SPS Workday User Group Conference Call Meeting
August 24, 2016 1:00
Agenda

Conference Call/User Group Purpose:

This meeting is to highlight the latest alerts, info and changes that may be important, give info on updates/changes to processes in the system, to get additional topics for discussion or training, and take more general questions from the group. The SPS Ticket process is still to be used for specific questions regarding a transaction. We will not produce minutes from each meeting call, but will post the agenda and add any other necessary documents to the SPS website.

Alerts/Info:

Upcoming HR User Group Calls

Shared Services has set the following HR User Group calls on different days of the week to make it easier for staff to attend.

August 24 at 1:00
September 22 at 10:00
October 19 at 2:00
November 17 at 1:00
December 19 at 10:00

HR User Group Conference Call
Conference Call Number: 1-866-886-3165
Conference Code: 9875145991

HR / Workday Info / Tips

Processing Schedule Discussion

Using the processing schedule when selecting start dates, advising new employee and manager of the first pay date available, completing Workday events in time for CPB file, reviewing the hire details after the event is completed, addressing errors when notified, and the importance of the Pay Group Assignment.

HR Help Desk Line

The HR help part of the help desk line will be ending on Friday, August 26. We find that the calls have dropped off in number and the type of questions coming in require staff to research the issue and get back to the agency. The process moving forward for Workday HR issues is to use the ticket process so all relevant information can be submitted for the staff to investigate the issue. HRCs should use the job aids, other agency HR staff and the appropriate DBM Division for policy or regulation questions.

Alert Re-Cap

Workday 27:

We are currently testing the new release from Workday scheduled for September 10, 2016. Please be aware, as in the past releases, there may be changes to the look and procedures in Workday as a result of the new release. We will update you as we complete the testing and adjust to the new functionality.

Closed (abolished) Positions:

Please make sure that you have moved staff of any supervisory positions that were closed as part of the new fiscal year. If a position is closed and still has staff under it, the staff need to be moved to a new supervisor in the organization. Please use the Move Worker process for these changes.

HR Transaction Issues:

New Hire Event errors must be fixed as soon as possible in order to make the next HR file to CPB. These errors will impact employee pay at DBM and CPB. As a reminder, you should make any changes to the position (cost center changes, job profile changes, assigned org changes, etc.) before you complete the hire or at the same time as the hire event to ensure all changes get to CPB before the employee needs to be paid.

All HR Event errors should be fixed in the system within two business days. We will not send out the error emails again to agencies. We are working on the ability to send error messages to the HRC that initiated the transaction, but do not have this completed at this point. Failure to adhere to these timeframes may result in payroll delays for the employee. If you have questions about the error, please start with a review the job aid information. If you still have questions, please submit a ticket that includes your specific question and the steps you have taken so far to fix the error.

Future dated transactions should not be more than 30 days in advance. This was the same rule as in the MS-310 system.

Terminations should not be backdated. Please make sure that you are getting terminations and the payroll through dates into the system as close to the actual termination date as possible.

Excel Training in the Hub:

Because you are able to export Workday reports into Excel, we have added additional on-line training for Excel in the Hub. Please browse the training materials for Excel courses to help you with this part of using Workday.

Personal Leave Granting and Adjustments:

The system is now granting prorated personal leave to new hires. Please review your new hires since the May 25 go-live for personal leave balances to make sure the balance is correct. You can use the SPMS Leave Balances by Organization in the Leave Reports Worklet or by typing in this report name in the search box. Remember, if an employee is coming from an independent State agency (outside of Workday Timkeeping), you will need to contact the agency for leave balances.

New Reports

We updated the list of reports in June, please take a look to make sure you are using as many reports as you need.

You can also make suggestions for changes to report through the ticket process. Make sure you are very specific about the kind of info you want to add to an existing report, or the changes to the way the columns appear, etc.

Topics for Discussion/Training:

Scheduling Webinars

We would like to schedule additional webinars for some of the more complex topics. So far we will schedule webinars on Terminations, LOA Events, Workday Error Messages, and the MoJo Ticket Process. Other topic ideas can be submitted through the ticket process or on this call.

Questions/Issues

Question for the scope list on the website...just so agencies know where other agencies fall, which agencies are SPMS and non-SPMS; Shared Services will post this to the SPS website.

Can we force employees to complete the reason field when entering time off? This is the field next to the Time Type column....Employees are skipping this and making it hard to have useful reports.....

The conference call information is below. Please forward this email to anyone who would benefit this information.

HR User Group Call
8/24/16, 1:00 – 2:00
Conference Call Number: 1-866-886-3165
Conference Code: 9875145991

To: HRC and HRP Users
CC: HR Directors, SPS Team