

November 6, 2003

TO: Payroll Processors

FROM: Sue Elliott, Manager Payroll Services

RE: Important Payroll Information for UMCP

Please remind all employees to verify their home address on their current paycheck or direct deposit form. If there is no home address, or it is incorrect, a change of address form or a W4 form must be submitted to Payroll Services no later than December 5th. Payroll Services will forward these forms to the Central Payroll Bureau to ensure the employee receives their year-end W2 at the correct address. As in the past, W2's will be mailed directly to the employee no later than the end of January 2004. Both of these forms can be found at:
<http://compnet.comp.state.md.us/cpb/ginfo/forms.asp> or via the PHR Home Page.

Deadline Changes:

Due to the upcoming holidays the following payroll deadlines will change:

1. PP11 journals are due to payroll by Thursday, November 20 (instead of Friday 11/21). If you need to turn them in Friday please do so as early as possible.
2. PP13 journals are due to payroll by Thursday, December 18 (instead of Friday 12/19). If you need to turn them in Friday please do so as early as possible.

Christmas Break Journals and Paychecks:

1. Journals for PP14 will be ready for pick-up from noon to 4:00 p.m. on Tuesday, December 30 or after 7:30 a.m. Friday, January 2, 2004. Please return the journals as soon as early as possible but no later than Monday, January 5th by 2:00 p.m. This is a very tight schedule; we appreciate your understanding and cooperation.
2. As usual, salaried pay basis reports will be included with the journals for PP14; hourly pay basis reports are your responsibility.
3. Pay period 13 paychecks will be dated 1/2/04. Those departments that regularly pick-up checks early can do so on Tuesday, December 30th between 3:00 and 4:00 p.m. only. Payroll Services will NOT be open again until 7:30 a.m. on Friday, January 2, 2004.
4. Please notify me if you will NOT be picking up checks on 12/30.
5. As always, you cannot give out checks before the date printed on the check (1/2/04).

Do not hesitate to call Payroll Services at x55665 or me at x53708.

HAVE A SAFE, HEALTHY AND HAPPY HOLIDAY SEASON!