

—SPS ALERT—

SPS Alert 166 – HR, Timekeeping, and Payroll Updates

Release date: 12/18/2020

Important Dates Coming Up

All Agencies: Training Dates-Next scheduled date for virtual training:
TBD

- 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:

- SPS-POS-201, Processing Personnel Transactions in Workday for new HRCs.

January 26th and 28th

Note: We have modified the format of the POS 201 Processing Personnel Transactions in Workday training to virtual classroom setting. This will be a 2 day/half day training, 9am to 1pm each day, with one to two hours of lab work following the training. If you are required to take this training, then it should already be assigned to your HUB Active transcripts. Please log into the HUB and register for the training session date through your HUB Active transcripts.

For SPMS Agencies:

IMPORTANT NEWS

- **Salary Changes**

The Department of Budget and Management will process the approved salary changes effective January 1, 2021 for State/Regular Employees. These changes included: Minimum Wage increase and the 2% COLA. There will be a retroactive increment process for certain bargaining units. In order for the complete processing these adjustments, the following action must be taken in advance of the salary changes:

1) All events impacting employee salary already underway should be completed by close of business on Wednesday, December 23, 2020.

2) Between Thursday, December 24, 2020 and Friday, January 8, 2021, agencies must not process events in Workday that

affect employee salaries, including reclasses and compensation changes.

3) Beginning on January 8, 2021, agencies may resume all regular transactions in Workday. When processing retroactive reclasses, please remember to process the initial transaction with the retro effective date and one additional compensation change using the retro adjustment reason using the current date to bring the employee's salary up to date.

For CPBI Agencies:

The Department of Budget and Management will process the approved salary changes effective January 1, 2021 for State/Regular Employees. These changes included: the 2% COLA. In order for the complete processing these adjustments, the following action must be taken in advance of the salary changes:

- 1) All events impacting employee salary already underway should be completed by close of business on Friday, December 18, 2020. These agencies were notified earlier in December of this date.
 - 2) Between Monday, December 21, 2020 and Friday, January 8, 2021, agencies must not process events in Workday that affect employee salaries, including reclasses and compensation changes.
 - 3) Beginning on January 8, 2021, agencies may resume all regular transactions in Workday. When processing retroactive reclasses, please remember to process the initial transaction with the retro effective date and one additional compensation change using the retro adjustment reason using the current date to bring the employee's salary up to date
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