University Senate Meeting

October 10, 2024

Senators and Deans

- Use the designated credentials sent to you via email.
- Log in to **Top Hat** on your mobile device or web browser (https://app.tophat.com/e/).
- Locate the University Senate Course.
- Enter the **Course Password**: **october2024**

Go to **Top Hat** on a mobile device or at https://app.tophat.com/e/

COURSE PASSWORD: october2024

Quorum: 92

Senators & Deans: Press 1 in **Top Hat** to indicate that you are present for quorum purposes.

The meeting will start once we reach the Quorum number above.

1. Yes, present

Agenda

1. Call to Order

Agenda

2. Approval of the September 5, 2024 Senate Minutes (Action)

Agenda

3. Report of the Chair

Report of the Chair – Board of Regents' Staff Awards

- The Staff Affairs Committee will soon be accepting nominations for the prestigious Board of Regents' Staff Awards.
- These annual awards are the highest System-wide recognition of the exceptional work done by staff members across the University System of Maryland.
- Awardees receive a $2,000 stipend and formal recognition by the Board of Regents and the University Senate.

Report of the Chair – Board of Regents' Staff Awards

The awards are presented to employees who have demonstrated excellence in one of the five categories:

1. Exceptional Contribution to the employees' Institution and/or Unit,
2. Outstanding Service to Students in an Academic or Residential Environment,
3. Extraordinary Public Service to the University or Greater Community,
4. Effectiveness and Efficiency (savings of at least $10,000 in an academic or administrative context), and
5. Inclusion, Multiculturalism, and Social Justice.

Report of the Chair – Board of Regents' Staff Awards

- Exempt and non-exempt staff who have been with the University for at least 5 years are eligible to be nominated. Any member of the University community, including students, can nominate an eligible staff member.
- Nomination packages are due in the University Senate Office in November.
- The deadline and detailed instructions can be found on the Senate website. https://www.senate.umd.edu/bor-staff-awards

Report of the Chair – Reminder to Volunteer for the Nominations Committee

- On Monday, September 23, outgoing Senators received an invitation via email to complete a self-nomination form for potential service on the University Senate Nominations Committee.
- Outgoing Senators interested in serving on the Nominations Committee are encouraged to complete the form by Monday, October 14.
- Please contact the University Senate Office at senate-admin@umd.edu with any questions.

Agenda

4. Special Order

   Jack Blanchard
   Associate Provost for
   Enterprise Resource Planning
   Elevate Project Update

Senate Update

Workday go-live 36 days and counting . . .

Elevating our ERP system to the cloud at UMD.

Jack Blanchard
Associate Provost for Enterprise Resource Planning

Agenda

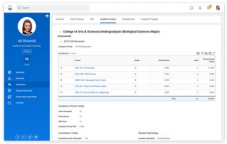
1. Workday
2. Last Day Activities and Deadlines
3. Training and Resources
4. Support
5. Concluding Comments

Workday will transform the way we do business.

Workday is one system accessible on any device, at any time.

workday.

Built for the future.™



Single System

Dynamic Reporting

Mobile

Simplified Training

Bi-Annual Updates

Multilingual Support

Workday HCM and Finance Go-Live Date

November 15, 2024!

Last Day Activities

LEVATE

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Home
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Drive to Go Live
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Elevate Cutover Dates
Resources & Training
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Contact

HOME > DRIVE TO GO LIVE

Drive to Go Live

Workday Human Capital Management (HCM) and Finance Go Live

The go-live date for Workday HCM and Finance is Friday, **November 15, 2024.**

In the lead up to the Workday HCM and Finance go-live, some systems being replaced by Workday will become unavailable for completing business processes as the Elevate team migrates data to the Workday platform.

Last Day Activities | Elevate Pro

elevate.umd.edu/drive-go-live/last-day-activities-0

All Bookmarks

UNIVERSITY OF MARYLAND

ELEVATE

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Drive to Go Live
Last Day Activities
Impacted Systems
Elevate Cutover Dates

HOME > DRIVE TO GO LIVE > LAST DAY ACTIVITIES

Last Day Activities

Freeze dates and last days for activities in various systems being replaced are listed below across Human Capital Management and Finance.

These last day activities and important information about the Workday Go-Live process will be communicated through a variety of channels as the go-live date approaches so system users are aware and can plan accordingly.

This page will continue to be updated as activities are identified and last day activities are solidified. These dates may shift. Any modifications to these dates will be reflected on this page as well.

Navigate by system:

Human Capital Management:

- PHR
- Time Entry and Time-Off
- PHR Graduate Faculty Module
- PHR Data Warehouse
- eTerp (UMCP)
- Tracker I-9 System
- USMO Job Postings
- PeopleAdmin
- State Funded Summer Research Application Tracking
- Faculty Affairs Contract System
- Academic Staffing

Finance:

- Kuali Financial System (KFS)
- Procurement
- PCard
- Concur
- Effort Reporting

Campus notifications

Workday HCM: Important Dates and Deadlines
1 message

Rythee Lambert-Jones <rljones7@email.umd.edu> Thu, Aug 15, 2024 at 12:30 PM
Reply-To: Elevate Program <reply-fec311727d61067b-19_HTML-79807465-514017874-1@email.umd.edu>
To: jblancha@umd.edu

View this email message as an accessible web page.

ELEVATE

Greetings,

As you know, the Workday HCM and Finance Go Live is on November 15, 2024. As part of this transformation, Workday HCM is replacing PHR, eTerp, and the Tracker I-9 systems.

As we near the transition to Workday, there are a number of important deadlines to be aware of that may impact the work you do in our current systems. In order to stay abreast of pertinent information impacting these systems, please visit the Elevate Drive to Go Live Page. We also recommend that you subscribe to the Elevate Cutover Dates Google Calendar. Within this webpage and calendar you will find important "last day activity" dates and detailed information for transaction entry, approval, pay calcs, timesheets, and terminations as well a number of other actions in these systems such as:

eTerp Deadlines

Date	Milestone/Cutoff
September 13	Last day for position changes, reclassifications, promotions, in-band adjustments, and updates to job descriptions to be routed to UHR Support Center.

Workday FIN Transition Activities
1 message

Lillian Nash <lnash1@email.umd.edu> Wed, Aug 21, 2024 at 3:00 PM
Reply-To: Elevate Program <reply-fecb11737566077a-19_HTML-134305878-514017874-1@email.umd.edu>
To: jblancha@g.umd.edu

View this email message as an accessible web page.

