

QHCM Project Updates

CAs & Payroll Reps Readiness Workshop

November 20, 2025

Workshop Agenda

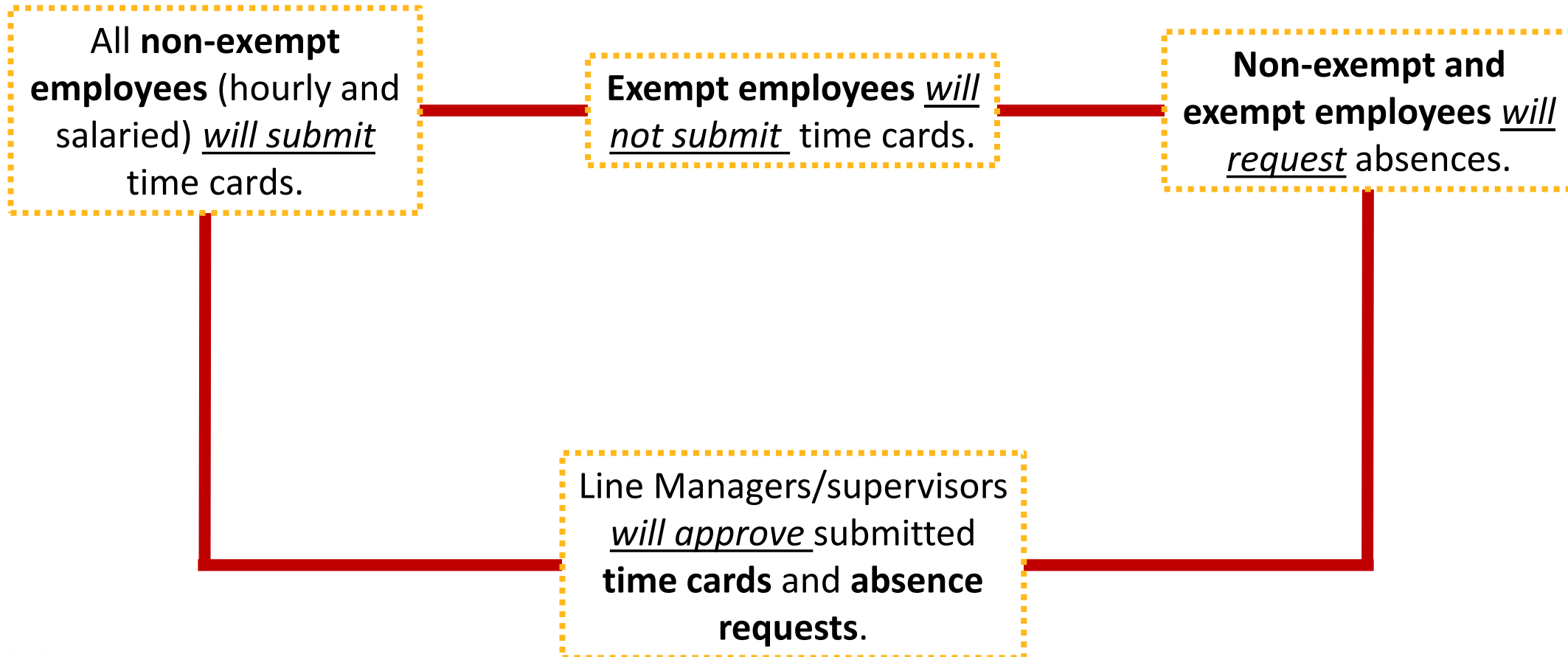
1. Key Changes in Quantum One (*Glenda*)
2. Labor Distribution & Individual Compensation Plans (*Luke/Emily*)
3. Cutover Tasks & Deadlines (*Luke*)
4. Quantum One Training & Support (*Laura/Kelly*)
5. Go-Live Preparations (*Beth*)

School/Admin Unit Payroll Reps

Key Responsibilities in Quantum One

- ✓ Manage time cards (known now as timesheets) and payroll details for workers within their designated departments.
- ✓ Review and validate time cards and absences to verify accuracy in payroll calculations.
- ✓ Submit Individual Compensation Plans (ICPs) directly in Quantum One.
- ✓ Submit Payroll Adjustment Forms by initiating a Journey in Quantum One.

