

—SPS ALERT—

SPS Alert 202: HR, Timekeeping, Payroll and Benefits Updates

Release date: 5/2/2022

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:

May 19th, May 26th, June 23rd, July 28th, Aug 25th, Sept 22nd, Oct 27th, Dec 8th

(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 Topics for current HRCs and HR Partners ONLY Register TODAY!

SPS – HR Topic: Leave Of Absence (LOA) Part I – Basics

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

Prerequisite: SPS POS 201 (with CURRENT ROLE). This training is for HRCs and HR partners and will cover various Leave of Absence processes in detail. This course will be offered annually and updated each time. Topics to be covered include basic guidelines and best practices, various LOA processes and requirements (Military, Military Admin, Armed Services) validation clarification. In-person sessions in the DBM Baltimore

location include group interactive discussions and hands-on activities.

1 open session: *May 12* afternoon (1-4) with more offerings in October

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 August. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

SPS – HR Topic: Leave Of Absence (LOA) Part II – Accident Leave and TTD

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

Prerequisite: SPS POS 201 (with CURRENT ROLE). This training is for HRCs and HR partners and will cover various Leave of Absence processes in detail. This course will be offered annually and updated each time. Topics to be covered include basic guidelines and best practices, Accident Leave, and Temporary Total Disability, corrections. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

3 sessions: *June 2* afternoon (1-4) & *June 9* morning (9-12) and afternoon (1-4) with more offerings in November

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 November. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

SPS – HR Topic: Contractuals (for current HRCs and HR Partners ONLY)

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

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. Group interactive discussions and hands-on lab activities will be the format, in-person at 301 Preston Street.

4 sessions: July 7 morning (9-12) and afternoon (1-4) & July 14 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.

SPS – HR Topic: Compensation (for Current SPMS HRCs and HR Partners ONLY)

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

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. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

4 sessions: *Aug 4* morning (9-12) and afternoon (1-4) & *Aug 11* 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 August. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

SPS – HR Topic: Positions and Jobs (for Current SPMS HRCs and HR Partners ONLY)

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

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, edit position restrictions, managing position freezes, split/reconsolidate PIN, Organizational Assignments, Change Job – Data Change, and other related areas. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

4 sessions: *Sep 1* morning (9-12) and afternoon (1-4) & *Sep 8* 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 September. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

For SPMS:

NEWS

- **Pre-Offer Confirmation (POC) Memo, April 15, 2022**

DBM sent out a reminder for agency HR staff involved in hiring about the Pre-Offer Confirmation Process. Please see the memo attached below.

This is a reminder that before any offer for employment, the agency must check to make sure the candidate is eligible for hire, and is not listed on the POC website as banned from any future State employment.

Also, please review the Job Aid for Terminations at the link below. All employees that are terminated with prejudice must have a secondary reason of Unsatisfactory Report of Service for the employee to be properly listed on the POC site.

Additionally, if agencies have former employees on the POC, who through an appeal or settlement, have to be returned to work, the agency must submit an SPS Support Ticket to have the original Termination event corrected so the former employee will no longer be listed on the POC as a banned former employee.

<https://content.govdelivery.com/DBMPOCMemo4-15-22>

https://dbm.maryland.gov/sps/Documents/Terminate_Employee-HRC_User_Guide.pdf

- **Data Request Guide**

Please see the attached Guide for any employment or leave data requests. This guide will help support staff understand where to go for data for former or current employees. Please do not submit a SPS ticket until you review this guide for each request.

<https://content.govdelivery.com/attachments/DataRequestGuide>

- **Partial Day Time Off Calendar Request**
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Wednesday, April 20th, we rolled out the ability for employees to request partial days off through the SPS Workday Time Off Calendar Request Process. We sent out an email with the attached job aid to employees and supervisors with this information as well. Please make sure all of your supervisors are aware of this new option.