ELEVATE

Greetings,

The Workday HCM and Finance go-live is on November 15, 2024.

KFS is being replaced by Workday. The transition to Workday will involve system downtime to facilitate the transfer of data between KFS and Workday.

To prepare for the transition to Workday, KFS will close at the end of the day on October 31 and remain closed. In the lead up to the end of October, there are cutoffs to all for processing to be completed by the end of October.

After KFS closes on October 31, financial processing will resume when Workday is live on November 15.

Below are key milestone dates for the cutover to Workday Finance are effective end of day 5pm.

Important Procurement, Shell Shop, Concur and PCard Workday Transition Details - UMCP, USG, UMCES, and USMO

Kimberly Watson <watsonk@email.umd.edu> Wed, Aug 28, 2024 at 4:40 PM
Reply-To: Elevate Program <reply-fec8117377650075-19_HTML-134305878-514017874-1@email.umd.edu>
To: jblancha@g.umd.edu

View this email message as an accessible web page.

ELEVATE

Dear Procurement community,

The Workday HCM and Finance go-live is on November 15, 2024.

The transition to Workday will impact procurement processing. Below are important details on the transition to Workday for KFS Requisitions and Purchase Orders, Shell Shop, and PCard. This guidance is for UMCP, UMCES, USMO, and USG procurement community.

KFS and Shell Shop

KFS is being replaced by Workday, and Shell Shop will be disconnected during the transition to Workday for existing UMCP and USG users. KFS will close at the end of October, and there are earlier cutoffs related to finalizing requisitions and purchase orders in KFS. Campus departments can continue to use Pcards to place routine, low dollar orders during the period in which KFS is closed and Workday not yet is available for use.

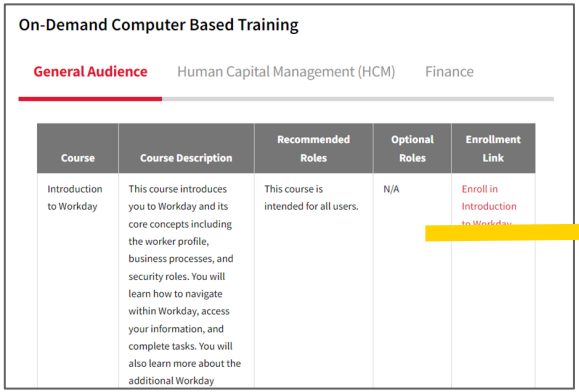
Key dates are:

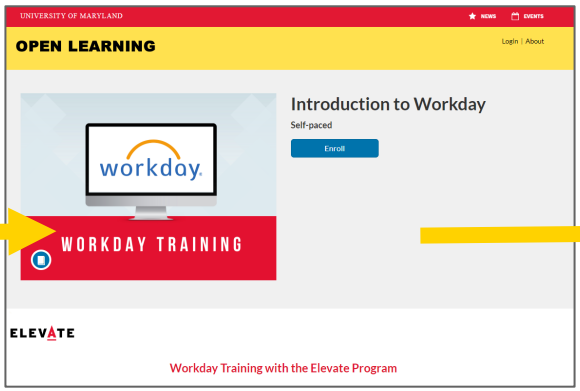
- Oct 9, 2024 - Last day for purchases to be made with Guy Brown and Rudolph (Shell Shop or direct website) - UMCP and USG only

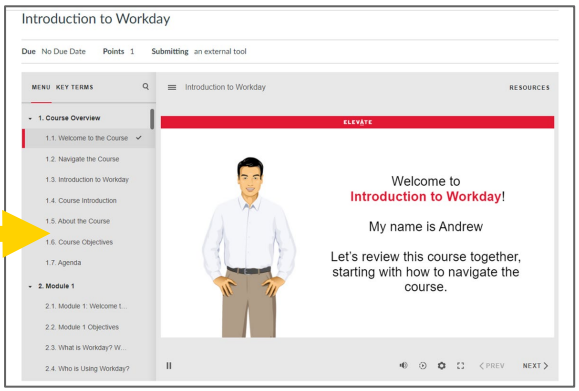
Training

How will employees take computer-based training courses?

The Elevate website contains the enrollment links to the CBTs so you can self-enroll in your courses. Following the link will take you to Open Learning to enroll. From there, you can proceed to ELMS-Canvas to take the course.





