

SPS Workday User Group Conference Call Meeting  
Nov. 15, 2017 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.

**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.

December 14, 1:00

*HR User Group Conference Call*

Conference Call Number: 1-866-886-3165

Conference Code: 9875145991

**HR/Workday Info/Tips**

***Training Dates***

SPS-POS-201, Processing Personnel Transactions in Workday: 11/30/17, 1/25/18 for new HRCs

**Additional Dates and Topics:**

- Topics for Conference Room Training:
  - o **Managing Contracts and Contractual Conversions—November 3, 2017 (Crownsville)**
  - o **Managing Employee Data, Service Dates, Salary Rules—November 14, 2017 (MDOT)**
  - o Leave of Absence Events—December 11, 2017 (Crownsville)
  - o Accident Leave Process Overview—December 18, 2017 (MDOT)
  - o Hire, Reinstatements, Transfers—June 11 and 15, 2018
  
- Topics for Computer Room Training:
  - o Leave of Absence Events—January 9 and 11, 2018 (MDOT)
  - o Accident Leave—February 6 and 8, 2018 (MDOT)
  - o Change Job—March 6 and March 8, 2018 (MDOT)
  - o Compensation Changes—April 9 and 11, 2018 (MDOT)
  - o Onboarding, Emp Changes and the InBox—May 14 and 17, 2018 (MDOT)

## Alert Re-Cap

### IMPORTANT Reminders:

***HRC Training Manager Approval***, please remember that your supervisor must approve the training before you are fully registered for each training class. We also recommend not waiting until the day before the training date to check on your registration. We have had issues with attendees not being listed as registered. We are adding language regarding attendance, if participants are not present at least 10 minutes before the start time, we give your seat away to another person not on the registration list if needed. Additionally, if we have a full class, pending registration participants may be rescheduled for a later class. This is starting to be an issue for space and training materials. The computer room courses will not be as flexible for space and adding additional participants.

***Contracts must have current start and end dates***, in our testing for Benefits we are still finding contracts that are past their last end dates. These employees will not be loaded correctly with benefits options, eligibility and current benefits (if they have them). All currently active contractual employees must have a current open contract row with correct dates. Please check your SPMS Current Employee Details report for current contract dates. It is not enough to have a current contract document uploaded in Workday---the system only looks at the start and end dates.

#### ***Missing information and Agency Scorecards***

Please make sure you are running your Benefits Readiness reports to complete and follow up with and missing data---***Missing Home Addresses***, this data is important to benefits eligibility and for new employees going to CPB for tax purposes.

***Missing Email Addresses***, these are employees that don't have either a work email address or a home email address. When we go to on-line benefits, employees will want to get emails and not just an event in the Workday in-box. And, these employees are also missing out on emails from the Hub when training is assigned or offered.

***Missing Work telephone Numbers***, this makes it difficult to use some of the SPMS Directory reports for contact information. Some employees may not have a work telephone number, in these cases agencies can list the main office location number for the employee.

***Collaboration Contest for iPad Giveaway***, we will be giving away additional iPads from SPS as part of an "Idea and Enhancement" contest. See the specific contest information and submission form on the Alert that will come out this week. All idea entries will have a chance to win. This is your chance to improve our use and functionality of the SPS systems. Submitted ideas will reviewed, designed and implemented or submitted to the specific vendor for system enhancements as appropriate

***New I-9 Form***, the U.S. Citizenship and Immigration Services released a new version of the I-9 Employment Eligibility Verification form on July 17, 2017. Employers were allowed to use the

new version or the prior version until Sept. 17, 2017. Beginning on Sept. 18, 2017, the new version of the I-9 was fully implemented and must be used for any new verification and this updated version has been available in Workday provided you started the onboarding process after the September 18, 2017 date.

Since there are a number of outstanding I-9 transactions that were not completed by agency staff, your agency may encounter an error message when trying to complete these outdated I-9 transactions. Please contact Shared Services via a help desk ticket to request the outdated I-9 transaction be cancelled before you can begin the new I-9 revised form process. Once the outdated transaction is cancelled, an agency employee can start the Complete I-9 task through their actions button, selecting the personal data, and choosing Complete I-9, or can type I-9 in the search box to begin a new transaction.

If your agency is using the hard copy I-9 Form, please make sure you are using the new version as of September 18, 2017.

## **News:**

***SPS Benefits Implementation Update***, We did go live for DBM and DoIT on September 11<sup>th</sup>. DBM and DoIT employees are able to look at their current benefits and dependents for the 2017 plan year. And, we are in the Open Enrollment for the DBM and DoIT employees in Workday. Things have been going smoothly, we will be closing the OE period tonight as it will close on the IVR as well for the IVR. Just some reminders:

- **Temporary Workday Role:** This week, the Agency Benefit Coordinators (ABCs) not assigned to DBM and DoIT will be moved to a temporary security role, **Agency BAS Coordinator**. This will happen automatically, no security form needed. This change will ensure that we limit the functionality of the ABC role to DBM and DoIT only for the Benefits go-live on September 11, 2017. DBM and DoIT will retain their ABC roles. At the Statewide Benefits go-live, the temporary role will end and the ABC role given to all current ABC staff.
- **Leave of Absence (LOA):** Changes to Armed Services Leave. There will be a new process for this type of absence that starts with the 30 days or less and moves to the 31 days or more. Benefit options and eligibility changes depending on the length of the absence, so we will be updating this leave event. If you missed the webinars, the presentation is on the Hub and has been assigned to HRCs.

***New Managing Contracts section***, under the Help Center under HR....this incorporates the recent training updates to the job aid materials and materials from the training presentations. As we go through each training topic, we will update any of the job aids as necessary and post the new materials on the website and the Hub.

## **New Reports**

- 1) SPMS Retiree by Organization
- 2) SPMS Vacant Positions by Agency In Detail
- 3) SPMS Leave Balances By Organization for Contractual and Temporary

## **Topics for Discussion/Training:**

See FY 18 training mentioned above

## **Questions/Issues**

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

### *HR User Group Call*

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Conference Code: 9875145991

To: HRC and HRP Users

CC: HR Directors, SPS Team