Spring Break
The University will be closed for Spring Break Week, March 15 – 19, 2010 (March 15 and 16 are University holidays).

- Employees who earn $40,000 or less must use annual or personal leave to cover March 17-19. In the absence of available leave, supervisors must code the timesheets as approved leave without pay.
- Employees who earn between $40,001 and $60,000 will be granted administrative leave (furlough plan) on March 17, 2010. Annual or personal leave must be used to cover March 18 and 19.
- Employees who earn $60,001 or more will be granted administrative leave (furlough plan) on March 17—19.
- Contingent II (Five Page Contract) employees will have to use annual leave for the week of March 15—19. In the absence of annual leave for each day, timesheets should be coded by supervisors as leave without pay.
- While the University is closed for Spring Break Week, only essential employees are required to work. Any exceptions for employees or students to work during the university closing must be submitted in writing and approved by the Vice President for Administrative Affairs, Dr. Ronnie Holden.
- REMINDER: All timesheets (Faculty, Staff, Students) must be completed by employees and supervisors prior to the university closing on Friday, March 12, 2010. Failure to comply will result in inaccurate or missed pay-roll payments.
- On Friday, March 19, 2010, paychecks will be distributed between the hours of 10 am - 12 noon.

Payroll Address Must be Up-to-Date
Effective July 1, 2010, the State of Maryland will be enforcing a new policy wherein “live” payroll checks will only be distributed via U.S. mail. The UMES Office of Human Resources will be distributing payroll checks in the usual manner until further notice. Every employee is required to ensure that your current mailing address and payroll address is updated.

Updating your address is a two step process because some individuals use different addresses for different business dealings. 1) To update your current address in the Payroll and Human Resources (PHR) System: at the timesheet log in screen, select Display/Update Personal Data, AND 2) To update your address with the State of Maryland: Payroll Online Services Center (POSC)* system, you may do so at www.marylandtaxes.com, select Central Payroll, select POSC, select Update Address. As needed, call the UMES Payroll Manager, Ms. Gertrude Hairston, at x6404 for assistance.

*see page 2
Performance Management Planning (PMP) - Reminders

Performance Management Plans (PMP) must be completed for all Exempt and Non-Exempt staff for the performance year ending on March 31, 2010. The original, signed PMPs should be routed through your organization as required and must be received in the UMES Office of Human Resources as soon as possible after March 31st. Please direct your questions to Ms. Lisa Johnson, Assistant Director of Human Resources, at x7848.

Health Benefits Open Enrollment

-tentative dates-
April 14 - April 28, 2010 and
May 12 - May 19, 2010

Beneficiary Updates Recommended

As a reminder, employees should make sure that benefits-related designations of beneficiaries are updated as life changes occur, e.g., marriage, divorce, death. This applies to life insurance as well as retirement funds. As needed, contact the UMES Benefits Coordinator, Ms. Betty Fosque, at x6403.

State of Maryland Pre-Retirement Planning Seminar
March 31, 2010 @ Salisbury University
Call x6403 to request the registration form

Maryland State Employees
Central Payroll Bureau
Online Services

Net Pay Calculator
- The net pay calculator can be used for estimating taxes and net pay. Before using, please have a copy of your pay stub for reference

POSC (Payroll Online Service Center)
- Secured access
- Updated reset password process uses shared secrets
- Online pay stub history (12 rolling months)
- Up to 5 years history of year end pay stub information
- Retrieve / print W2 information (5 years history)
- Address update capability
- Direct Deposit authorization changes
- W-4 Withholding changes

http://compnet.comp.state.md.us/cpb

POSC Direct Link
- click on