SPS Workday User Group Conference Call Meeting
May 27, 2015, 11:00
Agenda and Notes

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:
Update your contact info in Workday if you haven't already---we will use the email addresses from Workday to contact staff for various things including this call.

Checking position info prior to recruitment and selection. This is the time to make changes, before the new employee is hired into the position.

New schedule for processing to come out shortly; and we have had to move to sending the Contractual terminations on time to CPB. So for Contractual that are leaving, please make sure you are ready to cut them off when you submit the termination in Workday. If your agency has a delay in final paychecks for these employees due to OT or just a delayed timesheet, please do not submit the termination in Workday until after you have the final payment completed. This is a change…due to other issues—rehiring terminated contractuals….

VSP Terminations, Info/Instructions, we are still missing some of the terminations in Workday for the approved VSP. Please make sure your agency has completed all the VSP terminations. If you forgot to check the secondary reason for VSP, please let us know so that we can correct the employee's record.

Missing Retirement Codes, on Current Emp Detail Report

New Hire Registry
        FOLLOW-UP, is this for promotions or just new hires? We checked with the Registry and we do not need to send existing State employee information; this means that transfers and promotions/demotions do not need to be sent again to the Registry. This information is automated now through Workday. There is no need to go to the New Hire Registry site and enter information.

New Reports:
Directory by location or by sup org (highlighted this report
Last month—
SPMS Employee Service Awards
SPMS Employee Review Detail (PEP)
SPMS Current Employee Detail has PEP Blanks, no completed

Topics for Discussion/Training:

Will schedule a new webinar for Retroactive Reclass, decided to go with the process that will allow for the auto calculations of back pay; this will be fully implemented when we have timekeeping, March 2016. Look for upcoming date

SPS Help Tickets:
No SSNs in tickets
Try to ID the issue that is the problem before submitting the ticket
Effective dates
Org changes before other actions—if you need to make an org change, please take a look at the position—is anything coming up for the employee, or should be done before the org change?
Review the comp and pay history before submitting a ticket for not making payroll
You may notice that we are asking that you research your issue first to see if you know what the problem is, this should be a learning experience for all involved.

EEO Reporting Season, make sure all of your employee race, gender, ethnicity data is completed for your employees. Look for more info to come from your EEO office in May-June.

Questions/Issues:
Is the manage probation to do for all positions that require a probation, DNR not seeing this for all State/Reg positions. Follow-Up required, trying to isolate the issue. Currently, if you want to manage probations in Workday, after you hire someone, you can add/maintain a probation at that point off the employee's related actions.

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

SPS Workday April Updates Conference Call
5/27/15, 11:00 – 12:00
Conference Call Number: 1-866-886-3165
Conference Code: 9875145991

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