Time & Absence Key Changes



Pay Actions & Labor Schedules Key Changes

Additional and Supplemental Pay Actions in Quantum One

- Examples of ICP pay actions include moving expenses, bonuses, final leave payouts, etc.
- Approvals will move out of emails and occur directly in Quantum One.
- Departments will complete/sign applicable paper form and submit to their Payroll Rep.
 - A copy of the paper form must be attached to the ICP in Quantum One.
- HR Reps will enter ICPs for Adjunct pay actions and submit for approval.
- Payroll Reps will enter ICPs for all other employees' pay actions such as supplemental, moving expenses, bonuses, etc.
- Once ICPs are entered and approved in the system, they will automatically load into payroll without manual intervention.

Labor Schedules in Quantum One

- EFPs in eUMB HRMS will be replaced by Labor Schedules.
- LD Admin (known today as Commitment Accounting users) will enter Labor Schedules.

Labor Distribution & ICPs

Individual Compensation Plans (ICPs)

Individual Compensation Plans (ICPs) are tailored to an employee's compensation and aligns pay and incentives with the unique role, responsibilities, and performance of an individual.

ICP eligibility is based on the assignment category/union participation of an employee (*type of employee*). They are customized to reflect specific contributions, qualifications, and goals of a single employee.

Additional and supplemental pay actions will be replaced by ICPs in Quantum One, which will be entered into the system by School/Admin Unit Payroll Reps.

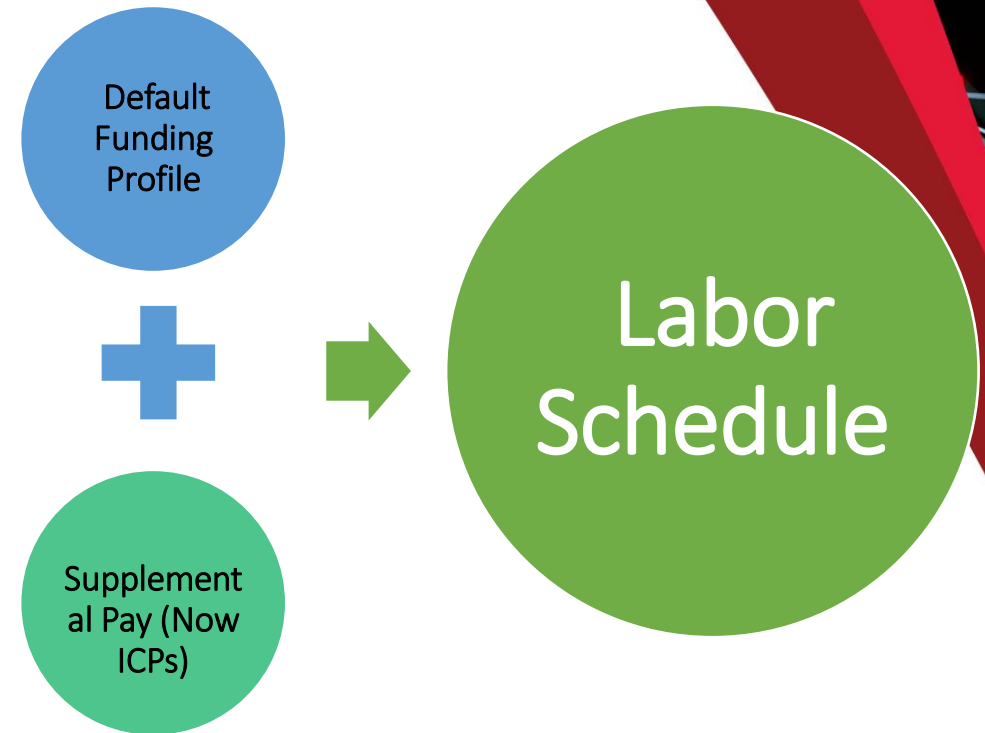
ICPs are grouped together to assist School/Admin Unit Payroll Reps in identifying the appropriate pay option for specific employee situations. ICP groupings are outlined below:

- Adjunct & Exempt C1
- Executive
- Expat Allowances
- Faculty
- Faculty Supplemental Pay
- Final Payouts
- Graduate Assistants
- Miscellaneous
- Multiple Eligibilities
- Multiple Tax Periods
- NRA
- Staff
- Union

Labor Distribution Changes

ePAF and Payroll Adjustment forms for Supplemental payments will be replaced by ICPs in Quantum One. Many ICPs require that a labor schedule also be created, but that is optional.

