

To: UMB HR Partners and Payroll Reps

From: Malika Monger, Chief Human Resources Officer and Associate Vice President
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Subject: Planning for Cutover from eUMB HRMS to Quantum One

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As the Quantum HCM Project moves closer to **Go-Live on Monday, October 27, 2025**, there are several deadlines and reminders which you should be aware of to help you plan for the transition from the existing HR and Payroll systems (eUMB HRMS, Taleo) to our new integrated system, which will be called **Quantum One**. A brief description of each cutover activity is provided below, along with a summary schedule of deadlines in chronological order. Please share these details with those in your schools and departments who need to know and mark your calendars with these important dates. Questions should be directed to QHCM Project Directors, Chiradeep Mukherjee (cmukherjee@umaryland.edu) or Stacy Long (stacy.long@umaryland.edu). Note: All dates below are in 2025.

A. Data Cleanup

It is important that information carried forward into Quantum One is as accurate as possible. Continue eUMB HRMS data cleanup activities through **October 4**. Suggested HR and Payroll Clean Up Activity Checklists are available on the QHCM Project [website](#).

B. eUMB HRMS Critical Deadlines

1. Timesheets and Absences

eUMB HRMS will be available for self-service changes through **October 4**. Department payroll reps must clear all outstanding timesheets on the ETS Statistics page by that date. After October 4, users will only have access to eUMB HRMS to submit and approve timesheets for pay period (PP) 26-07 (9/22/25 – 10/4/25) or prior, which must be completed by **October 15**. Effective **October 16**, users will no longer have access to submit or approve timesheets in eUMB HRMS.

IMPORTANT NOTES:

- Employees will not be able to submit timesheets in eUMB HRMS past PP 26-07.
- Time worked (non-exempt and hourly employees only) and absences (leave) taken between **October 5 and October 26** must be tracked outside the system for later entry into Quantum One. Suggested templates for capturing time and absence activity during this period are

available on the QHCM Project [website](#). Please note that no pay cycles will be skipped during the transition and Quantum One will be available before the submission date for PP 26-08 and 26-09 timecards.

2. Payroll Adjustment Forms

The last payroll to be processed in eUMB HRMS will be PP 26-08 (earnings from 10/5/25 – 10/18/25, which includes timesheet exceptions from PP 26-07). All payroll adjustment forms for that cycle are due by **October 8**, following current payroll calendar dates.

Payroll for PP 26-09 (10/19/25 – 11/1/25) will be the first payroll processed in Quantum One. Payroll adjustment forms for that cycle will be processed on a limited basis and accepted up to **October 23**, as needed. The gross payroll file will be sent to CPB on **October 31**, per schedule. Please work with OOTC – Payroll Services for any payroll issues encountered during that processing cycle.

C. Quantum One Critical Deadlines

1. Go-Live and Catch-Up Submissions – Timecards and Absences

After go-live on **October 27**, only non-exempt and hourly employees will be required to complete timecards. Submissions for PP 26-08 (10/5/25 – 10/18/25) must begin **October 27** and must be completed and approved by **October 29**. There are just **three days** to complete this submission and approval process.

Please ensure all hourly employee timecards (14,14W, 16,16W, 31T) are fully entered and approved in the system to ensure they are paid on schedule.

Absences taken and tracked outside the system must be entered into Quantum One beginning **October 27**. All absences must be recorded to ensure correct balances and proper validations.

IMPORTANT NOTES:

- Non-exempt and hourly employees will enter timecards for PP 26-08 (10/5/25 - 10/18/25) in Quantum One beginning **October 27**. **Submission and approval must be completed by October 29. There are just three days to complete this process. Hourly employees' timecards must be entered and approved within this timeframe to ensure they are paid on time.**
- All absences tracked outside the system must be entered and approved in Quantum One beginning **October 27**.
- Office Hours will be scheduled on October 27 – October 29 to assist with hourly and non-exempt employee timecard entry and approval, and absence submissions. Location and times will be announced closer to go-live.

