

SHRIVER CENTER

HELPFUL THINGS TO KNOW

FIRST THINGS—FIRST!

Campus ID: Gets you access to important things like buildings that require swipe access (Public Policy), Shriver Center, meals, the RAC, library, vending machines, and parking. Click on this link for Instructions to obtaining a card:

<https://campuscard.umbc.edu/about/>

Parking Services: To make arrangements for a parking permit, daily permits, or to search FAQs regarding Parking Guidelines, click on the following link:

<https://parking.umbc.edu/>

Note: Parking permits are enforced year-round including summer! UMBC staff must pay for parking; you can arrange for payroll deduction.

Swipe Access to Shriver Center: Your campus id is necessary to gain access to the Shriver Center (mainly after hours). Once you receive your campus id, the link below will enable you to request Shriver swipe access, which is verified by the Shriver Center's IT staff before being sent to the DoIT RT queue:

<https://shriverit.umbc.edu/support>

Is your UMBC Google Calendar up and running? Click on the link below for guidance on setting it up, sharing access, etc.:

<https://wiki.umbc.edu/display/fag/Google+Calendar>

SEE ME IF YOU ...

- Need to reserve a Shriver Center conference room**
- Need to reserve a space on campus for a meeting or event**
- Have questions about the Center's kitchen, supplies, etc.**
- Need a key to your office (if applicable)**
- Need to place a work order with Facilities Management**
- Need to be added to the Shriver Group Email**
- Need to reserve a Shriver van (transporting others to a work related/sponsored event). Choice employees will speak with Iforo Baker (iinivn1@umbc.edu) to reserve vehicles maintained by Choice.**
- Need general assistance/or support.**

Questions—just ask!

SHRIVER CONFERENCE ROOMS:

PUP 107 – Holds 10 - 15
(Whiteboard, TV with Webex bar)

PUP 115 – Holds 8 (Whiteboard, TV with Webex bar, laptop for visuals and linking meetings)

PUP 119 – Holds 6 (Whiteboard)

SCHEDULING AN EVENT OR MEETING ON CAMPUS?

Please provide the following details when making a request by email for a space on campus. Remember, a request is not a guarantee that the space will be available. It can be denied for various reasons (i.e., academic space hold, overlaps with another event, already reserved by another person, not reserved in a timely manner). It can also be tentative until a meeting with staff from Events & Conference Scheduling has been completed. Once your event is CONFIRMED, I will send you a follow-up email message. Only then, should you advertise or send out invites to your meeting or event.

Details, Details, Details!

- Event Name
- Head Count Expected
- Description of Event
- Requested Space (if you need assistance with choosing a space(s), please see me)
- Requested Date
- Requested Timeframe for Meeting or Event
- chartstring being used: This is how use of space will be charged to your program or Shriver department and is always required. Use of a chartstring requires written approval before event or meeting is requested and sent to me.
- Do you need Audiovisual?
- Will you be having food? If you need assistance with choosing a UMBC approved caterer, please see me.
- Will you be serving alcohol?
- Will you be inviting off-campus attendees?

NOTE: OCA Mocha, an off-campus, local coffee shop and community gathering space in downtown Arbutus has a conference room that can be reserved for use. Please see me for additional information if you are interested in this space.

NOTES



shirleyc@umbc.edu



Main: 410-455-2493
Webex: 410-455-1747



QUICK TIPS FOR PAYMENT REQUESTS



SALES TAX: WILL THE STATE REIMBURSE?

- **In Maryland stores?** NO, but you can provide your purchasers with UMBC's tax exemption certificate that they can show to the store cashier to have the tax removed
- **At restaurants?** YES, the state will reimburse for tax..
- **In non-Maryland locations?** YES, the state will reimburse for sales tax outside Maryland..



RESTAURANT MEALS

- **Alcohol purchases** should be on a separate receipt. They are not reimbursable.
- **The maximum tip** allowed is 20% of the subtotal of the bill.
- **Tax at restaurants** is reimbursable.
- **If there is no proof of payment on the receipt,** please provide a redacted credit card statement showing that the charge was paid.



The #1 reason for delay in the payment request process is...

...when the supplier's invoice/support documentation (name, address, etc.) doesn't match what is in PAW exactly. Please confirm that everything matches before proceeding!



STILL HAVE QUESTIONS?

Contact Cathy Fu x5-3954 cfu2@umbc.edu or Gloria Honeycutt x5-1712 honeycutt@umbc.edu before you submit.

