities concerning course delivery.
3. Department the instructor's signature on the no-cost contract and record the signature in the *EXST Budgets and Contracts System*. The department should keep a copy of the signed contract in their business office. EXST maintains a record that the contract was signed through the *Contracts* screen.

Part III: Job Guidelines

EXST Paid Jobs

When assigning any instructor, TA, hourly employee, or contingent worker who will be paid directly by EXST, the department is responsible for providing EXST with the required information and documentation to be able to enter or update **each employee's** profile (demographic details and education) and build their paid position. **EXST cannot process paid jobs or add an employee to SIS unless the employee has an active profile and UID in Workday.** If an employee needs access to university systems prior to their paid job being generated in Workday, then the department will need to coordinate with EXST to ensure that their paid position is created early enough - and with appropriate documentation (ex. An offer letter) to be routed for approval. This will allow the employee to obtain access to ELMS and other university resources.

Once the course budget is approved at all levels (department and college), **EXST** will process **paid jobs** for all employees paid directly by our office. This will allow employees to gain access to university systems as soon as their job is approved. Departments that request a payroll accounting adjustment (formerly salary transfer) within the course *Budgets* screen are responsible for paying the individual.

Because Workday is set up so that a portion of the pre-hire process is tied to the employee's paid appointment, EXST will be the main point of contact with Central HR to ensure that employee background checks are completed. Additionally, EXST will be the main point of contact with UHR Compliance for I-9 profile completions, and with SVPAAP for degree verifications. The only circumstance where this will not occur is if departments pay the instructors directly for EXST-administered coursework. Therefore, for returning and new adjunct employees, EXST must receive documentation from the hiring units, including their CVs, a copy of their degree, and a completed personal information sheet.

New and returning employees must complete all onboarding steps within the Workday HCM system. Once their paid position is active, they will receive automated email notices from Workday that direct them to their required tasks. Employees must promptly complete all tasks assigned to them in Workday. If they are not finished, they risk delays in maintaining employment authorization, completing their job approval routing, and receiving scheduled payments.

Additionally, new and returning employees must submit new copies of payroll forms. This is a USM-wide limitation due to the breaks in service between active paid jobs, and the University of Maryland is investigating whether it can be resolved through Workday system configurations. While this process is being evaluated, all employees must utilize prior practices regarding the submission of forms until we receive new instructions.

Whereas the academic unit selects the appropriate instructor, EXST follows established guidelines regarding instructor job types. Refer to the Overload Guidelines Section below and the Academic Affairs Finance and Personnel website for additional information.

- Employees under Faculty Non-Regular, or Supplemental Pay (Non-Standard Pay, Summer Session and Winter Session) positions are not eligible for benefits such as health, tuition remission, and retirement through their EXST jobs.
- EXST issues instructors of record an electronic Instructional Contract (contingent, non-contingent, no cost).
- Graduate Assistant (GA) and Undergraduate Teaching Assistant (UTA) contracts should be generated by the department selecting, vetting, and hiring GA and UTA employees for their EXST-administered courses.
- Graduate Assistants (regardless of position) must have a statement of mutual expectations document included in their Workday profile for each active position.

For Graduate programs, the unit must follow Maryland Higher Education Commission Code of Maryland (COMAR) regulations. COMAR 13B.02.03.11 requires that at least 50% of the total semester credit hours within the program be taught by full-time faculty. For off-campus programs, COMAR 13B.02.03.20 states that at least 1/3 of the classes offered shall be taught by full-time faculty. In addition, the unit must follow the Guidelines for Instructor Selection and Appointments. Instructors must be full or adjunct members of the Graduate Faculty and approved by the Dean of the Graduate School. This may include research faculty, retired faculty, and professionals in the field.

Adjunct Employees

All Adjunct employees should have a pre-hire profile established in Workday prior to EXST beginning the hire process each semester/term. An Adjunct Faculty Lifecycle quick job guide has been established, and is available here. Additional information on creating a pre-hire profile may be found via the “Create Pre-Hire” task in Workday.

