

# —SPS ALERT—

## SPS Alert 207: HR, Timekeeping, Payroll and Benefits Updates

*Release date: 8/9/2022*

### 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:

Aug 18<sup>th</sup>, Aug 25<sup>th</sup>, Sept 15<sup>th</sup>, Sept 22<sup>nd</sup>, Oct 20<sup>th</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 Topics for current HRCs and HR Partners ONLY Register TODAY! If you are unable to attend a training that you have register for, please log into the HUB and withdraw from that session from your transcripts. This will open up your training slot to someone else.**

**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

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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.

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**For SPMS and CPBI Agencies:**

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# REMINDER

- **Mass Salary Changes July 1, 2022**

DBM has completed the salary increases for State Regular employees in the SPMS and selected CPBI Agencies. You can view the COLA and July 1 Increment events in the employee's Worker History or in The Pay Change History. Please make sure that any retroactive reclasses follow the process that will update the employee's salary to the current July 1, 2022 salary schedules. See the link below to the job aid for retro reclasses.

Agencies Should process the contractual COLAs and increments if not already included in the 7/1/2022 renewal of the contract. The FY 2023 increment is not mandatory for contractual employees, however, agencies who wish to grant their contractual workers an increment may do so as they have in the past.

Job aids on processing retroactive compensation changes can be found at [https://dbm.maryland.gov/sps/Pages/HR\\_HelpCenter.aspx](https://dbm.maryland.gov/sps/Pages/HR_HelpCenter.aspx)

## For SPMS:

### NEWS

- **HRC Training for New HRCs**

The SPS-POS-201, Processing HR Transactions in Workday ILT training class is a popular course because it is mandatory for the HRC role and therefore fills up very quickly. In order to get an employee registered for a seat in this class as soon as possible, we ask that all agencies needing this training for security role assignments take into account the timeline restrictions. Please ensure that you are being as proactive as possible in signing up your employees to prevent a delay in training.

New HRCs should complete the on-line prerequisites and register for the in-person class for the next available date as soon as possible. All HR staff should have a plan for new HRCs that includes policy related training as the new HRC goes through the on-line training and prepares for the in-person training class.

If you have any concerns with getting registered in a class (after you have checked the HUB) please reach out directly and immediately to Ashley Lovett ([ashley.lovett@maryland.gov](mailto:ashley.lovett@maryland.gov)) or Rubina Pak ([rubina.pak@maryland.gov](mailto:rubina.pak@maryland.gov)).

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# For SPMS:

## REMINDERS

- **Confidentiality Agreement HR Support Employees in SPMS**

As part of our ongoing efforts to keep Personally Identifiable Information (PII) confidential, we have been distributing a Confidentiality Agreement on a quarterly basis for all SPMS support roles. You receive this agreement as an event in your SPS inbox each quarter.

Please take the time to read the agreement carefully, as violations of the agreement may impact your employment, and acknowledge that you have read the agreement through the event in SPS. Please see the attached Job Aid. Your acknowledgment each quarter will be kept in SPS as part of your employment record. Secretary Brinkley, the DBM Secretary, will be following up with agencies that are unresponsive to this request. We are following up with agencies that have staff that have not completed the events in a timely manner. This will become an audit issue for non-compliant agencies.

We will all benefit from these reminders on how to keep **PII** safe and confidential.

Please look for the last event that was distributed in May, the next distribution will be this week around August 10, 2022. The next quarterly event will be out in November. Thank you for your cooperation.

### [Confidentiality Acknowledgement Job Aid](#)

- **COVID Booster #2, 2 Hours of Booster Leave**

Employees who are eligible and have received an initial COVID-19 vaccine booster may also be eligible for a second booster. Once the second booster is received these employees will also be eligible for two (2) hours of COVID-19 Vaccine Booster Leave.

To receive COVID-19 Vaccine Booster Leave, employees must provide Human Resources (HR) the following:

- proof of full vaccination (unless the employee has already received the COVID-19 Vaccine Incentive Payment).
  - proof of receipt of an initial COVID-19 booster shot; or second booster shot
  - a written request form (provided below).
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Employees who have already received a COVID-19 vaccine booster, first or second booster shot will be granted two hours of COVID-19 Vaccine Booster Leave upon receipt of the required documents.

COVID-19 Vaccine Booster Leave is available to SPMS regular, temporary, and contractual employees.

COVID-19 Vaccine Booster Leave will not expire but is forfeited upon separation from State service. To receive COVID-19 Vaccine Booster Leave, an employee will need to receive an initial COVID-19 vaccine booster by December 31, 2022.

Please remember that the Vaccine Incentive (\$100.00 payment) ended on 6/30/2022, however vaccination records will still be needed on file to allow employees to be granted booster COVID-19 Vaccine Booster Leave and Covid Time Off.

Agency Timekeeping staff will grant the **2 hours of leave** as they do for other leave adjustments through the Leave Adjustment Process (see a link to the job aide below).

