

## **Instructions for the State of Maryland Payroll Online Service Center**

Being employees of the State of Maryland, our paystubs are found on the Central Payroll Bureau's "POSC" website. Other helpful items available on this website are:

- Address change
- Tax election changes on both the W-4 and MD507 forms
- Direct deposit change
- Electronic W-2 signup rather than having it mailed
- W-2 view/printing from the current and past years
- A link to the Central Payroll Bureau (CPB) home site for various forms and calculators

To find this site, either google POSC looking for State of Maryland Payroll Online Service Center or type in this site address: <https://interactive.marylandtaxes.gov/Extranet/cpb/POSC/User/Start.aspx>

Once there, you will follow the instructions to "SIGN UP" for which you will need:

- Our Agency Code of **360229**
- And your most recent check/advice number
  - It is best to get this from your very first paycheck that is mailed
  - But if you are signing up after your direct deposit has already kicked in, please call or email the Payroll Office for your most recent advice number
  - [Payroll@Salisbury.edu](mailto:Payroll@Salisbury.edu) or 410-677-5377

## **Information regarding your Direct Deposit**

You are to complete a Direct Deposit form upon hire. This form is forwarded on to the Central Payroll Bureau (CPB) for you.

- Although it normally only takes 1, it can take up to 3 pay cycles for your Direct Deposit to begin.
- Until your Direct Deposit is in force, you will receive a live, paper check, mailed to the address on file with CPB. This will be the address you sent them on your tax and direct deposit forms.
- After receiving your first live check, you will be able to sign up on POSC and then on Tuesday of every pay week, you can check the POSC site to see your pay stub and whether a check will be mailed or deposited into your bank.

As always, your Payroll Team is here to help! Please do not hesitate to contact us anytime.

Email: [Payroll@Salisbury.edu](mailto:Payroll@Salisbury.edu)

Phone: 410-677-5377

Ticket Systems: HR/Payroll <https://support.center.salisbury.edu/servicedesk/customer/portal/16>

Financial <https://support.center.salisbury.edu/servicedesk/customer/portal/17>