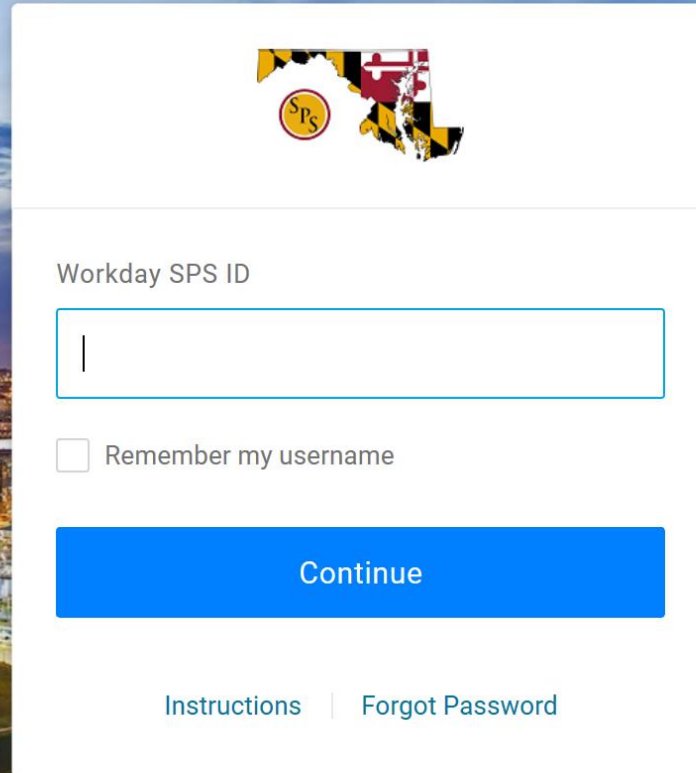




WORKDAY & TIMEKEEPING PROCEDURES FOR MERIT EMPLOYEES

PAYROLL SERVICES, OFFICE OF HUMAN RESOURCES
stateofmaryland.onelogin.com

WORKDAY USER LOG IN



The image shows a login form for Workday SPS ID. At the top, there is a logo featuring the Maryland state flag and a circular emblem with the letters 'SPS'. Below the logo, the text 'Workday SPS ID' is displayed. A text input field is provided for the user to enter their ID. Underneath the input field, there is a checkbox labeled 'Remember my username'. A prominent blue button labeled 'Continue' is positioned below the checkbox. At the bottom of the form, there are two links: 'Instructions' and 'Forgot Password'.

- Workday #
- Password (Haven't logged in yet, contact **410.767.4112**)
 - Can be entered remotely

PASSWORD RESET



Reset Your Password

Enter your email address or username below to reset your password.

