

—SPS ALERT—

SPS Alert 236b: HR, Timekeeping, Payroll and Benefits Updates

Release date: 2/28/2024

ALL Non-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. Included are an overview of the benefit costs, current benefit elections, benefit elections as of a specific (chosen) date, and current /former dependents.

View the attached Guide below for more details. Your Agency Benefit Coordinators will be the contacts for assisting your employees with this change. We will send out the Guide to all non-SPMS employees via work email address. This will alert them to the changes. You may also want to post this Guide or information to your agency/university employee website or portal that employees frequent for employee information or instructions.

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

MENU 

Benefits and Pay | <

- Overview**
- Benefits
- Pay
- Compensation

Suggested Links

- Employee Health Be...
- Benefits Help Center
- CareFirst
- United Healthcare
- Kaiser Permanente
- CVS Caremark
- United Concordia De...
- Delta Dental
- P&A Group
- Met Life

Search

Tasks and Reports

Change Benefits

Overview

Current Benefit Costs

\$630.92
Employee Cost (Monthly)

[View Benefit Details](#)

REMINDERS:

Introducing the new Workday Inbox reimagined


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

MENU  **InBox** Search

Inbox

Actions Archive

Viewing All Sort By: Newest

- 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 12/16/2019 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

Complete To Do Review Time

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.

[Review My Time by Work](#)

enter your comment

[Submit](#) [Save for Later](#) [Close](#)

My Tasks

The screenshot displays the 'My Tasks' application interface. On the left is a navigation sidebar with options: My Tasks, All Items, Saved Searches, Filters, Archive, and Manage Delegations. The main area is titled 'All Items' and contains a search bar and a list of tasks. The tasks list includes details such as 'Review Time: Time Entry: Cal Ripken', effective dates, and hours. A 'Complete To Do' modal is open on the right, showing task details for 'Cal Ripken (W2029144)', overall process, status, and instructions. It features a 'Review My Time by Month' button, a comment input field, and 'Submit', 'Save for Later', and 'Close' buttons at the bottom.

- [Benefits and Pay Hub Quick Guide \(for Non-SPMS Employees\).pdf](#)
 - [The Inbox Reimagined.pdf](#)
-
-