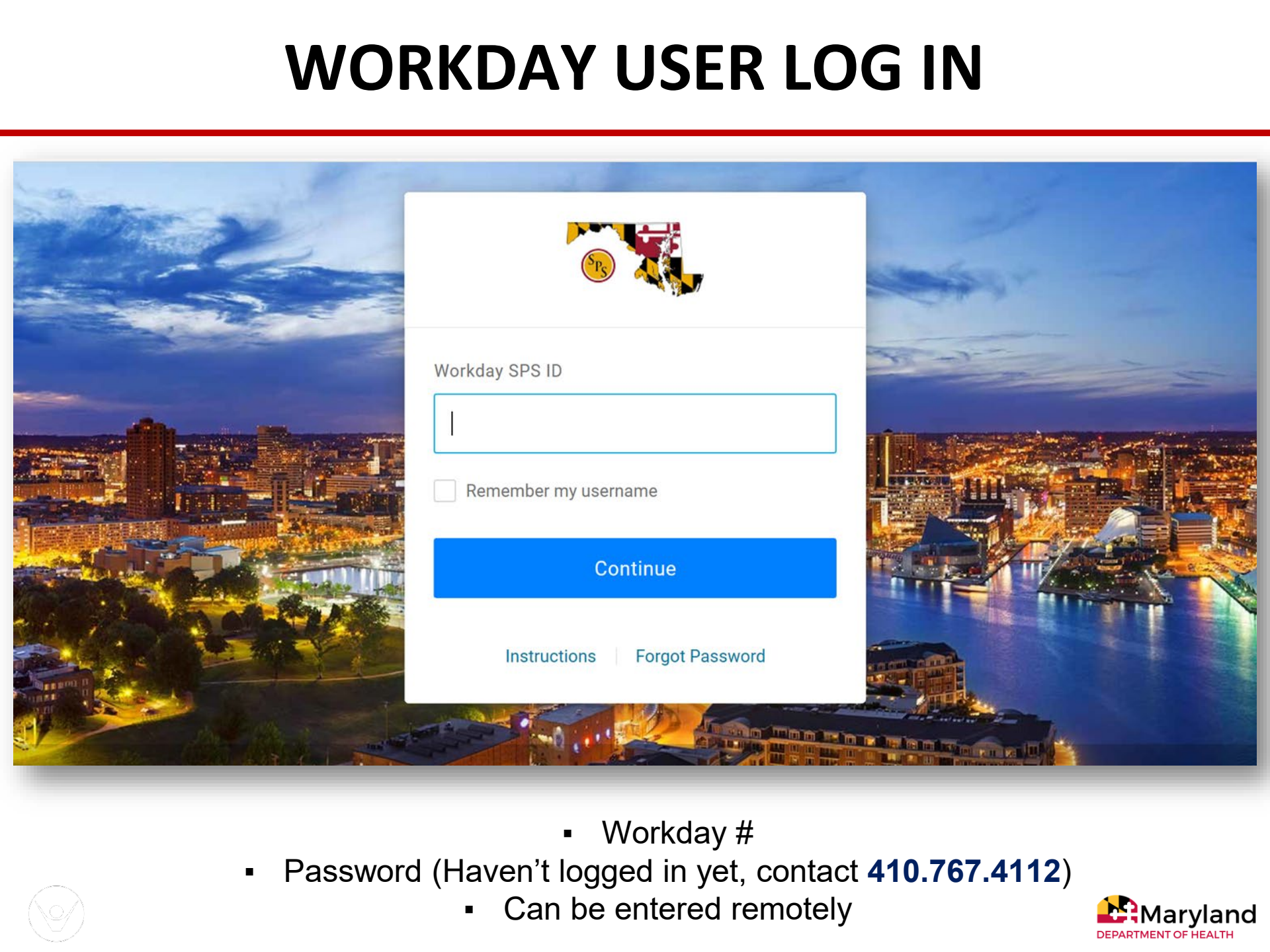# WORKDAY & TIMEKEEPING PROCEDURES FOR CONTRACTUAL EMPLOYEES

PAYROLL SERVICES, OFFICE OF HUMAN RESOURCES

stateofmaryland.onelogin.com

WORKDAY USER LOG IN

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

PASSWORD RESET

PASSWORD RESET

LOGIN
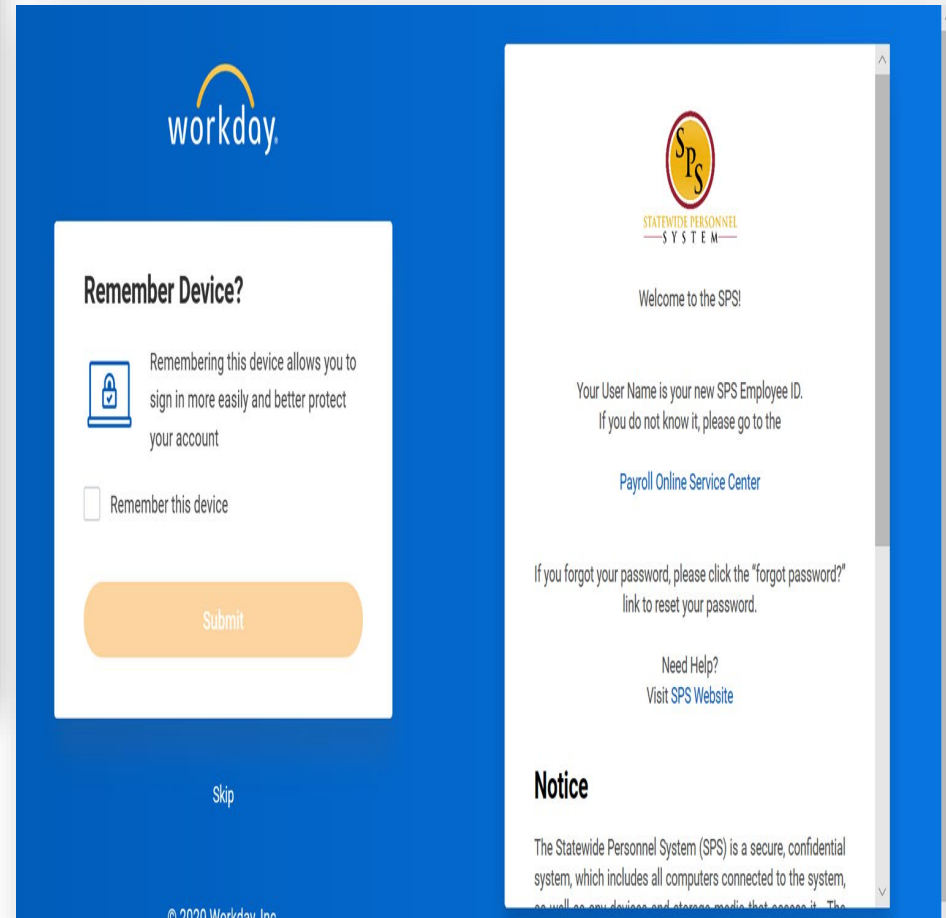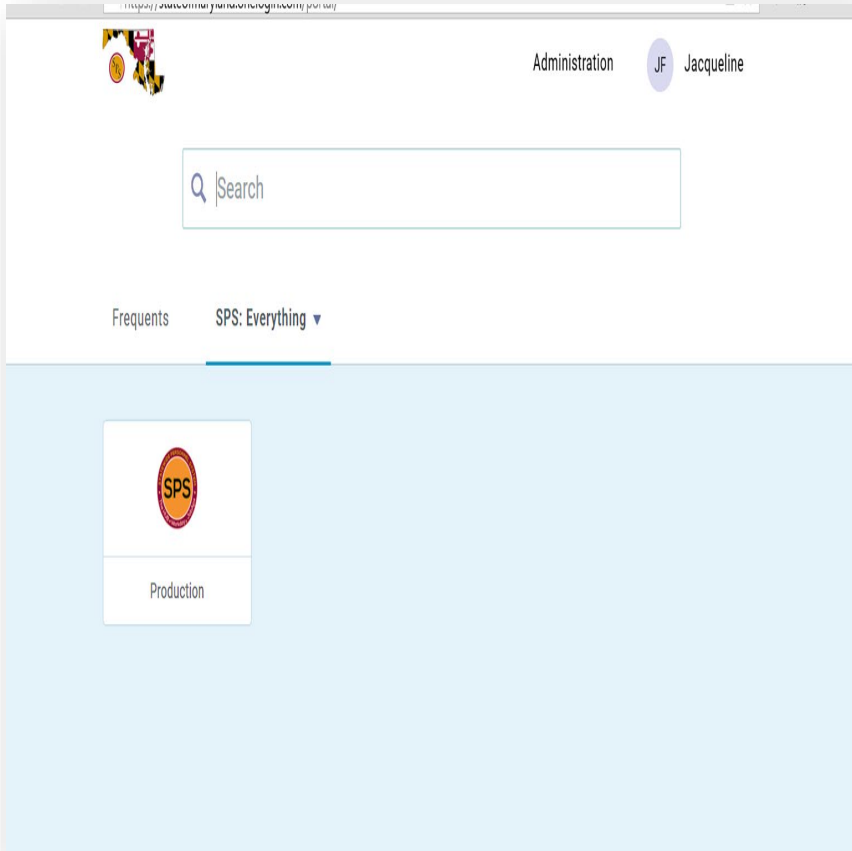
COMMON TASKS IN TIMEKEEPING

	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 ENTRY	• Timesheet entry • Enter time off • Make corrections
	TIME OFF	• Request time off • View time off requested • View time off/leave balances • Make corrections

WORKDAY TIMEKEEPING

1. **Contractual, Temporary, Daily and Hourly Employees will not be paid for any hours worked without a submitted and approved timesheet.**

2. **Timesheets should be submitted on a weekly basis to ensure accurate processing of pay and leave.**

Maryland
DEPARTMENT OF HEALTH

COMP/OVERTIME & MULTIPLE POSITIONS
NON EXEMPT EMPLOYEES

Contractual Employees are - NON-EXEMPT EMPLOYEES

1. **MDH Contractual employees** are Non-Exempt and are eligible for overtime, Comp in Lieu of Cash (COE), and shift differential, if applicable.

