Expanded Payroll Services offered to UMES Employees

We are pleased to announce updates to some payroll functions. Our current Payroll and Human Resources System (PHR) has been upgraded to allow for online viewing and printing of your paycheck and direct deposit advice information. Additionally, the State Central Payroll Bureau has upgraded their system POSC (Payroll Online Service Center) to offer expanded services as well. These two featured formats will allow you to access your payroll information wherever you have internet access. These services are available to all employees of the university who receive payment for their services.

For those of you who have direct deposit, you can be a tremendous support to this effort by suppressing your direct deposit advice forms. (Payroll checks may not be suppressed.) If you suppress your direct deposit advice, you would not have to worry about an accumulation of the forms and you will have two ways of accessing your payroll information wherever and whenever you want without coming to the Office of Human Resources to pick up your direct deposit advice.

The Payroll Human Resources (PHR) system will give you access to all of your payroll stubs/advises from 2002 through the present payroll date. In addition, through the State of Maryland Payroll Online Service Center (POSC), you would be able to:

- View/print your pay stubs two days before the actual pay date. (Payroll checks cannot be suppressed but can be viewed/printed through the POSC two days before the actual pay date also.)
- View/print your year end (prior year) pay stub information
- View/print duplicate W2 data for the most recent (2) reporting years
- Change your mailing address online [Note: you will need to change your address in both the POSC for payroll checks and in the PHR (Payroll Human Resources) database for your permanent address and office address.]

In order to suppress your direct deposit, go to the timesheet home page - www.timesheets.umd.edu, click on the menu item that states “View/Print Biweekly Earnings Statement”. The next screen will have a sentence on it that states “I wish to continue to receive printed biweekly earnings statements” – click on “no” and then click on “save change”. Anyone wishing to access this feature and has not set up their logon may do so at www.oit.umd.edu/new. The logon for this feature is the same logon many of you would have to use to logon to the FRS (Financial Records System). If you would like to set up your logon for the Central Payroll Bureau POSC, you may do so at http://compnet.comp.state.md.us/Central_Payroll_Bureau/. If you experience problems with setting up your logons, you may contact payroll personnel at x6400.

What if I elect not to have my direct deposit advice suppressed?
On April 2, 2007, all direct deposit advices will be suppressed. Employees will be able to view their payroll advice amounts via the online services.

Problems and questions on this information may be directed to x6400.
TIAA-CREF Representative to Visit Campus

Mr. Glenn Collins, Senior Consultant with TIAA-CREF, will conduct financial planning sessions at the UMES Henson Center on the following dates; to schedule an appointment, call (202) 637-8926 or register online @ www.tiaa-cref.org/moc

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, February 12</td>
<td>Monday, April 16</td>
</tr>
<tr>
<td>Tuesday, February 13</td>
<td>Tuesday, April 17</td>
</tr>
</tbody>
</table>

On Wednesday, February 28, 2007, from 12:00 - 1:00 p.m., Mr. Collins will present “Tax Smart Ways to Invest” as part of a Brown Bag Luncheon in the Henson Center, room 1112/1114. This seminar is open to all employees, regardless of selected investment company. A complimentary array of delectable desserts will be served.

Blood Bank Drive

Thursday, February 15, 2007
11:00 a.m. - 2:00 p.m.
SSC Rotunda

Staff Development Workshop Series - February 2007

Supervisory Training presented by
Mrs. Marie Billie, Esq., Director of Human Resources

Tuesday, February 13, 2007
10:00 - 11:00 a.m., Henson Center Room 1112/1114
EMPLOYEE SUBSTANCE ABUSE: WHAT YOU NEED TO KNOW

Tuesday, February 27, 2007
10:00 a.m. - 12:00 p.m., Henson Center Room 1112/1114
PERFORMANCE MANAGEMENT PROCESS (PMP)

Watch for publicity for additional Staff Development Workshops during March 2007

If you are going to achieve excellence in big things, you develop the habit in little matters. Excellence is not an exception, it is a prevailing attitude. – Colin Powell
Spring 2007 Pre-Retirement Planning Seminars

Any employee who participates in the State Retirement and Pension System (SRPS) retirement plan and who is within eight years of being eligible to retire can attend one of the Pre-Retirement Planning Seminars. The one-day seminars are scheduled from 8:30 a.m. – 4:00 p.m. and are held at various locations including Cambridge, MD (April 3, 2007) and Salisbury, MD (May 2, 2007).

