

TO: Payroll Preparers, Payroll Approvers, Employees

FROM: Lisa Drouillard

DATE: June 25, 2009

RE: Direct Deposit Advice Suppression

No More Hassles with Paper Check Advices!

The Department of Human Resources – Payroll is pleased to announce the availability of direct deposit advice suppression. This new feature will allow UMBC to automatically stop the printing of advices each pay cycle. The update will occur as follows:

Employees with direct deposit:

- Direct deposit default will be set to “not print” beginning paycheck dated July 24, 2009.
- Advice suppression will remain in effect unless the employee completes a Direct Deposit Advice Selection form. **(Submit form by July 10, 2009 to keep printing direct deposit advice.)**

New enrollment in direct deposit:

- Account information will be validated at Central Payroll Bureau (CPB) and generate a live check (1 – 3 pay cycles).
- Once direct deposit is validated the employee will receive an initial printed direct deposit advice.
- Subsequent advices will not be printed unless the employee completes the Direct Deposit Advice Selection form.

Employees will continue to have the ability to view paycheck or direct deposit advice data on-line as early as 2 days prior to pay the pay date. Although paycheck information is available early, the actual deposit to your bank account will continue to be on the actual pay date.

Employees may also update bank information for direct deposit, cancel direct deposit, view current year and prior year pay stubs, and print prior W-2 statements. Please be mindful that any updates may take one to two pay periods. Employee must download and complete Direct Deposit Authorization form for enrollment with an original signature.

How to access on-line paycheck information

In order to access paycheck information, you will be required to create a user ID and password in the Payroll Online Service Center (POSC). You will need your social security number and a prior pay advice/check number (available on the top right corner of your pay check or advice). Complete the following steps:

1. Navigate to [http://compnet.comp.state.md.us/Central Payroll Bureau/Online Services/](http://compnet.comp.state.md.us/Central_Payroll_Bureau/Online_Services/).
2. Select the POSC option.
3. At the “Start” page, click the “Sign Up” option and follow the account setup instructions.

NOTE: If you have previously set-up an account and forgot the password you must contact Kathy at Central Payroll Bureau to have your password reset, (410) 260-7387.