

Employee Self Service Portal - POSC &
Net Pay Calculator



Dhiren Shah Director



## Agenda

- Overview of CPB
- POSC Employee portal
- Net Pay Calculator
- What-if Scenarios
- Questions



## CPB Functions & Responsibilities

- We pay 100,000 plus employees on a biweekly basis with a minor exception of Judges & legislators who are paid monthly
- Our employees are spread over 280 State agencies
- Yearly payroll of over 7.2 Billion dollars in gross pay, and over 10.1 Billion dollars including state subsidies
- We maintain three separate payroll systems Regular, Contractual, and University of Maryland payroll



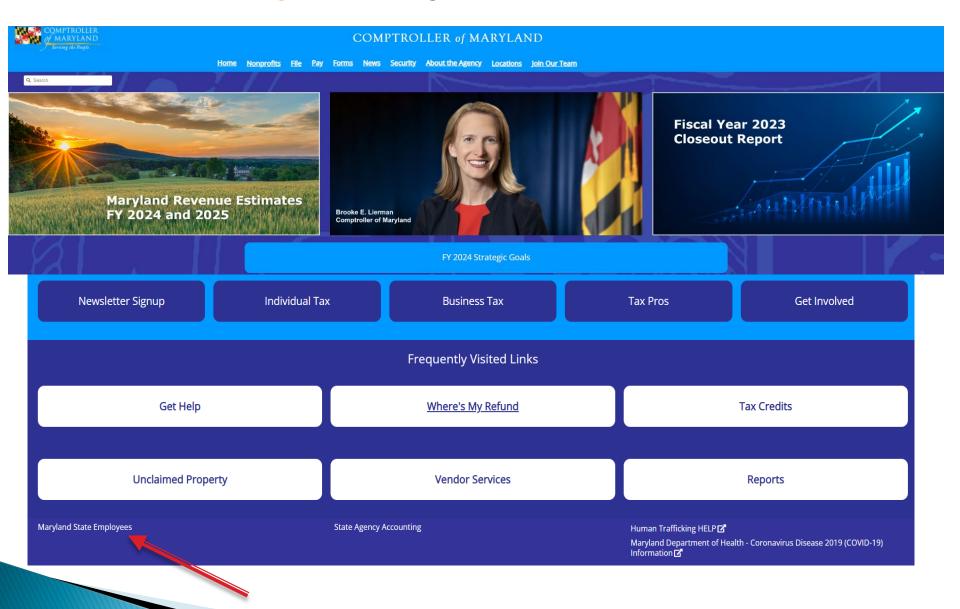
"If you are perfect in the Olympics. you earn a Gold Medal. If you are perfect in the Payroll Department, it's just another day at the office."

# POSC (Payroll Online Service Center)

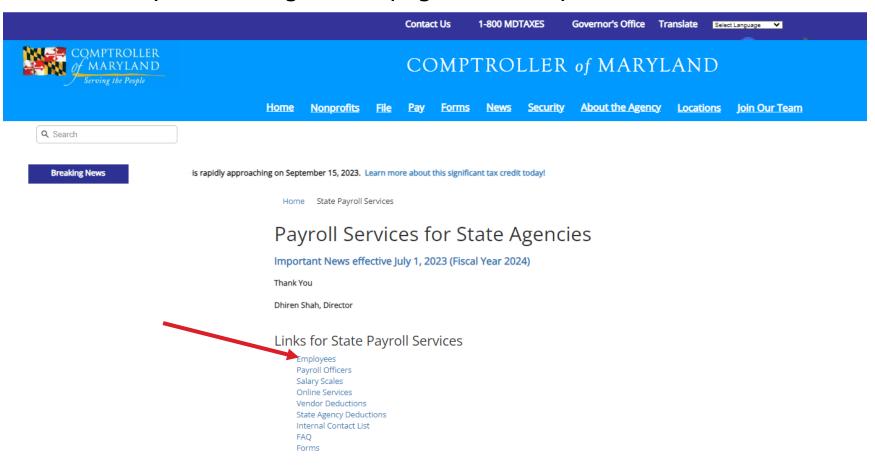
- Secured access
- Online pay stub history (12 rolling months)
- Up to 5 years history of year-end pay stub information
- Retrieve / print W2 information (3 years history)
- W-4 & MW507/D-4/WV IT-104 Withholding changes
- Direct Deposit authorization changes
- Signup/Modify W-2 Web only access
- View SPS Employee ID



