



Peter Franchot
Comptroller

Robert J. Murphy
Director
Central Payroll Bureau

Paycheck Mailing Process

Central Payroll verifies payroll checks two business days prior to pay day and releases the checks to the Comptroller's Department of Administration & Finance Mail room. Once the checks have been released to the mail room, they are prepared and mailed the day prior to payday, typically Tuesday. This is to eliminate as much time as possible between payday and delivery of the employees' checks by the USPS. Any paper payroll check generated by Central Payroll for Regular and Contractual employees is directly mailed, via first-class USPS mail, to the employee's address on file.

Payroll checks generated for University of Maryland employees are picked up by University courier at the mailroom and distributed to employees directly by University of Maryland personnel.