




Peter Franchot
Comptroller

Robert J. Murphy
Director
Central Payroll Bureau

March 29, 2019

MEMORANDUM

To: All Non SPMS State Agencies

From: Dhiren V. Shah 
Deputy Director
Central Payroll Bureau

Subject: April 1, 2019 Bonus Adjustment – Contract Payroll

Contractual employees are not automatically eligible for the \$500 bonus. DBM has indicated that agencies may provide contractual employees the bonus if the agency can pay for it out of existing funds and meet their reversion targets. DBM will not reimburse the agency for providing the bonus.

If the above conditions are met, a manual entry under the Misc Adj field on the PTR in PPE April 16, 2019 will be needed. This payment will appear on employee paystubs as Misc Adj as a separate line item.

Please email Cindy Kollner, Executive Director of the Office of Personnel Services & Benefits, at cindy.kollner@maryland.gov of your agency's intention to provide the bonus to your contractual employees.

If you have any further questions, please call our office at 410-260-7401.