

—SPS ALERT—

SPS Alert 150: HR, Timekeeping, Payroll and Benefits Updates

Release date: 5/7/2020

Important Dates Coming Up

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

- SPS-BEN-301A-Processing Employee Benefits in Workday 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 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:

Links to COVID-19 FAQs

All support staff should direct policy and operational questions to their HR Director, as some independent agencies and universities may have different policy considerations.

Families First Coronavirus Response Act (FFCRA) FAQs

<https://dbm.maryland.gov/employees/Documents/COVID-19%20FMLA%20FAQs.pdf>

COVID-19 and its impact on the Workplace

<https://dbm.maryland.gov/employees/Documents/COVID-19%20FAQs%20for%20PUBLIC.pdf>

For ALL SPMS Agencies:

IMPORTANT REMINDERS

- **OLD SPS Events**

All support role staff should be careful not to complete or approved SPS HR events that were initiated more than a few weeks in the past, without checking the employee's worker history to make sure the event hasn't already been completed or the status has changed to make the old event obsolete.

We have discovered events that are being completed/approved as far back as 2015. At the very least this creates benefits issues and account issues. If you have old events in your inbox, you must research each event to determine if it is still needed. Making sure all events are processed fully in a timely manner avoids these issues.

- **Edit Service Date Approval**

As you know, we added an approval process, as part of a legislative audit recommendation, to Edit Service Dates process in SPS. This change took place on February 28, 2020. Please see the updated the Job Aid for this process. This approval step works the same way as other HR event approvals: depending on the role of the initiator, the event is routed to the appropriate approver.

For processes that include the Service Dates Change step, for example Hires, the Service Dates Change needs to be approved first before the Benefit event and Onboarding events are pushed to the employee. The status can be verified by reviewing the Worker History for the employee. Please make sure all Hire steps are completed to ensure timely

Benefits and Onboarding events for employees. HRCs should check for this approval before starting an SPS Help Ticket.

- **Address Errors**

Please remember that extra special characters in an address, items not typically found in addresses (:, ; , " , etc.), will cause benefit processing delays for employees. Please double check addresses for new employees.

Various Types of Paid Leave

There are a few paid leave options available for employees due to reasons related to COVID. Please make sure your employees are aware of the EPSL, Expanded FMLA, and Advanced Sick Leave when deciding on the type of paid leave needed and depending on the reason the leave is needed, as the various leave types are intended for different purposes. Please note that the advanced sick leave must be paid back when the employee returns to work through leave accruals or actual monetary payment. Please refer to the Advanced Sick Leave Policy and the FAQs for EPSL and Expanded FMLA to determine the most appropriate leave to offer.

Updated: State Employee Hiring Freeze Exceptions Listing

Effective Monday, April 13, all vacant positions in the Executive Branch of State government were frozen with the exception of those currently subject to COVID-19 Response Pay. This listing has been updated with additional freeze exceptions. Please see the attached list.

https://content.govdelivery.com/attachments/MDDBM/2020/05/08/file_attachments/1447130/Freeze%20Exemptions%20050720%20alert.pdf

Updated: Expanded FMLA Job Aid

We have updated the job aid for the expanded FMLA. This change related to the employee not having to exhaust all of their own leave before using this type of FMLA. You can find this updated version at this link:

https://dbm.maryland.gov/sps/Documents/Expanded%20FMLA_Quick.pdf

For ALL Benefits Only Agencies:

REMINDER: Benefits Only (Shell Record) Agency Employee and Job Detail Reports

There are 2 reports that were released November 2019, to help ABC's at Benefits Only (Shell) agencies view/review the employee and job data in SPS for Active employees.

The **SPS Benefit Shell Record - Active Employees** report shows all Active employees for a Benefits Only Agency. The report

displays the employee personal and demographic data. The report does not show the job detail for the employee. The report can be run for a user-specified Worker or a user-specified Supervisory Org.

- If an employee shows on this report they are currently ACTIVE in SPS. If an employee is terminated in your source HR system they should not be showing on this report. If they are showing, please work with your IT Department to identify why the Termination was not sent in a Shell/Delta file.

The ***SPS Benefit Shell Record - Active Employees - Job Detail*** report shows all Active employees for a Benefits Only Agency along with their active job data/details; this report does not show employee personal/demographic data. The report can be run for a user-specified Worker or a user-specified Supervisory Org.

- If an employee job shows on this report it is currently ACTIVE in SPS, even though it may have an expired Contract. If an employee job is terminated in your source HR system it should not be showing on this report. If it is showing, please work with your IT Department to identify why the Job Termination was not sent in a Shell/Delta file.

The ***Employees Eligible for Benefits Due to Multiple Jobs at the Same Agency*** report – a report to help ABC's at Benefits Only (Shell) agencies view/review employees marked subsidy eligible due to multiple jobs at the same agency.

The ***SPS Benefit EEs Marked Subsidy Eligible Due to Multiple Contracts*** report shows all employees at the user-specified Supervisory Org with at least 1 ACTIVE job with a SPS Job Profile = Subsidy Eligible Due to Multiple Contracts. These jobs are sent in the Shell/Delta files with Employee Sub-Type = 06 (Subsidy Eligible Due to Multiple Contracts). Any additional ACTIVE jobs, other than those indicated as Employee Sub-Type = 06, will also display. This report also displays the ACTIVE contracts linked to these jobs. Due to the number of ACTIVE contracts linked to a specific job, please match the "Position" and the "Position ID for Contract" to review the contracts associated with each ACTIVE job. o If an employee job shows on this report it is currently ACTIVE in SPS, even though it may have an expired Contract.

- If an employee job is terminated in your source HR system it should not be showing on this report. If it is showing, please work with your IT Department to identify why the Job Termination was not sent in a Shell/Delta file
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