SPS Benefits Implementation

Monthly Status Meeting - Benefits Only Agencies

August 23, 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 August Agency Events/Elections into Both BAS and Workday

AUGUST 2018	SEPTEMBER 2018
SPMS: ● 40xxxx: DJS	**SPMS:** ● 33xxxx: DHS (if required)
CPBI:	**CPBI:**
NON-SPMS: ● 360227: Coppin State ● 360228: University of Baltimore	**NON-SPMS:** ● 360230: University of MD - University College
RETIREES: ● State Pension Beneficiaries - Medicare ● Special Circumstance Retirees & Beneficiaries	**RETIREES:** ● 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%, Contract Dates and/or Addresses

- **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
  - 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**
  - Still Need to Key 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 + 16 Delta Files
  - 8/09 Delta File
    - Contained 4778 total records
    - There were 589 (12%) Fatal and Partial errors
    - There were 433 (9%) partial errors from workday
    - There were 233 records (5%) > 90 days old
    - There were 136 records (3%) between 60 and 90 days old
    - There were 369 records (8%) > 60 days old

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 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.

  - Sending Original Hire/EOD Dates
    - We are receiving Hire Dates that appear to be the original hire/EOD date
    - If an employee is starting a new job that results in an 01-Hire or a 03-Data Change, the Effective Date of the event must be the current date the job became effective

STATEWIDE PERSONNEL SYSTEM

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 should have received warning messages in the 7/12 Error Files if you sent 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 your institution is not the Benefit Job
  - Fixed an issue with designating some employees with RETIRED designation who were not retirees

- Employee Sub-Type: 07- Non-Tenure Track Faculty
  - USM Only; Will Use Employee Sub-Type = 07 to Identify this Population
  - SPS Team Documented Use of Employee Sub-Type and Sent to Chevonie for Distribution
  - SPS Will be Ready to Accept Employee Sub-Type = 07 in 8/23 Delta File

Shell Record Updates
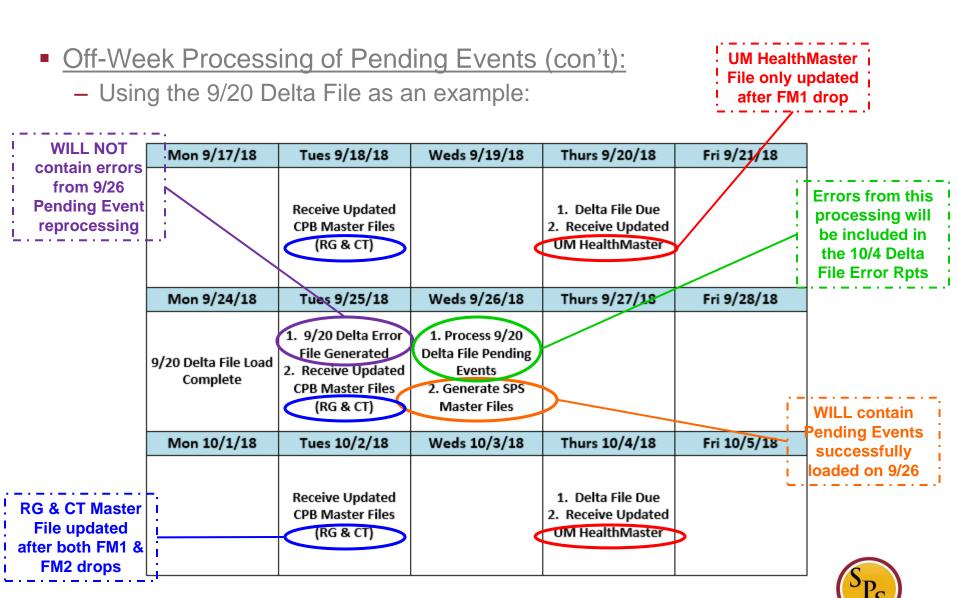
- Contracts Expiring 12/31/18
  - Need to be renewed/extended by the 12/13/18 Delta File
  - If these are not renewed/extended in SPS the employee will not be eligible for benefits on 1/1/19 and we will not be able to convert in their Open Enrollment elections
  - Open Enrollment data conversion into Workday will begin in mid-December

- Events Greater than 60 Days
  - The last Delta File to send events older than 60 days will be September 6th
  - Starting with the September 20th Delta File events older than 60 days will not be accepted

- Off-Week Processing of Pending Events:
  - Beginning with the 9/20 Delta File, SPS will begin to process 'Pending' events for RG and CT agencies using the updated CPB Master File received on the Tuesday night before we publish the SPS Master File
  - Cannot do the same for UM agencies since CPB only publishes a Master File every 2 weeks

Shell Record Updates

- Off-Week Processing of Pending Events (con't):
  - Using the 9/20 Delta File as an example:

UM HealthMaster File only updated after FM1 drop

WILL NOT contain errors from 9/26 Pending Event reprocessing

Errors from this processing will be included in the 10/4 Delta File Error Rpts

Mon 9/17/18	Tues 9/18/18	Weds 9/19/18	Thurs 9/20/18	Fri 9/21/18
	Receive Updated CPB Master Files (RG & CT)		1. Delta File Due 2. Receive Updated UM HealthMaster	

Mon 9/24/18	Tues 9/25/18	Weds 9/26/18	Thurs 9/27/18	Fri 9/28/18
9/20 Delta File Load Complete	1. 9/20 Delta Error File Generated 2. Receive Updated CPB Master Files (RG & CT)	1. Process 9/20 Delta File Pending Events 2. Generate SPS Master Files		

Mon 10/1/18	Tues 10/2/18	Weds 10/3/18	Thurs 10/4/18	Fri 10/5/18
	Receive Updated CPB Master Files (RG & CT)		1. Delta File Due 2. Receive Updated UM HealthMaster	

WILL contain Pending Events successfully loaded on 9/26

RG & CT Master File updated after both FM1 & FM2 drops

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

August Scorecards:

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

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 was assigned early August.
  - The web based training was only assigned to those who have passed the benefits certification test.

- Courses were assigned via The HUB – **this is the same place that the ABCs took the Benefits certification test.**
  - The link to the HUB: https://stateofmaryland.csod.com
  - Any ABC who has not completed either course will get weekly reminders that they need to complete the courses before being able to sign up for the Instructor-Led training.

- ABCs will be able to sign up for the Instructor-Led training starting mid-September for class sessions to be held during the months of October through December. Instructions on how to do this will be sent out as soon as the schedule for Instructor-Led training is available.
  - Registration for Instructor-Led training will also be via the HUB.

Reference Material

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