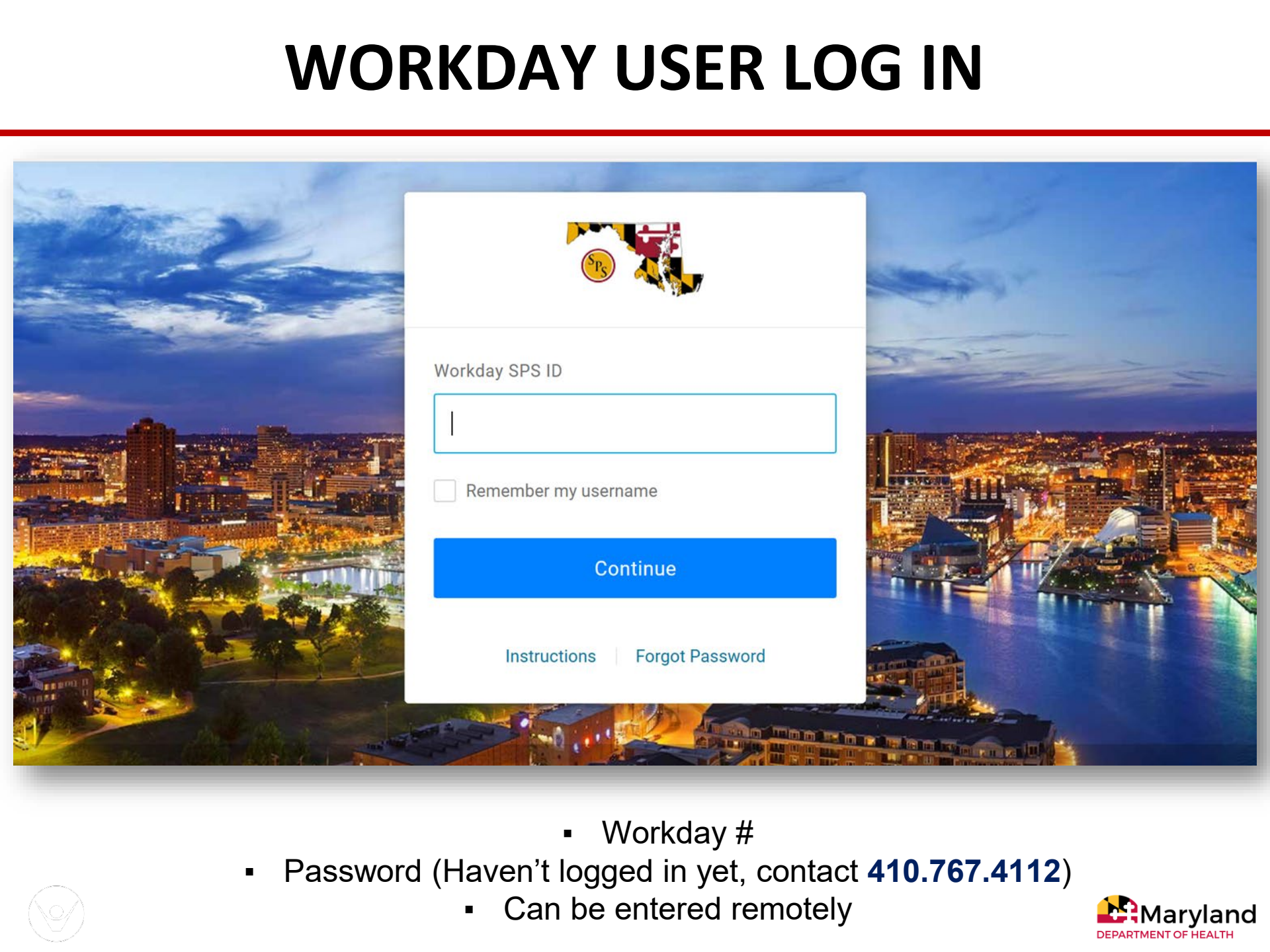# WORKDAY & TIMEKEEPING PROCEDURES FOR MERIT EMPLOYEES

**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



**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

Maryland
DEPARTMENT OF HEALTH

# LOGIN
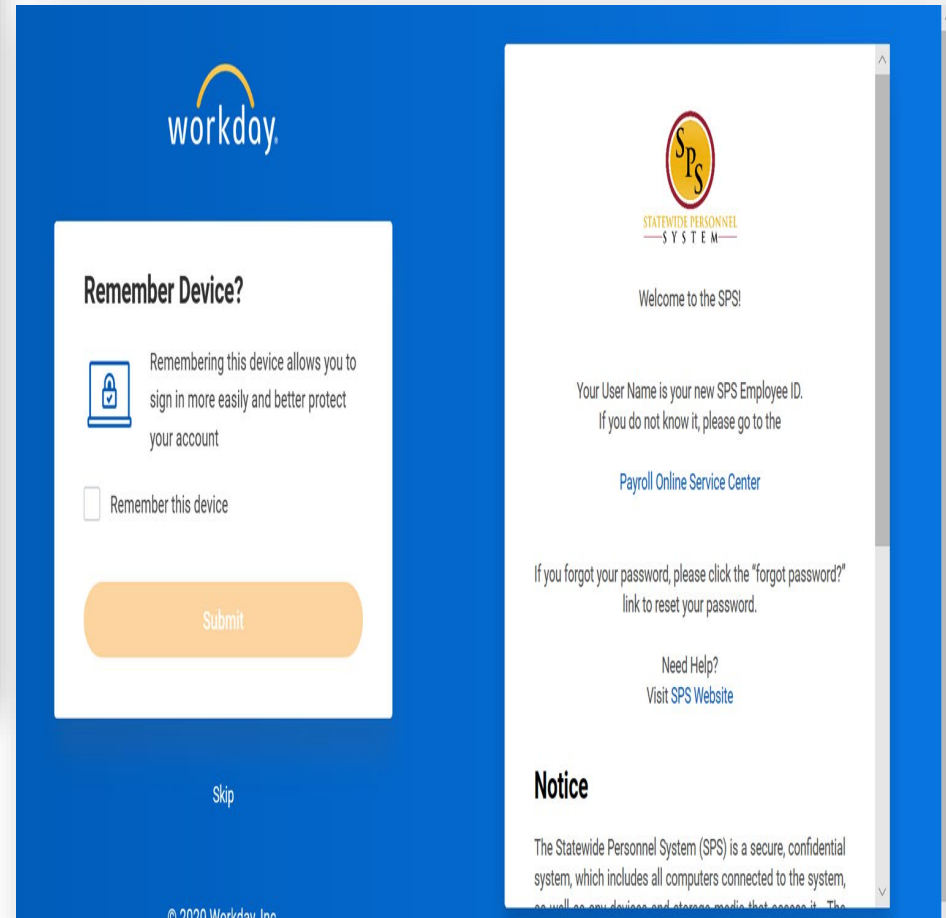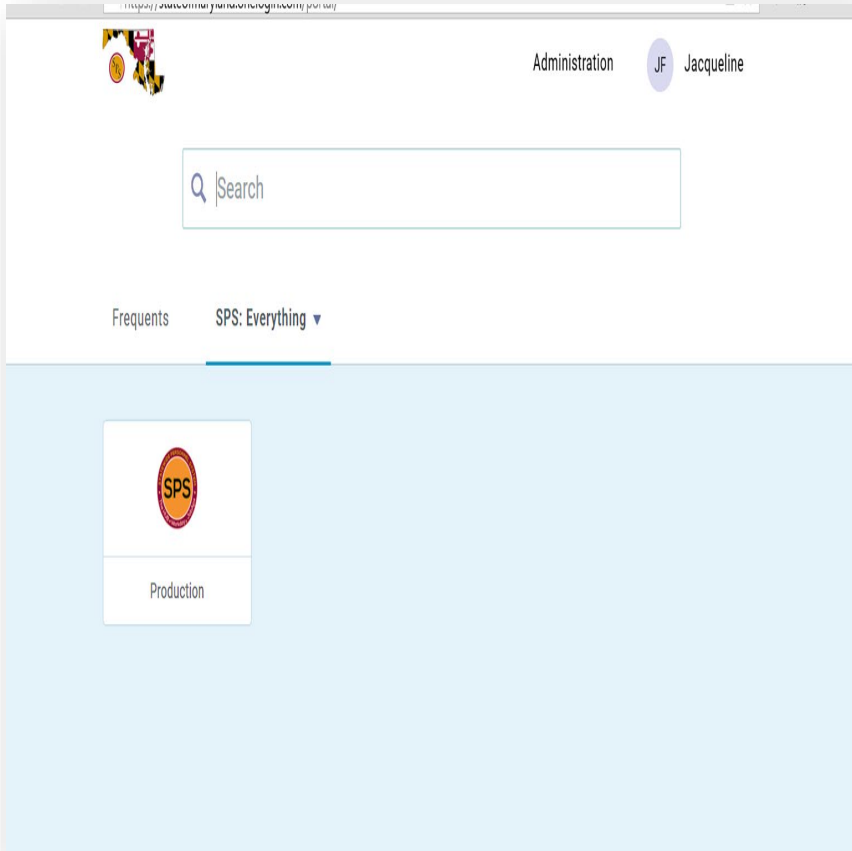
# COMMON TASKS IN TIMEKEEPING

| | | |
|---|---|---|
|  | **INBOX** | **Notices are sent to your Inbox to inform you about tasks that require your attention such as:**<br><br>• Timesheets that need to be corrected<br>• Leave requests that need to be corrected<br>• Supervisors receives notices that timesheets have been submitted for review and approval |
| Time | **TIME ENTRY** | • Timesheet entry<br>• Enter time off<br>• Make corrections |
| Time Off | **TIME OFF** | • Request time off<br>• View time off requested<br>• View time off/leave balances<br>• 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.



