

2024 Innovation Challenge

Proof of UMB Employment - Medical Device RFP Applicants Only



For applicants applying to the UMMC/UMB Innovation Challenge Medical Device RFP Category:

Medical device development must be led by a UMB inventor or co-inventor. In order to be eligible to apply to the Medical Device RFP, proof of UMB employment must be provided for *either* the inventor or co-inventor.

To meet this requirement, the inventor *or* co-inventor will be required to provide a screenshot of the header of their UMB pay stub in the Intent to Apply submission. The screenshot should include the full State of Maryland/University of Maryland identification information on the left and the employee name - see example below. Omit all personal compensation details.

Example of acceptable UMB pay stub header:

Employee's Earnings Statement
STATE OF MARYLAND
UNIVERSITY OF MARYLAND
360221 - UMB
05030

Name DOE, JOHN					Document ID	
Regular Pay Rate			Pay Period Ending Date 07-13-2024		Check/Advice Number	
F.Mar.Stat.	Fed. Ex.	Additional Fed. Tax	St.Mar.Stat.	St. Ex.	Additional St. Tax	County Code
W4 Step 2	W4 Step 3		W4 Step 4a		W4 Step 4b	

Instructions for accessing your UMB paystub can be found on the following pages.

Directions for using the Central Payroll Bureau (CPB) Payroll Online Service Center (**POSC**) to print a direct deposit advice

New Users to sign up and establish a Logon ID and Password

- ◆ Go to the CPB Website: <https://interactive.marylandtaxes.gov/Extranet/cpb/POSC/User/Start.aspx>
- ◆ Click on **POSC** (on the right hand side of the screen).

The screenshot shows the website for the Comptroller of Maryland. At the top, it says "Comptroller of Maryland" and "Peter Franchot, Comptroller". Below that is a banner for "SPOTLIGHT ON THE COMPTROLLER OF MARYLAND". A navigation menu includes "Maryland Taxes", "Maryland Money", "Comptroller of Maryland", "Media Services", "Online Services", "Search", and "Home". Below the menu, there are links for "Media Services", "Agency Services", and "Office of the Comptroller". The main content area is titled "Central Payroll Bureau" and features a news release about W-2's for January 6, 2010. A red circle highlights the "Payroll POSC Online Service Center" logo in the top right corner of the main content area. A red arrow points from the text in the instructions above to this logo.

- ◆ You will need to have the following information for the initial sign up:
 - Your Social Security number
 - Your date of birth
 - Our Agency number (**360221**)
 - The direct deposit advice number from your most recent paystub

- ◆ Click on [Sign Up](#)

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

- ◆ Complete steps 1 – 6

Please Note : fields preceded by * are required fields

Create Online User Logon
Step 1 : Provide SSN
Step 2 : Choose LogonID; Provide 'Reset' Information
Step 3 : Validate your Identity
Step 4 : Choose password
Step 5 : Provide info that will allow you to reset a forgotten password
Step 6 : Finished

SSN: *

- ◆ Suggestions for choosing a logon ID are:

- First name + last name
- First initial + Last name
- Home phone number
- Choose anything easy for you to remember!

◆ Good criteria when you choose or set up a password are:

- Don't pick a password that someone can easily guess if they know who you are, for example, do not use your Social Security Number, birthday or maiden name.
- Don't pick a word that is currently newsworthy.
- Don't pick a password that contains leading or trailing blanks.
- Don't pick a password that has two (2) consecutive identical characters.
- **DO** pick a mixture of letters and numbers.
- **DO** pick something that you will remember.

The combination of this Logon ID and Password will allow you to securely logon and have access to POSC from anywhere you have access to the internet.

Once you have established a Logon ID and Password

To print your pay check advice

- ◆ Go to the CPB Website: <http://compnet.comp.state.md.us/cpb>
- ◆ Click on **POSC** (on the right hand side of the screen).