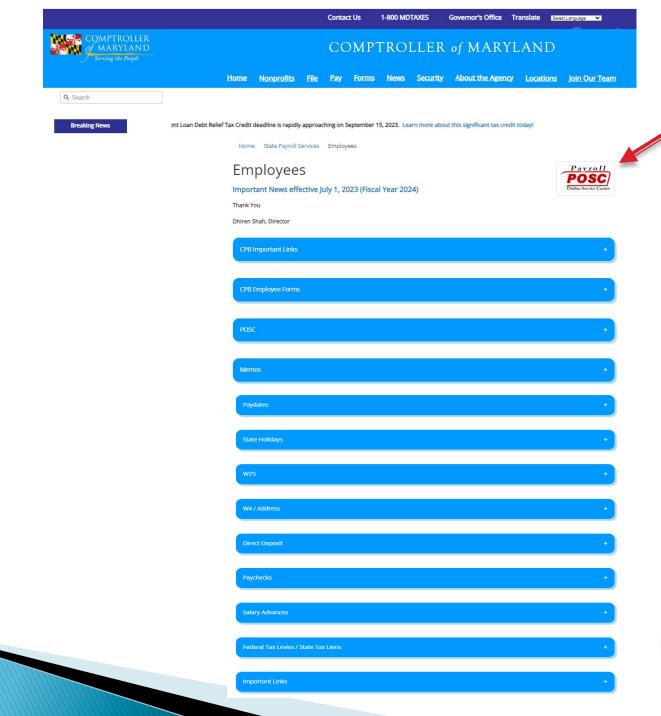
### www.marylandtaxes.gov home page:



Selecting the "Maryland State Employees" link in the bottom left corner of the Marylandtaxes.gov web page will take you to this screen:



Selecting "Employees" will bring you to a page with many useful links as seen on the next slide.





### POSC link:

# https://interactive.marylandtaxes.gov/Extranet/cpb/POSC /User/Start.aspx



### **POSC Start Page**

As a matter of SECURITY, All users will be REQUIRED to change their Password every 4 months.

- First time users, please read the (Help Topics) listed in the left menu.
- For concerns not addressed in a specific (Help Topic) use General Help
- · A link for Feedback / Suggestions will be provided after successful logon
- For assistance with POSC, please email POSCHELP@marylandtaxes.gov.
- If you have forgotten your LogonID or Password please use the <u>Recover LogonID</u> / <u>Reset Forgotten Password</u> process.

Sign Up	First time using the POSC?  Use this process to create a LogonID and Password.			
<u>Logon</u>	Access the POSC using your LogonID and Password.			





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#### **CPB Home**

#### **User Options**

- Logoff
- Modify User Logon
- POSCHELP@marylandtaxes.gov

#### Help Topics

POSC Options

Use of POSC by Active Employees

Use of POSC by Terminated Employees

Update Direct Deposit

FAQs for Electronic W-2 consent

General Help

You have successfully logged on and updated your password. For security purposes, please remember to Logoff when you are finished using the POSC



POSC Home Page Welcome

- O I am an employee and I want to access my payroll information
- O I am a Payroll Representative and I want to access agency payroll information

#### Please choose one of the following options:

- Current Year Pay Stubs
- Update Address / W4 (Tax Withholding)

- Prior Year Pay Stubs
- Update Direct Deposit
- View / Print Duplicate W-2
- Signup / Modify W-2 Web Only Access
- View SPS Employee ID

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#### **Help Topics**

Unable to display pay stub information

Deposit is listed but is not showing up in bank account

What time on Monday are paystubs available

FAQs for Electronic W-2 consent

General Help

### **Current Year Pay Stubs (Rolling 12 months)**

Direct Deposits are viewable via this system up to two days **prior** to pay day. However, your money is **NOT** posted to your bank account until pay day.