ORDERING ONLINE



- Purchases must be sent to campus, not to a home address.
- The state does not reimburse for sales tax on Amazon.
- If ordering from Amazon or another electronic supplier, use PAW instead of having an individual purchase and get reimbursed with a payment request. Much easier!

DOCUMENTS NEEDED FOR MEAL REIMBURSEMENT



- Meals for groups with UMBC and non-UMBC attendees**
 - Agenda or flier from event
 - List of attendees with title and affiliation
 - Detailed receipt(s) with proof of payment
- Meals of UMBC personnel only**
 - All of the above, plus a Meal Pre-Approval Form
- Meals for students**
 - Everything needed in #1 plus, if GSA or SGA, include the appropriate reimbursement form

MORE TIPS FOR SUCCESS!



- All attachments must be in PDF format.
- An individual cannot approve their own reimbursement.
- Travel expenses (parking, Uber receipts, hotels, etc.) must go through the Travel System.

UMBC PURCHASING CARD PROGRAM QUICK REFERENCE SHEET

Monthly Transaction Logs

- ✓ Complete each month's log review by the 25th of the next month
- ✓ Have the log, statement and documentation for every transaction and credit
- ✓ Note the discrepancies
- ✓ Sign each log and bank statement
- ✓ Have Supervisor approve and sign log and bank statement
- ✓ Keep all logs for 3 years or until audit requirements are met*, whichever is later, in a secured locked area
- ✓ Complete a log and the PeopleSoft report each month, even when no activity

*grant funds may have specific retention requirements.



ALCOHOL

APPLIANCES ARE OKAY

CASH

DELIVERY OFF CAMPUS

EMPLOYEE CLOTHING

ENTERTAINMENT FINES/FEES

FURNITURE-- EXCEPT MCE

GIFT CARDS

GIFTS/FLOWERS

MD STATE SALES TAX PERSONAL

PURCHASES PERSONAL

REWARDS

PERSONAL SERVICES

PURCHASES OVER \$5000.00

OFFICE DECORATIONS

RESTAURANTS

SHARING CARD

SOCIAL FUNCTIONS

TRAINS/AIRLINES

TRANSPORTATION

Supervisor Duties

- ✓ Approve cardholder's logs within 30 days after the end of the billing cycle
- ✓ Ensure documentation is sufficient
- ✓ Ensure that a reasonable price is paid
- ✓ Request account suspension when cardholder is out for extended leave
- ✓ Notify the Procurement Card Program Administrator (PCPA) of any irregularity by the 25th of each month
- ✓ Remember that your signature means that you approve every transaction be charged to your budget
- ✓ Verify that reallocation and property tagging have been completed
- ✓ Review spending limits and request changes as needs change



Notify Procurement if:

- ✓ You lose your card
- ✓ You leave the Department or the University
- ✓ You are on extended leave
- ✓ Your Supervisor changes
- ✓ Your Department moves
- ✓ Your purchase exceeds \$5,000.00
- ✓ You have a contract to sign
- ✓ You need to purchase or dispose of hazardous materials
- ✓ Your purchase needs to be delivered off campus



Meal/Food Pre-Approval Form

Not for meals related to travel

This form is required for business meal/food reimbursements and purchases for (i) catered meals and (ii) meals/food purchases attended by only University employees as indicated in 08-14.00.01-Policy on Reimbursement for Business Meals and Purchase of Food Services.

Requestor: _____ **Department:** _____

Date of Meal/Purchase: _____ **Estimated/Actual Cost:** _____

Chartstring To Be Charged: _____

Will The D-Card Be Used? Yes No **Will The P-Card Be Used?** Yes No

Type of Meal (please check one): Breakfast Lunch Dinner

Purpose/Reason for Meal (please check appropriate box and provide more detailed information below. Refer to policy # 08-14.00.01 for explanation of each category):

- Working Meal Committee Meal Recruitment Meal Training Meal
 Event Meal Other Meal

Description of Purpose (or attach meeting agenda): _____

Participants: (please attach additional sheet if necessary)

Name	Affiliation

This form must be signed by the appropriate person per VII-11.10.01-Policy on Reimbursement for Business Meals and Purchase of Food Services.