Any supplemental pay ICP without a labor schedule will use default funding for the employee's regular pay for the dates indicated.



When an ICP (Individual Compensation Plan) is created, there's an option to provide a different labor schedule, if applicable. This allows the cost distribution from the Project or SOAPF account to follow a different distribution than the employee's regular pay.

Labor Distribution & ICPs Live Demos

- ✓ Create new ICP
- ✓ Complete and attach ICP Labor Distribution Form
- ✓ Submit ICP for approval
- ✓ Add relevant Labor Schedule directly into Labor Distribution
- ✓ Approval Processes – Current and 90-Day Retro Submissions (including SPAC webform)
- ✓ Use reports to validate accuracy and catch errors in Labor Schedules from ICPs

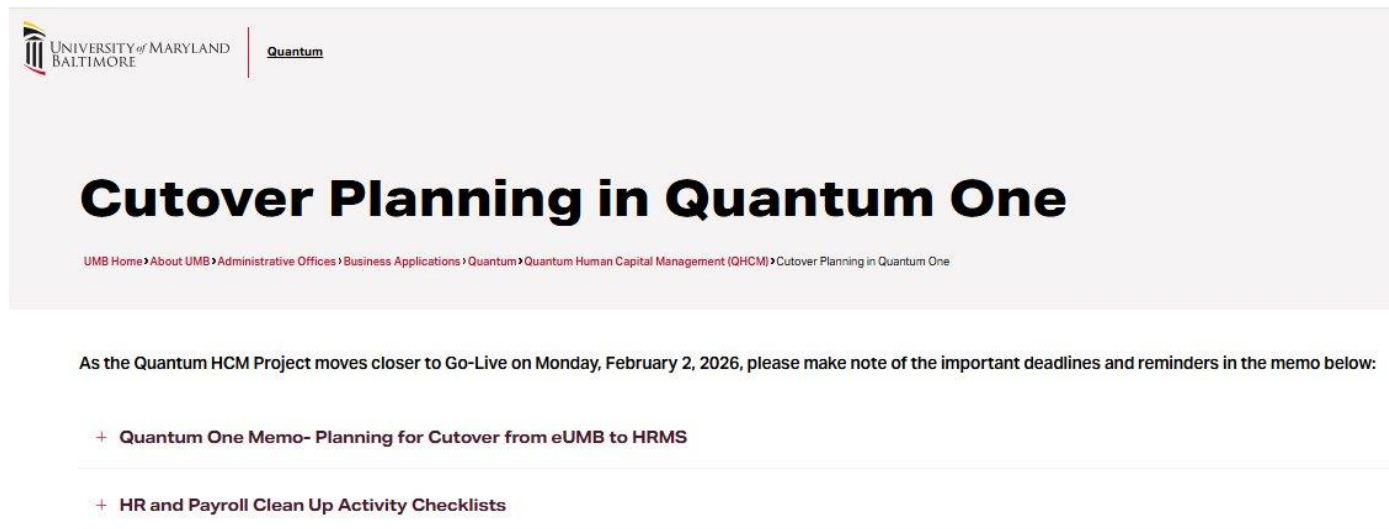
Training materials (guided tutorials, quick reference guides, video tutorials, etc.) for each of these processes are available in Percipio now and will be available after Go-Live.

Cutover Tasks & Deadlines

Cutover from eUMB HRMS to Quantum One

As the **Quantum HCM Project** moves closer to **Go-Live on Monday, Feb. 2, 2026**, important deadlines and reminders will continue to be posted on the QHCM Project Website.

See details here → [Cutover Planning in Quantum One](#)



The screenshot shows a web page from the University of Maryland Baltimore. At the top left is the university's logo. To its right is a navigation link labeled 'Quantum'. The main heading of the page is 'Cutover Planning in Quantum One'. Below this heading is a breadcrumb trail: 'UMB Home > About UMB > Administrative Offices > Business Applications > Quantum > Quantum Human Capital Management (QHCM) > Cutover Planning in Quantum One'. The body of the page contains a paragraph: 'As the Quantum HCM Project moves closer to Go-Live on Monday, February 2, 2026, please make note of the important deadlines and reminders in the memo below:'. Below this paragraph are two expandable sections, each indicated by a plus sign icon. The first section is titled 'Quantum One Memo- Planning for Cutover from eUMB to HRMS'. The second section is titled 'HR and Payroll Clean Up Activity Checklists'.

