

SPS Workday User Group Conference Call Meeting
Thursday, July 30, 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.

- Wednesday, 8/26/15, at 11:00
- Friday, 9/25/15, at 11:00

HR/Workday Tips

Avoid Mass Events: It is important to follow the appropriate job aid when performing an individual transaction. If you get to a screen that prompts you to “select all,” you should cancel or exit the event. Doing mass events can change important data that may affect things like retirement code or other position attributes.

Fund Code Changes: Run through the job aid to point out the position restriction part of the process. This is for agencies that are having issues when processing fund changes in Workday, and then do not see the changes at CPB.

New Reports:

New PEP Report: The SPMS Next PEP Due Report gives you the name of the last template completed for the employees and the next PEP cycle rating template that is due now. This information will assist Managers and HR staff when giving instructions to supervisors.

Topics for Discussion/Training:

Will schedule a new webinar for Retroactive Reclass for September, starting the new process in October, as you recall we decided to go with the process that will allow for the auto calculations of back pay; this will be fully implemented when we have timekeeping, March 2016. Look for upcoming date in September.

SPS Help Tickets:

Questions/Issues:

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

SPS Workday July Updates Conference Call

7/30/15, 11:00 – 12:00

Conference Call Number: 1-866-886-3165

Conference Code: 9875145991

To: HRC and HRP Users

CC: HR Directors, SPS Team