Direct Supervisor Name: _____ **Title:** _____

Direct Supervisor Signature: _____ **Date:** _____

Approval Name: _____ **Title:** _____

Approval Signature: _____ **Date:** _____

(<\$2500 = Director, Department Chair, or higher; \$2500 - \$4999.99 = Asst/Assoc Vice President, Asst/Assoc Dean, Asst/Assoc Vice Provost, or higher; \$5000 + = Vice President, Dean, Provost, or higher)

Shop as usual.

Place items in cart

Select "Proceed to Checkout"

The screenshot shows the Amazon Shopping Cart interface. At the top, there's a search bar and navigation links. The main content area is titled "Shopping Cart" and lists three items:

- PowerBear 4K HDMI Cable 3 ft**: High Speed Hdmi Cables, Braided Nylon & Gold Connectors, 4K @ 60Hz, Ultra HD, 2K, 1080P, ARC & CL3 Rated | for Laptop, Monitor, PSS, PS4, Xbox One, Fire TV, & More. Price: \$8.35. A red box highlights the "Proceed to checkout" button.
- WAVLINK Universal USB C Laptop Docking Station**: Dual Monitors 5K/4K@60Hz with 65W Host Charging for Thunderbolt 4/3, USB-C Windows, Mac, Chrome, Ubuntu 20.04,22.04(2HDMI, 2DP, 6USB 3.0, 1Gbps Ethernet). Price: \$172.00.
- DisplayPort to HDMI, Benfei Gold-Plated DP Display Port to HDMI Adapter**: (Male to Female) Compatible for Lenovo Dell HP. Price: \$6.78.

On the right side, there's a summary section with a subtotal of \$187.13 and a "Proceed to checkout" button highlighted in a red box. Below this, there are recommendations for "Items with business-only pricing to consider" including a Sceptre monitor, a Moread DisplayPort adapter, and an Anker USB C to HDMI adapter.

Select "Use this payment method"

The screenshot shows the Amazon checkout process for 3 items. The page is divided into several sections:

- 1 Group:** Jaggaer punchout Group under UMBC. A "Change" link is visible.
- 2 Business order information:** Disabled.
- 3 Shipping address:** Christina Carvin, Univ of MD Baltimore Cnty, 1000 Hilltop Circle, Baltimore, MD 21250. A "Change" link is visible.
- 4 Choose a payment method:** This section is highlighted with a red box. It shows "Jaggaer punchout line of credit" as the selected method. Below it, "Pay By Invoice" is selected with a radio button, and "Provided by your organization" is shown with a folder icon. A yellow button labeled "Use this payment method" is present. A red box highlights a yellow button labeled "Use this payment method" at the top of this section, with a warning message: "Choose a payment method to continue checking out. You'll still have a chance to review and edit your order before it's final."
- Order Summary:** A table showing the total cost: Items (3): \$187.15, Shipping & handling: --, Total before tax: --, Estimated tax to be collected: --. The "Order total:" is also --.
- 5 Items and shipping:** This section is partially visible at the bottom.

At the bottom of the page, there are several informational links and text:

- "*Why has sales tax been applied? See tax and seller information."
- "Need help? Check our [Help pages](#) or [contact us](#)."
- "For an item sold by Amazon.com: When you click the 'Place your order' button, we'll send you an email message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you an email notifying you that the item has been shipped."
- "[Important information about sales tax you may owe in your state](#)"
- "You may return new, unopened merchandise in original condition within 30 days of delivery. Exceptions and restrictions apply. See Amazon.com's [Returns Policy](#)."
- "Need to add more items to your order? Continue shopping on the [Amazon.com homepage](#)."

Select "Submit Order for Approval"

The screenshot shows the Amazon checkout page for 3 items. The page is titled "Checkout (3 items)" and features the Amazon logo. The checkout process is divided into five steps:

- Group:** Jaggaer punchout Group under UMBC. A "Change" link is available.
- Business order information:** Disabled. A "Change" link is available.
- Shipping address:** Christina Carvin, Univ of MD Baltimore Cnty, 1000 Hilltop Circle, Baltimore, MD 21250. A "Change" link is available.
- Payment method:** Pay by Invoice. A "Change" link is available. Below this, there is an option to "Add a promotional code" with an "Enter code" input field and an "Apply" button.
- Review items and shipping:** This section contains three messages:
 - A yellow warning box: "This order requires approval."
 - A blue information box: "Important message: If tax exemption is applied to this order, you acknowledge your tax exemption certificate may be provided to any marketplace seller you purchase from when applicable."
 - A green confirmation box: "Thank you for choosing Amazon Day Delivery."

