SPS Workday User Group Conference Call Meeting
December 15, 2015, 10:00
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.

- December, 12/15/15 at 10:00
- January, 1/22/16 at 11:00
- February, 2/24/16 at 2:00

Employee Campaign ending...but not over, planning required for support calls

Look for more info from the Change Team on this in the coming weeks.

HR/Workday Tips

Retirement Code, just want to mention this again, make sure you audit this field through the SPMS current employee details report.

Continuous Service Dates, there was a Workday issue where this date was not being auto populated, we were able to fix these dates in the system by loading the hire dates into this field. This affected only new hires in Oct, Nov timeframe. If you would like to review the dates for your new hire, you can run the SPMS Current Employee Details report and filter on these new hire dates.

PEP FY 2016 Annual and Mid Cycle Templates
The new templates are available in Workday for processing the PEP ratings for employees this month and into January. Please make sure you select the correct Annual or Mid template for the employee rating. The PEP reports have been updated as well for the new time frames, you can use these reports for tracking PEP completion rates for your agency. You may want to use the PEP process to review your Supervisory Organizations, checking

that each employee is assigned to the correct manager in Workday and as a way to keep the Sup Orgs up to date.

MS-310 Work History in Workday
The work history from the legacy MS-310 system, is still in Workday…with the latest Workday release, it is just a couple of additional clicks away. When on the Worker History tab, click on View Worker History By Category, then click on Staffing and Compensation from Prior System. This history is available for all active employees at the time of go live and for employees that had been terminated after November 2007. For those employees who left employment prior to November 2007, RUMBA can be used to research employment history.

Changes to Personal Information and Onboarding
We have revised the Collective Bargaining Info document on the new employee onboarding process. Revisions to this document were made to improve clarity and do not change the information for the employee.

We will remove the Min. Qualifications and Education form from the onboarding process on Dec. 31, 2015. This change was suggested by some agencies because the form is not an interactive form and most agencies have already completed this form prior to the onboarding process that the employee goes through in Workday. If your agency uses this form to verify minimum qualifications and education as required by the hiring process, please make sure this is part of your hiring process outside of Workday because new employees will not get this form through Workday Onboarding after December 31, 2015.

Employees can no longer self identify a disability in the Personal Info section in Workday. This is a change we made at the request of the EEO Statewide Coordinator. HRCs can still use this section to track ADA info that follows the regular ADA process outside of Workday. You should continue to follow your ADA request process within your agency.

Preparing for Go-Live of SPS Time and Attendance

Timekeeping is scheduled to go live March 2016. There are many tasks to complete in the background in order to have a smooth successful launch:
•   Checking the Time Off Service Dates
•   Correcting any issues with employee job profiles for cash overtime eligibility

User Acceptance Testing (UAT) has started with 20 Agencies for Timekeeping/Absence/ Payroll. User Acceptance Testing (UAT) is an important part in the readiness and acceptance of SPS Workday Time and Attendance UAT is performed to get additional feedback from users who will use SPS Workday Timekeeping, to assist the team with making final adjustments to business process and business rules in the system, and to gather information about 'real-world' use of the system. Our goal is to assess and confirm that the system can support the day-to-day business of Agencies and user scenarios and ensure that the development team has implemented business process in a way that is clear for employees to understand and perform. Keep in mind that we are not re-creating our current timekeeping systems, we are implementing a new system that will use the latest technology and best practices to gain efficiencies.

New Reports
Check out the list of reports on the SPS website, try them out and send us any feedback through a SPS Ticket

Topics for Discussion/Training:
Getting ready to use the Hub for the Timekeeping training. Make sure you are familiar with taking courses on the Hub before this training begins. There will be various course methods, self-paced on line, classroom training, etc.

New HRC and HRP Training for January will be held on January 14 and 15. This course is based on new security role requests received by Shared Services prior to the course date and availability.

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
12/15/15, 10:00 – 11:00
Conference Call Number: 1-866-886-3165
Conference Code: 9875145991

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