

# —SPS ALERT—

## SPS Alert 236a: HR, Timekeeping, Payroll and Benefits Updates

*Release date: 2/28/2024*

### **ALL SPMS Support Roles ONLY**

#### **News:**

#### **COMING SOON**

#### **Introducing the new Workday Benefits and Pay Hub**

As part of Workday's 2024 release, on March 9, 2024 the existing Benefits worklet will be retired and replaced by the NEW Benefits and Pay Hub.

The new Workday Benefits and Pay Hub will provide a single location for employees to conveniently review and maintain their benefits as well as view Workday compensation and payroll information.

Included in this change, for the first-time, employees will have access to view their Workday **Gross** Payroll Payslips. This will provide the employee a view of how their payroll is calculated in Workday prior to any deductions being made by the Central Payroll Bureau for their final pay. It is important that employees know the difference between Gross Pay and Net Pay. This payslip information contains only the Gross pay totals. The Gross Pay total is not what the employee will get in their check or direct deposit. Employees get the Net Pay amount in their check or direct deposit, this is the amount after tax withholdings, benefits deductions and any other deductions the employee may have set up for their pay.

A detailed guide will be available for all employees explaining the various sections and details of this payslip. The guide is attached below, Quick Guide – Workday Benefits and Pay Hub (for SPMS Employees). The Quick Guide – Workday Payslip Explained, also attached below, is for your review. Please review this guide so that you can assist employees with any questions that may come up.

View the screenshots below and attached Guides for more details.

Quick Guide – Workday Benefits and Pay Hub (for SPMS Employees)

---

# Quick Guide – Workday Payslip Explained



This payslip will only reflect gross payment amount without any deductions or taxes.  
**THIS IS NOT THE AMOUNT YOU WILL RECEIVE IN YOUR CHECK.**  
 This payslip will not show accident hours.  
 To see your final period totals, with deductions and taxes taken out, please refer to the Central Payroll POSC Payslip

Name	Company	Employee ID	Period Start Date	Period End Date	Pay Date
Mary Poppins	State of Maryland	W2107117	01/10/2024	01/23/2024	01/31/2024

  

	Hours Paid	Gross Pay	Accident Pay Lines	Gross Pay
Current	80.00	1,618.08	0.00	1,618.08
YTD	241.50	4,825.11	0.00	4,825.11

  

Pay Component Lines						
Description	Period Dates	Current Period Hours	Rate	Current Period Amount	YTD Hours	YTD Amount
Annual Leave			0		8	156.19
Holiday Pay	01/10/2024 - 01/16/2024	8	20,225.9	161.81	24	479.81
Overtime 1.5x			0		1.5	43.93
Personal Leave			0		24	488.55
Salary Pay	01/10/2024 - 01/16/2024	32	20,225.9	647.23		
Salary Pay	01/17/2024 - 01/23/2024	40	20,225.9	809.04	168	3,381.42
Sick Leave			0		16	315.20
<b>Pay Component Lines</b>				<b>1,618.08</b>		<b>4,825.11</b>

  

Time Off Balances			
Time Off Plan	Accrued Current Period	Used Current Period	Balance
Annual Leave Time Off Plan	3.06	0	25.16
Cash Overtime (FLSA) Compensatory Time Time Off Plan	0	0	0
Compensatory Holiday Time Time Off Plan	0	0	0
Compensatory Time Time Off Plan	0	0	0
Pandemic Carryover Time Off Plan	0	0	0
Personal Leave Time Off Plan	56	0	56
Sick Time Time Off Plan	4.62	0	19.74
Sick and Safe (Regular) Time Off Plan	0	0	0

  

Payment Information	
Amount	1,618.08 USD

## Reminders:

### Workday Inbox Moves to My Task

### Introducing the new Workday Inbox reimagined

Covered in our last Alert, on March 9, 2024 Workday will be updated with their latest release and with this release the Workday Inbox will be changing. The Workday Inbox will be renamed My Tasks.

Please review the attached document for more information on this change.

