SPS Workday User Group Conference Call Meeting
June 29, 2017 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.

July 26, 10:00
August 29, 1:00

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

HR/Workday Info/Tips

Clothing Allowance for Law Enforcement Officers, to be paid in this next pay period, PPE July 18. Please run the **SPMS Clothing Allowance Current** report to see your Law Enforcement Officers that will be getting this allowance as part of their Compensation. If the employee does not have this allowance row on their compensation, they will not get the allowance automatically on the PPE July 18. There is still time to review and process the allowance events if needed. This allowance should be added to the employee's compensation at the time of hire, so the system will pick it up automatically as it should twice a year.

Work Location Addresses, we are finding lots of missing work addresses. You can run the ***SPMS Directory by Organization*** report to see which of your positions is missing this data. We use this data in lots of ways, so need to have it in the system.

Abolished Positions, we are going to do a mass close event for all the PINs to be abolished as of June 30. We have sent the HR Directors of these agencies an email letting them know…don't worry if you have already completed your close events, our process will not affect previously completed events.

Payroll Recovery Act, there will be a need one time payment reason to handle this situation, coming soon

Anti-Bullying Policy, we will be adding additional executives and management staff to this assignment in the Hub, these are staff that do not have subordinate staff assigned to them directly, so are not "Managers" in Workday.

Benefits Implementation, continuing with the new approach, Aug 28 go live for DBM EBD, Oct 2017 open enrollment for DBM and DoIT only. All benefits data is being converted for the go-live and DBM will be running parallel tests in Workday until the go-live for the rest of the State agencies. So the data clean up is still very important…see the Score Card Metrics below.

Training and HR certifications, we will be coming out with a new schedule and training program for HR Policy/Procedure, HR and Payroll related system process and certifications for HRC and HRP staff in the system. Dates will start in September.

Metric related to HR actions, agency HR Directors will be getting a scorecard on how their agency is doing on various measurement—errors that create pay delays, missing data, backdated hires and terminations, etc. These scorecards will help us to target certain types of training as well.

Unit E and G Tuition Reimbursement, new one time payment reason for this in the system.

SPS Settlement Org events, when we need to put a person back on payroll for a payment…this should only be used for actual grievance settlements and exceptional situations for a person's final leave payout….this will be one of the Score Card measurements. We will be asking agencies that frequently get into this situation to review the termination process to reduce the number of missed final payouts.

Alert Re-Cap

July 1, 2017 Salary Changes
The minimum wage will change to $9.25 on July 1, 2017. Please make sure all of your contractual employees will be at or beyond that new rate effective July 1, 2017. DBM will update the Hourly salary schedule in Workday for the minimum wage, but this doesn't increase contractual employees' hourly rate of pay. Rate of pay changes for contractual employees must be completed through the Request Compensation Change.

Paid Time Off for Temporary Employees
The Governor's Executive Order 01.01.2017.09 sets up paid time off for temporary employees. Agencies should review and validate the FTE data for contractual employees to make sure they are correct. Executive Order for Leave for contractual employees, the Guidelines from Cindy Kollner's Office will be out very soon; essentially the employee must have worked 120 days (8 hours x 120), be at least 75% FTE to earn 1 hours of paid leave for every 30 hours actually worked (includes Overtime hours). We did load the Time Off Service date in case we need to use this in the future.

SPS/CPB Processing Schedules

The new schedules will be posted by next week on the SPS website. Please also see them attached to this Alert. As a reminder, to minimize delays in pay and other issues:

- we highly recommend that start dates are the first day of the pay period for new employees;
- reviewing the processing schedule when the hire event is completed (through all approvals) to determine when the event will be sent to CPB and the employee will be paid;
- prior to starting the hire event, the HRC should review all of the position data to make sure all required information is on the position;
- after the hire event is completed, the HRC should review the employee record to make sure all salary data, weekly scheduled hours and service dates are correct

Additional Guidance on Reported Errors

We have added a checklist to assist HR users with addressing the errors that are reported back to the agency via email. This check list should be used to make sure you catch all the errors at one time for Contractual employee events. Because errors can cause a delay in pay for the employee, catching and fixing all of the errors at one time is very important. Please use this check list when your agency gets a reported error for a Contractual employee.

The "**Error Checklist for Contractual**" is under Tools and Templates in the HR Help Center at this link http://dbm.maryland.gov/sps/Pages/HR_HelpCenter.aspx

We have also added additional guidance for changing the costing allocation for employees. See the "**Modify Costing Allocations on SPMS Employees**" under Job Aids>>Creating and Managing Positions.

To assist HR Users with the Service Dates, we have updated the date field guide. We have the ***Workday Date Fields Guide hire rehire*** under the Tools and Templates section of the SPS website. http://www.dbm.maryland.gov/sps/Documents/Workday_Date_Field_Guide.pdf

Position Description Access Change:

Managers have been given access to the SPMS Position Description (MS-22) for Worker(s) report. This will allow them to **print** the MS-22s for the staff they supervise. The job aid link for your managers to start using this report is listed below.

http://www.dbm.maryland.gov/sps/SPS%20Training%20Guides/SPS_Help_Center/Reports/Run%20the %20SPMS%20Position%20Description%20(MS-22)%20For%20Worker(s)%20Report- User%20Guide_v2.pdf

Pending Events and On-Boarding Documents

We are finding that some agency HRCs are not approving inbox events that come to them for personal information changes. If an employee submits an address change, it goes to the HRC. If the HRC doesn't review and approve it, it stays in a pending status and will appear that the employee does not have an address. This could significantly impact benefits related information, union information, etc. Please

complete the items in your inbox. If you do not know what to do with something, ask your HR staff at your agency, or refer to the SPS Help Center.

We have a new report that will assist HRCs with on boarding documents, the **SPMS Onboarding Status Summary.** You can use this report to filter on the more important parts of the onboarding process and complete those first. The previous status report groups all pending events for each employee and could not be filtered on each pending item.

New Reports
SPMS Contract Employee Details, for SPMS agencies to review and validate contract start and end dates.
CPBI Contract Employee Details, for CPBI agencies to review and validate contract start and end dates.
SPMS Next Job Profile, this report can assist agencies with identifying employees that are past due for an NCP, by filtering on the Job Profile column

Topics for Discussion/Training:

BARS Update, HR staff should reach out to agency budget staff on the specifics of how this will change their budget processes. As the budget staff reviews the compare of the budget data to the HR data from Workday, they will find discrepancies. Remember, certain HR data changes have impacts on pay and requires the usual approvals through the Workday processes.

Questions/Issues

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

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

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