System	Pay Period End Date	Pay Day	Agency		
RG	09/05/2023	09/13/2023	240109	<u>Text</u>	PDF
RG	08/22/2023	08/30/2023	240109	<u>Text</u>	PDF
RG	08/08/2023	08/16/2023	240109	Text	PDF
RG	07/25/2023	08/02/2023	240109	<u>Text</u>	<u>PDF</u>
RG	07/11/2023	07/19/2023	240109	Text	PDF
RG	06/27/2023	07/05/2023	240109	<u>Text</u>	<u>PDF</u>
RG	06/13/2023	06/21/2023	240109	<u>Text</u>	PDF
RG	05/30/2023	06/07/2023	240109	Text	PDF
RG	05/16/2023	05/24/2023	240109	Text	<u>PDF</u>
RG	05/02/2023	05/10/2023	240109	<u>Text</u>	PDF
RG	04/18/2023	04/26/2023	240109	Text	<u>PDF</u>
RG	04/04/2023	04/12/2023	240109	<u>Text</u>	PDF
RG	03/21/2023	03/29/2023	240109	Text	PDF
RG	03/07/2023	03/15/2023	240109	<u>Text</u>	PDF
RG	02/21/2023	03/01/2023	240109	<u>Text</u>	<u>PDF</u>
RG	02/07/2023	02/15/2023	240109	<u>Text</u>	<u>PDF</u>
RG	01/24/2023	02/01/2023	240109	Text	<u>PDF</u>
RG	01/10/2023	01/18/2023	240109	<u>Text</u>	PDF
RG	12/27/2022	01/04/2023	240109	Text	PDF
RG	12/13/2022	12/21/2022	240109	<u>Text</u>	PDF
RG	11/29/2022	12/07/2022	240109	<u>Text</u>	PDF
RG	11/15/2022	11/23/2022	240109	<u>Text</u>	PDF
RG	11/01/2022	11/09/2022	240109	<u>Text</u>	PDF
RG	10/18/2022	10/26/2022	240109	<u>Text</u>	PDF
RG	10/04/2022	10/12/2022	240109	<u>Text</u>	PDF
RG	09/20/2022	09/28/2022	240109	<u>Text</u>	PDF
RG	09/06/2022	09/14/2022	240109	<u>Text</u>	PDF





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#### User Options

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- Modify User Logon
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#### Help Topics

POSC Options

Use of POSC by Active Employees

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Update Direct Deposit

FAQs for Electronic W-2 consent

General Help

You have successfully logged on and updated your password. For security purposes, please remember to Logoff when you are finished using the POSC



POSC Home Page Welcome

I am an employee and I want to access my payroll information
 I am a Payroll Representative and I want to access agency payroll information

#### Please choose one of the following options:

Current Year Pay Stubs

Update Address / W4 (Tax Withholding)

Prior Year Pay Stubs

Update Direct Deposit

View / Print Duplicate W-2

Signup / Modify W-2 Web Only Access

View SPS Employee ID

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#### CPB Home

#### POSC Home

#### **User Options**

- Logoff
- Modify User Logon
- POSCHELP@marylandtaxes.gov

#### **Help Topics**

How many Prior years will be displayed

FAQs for Electronic W-2 consent

General Help

#### Year-End Pay Stubs (Prior Years)

System	Pay Period End Date	Pay Day	Agency		
RG	12/13/2022	12/21/2022	240109	Text	PDF
RG	12/14/2021	12/22/2021	240109	<u>Text</u>	PDF
RG	12/15/2020	12/23/2020	240109	Text	PDF
RG	12/17/2019	12/24/2019	240109	<u>Text</u>	PDF
RG	12/18/2018	12/26/2018	240109	Text	PDF
RG	01/30/2018	02/07/2018	240101	<u>Text</u>	PDF
RG	12/19/2017	12/27/2017	240101	<u>Text</u>	PDF
RG	12/20/2016	12/28/2016	240101	<u>Text</u>	PDF



I am an employee and I want to access my
 I am a Payroll Representative and I want to

#### Please choose one of the following options:

Current Year Pay Stubs

Prior Year Pay Stubs

View / Print Duplicate W-2

View SPS Employee ID

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NOTE: Pop-up blockers may prevent the W-2 from displaying properly. If you have installed a pop-up blocker please add the Comptroller's web site to your exclusion list.

W-2's for employees of the State of Maryland are mailed in January. For detailed information explaining the source of the figures on your W-2 please see our website listing Your 2022 W-2 What you need to know.

NOTE: www.marylandtaxes.gov - FILE STATE TAX RETURN FREE USING iFile

### Select How To View W-2

Text This is the faster print option and is supported by most browsers except Netscape 7.x. If you are using Netscape 7.x please chose the PDF option below.

Please be aware that if your internet connection is a dial-up this option

PDF may take up to several minutes to load. To use the PDF format you will
need the latest version of Adobe Acrobat Reader.

Get Adobe"

#### Select Year To View

Select year to view: 2022 ✔

Next

After printing your 2022 W-2 replacement, you are advised to print the following description of the information on your 2022 W-2.



