

# —SPS ALERT—

## SPS Alert 232:

# HR, Timekeeping, Payroll and Benefits Updates

Release date: 1/22/2024

### **IMPORTANT INFO: MD Employee Culture Survey STARTS TODAY!**

Governor Moore's Employee Culture Survey began TODAY and will end on Friday, Feb. 2, 2024.

This will be a team effort to get as much employee participation as possible. Below you will find the important info for you and your staff. Please share the information as soon as possible with staff that support your employees.

Please go to the DBM website link for all of the information on the survey:

<https://dbm.maryland.gov/employees/Pages/employeesHome.aspx>

The direct links to:

the Governor's message:

<https://dbm.maryland.gov/employees/Pages/CultureSurvey.aspx>

the FAQs:

<https://dbm.maryland.gov/employees/Pages/SurveyFAQs.aspx>

State Regular and Fixed-term contractual employees hired by January 5<sup>th</sup> and with a work email address in SPS/Workday should have received an email invite to take the survey this morning. We have found that some employees do not have a work email or may have an incorrect email listed.

Employees included in the survey can also take the survey via the QR Code or directly from the link on the DBM website. Employees without a work email will need to be made aware of this survey and information.

For employees without work emails or that have not entered work emails into SPS: See the attached posters for agencies to physically post in offices and facilities. HR Directors should ensure that these

posters receive the widest distribution possible and are posted in a highly visible way to ensure that all employees have an opportunity to take the surveys. The posters have a QR code for employees to take the survey on a mobile device. These employees will have to enter their SPS ID number (and for MDOT employees, their Employee ID number). Employees can also be directed to the DBM website for a link and the QR code.

This survey is for state regular and fixed term contractual employees that were hired into SPS by Friday, Jan. 5, 2024. Please have employees follow the process found in the FAQs if they can't access the survey and think that they should be able to based on their employment.

The survey vendor will be sending out email reminders to employees that have not completed the survey throughout the survey period. As employees complete the survey, they will not get additional reminders.

Employees can only complete one survey and will get a message that it has been completed if they try again. The survey is connected to their SPS or MDOT ID number.

If support staff have questions that are not covered in the FAQs, please discuss with your agency HR Director. HR Directors can reach out to Leslie Buchman at DBM, OPSB for any additional questions that come up.

- **New Non-State Employees in SPS, Satellite Employees for Benefits Only**

Satellite Agencies have been loaded into Workday to utilize the benefit module. This means that there are employees who may be rehiring or transferring into your SPMS agency or leaving your agency to the Satellite agency through Workday. The employees from these agencies should be handled as non-SPMS agencies. Satellite Agencies are **NOT** State agencies, and the employees are **NOT** State employees

### **Transfer transaction is not used in SPS.**

For employees leaving your agency to be employed at a Satellite Agency:

- You will need to **terminate** your employee with the reason: transferring to a Non-SPMS agency

For employees that your agency is hiring from a Satellite Agency:

- You will use the correct **Rehire or Add Additional Employee** Job reason addressing reinstatement to rehire anyone into your agency from a Satellite agency. In JobAps, the corresponding Action for Add Additional Job is "**Secondary State Employment**".

The Sup Orgs for Satellite agencies will have a name and their agency code in parenthesis. Example: Town Of Queenstown (950012). They will roll-up to Satellite Benefit Agencies.

# 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:

January 25, February 15 & 29 and March 14 & 28 (These are in-person sessions 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 registered for, please log into the HUB and withdraw from that session from your transcripts. This will open 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: 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.

**February 8** morning (9-12) & **February 29** 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 July and October. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

## **SPS – HR Topic: Compensation - Part 1** (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.

**March 7** morning (9-12) & **March 21** 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 July and October. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

## **SPS – HR Topic: Compensation - Part 2** (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) **and** HR Topic: Compensation - Part 1. 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 statewide standards, allowance payments, retroactive compensation processing, and other related areas. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

**March 7** afternoon (1-4) & **March 21** 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 July and October. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

## **SPS – HR Topic: Leave of Absence Overview and Processing**

(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.

**April 4** morning (9-12) & **April 18** 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 and September. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

### **SPS – HR Topic: LOA Focused - 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.

**April 4** afternoon (1-4) & **April 18** 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 and September. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

- [State Employee Culture Survey poster 1.pdf](#)
- [State Employee Culture Survey Poster 2.pdf](#)