

—SPS ALERT—

SPS Alert 137: HR, Timekeeping, Payroll and Benefits Updates

Release date: 3/16/2020

Important Dates Coming Up

All Agencies: Training Dates-**All In-Person Training Cancelled Until Further Notice**

- SPS-BEN-301A-Processing Employee Benefits in Workday: 3/19/2020, 4/16/2020 for New ABCs Only. This process starts with the submission of the Security Form for ABC access.

SPMS ONLY: Training Dates- **All In-Person Training Cancelled Until Further Notice**

- SPS-POS-201, Processing Personnel Transactions in Workday: 3/26/20, 4/23/20, 5/28/20, 6/25/20, 7/30/20 for new HRCs.

SPMS ONLY: Timekeeping and Payroll Quarterly Update Calls

- Quarterly schedule (March, June, October and December). The agencies will be advised in advance of the dates and time by the Payroll Consolidation Unit (PCU).

FOR ALL AGENCIES

SPS Help and Customer Service

Employees should be given specific instructions regarding your agency's process for getting assistance with the following activities.

Non-SPMS agencies should continue to provide the password reset assistance to their employees as required, and make sure employees are aware of any new process.

For SPS and Hub password resets for SPMS employees and retirees, employees and retirees may email their name and contact number to:

Shared.Services@maryland.gov

Staff will call the employee and start the process as usual to verify identity, etc.

For Benefits Customer Service Desk calls, employees may use the email address below instead of calling the Benefits Customer Service Desk.

EBD.Mail@Maryland.gov

SPS Help Tickets continue as usual for HR, Payroll, Timekeeping, and Benefits support staff only. Employees must go through their agency support staff as the first resource for a resolution. Agencies should give their employees specific instructions on how to reach the agency support staff during this period.

SPS Ticket Tips

- For employee benefit issues, agency staff should research issues as much as possible including discussions with the HRCs about HR events that may have caused a problem. Having more information about the issue in the ticket will help it be resolved more quickly. This is more important during this period, as staff may be overwhelmed with additional requests due to the remote work situations.
- Make sure your agency doesn't already have a ticket submitted for the same employee issue. Coordination between ABCs and HRCs is best.

FOR ALL SPMS and CPBI AGENCIES

REMINDERS: FOR ALL HRCs (SPMS and CPBI Agencies)

HR Event Processing Schedules

The CPB Processing Schedule remains the same. Please make sure you are referring to the schedule to reduce delays in pay for new employees. If there are any changes, we will notify all agencies.

For ALL SPMS Agencies:

Elevated Level II Status under the Pandemic Flu and Other Infectious Diseases Attendance and Leave Policy

SPS Timekeeping/Payroll

Timekeeping submission and approval schedules remain the same, as well as the Agency Payroll Schedules. Agencies should make sure employees and supervisors are completing and approving timesheets as usual.

For time entry and approval, SPS Workday is available through any internet connection at

<https://wd5.myworkday.com/wday/authgwy/stateofmaryland/login.html>

Compressed Workweek for Flexible Telework

As part of flexible teleworking, there is no additional action to be taken for employees that already work and are designated for Compressed or Modified Work Schedules.

Employees who are not currently on Compressed or Modified Work Week Schedules, but want to work various hours per day and/or weekend hours that they do **not** usually work will need to have the Compressed Schedule ID added in Workday by their HRC. After the Compressed Schedule ID is added, then the employee can complete the timesheet for the hours worked no matter when they occur. Please see the attached job aids regarding Compressed or Modified Schedules.

REMINDERS for Compressed or Modified Schedules:

For **exempt employees**, this process would allow the employee to work unusual hours without the system calculating comp time based on an 8 hour workday; and if the employee worked beyond their normal hours, the employee would record the time worked and the comp hours.

For **non-exempt employees**, employees must stay within the 40 hours per work week, so as not to have an OT situation as a result of flexible scheduling.

Please keep in mind, those employees added to a compressed or modified schedule while we are at Elevated Level II status, should be returned to at the conclusion of the period to prevent future pay and leave errors.

Regardless of the schedule the employees work, they must account for the total hours based on their percentage employed, whether they work, used paid leave, or leave without pay.

