

Academic Integrity and Student Conduct Codes:

<https://academiccatalog.umd.edu/undergraduate/registration-academic-requirements-regulations/academic-integrity-student-conduct-codes/>

FERPA Training: <https://umd-registrar.catalog.instructure.com/courses/umd-ferpa-tutorial>

Payroll instructions as of October 2024:

Complete **Tax Forms** (see links below) and send DRAFT copies to BOX. **Also complete the attached Employee Data Collection Emergency Contact forms. Please let me know if you are not a US Citizen.**

- The **signature must be handwritten** using blue or black ink (NO Electronic Signatures).
- You can find additional information on the Maryland tax form at: [MD 507 Instructions](#)
- Payroll System is 'UM'
- Employing Agency is 'University of Maryland, College Park'
- Agency Number is '360222'
- **MD 507 tax form Section 1:**
 - If you are living in Maryland, for **Section 1**, the block that reads "**COUNTY of Residence**", please enter the **Maryland County** you live in. (Examples: Montgomery, or Prince Georges, or Howard)
 - If your address is outside of the State of MD, please enter **Prince George's** which is the Maryland County you are employed.
 - If you live in the **District of Columbia**, please let me know and I will send you the **DC tax form**.
- **MD 507 tax form Section 2:**
 - On line 1, you have to write the number 0 or 1 as the number of exemptions you are claiming.
- **W-4 tax form, Step 1**
 - The block that reads "**COUNTY of Residence**", please enter the **County** you reside.

Please complete the payroll forms provided in the links below by January 14th.

W4: www.marylandtaxes.gov/statepayroll/Static_Files/Employee-W4/2024-W4.pdf

State withholding:

http://www.marylandtaxes.gov/statepayroll/Static_Files/Employee-W4/2024-MD-Withholding-Form-MW507.pdf

Direct deposit:

https://www.marylandtaxes.gov/statepayroll/Static_Files/Direct_Deposit_Form.pdf

(The direct deposit form must be typed online then printed and signed.)

I-9: <https://drive.google.com/file/d/1VZFPzk6ArKoYiNXcM6h9ZoFID4NjWK-Z/view?usp=sharing>

You will also receive an email from Tracker I-9 to complete section one and to upload your identification.

Emergency Contact:

<https://drive.google.com/file/d/12e6pHxUQzE3mEWHoYFNskSPDpDEZ9N2Z/view?usp=sharing>

Personnel Supplemental Form:

https://drive.google.com/file/d/1fhdsNsOXppjnaRTT1JtLZ66_K65H125e/view?usp=sharing

Next, we will need you to set up a Box.com account. You will upload copies of the documents along with your photo ID(s) (see attached list of acceptable documents from the I-9 documentation list). You can bring the original forms to the payroll office when you come to the ECE department.

Box.com Instructions:

1. First go to <https://umd.box.com/> and click continue.
2. You will choose the "Not a part of University of Maryland" option (select this option if you do not have a university email address) and create an account

3. Once you have created your account, you may proceed with uploading all of your Payroll documents and identification.
4. The final step is to share your folder with Paula Beaver (pbeaver@umd.edu) .You will receive the I9 instructions at a later date.

If you have an F1 or other visa, please indicate this when submitting your forms on Box.com.

Once you have submitted the forms, your information will transfer over to our Payroll system for further processing. The final step is to submit your original hard copy payroll forms to Ms. Beaver by appointment only. Send Ms.Beaver an email at pbeaver@umd.edu to make an appointment to meet in person once you have completed the I-9 and payroll forms. Your original I-9 documents must be reviewed in order to add you to the payroll. A link to a list of acceptable I-9 documents has been included above. Also, Ms. Beaver must receive your payroll forms with original signatures (please do not sign the forms you upload to BOX).