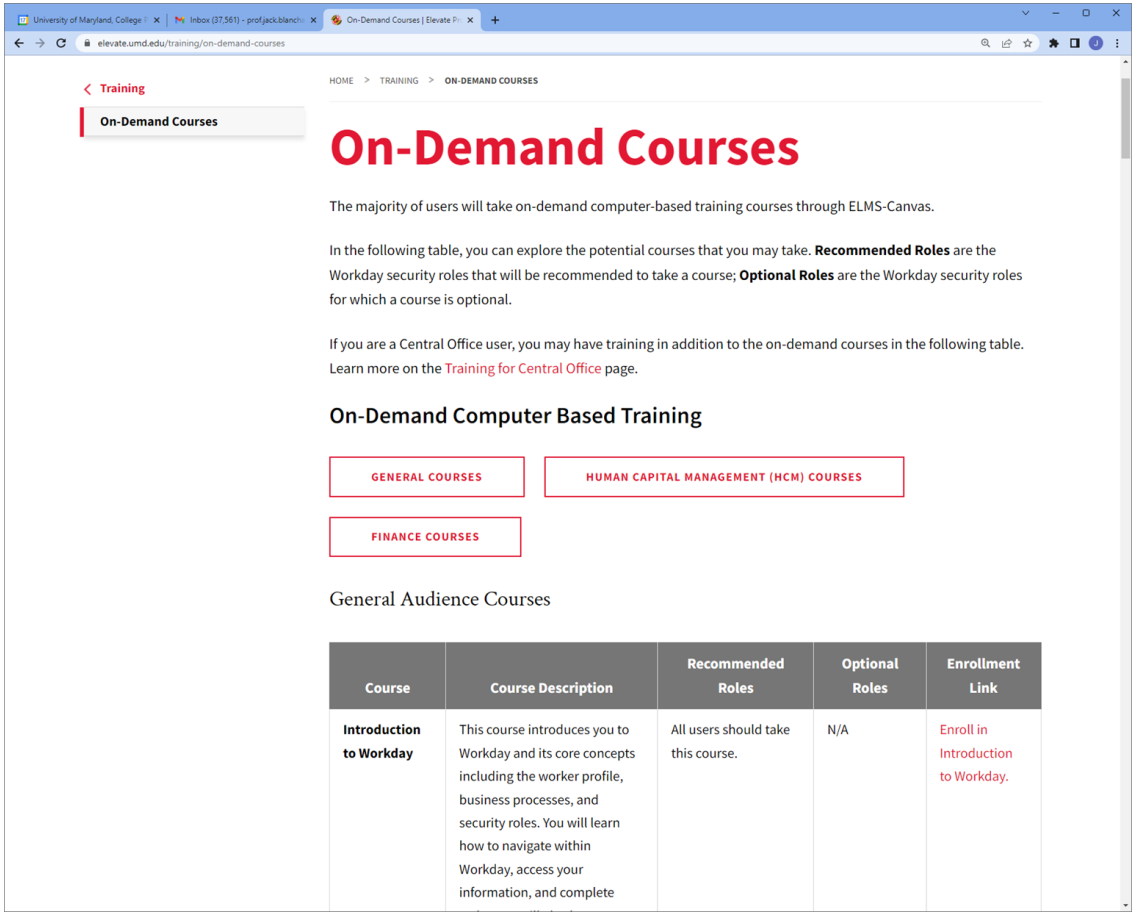


Elevate Site **Open Learning** **ELMS-Canvas**

On Demand CBT courses

- 24 courses, Grouped by topic:
  - General - 3
  - HCM - 12
  - Finance - 9

- Course tables include:
  - Course Name
  - Course Description
  - Recommended Roles
  - Optional Roles
  - Enrollment Link

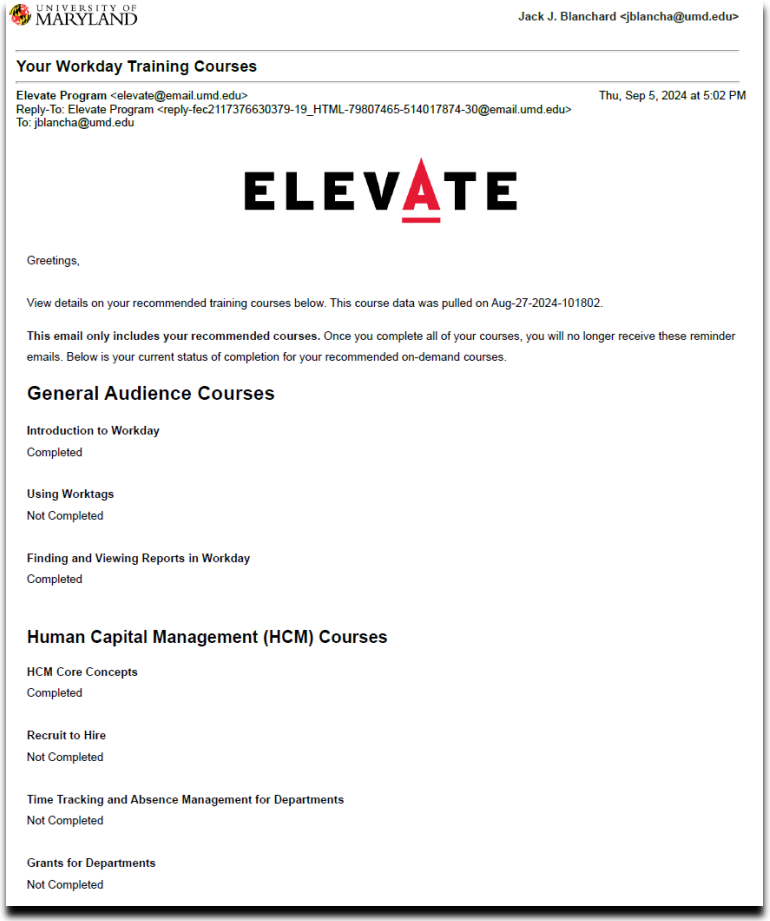


How do users know which training courses to take?

Training courses emailed to users at regular intervals.

At any time, users can request email sent from Elevate.umd.edu

Additionally, users can select any courses of interest at Elevate.umd.edu.



UNIVERSITY OF MARYLAND

Jack J. Blanchard <jblancha@umd.edu>

Your Workday Training Courses

Elevate Program <elevate@email.umd.edu> Thu, Sep 5, 2024 at 5:02 PM
Reply-To: Elevate Program <reply-fec2117376630379-19_HTML-79807465-514017874-30@email.umd.edu>
To: jblancha@umd.edu

ELEVATE

Greetings,

View details on your recommended training courses below. This course data was pulled on Aug-27-2024-101802.

This email only includes your recommended courses. Once you complete all of your courses, you will no longer receive these reminder emails. Below is your current status of completion for your recommended on-demand courses.