Workday SPS ID

Continue



Select Authentication Factor




OneLogin Security Questions



Email

PASSWORD RESET



Email


A confirmation code was sent to your email

Enter your confirmation code

Show

Continue

Try Again



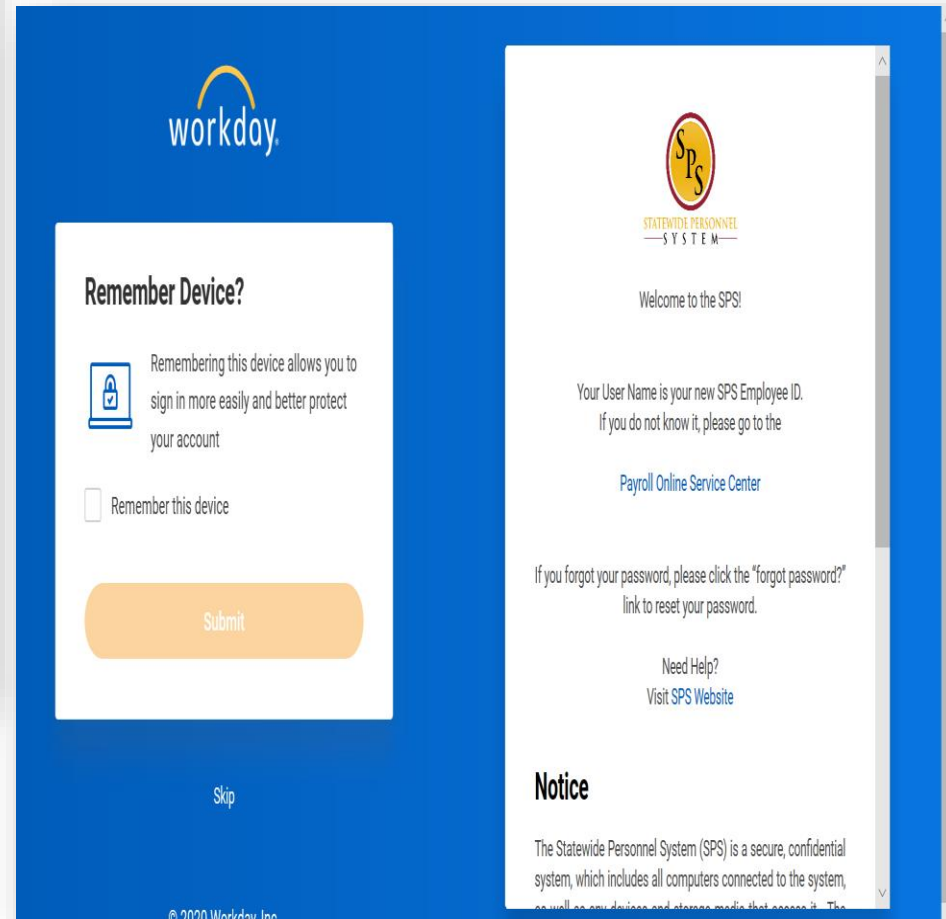
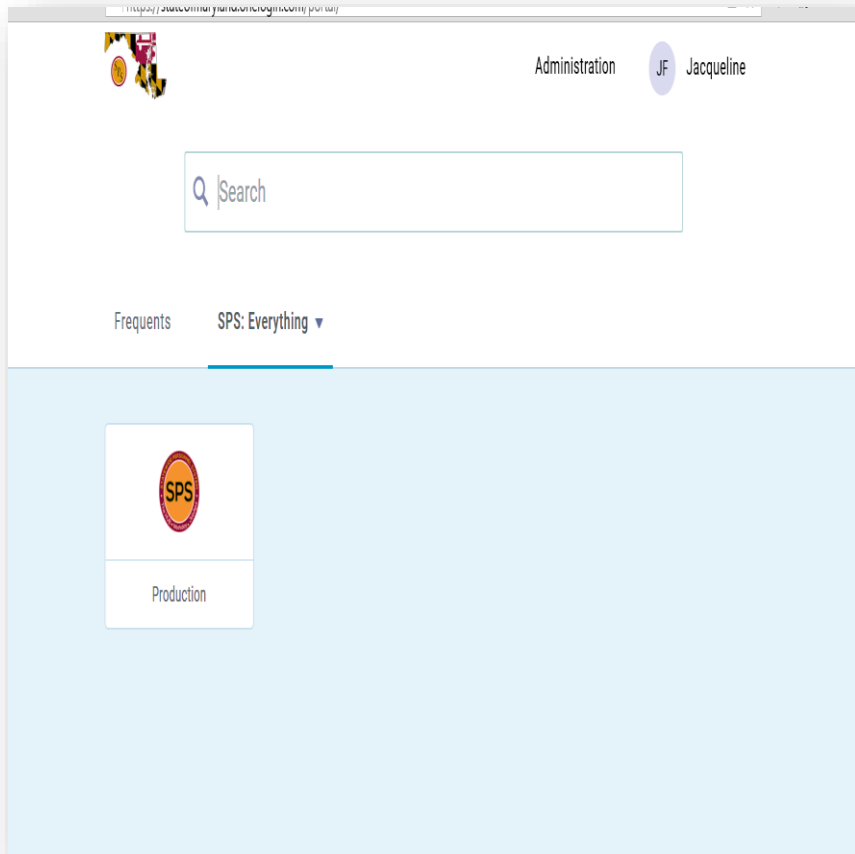
Change Password

New Password

Show

- Minimum 8 characters
- Maximum 128 characters
- 1 Lowercase
- 1 Uppercase
- 1 Number
- 1 Special character

LOGIN



COMMON TASKS IN TIMEKEEPING



INBOX

Notices are sent to your Inbox to inform you about tasks that require your attention such as:

- Timesheets that need to be corrected
- Leave requests that need to be corrected
- Supervisors receives notices that timesheets have been submitted for review and approval



