



COMPTROLLER of MARYLAND

S E R V I N G T H E P E O P L E

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PAYROLL MADE POWERFUL

Countdown to Go-Live!



DAYS 'til
Go-Live!

Central Payroll Bureau's Countdown to Go-Live in Workday Starts NOW!

Maryland, something powerful is coming this January.

What are we doing? The Central Payroll Bureau (CPB) is modernizing its payroll system by migrating from an outdated legacy system to Workday!

Why are we doing this? This initiative will help streamline and automate business processes while adopting standardized industry best practices for the more than 100,000 Maryland State employees CPB serves.

With such a big change we know employees will have lots of questions about what to expect and what they may need to do before Go-Live.

Over the next few months, we'll share information to help you understand what to expect and how to prepare. You may be asked to review or update information, become familiar with new processes, or take action before Workday Payroll goes live.

That's where Payroll Made Powerful – Countdown to Go-Live! comes in.

Between now and Go-Live, we're launching Payroll Made Powerful – Countdown to Go-Live! a communication campaign designed to help you feel informed, prepared, and confident as we make this transition.

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Fax: 410-260-7407 Maryland Relay 711 TTY 410-260-7157 or 1-800-735-2258 CPBOPS@marylandtaxes.gov



Think of this as your roadmap to Go-Live. Each month, we'll spotlight important information, actions, resources, and reminders to help make your move to Workday Payroll as smooth as possible.



What's Coming Your Way?

As we count down to Go-Live, watch for important communications covering topics such as:

GET READY

- ✓ Confirming/updating your personal information and address(es)
- ✓ Validating your W-4 information and address (es)
- ✓ Understanding work locations and the impact on payroll withholdings
- ✓ Preparing for direct deposit

GET INFORMED

- ✓ Pay variance and payroll information
- ✓ Benefit deductions and POSC
- ✓ Employees with multiple jobs
- ✓ Address changes and agency processes
- ✓ Important information for employees working outside of Maryland

GET CONNECTED

- ✓ CPB Workday Resource Hub
- ✓ Self-service guidance for all employees
- ✓ FAQs, Job Aids, fun informative videos

Every Month Brings Us One Step Closer

Some communications will simply keep you informed. Others may ask you to review information and/or take action.

When you see 'Payroll Made Powerful – Countdown to Go-Live!' in the subject line of an email, take a moment to check out what's new.

Completing small steps along the way will help ensure you're ready when Workday Payroll makes payroll powerful!

The CPB Resource Hub will be your central destination for important resources, updates, worker guides, and information throughout this transition.

Bookmark it now and check back often!

<https://www.marylandcomptroller.gov/workday.html>

READY. SET. POWER UP.

Workday Payroll is coming this January.

We'll be with you every step of the way.

Countdown to Go-Live!

Know what's coming. Know what to do. Be ready for Go-Live.

Sincerely,

The CPB Team