—SPS ALERT—

SPS Alert 240: Timekeeping, Payroll and Benefits Updates

Release date: 5/13/2024

News

- ## Changes for Teleworking Data in SPS

Due to an upcoming teleworking policy change, changes will be made for how we identify teleworkers by job profiles, positions and employees in SPS/Workday as teleworkers. These changes will make the required reporting a more accurate and streamlined process.

Over the next few weeks changes will be made as follows:

- ## Identify Telework Eligibility by Job Profile:

Two new job families will be added to job profiles per the Telework Eligible Classes list found on the DBM Website. **This will be updated as needed by DBM. The job families will be visible in available reports identified within this alert. DBM will maintain this list and update the job profiles as necessary.**

New Job Families:

Telework Eligible

Telework Not Eligible

Report: **Telework Eligible Classes (DBM Website)**

- ## Identify Telework Eligibility by Position:

Two new attributes will be added to the *Additional Data* tab of the position restrictions. These fields will be viewable by authorized personnel. DBM will upload the initial values for these fields after receiving validated information from agencies as explained

below. After that, agency staff will be responsible for maintaining the data in these fields as the status of a position changes.

New Position Data for Telework Eligibility:

Position Telework Eligible

Position Not Telework Eligible

022388 Services Supervisor I (Unfilled) ...

| Position Overview | Requisitions | Incumbent |

| Position Overview | Hiring Restrictions | Qualifications | Default Compensation | Business Process History | Additional Data |

View As Of 05/01/2024

Position Telework Eligibility

Position Telework Eligible

Position Not Telework Eligible
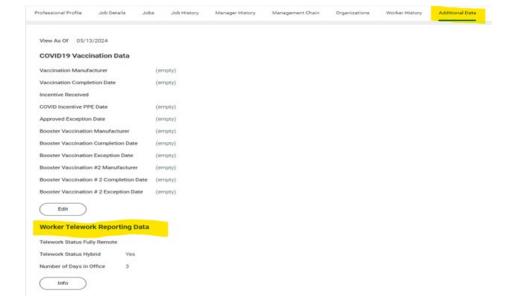
- **Identify Worker Telework Reporting Data:**

Three new worker attributes will be added to the position restrictions using custom data fields. These fields will be viewable by authorized personnel. DBM will upload the initial values for these fields after receiving validated information from agencies as explained below. After that, agency staff will be responsible for maintaining the data in these fields as the status of a worker (employee) changes.

New Worker Attributes:

Telework Status Fully Remote

Telework Status Hybrid

Number of Days in Office

View As Of   05/13/2024

COVID19 Vaccination Data

Vaccination Manufacturer	(empty)
Vaccination Completion Date	(empty)
Incentive Received	
COVID Incentive PPE Date	(empty)
Approved Exception Date	(empty)
Booster Vaccination Manufacturer	(empty)
Booster Vaccination Completion Date	(empty)
Booster Vaccination Exception Date	(empty)
Booster Vaccination #2 Manufacturer	(empty)
Booster Vaccination # 2 Completion Date	(empty)
Booster Vaccination # 2 Exception Date	(empty)

(Edit)

Worker Telework Reporting Data

Telework Status Fully Remote	
Telework Status Hybrid	Yes
Number of Days in Office	3

(Info)

Data Updating, Collection and Reporting

Telework Eligibility by Job Profile

DBM will maintain the Master List of Job Profiles eligible for teleworking. Changes (or exceptions) to this list may **only** be approved by DBM. The Job profiles in Workday will be updated by DBM as changes are made to the master list.

Identify Telework Eligibility by Position

Agency HR Coordinators and HR Partners will maintain and update the position telework eligibility data using the attached Job Aid for reference.

In order to facilitate the initial building and reporting of this data, DBM can load the data into Workday at the agency's request. Position eligibility data that has already been approved and accepted by DBM for positions covered by collective bargaining will be updated in Workday.

Agency support staff should run the report below to view the current positions and their teleworking eligibility status. This report will run in the background and show in the Worker notifications when complete.

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SPMS Position/Worker Telework Eligibility Audit

The Telework Eligibility Status of represented positions that have previously been received by DBM has been updated in Workday. Any positions that have since been vacated or

changed since the approval were excluded and should be reviewed by agencies.

Agencies should run and download the SPMS Position/Worker Telework Eligibility Audit report to identify any missing worker or position teleworking data. To request that DBM add the missing data, submit the updated file to DBM via a SPS Support ticket with the Queue – Telework Eligibility Request no later than June 12, 2024.

Telework Eligibility Request	^
Queue ⓘ ⓞ	

This data will include:

Position Telework Eligible: Yes or No

Worker Telework Status Fully Remote: Yes or No

Worker Telework Status Hybrid: Yes or No

Number of Days in the Office: 1 - 4

Agencies may choose to update any missing data for position or worker on their own if the number is not very large. Agency HR Coordinators and HR Partners are able to maintain and update this data.

Telework Policy Acknowledgement and Distribution

DBM will add the Telework Policy to the SPS Onboarding events for new employees effective May 15, 2024. We will also schedule a Telework Policy Distribution for current employees to acknowledge the review and receipt of the new policy. The distribution will occur on Friday, May 17, 2024.

Agencies will be able to run the **SPMS Review and Acknowledge Telework Policy Status report** to follow up with staff that have not completed the agreement in a timely manner. This report will show 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 event, when selecting the event.

- [Quick Task AddUpdate Position Telework Eligibility24.pdf](#)
- [Quick Task AddUpdate Worker Telework Eligibility24.pdf](#)