



The Maryland Connector Volume 16

July 2024

Congratulations, Maryland CONNECT Program on Go-Live!

We are thrilled to announce that the Maryland CONNECT Program is officially live across all workstreams in Workday! This major achievement marks the successful transitions of Bowie State University, Coppin State University, Frostburg State University, Salisbury University, and the University of Baltimore to a unified Workday system. To date, the Maryland CONNECT Program has seen an impressive 93,000 transactions in Workday. The table to the right highlights the top transactions in Workday, showcasing the key action events and their frequencies. Additionally, as of July 22nd, the total sign-ins with the Workday Production tenant to 73,358, with 4,140 distinct Workday account sign-ins. This milestone represents a significant advancement in the University System of Maryland's digital transformation, impacting nearly 6,000 end users. We extend our heartfelt gratitude to everyone involved for their dedication and hard work in making this monumental achievement possible!

ACTION EVENT	TOTAL NUMBER OF TRANSACTIONS
Request Time Off	11,184
Enter Time	5,083
Request Compensation Change	4,547
Assign Pay Group	1,995
Change Organization Assignments for Worker	1,855

Frequently Asked Questions: How to Submit a Leave of Absence Request for FMLA

If you need to request a leave of absence under FMLA or for other reasons such as disability or sabbatical, you can easily initiate this process through Workday. Start by accessing the Absence application from the Menu. Next, navigate to the Request column and select "Request Absence." Select the day(s) you will be away on the Absence Calendar. Then select Request Absence, choose the type of absence and select Next. Review the request, attaching any supporting documentation and select submit. Once submitted, your absence request will be sent to your Absence, Benefits, or Academic Partner for review. You will receive a notification regarding the status of your request—whether it has been approved, completed, denied, or requires correction. This process ensures clarity and efficiency in managing your leave of absence requests.

Frequently Asked Questions: Where and How to View Pay Slips and Compensation Details

Curious about how to access your pay slips and stay informed about compensation changes?

Here's a simple guide on how to access them through Workday:

- Navigate to the Menu and select Apps.
- Look for "Payroll Online Service Center" under External Links. Refer to the image on the right for guidance
- From there, you can conveniently access and view your official pay slips.

Checking COLA and Pay Increases:

- Log in to Workday.
- Select your Worker Profile located in the right corner and choose View Profile
- Navigate to the Compensation tab on the left-hand side.
- Select the Pay Change History tab on the top to see any updates to your total base pay.