General Audience Courses

Introduction to Workday
Completed

Using Worktags
Not Completed

Finding and Viewing Reports in Workday
Completed

Human Capital Management (HCM) Courses

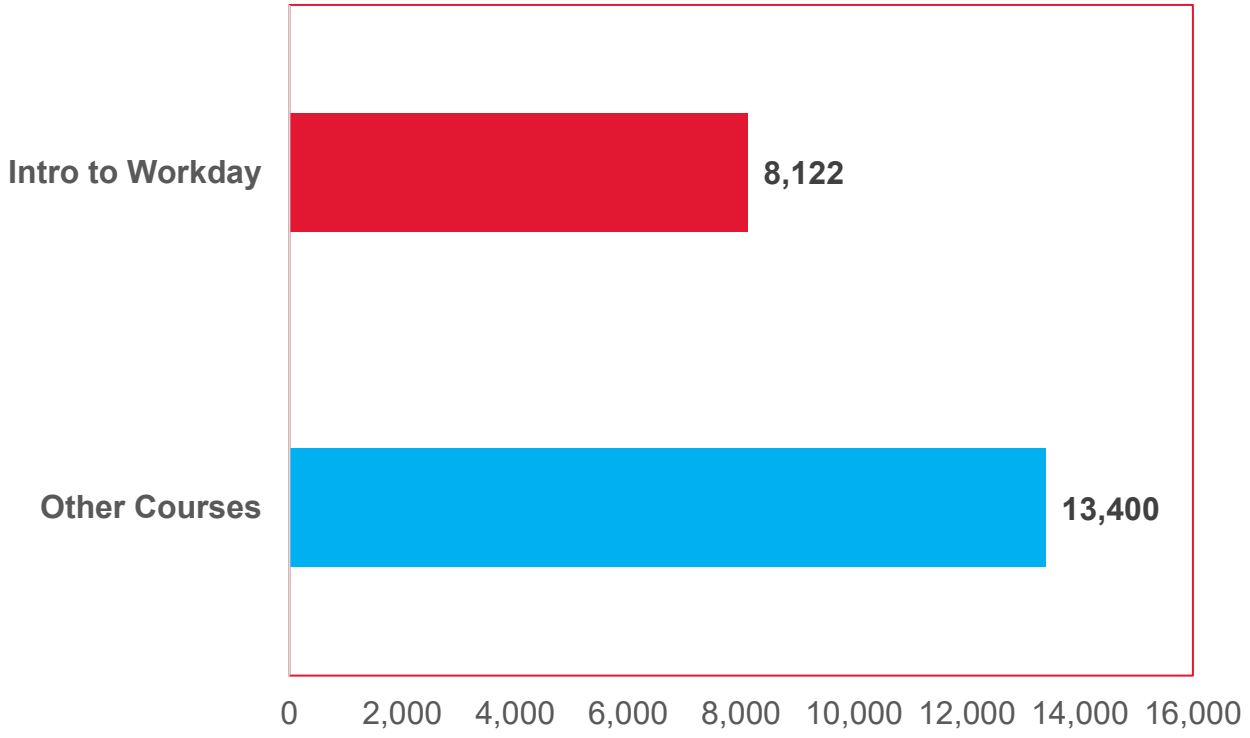
HCM Core Concepts
Completed

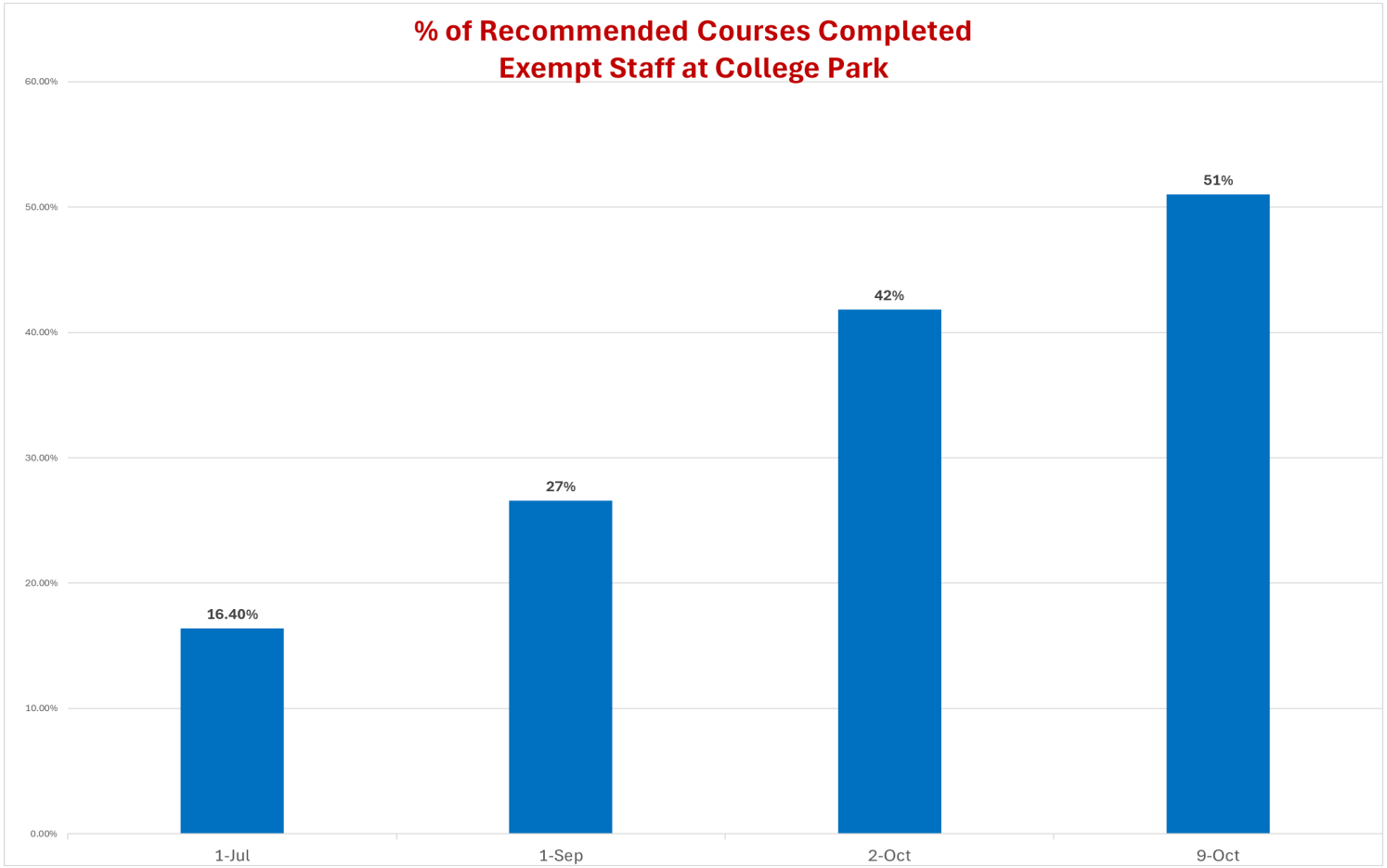
Recruit to Hire
Not Completed

Time Tracking and Absence Management for Departments
Not Completed

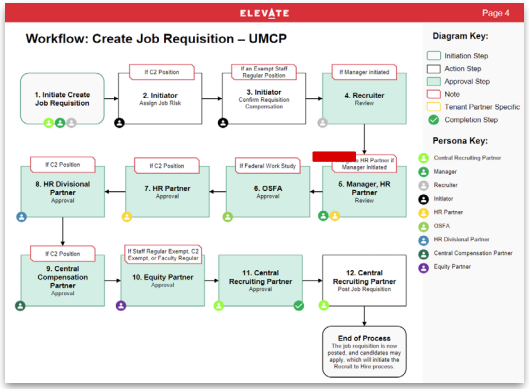
Grants for Departments
Not Completed

CBT Courses Completed To-Date

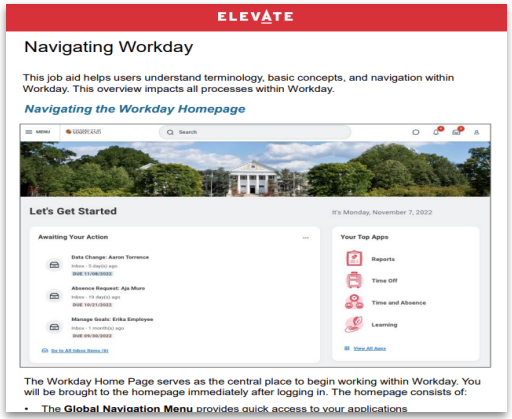



% of Recommended Courses Completed
Exempt Staff at College Park
60.00%
50.00%
40.00%
30.00%
20.00%
10.00%
0.00%
16.40%
27%
42%
51%
1-Jul
1-Sep
2-Oct
9-Oct

