—SPS ALERT—

SPS Alert 213: HR, Timekeeping, Payroll and Benefits Updates

Release date: 10/17/2022

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, Nov 17th, Dec 8th, Dec 15th (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 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 ALL AGENCIES (SPMS, CPBI and Benefits Only):

REMINDERS

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

Open Enrollment has started, employees have their benefit event in their SPS-Workday Inbox and have links on the home page for assistance. Agency Benefit Coordinators _should be running the following reports_ to make sure employees are completing events, especially newly hired employees or employees that have had a job change that impacts the employee's benefits eligibility.

- **SPS Benefit Expiring Contract Report**: Employees with contracts expiring 1/1/2022 or earlier will not receive an Open Enrollment event.
- **SPS Benefit Open Election Events - Employees**: Employees who show on this report will have their Open Enrollment event load in an "On Hold" status and won't be active until the employee completes all in progress events for calendar year 2022.
- **SPS Benefit Open Enrollment Events - Employees**: This report will show the status of your employees' Open Enrollment events
- **SPS Benefit New Dependents ABC:** This report will show employees who have added new dependents that were added to the Open Enrollment event. It will also show any documents attached to the event. Remember EBD completes the DVA audit in real time and will be removed from coverage if the appropriate documents are not provided. Dependent Documentation Requirements

For SPMS:

NEWS

- **IMPORTANT INFO for Changes to Workday HR Events**

Agencies will notice some changes to the event steps for certain HR events in Workday. In an effort to streamline certain processes, we are reducing steps, combining forms and automating forms in the system. Here is a summary of the changes:

Appointment Certification Form

As of Wednesday, October 19, 2022, a paper copy of the *Appointment Certification Form (ACF)* will no longer be required for auditing purposes. This form will now be part of the Workday process for hires, promotions and adding additional jobs when a form is required. Please read the summary below and review the attached job aid.

This automation includes the addition of three steps in these business processes:

1. Complete Appointment Certification Form – An HR Coordinator will complete a condensed version of the ACF in Workday by answering a series of questions about the recruitment process.
2. HR Coordinator Review of Appointment Certification Form – When the ACF is completed and submitted the HR Coordinator will then review the responses to ensure accuracy. On this screen, the ACF responses can also be printed in PDF or Excel format, if needed.
3. Appointing Authority Review of Appointment Certification Form - Prior to approving the event, the Appointing Authority will also review the ACF form. By approving ACF, the Appointing Authority certifies that the recruitment and testing project and/or appointment was made in accordance with the applicable provisions of the State Personnel and Pensions Article.

Attachment: ACF Guide

CAS Reclass Forms Condensed

As of Wednesday, October 19, 2022, the CAS Forms MS-2024 and MS-44, currently listed as the *MS-44/2024 Reclass Request Form* in Workday have been combined to one form. The new form is called *MS-2024 Reclass Request Form.* This new form removes any duplicative information that was contained in the previous forms.

Removal of To Do Steps

We have removed unnecessary *To Do* steps. You will no longer see the following *To Do* steps:

Confirm Employment Verification

IT Set Up Tasks

Set Up in Time Keeping System

For SPMS:

REMINDER

- **IMPORTANT INFO for SPS Compensation events: Mass Salary Change for November 1, 2022, COLA 4.5%**

FOR SPMS AGENCIES:

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 of these 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.

- **Quarterly SPS Role Audit, October 1st Report Review**

On Oct. 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 January 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.

- ACF Guide Final.pdf