

SPS Workday User Group Conference Call Meeting  
October 19, 2016 2:00  
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.

November 17 at 1:00  
December 19 at 10:00

*HR User Group Conference Call*  
Conference Call Number: 1-866-886-3165  
Conference Code: 9875145991

### **HR/Workday Info/Tips**

#### **Alert Re-Cap**

#### **Welcome DPSCS:**

We are welcoming the Department of Public Safety and Correctional Services onto Workday Timekeeping and Gross Payroll as of October 12th. This will complete the implementation of all of the SPMS agencies for the Time and Payroll Phase.

#### **Leave Bank Open Enrollment-Leave Adjustment Process Change:**

As you may know, Open Enrollment for Leave Bank Membership begins on Thursday, Oct. 13, 2016. **Please see the new Leave Bank Open Enrollment Leave Adjustment Process Instructions and the Leave Adjustment Job Aide attached.** We have added a new Batch ID in the Leave Adjustment event to help us with tracking the annual, personal, and sick leave adjustments made for joining or renewing membership in the Leave Bank. We will discuss any questions regarding this process at the HR User Group Call on Oct. 19 at 2:00pm. See the call instruction and info below.

### Upcoming SPS Webinars:

We have scheduled new webinars for certain topical areas that deal with the more complex Workday events and processes. To participate, you will join the webinar through a computer link in the email for the webinar and call either call in on your phone line or join the audio portion through your computer. Because of the large group of attendees, we will accept questions via the “chat” option on the webinar screen. The webinars will be recorded and will be posted on the SPS site for staff that cannot attend. Please note the intended audience for each webinar.

Webinar	Recommended Audience
<b>SPS Shared Services Support Tickets</b> , Friday, Oct. 21, 10-11	HRC, Timekeepers, Payroll Partners
<b>Accident Leave Changes</b> , Wednesday, Nov. 2, 1:30-3:00	HRC, Timekeepers, Payroll Partners

### Workday Issue with Uploading Contracts:

The issue had been fixed but is now a problem with maintain contract and is working for add contract.

### Instructional Materials for Leave of Absence:

We have posted the following to the SPS website:

*Leave of Absence – Cause and Effect with Timesheets presentation*, located under Timekeeping Help Center: SPS Timekeeping Go-Live Webinars

*Leave of Absence and Corresponding Time Off Codes chart* and the Q&A are located under HR Help Center: Tools and Templates and under Timekeeping Help Center: Additional Materials

### Election Day on Timesheets:

Currently the Holiday title “Election Day” is not visible on the timesheet for Tuesday, Nov. 8, 2016. This is a bug with Workday and they are working to correct it. As we get closer to Election Day, we will send out an update on this issue. Employee’s that are not working on that day do not have to enter anything on that date. The holiday hours will calculate for the holiday as they should without entering anything on the timesheet. If this issue is not fixed by the Election Day timesheet, we will send out an email to employees with specific instructions.

### Time Off Request:

The Workday timesheet schedules have been updated through June 30, 2017. Employees may submit Time Off Requests through that pay period. Agencies and supervisors are able to set policy for their employees for how far in advance the supervisor will approve Time Off Requests. Managers and supervisors should discuss their practices with their staff as appropriate.

### Effective Dates in Reclass Events:

As a reminder, please make sure you are initiating reclass events with the accurate effective dates. Shared Services is not able to correct these dates in Workday because the date for these events is approved by the Appointing Authority in the system. If there is an incorrect effective date, the event can only be rescinded, and the entire event must be initiated and approved again by each role involved in the event. This can be a lot of extra work given the steps involved in a reclass event.

### **Job Requisitions in Workday:**

In Workday 27, there is a new screen on the Job Requisition event for Organizational Assignments. This information is defaulted in from the position information. Please **do not** attempt to change information on the position here. If you do change information on this screen, all of the defaulted assigned organizations will disappear. Remember, to change the characteristics of the position, please refer to the Change Organizational Assignments Job Aid.

## **New Reports**

## **Topics for Discussion/Training:**

## **Questions/Issues**

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

*HR User Group Call*

10/19/16, 2:00

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Conference Code: 9875145991

To: HRC and HRP Users

CC: HR Directors, SPS Team