

SPS Workday User Group Conference Call Meeting
April 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:

CPB Check Distribution Codes (Alert #17), May 1, 2015 rejecting from CPB; on Current Emp Detail Report, if you do not use these, do not start now

Contract Description code, which equals the Contract Review Code from the old 311T process; some are still being left blank. If you start an additional job and do not follow up by adding a new contract, this code remains blank and will cause it rejection from CPB for that employees hire or pay change. We have been filling these in before sending. As of May 1, we will not do this any longer. If you have employees that are hired as contractual employees, but do not have a contract in Workday please go back and add the contract info for them. Additionally, the contract end date should be up to date, run the Employees With Contracts Report for your agency to compare to your current employee detail report.

VSP Terminations, Info/Instructions

Employee Relations Resources, new on the HR Transaction Resources

Missing Retirement Codes, on Current Emp Detail Report

Acting Form

Security Access Form

New Hire Registry

FOLLOW-UP, is this for promotions or just new hires?

New Reports:

SPMS Employee Service Awards

SPMS Employee Review Detail (PEP)

SPMS Current Employee Detail has PEP Blanks, no completed

Topics for Discussion/Training:

Retroactive Reclass Updates for previous COLAs/Increments, Form

Employee Documents Training/Webinar

EEO Reporting Season, make sure all of your employee race, gender, ethnicity data is completed for your employees. Look for more info to come from your EEO office in May-June.

Training Schedule to be posted

Questions/Issues:

Union Fee issues, we are working to resolve these issues. If you get an employee report that they are still having a fee deduction when they should not, please put in a ticket to be researched.

Contractual Conversion, being cut off before the contractual pay end date happens; Follow-up with a ticket, no other issues reported like this one.

Is the manage probation to do for all positions that require a probation, DNR not seeing this for all State/Reg positions. Follow-Up required.

Discussion on handling discrepancies in JobAps; looking at pre-hires in Workday is not helpful because you cannot tell if you have the correct applicant. It is best to resolve the discrepancy in JobAps given info on the application or from the applicant.

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

SPS Workday April Updates Conference Call

4/22/15, 11:00 – 12:00

Conference Call Number: 1-866-886-3165

Conference Code: 9875145991

To: HRC and HRP Users

CC: HR Directors, SPS Team