SPS Workday User Group Conference Call Meeting
October 22, 2015, 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.

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.

- October, 10/22/15, at 11:00
- November, 11/18/15 at 1:00
- December, 12/15/15 at 10:00

REJECTED RECORDS EMAILS

Agencies seem not to be correcting or investigating the issues that are being sent as rejections from CPB. We send out emails to agencies that have problem transactions for the agency staff to act on. Please discuss this issue with your Agency HR Director to make sure this rejection info is getting to the right staff to be corrected.

Employee Campaign ending…but not over

Still need employees to get used to Workday for timekeeping and benefits go live dates. Please encourage your employees to get on and enter their emergency contact info, check their email and business phone numbers.

Employees that have not completed their onboarding events may have difficulty in submitting personal data changes. Please take a look at the onboarding job aid for HR users to get a better idea on how the onboarding works.

Additionally, if you are planning a deadline for your employees to get into Workday, please coordinate this with your Headquarters HR office and our Change Management Office here at DBM, Nicole Howell in the contact for your HR Directors. We asked this so that agency deadline do not overlap, we do not have the interns any longer, so we do not have staff to take lots of calls all at once for deadlines.

Workday 25, October 26 full implementation---this is the next version of Workday and there are some changes:

We are updating the affected job aids and will alert you as we switch them out in October. Mostly the changes are related to how things look and not process changes.

HR/Workday Tips

Time Off Service Date, we have updated the Date Guide information recently. Please take a look on SPS website and make sure you are getting all service date in the system. And, a reminder that the Time Off Service date is the date that will be used in the timekeeping module for leave accrual. Time Off Service Date is on the SPMS Current Emp Detail Report, you can see if any employees are missing this date or compare the date to the employee's other service dates if anything looks incorrect.

Move Worker Changes, when you submit these change, make sure that your agency is going into Worker to update the cost center, CDC, RSTARS codes...otherwise when you do an event on the position it will be rejected because of an invalid CDC. Additionally, you should be waiting to do any comp or hire events in Workday for the next CPB file once the Move Worker change has been completed. We suggest that if you are moving a vacancy and need to hire someone in a short timeframe, hire the employee first and once on payroll, complete the move worker event.

RetroReclasses, make sure you are completing the new current dated rate event in Workday to move the employee's salary to CPB. If you only do the retro dated event, no change gets to CPB.

New Reports:

Working on additional report info, please let us know through a ticket if you see any issues with reports and if you need a different report. Please make sure you include info on the data you want to see in a specific report.

Topics for Discussion/Training:

Move Worker updated form and information, Webinar scheduled for Nov. 3 at 11 and 2. Same webinar, attend only one. This will be on the Hub for registration.

New Employee HRC/HRP Training Oct. 28-29 and Dec. 3-4---only new employees needing the required training for HRC or HRP roles.

Questions/Issues:

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

SPS Workday Sept Updates Conference Call
10/22/15, 11:00 – 12:00

Conference Call Number: 1-866-886-3165
Conference Code: 9875145991

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