

SPS Workday User Group Conference Call Meeting
February 24, 2016 2:00
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.

- February, 2/24/16 at 2:00
- March, 3/24/16 at 11:00
- April, 4/11/16 at 3:00

Employee Campaign ending...but not over, planning required for support calls

The phone calls have really started up in the last few weeks. Please make sure that your office is giving the correct log-in instructions to your employees to reduce the amount of helpdesk calls we get overall.

SPS Help Desk Calls or Tickets

HR Related, Sup Org Issues: Employees and Supervisors **should not be calling** the SPS Help Desk. The Agency HR office is the first stop for employees on these issues. HRCs or other Workday roles should submit a ticket for issues or problems. HR staff should not be calling SPS staff directly for SPS issues. We must use the ticket process so that we can track information and solutions to issues.

Log-On Issues: The employees should be given instructions from their SPS Change Lead or HR office on how to log on to Workday first. And, only if there is an issue with the employee's log on, should the employee call the SPS Help Desk. We are changing the message on the help line to be more clear to avoid employee waits for log-on help.

HR/Workday Tips

Timekeeping is not is Production

You will not find the Time Worklets in your current Workday site, until the go live date.

Google Docs Sup Org Changes

If your agency HR Office is using Google Docs to have you submit to them the sup org changes forms, submitting these to your HR Office is not the same as submitting to Shared Services through a Help Desk Ticket. You must check with your agency HR or HQ office to see who is responsible for submitting the forms to us on a ticket.

Timekeeper Approver not a role in current Production

This role will not be in production until the go-live date

Acting Capacity Pay

New information for the acting capacity event in Workday to connect this info to the gross payroll going to CPB. There will be exempt and non-exempt categories, and the end date of the acting period used to send the correct info to CPB.

Compressed/Modified Workweek

For employees that do not work a typical 8 hours each day (for non 24/7 operation employees).

Compressed Work Week

- Any full-time, regular employee who meets the definition of CWW as outlined in the DBM agreement
 - Exempt employees – to bypass the calculation of Comp Time for over 8 hours in a day (.5 or more) will need the Other ID designation added. e.g. M-Thus 10 hours (Friday Off)
 - Non Exempt Employees – does not need to have the Other ID designation as they only earn overtime when going over 40 hours in a week. e.g. M-Thus 10 hours (Friday Off) is still only 40 hours; cannot be a more than 40 in each week

Retirement Code, just want to mention this again, make sure you audit this field through the SPMS current employee details report.

Personal Information and Onboarding

If an employee hasn't completed the Onboarding, this may interfere with the employee trying to Edit the Personal information through their Profile. Check the Worklet for the Onboarding Summary Status for all status for your onboarding employees.

Preparing for Go-Live of SPS Time and Attendance

There are many tasks to complete in the background in order to have a smooth successful launch:

- Training for the Timekeeping and HR Roles
- Practice Environment for employees and staff with additional roles
- Checking the Time Off Service Dates
- Correcting any issues with employee job profiles for cash overtime eligibility
- Need emails in Workday for the Timekeeping roles for the Hub, for your HR and TK roles for training messages; and for new employees.
- If we find sup org issues in your agency, we will be contacting you for more information, so we can correct these issues

New Reports

Check out the list of reports on the SPS website, try them out and send us any feedback through a SPS Ticket

Topics for Discussion/Training:

Training Registration has started for the HRC, Timekeepers, Timekeeper Approvers and Payroll Partners---Please ask your HR Director or your agency lead if you haven't gotten info on this.

Questions/Issues

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

SPS Workday Sept Updates Conference Call

2/24/16, 2:00 – 3:00

Conference Call Number: 1-866-886-3165

Conference Code: 9875145991

To: HRC and HRP Users

CC: HR Directors, SPS Team