

# —SPS ALERT—

## SPS Alert 191: HR, Timekeeping & Payroll Updates

*Release date: 2/2/2022*

### Important Training Dates Coming Up

**All Agencies:** 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:

Feb 24<sup>th</sup>, Mar 24<sup>th</sup>, April 28<sup>th</sup>, May 26<sup>th</sup>, June 23<sup>rd</sup>, July 28<sup>th</sup>, Aug 25<sup>th</sup>, Sept 22<sup>nd</sup>, Oct 27<sup>th</sup>, Dec 8<sup>th</sup>

(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: Contractuals (for current HRCs and HR Partners ONLY) Register TODAY!**

Prerequisite: SPS POS 201 (with CURRENT ROLE). This training is for HRCs and HR partners and will cover various Contractual processes in detail. This course will be offered throughout the year and updated each time. Topics to be covered include definition and requirements; contractual conversion vs. non-conversion transfer; maintaining contracts; additional jobs; primary switches; common errors; impacts to payroll, benefits, and other systems.

4 sessions: Feb 3 morning (9-12) and afternoon (1-4) & Feb 10 morning (9-12) and afternoon (1-4)

Participation is limited, the training is one session only so only sign up for one date and time in the HUB. There will be more offerings in July. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

---

---

# For SPMS:

## NEWS

### **IMPORTANT INFO for SPS Compensation events: Mass Salary Changes for AFSCME Employees**

All compensation events must be completed by **Tuesday, Feb. 8 by 5pm.**

Agencies must **not** process events in Workday that affect employee salaries, including reclasses and compensation changes between Feb. 9 and Feb. 22. Agencies should wait to process any of these transactions, so that they can take the new employee salary into consideration before processing in Workday. CAS will process all events for employees to bring them up to their current salary as of Feb. 22, 2022.

The changes will be processed as follows for the pay period ending Feb. 22, 2022:

COLA 1%, effective Jan. 1, 2022

COLA 1%, effective Jan. 31, 2022

Increment, effective Jan. 31, 2022

Bonus \$1000

Settlement \$2500, for specific AFSCME grievants

AFSCME employees will stay in their current salary schedule, the ASTD.

---

---