

—SPS ALERT—

SPS Alert 239: Timekeeping, Payroll and Benefits Updates

Release date: 4/3/2024

News

SPMS Only

- **Changes to Bilingual Pay, Effective January 1, 2024**

Due to recent Union negotiations, retroactive changes to impacted employees that earned bilingual pay since January 1, 2024 will be made to the Pay Period Ending April 16, 2024. The bilingual pay changed from \$50 to \$75 max per pay. DBM will be processing all retroactive payments. Any questions regarding retroactive pay should be directed to the DBM Payroll Consolidation Unit.

Effective Wednesday, April 3, 2023, timesheet entries for employees earning bilingual pay will be at the \$75 rate per pay period.

Timesheet Entries:

All employees, regardless of exemption status should enter the Bilingual Pay entry on their timesheet **once each week, per pay period, when applicable.**

If the bilingual pay entry is only entered on one week of the pay period, the employee may only receive ½ of the allowed amount in their pay.

It is recommended that employees earning this pay during any pay period enter the Bilingual Pay time entry code on the Wednesday of each week. This will make it easier for supervisors to see and approve. Please review the attached job aid through the link below and share with your employees and supervisors.

[Enter Bilingual Pay for an Employee](#)

Report:

Agencies should run this audit report for their employees to make sure they are following the correct procedure for receiving Bilingual Pay.

SPMS Payroll Bilingual Pay Audit - This report will allow agencies to audit bilingual pay amounts by pay period. The date prompts are for Pay Period End dates. The report will show different columns per pay period for contractual and state/regular employees.

Reminders

SPMS Only

- **COVID-19 Leave**

Retroactive to January 1, 2024, through December 31, 2024, employees who test positive for COVID-19 will be eligible to use up to five days (not to exceed 40 hours) of paid COVID-19 Leave in place of an employee's own leave or leave without pay to recover from COVID-19. This leave will be available to State/regular, temporary and contractual employees and will be prorated for part-time employees.

In order to receive COVID-19 Leave, an employee must provide their Human Resources Office with proper documentation and a completed [COVID-19 Leave Request form](#). Proper documentation consists of a positive COVID-19 test dated no sooner than 3 days prior to the first day of leave requested and no later than the last day of leave requested.

Note that if an employee requests COVID-19 Leave retroactively (for a period of time between January 1, 2024 and the date that you notify employees of this leave benefit), you may approve the request without the positive COVID-19 test.

The documentation and COVID-19 Leave Request form must be submitted to HR by the end of the pay period following the pay period for which COVID-19 Leave is requested.

COVID-19 Leave must be used consecutively and in full-day increments, but an employee is not required to use their full allotment of leave at one time.

To administer this leave, **COVID 19 Time Off** leave hours must be granted by the timekeeper before the timekeeper can enter this leave time on the employee's timesheet, using the adjustment process (Adjustment-COVID-19 Time Off). There will be no balance shown for this leave type in SPS. This leave type may also be recorded as **FMLA Intermittent COVID 19 Time Off** for an employee, if appropriate for FMLA.

Hours may be added (adjusted) as below:

COVID-19 Time Off (Regular) and COVID-19 Time Off (Temp): effective 12/27/2023 or later

COVID-19 Time Off (Contractual): effective 12/20/2023 or later

NOTE: Workday will not allow the hours to be used prior to 1/1/2024

Please see the links below for the form and FAQ for this leave.

[Link to COVID-19 Leave Request Form](#)

[Link to Frequently Asked Questions for COVID-19 Leave](#)

- **Vaccination Leave**

Employees who receive an Influenza vaccine or COVID-19 vaccination or booster may receive a maximum of two hours of vaccination leave within a one-year period for the purpose of obtaining the vaccine/booster to become fully vaccinated.

An employee is required to provide proof of the vaccine/booster, along with a completed [Vaccine Leave Request form](#) (link below). This leave is not subject to payment and is forfeited upon separation from State service. This leave will be available to State/regular, temporary, and contractual employees.

