



Maryland Connect Overview

The Maryland Connect project will replace Salisbury University's current Human Resources and Finance system, PeopleSoft, with Workday, a cloud-based Enterprise Resource Planning (ERP) system specialized for higher education. This transformation is a collaborative effort with four other University System of Maryland institutions. Workday will help SU faculty streamline administrative processes and resolve the many pain points with today's system. Student transactions will continue to occur in PeopleSoft.

Workday will go live in July 2024. Below is a summary of important impacts on faculty, a project timeline, and upcoming faculty-focused training support.

Key Dates

- **Registration for Learning Labs sessions will be available starting April 22, 2024.** These sessions will be facilitated in May and June of 2024. A second round of training sessions for faculty will be available in August 2024.
- **Training materials will be available in May 2024.** Materials will include video courses and job aid documents.

Workday Features Available to Faculty

- **Time Off Reporting Academic Year Faculty-** You will only report time off (absence) in Workday. Absence entry can be completed on the Workday mobile app.
- **Time Tracking for 12-Month Faculty-** You will now enter, review, and submit your time and time off (absence) in Workday. Time and absence entry can be completed on the Workday mobile app.
- **Academic Appointments-** Faculty can view their academic information, including all current appointments, tenure, as well as track and rank information.
- **Compensation History-** Compensation history from July 2024 forward will be available through your Worker Profile in Workday.
- **Transparency in Recruiting and Hiring Process-** Search Committee members, managers and chairs will have access to real time information on job candidates and where they are in the Workday recruiting and hire processes.
- **Contracts-** Workday will be used to execute contracts, including contracts for new appointments and overloads.
- **Delegation-** Workday allows a designated person to 'stand in' to complete tasks and approvals in your absence. Delegation does not remove ownership of the task and the audit trail will display actions taken on your behalf.
- **Travel Expense-** The process for filing and approving expenses is easier in Workday. Receipts can be captured and attached using your phone and the mobile app. You will receive notifications in your Workday inbox when a step is ready for your review or approval. Additionally, you will have transparent visibility into the expense approval process using the "my expense report" report.
- **Purchasing Process-** Workday provides visibility to the entire purchasing process from the requisition to payment.



Transition to Workday: Faculty Information Sheet

- **Workday Mobile-** The Workday mobile app can be used to view personal information, review and approve inbox items, enter time, request time off, and submit expense reports on a smart phone or tablet.

Training and Support

Transitioning to a new system can be challenging but ample resources and support will be available to you in the days, weeks, and months before go-live.

- **Job aids and video demonstrations** will focus on key steps for processes commonly completed by Faculty in Workday.
- **Learning Labs** will be scheduled to demonstrate how to perform processes in Workday, including how to update personal information, run reports, using dashboards, entering time and submitting expense reports.
- **After go-live, Workday support will be available through SU's helpdesk, and through the Maryland Connect consortium, depending on the issue identified.** There will be a process in place to identify the type of issue reported and escalate to experts when needed. Supplemental trainings will be offered after go-live upon the new academic school year.

Stay Connected with Our Program Website

For the latest updates and insights on our program, make sure to visit [usmd.edu/mdconnect](https://www.usmd.edu/mdconnect). On our website, you'll find:

- **Project Timeline:** Track our progress and milestones.
- **Newsletters:** Dive into detailed updates and articles.
- **Workday Sneak Preview Videos:** Get a firsthand look at Workday in action. Visit <https://www.usmd.edu/mdconnect/a-new-workday/> to watch sneak preview videos.
- **Training Information:** Comprehensive training resources, security roles, registration links and session schedules.

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