



# COPPIN STATE UNIVERSITY

## CONTROLLER'S OFFICE

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January 2010

Dear Coppin Family,

The State of Maryland Central Payroll Bureau (CPB), as part of their 'Go Green' and cost containment initiatives, will change the way payroll checks and direct deposit pay advices (stubs) are distributed to employees. These changes (see A and B below) become effective July 01, 2010 (FY2011).

College Work Study supervisors: Please inform your students of these changes.

All CSU faculty, staff, and students paid on the regular and contract payrolls are eligible to use payroll direct deposit. You must have an account with a USA bank. To sign up for payroll direct deposit and/ or update your address, contact the Office of Human Resources or use the web address given below.

**Employees are strongly encouraged to sign up for Payroll Online Service Center (POSC) access and begin using the electronic delivery/ print of their pay advices by 31 March 2010.**

Please note that if you are:

**A. Currently receiving a paper check:**

*Effective 07.01.2010, payroll checks will no longer come to the agency (Coppin). Checks will be mailed to the employee directly from the Central Payroll Bureau located in Annapolis, MD.*

CPB will begin mailing all payroll checks to the employee's mailing address as contained on the Central Payroll master file. Checks will be mailed one (1) day prior to the pay date.

To eliminate a 'no address' and/ or a 'wrong address' situation, we ask that you review the current address as it is printed on your pay stub and/ or pay advice and make updates as required.

Use the web address in section B to sign up for direct deposit and / or make address changes.

CPB Payroll Distribution Changes FY2011  
January 2010

**B. Currently using direct deposit *but not* POSC:**

*Effective 07.01.2010, the Central Payroll Bureau will no longer print and distribute to Coppin direct deposit pay advices for employees.*

Sign up for POSC by *31 March 2010* if you would like to view or print your direct deposit advice(s). POSC has been available since June 2005 and maintains a rolling 12 month history of pay stub information for employees using direct deposit. There are many other advantages to using POSC including security and privacy.

Note: To sign-up you will need a recent pay advice (last 45 days). To complete the Signup process and establish a Logon ID & Password, you will be required to supply the following information:

- Social Security Number
- Date Of Birth
- Agency Number and Check / Advice Number from your most recent paystub
- Coppin's agency code is 360227

The web address is below:

<https://interactive.marylandtaxes.com/Extranet/cpb/POSC/User/Start.aspx>

**C. Currently using direct deposit *and* POSC:**

You are already in excellent position for the CPB changes that become effective 07.01.2010!

Thank you.

This memo and the POSC flyer may be found on the CSU Controller's Office website:

CSU> Administrative Offices> Controller's Office> Forms and Information> Payroll or

<http://www.coppin.edu/Controller/Forms.aspx>