

# —SPS ALERT—

## SPS Alert 155: HR, Timekeeping, Payroll and Benefits Updates

*Release date: 6/19/2020*

### 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- **We are resuming the schedule with the next class scheduled for June 25. We will be modifying the format to a virtual or online class setting and participants will be notified via email regarding the next steps. Additional dates will be published as soon as available.**

- 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).

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## For ALL Agencies:

### IMPORTANT REMINDERS

- **Contact Information Changes**

As a reminder, how an employee changes their contact information in SPS depends on where the employee works:

- SPMS Employees make contact changes directly in SPS
  - **CBPI** Employees contact their HR Office and the HR staff make the change directly in SPS
  - **Benefits Only** Employees contact their HR
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Office and the HR staff follows their own HR System process to submit the change to SPS on the Delta File

Please make sure your employees are aware of how they can change important contact information that impacts SPS Benefits. This information may include: name changes, address changes, email address changes.

- **Mid-Year FSA Changes Clarification**

On May 28, 2020, the State of Maryland announced mid-year election changes eligible under IRS Notice 2020-29 that included the following:

*Allow employees to apply amounts in a health FSA or dependent care FSA from **2019** that are unused as of the end of a grace period (March 15, 2020) to pay for or reimburse qualified medical care or dependent care expenses incurred through December 31, 2020.*

To clarify, this provision **DID NOT** extend the time to file for reimbursement of 2019 claims past the prior extension of May 15, 2020.

This provision **DOES** allow for 2020 eligible expenses to be applied to your 2019 account balance.

**As an example:** On May 16, 2020 your 2019 FSA balance was \$50. Prior to the IRS' temporary notice, those funds would be forfeited because they were unused by March 15, 2020 and unclaimed by May 15, 2020.

Applying the new provision, on June 15, you visit a specialist, pay a \$30 copay and fill a prescription with a \$25 copay; \$50 of the \$55 can be deducted from the 2019 funds and the balance applied to your 2020 FSA (if applicable).

Employees should direct questions to their ABC; ABCs can direct questions or concerns to [ebd.mail@maryland.gov](mailto:ebd.mail@maryland.gov)

- **Contract Renewals**

Agencies should make sure that all contract renewals are processed in SPS on time without a break in service to ensure that contractual employees' benefits are not impacted. **Reminder:** employees without a current contract in SPS are not eligible for benefits; current benefits are cancelled when the renewal is delayed.

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# For ALL SPMS Agencies:

## NEWS

- **Change to the SPS/CPB Processing Schedule for next week**

Please see a late change for the Advanced Payroll for the Contractual pay period ending on June 23. We have updated the schedule on the SPS website.

- Contractual employee timesheets are due on Monday, June 22
- Contractual timesheet approval by Managers will be due on Tuesday, June 23

## IMPORTANT REMINDERS

- **July 1<sup>st</sup> Compensation Events**

As we are waiting for final information on July 1<sup>st</sup> compensation changes for State Regular and Temporary positions:

- Any “In progress” compensation events should be completed by June 16<sup>th</sup>
- Compensation changes with effective dates of July 1, 2020 or later should not be processed until additional SPS instructions are available for FY2021
- This **does not** impact Hires, Transfers or Contract Renewals

- **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 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.

- **Bilingual Pay Process**

As a reminder, please make sure that supervisors and employees that have Bilingual Pay are entering this into the system correctly. Per the guidelines, the system entry is different based on

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the employee's exempt or non-exempt status:

- Exempt employees are paid \$25.00 for each entry; the Bilingual Pay entry should only be added to one timesheet week per pay period
- Non-Exempt employees are paid \$12.50 for each entry; the Bilingual Pay entry has to be made on both timesheet weeks for the pay period.

- **PEP Templates for New Cycle**

The PEP templates for the cycle that ends June 30, 2020 are in SPS. Only one template will be available to select for each employee. Corresponding reports are updated as well. The previous cycle rating templates for the PEP cycle that ended on December 31, 2019 is no longer available for rating entries.

- **REMINDER: HR Professional Certification Test**

The first round of the HRPC was assigned earlier this year to SPMS employees who are in a HR Professional series, as well as those who perform professional level HR work. The test was due on May 31, 2020 for most of the assigned SPMS employees.

There are a few employees who have not completed it. If you are one of the employees who are required to take the test, then please log into the HUB and locate the test in your Active Transcripts.

Please remember that within six months of appointment to a position in an HR professional series or to a position that performs professional level HR work, employees are required to obtain certification in the State Personnel Management System policies and procedures and in the functionality of the Statewide Personnel System, with recertification every six months thereafter.

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