



Peter Franchot
Comptroller

Robert J. Murphy
Director
Central Payroll Bureau

Electronic Reporting

The Central Payroll Bureau offers the option to receive a standard deduction transaction file that would be sent via the Comptroller of Maryland's secure email service. This file is sent as a .CSV file that will populate an EXCEL spreadsheet.

The information on the file contains a record for each employee that is set up to have your deduction taken.

Fields contained in this file are:

- CPB payroll system
- Employee ID
- Pay period ending date
- Employee's state agency number
- Employee's name
- Identifying deduction code used by CPB
- Employee's deduction amount
- Reason code field that offers an explanation whether the deduction was taken
 - 00 = DEDUCTION TAKEN
 - 01 = SALARY AMOUNT IS INSUFFICIENT TO TAKE DEDUCTION
 - 10 = EMPLOYEE TERMINATED
 - 20 = INACTIVE (ONLY 21 PAY TEACHERS)
 - 30 = CHECK CANCELLATION
- A field with an employee termination date or check cancel date (if appropriate).

The exact file layout will be supplied during the initial set up and testing.

****Please note, your organization will be required to have a group email address for receiving these files**.**