

**Department of
Human Resources & Strategic
Talent Management**

**Payroll Information
for
Adjunct Faculty**



UMBC

Department of Human Resources & Strategic Talent Management

Talent Acquisition & Total Rewards

Talent Engagement & Labor Relations

Talent Learning and Organizational Development

Talent Systems, Operations & Payroll

5th Floor Administration Building



Brittany Hensley
Director of HRIS, Operations,
and Payroll

Payroll



Valentina Berterman
Payroll Manager



Dan Umberger
Payroll Specialist



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Payroll Associate

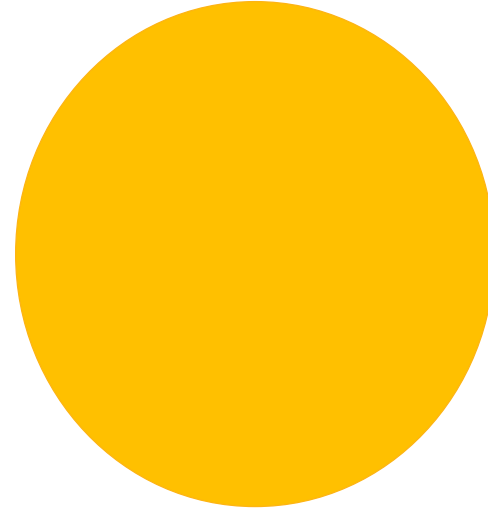


Sim Kaur
Payroll Associate



Candi Tambwe
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Human Resources Information Systems



HRIS Manager



Crystal LaBeau
HRIS Specialist

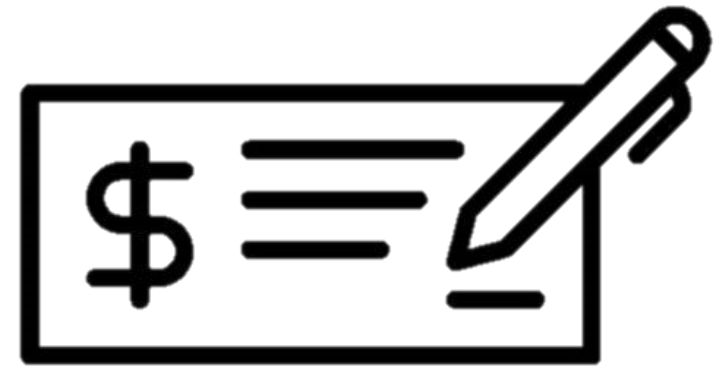


Paige Boyer
HRIS Specialist



Kelsey Wumer
HRIS Analyst

When Will I Get Paid?



Employees are paid on a bi-weekly basis.

Most employee's first check is a paper or "live" check.

Live checks are mailed to the employee's check address which is the address provided on the tax forms. They are mailed via the USPS each pay cycle.

[UMBC Payroll Calendars](#)

Preparing For Your 1st Paycheck



Meet Your Payroll Preparer



Complete Direct Deposit Form



Complete Tax Withholding Forms



Register for POSC



How Do I View My Paystub?

Employees are able to view their paystubs for current or previous year in the Payroll Online Services Center, POSC.



What is POSC?

POSC is a web based center where employees who are paid through Central Payroll Bureau can view and modify information related to payroll related documents and information.

[POSC Webpage](#)

Register for POSC



First Time Login Information Needed:

Social Security Number

Date of Birth

Agency Number*

Advice Number* (check number from your most recent
paystub)

*Departmental Payroll Preparer Can Provide

[POSC Webpage](#)

What Can I Do In POSC?

Current Year
Pay Stubs

Prior Year
Pay Stubs

View & Print
W2

Update
Address

Update W4
(Tax
Withholding
Information)

Update
Direct
Deposit Bank
Information



The screenshot shows the 'Central Payroll Bureau' website. The header includes the Maryland state logo and 'COMPTROLLER of MARYLAND Serving the People'. The main navigation bar contains links for Home, Maryland Taxes, Maryland's Money, Comptroller of Maryland, Media Services, Online Services, and Search. The page title is 'Central Payroll Bureau' and the sub-header is 'Payroll POSC Online Service Center'. The main content area is titled 'POSC Start Page' and features a security notice: 'As a matter of SECURITY, All users will be REQUIRED to change their Password every 4 months.' Below this, there are four bullet points: 'First time users, please read the (Help Topics) listed in the left menu.', 'For concerns not addressed in a specific (Help Topic) use General Help', 'A link for Feedback / Suggestions will be provided after successful logon', and 'For assistance with POSC, please email POSCHELP@marylandtaxes.gov.'. At the bottom, there are two buttons: 'Sign Up' with the text 'First time using the POSC? Use this process to create a LogonID and Password.' and 'Logon' with the text 'Access the POSC using your LogonID and Password.'.



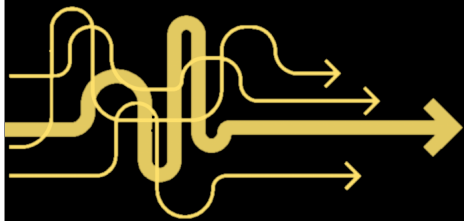
Employee Pay Resources

▪ **POSC Access Your Pay Stubs**

[POSC Webpage](#)

▪ **Payroll Forms (Direct Deposit & Tax Forms)**

[UMBC Payroll Forms](#)

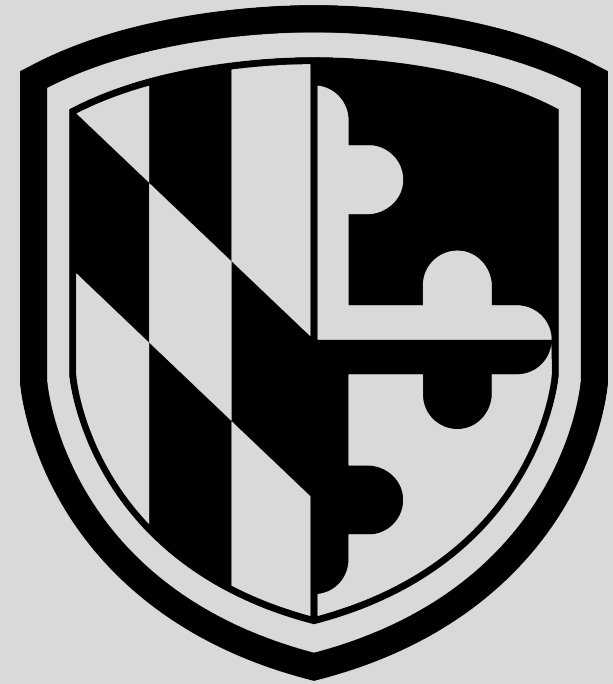


Payroll Unit

[Payroll Staff Contacts](#)

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Welcome To UMBC!



UMBC