—SPS ALERT—

SPMS HR News!

- **Onboarding Event Change and Reminders**

We have recently identified an issue of incomplete onboarding events by employees and HR support staff. When these events are not completed, any home address changes completed by the employee remain in a pending status. The new address change is never completed in SPS. This impacts many official communications, including Benefits.

To address this issue, we have contacted agencies with the employees that have pending address changes, and are changing the order of the onboarding event steps as of Friday, February 5, 2021. The onboarding events step changes will not be very noticeable but will help get any address changes completed without waiting on the completion of the remaining steps of the event.

Here are the resources agency HR support staff should review for this process. These events must be completed in a timely manner so that all employee events and communications across HR, Time/Absence and Benefits are managed effectively:

- **Employee onboarding job aid**—used to guide the employee through the process; and a training tool for all HR support staff. It can be found on the SPS website here:

SPS For Employees > Job Aids > Employee Onboarding Help

"Quick Guide - Onboarding Employee"
https://dbm.maryland.gov/sps/Documents/New%20Employee%_20Onboarding%20Quick%20Guide.pdf

- **SPMS Onboarding Status Summary Report**— used by HR support staff to review the onboarding items that have not been completed by new employees in the last 6 months

- The first column after the Onboarding Progress % displays the status of the Contact Information.
- Onboarding Progress is equal to 0% - New hires who

haven't reviewed their onboarding yet, will have "Yes" to in-progress for Contact Information and "No" for the other items.

• Onboarding Progress is greater than 0% - When Contact Information is completed then it will display "NO" to in-progress for Contact Information and the other onboarding items will be released and display "yes" to in-progress.

	Onboarding Progress	Update Contact Information IN PROGRESS	Change Emergency Contacts IN PROGRESS	Review and Acknowledge State Policy Documents IN PROGRESS	Review and Acknowledge the Non-Sensitive Position Policy IN PROGRESS	Review and Acknowledge the Sensitive Position Policy IN PROGRESS	To Do: Add Payment Elections IN PROGRESS	To Do: Change My Photo IN PROGRESS	Complete Form I-9 IN PROGRESS
115) ◆	0%	Yes	No	No	No	No	No	No	No
7471) ◆	14%	No	Yes	Yes	Yes	No	Yes	Yes	Yes
069) ●		No	No	No	No	No	No	No	No

• **SPS OneLogin New Employee Process**—used to guide employees through the multifactor authentication set up for the SPS login and password reset process; description of the emails that new employees will get, etc. It can be found on the SPS website here:

SPS For Employees > Job Aids > Logging Into Workday > SPS Access

"Setup for OneLogin/Workday"
https://dbm.maryland.gov/sps/Documents/First%20Time%20User%20Login%20Instructions%20Guide.pdf