Agency Timekeeping staff will grant the **2 hours of leave** as they do for other leave adjustments through the Leave Adjustment Process.

- - State Regular Employees will use Paid AdministrativeLeave
 - Contractual employees will use COVID-19 Booster Time Off(Contractual)
 - Temporary Employees will use COVID-19 Booster Time Off(Temp)

[Link to Vaccine Leave Request Form](#)

- **Employee OneLogin Authentication Factor Email Campaign**

Starting the week of April 1st 2024, Shared services will begin a campaign to engage employees who login to SPS via OneLogin. We will begin with monthly emails to staff who only have one authentication factor registered to login. Over 80% of employees who login to OneLogin only have one authentication factor, with most of them having SMS/Text as their sole authentication factor. While having SMS/Texting as an authentication factor is a fast and effective security tool for verifying the employee's login, cellular network outages will leave them unable to access SPS. Similar outages to email could leave employees unable to login to SPS during critical time periods for timekeeping and benefits.

The email will include information on how to setup additional authentication factors and a link to FAQs about our login process. We will be sending these out on a regular basis to those with only one authentication factor. As employees register more than one authentication factor, they will no longer receive the One Authentication Factor email.

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

On April 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. Remember, your Jan. 1, 2024 report was deleted as the April report was distributed. This April report will be deleted when the next quarterly report is delivered on July 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.

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:

April 11 & 25 (This is an in-person session 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: 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.

SPS – HR Topic: Positions and Jobs

(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.

May 2 morning (9-12) & **May 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 and September. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

SPS – HR Topic: Contractual

(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 Contractual processes in detail. This course will be offered throughout the year and updated each time. Topics to be covered include definition and requirements; contractual conversion vs. non-conversion transfer; maintaining contracts; additional jobs; primary switches; common errors; impacts to payroll, benefits, and other systems. Group interactive discussions and hands-on lab activities will be the format, in-person at 301 Preston Street.

May 2 afternoon (1-4) & **May 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 and September. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

For ALL AGENCIES (SPMS, CPBI and Benefits Only):

- ***New Contracts for 90 days or less—Impacts to Benefit Eligibility***

This is a reminder that if your agency completes contracts on a fiscal year basis and you hire a new contractual employee between April 1 and June 29 and the contract end date is June 30, because the contract is 90 days or less, the employee will not be eligible for Benefits. If you intend to hire the employee for more than 90 days, you should expand the **contract end date** to the next fiscal year end. This only occurs when it is a new employee that is hired 90 days or less from the end of the fiscal year.

Please make sure all agency staff that deal with new contracts are aware of this process. For SPMS and CPBI agencies, if you need to make a correction to the original contract end date, please submit an SPS Support ticket. For Benefit Only agencies, please send your updated contract info in the next Delta File as usual.

Example: Your new contract employee starts May 1, 2024, and your usual end date is June 30, 2024

If you would usually renew the contract on July 1, 2024 for an entire year, the original contract should be as follows:

Contract start date: May 1, 2024

Contract end date: June 30, **2025**

- **Spring Cleaning! Review your Agency HR Data and Best Practices**

As we use SPS more and more for employee data, various reports and notifications, making sure the data is up to date is even more important. Each agency

should be auditing their employee and position data on a periodic basis.

Please check the following data for employees using the reports listed below:

Employee contact info: home address, home email address, work location address, work email address

Employee/Position info: FTE, bargaining status, service category, time type, special appointment status, retirement system

Position info: close vacant contractual positions that are not being filled, current salary schedule, funding types

Suggested Reports:

SPMS Current Employee Details

SPMS Contract Details

SPMS Benefit Readiness Audit Missing Data

SPMS Directory by Organization

SPMS Workforce Status and Plan Report

Best Practices:

Please see the Best Practices document attached below. These are the best ways to ensure the employee and position events are efficiently processed in SPS. This is a good time for a refresher, please review and share with all appropriate support staff.

Best Practices