Advanced Sick Leave Policy and the Pandemic Flu and Other Infectious Diseases Attendance and Leave Policy

These policies are now in effect and may be found at the following

links:

<https://dbm.maryland.gov/employees/Documents/Policies/advanceSickLeavePolicy.pdf>

<https://dbm.maryland.gov/employees/Documents/PandemicFluAttendanceLeavePolicy.pdf>

For SPS Workday Time Off entry in a situation where the employee has exhausted all their own paid leave, paid leave time will be made available in accordance with the Advanced Sick Leave and Pandemic Flu and Other Infectious Diseases Attendance and Leave Policies. Advanced Sick Leave must be paid back by the employee when they return to work, in accordance with the Advanced Leave Policy.

Timekeepers do not have to grant this leave before an employee can use it. The employee must request this leave through the supervisor and HR staff, using the DBM Forms provided. The form will be posted by Monday afternoon, prior to the contractual pay period ending.

All employees are eligible for this type of advanced sick leave. The time off codes are as follows, depending on the employee type and FTE (accrual of paid leave or not):

State Regular 50% and Over FTE; Temporary 75% and Over FTE

Sick-Advance (Timesheet)

zFMLA Intermittent Sick Leave Advanced Time Off (Timesheet)

Regular Under 50% FTE

Advanced Sick Reg under 50% Time Off (**State** Timesheet)

zFMLA Intermittent Advanced Sick Reg 50% Time Off (Timesheet)

Contractuals 75% and Over FTE

Advance Sick for Contract Time Off (Timesheet)

zFMLA Intermittent Advance Sick for Contract Time Off (Timesheet)

Contractuals Under 75% FTE

Advance Sick for Contract under 75% Time Off (Timesheet)

zFMLA Intermittent Advance Sick for Contract under 75% Time Off (Timesheet)

Temporary Under 75% FTE

Advance Sick for Temp TE under 75% Time Off (Timesheet)

zFMLA Intermittent Advance Sick for Temp TE under 75% Time Off (Timesheet)

Elevated Level II SPS Workday Timekeeping Instructions:

For Contractual Employees:

SPS Workday Time Entry for Contractuals for Elevated Level II status:

Employees who are able to **work remotely** will complete SPS timesheets as usual, but also will use the “remote work” worktags as appropriate.

Employees who are **Emergency Essential or Mission Critical and must report to the work site because their duties cannot be performed remotely** will use a new Time Entry code called ***COVID-19 (Contract)***. The timesheet will need to be saved, submitted and approved in order to be given credit for this time worked.

Employees who are **not Emergency Essential or Mission Critical but cannot perform their jobs remotely**, will be on a paid administrative leave---Time Off Code called ***COVID-19 Admin Leave for Contract (Timesheet) Time Off***. The timesheet will need to be saved, submitted and approved in order to be given credit for this time off.

For Temporary Employees:

SPS Workday Time Entry for Temporary Employees for Elevated Level II status:

Employees that are able to **work remotely** will completed SPS timesheets as usual, but will also use the “remote work” worktags as appropriate.

Employees that are **Emergency Essential or Mission Critical and must report to the work site** will use a new Time Entry code called ***COVID-19 (Temp)***. The timesheet will need to be saved, submitted and approved, in order to be given credit for this time worked.

Employees that are **not Emergency Essential or Mission Critical but cannot perform their jobs remotely**, will be on a paid administrative leave with a new Time Off code called ***COVID-19 Admin Leave for Reg/TE (Timesheet) Time Off***. The timesheet will need to be saved, submitted and approved, in order to be given credit for this time worked.

For State Regular Employees:

SPS Workday Time Entry for State Regular Employees for Elevated Level II status:

Employees who can **work remotely** will complete SPS timesheets as usual, but also will use the “remote work” worktags as appropriate.

Employees who are **Emergency Essential or Mission Critical**

and must report to the work site because there is no ability to perform job duties remotely will use a new Time Entry code called **COVID-19 (Exempt) or COVID-19 (Non-Exempt)**

Employees who are **not Emergency Essential or Mission Critical, but cannot perform their jobs remotely** will be on a paid administrative leave--- **COVID-19 Admin Leave for Reg/TE(Timesheet) Time Off.**

Please remember that teleworking is strongly preferred over working in an office in order to promote social distancing. Administrative Leave should be a last resort. This will be a good time for agencies to have employees develop procedures for their job duties if they do not already exist. Please be creative in finding meaningful work for your employees to make telework feasible.

****NOTE:**

Time Entry Codes and Time Offs will be available for Contractual Employees mid-day Monday, March 16, 2020.

Time Entry Codes and Time Offs for Regular and Temporary Workers still are being created and will be available before Wednesday, March 18, 2020.
