SPS Benefits Implementation
Monthly Status Meeting - Benefits Only Agencies
June 7, 2018

Agenda

- **Parallel Testing Update**

- **Data Conversion Update**

- **Shell Record Processing**

- **Benefits Issues**

- **Preparing for Go Live**

- **ABC Certification**

Parallel Testing Update

EBD is Completing the Dual-Entry for the May Agency Events/Elections into Both BAS and Workday

MAY 2018	JUNE 2018
SPMS: • 32xxxx: MDH • 230801: Military (All CDC's Except 10)	**SPMS:** • 2301xx; 360700: Governor's Office • 2401xx; 2305xx Except 230503: Office of the Comp • 220300: OAG
CPBI: • 360300: BCCC	**CPBI:** • 5002xx: Register of Wills
NON-SPMS: • 360222: University of MD - College Park	**NON-SPMS:** • 360224: Towson University • 360231: University of MD - Baltimore County
RETIREES: • State Pension Retirees • Special Circumstance Retirees & Beneficiaries	**RETIREES:** • State Pension Retirees - Medicare • Special Circumstance Retirees & Beneficiaries

Parallel Testing Update – Manual Data Entry

- Dual-Entry of SPMS and CPBI Agencies
  - No or Incorrectly Entered Leave of Absence Events in WD
  - Adjustments After Hire to FTE% or Contract Dates

- Dual-Entry of Shell Record/Benefits Only Agencies
  - Continue to have timing issues with receipt of Shell Record data
    - Not receiving timely data updates holds up completing dual-entry

- Dual-Entry of Retirees
  - Keying State Pension Retirees and Special Circumstance Retirees & Beneficiaries

- How do we validate the testing?
  - DBM/DoIT Employees or ABC's report online issues
  - EBD reports online and/or processing issues (when completing dual-entry)
  - Comparing CPB and Provider Integrations from BAS and SPS Benefits to make sure they match

- We make configuration adjustments as we find issues in testing

Data Conversion – Benefits Only Agencies

- Loaded Benefits Elections from BAS
  - Top Issues Encountered
    - Contract dates
    - Address related discrepancies
    - FTE %

Shell Record Processing – Benefits Only Agencies

- To Date, Loaded Full-File and 11 Delta Files
  - 5/31 Delta File
    - Contained 7841 records
    - There were 1197 (15.26) Fatal and Partial errors
    - There were 101 records > 90 days old
    - There were 50 records between 60 and 90 days old
    - There were 151 records > 60 days old

Shell Record Updates

- **Processing Transactions**
  - As of June 1, 2018, EBD is not processing transaction(s) into BAS if the information is not loaded in Workday.

- **SSN Mismatch File**
  - Currently in production; the new file format was sent on 6/5 with only 1 record

- **Master File**
  - Update on Adding Benefit Job
  - **IDD Changes**
    - USM Contractual Employee Requirements

- **Hire Dates Differences**
  - There may be situations where we cannot Hire an employee with the Hire Date sent in the Delta File
    - If this occurs, we will adjust both the Hire Date (and the Contract Start Date) to the earliest Hire Date possible
    - The Master File will reflect the adjusted Hire and Contract Start Date

Benefits Issues

- Demographic Reports
  - EBD is currently vetting the reports
  - 3 Reports will be sent – DOB, Name, and Addresses

- BAS Processes
  - Continue to send Notice of Termination, Contract Renewals, FMLAs to EBD

Preparing for Go Live

June 2018	• HR Directors meet with Agency/Institution HR, Time, Payroll, ABC staff to review the Agency's readiness and training needs
July 2018	• HR Director review staff training readiness • Training registration/online training
Aug-Sept 2018	• Complete Online Training • Employee Campaign for Personal Data starts
October 2018	• Open Enrollment in BAS; this OE will be loaded into SPS for 1-1-19 • CPBI/Benefits Only IT staff survey
Oct-Dec 2018	• Complete Instructor Led Training • Review staff training completion
December 2018	• Employee Data Readiness for Conversion of 1-1-19 elections • Employee Campaign • CPBI/Benefits Only IT staff set up and training for password reset

ABC Certification Program

- Deadline for taking the ABC certification test has passed. Any ABC who has yet to take and pass the test will have their access in BAS revoked.

- A few have failed the certification twice. Those ABCs will be sent an e-mail with a copy to the HR Director of the date they are scheduled to take the test a third time at DBM.
  - Test is scheduled for July 10th or July 12th. Each ABC will be notified of which date their makeup exam is scheduled.

- The time between now and the makeup exam should be used by the ABC to review all resource materials to prepare for the test.

- Any ABC who fails while taking the test at DBM will be ineligible for the role.

ABC Role Additions

- Process to add new ABC's:
  - Any additions to the ABC role in SPS must be submitted via the OPSB security form

- Once the OPSB form is submitted, the ABC certification test will be assigned. The test is a prerequisite for the Web-Based and Instructor-Led training (to ensure that individuals have a basic level of proficiency before taking the SPS Benefits training).

- Timeline for training schedule:
  - Web Based Training (Aug – Sept 2018)
  - Instructor Led Training (Oct – Dec 2018)