On the right side of the page, there is an "Order Summary" section with the following details:

Items (3):	\$187.13
Shipping & handling:	\$0.00
Total before tax:	\$187.13
Estimated tax to be collected:	\$0.00
Order total:	\$187.13

Below the order summary, there is a note: "How are shipping costs calculated? Prime shipping benefits have been applied to your order."

At the bottom of the page, there is an "Estimated Delivery: Depends on Approval" section. It states: "For example, if approved now: Monday, May 22". Below this, it says "Items shipped from Amazon.com". There are two sections for delivery options:

- DisplayPort to HDMI, Benfei Gold-Plated DP Display Port to HDMI Adapter (Male to Female) Compatible.
- Choose your Prime delivery option:
 - Overnight & Tomorrow
 - FREE Expedited Delivery

Items from cart will integrate/ Get Pulled into Paw Cart.

State of Maryland
Comptroller of the Treasury
Revenue Administration Division
301 W. Preston Street
Baltimore, Maryland 21201-2383

The attached card is your new exemption certificate which is valid upon receipt. Effective October 1, 1997, exemption certificates issued to governmental entities no longer have an expiration date, thus eliminating the need to renew the certificate. Please read the enclosed Tax Tip and the instructions on the back of the card for the proper use of the exemption certificate. If you have any questions regarding the use of this card, please call the Taxpayer Service Section at (410) 767-1300 in Baltimore, toll free 1-800-492-1751 from elsewhere in Maryland, or e-mail at taxhelp@comp.state.md.us.

State of Maryland Comptroller of the Treasury
Sales and Use Tax Exemption Certificate

Account Number
30002563
Name

Expiration Date
Governmental
No Expiration Date

University of Maryland
Baltimore County
Catonsville, Md. 21228

PLEASE LAMINATE THIS CARD TO EXTEND ITS LIFE

UMBC TRAVEL REIMBURSEMENT REFERENCE SHEET

EXPENSE	ALLOWABLE	EXPLANATION
Airline/Hotel Cancellation and Change Fees	NO	Except emergencies and for the convenience of the University.
Airline Early Bird Check-In Fees	NO	
Alcoholic Beverages	NO	Alcoholic beverages and associated taxes and tips are not reimbursable.
Baggage	YES	As appropriate to support business travel with itemized receipt.
Business Materials	YES	University business related while on approved travel, must be reasonable with an itemized receipt.
Car Rental Coverage Employee Travelers Collision Damage Waiver (CDW/LDW) U.S. Rentals	NO	State of Maryland is self insured. (Except when traveling internationally you may claim the CDW/LDW charge.)
Car Rental Coverage Non-Employee Travelers Collision Damage Waiver (CDW/LDW) U.S. Rentals	YES	Only CDW/LDW is reimbursable.
Car Rental Coverage	NO	Car Wash, Carefree Personal Portection (CPP), Extended Protecti (EP), Liability Insurance Supplement (LIS), Personal Accident Insurance (PAI), Personal & Accident & Effect Coverage (PAE), Renter's Liability Protection, Roadside service Plan (RSP), Super Persoanl Accident Insurance (SPAI), Supplement Liability Insurance (SLI), Theft Protection (TP), Third Party Insurance (TPI).
Car Rental	YES	GARS, Concession Facility Fee, Vehicle License Fee
Exchange Fees	YES	Copy of cc statement if claiming actual charge or print out from Oanda.com for each item.
Foreign Meal Per Diem	YES	M&IE Rate Percentages; 15% breakfast, 25% lunch, 60% dinner.
Gasoline	YES	Itemized receipt required. Gasoline expense reported with rental car use only. Personal use vehicles must use mileage reimbursement.
Gift Cards and Certificates	NO	
Gratuities	YES	Must be reasonable. Porterage is \$1.00 per bag; Maid Service is \$1.00 per day; Meal Gratuities: the tip cannot exceed 20% of food costs or the subtotal.
Hotel	YES	With itemized receipt showing paid or balance due of \$0.
Laundry/Valet	YES	With itemized receipt, when domestic travel exceeds five (5) working days; International travel, laundry is included in the foreign per diem allowance.
Meals	YES	Refer to the UMBC Travel Policy and Procedures for specifics.
Mileage	YES	Mileage is measured from the closer of the duty station or point of departure to destination and return for travel on days during the employee's normal work schedule, minus daily commute miles. For travel on days that are not part of the employee's normal work schedule, actual mileage is reimbursable. Non-employees will be reimbursed for actual mileage driven.
Parking	YES	Reasonable, with an itemized receipt.
Parking-Airport	YES	With an itemized receipt. Must use long-term lots. If daily or short-term parking is needed in extenuating circumstances, a memo of justification is needed and must be signed off by the Dept. Head, Dean or higher authority.
Passport	NO	
Personal Items	NO	Example: Sunscreen, toothpaste, deodorant, soap, t-shirts, etc.
Rail Fare	YES	With itemized receipt.
Registration/Conference Fees	YES	With itemized receipt.
Taxi/Bus/Uber	YES	With itemized receipt.
Telephone/Fax/Internet/WiFi	YES	University business related, while on approved travel with itemized receipt.
Tolls	YES	With itemized receipt.
Visa Fees	YES	When required for official University travel, with itemized receipt.