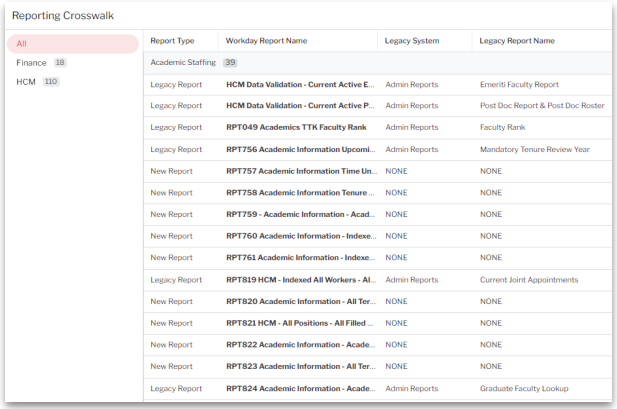
Resources Available Elevate.umd.edu



Business Process Workflows



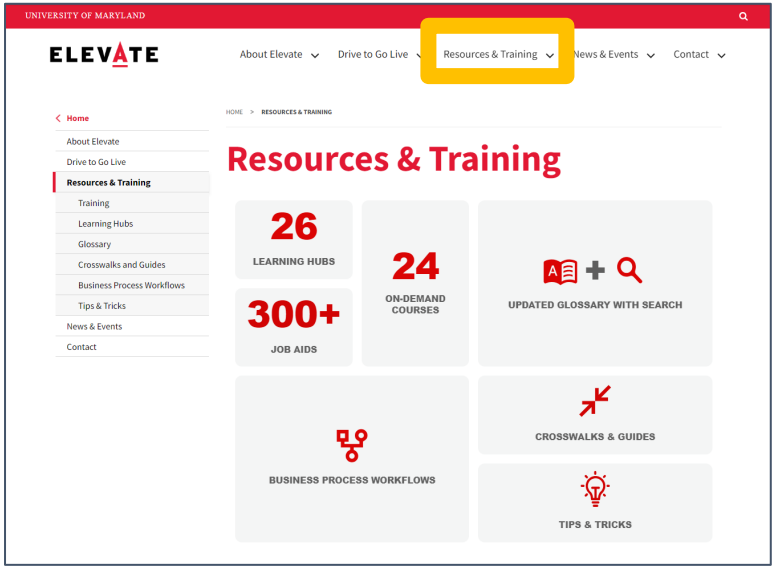
Job Aids

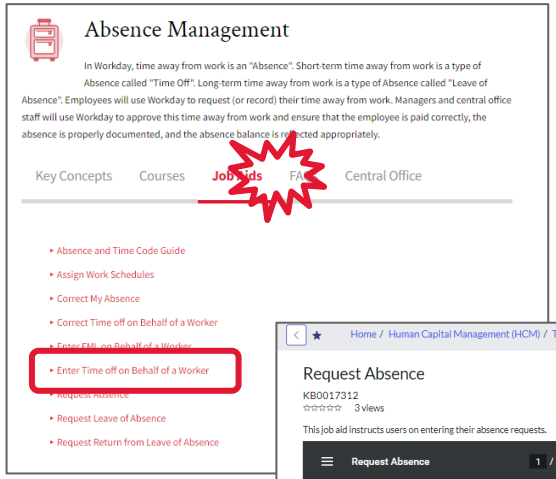


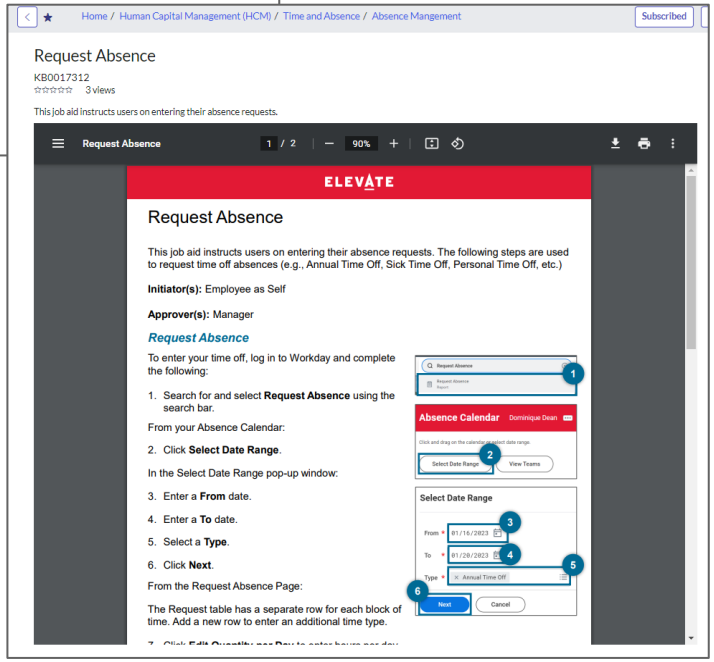
Crosswalks

Where are the resources?

The resources are accessible on the Elevate site. Job Aids are in Learning Hubs.