2. Recruiting - Taleo

The last day to submit job requisitions in Taleo is **October 17**. Recruitments initiated in Taleo will remain active during the cutover period, but there will be a **hiring freeze** from **September 23 through November 1**. Anyone not hired prior to September 23 will have to be hired in Quantum One starting October 27. Taleo will be available for a period of time post go-live so that all recruitments can be dispositioned. Data will not be migrated from Taleo to Quantum One. Candidates who apply via Taleo will need to reapply in Quantum One only if they are chosen to be hired.

3. Onboarding

Onboarding sessions will be paused during the temporary hiring freeze. The **last Onboarding session** prior to the hiring freeze will be on Monday, **September 22**. The **first Onboarding session** post go-live will be on Monday, **November 3**.

4. Compensation and ePAFs

The last day to submit compensation requests, such as equity review requests, reevaluation requests, and out-of-state work approvals, is **August 29**. The eUMB HRMS ePAF process will end when we transition to Quantum One. The last day to submit an ePAF is **September 18**. The last day for Compensation to approve ePAFs is **September 25**. The HR Service Center will execute ePAF transactions between **September 22 and September 29**. The latest HR Action Effective Date for ePAFs submitted by the September 18 deadline is **October 5**.

Both compensation and ePAF requests not submitted by their respective deadlines will have to be submitted in Quantum One beginning **October 27**.

D. Quantum Production Freeze

Quantum Financials will be **unavailable** for normal processing from **October 18 through October 26** as the new and existing Quantum systems are integrated. Normal processing for all of Quantum One will **resume on October 27**. Quantum Analytics will remain open for most of the week and be available for reporting purposes during this time but will not receive any loads from Quantum Financials during the production freeze period.

Summary Schedule of Cutover Activities and Deadlines

| Cutover Activity Description | Effective Dates (in 2025) |
|---|----------------------------------|
| eUMB HRMS Clean Up Activities | Current – October 4 |
| Last Day for End Users to Submit Compensation Requests (Requests received after 8/29 will be effective 11/2 following Go-Live) | August 29 |
| Last Day for End Users to Submit ePAFs | September 18 |
| Last Legacy Onboarding Session (Onboarding will resume on 11/3) | September 22 |
| HRSC Executes ePAF Transactions | September 22 – September 29 |
| Hiring Freeze (Taleo recruitments remain active) | September 23 – November 1 |
| Last Day for Compensation to Approve ePAFs | September 25 |
| Last Day to Submit Self-Service Changes in eUMB HRMS (including ETS Statistics page clean up) | October 4 |
| Latest HR Action Effective Date for ePafs submitted by 9/18 | October 5 |
| Last Day to Submit Payroll Adjustment Forms for PP 26-08 | October 8 |
| Last Day for Timesheet Submission and Approval in eUMB HRMS for PP 26-07 or prior | October 15 |
| Time and Absence Submission Freeze in eUMB HRMS (Timesheet submission and approval available until 10/15) | October 16 – October 26 |
| Last Day to Submit Job Requisitions in Taleo (Critical recruitments will follow an exception process) | October 17 |
| Quantum One Production Setup (Quantum Financials unavailable for normal processing) | October 18 – October 26 |
| Last Day to Submit Payroll Adjustment Forms for PP 26-09 | October 23 |
| Quantum One Go-Live! | October 27 |
| First Day to Submit Job Requisitions in Quantum One (Active Taleo job requisitions must be recreated) | October 27 |
| Recruitment Career Site Links Go-Live | October 27 |
| Timecard Submission and Approval in Quantum One for PP 26- 08 (Timecard submission office hours will be available for help) | October 27 – October 29 |
| Enter Absence Adjustments in Quantum One (must be completed prior to payroll processing – office hours will be available for help) | October 27 – October 29 |
| Onboarding Resumes | November 3 |