TRAVEL DATES Fiscal Year 2025

Dates of Travel	Due to Shriver Center	Due to UMBC Travel Desk
07/01/2024 - 07/06/2024	07/10/2024	07/12/2024
07/07/2024 - 07/20/2024	07/24/2024	07/26/2024
07/21/2024 - 08/03/2024	08/07/2024	08/09/2024
08/04/2024 - 08/17/2024	08/21/2024	08/23/2024
08/18/2024 - 08/31/2024	09/04/2024	09/06/2024
09/01/2024 - 09/14/2024	09/18/2024	09/20/2024
09/15/2024 - 09/28/2024	10/02/2024	10/04/2024
09/29/2024 - 10/12/2024	10/16/2024	10/18/2024
10/13/2024 - 10/26/2024	10/30/2024	11/01/2024
10/27/2024 - 11/09/2024	11/13/2024	11/15/2024
11/10/2024 - 11/23/2024	11/27/2024	11/29/2024
11/24/2024 - 12/07/2024	12/11/2024	12/13/2024
12/08/2024 - 12/21/2024	12/25/2024	12/27/2024
12/22/2024 - 01/04/2025	01/08/2025	01/10/2025
01/05/2025 - 01/18/2025	01/22/2025	01/24/2025
01/19/2025 - 02/01/2025	02/05/2025	02/07/2025
02/02/2025 - 02/15/2025	02/19/2025	02/21/2025
02/16/2025 - 03/01/2025	03/05/2025	03/07/2025
03/02/2025 - 03/15/2025	03/19/2025	03/21/2025
03/16/2025 - 03/29/2025	04/02/2025	04/04/2025
03/30/2025 - 04/12/2025	04/16/2025	04/18/2025
04/13/2025 - 04/26/2025	04/30/2025	05/02/2025
04/27/2025 - 05/10/2025	05/14/2025	05/16/2025
05/11/2025 - 05/24/2025	05/28/2025	05/30/2025
05/25/2025 - 06/07/2025	06/11/2025	06/13/2025
06/08/2025 - 06/21/2025	06/25/2025	06/27/2025
06/22/2025 - 06/30/2025	07/02/2025	07/04/2025

NOTE: Due Dates are subject to change based on UMBC's holiday schedules.

FOR MARYLAND STATE GOVERNMENT EMPLOYEES ONLY

Department of the Treasury
Internal Revenue Service

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

Give Form W-4 to your employer.

Your withholding is subject to review by the IRS.

Step 1 – Personal Information (Please complete form in black ink.)

Payroll System (check one) <input type="checkbox"/> RG <input type="checkbox"/> CT <input checked="" type="checkbox"/> UM		Agency Number 360231	Name of Employing Agency University of Maryland, Baltimore County	
(a) Employee Name		(b) Social Security Number		
Home Address (number and street or rural route) (apartment number, if any)			Does the name match the name on your Social Security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov	
City	State	Zip Code	County of Residence (required)	
(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)				

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

- (a) Reserved for future use
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate.

