

—SPS ALERT—

Special Alert 173a: HR, Timekeeping, Payroll and Benefits Updates

Release date: 4/27/2021

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 training dates:

April 27 & 29, May 25 & 27, June 22 & 24, July 27 & 29

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.

- SPS – HR Topic: Compensation

Prerequisite: SPS POS 201 (with CURRENT ROLE). This training is for HRCs and HR partners and will cover various Compensation processes in detail. This course will be offered annually and updated each time. Topics to be covered include: basic guidelines and standards, allowance and one-time payments, retroactive processing, termination payouts, and other related areas. Group interactive discussions will be the format until in person sessions become an option.

Registration is through the HUB. Please sign into the HUB and click on the link below. You can also search for the training by the training title.

May 13, 2021; 8:30am to 12:30pm (second date for Compensation topic): Participation is limited, the training is one

class only so if you attended in April, please do not sign up again.

[SPS - HR Topic: Compensation](#)

For ALL Agencies:

IMPORTANT REMINDERS

- **Spring Cleaning! Review your Agency HR Data and Best Practices**

As we use SPS more and more for employee data, various reports and notifications, making sure the data is up to date is even more important. Each agency should be auditing their employee and position data on a periodic basis.

Please check the following data for employees using the reports listed below:

Employee contact info: home address, home email address, work location address, work email address

Employee/Position info: FTE, bargaining status, service category, time type, special appointment status

Position info: close vacant contractual positions that are not being filled, current salary schedule, funding types

Suggested Reports:

SPMS Current Employee Details
SPMS Contract Details
SPMS Benefit Readiness Audit Missing Data
SPMS Directory by Organization
SPMS Workforce Status and Plan Report

Best Practices:

Please see the Best Practices document attached below. These are the best ways to ensure the employee and position events are efficiently processed in SPS. This is a good time for a refresher, please review and share with all appropriate support staff.

For SPMS Agencies:

IMPORTANT NEWS

- **Coming Soon—JobApps Login on OneLogin**
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For JobAps Support users, you will be able to login to JobAps through your OneLogin access, as you do now for Workday. This will allow users to access both systems from one place and will include JobAps in the additional security provided by the multi-factor authentication (MFA). Look for a go-live date soon.

- **SPS Help Desk—New Hours!**

The SPS Help Desk will be open from 8:00am to 5:00pm, Monday – Friday, starting on Wednesday, April 28th. We have updated the SPS Help Desk info on the SPS website and have added links to the Access Quick Guides directly from each page on the left-hand side.

- **Quarterly SPS Role Audit, April 1st report Review**

On April 1st a report of your employee support roles was delivered to the Agency HR Director in their My Reports in Workday. This report must be downloaded and reviewed, and any changes/deletions must be submitted to Shared.Services@maryland.gov via the Security Form. Since this is a quarterly report, we ask each agency to notify us of their receipt of the report and the completion of the agency review. DBM keeps track of this information for the Legislative Auditors. The Agency receipt and completion of the review must be sent to the Shared.Services@maryland.gov email address with the **Subject: Quarterly SPS Audit Review**. If you haven't sent in your notification to us, please do so as soon as possible.

If your agency HR services are handled by DBM, your agency report is delivered to your HR Representative at DBM. If you have any questions about your agency support roles, please discuss with your assigned HR Representative at DBM.

- [Best Practices HR for Alert 042721.pdf](#)
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