**UMBC FALL COMMUNICATION**

As the UMBC community gears up for fall/winter hires here are few reminders;

**Remote Business process**

The Remote Payroll Business Process page provides the UMBC payroll preparers and approvers with the latest guidance and frequently asked questions to HR-Payroll related topics. This page offers guidance for the remote work DocuSign new-hire paperwork process, DocuSign change-pars, Remote I-9 forms, supporting documentation, pre-hire forms, reporting time (students), and FAQ’s. (<https://hr.umbc.edu/remote-payroll-business-processes/>)

**E-Contract**

If you have not already signed up for E-contract training, please do so as soon as possible. This process will expedite your Graduate Assistants, Faculty Contractual, and Contingent I and II contract renewal process. This process replaces the need to do a Change PAR AND DocuSign process for contract renewal for ALL Graduate Assistants, Faculty Contractual, and Contingent I and II employee classifications. (<https://my3.my.umbc.edu/groups/payroll/posts/94533>)

**Payroll Calendar**

The UMBC payroll calendar has been updated and posted on the HR website. As we prepare for the holidays and winter vacation schedules, please be sure that all backup payroll preparers are up to date on the remote business process. Any changes to the payroll schedule such as one-day time-entry dates, paperwork submission dates. We will notify the campus of any new changes as soon as possible. (<https://hr.umbc.edu/payroll-calendar/>)

**Non-Resident Alien paperwork**

We are currently working on new processes and changes to the NRA paperwork. As we are in the development phase, we ask that all payroll prepares to continue to work with Brittney Liles for the processing of all Non-Resident Alien Paperwork.

**Check Distribution/Direct Deposit**

We strongly encourage all employees to sign up for direct deposit. This process takes up to 3 pay-cycles to initiate. For all new employees/current employees not on direct deposit, checks are going to be mail to the address in the system. ***\*\*\*Any lost, stolen, or misplaced checks can take up to 30 days for a replacement check\*\*\**** (<https://hr.umbc.edu/forms/payroll-forms/>)

**W-4, Direct Deposit, and Federal Tax Forms**

All W-4, direct deposit, and federal fax forms should be mailed directly to the address on the bottom of the form. ***Do not send these forms before 14 days of the date of the hirer.***  Any forms received before the 14 days before the date of hire maybe returned due, to early submission before being in the Central Payroll Bureaus system. ([https://hr.umbc.edu/forms/payroll-forms/)](https://hr.umbc.edu/forms/payroll-forms/%29)