TIP: If you have self-employment income, see page 2.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3:	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):			
Claim Dependents	Multiply the number of qualifying children under age 17 by \$2,000 <input type="checkbox"/> \$ _____			
	Multiply the number of other dependents by \$500 <input type="checkbox"/> \$ _____			
	Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here _____	3	\$	
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$	
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.	4(b)	\$	
	(c) Extra withholding. Enter any additional tax you want withheld each pay period.	4(c)	\$	

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	Employee's signature (This form is not valid unless you sign it.) _____		Date _____

Employers Only	Employer's name and address (For Employer Use Only) Central Payroll Bureau P.O. Box 2396 Annapolis, MD 21404	First date of employment	Employer identification number (EIN)
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STATE OF MARYLAND PAYROLL DIRECT DEPOSIT AUTHORIZATION

Payroll System (Check one)	<input type="checkbox"/> Regular	<input type="checkbox"/> Contract	<input checked="" type="checkbox"/> University of Maryland
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Social Security Number <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> </div>	Employee's Name (please print) <div style="border: 1px solid black; height: 20px;"></div>
Agency Code <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">3</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">6</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">0</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">2</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">3</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">1</div> </div>	Agency Name (please print) <div style="border: 1px solid black; padding: 5px;">University of Maryland, Baltimore County</div>

I authorize the State of Maryland Central Payroll Bureau to take the following action with my net salary:

<p>(Check One)</p> <p><input type="checkbox"/> 1. Initiate deposit directly to my checking/savings account (Will take at least two pay periods to allow for pre-note process.)</p> <p><input type="checkbox"/> 2. Change account type (checking/savings account), and/or bank routing number to which my net salary is deposited (cancel of old account will occur within 21 days for receipt of CPB; you will receive a payroll check until the new account is established) Do not close account until payroll check is issued.</p> <p><input type="checkbox"/> 3. Discontinue direct deposit into my checking/savings account and issue a payroll check instead. Do not close account until payroll check is issued.</p>	<p style="text-align: center;"><u>CPB Use Only</u></p> <p style="text-align: center;">Effective PPE:</p> <p style="text-align: center;">Processed by:</p>
Bank Name: <small>(Omit if action 3 is checked)</small>	<div style="font-size: 4em; opacity: 0.5; transform: rotate(-15deg); position: absolute; top: 50%; left: 50%; pointer-events: none;">SAMPLE</div>
Account Type: (Must Check One) <small>If not marked this form will be returned</small> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings </div>	
Bank Number <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> </div>	<p style="font-size: 0.8em;"><i>Verify carefully. For checking, copy directly from your personal check. Do not include your check number. Do not use your deposit slip number.</i></p>
Checking/Savings Account Number <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> </div>	
IAT requirement <input type="checkbox"/> Check box if your full net pay is subsequently transferred to a foreign bank.	

I authorize the State of Maryland to deposit my net salary to the bank and account named above. This authorization is to remain in force until the State of Maryland receives written notification from me of its termination in time and manner that allows the State and the bank a reasonable opportunity to act upon it. In the event that the State of Maryland notifies the bank that funds to which I am not entitled have been deposited to my account in error, I authorize and direct the bank to return said funds to the State as soon as possible. If the funds erroneously deposited to my account have been drawn from that account so that return of those funds by the bank to the State is not possible, I authorize the State to recover those funds by setting off the amount erroneously paid me from any future payments from the State until the amount of the erroneous deposit has been recovered, in full.

Date _____ Employee signature _____ Daytime phone number _____
(Original wet signature required)

- Instructions:**
- Only one account is permitted for direct deposit. You can choose either checking or savings not both.
 - **Type only (except signature).**
 - Use black ink only.
 - Complete all blocked areas in the top part of form except for the section "CPB use only."
 - Read authorization and sign the completed form. Only original forms will be accepted. Unsigned or Incomplete forms will be returned.
 - Deposit amount will be full net amount of pay into either your checking/savings account.
 - If changing your account type, bank and or account number, you will receive a payroll check until new direct deposit becomes effective.
 - Do not send a voided blank check.
 - Send completed form to: **Central Payroll Bureau, P.O. Box 2396, Annapolis, MD 21404.** Phone 410-260-7401.

2025 Holiday Leave Schedule

*Holidays may be banked and observed at a later date.