1. **Both Overtime and COE are earned at the time and half rate. Employee must receive approval from their supervisor prior to working overtime.**

1. **COE (Comp in Lieu of Cash) Option**: The system will automatically calculate 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. In order to do this employee must elect COE comp on Wednesday of each week in the pay period and select quantity 1. Under no circumstances can an employee elect to receive comp time and overtime within the same pay period.

Maryland
DEPARTMENT OF HEALTH

LEAVE & BALANCES

1. COE comp time accrued within the current pay period is unavailable to be used until the following pay period.
2. Contractual/Temporary employees can accrue paid time off (PTO) <u>once they have worked 120 days in a 12-month period</u>.
3. PTO is earned at a rate of one hour for every 30 hours worked, not to exceed 40 hours of paid leave per calendar year.
4. Employees may carry up to 40.0 hours of PTO into the next calendar year. All excess PTO over 40.0 hours will be forfeited at the end of he calendar year.
5. PTO leave accrued during contractual employment must be used prior to converting into a merit position.

Work.*Leave*.Balance

LEAVE & BALANCES (continued)

TIME/LEAVE ACCRUALS – For Eligible Contractual Employee)

COE Comp
*   Accrued at a rate of 1.5 hours for each hour worked over 40.0
    hours in a week (Wed-Tues).
*   Must have supervisor prior approval to earn COE
*   May only carry a balance of 240 hours

Leave

*   PTO and Comp leave requests are subject to prior
    approval from employee's supervisor.

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WORKDAY RESOURCES

	The HUB	**SPS Online Course/Training –** • **SPS-TIM-201E Timekeeping Training for Employees**
	MDH **Workday** **Assistance**	Contact the Assistance Line for help with **Workday password requests, resets and any other Payroll related questions or issues:** Your questions will be answered or directed to staff for response as required a 410.767.4112
	DBM	Department of Budget & Management JOB AID Pages & 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

Mobile Check Deposit

- It's good practice to **write "deposited" on any** check you deposit with a mobile app.

- If you do not plan to keep the check, **put it through a paper shredder**. However it is best to keep the check at least five days after it clears the bank. This ensures the funds are safely transferred.

- If you mistakenly deposit a check more than once, **contact your financial institution immediately**. After completing your deposit, mark the front of the check so that you know it has been deposited.

- **Purposefully** depositing the same check more than once is considered fraud.

Maryland
DEPARTMENT OF HEALTH

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

Payroll
POSC
Online Service Center

Maryland
DEPARTMENT OF HEALTH

CONTRACT PAYROLL SCHEDULE
FISCAL YEAR 2024

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

* Schedule advanced 1 day due to Holiday.
** Schedule advanced 2 days due to Holiday.

Note:
PTRs must be agency approved by **1:00 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.

Maryland
DEPARTMENT OF HEALTH

Checks Negotiated Prior to Issue Date

- *Paper checks will be mailed from Central Payroll Bureau on Monday*

  afternoon before Wednesday payday.

- *Checks could possibly be received at address prior to Issue date on check.*

- *It is very important that you do not cash check before issue date.*

- *Checks negotiated prior to issue date will be returned at the employee's*

  expense.

Paycheck Explanation

Employee's Earnings Statement

STATE OF MARYLAND
COMPTROLLER OF MARYLAND
240104 REVENUE ADMIN DIVISION

000

	Name		Document ID
COMPTROLLER, CATHY			RG9999
Regular Pay Rate .00	Pay Period Ending Date 12-19-2017		Check/Advice Number 12345678

Mar. Stat.	Fed. Ex.	Additional Fed. Tax	St. Ex.	Additional St. Tax	County Code
M	0		0		BC

MD FILING STATUS: SINGLE

EARNINGS	HOURS	CURRENT	YEAR TO DATE
REGULAR	800	288239	5851500
ACTING CAPACITY		00	59634
*ST 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

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

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

Earnings − Taxes − Deductions = Net Pay

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**

Agency Name →

Employee's Earnings Statement
STATE OF MARYLAND
COMPTROLLER OF MARYLAND
Agency Code → 240104 REVENUE ADMIN DIVISION ← Division
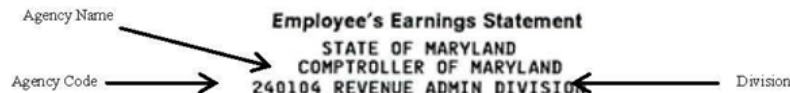
In the upper left corner of the paystub, the employee's Agency name, Agency code, and Division are listed.

2. Pay Information and Tax Exemptions

Name		Document ID
COMPTROLLER, CATHY		RG9999

Regular Pay Rate	Pay Period Ending Date	Check/Advice Number
.00	12-19-2017	12345678

Mar. Stat.	Fed. Ex.	Additional Fed. Tax	St. Ex.	Additional St. Tax	County Code
M	0		0		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
*ST 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