ī

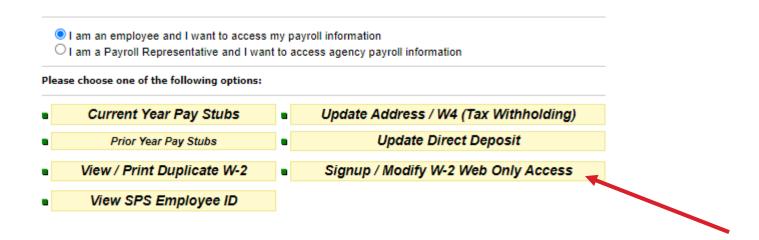
	<ul> <li>I am an employee and I want to access my payroll information</li> <li>I am a Payroll Representative and I want to access agency payroll information</li> </ul>				
Please choose one of the following options:					
-	Current Year Pay Stubs	-	Update Address / W4 (Tax Withholding)		
•	Prior Year Pay Stubs	•	Update Direct Deposit		
-	View / Print Duplicate W-2	•	Signup / Modify Web Only Access		
-	View SPS Employee ID				

Current W-4 / MW507 Information				
Payroll System: * Regular ▼				
Agency Code:	* 240109 ×			
Agoney code.	240103 4			
Address Section				
Current Address:				
Federal Section				
Current Federal Withholding	:			
Marital Status:	Married filing jointly or qualifying widow(er)			
Step 2c (two total jobs):	No			
Step 3 (claim dependents amt):	0			
Step 4a (other income):	0			
Step 4b (deductions):	0			
Additional Amt Withheld:	0			
State Section				
Current Maryland Withholdin	ng:			
Marital Status:	Married (surviving spouse or unmarried Head of Household)			
Number of exemptions:	0			
Additional Amt Withheld:	0			
Char	nge W-4 / MW507 Information No Changes			

IF YOU ARE A NON-RESIDENT ALIEN, YOU MAY NOT USE THIS APPLICATION. PLEASE MAIL A COMPLETED, SIGNED FORM TO CENTRAL PAYROLL BUREAU

FOR INSTRUCTIONS HOW TO FILL OUT FORM W-4 PLEASE CLICK HERE





# Employees are able to opt-in for electronic delivery of their form W2 using POSC

- > Access your W2 in a secured environment
- Eliminate paper W2 delivery issues by US mail lost or misdirected mail
- Protect your sensitive information
- > Employees can revert to paper delivery if they want to



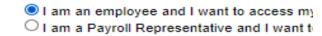
We encourage you to **Sign Up for Web Only Access** for your W-2 information. By doing so, you can experience the following benefits:

- · View and print your W-2 from anywhere you have internet access
- You will have immediate online access once your W-2 is available. You will not have to wait until January 31 when paper W-2s are mailed.
- Increase the privacy of your payment/tax information and protect against identity theft by reducing
  the number of people that have access to your payment information
  (Please note, employees who are Nonresident Aliens (NRA), have multi-state W-2s, or more than 4
  box 12 W-2 items will not be able to access Form W-2 electronically)

Sign Up For Web Only Access To W-2				
YES	I consent to receive Form W-2 in an electronic format. I understand that I will not receive a paper copy of my W-2. I may revoke my consent at any time. I understand that it may take 2 weeks for Central Payroll Bureau to make the change. For current year, the consent must be received by December 23.			
O NO	I do not wish to sign up for W-2 Web Only Access at this time, or I am revoking my prior consent. I understand that it may take 2 weeks for Central Payroll Bureau to make the change. I understand that my Form W-2 will be mailed on January 31 to the address on file at Central Payroll Bureau as of December 31.			
	Next			







#### Please choose one of the following options:

- Current Year Pay Stubs
- Prior Year Pay Stubs
- View / Print Duplicate W-2
- View SPS Employee ID

Your Employee ID is:

Use your Employee ID as your USERNAME when you log into The HUB (Learning Management System).

This will also be your username for the Workday Statewide Personnel System (SPS).

You can access The Hub by clicking here: The Hub

You can access The SPS workday by clicking here: SPS

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# Net Pay Calculator

- The Net Pay Calculator is a useful tool to help you determine the effect any deductions will have on your net income.
- It can assist you in determining how much to contribute to your supplemental retirement plan.
- The Net Pay Calculator is found on the Comptroller of Maryland's website at www.marylandtaxes.gov
- From there you will select the "Maryland State Employees" link on the bottom left of the page.
- On the Payroll Services for State Agencies page you will select the "Employees" link.
- You will select the bar that says "Paychecks" which will expand to show the links beneath it.
- You will then select "Net Pay Calculator"



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### **Net Pay Calculator Selection**

The net pay calculator can be used for estimating taxes and net pay.