UMBC

Department of Human Resources
and Strategic Talent Management

Calendar Observance Dates

January 1st - New Year's Day - Holiday

January 20th - Dr. Martin Luther King's Birthday - Holiday

March 17th - March 19th - Spring Break - University Holiday

May 26th - Memorial Day - Holiday

June 19th - Juneteenth - Holiday

July 4th - Independence Day - Holiday

September 1st - Labor Day - Holiday

November 26th - Thanksgiving Eve - Administrative Leave

November 27th - Thanksgiving Day - Holiday

November 28th - American Indian Heritage Day - Holiday

December 25th - Christmas Day - Holiday

December 26th - President's Day* - Holiday

December 29th - Columbus Day* - Holiday

December 30th - Veterans Day* - Holiday

December 31st - University Holiday

2025 Banked Holidays

Calendar Dates

*President's Day - 02/17/2025

*Columbus Day - 10/13/2025

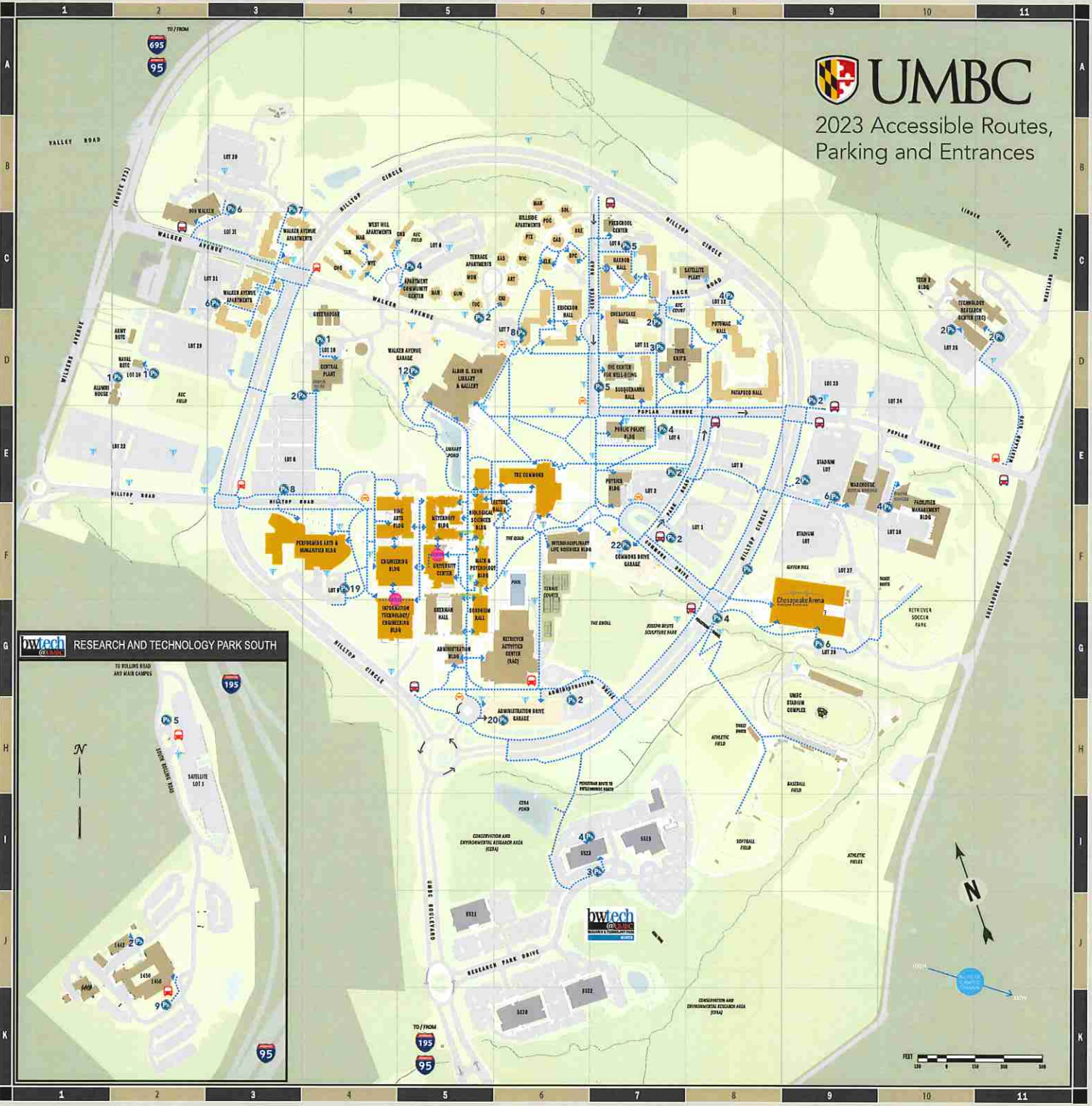
*Veterans Day - 11/11/2025

2026 Holiday

January 1st, 2026 - New Years Day - Holiday

UMBC

2023 Accessible Routes, Parking and Entrances



CAMPUS DIRECTORY

FREQUENT DESTINATIONS

- Accessibility & Disability Services, 212 Math & Psychology Bldg F5
- Admissions, Graduate, 2nd Floor Administration Bldg G5
- Admissions, Undergraduate, Ground Floor Facing Pond
- Albin O. Kuhn Library & Gallery E5
- Black Box Theatre, 127 Performing Arts & Humanities Bldg F4
- Bookstore, The Commons E5
- bwtech@UMBC North J5/J7
- bwtech@UMBC South J2
- Center for Art, Design and Visual Culture, 105 Five Arts Bldg H4/H5
- Earl and Darlelle Unshon Concert Hall, 225 Performing Arts & Humanities Bldg F3
- Danna Cube, 337 Performing Arts & Humanities Bldg F4
- Library & Gallery, Albin O. Kuhn D5
- Music Box, 151 Performing Arts & Humanities Bldg F3
- Parking Services, 100 Facilities Management Bldg E10
- Prevention Theatre, 102 Performing Arts & Humanities Bldg F4
- University Center Ballroom, 301 University Center F5

BUILDINGS

- 900 Walker B2
- Administration Building G5
- Alumni House D1
- Army ROTC D2
- Biological Sciences Building F5
- The Center for Well-Being D7
- Central Plant D4
- The Commons E5
- Cheapeake Employers Insurance Arena O7
- Engineering Building F4/F5
- Facilities Management Building E10/F10