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Quantum

Cutover Planning in Quantum One

UMB Home > About UMB > Administrative Offices > Business Applications > Quantum > Quantum Human Capital Management (QHCM) > Cutover Planning in Quantum One

As the Quantum HCM Project moves closer to Go-Live on Monday, February 2, 2026, please make note of the important deadlines and reminders in the memo below:

- + Quantum One Memo- Planning for Cutover from eUMB to HRMS
- + HR and Payroll Clean Up Activity Checklists

Calendar of Quantum One Cutover Activities and Deadlines

November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
						A eUMB HRMS Clean Up (Ongoing until Jan. 10)
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
					B Last Day to Submit Compensation Requests	
23/30	24	25	26	27	28	29

Calendar of Quantum One Cutover Activities and Deadlines

December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	<div>A</div> eUMB HRMS Clean Up (Ongoing until Jan. 10)					
7	8	9	10	11	12	13
				<div>C</div> Last Day to Submit ePAFs by Campus Users		
14	15	16	17	18	19	20
	<div>D</div> Last Legacy Onboarding Session			<div>F</div> Last Day for Compensation to Approve ePAFs		
<div>E</div>	Hiring Pause					
	<div>G</div>	HRSC Executes ePAF Transactions				
21	22	23	24	25	26	27
<div>G</div>	HRSC Executes ePAF Transactions					
<div>E</div>	Hiring Pause					
28	29	30	31			
<div>E</div>	Hiring Pause					

Calendar of Quantum One Cutover Activities and Deadlines

January 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				E	Hiring Pause	
4	5	6	7	8	9	10
				K		A
				Last Day to Submit Job Reqs. in Taleo		Last day to complete eUMB HRMS Clean Up
				H		Last Day to Submit Self Service Changes in HRMS
E Hiring Pause						
11	12	13	14	15	16	17
Conversion Effective Date		L		Last Day to Submit Payroll Adjust. Forms for PP 26-15		
E Hiring Pause						
18	19	20	21	22	23	24
			I	J	Time and Absence Freeze in eUMB HRMS	
			#26-14 Time Card Submission/Approval in eUMB HRMS			
E Hiring Pause						

JANUARY/FEBRUARY CONTINUED ON NEXT SLIDE

Calendar of Quantum One Cutover Activities and Deadlines

January / February 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	31
N Quantum One Production Setup						
E Hiring Pause						
J Time and Absence Freeze in eUMB HRMS						
1 - February	2	3	4	5	6	7
N Quantum One Production Setup						
J Time/Absence Freeze						
E Hiring Pause						

M Last Day to Submit Payroll Adjust. Forms for PP 26-16



Q Go-Live!

O First Day to Create Job Reqs. In QHCM

P ORC Career Site Links Go-Live

R #26-15 Time Card Submission / Approval in QHCM

S Absence Submissions / Approval and Adjustments in QHCM

Quantum One Training & Support



QUANTUM ONE UMB HCM AND FINANCE SYSTEM

DON'T DELAY - GET **QUANTUM ONE** TRAINED TODAY!



Training Available in Percipio

All Quantum One training materials, such as self-paced content and instructor-led courses, are available now in Percipio's "My Learning" section.



Jan. 15, 2026 Deadline

Completing required, assigned training by Jan. 15, 2026 will guarantee your user access to Quantum One on Feb. 2, 2026 - Go-Live Day!



Continued Training Support

Quantum One training will continue after the Jan. 15 deadline and Feb. 2 Go-Live Day. All self-paced materials will remain available in Percipio under "My Learning".

Learn more here: [Welcome to Quantum One Go-Live Training Video](#)

School/Admin Unit Payroll Reps Required Training

Audience/Actor Role: School/Admin Unit Payroll Representatives (Payroll Reps)

Time to Complete: 8 hrs
Time may vary based on trainee’s desired pace.

Training Attributes:

- ✓ Online
- ✓ Self-paced & Instructor-Led
- ✓ Assigned to all School/Admin Unit Payroll Reps
- ✓ Accessed through Percipio’s “My Learning”

Access Link:
[Quantum One School/Unit Admin Payroll Representative Journey](#)

Training Requirements for Security Access:
Payroll Representatives must complete all required training in Percipio by Jan. 15, 2026 to receive access to Quantum One for payroll tasks on Feb. 2, 2026.

