

PHR Glossary

Adjusted Service Date	Service date is the date used for computing State of Maryland service and is the initial date of hire by the State of Maryland. An adjustment to that date is made if there is a break in service or LWOP of less than 6 months. If converting from Contingent I/II position with greater than 50% FTE the service date is also adjusted to backward up to 2 years as appropriate for employment category. The service date is used for annual leave accrual and earnings rates, extended sick leave and family medical leave eligibility, tuition remission eligibility and retirement purposes.
Actual Annual Salary	Figure sent to CPB for all regular employees who are coded for retirement. It is the base annual plus administrative increments and/or acting increments.
Appointment Actions	An employment event that has implications towards business rules and policies that is applicable to an appointment. See PHR Web Page for complete list of Appointment Actions.
ARS Appointments	Academic Resource System: an on-line computer system designed to process all aspects of the academic appointment procedure. Its primary function is to facilitate the appointment process through the use of electronic forms which incorporate the pertinent business rules and can be forwarded to the appropriate levels for review and approval. In addition, ARS maintains records containing the employee's personal, visa, degree and appointment information.
Base Wage Rate	The hourly monetary rate paid; does not include shift differentials, overtime or other premiums.
Benefits	Something of a monetary value to the employee that is not related to work performed and is paid for either partially or wholly by the employer (i.e. tuition remission, health insurance, retirement)
Budgeted Position	A position that has been budgeted and approved on state appropriated funds.
Category Status	Employment category using FLSA criteria. Current university category status' are: regular, non-regular, hourly or non-standard payment for nonexempt, exempt, faculty, contingent 1 & 2, Student, Graduate Assistant, Fellow, Trainee. (Also referred to as employment category.) Refer to the following address for specific definitions for each category status: http://nottingham.umd.edu/MetaData_defs/Category_Status.html
Citizen Visa Status	Indicates a person's legal immigration and tax status in the United States. All US citizens are coded as "CB" regardless of whether they are born or naturalized citizens. If the person is not a US citizen, the appropriate visa code describing their specific work authorization must be indicated.
COBRA	Consolidated Omnibus Reconciliation Act. This Act enables employees to continue temporarily (up to 36 months) their health insurance coverage which they would otherwise lose because of employment termination or other qualifying events. Individuals must select COBRA benefits within 60 days from date-last-worked. Qualifying individuals must pay all or part of the applicable premium on selected benefits.

COLA	Cost-of-Living Adjustment. Pay adjustments devised to bring wages and salaries in line with changes in the cost of living. Generally based on changes in price indexes published by the Bureau of Labor Statistics.
Contingent I or II	Contingent employment is a non-regular status of employment pertaining to nonexempt and exempt staff positions only. A contingent employee is a person who: (1) pursuant to a written agreement, provides personal services to an institution for pay, (2) is not employed as a regular employee in a budgeted position, and (3) has an employer-employee relationship with the institution. A contingent I employee is a non-regular employee whose written agreement (contract) is for a term of six months or less regardless of the percentage of time worked. A Contingent II employee is a non-regular employee whose written agreement (contract) is for a term of more than six months, but no more than 12 consecutive months; appointed on a full-time or part-time basis of 50% or more of full-time. See BOR Policy VII-1.40 and UMCP Administrative Procedure on Contingent Employment for additional details
Continuous Employment Date	Used to calculate breaks in service; partially used to determine tuition remission dependent eligibility.
CPB	Central Payroll Bureau in Annapolis; the State Agency generating paychecks for University of Maryland employees.
EEO Code	Identifies the Equal Employment Opportunity classification of a position used for reporting purposes. Current EEO categories are: executive/administrator, faculty, professional, clerical/secretarial worker, technical or paraprofessional, skilled crafts worker, service/maintenance worker, fellows, graduate assistants.
Employee Data	Demographic information pertaining to a particular employee.
Employment Category	Categorization based on FLSA criteria. Current university employment categories are: nonexempt, exempt, faculty, contingent I & II, Student, Graduate Assistant, Fellow, Trainee (Also referred to as category status.)
Ending an Appointment	The appointment to a specific position ends.
Exempt	Non-faculty managerial, administrative and professional staff positions, positions formerly categorized as associate staff, academic administrator and classified-exempt staff and all considered exempt staff. Exempt employees are expected to work the hours necessary to complete assignments on a schedule that satisfies the requirements of the job. A full-time commitment typically requires a minimum of 80 hours per bi-weekly pay period. Exempt employees are ineligible to earn premium overtime, consistent with the Federal Fair Labor Standards Act.
Faculty Type Positions	Current university faculty type positions are: faculty tenured; faculty non-tenured, on track; faculty non-tenured, term contract; faculty non-tenured, continuing contract; faculty contractual; faculty hourly.
Fellowship	An amount paid to or on behalf of an individual for the purpose of aiding and supporting independent educational activity. An "academic" definition of the term "fellowship" may include compensation for services (generally paid as a stipend), tuition, books/supplies, room, board, travel, living allowance, etc.