Time

TIME ENTRY

- Timesheet entry
- Enter time off
- Make corrections



Time Off

TIME OFF

- Request time off
- View time off requested
- View time off/leave balances
- Make corrections

WORKDAY TIMEKEEPING

- 1. Regular/Merit Employees have the responsibility of submitting their timesheets timely to ensure accurate pay and accruals.**
- 2. Timesheets should be submitted and approved on a bi-weekly basis.**
- 3. If the timesheet isn't submitted for current pay period, It must be submitted soon as possible.**



COMP/OVERTIME & MULTIPLE POSITIONS REGULAR EXEMPT EMPLOYEES

Regular Exempt Employees can only earn comp time which is calculated at a straight time rate.



- ❑ **Regular 40-Hour Exempt Employees:** The system will calculate comp time after working 30 minutes over an 8-hour day. Comp time earned within the current pay period can not be used until the following pay period. All comp hours must be pre-approved by your supervisor.

COMP/OVERTIME & MULTIPLE POSITIONS

NON EXEMPT EMPLOYEES

All Non-Exempt employees have the option to elect COE compensatory leave or overtime both are calculated at time and half rate. However employees can only elect one option per pay period. All overtime requires prior approval.



- ❑ **Non-Exempt COE (Comp in Lieu of Cash) Employees:** The system automatically calculates overtime after forty (40) hours have been worked in the week (Wed-Tues)The employee can choose to earn Comp Time in lieu of cash overtime.
- ❑ To do this function, **the employee must elect COE comp on each Wednesday** within the pay period and select quantity 1 on both Wednesdays. Under no circumstances can an employee elect COE comp and overtime in the same pay period.

LEAVE & BALANCES

1. Annual and sick leave accruals are updated at the beginning of each pay period based on your projected accrual rates.
2. Personal leave is populated in your leave balances at the prorated rate according to your hire date.
3. Leave balances will immediately update as you enter leave hours on your timesheet.
4. The Workday calendar does not allow leave requests of less than 8hr increments. All leave requests should be handled per your unit's procedures.
5. Comp time is accrued the day it is earned however it can not be used the same pay period it is earned.



Work.*Leave*.Balance

LEAVE & BALANCES (continued)

TIME/LEAVE ACCRUALS – BASED ON FTE (full time employee)

New Employees can accrue annual leave; however, they must wait six (6) months prior to usage.

ANNUAL

- 1 – 5 Years – 3.08 hours
- 5 – 10 Years – 4.62 hours
- 10 – 20 Years – 6.15 hours
- 20+ Years – 7.69 hours

SICK LEAVE IS AVAILABLE IMMEDIATELY UPON ACCRUAL

- 4.62 hours per pay period

PERSONAL-Prorated from date of Hire

- January – February – 48 hours
- March – April – 40 hours
- May – June - 32 hours
- July – December – 24 hours

TIME OFF



WORKDAY TUTORIALS/SPS








- ✓ [Workday Timesheet Overview](#)
- ✓ [Workday Time-off Overview](#)

CHECKS NEGOTIATED PRIOR TO ISSUE DATE

- Paper checks will be mailed from Central Payroll Bureau on the Monday afternoon before Wednesday payday.
- Check could possibly be received at address prior to Issue date.
- It is very important you do not cash check before issue date on check.
- Checks negotiated prior to issue date will be returned at the employee's expense.



WORKDAY RESOURCES

	HUB	SPS Online Course: SPS-TIM-201E Timekeeping Training for Employees
 	WORKDAY	Workday Assistance Line: Password requests, resets and any other Payroll related questions or issues Your questions will be answered or directed to staff for response as required at 410-767-4112
	DBM	Department of Budget & Management JOB AID Pages & Timekeeping Tutorials. GO TO: http://dbm.maryland.gov/sps to access job aids, videos and other helpful info.
		Payroll Online Service Center https://interactive.marylandtaxes.gov/extranet/cpb/posc/user/start.aspx