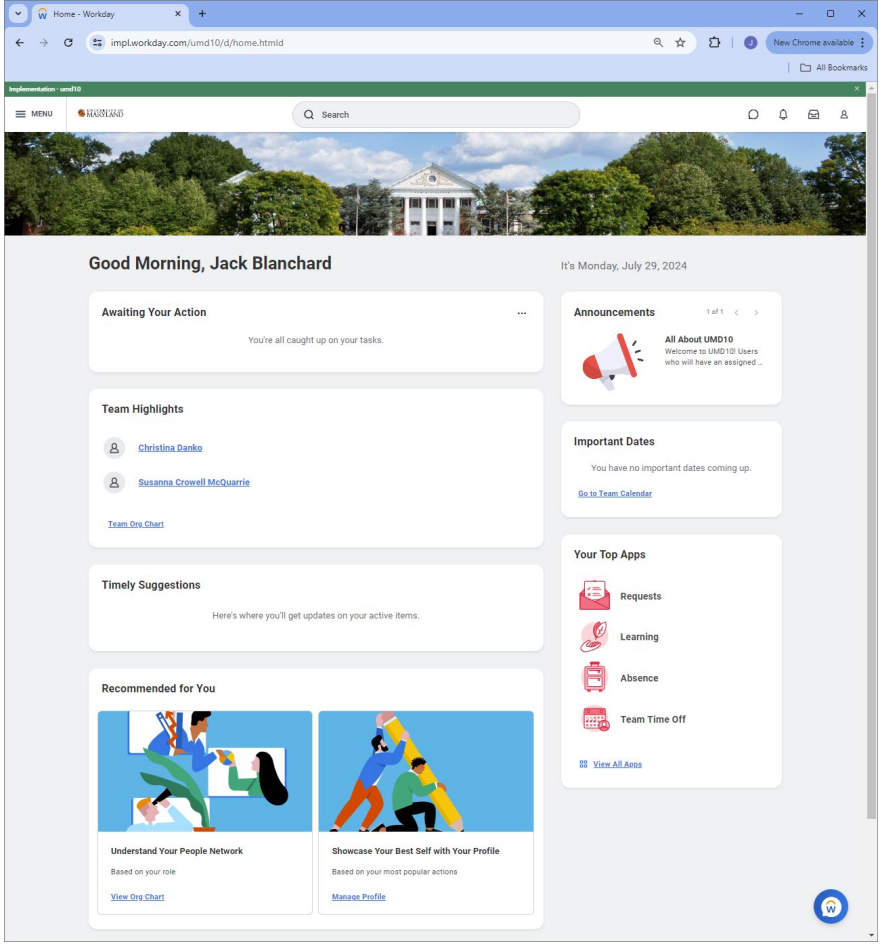


Early Access to Workday Readiness Tenant (sandbox or practice tenant).

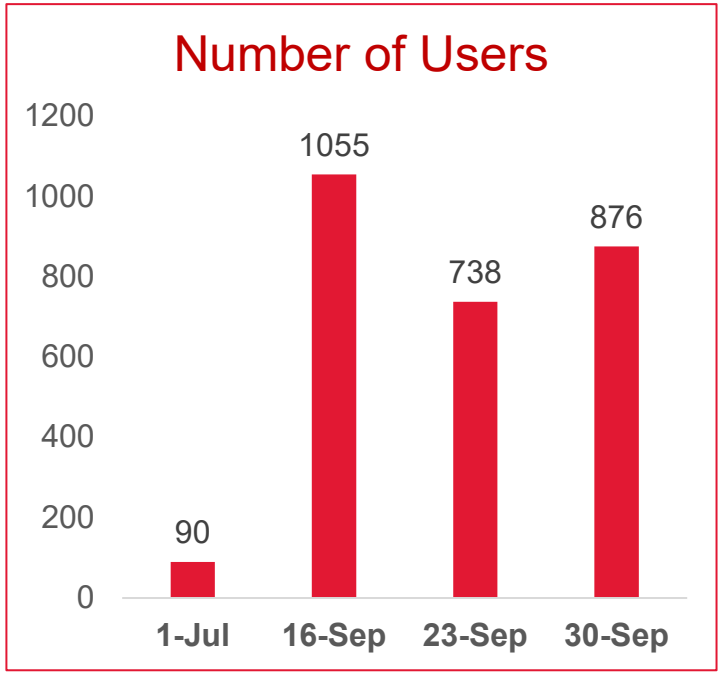
PIT Crew members and users with recommended HCM and FIN courses (approx 2,900 users) have had access since summer 2023.

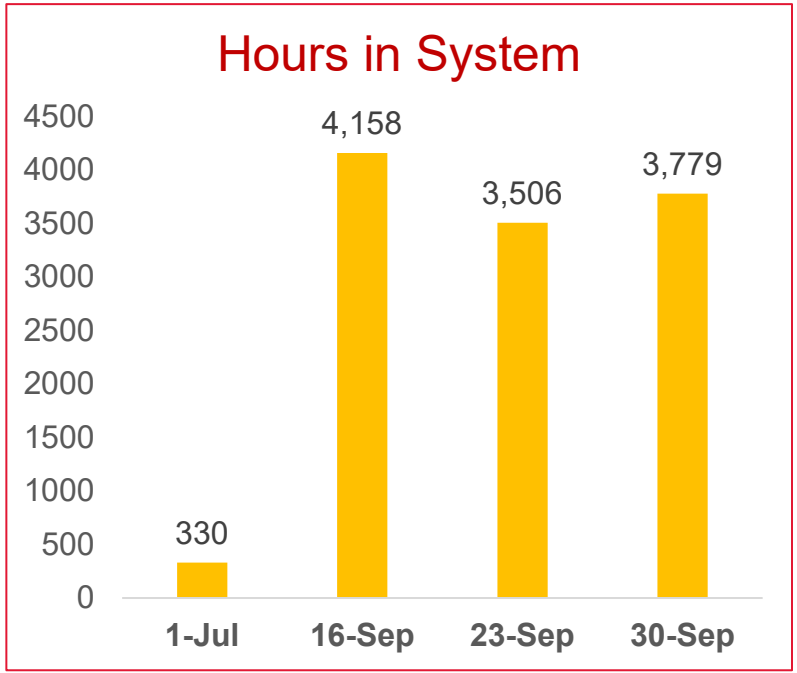
Additional “Manager role” users added in August, 2024.

Includes real data from PHR and KFS.



