



STATEWIDE PERSONNEL  
— S Y S T E M —

## **SPS Benefits Implementation**

Monthly Status Meeting - Benefits Only Agencies

July 26, 2018

# Agenda

- **Parallel Testing Update**
- **Shell Record Processing**
- **Benefits Issues**
- **Agency Scorecard Update**
- **Training Activities**
- **Reference Material**



# Parallel Testing Update

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

JULY 2018	AUGUST 2018
<b>SPMS:</b> <ul style="list-style-type: none"><li>● 35xxxx: DPSCS</li></ul> <b>CPBI:</b> <ul style="list-style-type: none"><li>● 361300: Morgan State</li></ul> <b>NON-SPMS:</b> <ul style="list-style-type: none"><li>● 360225: University of MD - Eastern Shore</li><li>● 360229: Salisbury</li></ul> <b>RETIREEES:</b> <ul style="list-style-type: none"><li>● State Pension Beneficiaries</li><li>● Special Circumstance Retirees &amp; Beneficiaries</li></ul>	<b>SPMS:</b> <ul style="list-style-type: none"><li>● 40xxxx: DJS</li></ul> <b>CPBI:</b> <ul style="list-style-type: none"></ul> <b>NON-SPMS:</b> <ul style="list-style-type: none"><li>● 360227: Coppin State</li><li>● 360228: University of Baltimore</li></ul> <b>RETIREEES:</b> <ul style="list-style-type: none"><li>● State Pension Beneficiaries - Medicare</li><li>● Special Circumstance Retirees &amp; Beneficiaries</li></ul>



# 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
  - Continue to have timing issues with receipt of Shell Record data
    - Not receiving timely data updates holds up completing dual-entry
  - No Leave of Absence Events
  - Missing 01-Hires in Workday; Need to Compare the Workday Master File to your Source HR to make sure all Active employees exist in Workday
- Dual-Entry of Retirees
  - Finished Keying State Pension Retirees and Have Begun Keying State Pension Retirees - Medicare
- Other Parallel Testing
  - Running *Overage 25* and *Overage 26* Processing
  - Currently Testing *Retiree/Dependent Turning Age 65* Processing
  - Still Need to Test *End of Contract* and *Start of New Contract* Processing



# Shell Record Processing – Benefits Only Agencies

- To Date, Loaded Full-File + 14 Delta Files
  - 7/12 Delta File
    - Contained 11,165 total records
    - There were 2042 (18%) Fatal and Partial errors
    - There were 382 records (3%) > 90 days old
    - There were 40 records (.35%) between 60 and 90 days old
    - There were 423 records (4%) > 60 days old



# Shell Record Updates

## ■ Master File: Benefit Job

- SPS added 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 received Warning messages in the 7/12 Error Files if we received an update that we did not process.
- If you do not want to receive the Warning messages, each Agency/Institution should add logic on their side to prevent sending updates for employees where you are not the Benefit Job

## ■ Employee Sub-Type: 07- Non-Tenure Track Faculty

- Carolyn Skolnik and Chevonie Met w/Cindy Kollner, Anne and Kelly to Discuss Non-Tenure Track Faculty
- Will Use Employee Sub-Type to Identify this Population
- SPS Team Will Document Use of Employee Sub-Type and Send to Chevonie by EOD on Friday



# Shell Record Updates

## ■ Ongoing Issues

### – Contract Renewals and Extensions

- Prior PPT's and Meeting Recordings are on the Shell Record Website if you need to review how to do send these events
- These notes also cover how to send the Contract renewal or extension BEFORE the current contract expires (before the Contract Start Date of the new contract)

### – Sending Terms/Hires When No Break in Service

- This has become a BIG issue
- These should be sent as a 03-Data Change; in the event you can change:
  - Employee Type, Employee Sub-Type, FTE, Job Number, Contract Data, etc.

## ■ 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 reflects the adjusted Hire and Contract Start Date – **sent 7/24**

## ■ Events Greater than 90 Days

- Last delta file to send events greater than 90 days will be August 23rd



# Shell Record Updates

- Generic Email Addresses

- Don't Send Generic or Fake Work or Personal Email Addresses

- Email addresses will be used to send new Login/password information to an employee
    - Email addresses will be used to notify employees of life events that require their attention
    - Email addresses may be used to communicate with an employee on an employee specific issue
    - Generic email addresses cannot be used for these employee specific and private communications





# Benefits Issues

## ■ Demographic Reports

- DOB and address discrepancy reports were sent out and are due back to Tamar Duppins-Stokes by September 30, 2018
- Name discrepancy report to follow

## ■ 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



# Agency Scorecard Update

## June Scorecards:

- Added Leave of Absence Events

## July Scorecards:

- Tracking ABC training
  - ABCs registered for training
  - ABCs completed the training