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)
- Archived history of year end pay stub information
- Retrieve / print W2 information (3 years history)
- W-4 Withholding / address changes
- View SPS Employee ID

http://comptroller.marylandtaxes.com/Government_Services/State_Payroll_Services/

POSC Direct Link

click on



Authority by: Peter Franchot



**STATE OF MARYLAND
REGULAR PAYROLL SCHEDULE
FISCAL YEAR 2021**

PAYROLL NUMBER	START DATE	PAY PERIOD ENDING DATE	ETR DUE DATE	PAY DATE	
				Biweekly	Monthly
01	06-17-20	06-30-20#	07-01-20*	07-08-20	
02	07-01-20	07-14-20	07-16-20	07-22-20	07-31-20
03	07-15-20	07-28-20	07-30-20	08-05-20	
04	07-29-20	08-11-20	08-13-20	08-19-20	08-31-20
05	08-12-20	08-25-20	08-27-20	09-02-20	
06	08-26-20	09-08-20	09-10-20	09-16-20	
07	09-09-20	09-22-20	09-24-20	09-30-20	09-30-20
08	09-23-20	10-06-20	10-07-20*	10-14-20	
09	10-07-20	10-20-20	10-22-20	10-28-20	10-30-20
10	10-21-20	11-03-20	11-04-20*	11-10-20\$	
11	11-04-20	11-17-20	11-19-20	11-25-20	11-30-20
12	11-18-20	12-01-20	12-03-20	12-09-20	
13	12-02-20	12-15-20	12-17-20	12-23-20	12-31-20
14	12-16-20	12-29-20#	12-30-20*	01-06-21	
15	12-30-20	01-12-21	01-13-21*	01-20-21	01-29-21
16	01-13-21	01-26-21	01-28-21	02-03-21	
17	01-27-21	02-09-21	02-10-21*	02-17-21	02-26-21
18	02-10-21	02-23-21	02-25-21	03-03-21	
19	02-24-21	03-09-21	03-11-21	03-17-21	
20	03-10-21	03-23-21	03-25-21	03-31-21	03-31-21
21	03-24-21	04-06-21	04-08-21	04-14-21	
22	04-07-21	04-20-21	04-22-21	04-28-21	04-30-21
23	04-21-21	05-04-21	05-06-21	05-12-21	
24	05-05-21	05-18-21	05-20-21	05-26-21	05-28-21
25	05-19-21	06-01-21	06-03-21	06-09-21	
26	06-02-21	06-15-21	06-17-21	06-23-21	06-30-21

NOTES:

Health deductions are not taken for Biweekly employees

* ETRs must be approved 1 day early due to holiday.

\$ Pay Date Advanced Due to Holiday

ETRs must be agency approved by **3:00 p.m. on Thursday after PPE** unless advanced due to holiday scheduling. Earlier approvals are encouraged.

SPS files are due by **9:00 a.m. on Friday after PPE** unless advanced due to holiday scheduling.

Paycheck Explanation

Employee's Earnings Statement
 STATE OF MARYLAND
 COMPTROLLER OF MARYLAND
 240104 REVENUE ADMIN DIVISION
 000

Name COMPTROLLER, CATHY			Document ID RG9999		
Regular Pay Rate .00		Pay Period Ending Date 12-19-2017		Check/Advice Number 12345678	
Mar. Stat. M	Fed. Ex. 0	Additional Fed. Tax	St. Ex. 0	Additional St. Tax	County Code BC

MD FILING STATUS: SINGLE

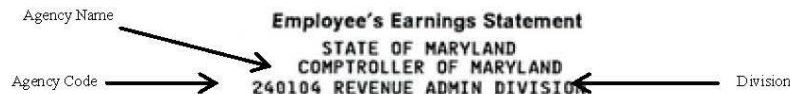
EARNINGS	HOURS	CURRENT	YEAR TO DATE	TAXES/DEDUCTIONS	CURRENT	YEAR TO DATE
REGULAR	800	288239	5851500	FEDERAL TAX	20838	472285
ACTING CAPACITY		00	59634	FICA/MED	19428	422486
*ST PD BENEFITS				STATE TAXES	15161	339532
FICA SUBSIDY		19428	422486	PHARMACY PLAN	4013	68912
PHARMACY SUB		16052	275664	DEPN CARE ACCT	20833	166664
DENTAL SUBSIDY		1164	23268	UCC DENTL DPPO	1164	23280
RET/PEN SUB		46939	895979	401K-SAVE	40000	730000
UNEMPL INS SUB		711	15459	ST EMP ALT PEN	20232	414921
HEALTH INS SUB		46822	734284	DIR/DEP-CHCKNG	138307	3143470
				CF BCBS EPO	8263	129584

Current	Earnings 288239	Taxes 55427	Deductions 94505	Net Pay 138307
Year To Date	5911134	1234303	1533361	3143470

000
 CATHY COMPTROLLER
 9999 SOMEWHERE STREET
 BALTIMORE MD 21213

The above image is a typical example of a State of Maryland Employee's paystub. Below is a brief explanation of the different areas of the paystub. To view your own paystubs, visit CPB's Payroll Online Service Center ([POSC](#)) and follow the instruction to sign up or log in.