Training completed **after Jan. 15** will not guarantee system access when Quantum One goes live on **Feb. 2**. However, all required training should still be completed as soon as possible.



Quantum One Learning Journey Curriculum

Title	Type	Length	Completed?
Introduction to Position Mgmt. In Quantum One	Video	15 mins 23 secs	<input type="checkbox"/>
Understanding Position Management	Quick Reference Guide	5 mins	<input type="checkbox"/>
Introduction to Onboarding and Offboarding Journeys in Quantum One	Video	7 mins 38 secs	<input type="checkbox"/>
Onboarding an Employee (New)	Step-by-Step Tutorial	10 mins	<input type="checkbox"/>
Completing the Offboarding Journey: Resignation	Step-by-Step Tutorial	8 mins 55 secs	<input type="checkbox"/>
Completing the Offboarding Journey: Termination	Step-by-Step Tutorial	4 mins 29 secs	<input type="checkbox"/>
Introduction to Time Mgmt. In Quantum One	Video	6 mins	<input type="checkbox"/>
Introduction to Absence Requesting In Quantum One	Video	7 mins 55 secs	<input type="checkbox"/>
Approving and Rejecting Absence Requests	Step-by-Step Tutorial	7 mins	<input type="checkbox"/>



School/Admin Unit Payroll Reps Required Training (Continued)

Audience/Actor Role: School/Admin Unit Payroll Reps

Time to Complete: 8 hrs
Time may vary based on trainee’s desired pace.

Training Attributes:

- ✓ Online
- ✓ Self-paced & Instructor-Led
- ✓ Assigned to all School/Admin Unit Payroll Reps
- ✓ Accessed through Percipio’s “My Learning”

Access Link:

[Quantum One School/Unit Admin Payroll Representative Journey](#)

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Quantum One Learning Journey Curriculum

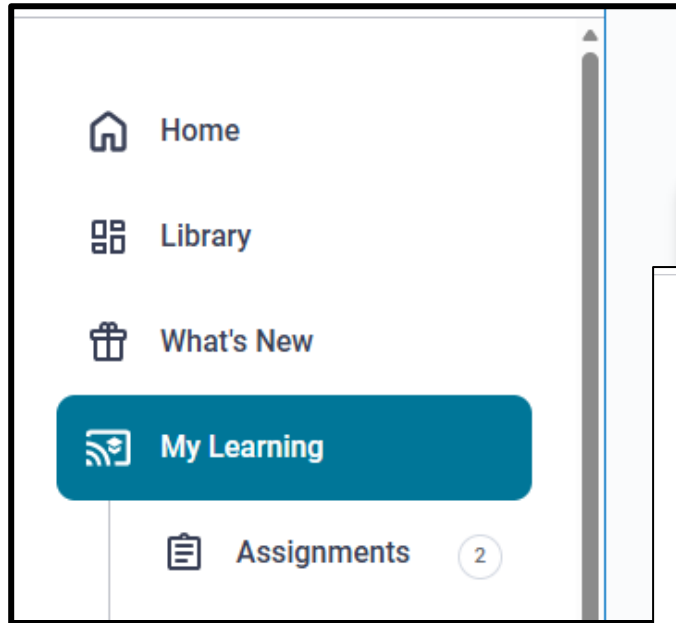
Title	Type	Length	Completed?
Introduction to Core HR In Quantum One	Video	9 mins 10 secs	<input type="checkbox"/>
Understanding Area of Responsibility in Quantum One	Video	7 mins 15 secs	<input type="checkbox"/>
Approving and Rejecting Workflow Requests	Step-by-Step Tutorial	7 mins	<input type="checkbox"/>
Changing Working Hours (FTE/GFT Changes)	Step-by-Step Tutorial	10 3 mins	<input type="checkbox"/>
HCM Workflow Statuses And Actions in Quantum One	Quick Reference Guide	5 mins	<input type="checkbox"/>
Introduction to Compensation In Quantum One	Video	16 mins 37 secs	<input type="checkbox"/>
Compensation: Understanding ICPs	Instructor-Led Class	2 hrs	<input type="checkbox"/>
Introduction to Payroll In Quantum One	Video	11 mins 4 secs	<input type="checkbox"/>
Payroll Activities	Instructor-Led Class	2 hrs	<input type="checkbox"/>

Note: Instructor-led classes for **Payroll Activities** are only offered in December. Registration now open in Percipio.



