

## **Paperless Pay Frequently Asked Questions**

### ***What is the Paperless Pay Initiative?***

Paperless Pay is a green initiative designed to reduce paper waste and decrease the costs associated with distributing employee pay checks and direct deposit advices. With the new initiative, employees will be required to use the Payroll Online Service Center (POSC) to view pay stub information instead of receiving a hard copy check or direct deposit advice in the mail.

### ***When does the program start?***

The program is currently underway. Employees already signed up for direct deposit must register for Web-Only Access (meaning that they will access direct deposit pay advices online, rather than through the mail) by December 23, 2009. Employees still receiving a hard copy pay check must enroll in direct deposit by December 4, 2009, wait until the application is processed and then use the POSC to choose Web-Only Access by January 22, 2009.

### ***What is POSC?***

POSC, or the Payroll Online Service Center, is a secured access Web site that was created by the state of Maryland's Central Payroll Bureau in June 2005. The site allows employees to view an electronic version of their pay stub, W-2 form and other payroll-related information.

### ***What are the benefits of POSC?***

POSC allows you to:

- View pay stub data the Monday before each pay day
- View 12 rolling months of pay stub history
- Retrieve/print W-2 information
- Make changes to your W-4 withholding, and update your home address and bank information for direct deposit

### ***How do I enroll in POSC?***

To complete the signup process and establish a login ID and password, you will be required to supply the following information:

- Social Security Number
- Date of Birth
- Agency Number (Towson's agency number is 360224)
- Check/Advice Number (located at the top right of your most recent pay advice or paycheck)

Once you have this information available, go to

<https://interactive.marylandtaxes.com/Extranet/cpb/POSC/User/Start.aspx> to signup.

***Where do I find my check/advice number needed to enroll in the POSC?***

It is printed on the top right of your most recent check stub/direct deposit advice. If you do not have access to this document, contact the Financial Services Help Line at 410-704-5599.

***I'm already enrolled in the direct deposit program. Why do I need to enroll in POSC?***

Everyone currently enrolled in the direct deposit program must also sign up for Web-Only Access to their direct deposit advices to avoid the cost and paper waste of receiving paper advices in the mail. To access this feature, you must first enroll in POSC.

***What happens when I choose Web-Only Access?***

Once you elect the Web-Only Access option, you will no longer receive a printed copy of your direct deposit advice in the mail. You can view this document on line using the POSC Web site beginning the Monday afternoon before pay day. You will also be able to print a copy for your records should you choose to do so.

***How do I sign up for Web-Only Access?***

Once you log into the POSC site, you will be directed to the Web-Only Access sign up page. Just click on the radio button labeled "Yes."

***When will Web-Only Access take effect?***

Web-Only Access begins the next pay day after you sign up, providing you sign up five or more days before the pay period ending date.

***I'm still receiving a hard copy pay check. How do I enroll in direct deposit?***

Follow the steps below to enroll in direct deposit:

- Complete the online direct deposit authorization form at <http://wwwnew.towson.edu/adminfinance/fiscalplanning/financialservices/documents/directdepositform.pdf>
- Print and sign the completed form
- Return the completed form to the Payroll Office on the fourth floor of the Administration Building

***How does direct deposit work?***

On paydays, your net pay is deposited into your designated checking account by electronic fund transfer based on information provided by the Central Payroll Bureau (CPB) to your bank through the State Treasurer's Office. Additional information on CPB's direct deposit is available at [http://compnet.comp.state.md.us/Central\\_Payroll\\_Bureau/CPB\\_Static\\_Files/ddfaq.pdf](http://compnet.comp.state.md.us/Central_Payroll_Bureau/CPB_Static_Files/ddfaq.pdf).

***When will I receive my first direct deposit?***

It takes two pay periods for direct deposit of your net pay to begin. You will still receive a pay check in the mail for the first pay period after you submit your application form. During this pay period, Central

Payroll Bureau conducts a test with your bank to verify that the banking information that you provided is properly recognized.

***Who do I contact to receive more information or for help using the POSC?***

Contact the Financial Services Help Line at 410-704-5599, option 1 or [finservehelp@towson.edu](mailto:finservehelp@towson.edu).