

SPS Workday User Group Conference Call Meeting
April 20, 2016 1:00
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.

- April, 4/20/16 at 1:00
- May, 5/16/16 at 11:00
- June, 6/28/16 at 11:00
- July, 7/25/16 at 1:00

HR/Workday Tips

New Reason for Contractual Employment to State/Regular

We have added a new reason for this kind of change, so user will be prompted to change the Compensation Plan and the Pay Rate Type. You will see additional warnings and error messages if you do not change this info on this type of event. As we connect the Payroll part of Workday, this data has to be correct so that they employee will get paid correctly. We are making some calls to agencies that need to correct these types of situations. Selecting the correct reason for any action is critical, if you do not know which reason to use, please ask someone in your office, look at the job aid, and finally, submit a ticket.

Reasons for Transfers, Use the correct Event Reasons

We are seeing agencies using From JobAps reasons when it is not from JobAps and Transfer to/from Independent Agency when in appropriate. Please make sure you are using the correct reason for each situation.

Retiring employees coming back on Contract REMINDER

SPMS employees must be retired for 45 days before being rehired. Rehiring employees that day after they retire is not allowed and creates issues for the Workday/CPB integration. The 45 days is an IRS rule and should be followed.

Termination Attachments

We had an issue with the termination attachments over the last couple of weeks and that has been corrected now. It was caused by a security change in the overall WD configuration. You should be able to attach documents as you had in the past now.

Alert 38 Info

New Training Reports

In the Hub, HR Directors can run the **All Training per Employee Report**. This will show all employees in the specific agency that has been assigned training or has taken training through the Hub and the current status of the training, registered, in progress or completed. Agencies should use this report to follow up on employees that have been assigned training for SPS Timekeeping and Payroll roles. Additionally, the following reports can be run in the Hub:

No Show Details: Displays sessions where one or more students did not attend the required number of parts. Detail view lists no-show employees.

Training Status Summary: Displays a summary of how many training items each employee has that are not started, in progress, or completed.

Session Withdrawal: Displays a list of employees who registered for sessions and later withdrew their registration, including reasons for withdrawal.

In Workday, the staff in the Workday roles of HR Coordinator, HR Partner, HR Liaison or Appointing Authority can run the **SPMS Employee Training Report**. This report will list all of the employees and the course name for courses that have been completed in the Hub. Users can select the sup org and date range for this report.

SPS Timekeeping Updates Memo, April 7, 2016

The Timekeeping Updates memo was sent out to all SPMS Personnel Directors.

Acting Capacity Pay

New information for the acting capacity event in Workday to connect this info to the gross payroll going to CPB. There will be exempt and non-exempt categories, and the end date of the acting period used to send the correct info to CPB. These items are in the production system now...please be aware for the next acting capacity event you handle.

Office of Budget Analysis, Vanessa Plante-MacDonald

She will discuss some of the issues they see with some of the data in Workday that they use in their reporting.

Schedule for Processing

We will be changing the HR Transaction Schedule to include the TK and Payroll processes. Some dates will be impacted, so look for the new schedule to come out soon as we work out the new dates.

Reminder-JobAps uses the Cost Center PIN Locations

Remember that we import Workday position info from Workday to JobAps by Cost Center. We get calls and tickets where agencies cannot find the position in JobAps, but the positions are there but in a place that the agency is not expecting them. Please make sure when starting a recruitment, that the position is in the correct Sup Org and Cost Center, and make sure that all staff are aware of this connection between the systems.

New Reports

See above from the Alert on Training Reports

Topics for Discussion/Training:

Training:

We still see that some of the HRC, Timekeepers, Timekeeper Approvers and Payroll Partners have not registered for training and we are seeing a high percent of no-shows. Remember, the Timekeepers, Timekeeper Approvers and Payroll Partners must complete training before the go-live to maintain these roles in Workday. The training is mandatory. If you know of staff in your agency that have not completed or registered for training, please discuss with your HR Director or your agency lead. We are getting ready to assign specific dates to employees in these roles that have not registered, and are considering other actions for no-shows. There will be no access for employees that have not completed the mandatory training by the go-live date—for Timekeepers, Timekeeper Approvers and Payroll Partners.

Non-Competitive Promotions:

As we move to Timekeeping and Payroll, we need to make sure we are getting more of the reclasses on time. We want to reduce the number of transactions that are retroactive. We are considering notifications for non-comp promotions, to help agencies get this completed on time, with no retroactive pay. Would a month ahead notice be sufficient to get these moving in the agencies? We would do this by job profile for the min. experience required for the next level. Users should be starting these transactions a couple of weeks in advance of the effective date, so as to hit the date as it comes up.

Questions/Issues

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

HR User Group Call

4/20/16, 1:00 – 2:00

Conference Call Number: 1-866-886-3165

Conference Code: 9875145991

To: HRC and HRP Users

CC: HR Directors, SPS Team