

SPS Workday User Group Conference Call Meeting
Thursday, July 30, 2015, 11:00
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.

- Wednesday, 8/26/15, at 11:00
- Friday, 9/25/15, at 11:00
- October, 10/22/15, at 11:00

Employee Campaign ending...but not over

Still need employees to get used to Workday for timekeeping and benefits go live dates. Please encourage your employees to get on and enter their emergency contact info, check their email and business phone numbers.

Workday 25, Monday, September 14, 2015---this is the next version of Workday and there are some changes:

We will schedule multiple 15 minute calls on the week of September 14 to point out some of the changes you will see. Mostly the changes are related to how things look and not process changes.

HR/Workday Tips

In Complete On-Boarding Events: Some unfinished onboarding events are getting in the way of Personal Data events for the employees. Please run the Onboarding Status Summary Report for your agency. This report will give you specific Workers that still have in progress steps. The Business Process Transaction of Type Awaiting Action, this report will tell you workers that have awaiting onboarding actions and will show you who is assigned the step at that point in time—the employee or the HR staff. These process will become more important as we move to the other parts of Workday, if there are events pending, other events cannot be started or completed.

FTE should match the full or part time status, you can review this for all current employees through the SPMS Current Emp Details Report.

Time Off Service Date, reminder that this is the date that will be used in the timekeeping module for leave accrual. Time Off Service Date is on the SPMS Current Emp Detail Report, you can see if any employees are missing this date or compare the date to the employee's other service dates if anything looks incorrect.

SPS Tickets, Make sure you are checking out the employee's record, event, compensation, etc. before you submit the ticket. It will help us resolve the issue more quickly if we have more information...what you were trying to do, the effective date, what you think is wrong, where you see incorrect info specifically. You know your employees, your job profiles, so any help you can give is helpful. Also, make sure you use the same email with your tickets, so you will be able to see all of your tickets, it is sorted by email address. Also, if you reply directly in the email that you get, do not delete the mojo/sps email address in the reply to box on the email. If you delete it, the reply doesn't get on the ticket in Mojo...it will only be in the email.

New Reports:

Revised PEP Report: Some issues with the report have been resolved, now should show the most recent PEP Template name and rating. Also, make sure you are only completing one mid or end cycle template per employee for the current 6 month rating period.

New Form—Acting Capacity Form has been revised for the Leap Year calculation. To download from Workday, you can type MS-345 Form in the Search box or you can click on the form name when you are doing the acting capacity event. You can save it to your computer directory to re-use if you choose.

Topics for Discussion/Training:

Retroactive Reclass is scheduled for Sept 10th, 10-12, this will be a webinar for HRC, HRP and Payroll Partners/Timekeepers. This will get us ready for the changes in the Timekeeping and Payroll processes starting next year. We have set an Oct. 1st date for this change, to get everyone on the same page, doing the same process for retroactive reclasses. This change will allow for the auto calculations of back pay; this will be fully implemented when we have timekeeping, March 2016.

Things we are working on: default funding code issue, reporting issues with Workday, onboarding and statewide policy forms for all existing employee, promotions and transfers, Timekeeping Design, Configuration, and Testing.

Note: we had an issue with the contract status, open and closed, but have resolved the issue within Workday and have corrected the contract statuses that were out of sync with the correct status. If you come across a contract with the wrong status, please use the edit contract action to fix or submit an SPS ticket with any questions about your situation.

Questions/Issues:

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

SPS Workday July Updates Conference Call

8/26/15, 11:00 – 12:00

Conference Call Number: 1-866-886-3165

Conference Code: 9875145991

To: HRC and HRP Users

CC: HR Directors, SPS Team