

SPS Workday User Group Conference Call Meeting
Oct. 19, 2017 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.

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.

November 15, 11:00
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: 10/26/17, 11/30/17, 1/25/18 for new HRCs

Additional Dates and Topics:

- Topics for Conference Room Training:
 - 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 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 2018 (MDOT)
 - o Onboarding, Emp Changes and the InBox—May 2018 (MDOT)

Alert Re-Cap

IMPORTANT Reminders:

Pre-Offer Check (POC), please remember that before extending an offer for employment, agencies must check the Pre-Offer Check website to make sure the candidate has not been banned from State employment. We have had a few instances where an offer was made and/or an employee started work that had been banned from employment. Aside from the obvious issues a hire can cause, this can also be an audit issue. Please make sure your new HR staff are trained in this process and have security access if needed.

Personal Leave for Temporary Employees, contractual employees that are being contractual converted cannot take their “Personal Leave for Temporary Employees” Leave Balance with them into the permanent position. This leave for temporary employees cannot be paid out, and cannot be transferred. If it is not used before the temporary employment ends, the employee loses the leave.

Timekeeping and Payroll Updates

SPS Payroll Support Calls are on Mondays at 11:00, the conference call number is 866 886-3165 and Conference Code: 7018858420.

You should not wait for the Monday call if you have a payroll related question. Please utilize the DBM Payroll Consolidation Unit (PCU) assigned agency contact, the PCU support line at 410-767-7400, or the SPS Help Desk Line #2 option to reach the PCU staff. You should also submit a SPS Help Desk Ticket if the issue has been investigated by your HRC, Timekeeper and Payroll partner without a resolution.

Missing Home Addresses, we are still missing almost 300+ employee home addresses for SPMS employees. Please run the **SPMS Benefit Readiness Audit Missing Data report** to identify these employees and update this information. Since our last call, this number hasn't really dropped.

Missing Email Addresses, we are still missing about 10,000 emails---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, we are missing about 3900 work telephone numbers---either listed as 410-767-3000 or blank. 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.

News:

SPS Benefits Implementation, We did go live for DBM and DoIT on September 11th. DBM and DoIT employees are able to look at their current benefits and dependents for the 2017 plan year. And, we have started Open Enrollment for the DBM and DoIT employees in Workday. Things have been going smoothly, with 109 employee submitting their on-line enrollments in less than a week, another 70 have started their event in the system. 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.

FY 2018 Training Initiative, We have put together a new approach to training for SPS. Shared Services has teamed up with the Personnel Services Division for the two types of training below. This initiative is part of the effort to improve support staff performance and data in SPS to reduce the negative impacts to Payroll and Benefits. You will notice that only some topics will be hands-on computer training, for the more complex SPS events and tasks. The first selected topic is coming up in November on Contracts and Contractual Conversions and has been assigned to HRCs through the Hub. Given space considerations, we would like agencies to approve training registrations for only those HRCs that are responsible for work in the topical area. Also, be aware that all participants will be required to take the post-tests and this will be a measurement on the Agency Scorecard. Depending on the numbers of participants and need, we will schedule another round of these training topics starting in July 2018. Additionally, all in-person training classes will be converted to on-line Hub offerings. There are two session for this first training topic, the afternoon session has lots of room still for registrations.

See the Hub intro and additional topics/dates on the Alert coming out this week. Please check that your work email address is correct in Workday and the Hub if you are an HRC and did not get the notice from the Hub directly.

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.

New Reports Reminder

SPMS Personal Leave for Temporary Employees Eligibility Audit, for SPMS agencies to review temporary employees paid leave eligibility and leave balances.

Topics for Discussion/Training:

The training initiative mentioned above is specifically for the HR transactions that can negatively impact payroll and benefits info and events.

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