Go-Live Fact Sheet

## Data

* State/Regular and Temporary Position data is from MS-310 and SharePoint.
* All PINs have been renumbered; most have only dropped the trailing “0” (e.g. “011111 0” is now “011111”). Any previously split PIN has had the second position and additional positions renumbered (e.g. 011111A, 011111B, 011111C, will become 011111, 09####, 09####, etc.). Any previous PIN numbered higher in sequence than 089467 will also be renumbered. This includes any 2##### and 7##### sequence PINS.
* Contractual data is from CPB and the employing agency.
* Employee Address data is from CPB.
* Employee home telephone number is from BAS, if available.
* Active employee history is found on the Employee Profile, under Worker History, second half of the page.
* PEP Data includes only mid and annual ratings from the periods ending on June 30, 2014.
* Position Description data (the former MS-22 Form) is from SharePoint, and can be found in Workday under the Position Details. There will be a template for how to change the information and instruction on how to print the form out for signatures.
* The HUB supervisory, position and employee data was initially from the MS-310, SharePoint and Workday Staging environment. At go-live, the HUB data will be from Workday only and refreshed on a nightly basis.

## Supervisory Org Structures

* The Supervisory Organization structure is based on the supervisory relationships entered into SharePoint.
* Changing a position’s Cost Center (agency funding source) does not change the supervisory relationships or the unit/office assignment/location of the position.
* Changes to the supervisory org structure must be based on a change in operational staffing needs or legislative or executive direction, and cannot be accomplished through another more appropriate personnel transaction in Workday.
* Requests for supervisory org structure changes must be submitted to DBM Shared Services on the ***Move Worker*** Template, and have all other necessary approvals as required.
* DBM’s Office of Budget Analysis process for review and approval of reorganizations has not changed as a result of SPS, please continue this process outside of SPS and obtain approval prior to submission of the Move Worker request to Shared Services.
* Changes to the Supervisory Org Names will be submitted through Shared Services via the ***Sup Org Name Change*** Template.

## Matrix Org Structures

* The Office of the Attorney General (OAG) positions that are assigned out to the agencies will be managed by the OAG HR staff. The OAG HR staff will perform the transactions, to hire, reclassify, terminate, etc., for these positions. The Agency HR Coordinator, HR Partner, Appointing Authority Partner, Payroll Partner and Timekeeper will be notified of transactions on these positions and employees, and will be able to view the employee data for these employees.
* DBM will manage all transactions for the Agency Head positions that report directly to the Governor. The Agency HR Coordinator, HR Partner, Appointing Authority Partner, Payroll Partner and Timekeeper will be notified of transactions on these positions and employees, and will be able to view the employee data for these employees.

## Remember

* Our rules, regulations and policies have not changed. Take a deep breath, you really know how to do this.
* There are some built in rules for independent salary setting authority and other validations. But, this is a real time event system. You must review all information on a transaction before you hit the submit or approval button. This will save time in the end, having less corrections and send backs.
* After we get comfortable with the system, we will all wonder how we ever did things before.