Top Things STUDENT EMPLOYEES Should Know About Payroll/Human Resources

1. Contact Kalia, Coordinator for Recognition, Training, and Student Employment, with your PHR-related questions. Questions regarding hiring paperwork, time clock issues, and issues with receiving payment should all be directed to the Coordinator. Get in touch with Kalia at krp@umd.edu or 301.314.8508 if you have any questions as a Stamp student employee.

2. The University of Maryland requires all employees to participate in payroll direct deposit. Activation of direct deposit will occur within 21 days of receipt of CPB (Central Payroll Bureau). You will receive a payroll check until it is established. Payroll checks can be picked up at the Information Desk on the first floor of The Stamp.

3. All University of Maryland hourly employees are paid 3 weeks after your start date. For paycheck issue dates please reference the Fiscal Pay Period Information on the back of this form.

4. You can view your biweekly earnings statement on the web at www.timesheets.umd.edu (View/Print Bi-Weekly Earnings Statement under “Employees” heading).

5. W-2 Wage and Tax Forms are available immediately from the State of Maryland’s on-line website: http://compnet.comp.state.md.us/cpb

Once there click on POSC. You will need our agency code (UMCP-360222) and your last *pay check/pay advice number to create an account. Once established you can obtain not only your W-2 for 2011 but view previous years as well as view and or make changes to payroll deductions, direct deposit etc. Call 410-260-7235 if you experience any problems with this site.

*Your last pay check/pay advice number can be found on your biweekly earnings statement.

6. If you have been given a Federal Work Study (FWS) award as part of your need-based financial aid package, you can work under The Stamp’s FWS program and will get a Bi-Weekly pay check for hours worked. For Availability login to www.financialaid.umd.edu.