

Directions for using the Central Payroll Bureau (CPB) Payroll Online Service Center (**POSC**) to print a direct deposit advice

New Users to sign up and establish a Logon ID and Password

- ◆ Go to the CPB Website: <http://compnet.comp.state.md.us/cpb>
- ◆ Click on **POSC** (on the right hand side of the screen).

The screenshot shows the website for the Comptroller of Maryland. At the top, it says "Comptroller of Maryland" and "Peter Franchot, Comptroller". Below that is a banner for "SPOTLIGHT ON THE COMPTROLLER OF MARYLAND". A navigation menu includes "Maryland Taxes", "Maryland Money", "Comptroller of Maryland", "Media Services", "Online Services", "Search", and "Home". Below the menu, there are links for "Media Services" and "Agency Services". The "Agency Services" link is highlighted with a red arrow pointing to a red circle around the "Payroll POSC Online Service Center" logo. The main content area is titled "Central Payroll Bureau" and contains a news release about W-2's for January 6, 2010. There is also a section for "Federal Withholding Rate 2010 - Changes".

- ◆ You will need to have the following information for the initial sign up:
 - Your Social Security number
 - Your date of birth
 - Our Agency number (**360221**)
 - The direct deposit advice number from your most recent paystub

- ◆ Click on [Sign Up](#)

Sign Up	First time using the POSC? Use this process to create a LogonID and Password.
Logon	Access the POSC using your LogonID and Password.

- ◆ Complete steps 1 – 6

Please Note : fields preceded by * are required fields

Create Online User Logon

Step 1 : Provide SSN
Step 2 : Choose LogonID; Provide 'Reset' Information
Step 3 : Validate your Identity
Step 4 : Choose password
Step 5 : Provide info that will allow you to reset a forgotten password
Step 6 : Finished

SSN: *

- ◆ Suggestions for choosing a logon ID are:

- First name + last name
- First initial + Last name
- Home phone number
- Choose anything easy for you to remember!

◆ Good criteria when you choose or set up a password are:

- Don't pick a password that someone can easily guess if they know who you are, for example, do not use your Social Security Number, birthday or maiden name.
- Don't pick a word that is currently newsworthy.
- Don't pick a password that contains leading or trailing blanks.
- Don't pick a password that has two (2) consecutive identical characters.
- **DO** pick a mixture of letters and numbers.
- **DO** pick something that you will remember.

The combination of this Logon ID and Password will allow you to securely logon and have access to POSC from anywhere you have access to the internet.

Once you have established a Logon ID and Password

To print your pay check advice

- ◆ Go to the CPB Website: <http://compnet.comp.state.md.us/cpb>
- ◆ Click on **POSC** (on the right hand side of the screen).

The screenshot shows the website of the Comptroller of Maryland. At the top, it says "Comptroller of Maryland" and "Peter Franchot, Comptroller". Below that is a banner for "SPOTLIGHT ON THE COMPTROLLER OF MARYLAND". A navigation bar includes links for "Maryland Taxes", "Maryland Money", "Comptroller of Maryland", "Media Services", "Online Services", "Search", and "Home". Below the navigation bar, there are buttons for "Media Services", "Agency Services", and "Office of the Comptroller". The main content area is titled "Central Payroll Bureau" and features a news release dated January 6, 2010, regarding W-2's for 2009. A red circle highlights the "Payroll POSC Online Service Center" logo in the top right corner of the news release area. A red arrow points from the text "Click on POSC" in the instructions above to this logo.

◆ Click on [Logon](#)

Sign Up	First time using the POSC? Use this process to create a LogonID and Password.
Logon	Access the POSC using your LogonID and Password.

◆ Fill in Logon ID and Password information

Click on [Log On](#)

Logon Page

LogonID: *

Password: *

Remember my LogonID on this computer

[Log On](#)

◆ Click on Current Year Pay Stubs

Payroll POSC
Online Service Center

POSC Home Page
Welcome

I am an employee and I want to access my payroll information
 I am a Payroll Representative and I want to access agency payroll information

Please choose one of the following options:

Current Year Pay Stubs	Update Address
Prior Year Pay Stubs	Update Direct Deposit
View / Print Duplicate W-2	Update W4 (Tax Withholding)
Signup / Modify Web Only Access	Enroll / Update Saving Bonds

- ◆ Select *Text* or *PDF* on the line showing the appropriate Pay day

COMPNET Central Payroll Bureau
Comptroller of Maryland

Home | Individuals | Businesses | Tax Professionals | Initiatives | Careers | CompNet

[CPB Home](#)
[POSC Home](#)

User Options

- [Logoff](#)
- [Modify User Logon](#)
- [Feedback / Suggestions](#)

Help Topics

- [Unable to display pay stub information](#)
- [Deposit is listed but is not showing up in bank account](#)
- [What time on Monday are paystubs available](#)
- [General Help](#)

Current Year Pay Stubs (Rolling 12 months)

Direct Deposits are viewable via this system up to two days prior to pay day. However, your money is **NOT** posted to your bank account until pay day.

System	Pay Period End Date	Pay Day	Agency		
UM	01/16/2010	01/22/2010	360221	Text	PDF
UM	01/02/2010	01/08/2010	360221	Text	PDF
UM	12/19/2009	12/22/2009	360221	Text	PDF
UM	12/05/2009	12/11/2009	360221	Text	PDF
UM	11/21/2009	11/24/2009	360221	Text	PDF
UM	11/07/2009	11/13/2009	360221	Text	PDF
UM	10/24/2009	10/30/2009	360221	Text	PDF
UM	10/10/2009	10/16/2009	360221	Text	PDF
UM	09/26/2009	10/02/2009	360221	Text	PDF
UM	09/12/2009	09/18/2009	360221	Text	PDF
UM	08/29/2009	09/03/2009	360221	Text	PDF
UM	08/15/2009	08/21/2009	360221	Text	PDF
UM	08/01/2009	08/07/2009	360221	Text	PDF
UM	07/18/2009	07/24/2009	360221	Text	PDF
UM	07/04/2009	07/10/2009	360221	Text	PDF
UM	06/20/2009	06/26/2009	360221	Text	PDF
UM	06/06/2009	06/12/2009	360221	Text	PDF
UM	05/23/2009	05/29/2009	360221	Text	PDF
UM	05/09/2009	05/15/2009	360221	Text	PDF
UM	04/25/2009	05/01/2009	360221	Text	PDF
UM	04/11/2009	04/17/2009	360221	Text	PDF
UM	03/28/2009	04/03/2009	360221	Text	PDF

Direct Deposit information is viewable via **POSC** up to (2) days prior to pay day. However, money is **NOT** posted to your bank account until the actual pay day!

Other information currently provided by POSC

- ◆ Online view and print of 12 rolling months of most recent pay stub information.
- ◆ Online view and print of year end (prior year) pay stub information.
- ◆ Duplicate W-2 data for most recent three (3) reporting years.
- ◆ Online changes to your official payroll address (This will not change the address for benefits—paper forms are available in the HR-Benefits office).
- ◆ Online changes to your Direct Deposit (updates only- an original paper form must be on file before you can use this feature).
- ◆ Online changes to your W-4 Withholding Form (updates only- an original paper form must be on file before you can use this feature).