Maryland
DEPARTMENT OF HEALTH

# COMP/OVERTIME & MULTIPLE POSITIONS REGULAR EXEMPT EMPLOYEES

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

❑ **<u>Regular 40-Hour Exempt Employees</u>**: 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.

Maryland
DEPARTMENT OF HEALTH

# 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.  <u>Leave balances</u> 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.

**Maryland**
DEPARTMENT OF HEALTH

# LEAVE & BALANCES (continued)

**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 Calendar

Maryland
DEPARTMENT OF HEALTH

# 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.**

# 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

# WORKDAY RESOURCES

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

**Payroll POSC**
Online Service Center

Maryland
DEPARTMENT OF HEALTH

## STATE OF MARYLAND
## REGULAR PAYROLL SCHEDULE
## FISCAL YEAR 2025

| PAYROLL NUMBER | START DATE | PAY PERIOD ENDING DATE | ETR DUE DATE | BIWEEKLY PAY DATE | MONTHLY PAY DATE |
|---|---|---|---|---|---|
| 01 | 06-12-2024 | 06-25-2024 | 06-27-2024 | 07-03-2024 | |
| 02 | 06-26-2024 | 07-09-2024 | 07-11-2024 | 07-17-2024 | |
| 03 | 07-10-2024 | 07-23-2024 | 07-25-2024 | 07-31-2024 | 07-31-2024 |
| 04 | 07-24-2024 | 08-06-2024 | 08-08-2024 | 08-14-2024 | |
| 05 | 08-07-2024 | 08-20-2024 | 08-22-2024 | 08-28-2024 | 08-30-2024 |
| 06 | 08-21-2024 | 09-03-2024 | 09-05-2024 | 09-11-2024 | |
| 07 | 09-04-2024 | 09-17-2024 | 09-19-2024 | 09-25-2024 | 09-30-2024 |
| 08 | 09-18-2024 | 10-01-2024 | 10-03-2024 | 10-09-2024 | |
| 09 | 10-02-2024 | 10-15-2024 | 10-17-2024 | 10-23-2024 | 10-31-2024 |
| 10 | 10-16-2024 | 10-29-2024[a] | 10-31-2024 | 11-06-2024 | |
| 11 | 10-30-2024 | 11-12-2024 | 11-14-2024 | 11-20-2024 | 11-29-2024 |
| 12 | 11-13-2024 | 11-26-2024 | 11-26-2024[c] | 12-04-2024 | |
| 13 | 11-27-2024 | 12-10-2024 | 12-12-2024 | 12-18-2024 | |
| 14 | 12-11-2024 | 12-24-2024 | 12-24-2024 | 12-31-2024[b] | 12-31-2024 |
| 15 | 12-25-2024 | 01-07-2025 | 01-09-2025 | 01-15-2025 | |
| 16 | 01-08-2025 | 01-21-2025 | 01-23-2025 | 01-29-2025 | 01-31-2025 |
| 17 | 01-22-2025 | 02-04-2025 | 02-06-2025 | 02-12-2025 | |
| 18 | 02-05-2025 | 02-18-2025 | 02-20-2025 | 02-26-2025 | 02-28-2025 |
| 19 | 02-19-2025 | 03-04-2025 | 03-06-2025 | 03-12-2025 | |
| 20 | 03-05-2025 | 03-18-2025 | 03-20-2025 | 03-26-2025 | 03-31-2025 |
| 21 | 03-19-2025 | 04-01-2025 | 04-03-2025 | 04-09-2025 | |
| 22 | 04-02-2025 | 04-15-2025 | 04-17-2025 | 04-23-2025 | 04-30-2025 |
| 23 | 04-16-2025 | 04-29-2025[a] | 05-01-2025 | 05-07-2025 | |
| 24 | 04-30-2025 | 05-13-2025 | 05-15-2025 | 05-21-2025 | 05-30-2025 |
| 25 | 05-14-2025 | 05-27-2025 | 05-29-2025 | 06-04-2025 | |
| 26 | 05-28-2025 | 06-10-2025 | 06-12-2025 | 06-18-2025 | 06-30-2025 |

NOTES:

a - Health deductions are not taken for biweekly employees.

b - Check date advanced due to holiday.

c - ETRs must be approved early due to holiday/FMIS closing.

ETR's 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.

I:/PUBLIC/CRITICAL/OPERATIONS/Payroll Schedules/FY 2025/Regular Payroll Schedule MM I YG I PF 06/03/2024

**Maryland**
DEPARTMENT OF HEALTH

# 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 | 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

| 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 |

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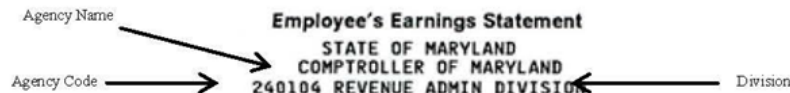
In the upper left corner of the paystub, the employee's Agency name, Agency code, and Division are listed.

## 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