



UNIVERSITY of MARYLAND
THE FOUNDING CAMPUS

To: All Employees

From: Roger Ward - Chief Human Resources Officer (Interim) and Vice President for Academic Affairs
G. Scott Bitner- Associate Vice President, Budget and Finance

Date: October 10, 2014

Re: Mailing of Paper Paychecks

This memo is to advise you about changes related to the distribution of paper paychecks and the option for direct deposit.

The University of Maryland, Baltimore (UMB) is committed to finding ways to operate with efficiency and cost savings. As the State of Maryland has moved to direct electronic deposit of paychecks and the Social Security Administration utilizes this method of payment for its customers, UMB is also transitioning to this method to reduce the labor and risk involved with manually distributing paper checks.

As such, UMB strongly encourages all employees to use direct deposit for net salary payments. The electronic method will eliminate the concern of receiving and distributing checks when the campus is closed for weather events or other emergencies. It also reduces the risk of checks being lost or stolen. To enroll in direct deposit, complete a Payroll Direct Deposit Authorization Form (*found at <http://www.fincsvc.umaryland.edu/payroll/images/DirectDepositForm.pdf> with Instructions at <http://www.fincsvc.umaryland.edu/payroll/images/DDFactSheet.pdf>*) and deliver it to Human Resource Services (HRS) at 620 W. Lexington, 3rd Floor.

If you choose not to enroll in direct deposit, you will begin receiving your paper paycheck by **U.S. postal mail** starting on November 21, 2014, the pay date for pay period 15-10. Your department payroll staff will no longer distribute paper checks to you. On the day before a payday (unless the campus is closed) UMB's Financial Services-Payroll staff will mail your paper paycheck directly to the home address on record for you with the State of Maryland's Central Payroll Bureau (CPB). The CPB address is the one that appears on your paper paycheck so it is incumbent on you to make sure that CPB has your correct mailing address at least two weeks prior to November 21st. A new form W-4 is required to change your CPB address. You will find additional instructions on how to update your CPB address on the HRS website at http://hr.umaryland.edu/Current_Employees/Emp_Self_service#addr (see item 3).

When you do not wish to receive a paper paycheck by mail, you may sign up for direct deposit at any time. The first paycheck after having been enrolled in direct deposit will still be mailed to you to allow for validation of your banking information. All subsequent payments will be electronically deposited in your checking or savings account.

Again, we strongly encourage you to sign up for direct deposit by Friday, October 17th to avoid any possible delays in receiving your net salary. Your cooperation in this transition will be greatly appreciated. If you have any questions about this information, please contact your department payroll representative.