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To: All Universities, Colleges & UM System

Date: October 19, 2026

Re: Agency Data Cleanup

Greetings!

As time quickly passes and we move closer to our Workday Go-Live date of January 1, 2027, we would like to take a moment to highlight the progress made on the data cleanup initiative led by our partners at DBM. We are also requesting your assistance in continued clean-up efforts and corrective action to continue up to and through go-live as directed by DBM.

In tandem with your agency, they have and continue to work collaboratively to finalize several categories of employee data. Your continued attention to these items is essential to prevent gaps in pay and maintain data integrity across systems.

Briefly, here are the populations that have been focused on and the status of each:

1. **Graduate Assistants:**

Some institutions previously did not submit graduate assistant data because these individuals were considered students. Graduate assistants are employees and must be included in agency submissions. The affected schools have been provided with the correct process and will begin sending updated files within the next few weeks. We expect this issue to be fully resolved by mid-September.

2. **Missing or Mismatched Records:**

DBM continues to work through instances where agency data does not align with CPB records. These mismatches are being resolved collaboratively, and progress remains steady. Please prioritize any requests or clarifications you receive so that records are corrected quickly.

3. **0% FTE Records:**

Certain 0% FTE entries appear to represent individuals who performed one-time activities (e.g., training or short-term tasks) and should not have been paid through CPB as employees. These payments should be routed through procurement. Agencies will receive a list of these records to confirm their correct payment classification. You will receive notification of this file prior to its delivery.

4. **Student Type Clarifications:**

CPB is reviewing additional questions related to the classification of student worker types. These items are CPB data matters and will be communicated directly once finalized.

We appreciate your continued diligence and responsiveness as new files and requests come through. Addressing each item promptly will help ensure all employees are appropriately captured when we go live.

Sincerely,

The CPB Team

CPB Resource Hub: https://www.marylandcomptroller.gov/workday.html