

—SPS ALERT—

SPS Alert 195: Special Alert for HR, Time and Payroll Support Roles in SPMS

Release date: 2/18/2022

As a follow up to the changes to the Emergency Release Time Off, we have corrected employee timesheets for the PPE 1/11/22 and/or 2/8/22. These corrections will not impact pay for emergency release hours for these pay periods. These corrections allow for the AFSCME retro pay salary increases that are being processed by DBM currently.

We have emailed the impacted employees directly via email and their managers, to request that they submit and approve these timesheets as part of the timesheet submission and approval in this current pay period.

Please remind employees that have unsubmitted timesheets to submit on time and managers to approve these as well. Thank you for your assistance.

For your information, emails have been sent to the employees and managers. Please see the email text below that were sent to them.

Dear Employee:

This is a notification of a change to your timesheet(s) for the pay periods ending on 1/11/22 and/or 2/8/22. DBM has corrected your hours related to Emergency Release. This will not impact your previous pay for these pay periods. You will see these timesheet(s) waiting to be submitted. Please submit these timesheet(s) with your current timesheet on Tuesday, Feb. 22, 2022.

Dear Manager:

This is a notification of a change to one or more of your subordinates' timesheet(s) for the pay periods ending on 1/11/22 and/or 2/8/22. DBM has corrected the hours related to Emergency Release. This will not impact the employee's previous pay for these pay periods. The employees have been instructed to submit these timesheet(s) and you will see these timesheet(s) waiting to be approved. Please approve these timesheet(s) with the current timesheet process on Wednesday, Feb. 23, 2022.