FICA	F ederal I nsurance C ontributions A ct, also referred to as "social security." The FICA subsidy for calendar year 2001 is 7.65% for wages up to \$80,400 which is known as the taxable wage base. Of the 7.65%, 6.2% is for Old Age, Survivors & Disability Insurance (OASDI) and 1.45% is for Medicare Hospital Insurance. All wages earned (even those greater than the current wage base) will be charged 1.45%.
FLSA	F air L abor S tandards A ct establishes minimum wage, overtime pay, record keeping and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State and local governments.
FTE	F ull- T ime E quivalent represented as a whole number or a percentage (e.g. 1 FTE or 100% FTE). FTE can never equal a number greater than 1 (or 100%).
Funding Source	The account number to which an employee's salary will be charged.
Green-card Holder	A slang term used to describe an individual who has been afforded the privilege of living and working in the US indefinitely as a "permanent resident alien."
Green-card Test	A US residency status test used to determine whether a non-US citizen will be treated as a resident alien for US tax purposes. An individual satisfies the test if they are a lawful permanent resident alien at any time during a calendar year.
I-9 Form	Employment Eligibility Verification (Form I-9). This U.S. Department of Justice form must be completed for every employee and the original maintained in the hiring unit.
Initial Appointment	Original appointment; a new employee that has never worked for UMCP.
Leap Year Factor	The leap year factor is used during the "fiscal" leap year. 26.142857 is the factor for employees paid over 12 months; 22 is the factor for 9, 9.5 and 10 month employees paid over 22 equal pays..
Leave Adjustments	An adjustment to an employee's leave.
Leave Types	Leave codes range from "A"-accident leave through "U"-unauthorized absence. See time record for specific leave types.
LWOP	L eave W ithout P ay; a voluntary, approved, unpaid leave granted for a variety of reasons.
Meal Break	An unpaid break that is indicated on the time sheet in minutes.
Non-Budgeted Position	A position that does not have a budget associated with it (i.e. student, contingent I).
Non-Exempt	Non-exempt employees earn overtime at a rate of time-and-one-half the regular hourly rate of pay for the time that exceeds 40 hours in a paid status (including all paid leave) during the university's standard work week. Maintenance, office, service and technical positions that were categorized as classified staff prior to the implementation of the Nonexempt Pay Program (7/1/96)
Non-Resident Alien	A non-US citizen on a visa for a limited time visit that has not been granted lawful permanent residence in the US.
Non-US Citizen	A person who is not born or granted the privilege of citizenship in the US as a permanent resident alien.

