



ADMINISTRATION AND FINANCE

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***Sponsored Projects Accounting and Compliance,
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TO: All Research Faculty and Administrative Staff

DATE: October 08, 2024

RE: **How to charge Fringe Pool for UMB Child Care grant and Moving and Relocation Exp**

The federal office of Cost Allocation Services approved funding of the UMB child care grant (earnings code CGP, posted to object 2170) and moving and relocation expenses (earnings code MOV, posted to object 2160) by the fringe pool. The approval is retroactive beginning FY2023. The SPAC-Costing and Compliance office will move all prior expense from FY23 and FY24 from the SOAPF charged, to the Fringe pool.

Effective immediately, please follow the instructions below to charge the fringe pool appropriately.

CGP – UMB Child Care Grant, Object 2170 posted to Fringe Pool

- Awarded by UMB
- HR-Benefits will send information to OOTC-PS via a Staging Table to load amounts to be paid the 2nd Pay Period in each month, Pay Period Begins/Ends, Combo Code, and Empl IDs.
- Payroll loads the amount to the Fringe Pool - HRMS combo code 5199999999
- HR will contact department payroll reps to let them know so that they will validate via Cost Center Report/Payroll Register.
- For more information including qualification criteria and how to apply, follow the link below <https://www.umaryland.edu/hrs/benefits/umb-child-care-grant/>

CCS – Child Care Supplement, Object 2170 applied **OUTSIDE** Fringe Pool

- Awarded by the NIH through a grant
- Paid by the grant, not the fringe pool – No change in process
- Depts enter the awarded amount on ePAF. If the ePAF is approved, the awarded Child Care Supplement will be loaded onto eUMB Job Data - Compensation page.
- Department should submit a Payroll Adjustment Form to OOTC-PS, including the retro pay from begin date – current pay period, and indicate the NIH grant SOAPF
- OOTC-PS will enter the bi-weekly amount for ‘CCS’ from current pay period until the end date.
- Departments to make sure validate their Cost Center Report/Payroll Register.

MOV – Moving and Relocation Expense, Object 2160 posted to Fringe Pool

- Starting FY23, all moving and relocation expenses would be paid by the Fringe Pool, object 2160.
- Going forward please enter HRMS combo code 5199999999 on any PAF requesting MOV payments.
- Dept fills out Payroll Adjustment Form (PAF) and submits to OOTC-PS.
- Schools/Departments to follow the policy: [UMB Policy on Payment to Assist an Employee Incurring Moving and Relocation Expenses - University of Maryland, Baltimore \(umaryland.edu\)](#)
- Send required documents with PAF. The PAF should be sent via email to DL-BF PAF Help bfpafhelp@umaryland.edu

If you have any questions, please contact Rama, Camara Spasic, Director at rcamaraspasic@umaryland.edu or Beryl F. Gwan, Assistant Director, Costing and Compliance at bgwan@umaryland.edu