Engagement with Workday Practice Tenant





Unit Workshops

In person sessions to build knowledge around end-to-end processes in Workday

- HCM = 6 hours
- Finance = 4 hours

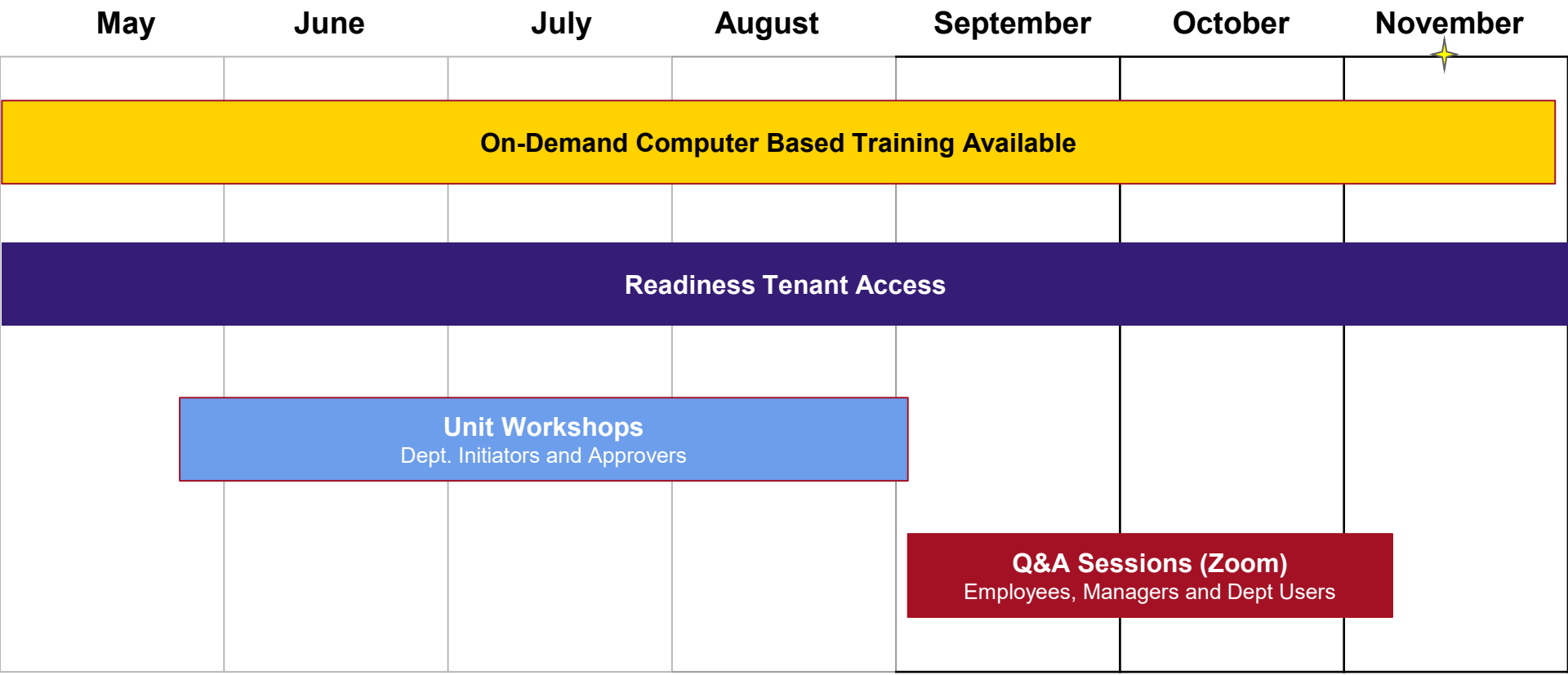
Held from May through September
For every college, division and campus

- 48 sessions
- 762 attendees

Q&A Sessions in September

- Give users an opportunity to practice in Workday prior to Go Live
- Provide a user-friendly environment for end users to ask process-related questions
- Increase end users' level of comfort and confidence with navigating and completing tasks in Workday

Elevate Training through November

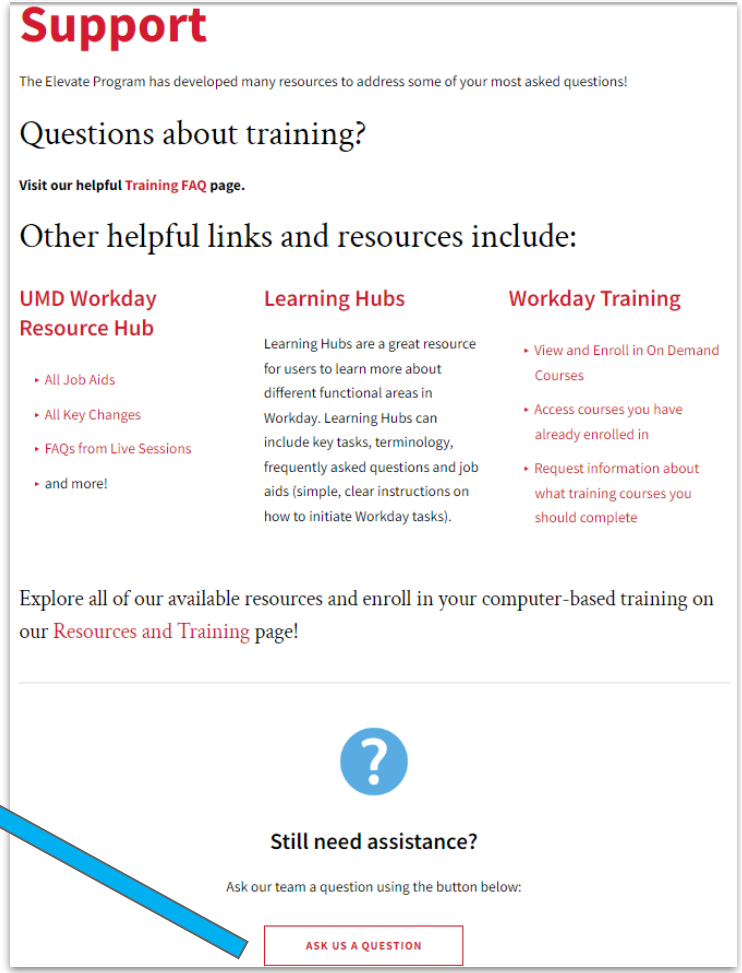


Support

Support & New *'Ask A Question'* Resource

The *Ask Us a Question* webform now brings users to a **support.umd.edu case form**.

Questions submitted through this form will be routed to Workday Enterprise Services.



Understand that this will be Challenging.

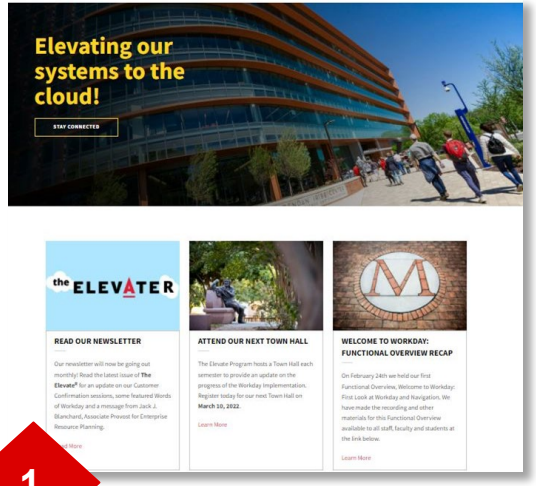
- This is a historic multi-institutional effort to completely transform and modernize our HR and Finance systems simultaneously.