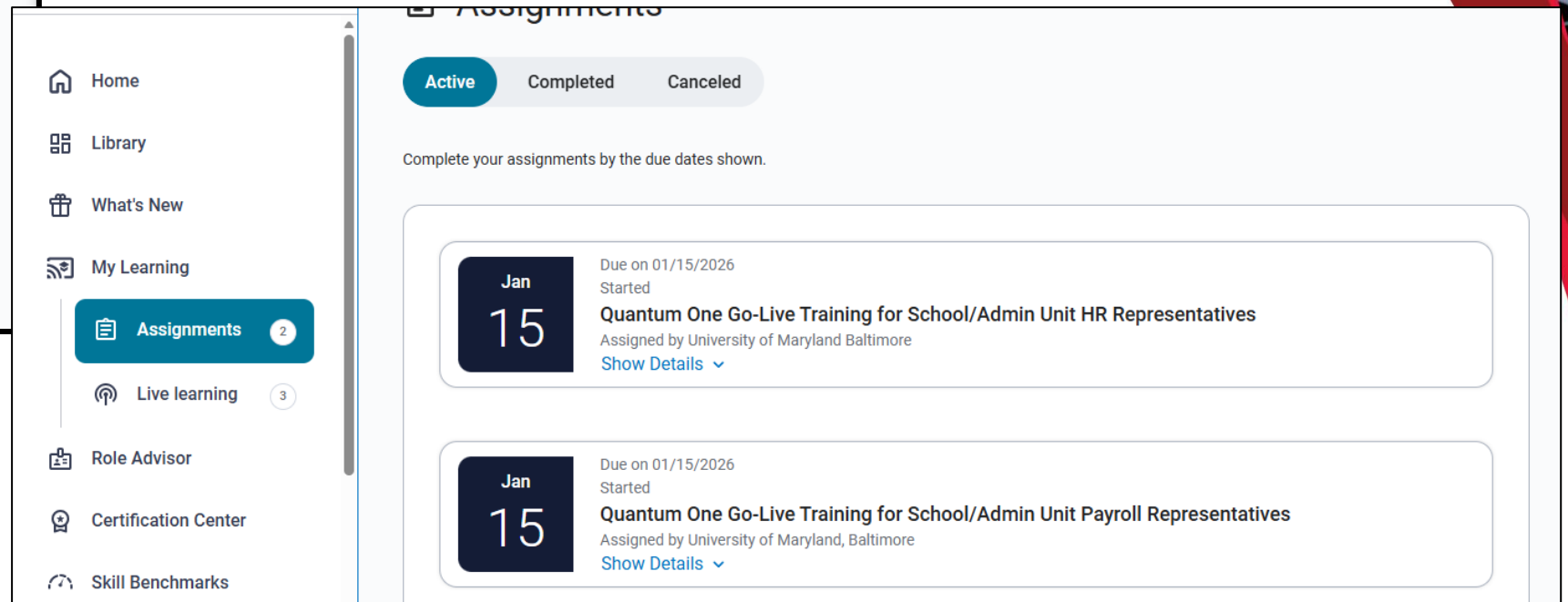
Percipio Learning Library

To access your assigned training, go to www.umaryland.Percipio.com



First, click **My Learning**.

Then, click **Assignments** to find your assigned learning journeys.



Navigating Your Quantum One Training

Tailored to Your Training Needs

Journeys are built based on system security access and responsibilities. You may have more than one journey.

Required Training

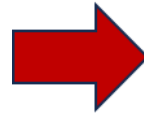
Complete all content in the Syllabus section to receive your security access at Go-Live. Once the content in the syllabus is complete, the journey is considered complete, and you may download a certificate.

Optional Resources

Content in the optional resource section are not required for your security access but may be relevant to your job duties and are strongly recommended.

Training Format

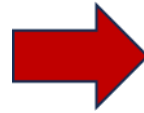
Your journey contains a mix of self-paced content and instructor-led courses. You [must register](#) for the instructor-led sessions. Review your journey early and register for all required session to secure your preferred schedule.



