

—SPS ALERT—

SPS Alert 208: HR, Timekeeping, Payroll and Benefits Updates

Release date: 9/13/2022

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:

Sept 15th, Sept 22nd, Oct 20th, 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.

For SPMS:

NEWS

- **Just Serve 2022! Sept. 11 until Oct. 10, 2022**

The process for granting and employee use of this time off is the same as in previous years. See the steps below:

1. [Choose an event](#) or create one with co-workers, family, and friends, and [register it](#).
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2. Check with your supervisor to ensure that you can take time off on the date of your service.
3. Please complete the following forms: [Just Serve Agreement and Verification forms](#) and email both to your supervisor. The Verification Form is completed after the service is completed.
4. Agency Timekeepers will grant up to 4 hours of Paid Administrative Leave for employees that submit verification forms. If you use Workday for timekeeping, please complete your timesheet as shown below. Using ***Paid Administrative Leave*** as your Time Off Time Type and the ***Just Serve*** as your Time Off Reason. Paid Administrative Leave can only be used when it is granted by the Agency Timekeeper. If your Agency uses a different timekeeping system, please contact your Agency Timekeeper for more information.

- **New Report, 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. There is a new report that will help agencies follow up with staff that have not completed the agreement in a timely manner.

The **SPMS Review and Acknowledge Confidentiality Agreement Status report** will show staff that did not complete the task and includes the staff email address for easy reminders to staff. Please make sure you are running the report for the correct agreement by the date of the agreement, when selecting the event.

- **HRPC Incorrect Question Review**

Staff that complete the HRPC Test may review the questions that they have gotten incorrect. Please see the attached instructions for this process. Staff will not be given the answer choices, but will be able to review the question. It is recommended that staff research the questions they did not get correct, and seek additional assistance from their supervisor or HR Director regarding the test question information.

[HRPC Review of Incorrect Questions](#)

- **New Workday Release, 2022 R2**

We have had another Workday Release this weekend, Sept. 10, 2022. If you encounter any issues or see behavior that is not what you expect. Please first check with your Headquarters HR office staff, or other agency HR staff to discuss the issue, and refer to the appropriate job aid for additional help. If you find that this is a new issue, you may put in a SPS Support Ticket. Please make sure you include all of the related info to help us in our investigation.

- **Instructions for Changing Work Emails from Private to Public**

Agencies may have employees that have marked their Work Email Address as “Private” and this can make it difficult for appropriate staff to view the Work Email Address as well as cause other issues within the SPS systems. Please see the link below for instructions on how to correct this designation to the “Public” option. Employees on their own or HRCs may complete this change for an employee. All State employee Work Email Addresses are considered Public Information, and should be marked as “Public” in SPS.

[Work Email Private to Public Change](#)

For SPMS:

REMINDERS

- **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).

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:

[COVID 19 Vaccination Incentive for SPS Tracking and Payment with Booster](#)

- **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 1st Report Review—Last Chance!**

On July 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 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 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 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.

- **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

- **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! Start running the **Benefit Readiness Audit Missing Data reports**.

- [COVID 19 Vaccination Incentive for SPS Tracking and Payment with Booster 071422.pdf](#)
 - [COVID-19 Vaccine Booster Leave Request Form 2.pdf](#)
 - [Work Email Private to Public Change.pdf](#)
 - [HRPC Review of Incorrect Questions.pdf](#)

 - [COVID 19 Vaccination Incentive for SPS Tracking and Payment with Booster 071422.pdf](#)
 - [COVID-19 Vaccine Booster Leave Request Form 2.pdf](#)
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