

## Payroll Forms Submission Instructions

All forms that were created electronically during the pandemic will continue to be used. Please see below chart of how each form should be submitted.

Glacier packets contain confidential information of employees. Please scan copies and email Shanay at [Shanay.smith@umaryland.edu](mailto:Shanay.smith@umaryland.edu) via SecureXfer for review. After approval, original Glacier packets must be mailed via USPS or campus mail to:

Office of the Controller- Payroll Services

220 Arch Street, Suite 02-122

Baltimore, MD 21201

Please note that tax treaty will only be turned on when original Glacier packet is received.

FORMS Processed by PS	SUBMISSION
Payroll Adjustment Form	Email to DL-BF PAY Help
Prior Pay Period Payroll Adjustment Form	Email to DL-BF PAY Help
Leave Reinstatement Request	Form will be sent to PS by DDocuSign after approval
Request for Stop Payment/Reissue of Payroll Check	Form will be sent to PS by DDocuSign after approval
CII Employee Leave Form	Form will be sent to PS by DDocuSign after approval
Compensation Overpayment Packet	Form will be sent to PS by DDocuSign after approval
Direct Deposit Recovery Request	Form will be sent to PS by DDocuSign after approval
FICA Refund Request Form	Form will be sent to PS by DDocuSign after approval
Check Cancellation Request	Departments will print out completed form and attach original paper check to be mailed to PS. Once we received them, we will send to System Payroll for processing
CPB Forms	
Direct Deposit Form	Mail directly to CPB (address is listed on the bottom of form)
W-4 and Other State Withholding Forms	Mail directly to CPB or email CPBOPS@marylandtaxes.gov via SecureXfer