Syllabus
10 Items (3h 28m 38s)

Position Management
This track contains content regarding Position Management in Quantum One. You will find courses that are both self-paced and instructor-led and should complete the courses in the order they appear. Each course builds upon the content of the previous one.
2 Items (2h 15m 23s)
Track not started

Recruiting
This track contains content related to the recruiting functionality in Quantum One and is designed to help you understand the recruiting processes in place for managing positions, job requisitions and candidates. The content is both self-paced and instructor-led.
1 Item (15m 19s)
Track not started



LIVE COURSE
2h | ILT

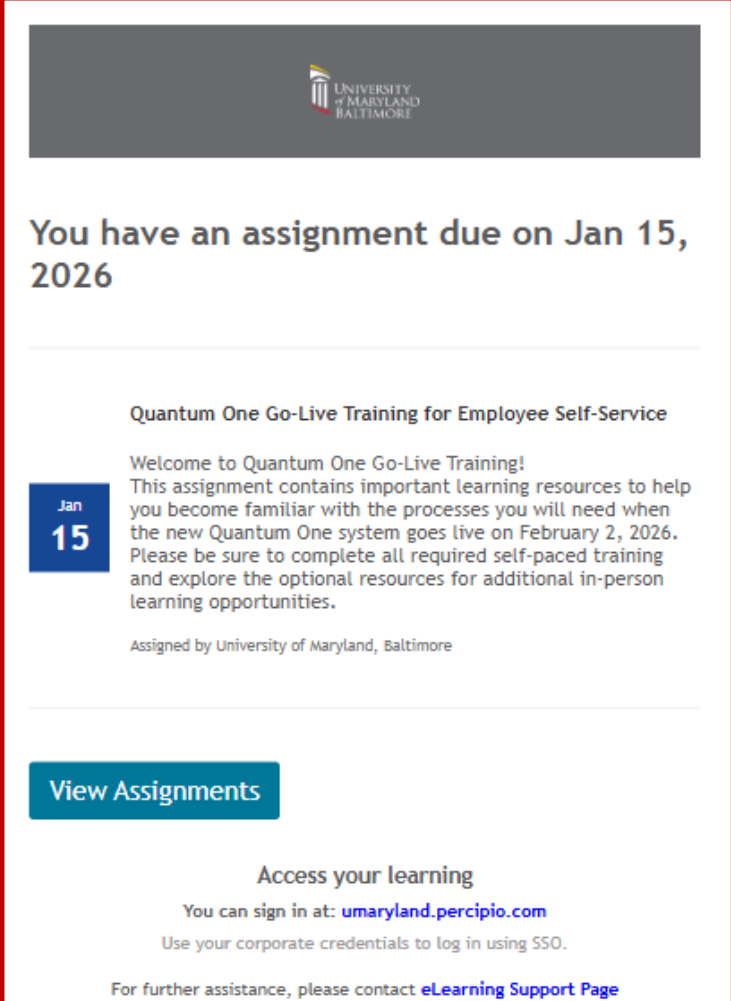
Instructor Led Training

REGISTRATION REQUIRED - Position Management: Searching and Editing Positions
This instructor-led course provides hands-on practice in searching for and editing positions in Quantum One.
You will practice: ...
View More

Not Started
[Learn more & Register](#)

Go-Live Training and Security Access

- In-person training is going on now through the first two weeks of December. After the holiday break, **Quantum One** training will resume.
- All required training (self-paced and instructor-led) must be completed **by Jan. 15, 2026** to ensure users receive security access in Quantum One on Feb. 2, 2026 -- Go-Live day.
- Users will receive email notifications, completion/due date reminders, and notifications on Percipio's homepage when they log in to Percipio about their assigned training.



The screenshot shows an email notification from the University of Maryland, Baltimore. At the top is the university's logo. The main heading reads "You have an assignment due on Jan 15, 2026". Below this, the assignment is titled "Quantum One Go-Live Training for Employee Self-Service". A date badge for "Jan 15" is displayed. The body text welcomes the user to the training, stating it contains resources for the new Quantum One system going live on February 2, 2026, and urges completion of self-paced training. It is signed "Assigned by University of Maryland, Baltimore". A blue button labeled "View Assignments" is present. At the bottom, it says "Access your learning" and provides the sign-in URL "umaryland.percipio.com", along with a note to use corporate credentials. A footer link points to the "eLearning Support Page".

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You have an assignment due on Jan 15, 2026

Quantum One Go-Live Training for Employee Self-Service

Jan 15

Welcome to Quantum One Go-Live Training!
This assignment contains important learning resources to help you become familiar with the processes you will need when the new Quantum One system goes live on February 2, 2026. Please be sure to complete all required self-paced training and explore the optional resources for additional in-person learning opportunities.