- This effort will be **hard** and will create burdens on Staff and Faculty as they devote time to training before November 15 and then adjust to a new system after Go Live.

- We need to be **compassionate and understanding** as we **support one another** during this transition. Support for staff with increased training is especially important.

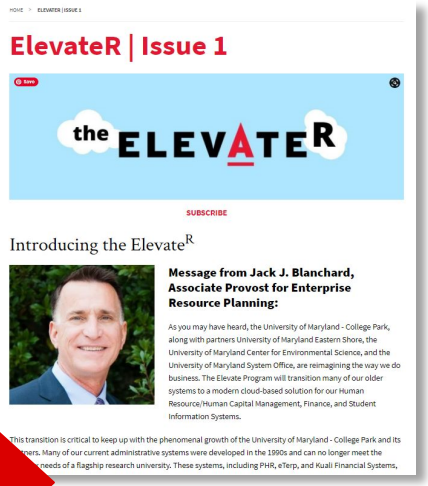
- There will undoubtedly be **bumps in the road** as we implement Workday. November 15 is not an end, but rather a beginning. Given the nature of such implementations we know that there will be things that need to be changed and improved as we learn the Workday technology and our new roles.

Stay Connected with Elevate



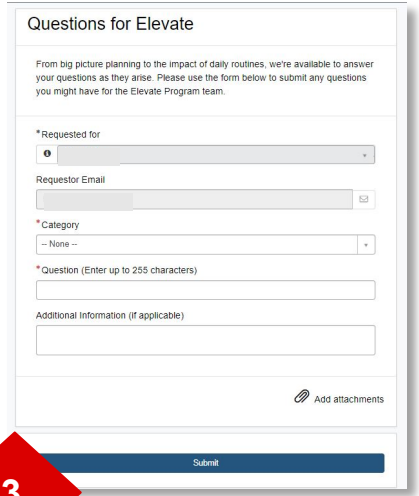
1

Visit our website:
elevate.umd.edu



2

Subscribe to our Newsletter:
go.umd.edu/elevatenews



3

Ask us a question:
elevate.umd.edu/contact

Agenda

5. New Business
6. Adjournment

Resolution

- Resolution to Support Inclusive and Caring Bereavement Leave for Faculty and Staff

Resolution

- **SUMMARY** A Resolution to call upon the University System of Maryland (USM) and the State of Maryland to better care for members of the University community experiencing bereavement and to be more inclusive of diverse bereavement needs in bereavement leave policies.

Resolution

- **WHEREAS** USM Policies II-2.30 §III.D.3 (Faculty) 1 and VII-7.45 §III.A.4 (Staff) 2 establish procedures for up to 3 days (5 days if traveling overnight) of sick and safe leave in the event of the death of a "close relative," defined narrowly as a "a spouse, child, stepchild, parent (or someone who took the place of a parent), mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, or other relative who permanently resided in the faculty member's household"; and
- **WHEREAS** the inaugural consolidated collective bargaining Memorandum of Understanding (MOU) between the USM and the American Federation of State, County & Municipal Employees (AFSCME) §13 designated up to 7 days (10 days if traveling overnight) of accrued leave for bereavement in the event of the death of a "close relative," narrowly defined as "spouse, child, step- child, foster child, mother, father (or someone who took the place of a parent), mother-in-law, father-in-law, grandparent of the employee or spouse, grandchild, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, or other relative who permanently resided in the employee household"; 3 and
- **WHEREAS** requiring employees to use sick and safe leave and/or accrued leave for bereavement may negatively impact newer employees or employees who have been unable to accrue leave to use for bereavement; and

Resolution

- **WHEREAS** an estimated 1,205,773 people in the U.S. have died due from COVID-19 pandemic as of September 28, 2024, 4 highlighting the need for compassionate systems of bereavement support in the face of ongoing, collective experiences of loss and grief; 5 and
- **WHEREAS** the share of people living with “traditional” family models dropped from 67% in 1970 to 37% in 2021, 6 while the number of people living in multigenerational households doubled during the same timespan, 7 increasing the likelihood that individuals are in close relationships with people who fall outside narrow “close relative definitions.”
- **WHEREAS** narrow definitions of “close relative” may disproportionately harm people from marginalized communities, especially for LGBTQ+ communities who may rely on “chosen” or “found” family for support 8 and communities of color who may rely on more extended kinship ties for support; 9 and

Resolution

- **WHEREAS** 3-5 days of leave (as is policy for Faculty) is insufficient for people who must travel long distances for bereavement and whose cultural practices around bereavement require a longer period of mourning; 10 and
- **WHEREAS** failing to support members of our community appropriately in the bereavement process can impact their longer-term health (e.g., contribute to complicated grief/prolonged grief disorder); and
- **WHEREAS** the UMD Strategic Plan articulates the institution's commitment to being a "connected, coordinated, and effective community of care that supports the success and well-being of students, faculty, and staff."

Resolution

- **THEREFORE, BE IT RESOLVED THAT** the University Senate of the University of Maryland calls upon the USM and the State of Maryland to adopt revisions to the bereavement leave policies and/or engage in future collective bargaining negotiations, as applicable, to center considerations of care, inclusion, and justice for all State employees; and
- **BE IT FURTHER RESOLVED THAT** these policies should provide bereavement leave separately from sick and safe leave or accrued leave; and
- **BE IT FURTHER RESOLVED THAT** these policies should remove the strict definition of “close relative” and provide more days of leave for bereavement, with a minimum of one full week and additional days for related travel; and

Resolution

- **BE IT FURTHER RESOLVED THAT** these policy revisions should provide for a process to obtain additional leave on a case-by-case basis, including after the initial period of loss, as grieving is not a linear process and feelings around bereavement may come up at different points beyond the initial loss; 11 and
- **BE IT FURTHER RESOLVED THAT** the University Senate of the University of Maryland calls upon the University administration to advocate for these changes in collaboration with relevant stakeholders across system institutions and State entities.

Resolution to Support Inclusive and Caring Bereavement Leave for Faculty and Staff

1. In Favor - 92
2. Opposed - 14
3. Abstain - 9

Motion to Recommit CTAC

1. In Favor - 73
2. Opposed - 11
3. Abstain - 26

Thank you for attending!

McKELDIN LIBRARY
ARMO