Due to changes to the Federal W-4 form in 2020, there are now two versions of the Net Pay Calculator available.

Please answer the questions below so that you can be redirected to the version that best suits your inquiry.

What is your year range of interest? ○ 2020 or after ○ 2019 or before

Have you filed Federal W-4 form in 2020 or later? ○ Yes ○ No

Take me to Net Pay Calculator

- The Net Pay Calculator considers which year's Federal W-4 you have used and will calculate your choices accordingly.
- After selecting the appropriate radio buttons you will click on the "Take me to Net Pay Calculator" button.



# This is the Net Pay Calculator for employees with a 2019 or earlier W-4 Net Pay Calculator

This version of Net Pay Calculator should be used to estimate net pay for years prior to 2020 or by those who have not submitted Federal W-4 in 2020 or later.

This net pay calculator can be used for **estimating** taxes and net pay. This is only an **approximation**. Be aware that deduction changes or deductions not taken in a particular pay will have an impact on your net pay. Small variations may also occur in tax calculations due to rounding.

Before you begin, be sure to have a copy of your pay stub for reference. Located at the bottom of this screen is a HELP function that offers more details about the input fields. Fields with \* are required.

Year, Residence and County					
Year 2020 ✔ ☐ Apply Leap Year Factor					
Residence Maryland	~	*County Select County			
Earnings					
*Regular Pay		Pay Frequency Bi-weekly			
(Subject to retirement) Adjustment To Pay		, , , , <u> </u>			
Exemptions Federal Marital Status	Single 🗸	OM : 15% 0 44 00			
*State Marital Status	Single V	☐ Married Filing Separate for DC			
Federal Exemptions		One Earner/One Job lower rate for WV Additional Federal Withholding			
•					
State Exemptions		Additional State Withholding			
Pre-tax Deduction	IS				
Medical		Health Care Spending			
Pharmacy		Dependent Care Spending			
Dental		Term Life Insurance			
Other		(50,000 or under)			
Retirement Deduc	tion				
Retirement Percent	7%	➤ Fixed \$ Amount			
		ed \$ Amount and Enter a fixed dollar amount			
Supplemental Ret					
457 Def Comp		Roth 401K			
401k		Roth 457B			
403b		SRA			
		SRA			
Other Deductions		215 2 11111			
MD Charity		St Emp Credit Union			
Other	Other	✓ Other ✓			
Other	Other	<b>∨</b> Other <b>∨</b>			
Note: You must estimate your deduction for Tax Lien, Child Support and Wage Garnishment					
Segmentations (CPB Use)					
Number of Segments					
CALCULATE RESET HELP					
	CALCULATI	E KESET HELF			
	PF	RINT PAGE			

If Print Page button does not function, use your browser's print function. The Print Page button works best with Google Chrome with JavaScript and cookies enabled.

# This is the Net Pay Calculator for employees with a 2020 or newer W-4 Net Pay Calculator with Updated W-4

### This version of Net Pay Calculator should be used by those who submitted Federal W-4 in 2020 or later.

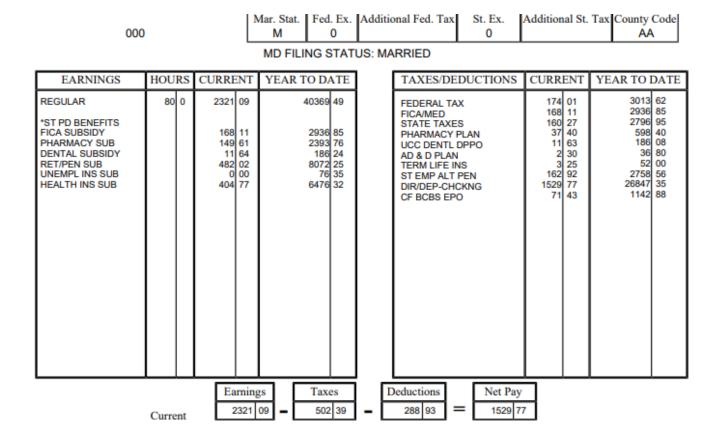
This net pay calculator can be used for **estimating** taxes and net pay. This is only an **approximation**. Be aware that deduction changes or deductions not taken in a particular pay will have an impact on your net pay. Small variations may also occur in tax calculations due to rounding.