The screenshot shows the website of the Comptroller of Maryland. The header includes the Maryland state seal, the text "Comptroller of Maryland", the slogan "Serving the People", and the name "Peter Franchot, Comptroller". Below the header is a navigation bar with links for "Maryland Taxes", "Maryland Money", "Comptroller of Maryland", "Media Services", "Online Services", "Search", and "Home". A secondary navigation bar features "Media Services", "Agency Services", and "Office of the Comptroller". The main content area is titled "Central Payroll Bureau" and contains a news release dated January 6, 2010, regarding W-2's for 2009. A red circle highlights the "Payroll POSC Online Service Center" logo in the top right corner of the news release. A red arrow points from the instruction in the previous block to this logo. The left sidebar contains various links for "State Employees", "Payroll Officers", and "General Information".

◆ Click on [Logon](#)

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

◆ Fill in Logon ID and Password information

Click on [Log On](#)

Logon Page

LogonID: *

Password: *

Remember my LogonID on this computer

[Log On](#)

◆ Click on Current Year Pay Stubs

Payroll POSC
Online Service Center

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
Prior Year Pay Stubs	Update Direct Deposit
View / Print Duplicate W-2	Update W4 (Tax Withholding)
Signup / Modify Web Only Access	Enroll / Update Saving Bonds

- ◆ Select *Text* or *PDF* on the line showing the appropriate Pay day

COMPNET Central Payroll Bureau
Comptroller of Maryland

Home | Individuals | Businesses | Tax Professionals | Initiatives | Careers | CompNet

[CPB Home](#)
[POSC Home](#)

User Options

- [Logoff](#)
- [Modify User Logon](#)
- [Feedback / Suggestions](#)

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](#)
- [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		
UM	01/16/2010	01/22/2010	360221	Text	PDF
UM	01/02/2010	01/08/2010	360221	Text	PDF
UM	12/19/2009	12/22/2009	360221	Text	PDF
UM	12/05/2009	12/11/2009	360221	Text	PDF
UM	11/21/2009	11/24/2009	360221	Text	PDF
UM	11/07/2009	11/13/2009	360221	Text	PDF
UM	10/24/2009	10/30/2009	360221	Text	PDF
UM	10/10/2009	10/16/2009	360221	Text	PDF
UM	09/26/2009	10/02/2009	360221	Text	PDF
UM	09/12/2009	09/18/2009	360221	Text	PDF
UM	08/29/2009	09/03/2009	360221	Text	PDF
UM	08/15/2009	08/21/2009	360221	Text	PDF
UM	08/01/2009	08/07/2009	360221	Text	PDF
UM	07/18/2009	07/24/2009	360221	Text	PDF
UM	07/04/2009	07/10/2009	360221	Text	PDF
UM	06/20/2009	06/26/2009	360221	Text	PDF
UM	06/06/2009	06/12/2009	360221	Text	PDF
UM	05/23/2009	05/29/2009	360221	Text	PDF
UM	05/09/2009	05/15/2009	360221	Text	PDF
UM	04/25/2009	05/01/2009	360221	Text	PDF
UM	04/11/2009	04/17/2009	360221	Text	PDF
UM	03/28/2009	04/03/2009	360221	Text	PDF

Direct Deposit information is viewable via **POSC** up to (2) days prior to pay day. However, money is **NOT** posted to your bank account until the actual pay day!

Other information currently provided by POSC

- ◆ Online view and print of 12 rolling months of most recent pay stub information.
- ◆ Online view and print of year end (prior year) pay stub information.
- ◆ Duplicate W-2 data for most recent three (3) reporting years.
- ◆ Online changes to your official payroll address (This will not change the address for benefits—paper forms are available in the HR-Benefits office).
- ◆ Online changes to your Direct Deposit (updates only- an original paper form must be on file before you can use this feature).
- ◆ Online changes to your W-4 Withholding Form (updates only- an original paper form must be on file before you can use this feature).