

—SPS ALERT—

SPS Alert 214: HR, Timekeeping, Payroll and Benefits Updates

Release date: 11/18/2022

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:

Dec 8th, Dec 15th; Jan. 12 & 26; Feb. 9 & 23; March 9 & 23; April 13 & 27; May 11 & 25 (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.

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: 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.

Feb 2 afternoon (1-4) & **Feb 16** 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: 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.

Feb 2 morning (9-12) & **Feb 16** 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.

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.

March 2 morning (9-12) and & **March 16** 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: 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.

March 2 afternoon (1-4) and **March 16** 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 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 has closed**

The Open Enrollment for plan year 2023 has closed. However a smaller amount of Open Enrollment events in SPS will continue as employees complete 2022 benefit events and subsequent new Open Enrollment events are pushed out. ABCs should continue to run the reports below to follow up on employees. It is important that 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 Census Report - FSA only:** This report will help ABCs to monitor which staff are currently enrolled in either Dependent Care (Child Care expenses) or Health Care (Health Expenses)
- **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 CPBI and SPMS ONLY:

NEWS

- **New Error Email Format Change**

We have updated the format of the Error Emails that we send back to agencies for errors in SPS. These are errors that prevent us from sending the HR transaction to CPB or are rejected by CPB. These errors must be corrected as soon as possible to prevent delays in the employee's pay or other HR processing impacts.

The new formatting gives more information about the employee and the error. It also includes the specific job aid link for the error that is noted for each transaction. Agency HR staff should review the error message and the job aid before submitting an SPS Support Ticket.

Please see the attached for an example of the new format and information. This change will be in place on Dec. 6th.

Attachment: [New Error Email Format November 2022](#)

For SPMS:

NEWS

- **New PEP Form Attachment Option**

Agencies will be able to attach the PEP Form to the PEP Rating Event starting in the next rating period that ends on December 31, 2022. The templates for this next rating period will be available on Dec. 1, 2022. Agency HR offices should decide how their agency will proceed and instruct HRCs accordingly.

The attachment of the end cycle or mid cycle PEP form is OPTIONAL, not required as part of the rating entry event. Please see the updated Job Aid at this link:

[PEP Attachment Steps](#)

- **Compensatory Time Off Expiration Process Returns, Jan. 11, 2023**

As you may be aware, the suspension of the one-year expiration rule for Comp Time ended at the start of 2022. The expiration of Comp Time and Holiday Comp Time will return starting January 11, 2023. This means that Comp Time earned in January 2022 will start to expire in January 2023, if not used.

Please see the attached information. This explains how the expiration works and what information will be available to agencies and employees regarding any Comp Time that will expire. We will continue to update this information as we get closer to the new year. We anticipate the process to be available in SPS on or around Dec. 14, 2022.

Attachment: [Compensatory Time Changes](#)

- **Confidentiality Agreement HR Support Employees in SPMS, 2nd Quarter, Nov. 10th Event**

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. The last event was delivered on Nov. 10th. Please make sure all support staff are completing this process. They are asked to review the agreement and check the box to confirm and acknowledge their agreement with the document.

The **SPMS Review and Acknowledge Confidentiality Agreement Status report** helps the agencies follow up with staff that have not completed the agreement in a timely manner. This report shows 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 Test**

The second iteration of the HRPC test for the calendar year will be assigned in the next few weeks. As a reminder, the HRPC test is a requirement for employees in specific HR job profiles to complete twice a year. There are several versions of the test, depending on the main functions of the job.

The test versions are:

- HR Generalist
- Class and Compensation
- Employee Relations
- Recruitment and Examination
- HR Director
- Benefits

The HUB will send an email notification of the assignment of the test. Please ensure your work email is current in Workday and marked Public for visibility. This will ensure the email will integrate to your HUB account.

For SPMS:

REMINDER

- **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)*** is no longer be required for auditing purposes. This form is 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.
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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

We had an additional revision of the CAS Forms MS-2024 and MS-44, as of Wednesday, Nov. 16, 2022. The new form, **MS-2024 Reclass Request Form**, has been updated. This new form removes additional duplicative information and references to the old 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**
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- **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.

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

As a reminder, 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.

We will periodically complete a mass change for Work Emails from Private to Public, but this does not fix this issue. Agencies should explain the required uses of their Work Emails, including the notifications for training from the Hub, to new employees in their Onboarding process. Having this information upfront may help us resolve most of these issues.

[Changing Private Email to Public](#)

REPORT SPOTLIGHT:

We will be highlighting report changes, new reports and based upon the time of year, seasonal reports or reports that should be reviewed for upcoming system events in each Alert as we have this information available.

Remember, your report access depends on your SPS Role and your Sup Org access.

New Reports:

SPMS Military Admin Allowance: The report displays anyone with a current Military Admin Allowance by Sup Org. There is a column that flags "REVIEW" for employees who are NOT currently on a Military Admin LOA and the allowance should be REVIEWED

Updated Reports:

SPMS Detailed Worktag Report:

This report has had job profile, bi-weekly salary as well as the Pay Period End (PPE) that the timeblock is recorded in. This will allow agencies to have better filtering options after running this report.

SPS Benefit Census Report - FSA only:

This report is a variation of the SPS Benefit Census report that focuses specifically on Flexible Spending Account (FSA) elections. This report is particularly useful during Open Enrollment. Since flexible spending does not roll over and needs to be re-enrolled each year, Agency Benefit Coordinators can utilize this report to remind their FSA enrolled staff that they will need to re-enroll during Open Enrollment to continue into the new year.

- [PEP Attachment Steps 11-22.pdf](#)
 - [Work Email Private to Public Change.pdf](#)
 - [Compensatory Time changes.pdf](#)
 - [ACF Guide Final.pdf](#)
 - [New Error Email Format 11-22.pdf](#)
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