Before you begin, be sure to have a copy of your pay stub for reference. Located at the bottom of this screen is a HELP function that offers more details about the input fields. Fields with \* are required.

Year, Residence and County				
Year 2020 ▼				
Residence Maryland	<u> </u>		unty Select County	~
Earnings				
*Regular Pay		Day	y Frequency Bi-weekly	/ <b>~</b>
(Subject to retirement)		Pa	y Frequency   Bi-weeki	<i>y</i> •
Adjustment To Pay				
Exemptions				
Federal Marital Status	Single or Marri	ed Filing	Separately 🗸	
*State Marital Status	~		Married Filing Separate	for DC
Additional Federal Withholding			One Earner/One Job lov	ver rate for WV
State Exemptions		Δdd	itional State Withholdin	0
State Exemplions		Auu	itional State Withholding	9
For Steps 3, 4a and 4b	below, enter <u>annı</u>	<u>ıal</u> amou	nts from your Federal	W-4 form.
Step 2c (two total jobs)	No 🕶	Step	4a (other income)	
Step 3 (dependents amt)		Step	4b (deductions)	
Pre-tax Deductions	5			
Medical		Hea	Ith Care Spending	
Pharmacy		Dep	endent Care Spending	
Dental			1 Life Insurance	
Other		(50,0	00 or under)	
Retirement Deduct	ion			
Retirement Percent	7%	~	Fixed S Amoun	.+
Select Retirement System Pe		6 Amount ar		
Supplemental Reti				
457 Def Comp			Roth 401K	
401k			Roth 457B	
403b			SRA	
Other Deductions			SKA	
MD Charity			St Emp Credit Union	
	Other	••	Othe	
	Other		Othe	
Note: You must estimate your Segmentations (CF		n, Child Sup	port and Wage Garnishmen	nt .
Number of Segments	Dosej			
Number of Segments				
	CALCULATE	RESET	HELP	
	PRIN	IT PAGE	1	

If Print Page button does not function, use your browser's print function. The Print Page button works best with Google Chrome with JavaScript and cookies enabled.

Using someone who has a normal pay stub as seen below and is using the 2019 W-4:



This employee wants to add \$100.00 per paycheck to their supplemental retirement 457 deferred comp plan.

The following page shows the result after adding the \$100.00

### **Net Pay**

Before you make any significant changes to your withholding allowances, you may wish to consult a tax professional. For information about federal withholding allowances, call the IRS info line at 1-800-829-1040 or visit the IRS web site at www.irs.gov. For information on State withholding allowances, call 1-800 MD TAXES. Remember: you could be subject to a penalty and/or civil and criminal liability for filing an incorrect withholding statement (Form W-4) or for failing to file a corrected statement after you realized you should increase the amount of tax to be withheld from your pay.

Earnings 2,321.09

482.16

Deductions 388.93 Net Pay 1,450.00

### Net Pay Calculation Criteria

TaxYear	2020	
For	Maryland	ANNE ARUNDEL
Regular Pay	2,321.09	
Additional Pay	0.00	
Pay Frequency	Bi-weekly	
Marital Status	Married	
State Marital Status	Married	
# Federal Exemptions	0	
# State Exemptions	0	
Federal Tax	161.74	
Social Security/Medicare	167.92	
State Tax	152.50	
Medical	71.43	
Pharmacy	37.40	
Dental	11.63	
Term Life Insurance	3.25	
Other Pre-Tax Deduction	2.30	
Retirement: 7%	162.92	
457 Deferred Comp	100.00	

BACK

NEW CALCULATION

PRINT PAGE

The original net pay per pay period was \$1,529.77. After filling in the Net Pay Calculator with the \$100.00 to the 457 plan, the resulting net pay is \$1,450.00, with a difference of \$79.77 less rather than \$100.00 less. This is a benefit of \$20.23 to the employee.

# What-if Scenarios

- The net pay calculator is a very useful tool to allow the employee to determine exactly what the burden and benefit will be for any proposed deductions or changes to current deductions.
- This tool is useful in figuring out any impact on your federal and state taxes withholdings based on changes to personal exemptions etc.
- Understanding the financial implication before deciding on a deduction is a useful tool for budgeting, as well as not being blindsided by how much it affects your net pay.

# Questions?

- Contact information
- Liz Boston
  - Phone: 410–260–7404
  - Email: eboston@marylandtaxes.gov
- Dhiren Shah
  - Phone: 410–260–7406
  - Email: dshah@marylandtaxes.gov