- State Regular Employees will use [Paid Administrative Leave](#)
- Contractual employees will use [COVID-19 Booster Time Off \(Contractual\)](#)
- Temporary Employees will use [COVID-19 Booster Time Off \(Temp\)](#)

Only employees with the Booster Manufacturer and the Booster Completion Date and a COVID-19 Vaccination Booster Leave Request Form should be granted the leave/time off.

These fields must be completed before the agency staff grants the administrative leave/time off:

Agencies can run the ***SPMS COVID Vaccination Data report*** to process the granting of administrative leave/time off for eligible employees.

Employees who have declared an exception to the COVID vaccination/booster **will not** receive this admin leave/time off. If the Exception Approval Date and the Booster Vac Exception Date are completed, the employee cannot be granted the admin leave/time off.

The pay period that includes December 31, 2022, will be the deadline for submitting the COVID Booster documentation for the 2 hours of Administrative Leave/Paid Time Off. All requests received after this pay period will not be honored.

[COVID-19 Vaccination Booster Leave Request Form 2](#)

Job Aid:

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- **New Information for Election Judges and Administrative Leave for Regular and CONTRACTUAL employees!**

As an incentive to serve as an Election Judge Secretary Brinkley has authorized Administrative Leave for both Regular and Contract Employees who serve as an Election Judge on any of the following dates:

Primary Early Voting – July 7, 2022, through July 14, 2022

Primary Election – July 19, 2022

General Early Voting – October 27, 2022, through November 3, 2022

General Election – November 8, 2022

Employees who wish to serve must be granted approval from their supervisor and provide documentation. Employees are to enter leave on the day they serve until documentation has been provided (both Contract and Regular employees, if no leave is available the timesheet should be entered as unpaid time off until or unless documentation has been provided). Employees are not to enter work time in place of leave. Once the documentation has been presented to the Agency Timekeeper, the employee will receive 16 hours for each day served. The General election is held on Tuesday, November 8, 2022, employees both regular and contractual will be granted up to 8 hours of administrative leave for the General election day. The hours will be granted by the timekeeper to be used in place of whatever leave used by the employee for the day served or used at a later date.

For Contractual Employees, the Time Off granted and used is **called “DBM – Authorized Paid Leave (Contractual)”**. Timekeepers should use the same balance adjustment process as for other Time Off types when granted or adjusting leave. Contractual employees will not be able to use this Time Off until it is granted by the Timekeeper. The earliest Pay Period the adjustment can be granted or used is in for Pay Period Ending 7-19-22 (starting 7-6-22).

- **Quarterly SPS Role Audit, July 1<sup>st</sup> Report Review**

On July 1<sup>st</sup> 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

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changes/deletions must be submitted to [OPSB.Security@Maryland.gov](mailto:OPSB.Security@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](mailto:Shared.Services@maryland.gov) email address with the **Subject: Quarterly SPS Audit Review**.

Remember, you must submit a security form for any changes to your staff member roles. **We cannot accept changes on the report**. This process should be completed as soon as possible, as each day security changes are processed. This report will be deleted when the next quarterly report is delivered for October 1<sup>st</sup>.

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.

- **FTE Changes: Impacts to leave eligibility, comp time and benefits subsidies**

Please make sure all HR staff and the employee understand the impacts to an FTE change. Also, FTE changes should be made in a timely manner and should be made effective at the start of a pay period.

- If you are changing FTE %, be aware of the following:
  - Leave eligibility is in part based on FTE
  - If reducing the employee's FTE causes the employee to become ineligible for a specific leave type, they will not be able to use any of that accrued leave once they become ineligible.
  - Changes to FTE may affect the employee's benefit subsidies.
- Retroactive FTE changes
  - If the employee's FTE is reduced below a leave plans eligibility requirement and the employee has been paid for leave for which he is now no longer eligible, the system will generate retro pay to recover the money.

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

**REMINDERS**

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- **SPS HELP DESK HOURS CHANGING**

The SPS Helpdesk (410-767-4112) hours will be changing starting 7/27/2022. The new hours will officially be 8AM to 4:30PM. This will allow us to better staff our line during core business hours.

Please remember, the SPS Help Desk handles logon issues for OneLogin, the Hub and for JobAps for HR Support staff only (not applicants).

Agency HR staff **should not** refer employees to the SPS Help Desk for access issues to the POSC, to gain their W#, or for any other HR related questions. This just frustrates the employee as we need to send them back to their HR Office for assistance.

CPBI and Benefits Only agencies that have their own Help Desk must instruct their employees to contact their appropriate help desk staff.

- **PREP FOR OPEN ENROLLMENT: Updates to Employee Contact and Position Information**

This is the time to start preparing for the Health Benefits Open Enrollment Period. Please remind employees to make sure that their home contact information is up to date. And, a review of the FTE and employee type for any recent changes to positions is a good idea for HR staff.

Incorrect information for employees can delay open enrollment events, benefit information and actual coverage for employees and their families. Start Now!

- [SPMS Confidentiality Statement Job Aid Oct 2021.pdf](#)

