

—SPS ALERT—

Special Alert 182: HR, Timekeeping, Payroll and Benefits Updates

Release date: 9/30/2021

Important Dates Coming Up

All Agencies: ABC OE Training Dates, September 27-October 1, 2021

- 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.

For the Following Agencies/Universities ONLY: MDOT, Judiciary, General Assembly, University of Maryland System, St. Mary's College, Morgan State University, Baltimore City Community College, Towson University, Salisbury University, Frostburg University, Bowie State University, and Coppin State University.

- Security Partner Virtual Training Dates are on the following date(s):

October 14 at 10am

SPMS ONLY:

- SPS-POS-201, Processing Personnel Transactions in Workday for new HRCs training dates:

Oct 28th, Dec 9th, Jan 27th, Feb 24th

(These dates are in-person training in the DBM Baltimore location)

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: Leave Of Absence Part II
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Prerequisite: SPS POS 201 (with CURRENT ROLE). This training is for HRCs and HR partners and will cover Accident Leave and Temporary Total Disability. 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.

LOA Part II (Accident Leave) - 10/14/2021 & 11/18/2021
(registration is now open)

[Registration Link to the LOA Part II Training in the HUB](#)

8:30am to 12:30pm: Participation is limited; register for only one session date.

For ALL Agencies:

IMPORTANT REMINDERS

- **Benefit Readiness for Open Enrollment, Fall 2021**

Last chance to get ready for the Open Enrollment process this fall. Making sure your employee data is up to date, you should review and audit the following information:

- employee home address
- email addresses
- FTE
 - Review contract renewal dates that fall at the end of the calendar year:
Employees that have contracts that end on December 31, 2021 or January 1, 2022 will **not** get an Open Enrollment event
 - Employee contracts should end on January 2, 2022 or later if they will be eligible for any 2022 Plan Year Benefits

- **Benefit Readiness for Open Enrollment for HR Events and Contractual Positions**

For contractual employees to receive an Open Enrollment event the following criteria must be met:

- The employee must have an FTE % greater than or equal to 2.5%,
 - An open contract with an end date on or after 1/2/2022,
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- The open contract must be 90 days or more **OR** the employee has been identified as ACA eligible for 2022. Agencies should run the ***SPS Benefit Expiring Contract Report*** to identify staff who need contract renewals prior to the Open Enrollment start date, Oct.18, 2021.

For **SPMS and CPBI Agencies**, SPS HR events that impact benefits eligibility must be **completed by Friday, Oct. 15, 2021**.

For **Benefits Only Agencies**, the last Delta File prior to this date will be **Thursday, Oct. 14, 2021**. All SPS HR events that impact 2022 benefits must be in this Delta File.

OE events will be delayed for employees who do not meet the eligibility criteria at the start of Open Enrollment or may have incorrect Benefit Group information in the OE event based on outdated position data in SPS.

- **OneLogin For SPS Benefits**

Please review the links below for the OneLogin Guides---these will help your employees to resolve any issues they may have as quickly as possible.

Link to all the SPS OneLogin job aids for:

- [Login instructions for current employees and retirees \(New Employees follow the new employee first time instructions\)](#)
- [Adding a 2nd Multifactor Method](#)
- [Resetting Password/Unlocking OneLogin Account](#)

For BENEFITS ONLY Agencies, Morgan State University, St. Mary's College, BCCC, DHS, and MDH:

IMPORTANT REMINDER

- **Employee Login/Password Issues Direct to your Agency Process**

Agency employees in the Benefits Only Agencies, all Universities, Baltimore City Community College, the Department of Human Services (DHS) and the Maryland Department of Health (MDH) with a login/password issue should follow your agency process for getting help with these issues. **Please make your employees aware of your agency process.** This will enable a quicker resolution time to your employees. Also, see the links above for

additional info to make sure your employees know what to do for various issues. Password Resets can be completed directly from OneLogin, if the employee has a valid email in SPS.

For ALL SPMS Agencies

NEWS

- **Covid Vaccination Data**

Please make sure your agency is completing the COVID Vaccination Data for employees correctly. We are still finding employees with both a Vaccination Manufacturer/Vaccination Completion Date and an Exception Approval Date. **It cannot be both—vaccination and an exception for not getting the vaccination.**

We have notified the agencies with these situations. Please see the link below for the Vaccination Data Job Aide, to review how to enter this data. Soon we will be adding the COVID Booster data fields to the page for collection of booster data. We want to make sure that the data we have for employees is accurate. Stay tuned for more info on Boosters.

The Covid Vaccination Data Job Aide is attached to this Alert:

IMPORTANT REMINDERS

- **SPS Help Desk Calls**

Employees should be encouraged to use the OneLogin password reset process directly before contacting the SPS Help Desk. During the Open Enrollment period, we ask that employees be patient due to a large number of calls each day. The best advice to employees is to follow the OneLogin Guide instructions (see the link above) and to make sure they are using the correct password before getting locked out because of too many failed attempts. The SPS Help Desk is open 8am to 5pm Monday-Friday, at 410-767-4112.

- **Quarterly SPS Role Audit, October 1st Report Review**

On October 1 st the new report of your employee support roles will be 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**. The July 1st report will no longer be available when the new report for October is delivered.

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.

- [COVID 19 Vaccination Incentive for SPS Tracking and Payment rev Sept 2021.pdf](#)
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