1. Agency Name and Code



In the upper left corner of the paystub, the employee's Agency name, Agency code, and Division are listed.

2. Pay Information and Tax Exemptions

Name COMPTROLLER, CATHY				Document ID RG9999	
Regular Pay Rate .00		Pay Period Ending Date 12-19-2017		Check/Advice Number 12345678	
Mar. Stat. M	Fed. Ex. 0	Additional Fed. Tax	St. Ex. 0	Additional St. Tax	County Code BC

MD FILING STATUS: SINGLE

In the upper right corner of the paystub, the employee's name, pay period ending date, check/advice number, federal & state tax filing status, number of federal and state tax exemptions, any additional tax withholding elected by the employee and the employee's county code are listed. In the event the employee lives outside of the State of Maryland, the County code will be listed as the location in which they work. If the employee has not filed a W4/MW507 form with Central Payroll, the Filing status and exemptions will automatically be set to Federal Single with zero allowances and State Single with one allowance.

3. Earnings & Hours

EARNINGS	HOURS	CURRENT	YEAR TO DATE
REGULAR	800	288239	5851500
ACTING CAPACITY		00	59634
XST PD BENEFITS			
FICA SUBSIDY		19428	422486
PHARMACY SUB		16052	275664
DENTAL SUBSIDY		1164	23268
RET/PEN SUB		46939	895979
UNEMPL INS SUB		711	15459
HEALTH INS SUB		46822	734284

On the middle, left-hand side of the paystub, the employee's earnings (Regular, Overtime, Acting Capacity, Miscellaneous adjustments, etc), hours worked, and any subsidies are listed. Subsidies are a portion of the amount due for a particular benefit that is paid by the agency on behalf of the employee. These amounts do not affect the amount of the employee's net pay. In this example, you will see the type of earnings as "Regular", the number of hours as "80.0", the current wages being paid this period as "2882.39", and the wages paid year to date as "58515.00". This format will be followed for all earnings types. The only exception is for adjustments and subsidies there will be no hours listed.

4. Taxes/Deductions

TAXES/DEDUCTIONS	CURRENT	YEAR TO DATE
FEDERAL TAX	20838	472285
FICA/MED	19428	422486
STATE TAXES	15161	339532
PHARMACY PLAN	4013	68912
DEPN CARE ACCT	20833	166664
UCC DENTL DPPO	1164	23280
401K-SAVE	40000	730000
ST EMP ALT PEN	20232	414921
DIR/DEP-CHCKNG	138307	3143470
CF BCBS EPO	8263	129584

On the middle, right-hand side of the paystub, the employee's taxes and deductions are listed. In this example, the deductions from top to bottom are Federal Tax, FICA/Medicare Tax, State Tax, Pharmacy Plan, Dependent Care Account, United Concordia Dental DPPO, Optional 401K Retirement Plan, State Employee Alternate Pension, Direct Deposit Checking (This will be equal to your Net Pay), and Carefirst Blue Cross Blue Shield EPO.

5. Net Pay Calculation and Address

	Earnings	Taxes	Deductions	Net Pay
Current	288239	55427	94505	138307
Year To Date	5911134	1234303	1533361	3143470

000

CATHY COMPTROLLER
9999 SOMEWHERE STREET
BALTIMORE MD 21213

At the bottom of the paystub, the calculation of gross to net pay is shown as well as the employee's name and address. In order for Central Payroll to calculate Net Pay, Taxes and Deductions are subtracted from the gross pay amount. A good tool to show the effects of changing your deductions or tax status is the [Central Payroll Net Pay Calculator](#).

The most current address provided to Central Payroll by the employee, using a W4/MW507 form, is listed at the bottom of the paystub and can be referenced as the address any paper check was mailed to.

THANK YOU

Questions/Comments