Original Hire Date	Date of first service to State of Maryland or USM if at least 180 days were worked in a regular position.
Pay Level	Indicates either the pay range for non-exempt or pay band for exempt employees.
Pay Periods	Effective Sunday through Saturday for a two-week period.
Pension System	After 1979, a regular employee is eligible to participate in one of two retirement programs depending upon their category status. (Note: University Police also have a unique pension system option.) State Retirement and Pension System (SRPS) or Optional Retirement Program (ORP). Both program offer income upon retirement. The main difference between the two plans is that the SRPS guarantees a benefit amount while the ORP guarantees a contribution. Contact the University's Benefit's Office for detailed information concerning pension systems.
Permanent Resident Alien	An individual who has been granted the legal privilege of living and working in the US indefinitely. A permanent resident alien (i.e. green card holder) is taxed on their worldwide income and in the same manner as a US citizen.
Position Number	A number assigned to a particular position; maintained by Personnel Services and/or Academic Affairs and tied to budget.
Probationary Periods	A trial period in which an employee demonstrates their ability to perform the duties and fulfill the responsibilities of their position. An original or promotional probationary period for a non-exempt employee shall be six months. Upon completion of probation a non-exempt employee shall receive a 2.5% increase.
Re-employment	A former employee who returns to USM service after a break in service.
Reinstatement	A former <u>regular</u> employee who returns to a regular position after a break in service from the USM and/or State as follows: exempt - 3 years or less; non-exempt - 2 years or less.
Reported Annualized Salary	Total annual salary at 100% FTE.
Retirement Options	Regular employees, dependent upon their category status, are eligible for one of two retirement programs: State Retirement and Pension System or Optional Retirement Programs (ORP) such as AETNA, American Century, TIAA-CREF and Valic. Employees (who have FICA deducted) are eligible to participate in the supplemental retirement plan (SRA). Contact the University's Benefit's Office for detailed information concerning retirement options.
Salary Calculations	Salary calculations are based on payment method and whether it is a fiscal leap year or non-leap fiscal year. The fiscal year runs from July 1 through June 30. For a non-leap year the factors are: 12 month employee - 26.071428; Faculty (9, 9.5 or 10 month) who are not paid over 12 months are paid 22 equal pays beginning with PP4 and ending with PP25 - leap year does not affect this factor. See "leap year factor" for salary calculations for leap year.
Separation (from Institution)	The employee is separated from UMCP either voluntarily or involuntarily. Employee must be paid for holidays earned but not used, their annual leave balance and compensatory time balance (if applicable). Employees are not paid for sick leave or personal leave balances.
SSN	S ocial S ecurity N umber; must be nine digits. The number used for US taxpaying purposes.

Substantial Presence Test	A calculation of the number of days an individual is physically present in the U.S. over a period of three calendar years, taking into consideration (i) all of the days physically present in the U.S. during the current calendar year, (ii) one-third of all of the days physically present in the U.S. during the first preceding calendar year, and (iii) one-sixth of all of the days physically present in the U.S. during the second preceding calendar year. The results of the calculation determine whether the individual will be treated as a resident alien for tax purposes or a nonresident alien for tax purposes. If the result of the substantial presence test equals 183 days or more, the individual will be treated as a resident alien for tax purposes; if the result is less than 183 days the individual will be treated as a nonresident alien for tax purposes. Certain exceptions to the manner by which the calculation of the substantial presence test exist.
Terminating an Appointment	The end of a specific appointment. (Not the same as separation [from the Institution].)
Time Entry Reporting	Defines the method of time entry. Non-exempt employees use either card swipe or WEB time sheet. For exempt employees, the method is WEB time entry with "duty days" indicated. Faculty hourly will use WEB time sheets. Other faculty, including Graduate Assistants, are not changing their current method of time recording.
UID	University generated identification number.
Unit Code	Is a 15-digit code using to represent a unit/department. It is used in PHR to set-up security, appoint an employee to the appropriate unit and set-up work groups. It is derived from the following FRS data elements: Digits 1&2: Institution Code; Digits 3&4: Executive Code; Digits 5&6: Division Code; Digits 7&8: College Code; Digits 9-13: Department Code; Digits 14&15: Sub-department Code.
Unit Creator	A unit creator is a person designated at the unit or department level, responsible for setting up employees in PHR. Setting up employees involves inputting required information via PHR web-based screens. Unit creators may create new records for newly hired employees or change records to existing employee records. Additionally they create transactions for leave adjustments, pay adjustments and PHR security requests.
W-4	The purpose of the W4 form (Employee's Withholding Allowance Certificate) is so that your employer, the state of Maryland, can withhold federal and state income tax from your pay. Your current certificate remains in effect until you change it. If you have previously filed as "exempt" from federal or state withholding, you must file a new certificate annually by February 15 of each year.
Work Group	A collection of employees that report to the same supervisor for time approval purposes.