



# Mechanical Engineering

## Human Resources & Payroll

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# + ME Human Resources/Payroll Team

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# How can we assist you?

Welcome to UMD!

We are your Payroll/Human Resources Team and here are some of the things that we can assist you with:

- ✓ Establish the employee appointment.
- ✓ Payroll
  - ✓ Set up Pay, adjustments
  - ✓ Monitor/Correct Timesheets
  - ✓ Provide Direct Deposit and Tax forms
  - ✓ Verify Work Eligibility
- ✓ Benefits- provide enrollment forms and information
- ✓ Employment Verification
  - ✓ Letters, Loans, Outside verifications
- ✓ Human Resources- issues like leave policies, issues with other employees

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# Your Responsibilities

- **Notify HR/Payroll immediately if your employment status changes**
  - Failure to notify HR/Payroll can cause problems with**
    - 1) Health insurance
    - 2) Paycheck
    - 3) Tuition Remission
    - 4) Work authorization
- Notify HR/Payroll address changes, direct deposit changes, updates to visa status or new immigration documents, etc.
- Employees/faculty must make sure you complete timesheets prior to deadline. Notify HR/Payroll if there are issues with your timesheet. “Sign-off” on your timesheet every pay period **EVEN IF you did not work or take leave.** (Except GRAs and most lecturer positions) [www.timesheets.umd.edu](http://www.timesheets.umd.edu)
- Notify HR/Payroll if there is an error on your paycheck (over/underpaid or not paid at all)

Contact HR/Payroll at this address: [mehr@umd.edu](mailto:mehr@umd.edu)



**Are there  
any  
questions?**