An SPS alert will be sent to all employees on March 4 notifying them of this change.

We are in the process of updating all Job Aides to reflect this change as well.

# The Inbox Reimagined

The screenshot shows the 'InBox' interface. On the left, there is a sidebar with 'Actions' and 'Archive' tabs. Below 'Actions', there is a list of tasks for 'Cal Ripken (W2029144)'. The tasks are:

- Review Time: Time Entry: Cal Ripken (W2029144) - 16 hours from 09/09/2020 to 09/22/2020 (3 year(s) ago - Effective 09/22/2020)
- Review Time: Time Entry: Cal Ripken (W2029144) - 24 hours from 12/04/2019 to 12/17/2019 (4 year(s) ago - Effective 12/17/2019)
- Review Time: Time Entry: Cal Ripken (W2029144) - 56 hours from 12/04/2019 to 12/17/2019 (4 year(s) ago - Effective 12/17/2019)
- Review Time: Time Entry: Cal Ripken (W2029144) - 64 hours from 12/18/2019 to 12/31/2019 (4 year(s) ago - Effective 12/31/2019)
- Review Time: Time Entry: Cal Ripken (W2029144) - 72 hours from 01/01/2020 to 01/14/2020 (4 year(s) ago - Effective 01/14/2020)

On the right, the 'Complete To Do' view for the selected task is shown. It includes:

- Created: 3 year(s) ago - Effective 09/22/2020
- For: Cal Ripken (W2029144)
- Overall Process: Time Entry: Cal Ripken (W2029144) - 16 hours from 09/09/2020 to 09/22/2020
- Overall Status: Successfully Completed
- Instructions: Hours have been submitted and approved on your behalf. Please ensure the hours entered are correct.
- Buttons: Review My Time by Week, Submit, Save for Later, Close
- Comment field: enter your comment

## My Tasks

The screenshot shows the 'My Tasks' interface. On the left, there is a sidebar with 'My Tasks' and 'All Items' tabs. Below 'My Tasks', there is a list of tasks for 'Cal Ripken (W2029144)'. The tasks are:

- Review Time: Time Entry: Cal Ripken (W2029144) - 16 hours from 09/09/2020 to 09/22/2020 (Effective 09/22/2020)
- Review Time: Time Entry: Cal Ripken (W2029144) - 24 hours from 12/04/2019 to 12/17/2019 (Effective 12/17/2019)
- Review Time: Time Entry: Cal Ripken (W2029144) - 56 hours from 12/04/2019 to 12/17/2019 (Effective 12/17/2019)
- Review Time: Time Entry: Cal Ripken (W2029144) - 64 hours from 12/18/2019 to 12/31/2019 (Effective 12/31/2019)
- Review Time: Time Entry: Cal Ripken (W2029144) - 72 hours from 01/01/2020 to 01/14/2020 (Effective 01/14/2020)

On the right, the 'Complete To Do' view for the selected task is shown. It includes:

- Created: 10/01/2020 - Effective: 09/22/2020
- For: Cal Ripken (W2029144)
- Overall Process: Time Entry: Cal Ripken (W2029144) - 16 hours from 09/09/2020 to 09/22/2020
- Overall Status: Successfully Completed
- Instructions: Hours have been submitted and approved on your behalf. Please ensure the hours entered are correct.
- Buttons: Review My Time by Week, Submit, Save for Later, Close
- Comment field: enter your comment

- **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.

- **Confidentiality Agreement HR Support Employees in SPMS, 3rd Quarter, February 9<sup>th</sup>Event**

As a reminder and 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 Feb. 9<sup>th</sup>. 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. The name of the most recent document is ***Review and Acknowledge Confidentiality Agreement for State of Maryland Supervisory Organization (2/9/2024)***.

-

### **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:

February 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 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.

- [The Inbox Reimagined.pdf](#)
  - [Quick Guide - Benefits and Pay Hub SPMS.pdf](#)
  - [Quick Guide - Workday Payslip Explained.pdf](#)
- 
-