



Memorandum

TO: USG Staff
FROM: The Office of Human Resources
DATE: January 25, 2023
SUBJECT: Important Announcement About Exempt Employee Timesheets in Workday

Dear Colleagues,

As you may be aware, the [Elevate Program](#) will replace our Human Resources systems with Workday, a cloud-based system used by higher education institutions across the country. Key goals of the Elevate Program include streamlining our processes and providing a positive user experience for students, staff, and faculty. **With Workday Go Live, exempt staff and faculty will no longer have to complete a bi-weekly timesheet unless they are documenting leave.** The Board of Regents approved this requested amendment to the [Policy on Sick and Safe Leave for Faculty](#) in September 2022. The transition for exempt staff and faculty to only entering timesheet data when taking a vacation, sick, or personal day will go into effect in **July 2023**.

Hourly employees, student workers, contingent I employees, as well as non-exempt staff (regular and contingent II) will continue to report time worked, either through manual timesheet entry in Workday or time clocks as they do today. All leave-eligible employees will request time off via the Absence Calendar.

If you would like to learn more about Time and Absence Management in Workday, you can [register](#) for Elevate Program's upcoming Functional Overview session scheduled on Thursday, January 26th at 11 am via Zoom. The Elevate Program team will provide a sneak peek at what Time Off and Time-related activities you will be able to complete.

Please stay tuned as we continue to share more details regarding the Workday transition.

Regards,

Nitshu

Nitshu Joshi, M.P.S.

Manager
Office of Human
Resources

The Universities at Shady Grove

9636 Gudelsky Drive, Building III, Office 3155

Rockville, MD 20850

T 301-738-6114 | F 301-738-6140

shadygrove.umd.edu

[USG HR BLOG](#)