Hiring units must enter Education demographic information within their new and returning adjuncts’ pre-hire profiles. This will allow the jobs to be approved by SVPAAP, as the education information must be inserted in order for employees’ degree verification processes to be completed in a timely manner. Guidance on how to add education details to a Workday profile may be found here: Add or Manage Education.

If education information is not entered accurately or promptly, then the employee's job approval **will be delayed**, potentially resulting in delays in payment and university system access.

Contingent Workers

Contingent Worker (nonpaid) jobs **should not** be used to provide early access for incoming employees - whether completely new, or returning from a break in service. Instead, employees should have paid positions built within the Workday HCM system as early as possible, as their access will be activated following the successful completion and approval of their paid job.

Information on creating and entering contingent worker contract positions may be found through the following Workday job aids: Create a Contingent Worker and Contingent Worker Services Guide.

Background Checks

Background (BKG) Checks are now part of the hiring process for paid jobs. Therefore, all instructors must complete BKG checks before their paid jobs can be fully processed and approved by all required parties. EXST will follow up with the instructor's hiring department in cases of delays or other issues with the BKG checks.

Please be advised that BKG Checks can take 2-3+ business days to process. If employees do not complete BKG checks promptly, the employee's job approval **will be delayed**, potentially resulting in delays in payment and university system access.

I-9 Profile IDs

I-9 Profile verification steps will need to be completed by three individuals: the employee (Section 1), an authorized representative over the age of 18 (Section 2), and John DeOrnellas, Assistant Director of Finance and Operations (Review and Submission), for any employees who require I-9 profile ID generation or verification.

Please have your employees who receive an I-9 Profile ID task enter either your unit's authorized representative, or an authorized representative of their choosing into Section 2.

Once Section 2 is completed by the authorized representative, John DeOrnellas will then review all information input by both the employee and authorized representative to ensure that all data provided is in accordance with university and federal regulations.

Please remember that if I-9 profiles are not verified, employees are **not authorized** to work until this step is completed. The university's I-9 compliance team and John DeOrnellas will monitor to ensure that all I-9 profile verifications are completed promptly so that there are no delays in employment authorization moving forward.

Overload Guidelines

Academic Affairs, UHR, and the Graduate School approve Overload jobs once the *Budgets* screen has been approved at all levels (Instructor, EXST sup org manager, Instructor's Supervisor, EXST HR Partner, and EXST HR Divisional Partner).

Faculty and Staff Overloads: View the Academic Affairs, Finance, and Personnel's website for Overload Guidelines and Procedures.

Graduate Student Overloads: Visit the Graduate School's website for Graduate Assistantship policies.

Overload approval request forms may be found here: Faculty Overload, Staff Teaching Overload, Staff Non-Teaching Overload, Graduate Student Overload Assignment Request.

Graduate Assistants with 50% FTE jobs assigned as either lecturers or teaching assistants must have an approved overload before the start of the term. **As GAs, international students are strictly limited by federal law to 20 hours of work per week and may not be employed as a Lecturer on overload during spring and fall but can work during summer.**

For overload jobs processed for 50% FTE GAs, the department must obtain the GA's advisor's and graduate director's signatures on the *Graduate Student Overload Assignment Request* form, emailing the completed form to exst-finance@umd.edu by the deadline.

Even if approved in previous years, overload approval is not guaranteed in subsequent years. Supervisors must consider the workload of the person requesting the overload and their ability to perform the regular job function in addition to the overload. Overload approvals must be submitted to EXST Finance via email at exst-finance@umd.edu.

Once the overload jobs are entered in Workday, the instructors and their supervisors must complete a second round of approval through period activity pay attestation forms within Workday. If overload attestations are not completed promptly, the employee's job approval **will be delayed**, resulting in payment delays.

