

SPS Workday User Group Conference Call Meeting
November 17, 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.

December 19 at 10:00

HR User Group Conference Call

Conference Call Number: 1-866-886-3165

Conference Code: 9875145991

HR/Workday Info/Tips

Alert Re-Cap

IMPORTANT PPE 11/22/16 Info:

Due to the Thanksgiving Day Holidays, there is an advanced payroll process, please be aware of the following deadlines and due dates:

- Payroll Inputs must be submitted no later than 10:00am on Friday, 11/18/16.
- All Regular Employees timesheets must be submitted no later than 11:59pm on Sunday, 11/20/16.
- Timesheet approvals must be completed by noon on Monday, 11/21/16.
- The authorization form for submitting payroll must be submitted by 12:00 noon on Wednesday, 11/23/2016.

Accident Leave Corrections Webinar and Materials:

As you may know, we had our webinar on how to correct Accident Leave situations in Workday on Nov. 2. These materials and the recorded webinar have been posted on the SPS website. Please make sure you are referring to these materials for information on Accident Leave **corrections**. These materials are **not** about using accident leave. The use of accident leave as a Leave of Absence or on the timesheet can be found under the Leave of Absence materials.

Access to Previous Timesheets for Corrections:

Employees may correct current timesheets and up to one pay period after the pay period with the correction. Timekeepers may correct current timesheets and up to two pay periods with the correction. All other corrections beyond two pay periods must be sent to DBM Payroll Consolidation Unit for correction. Please be aware that on Friday, November 18, we will close all previous pay periods for the correction dates that have passed and adhere to the schedule below. It is highly recommended that employees and agency timekeepers make corrections to timesheets as soon as possible to avoid overpayment and recovery issues for the employees.

Schedule for Locking and Closing Timesheets:

Pay Period	PPE Date	Employee to Correct Until	Agency to Correct Until	DBM to Correct until
Regular	11-Oct-16	25-Oct-16	8-Nov-16	22-Nov-16
Contractual	18-Oct-16	1-Nov-16	15-Nov-16	29-Nov-16
Regular	25-Oct-16	8-Nov-16	22-Nov-16	6-Dec-16
Contractual	1-Nov-16	15-Nov-16	29-Nov-16	13-Dec-16
Regular	8-Nov-16	22-Nov-16	6-Dec-16	20-Dec-16
Contractual	15-Nov-16	29-Nov-16	13-Dec-16	27-Dec-16
Regular	22-Nov-16	6-Dec-16	20-Dec-16	3-Jan-17
Contractual	29-Nov-16	13-Dec-16	27-Dec-16	10-Jan-17

Reminder--HR User Group Conference Calls:

We have started the monthly HR User Group calls again. The calls include announcements and discussion regarding HR events and data in Workday. These calls are geared toward the HR Coordinators as initiators of events in Workday. After each call, the agenda from the call is posted on the SPS website, but is not as detailed as the call. Agencies may want to assign at least one HR

Coordinator to attend the call each month and share the information discussed on the call with others at the agency. The calls will be as follows:

November 17 at 1:00

December 19 at 10:00

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Workday Issue with Uploading Contracts:

There is still an issue with adding the contract document to employees in certain situations. An error occurs when attempting to add a 'new' contract document by Creating Worker Document during the Add Contract process to an existing employee. This would mainly occur when adding a new contract to an existing employee.

The error does not occur when attempting to add the contract document the same way when hiring a new contractual employee.

This issue has been reported to Workday and we are awaiting a resolution.

Forfeiture of Leave for Calendar Year 2017:

As a reminder, current Personal leave balances on Tuesday, January 3, 2017 will be forfeited and 2017 Personal leave hours will be granted on Wednesday, January 4, 2017. Additionally, Annual leave balances up to 600 hours will be carried over on Wednesday, January 4, 2017. Any Annual leave hours beyond 600 will be forfeited.

Compensatory Time is **not forfeited** on a calendar year basis. Given the go-live dates in 2016 for Timekeeping, Comp Time leave will not begin to expire until one year from the go-live date for your agency. Additional information regarding this process will be communicated in March 2017.

Company Service Date Blanks

We still have employees that are missing the Company Service Date for the increment processing in December for the January 1, 2017 increments. Please run the SPMS Current Employee Details report in Workday for your Sup Org, filter on Company Service Date for blanks, correct these dates through the Edit Service Dates event for any employee missing this date.

New Reports

Topics for Discussion/Training:

Questions/Issues

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

HR User Group Call

10/19/16, 2:00

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Conference Code: 9875145991

To: HRC and HRP Users

CC: HR Directors, SPS Team