Assigned by University of Maryland, Baltimore

[View Assignments](#)

Access your learning
You can sign in at: umaryland.percipio.com
Use your corporate credentials to log in using SSO.

For further assistance, please contact [eLearning Support Page](#)

Obtaining Your System Access: Last Steps

When Your Syllabus Content is Completed...

1. Download Your Certificate

Your certificate can be found in the top right-hand corner of your journey. Download it to your computer.

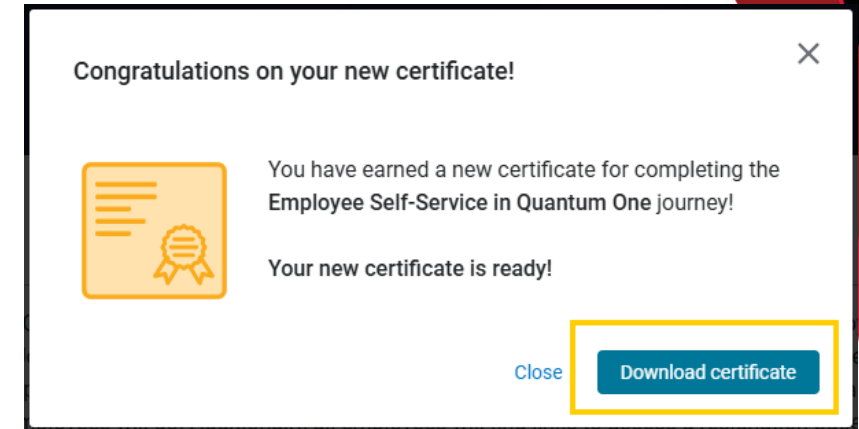
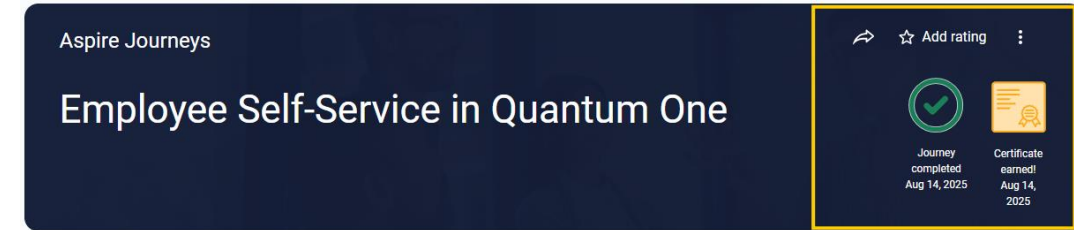
2. Send Your Certificate to Your Department's Security Admin (DSA)

Email your saved certificate to your Department's Security Admin. They will verify your training completion and submit a request for your security access in the new system.

Contact your Change Champion to find out who your DSA is if you are unsure. All Change Champions are listed here: [QHCM Change Champions - Quantum](#)

3. Ongoing Access

Though your required training is complete, you may return to your journey at any time to reference your training materials as needed.



Support After **Quantum One** Go-Live

- ✓ Access your Learning Journey in Percipio and use the training materials any time
→ <https://umaryland.percipio.com/>
- ✓ Use **Lexi**, the **Oracle Guided Learning Tool** (on-screen widget)
- ✓ Use **Sara**, the **Oracle's Digital Assistance chat bot** that uses artificial intelligence (on-screen widget)
- ✓ Come to **Quantum One Office Hours** and bring your regular work
- ✓ Leverage a Change Champion/SME (subject matter expert) in your department
- ✓ Put in a help desk ticket (*more to come!*)

Go-Live Preparations

Get Ready Quantum One Go-Live



Complete Required Training in Percipio by Jan 15 – *Required for system access on Feb 2*

- Register for a Payroll Activities Instructor-Led Class: 7 virtual sessions available Dec 1 – Dec 11
- Self-Paced Materials: Complete all 16 activities



Stay Informed

- Visit QHCM Project Website regularly for updates
- Listen/watch for updates in department meetings/communications



Know Your Support Network

- Identify your QHCM Project Change Champion(s) and SME(s) for system/business process questions
- Unsure who they are? Go to the QHCM Project Website and click “QHCM” then “Our Team” in menu on the right.



Questions about Quantum One?

- Before Go-Live – email quantum@umaryland.edu
- After Go-Live – support available via multiple methods