Payroll Accounting Adjustments

Payroll Accounting Adjustment (PAA) tasks should only be used for employees with regular active 9-month (Fall, Winter, Spring only), 9.5-month (Fall, Winter, Spring only), and 12-month positions who are already employed by the university. Any adjunct employees should be paid directly by EXST. EXST Finance will be reviewing all requests for PAAs made by departments to ensure that the employees who are listed as needing these transactions are in line with this requirement moving forward.

If there are any adjunct employees listed as being paid directly by the hiring unit, with EXST needing to complete a PAA entry, then EXST will follow-up with the hiring unit directly to receive revised budgeting information before their budgets are approved.

Hourly Jobs

Due to Workday Security limitations on supervisory organizations, EXST can no longer create Hourly jobs for departments. Therefore, EXST will request that hourly employees be included on the TA transmittal along with the USource account from which they will be paid and the budgeted total stipend.

Part IV: Payroll

Payroll Tax Withholding and Direct Deposit

To ensure appropriate taxation occurs, it is important to submit payroll tax forms by the due date (see deadlines). A direct deposit form must be completed and delivered to Payroll Services, 1101-L Chesapeake Building, for any **new appointee or appointee with a break in UMD service** who wants their paycheck directly deposited to their bank. For **current UMD appointees**, payment will be included in their regular UMD paycheck. It takes two to three pay periods for direct deposits to become active.

Any payments processed by the State's Central Payroll Bureau (CPB) prior to the entry of the payroll tax forms into the Payroll System will be taxed according to the tax forms on file at CPB or, in the case of a new hire, have the maximum amount of taxes withheld.

To obtain blank tax forms, find instructions for completing the tax forms, and access the net pay calculator to estimate the amount of taxes that will be withheld, see the CPB website.

Pay Dates

The pay date schedule for instructional services for each term is:

Spring Term and Semester

- **Term-based calendar**: Eight bi-weekly payments beginning pay period 18 through pay period 25.
- **Semester-base calendar**: Eleven bi-weekly payments beginning pay period 15 through pay period 25.

Summer Term and Session

- **Term-based calendar**: Six bi-weekly payments beginning pay period 25 through pay period 4.
- **Summer I calendar**: Three bi-weekly payments beginning pay period 25 and ending pay period 1.
- **Summer I-A calendar**: Two bi-weekly payments on pay periods 25 and 26.
- **Summer I-B calendar**: Two bi-weekly payments on pay periods 26 and 1.
- **Summer II calendar**: Three bi-weekly payments beginning pay period 2 and ending pay period 4.
- **Summer II-C calendar**: Two bi-weekly payments on pay periods 2 and 3.
- **Summer II-D calendar**: Two bi-weekly payments on pay periods 3 and 4.

Fall Term and Semester

- **Term-based calendar**: Eight bi-weekly payments beginning pay period 4 through pay period 11.
- **Semester-based calendar**: Eleven bi-weekly payments beginning pay period 4 through pay period 14.

Winter Term and Session

- **Term-based calendar**: Eight bi-weekly payments beginning pay period 11 through pay period 18.
- **Semester-based calendar**: Two bi-weekly payments beginning pay period 14 and ending pay period 15.

Pay period dates for each fiscal year may be found on the University Human Resources website at: https://uhr.umd.edu/employee-resources/uhr-operations under "Quick Links and Calendars."

Instructions Regarding Salary Overpayments

Once notified that the "RPT617 FIN ACCT Labor Report Summary By Employees" report in Workday has been updated for the pay period, EXST Finance staff will review and verify that the gross payment received is correct and will alert both the employee and department of any discrepancies. It is also the responsibility of the employee to review their check stub upon receipt and contact the department and EXST if any variance is noted.

If an employee is overpaid during their job, the employee must return/reimburse all overpayments immediately to the University. If the employee is unaware of the overpayment at the time, they are still responsible for refunding the full amount, less any taxes withheld, immediately upon receiving notification of the overpayment. The University's Payroll Services will determine all net payback amounts. Checks should be made payable to: Treasurer State of Maryland and forwarded to Payroll Services.