



To: UMB HR Partners and Payroll Reps

From: Malika Monger, Chief Human Resources Officer and Associate Vice President  
Alexandra Zouras-Wieneke, Assistant Vice President and University Controller

Subject: Updated Deadlines for Cutover from eUMB HRMS to Quantum One

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The Quantum HCM Project timeline has been extended since our previous memo, which directly affects the system's go-live date. The new go-live date for Quantum One will be **Monday, February 2, 2026**.

With the shift to the go-live date, the previously announced system cutover deadlines are no longer valid. This memo outlines the updated 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, **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](mailto:cmukherjee@umaryland.edu)) or Stacy Long ([stacy.long@umaryland.edu](mailto:stacy.long@umaryland.edu)).

## **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 **January 10**. 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 **January 10**. Department payroll reps must clear all outstanding timesheets on the ETS Statistics page by that date. After January

10, users will only have access to eUMB HRMS to submit and approve timesheets for pay period (PP) 26-14 (12/28/25 – 1/10/26) or prior, which must be completed by **January 21**. Effective **January 22**, users will no longer have access to submit or approve time sheets in eUMB HRMS.

**IMPORTANT NOTES:**

- Employees will not be able to submit timesheets in eUMB HRMS past PP 26-14.
- Time worked (non-exempt and hourly employees only), and absences (leave) taken between **January 11 and February 1** 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 26-15 and 26-16 timecards.

**2. Payroll Adjustment Forms**

The last payroll to be processed in eUMB HRMS will be PP 26-15 (earnings from 1/11/26 – 1/24/26), which includes timesheet exceptions from PP 26-14). All payroll adjustment forms for that cycle are due by **January 14**, following current payroll calendar dates.

Payroll for PP 26-16 (1/25/26 – 2/7/26) 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 **January 29**, as needed. The gross payroll file will be sent to CPB on **February 6**, 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 **February 2**, only non-exempt and hourly employees will be required to complete timecards. Submissions for PP 26-15 (1/11/26 – 1/24/26) must **begin February 2** and must be completed and approved by **February 4**. 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 **February 2**. All absences must be recorded to ensure correct balances and proper validations.

## **IMPORTANT NOTES:**

- Non-exempt and hourly employees will enter timecards for PP 26-15 (1/11/26 - 1/24/26) in Quantum One beginning **February 2. Submission and approval must be completed by February 4. There are just three days to complete this process. Hourly employees' timecards must be entered and approved within this time limit to ensure they are paid on time.**
- All absences tracked outside the system must be entered and approved in Quantum One beginning **February 2.**
- Office Hours will be scheduled February 2 – February 4 to assist with hourly and non-exempt employee timecard entry and approval, and absence submissions. Location and times will be published closer to go-live.

### **2. Recruiting - Taleo**

The last day to submit job requisitions in Taleo is **January 9**. Recruitments initiated in Taleo will remain active during the cutover period, but there will be a **hiring freeze** from **December 16 through February 8**. Anyone not hired prior to December 16 will have to be hired in Quantum One starting February 2. 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, December 15**. The **first Onboarding session** post go-live will be on **Monday, February 9**.

### **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 **November 21**. The eUMB HRMS ePAF process will end when we transition to Quantum One. The last day to submit an ePAF is **December 11**. The last day for Compensation to approve ePAFs is **December 18**. The HR Service Center will execute ePAF transactions between **December 15 and December 22**. The latest HR Action Effective Date for ePAFs submitted by the December 11 deadline is **January 11**.

Both compensation and ePAF requests not submitted by their respective deadlines will have to be submitted in Quantum One beginning **February 2**.

#### **D. Quantum Production Freeze**

**Quantum Financials** will be **unavailable** for normal processing from **January 24 through February 1** as the new and existing Quantum systems are integrated. Normal processing for all of Quantum One will **resume on February 2**. 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

<b>QHCM Cutover Activity Description</b>	<b>Effective Dates (in 2025 &amp; 2026)</b>
eUMB HRMS Clean Up Activities	Current – January 10
Last Day for End Users to Submit Compensation Requests (Requests received after 11/21 will be effective 2/2 following Go-Live)	November 21
Last Day for End Users to Submit ePAFs	December 11
Last Legacy Onboarding Session (Onboarding will resume on 2/9)	December 15
HRSC Executes ePAF Transactions	December 15 – December 22
Hiring Freeze (Taleo recruitments remain active)	December 16 – February 8
Last Day for Compensation to Approve ePAFs	December 18
Last Day to Submit Self-Service Changes in eUMB HRMS (including ETS Statistics page clean up)	January 10
Latest HR Action Effective Date for ePafs submitted by 11/21	January 11
Last Day to Submit Payroll Adjustment Forms for PP 26-15	January 14
Last Day for Timesheet Submission and Approval in eUMB HRMS for PP 26-14 for hourly and Non-Exempt	January 21
Time and Absence Submission Freeze in eUMB HRMS (Timesheet submission and approval available until 1/21)	January 22 – February 1
Last Day to Submit Job Requisitions in Taleo (Critical recruitments will follow an exception process)	January 9
Quantum One Production Setup (Quantum Financials unavailable for normal processing)	January 24 – February 1
Last Day to Submit Payroll Adjustment Forms for PP 26-16	January 29
Quantum One Go-Live!	February 2
First Day to Submit Job Requisitions in Quantum One (Active Taleo job requisitions must be recreated)	February 2
Recruitment Career Site Links Go-Live	February 2
Timecard Submission and Approval in Quantum One for PP 26-15 (Timecard submission office hours will be available for help)	February 2 – February 4
Enter Absence Adjustments in Quantum One (must be completed prior to payroll processing – office hours will be available for help)	February 2 – February 4
Onboarding Resumes	February 9