



Memorandum

TO: USG Staff
FROM: The Office of Human Resources
DATE: May 24, 2023
SUBJECT: Workday is Going LIVE on November 15th

As you are aware, the University of Maryland, College Park is transitioning the current Kuali Financial System (KFS) and the Human Resources system (PHR/eTerp) to an integrated cloud-based system called **Workday**. This communication is to announce that Workday's Human Capital Management and Finance modules will **Go Live on November 15, 2023**. Staff and faculty will have the opportunity to prepare for this transition and ensure a successful implementation of Workday.

Training Launches July 17!

Computer-based training and job aids will be available through ELMS-Canvas beginning July 17, 2023. The first course all users should take is the 45-minute Introduction to Workday on-demand computer-based training course. This course introduces you to Workday and its core concepts including worker profile, business processes, and security roles.. You will learn how to navigate within Workday, access your information, and complete tasks. After that course, everyone's training journey will be unique!

Workday training is tied to your security role, or what you are able to see and do within Workday. You will be provided guidance on recommended and optional courses to self-enroll in based on your assigned security roles so that you can complete your tasks in Workday. If you are a typical user, the introductory course might be the only one you take. Other users will have greater access based on their access. General, Human Capital Management and Finance courses will be provided via ELMS-Canvas and they can be taken and retaken at any time, thus allowing flexibility for users who have busy schedules or prefer to learn at their own pace.

Key Dates:

- **July 12-14:** Users receive an email with their roles and courses
- **July 17:** Computer-based training and job aids are available
- **August - October:** Instructor-led training and user labs scheduled

For more information related to Workday training, see the [Training FAQ](#).

Freeze Period

In the lead-up to the Workday HCM (Human Capital Management) and Finance go-live, some systems will become unavailable for completing business processes as the Elevate team migrates data to the Workday platform. For many systems, there will be a **'freeze period'** between using legacy systems and the start of Workday. During this freeze period, data will be transferred to Workday to limit manual entry. Specific information on freeze day and last day activities cut off for HCM and Finance can be found [here](#).

Please do not hesitate to contact your Workday leads at USG, Nitshu Joshi, Bilky Okoh, and/or Chris Saxton for any questions or concerns.

Thank you!

Nitshu Joshi, MPS | SHRM-CP

Assistant Director
Office of Strategic 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](#)



NINE UNIVERSITIES. ONE CAMPUS.