—SPS ALERT—

SPS Alert 211: HR, Timekeeping, Payroll and Benefits Updates

Release date: 10/5/2022

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:

  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.

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: 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.

Oct 6 morning (9-12) and afternoon (1-4) & **Oct 13** morning (9-12)

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.

  Nov 3 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 November. 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 Change for November 1, 2022, COLA 4.5%**

FOR SPMS AGENCIES: All compensation events must be completed **by noon on Friday, Oct. 14, 2022.**

Agencies must **not** process events in Workday that affect employee salaries, including **reclasses and compensation changes between Oct. 15 and Nov. 4.** This does **not** include hires, agencies should continue with other events as usual. Events can resume after noon on Friday, Nov. 4.

Agencies should wait to process any **new reclass or compensation** transactions, so that they can take the new 11-1-22 employee salary into consideration before processing in Workday.

Agencies will process the contractual COLAs, please refer to information regarding contractual salary increase processing.

CPBI Agencies have already been contacted by DBM CAS with information on this process. CPBI Agency staff should refer to the specific CAS information for their agency.

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

REMINDERS

- **OPEN ENROLLMENT: Oct. 11 – Nov. 4**

Updates to Employee Contact and Position Information

Open Enrollment starts next week, so this is the last chance to make sure all employee and position information is complete and up to date before the benefit events are distributed in the system. 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. If you haven't already, you should run the **Benefit Readiness Audit Missing Data reports.** This will show you the employees that have issues that may cause benefit event delays.