- Five Arts Building F45
- Growthhouse D4
- Information Technology/Engineering Building (ITE) G4/G5
- Interdisciplinary Life Sciences Building F5
- Lecture Hall 1 F4
- Library & Gallery, Albin O. Kuhn D5

- Mathematics & Psychology Bldg F5
- Naval ROTC D2
- Meyerhoff Chemistry Building F5
- Performing Arts and HumanWes Building F4
- Physics Building E7
- Freshman Center C7
- Public Policy Building E7
- Recreator Activities Center (RAC) G4
- Satellite Utility Plant G7/G8
- Sherrin Hall G5
- Sondheim Hall G5
- Technology Research Center (TRC) C10/D13
- Teck-2 Building C10
- True Girl's D7
- UMBC Stadium Complex H9
- University Center F5
- Warehouse C7

STUDENT HOUSING

- Cheapeake Hall D7
- Erickson Hall D6
- Harbor Hall C7
- Potomac Hall D3
- Potomac Hall D3
- Susquehanna Hall D7
- Walker Avenue Apartments C3
- Hillside Apartments
- Sliding (SDJ) E6
- Potomac (POC) C8
- Mason (MAN) B5
- Palmer (PTQ) C6
- EX (EX) C6
- Deep Creek (DC) C4
- Caselman (CAS) C5
- Barton (BR) C6

- West Hill Apartments
- Chester (CH) C4
- Wyn (WY) C4
- Nagely (NAG) C4
- Tanger (TAN) C4
- Choptank (CHO) C4
- Tarbox Apartments
- Nantux (NAN) C3
- Gauger (GAU) C3
- Moscopy (MO) C5
- Saxasis (SAX) C5
- Womack (WO) C6
- Arldam (ANT) C6
- Chowatague (CHO) C6
- Tuckahoe (TUC) C5

VISITOR PARKING

- Administration Drive Garage H9
- Commons Drive Garage F7
- Walker Avenue Garage D5
- Lot 9 E6
- Stadium Lot E9/F9
- Lot 8 E3

EVENT PARKING

- Stadium Lot E9/F9
- Lot 8 E3

GENERAL INFORMATION

For more information call 410-455-1000
For Campus Police call 410-455-5555

LEGEND

- Blue circle with number: Accessible Parking Spaces
- Blue arrow: Accessible Building Entrance and floor level of building
- Blue dashed line: Accessible Route
- Blue circle with '24': Accessible 24 Hour Building Route Via campus card
- Blue line: Pedestrian Bridge linking buildings
- Blue square: Building allowing for navigation of site terrain
- Blue bus icon: MTA Bus Stop Only
- Red bus icon: MTA and UMBC Transit Bus Stop
- Red bus icon: UMBC Transit Bus Stop Only
- Red bus icon: App-based Ride Service Pick-Up Locations
- Red telephone icon: Emergency Phones

* If you have not registered with ADA/504 please contact Campus Police at 410-455-5555 after hours