- Employees will be able to use the request process for less than a full workday, to plan for this time off as they do now for full days off through the Time Off Calendar.
- Employees will be able to submit requests for **future dates only**---any time off in the past will need to be entered directly on the timesheets as is the current practice.
- The request process will look the same, except the employee will need to select the start and end time of the leave.
- Employees will still be able to enter partial days off directly on the timesheet as they do now if they choose. Any Time Off entered through the Calendar must be corrected or edited through the Time Off Correction process.
- Supervisors will get the requests for approval and will be able to see all leave requested and approved on the ***Time Off and Leave Calendar*** through the ***Team Time Off*** icon, as it is requested and approved.
- Supervisors are encouraged to use this new method for partial days off with their employees but will have the option to use a process that works for them or their agency.
- Employee questions should be directed to the agency support staff.
- Please see the attached revised job aid for Time Off Requests, the Time Off Calendar Request starts on page 4.

https://dbm.maryland.gov/sps/Documents/Request_Partial_Day_Off-User_Guide.pdf

For SPMS:

REMINDERS

- **Quarterly Social Security Administration Data Audit**
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Workday records for all SPMS employees are checked through the Social Security Administration (SSA) for accuracy of **employee social security numbers (SSN), names, and date of birth (DOB)**. Your agency may receive a report from DBM indicating the errors (non-matches) for your agency. *(This check is not a test of employment eligibility, therefore, does not replace the I-9 Process.)* **Actions required by your agency:** 1) ***You must verify the employee information on the Social Security Card.*** Please verify all information, including the full name (first, middle initial, last), and date of birth from Workday to the employee's Social Security Card. Workday needs to match the employee's Social Security Card **exactly**.

- The employee may need to get a new Social Security Card if they have changed their name since the card was issued. We have found that some agencies are checking this information against the employees' driver's licenses or other documents instead of the *Social Security Card*.

2) ***We ask that the corrections are completed through Workday*** and the spreadsheet returned, to the email sender in the Shared Services Division, updated to note the resolution of the non-matches before the requested due date or when the quarter ends.

- **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. This report will be deleted when the next quarterly report is delivered for July 1st.

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.

For ALL AGENCIES (SPMS, CPBI and Benefits Only):

NEWS

- **New Workday People Experience Home Page Coming Soon!**

We will be rolling out a new home page in SPS Workday later this spring. We want employees and support staff to get used to the new look and options before the Fall Open Enrollment period for Benefits. We will be sending out additional information as we get closer to the go live date.

REMINDERS

- **New Contracts for 90 days or less—Impacts to Benefit Eligibility**

This is a reminder that if your agency completes contracts on a fiscal year basis and you hire a new contractual employee between April 1 and June 29 and the contract end date is June 30, because the contract is 90 days or less, the employee will not be eligible for Benefits. If you intend to hire the employee for more than 90 days, you should expand the **contract end date** to the next fiscal year end. This only occurs when it is a new employee that is hired 90 days or less from the end of the fiscal year and will make the employee eligible for benefits based on their Hire Date.

For **SPMS and CPBI agencies**, if you need to make a correction to the original end date, please submit an SPS Support ticket. For **Benefit Only agencies**, please send your updated contract info in the next Delta File as usual. Please note, making corrections to these situations will not result in an automatic benefit event to the employee. The SPMS and CPBI Support Ticket will be forwarded to EBD for the manual event process after the dates are corrected. The Benefit Only agencies will need to start a SPS Support ticket after the corrected data has been sent in the Delta file.

Example: Your new contract employee starts May 1, 2022, and your usual end date is June 30, 2022

If you would usually renew the contract on July 1, 2022 for an entire year, the original contract should be as follows:

Contract start date: May 1, 2022

Contract end date: June 30, **2023**

- **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 update any of your practices.

<https://content.govdelivery.com/BestPractices>

- [DBM POC Memo April 15 2022.pdf](#)
 - [Data Request Guide May 2022.docx](#)
 - [Best Practices HR for Alert 042721.docx](#)
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