SPS Benefits Implementation
Monthly Status Meeting - Benefits Only Agencies
June 28, 2018

Agenda

- **Parallel Testing Update**

- **Shell Record Processing**

- **Benefits Issues**

- **Preparing for Go Live**

- **ABC Certification**

Parallel Testing Update

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

JUNE 2018	JULY 2018
SPMS: • 2301xx; 360700: Governor's Office • 2401xx; 2305xx Except 230503: Office of the Comp • 220300: OAG	**SPMS:** • 35xxxx: DPSCS
CPBI: • 5002xx: Register of Wills	**CPBI:** • 361300: Morgan State
NON-SPMS: • 360224: Towson University • 360231: University of MD - Baltimore County	**NON-SPMS:** • 360225: University of MD - Eastern Shore • 360229: Salisbury
RETIREES: • State Pension Retirees - Medicare • Special Circumstance Retirees & Beneficiaries	**RETIREES:** • State Pension Beneficiaries • Special Circumstance Retirees & Beneficiaries

STATEWIDE PERSONNEL SYSTEM

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
  - Contract Renewals for New Fiscal Year

- Dual-Entry of Shell Record/Benefits Only Agencies
  - Contract Renewals have not been received
  - 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
  - Finished Keying State Pension Retirees and Getting Ready to Start Keying State Pension Retirees - Medicare

- 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

Shell Record Processing – Benefits Only Agencies

- **To Date, Loaded Full-File + 12 Delta Files**
  - 6/14 Delta File
    - Contained 8355 total records
    - There were 428 (5%) Fatal and Partial errors
    - There were 1845 records (22%) > 90 days old
    - There were 195 records (2%) between 60 and 90 days old
    - There were 2037 records (24%) > 60 days old

Shell Record Updates

- ## Master File: Benefit Job
  - Adding Benefit Job in 7/5 (MDOT/Judiciary/MGA) or 7/6 (USM) Master File
  - Master File v3 is posting to the Shell Record Website today

34	Multi-Agency Employment	1	Y or N	This field will indicate if the employee has an active job at more than one agency. • Y if the employee is employed at multiple agencies • N if the employee only has a job(s) at your agency
35	Benefit Job Agency	10		This field will provide the 6-Digit Agency Code of the Benefit Job Agency: • **If the Multi-Agency Employment = N**, which indicates the employee has a single job at your Agency and your Agency job is the Benefit Job, continue to send demographic data updates (Fields 7 through Field 25) as required. • **If the Multi-Agency Employment = Y and the Benefit Job Agency = your 6-digit Agency Code**, which indicates the employee has multiple jobs and your Agency job is the Benefit Job, continue to send demographic data updates (Fields 7 through Field 25) as required. • **If the Multi-Agency Employment = Y and the Benefit Job Agency IS NOT your 6-digit Agency Code**, which indicates the employee has multiple jobs and your Agency job IS NOT the Benefit Job, DO NOT send demographic data updates (Fields 7 through Field 25). • **If the Benefit Job Agency = "RETIREE" instead of a 6-Digit Agency Code**, which indicates the employee is a Retiree who has returned to work but has chosen to remain on Retiree benefits., DO NOT send demographic data updates (Fields 7 through Field 25). Retiree benefits are owned and administered by DBM EBD not the current active employment agency. • **For new hires at your Agency, where you are unaware if the employee already has employment at another Agency**, send all demographic data on the 01-Hire event and if we identify the employee already has a Benefit Job we will not load the demograhic data in the Hire. If your Agency is then determined to be the new Benefit Job you will see that on the Master File and can send an 03-Data Change in the next Delta file if the Master File shows demographic data that is different from your system.

Shell Record Updates

- Master File: Benefit Job (con't)

  - SPS will have logic in the SPS processing for the 7/12 Delta file to not load demographic changes received in a Delta File if your Agency is not the Benefit Job Agency.

  - You will receive a Warning message if we receive an update that we did not process.

  - Agencies/Institutions should add logic on their side to prevent sending updates for employees where you are not the Benefit Job

    - You do not need to have this logic in place for the 7/12 Delta File, but should put it in your development queue

Shell Record Updates

- Contract Renewals

    - As a reminder, you can send contract extensions <u>or</u> new contracts PRIOR to the Contract End Date of the existing contract.
    - Based on the 2-week cycle for Delta files, you will need to program for this or risk having an employee contract end in Workday.
    - <u>The key to doing this is the 03-Data Change Effective Date</u>
        - The Effective Date must be equal to or prior to the Delta File date

> **Action Code = 03**
> **Effective Date = 06/14/18**
> **Contract Data Change Flag = 1**
> **Original Contract Number = 2019 Contract**
> **Contract Start Date = 07/01/18**
> **Contract End Date = 06/30/19**

- Hire Dates Differences
    - <u>There may be situations where we cannot Hire an employee with the Hire Date sent in the Delta File</u>
        - 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, delayed due to high volume of address changes
  - 3 Reports will be sent – DOB, Name, and Addresses

- BAS Processes
  - Continue to send Notice of Termination, Contract Renewals, FMLAs, and Transfers to EBD
  - Discontinue use of Personal Information Change Form; update in Workday only
  - Contract extensions must be in Workday before Benefits can be extended or payment coupons sent out

STATEWIDE PERSONNEL SYSTEM

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 had access in BAS and did not take the certification test has had their access in BAS revoked.
    - Letters were sent to the HR Directors to let them know which ABCs had BAS access revoked.

- To regain BAS access, an OPSB form must be submitted. The ABC certification test is assigned for anyone who is submitted for the ABC role via an OPSB security form. Once the individual has passed the test, BAS access will be restored (or granted for new employees).