Please sign up immediately since many sessions are filling up very quickly. The registration form can be found on the State Retirement web site at [www.sra.state.md.us](http://www.sra.state.md.us). The registration form should be mailed or faxed to the Community College of Baltimore County’s address and fax number shown on the form. A confirmation letter will be sent to each attendee no later than seven working days prior to the session requested. Information regarding any cancellations due to weather can be obtained by calling 410-918-4000.

All eligible employees are encouraged to attend one of these Pre-Retirement Seminars to help plan for retirement. In addition to speakers from the SRSP, other presenters will address legal issues, Social Security, and other pertinent topics. Spouses are encouraged to attend these sessions as well. Questions can be directed to the SRPS at (410) 780-6632.

The UMES contact is Angel D. Thomas, Acting Benefits Coordinator, @ x6403.

### STUDENT WORKSHIP DATES

**SPRING SEMESTER**

January 29, 2007—May 19, 2007

Workshop students are permitted to work 20 hours per week during regular semesters. Salary range is $6.15 - $8.50.

**NOTE**

STUDENTS, FACULTY AND STAFF are not permitted to begin work until a signed contract is sent back to the supervisor.

SECU Credit Union: “Become Fiscally Fit”

The SECU Credit Union encourages everyone to “become fiscally fit this year!” As we work to honor New Year’s Resolutions relative to physical fitness, why not add financial fitness to the list. According to their January 2007 newsletter, the SECU “…is committed to helping [members] achieve their financial goals and build a solid financial future. We don’t just offer some of the best accounts and services around, we also provide you with free tools and seminars that will help you become strong money managers. All this for depositing $10 in a SECU Share Savings account. That’s quite a deal.” Offered are special student banking accounts, checking accounts, loans for small businesses, and new mortgage loans for first-time home buyers.

Two free seminars are offered during February 2007. “College Savings Plans” is scheduled from 6:00 - 7:30 pm on Wednesday, February 21, 2007. “Financial Investments: what’s in it for you?” is scheduled from 6:30 - 8:00 p.m. on Wednesday, February 28, 2007. These, and other, courses will be held at the SECU training center at 989 Corporate Blvd., Linthicum, MD. For more information and to enroll, visit [www.SecuMd.org](http://www.SecuMd.org) and select the News and Resources section.
Office of Human Resources Management
Mission Statement

The Office of Human Resources will support the mission and goals of the University by:

- Ensuring the recruitment and hiring of qualified faculty and staff;
- Ensuring the accurate and timely payment of all employees;
- Ensuring the proper administration of employee benefits programs;
- Managing labor relations and union activity;
- Managing employee relations and employee assistance programs;
- Advising on Human Resources issues and policy matters;
- Developing Human Resources policies as needed;
- Communicating matters of interest to employees; and
- Providing excellent customer service to internal and external customers.

Information Directory

Bargaining Unit (Union) - .pdf files of the Memoranda of Understanding for Exempt and Non-Exempt employees can be found at: www.umes.edu/hr

Benefits* - visit http://www.umes.edu/Administration/HR/index.aspx?id=414
Select from among the Benefits links
*includes health insurance, life insurance, retirement, death benefits, spending accounts, tuition remission, and worker’s compensation
Acting Benefits Coordinator: Angel Thomas, (410) 651-6403

Employment - visit: http://www.umes.edu and Select Employment
Mail resume/completed application to above address or fax to (410) 621-2222
Employment Manager: Mary Ames, (410) 651-6401

Holiday and Administrative Leave Schedule - visit:
http://www.umes.edu/Administration/HR/index.aspx?id=3626

Inclement Weather - visit the following website or listen to WESM (91.3 FM)
http://www.umes.edu/hr/inclementweather.html

SkillPort Online Training - visit: http://www.umes.edu/Administration/HR/SkillPort.aspx
Access online training using your UMES email address (username @umes.edu) and “welcome” as your initial password. You can later change to a password of your choice.

Time Entry - visit www.umes.edu; Select My UMES and Online Timesheets
Payroll Manager: Gertrude Hairston, (410) 651-6404
Payroll Assistant: Leslie Tilghman, (410) 651-7650