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To: All Non-SPMS Agencies

Date: Tuesday, October 20, 2026

Re: Address Updates and Maintenance

Greetings!

As part of the payroll modernization project, we are reviewing current processes to improve efficiency and data accuracy. One area identified for enhancement is the handling of new hire address entry and subsequent address changes as well as the best way to capture and maintain new address information. Agency HR Departments are the official source of record.

Accurate worker address information is essential for timely, compliant payroll processing. Incorrect or incomplete addresses can delay payments, cause tax withholding issues, and require additional corrective actions.

Below are the changes that will need to be implemented in conjunction with all other Go-Live activities January 2027:

- For all **non-student populations**, new hire addresses and address updates must be submitted through the Benefits Shell Record File currently being sent to DBM/SPS.

- For the **student population**, new hire addresses and address updates must be submitted through the FM File.

Please ensure these changes are implemented to ensure data integrity post Go-Live.

If you have any questions, please contact CPB at cpb-workday@marylandtaxes.gov.

Sincerely, The CPB Team

CPB Resource Hub: https://www.marylandcomptroller.gov/workday.html