

Payroll Information for New Employees *(updated September 2015)*

- Each department has at least one designated Department Payroll Representative (PR Rep). PR Rep(s) assist all employees in the department with any payroll or related questions such as:
 - Timesheets
 - Paychecks
 - Payroll deductions
 - Payroll schedule
 - Payroll calculation
 - How to retrieve/print Direct Deposit Advice
 - Leave balances
 - Employment contract
 - Form W-2
 - Form W-4 Employee Withholding Allowance Certificate
 - Change of Address
 - Glacier- Non US Citizen and Non Permanent Resident only

- Meet and get to know your department's PR Rep(s). To determine who your PR Rep is:
 - Check with your Hiring Manager OR
 - Check link: <http://www.umaryland.edu/media/umb/af/fs/payroll/PR-Reps.pdf>

- Faculty, exempt, non-exempt, and hourly employees must complete an on-line electronic timesheet each pay period (i.e. bi-weekly)
 - Timesheets should be completed within 6 days of the pay period end date but they must be completed and approved within 30 days of the pay period end date
 - An on-line timesheet training is available
 - Navigate to the MyUMB portal page and in the Enterprise Menu select [UMB Systems Tutorials Browser](#)
 - Select "eUMB Electronic Timesheets>Timesheets"
 - Leave balances (if applicable) are maintained in the on-line system and available for you to monitor and manage from the MyUMB Employee Self Service page

- Paychecks- All paychecks are issued by the State of Maryland, Central Payroll Bureau (CPB)

- First paycheck usually withholds the maximum state and federal taxes because
 - W-4 Form has not been processed by CPB or
 - Errors are on the W-4 Form; results in return by CPB or
 - Missing W-4 Form
 - Follow instructions for W-4- they are published on the UMB website: <http://www.umaryland.edu/financialservices/payroll/forms/>

- First Paycheck
 - All employees will receive a paper paycheck for the first pay that will be mailed to the address on the W-4 that was sent to CPB.
 - If the address is not pre-printed on the check by CPB, the check will be mailed to the address in the UMB system.
 - The address in the UMB system can be viewed on the “My UMB Employee Self Service” portal page under “My Personal Information”.
 - If an address is not listed in the UMB system, contact your PR Rep

- Direct Deposit
 - Sign up for Direct Deposit otherwise paychecks are mailed
 - Direct Deposit can start as early as the second pay period
 - Each pay period the Direct Deposit Advice can be retrieved from CPB’s POSC (Payroll Online Service Center) website.
 - Instructions for first time login can be found at: <http://www.umaryland.edu/media/umb/af/fs/payroll/POSC-Instructions.pdf>
 - There is a link to the POSC on the MyUMB Employee Self Service tab in the portal

- Bi-weekly gross pay calculations for non-hourly employees
 - The State of Maryland calculates bi-weekly pay based on the annual salary spread across the number of days in the fiscal year
 - In fiscal years that include leap day (February 29th) the bi-weekly salary will decrease slightly since the annual salary is spread over 366 days instead of 365 days for a normal year
 - Your Bi-weekly pay is calculated as follows:
 - Leap Year: Annual Salary / (366 days / 14 days in a pay period)
 - Example: $\$40,000 / 26.142857 = \$1,530.06$
 - Non Leap Year: Annual Salary / (365 days / 14 days in a pay period)
 - Example: $\$40,000 / 26.071428 = \$1,534.25$
 - FY16 is a leap year

- Review your pay and leave balances-

- If you discover any mistakes on your paycheck (either overpayment or underpayment), contact your PR Rep immediately
- If you discover any mistakes with your leave balances or accruals, contact your PR Rep immediately

- W-2s- The annual statement of wages is issued by CPB
 - Statements are mailed to address on file with CPB before January 31st
 - Duplicates can be retrieved from the POSC website