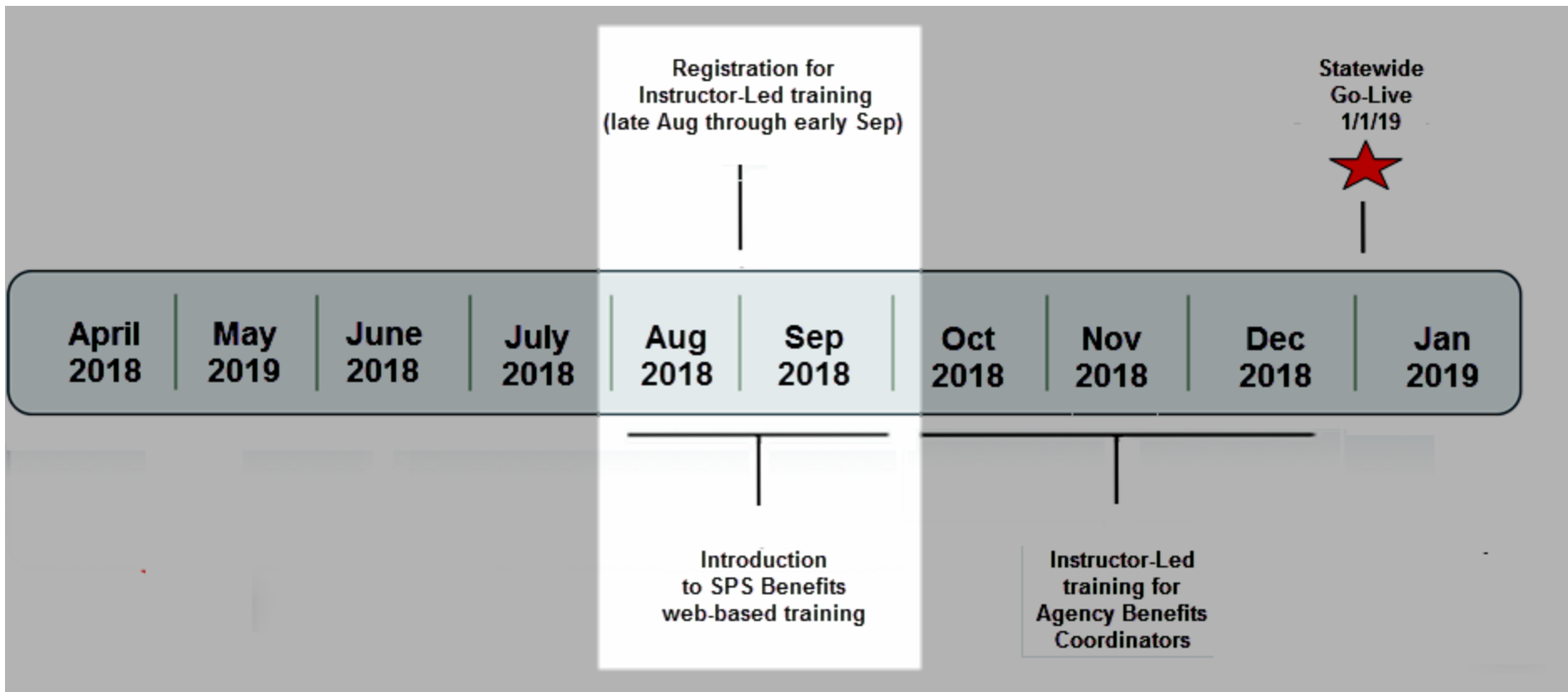


# ABC Certification Program Update

- First cycle of the ABC Certification test is complete. Over 400 ABCs at the different agencies passed the test.
- A small number of people did not pass the test. HR Directors for those individuals have been notified. Those ABCs no longer have access to BAS and forms will not be accepted by EBD for these individuals.
  - Individuals who lost eligibility for the role will be eligible again during the next cycle of the Benefits certification test (scheduled for first quarter of 2019)
- To request the ABC role for anyone new, an OPSB form must be submitted. The ABC certification test will be assigned for anyone who is submitted for the ABC role via an OPSB security form. Once the individual has passed the test, they can then progress to the next levels of training.



# ABC Training High-Level Timeline



# ABC Web Based Training

- Completion of Web Based training is a requirement for all ABCs before they will be able to register for the Instructor-Led training
  
- **SPS Navigation Basics web based training:**
  - ABCs will learn how to log in to SPS, basic navigation and search techniques, how run reports, and where to find help resources
  
- **Introduction to Benefits Fundamentals web based training**
  - ABCs will learn about SPS Benefits and the integration of HR and benefits processes
  
- \* ***SPMS ABCs have already taken the SPS Navigation Basics***



# ABC Web Based Training (Cont.)

- Web Based training will be available early August
- Courses will be assigned via The HUB
  - ABCs will get email notifications when the courses are assigned to them and will need to log in to complete them prior to being able to sign up for the Instructor-Led training
- ABCs will be able to sign up for the Instructor-Led training in September. More details on this will be provided on the next call





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# Preparing for Go Live

<b>June 2018</b>	<ul style="list-style-type: none"><li>• HR Directors meet with Agency/Institution HR, Time, Payroll, ABC staff to review the Agency's readiness and training needs</li></ul>
<b>July 2018</b>	<ul style="list-style-type: none"><li>• HR Director review staff training readiness</li><li>• Training registration/online training</li></ul>
<b>Aug-Sept 2018</b>	<ul style="list-style-type: none"><li>• Complete Online Training</li><li>• Employee Campaign for Personal Data starts</li></ul>
<b>October 2018</b>	<ul style="list-style-type: none"><li>• Open Enrollment in BAS; this OE will be loaded into SPS for 1-1-19</li><li>• CPBI/Benefits Only IT staff survey</li></ul>
<b>Oct-Dec 2018</b>	<ul style="list-style-type: none"><li>• Complete Instructor Led Training</li><li>• Review staff training completion</li></ul>
<b>December 2018</b>	<ul style="list-style-type: none"><li>• Employee Data Readiness for Conversion of 1-1-19 elections</li><li>• Employee Campaign</li><li>• CPBI/Benefits Only IT staff set up and training for password reset</li></ul>

