

—SPS ALERT—

SPS Alert 109: HR, Timekeeping, Payroll & Benefits Updates

Release date: 4/09/2019

Important Dates Coming Up

All Agencies: Training Dates

- ✓ SPS-BEN-301A-Processing Employee Benefits in Workday: 4/23/19 for New ABCs Only. This process starts with the submission of the Security Form for ABC access.

SPMS ONLY: Training Dates

- ✓ SPS-POS-201, Processing Personnel Transactions in Workday: 4/25/19, 5/30/19, 6/27/19 for new HRCs.

SPMS ONLY: Timekeeping and Payroll Quarterly Update Calls

- ✓ Quarterly schedule (June, Sept and December). The agencies will be advised in advance of the dates and time by the Payroll Consolidation Unit (PCU).

IMPORTANT NEWS AND REMINDERS FOR SPS BENEFITS

FOR ALL AGENCIES

- ✓ **REMINDER!!! New Contracts for 90 days or less:**

This is a reminder that if your agency completes contracts on a fiscal year basis and you hire a new contractual employee between April 1 and June 29 and the contract end date is June 30, because the contract is 90 days or less, the employee will not be eligible for Benefits. If you intend to hire the employee for more than 90 days, you should expand the **contract end date** to the next fiscal year end. This only occurs when it is a new employee that is hired 90 days or less from the end of the fiscal year.

Example: Your new contract employee starts May 1, 2019, and your usual end date is June 30, 2019

If you would usually renew the contract on July 1, 2019 for an entire year, the original contract should be as follows:

Contract start date: May 1, 2019

Contract end date: June 30, **2020**

If the original contract is 90 days or less, the employee will not get a Benefits event because they are not eligible. Please make sure all HRCs are aware of this potential issue and that your agency updates your procedures for the contractual hires within 90 days prior to the end of the June 30 fiscal year end.

- ✓ **Closing Expired Contracts**
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Shared Services has closed all contracts that have a **contract end date** that is more than 90 days old. Please make sure that all active employees have a current, open contract. When renewing contracts, the renewal should be completed prior to the current contract end date. For Benefit Only Agencies, contract extensions should be sent in prior to the current contract end date.

SPS Benefit Expiring Contract Report, can be run by all ABCs and ABC Liaisons to plan for contract renewals

For SPMS and CPBI Agencies, the reports listed below are to be used to make sure your agency is terminating employees that no longer have current contracts or to make sure all of your active employees have a current contract that need one.

SPMS Active Employees with Closed Contracts

CPBI Active Employees with Closed Contracts

- ✓ **REMINDER: 60 DAYS, closing events!!**
 - The **SPS Benefit Open Election Events – Employees Report** is critical for ABCs to follow up with employees that have had a benefit event since the go live.
 - NEW: this report can be run for a date range
 - The **“Submit Elections By Date”** is on the report and this will help the ABC to know which employees are coming close to the end of their 60 day window to submit elections.
 - This report also shows employee benefit events that are either 'Not Started' or 'In Progress'. The report identifies where the event is currently in the work stream and who is the next person designated to take action; the report also displays if the employee has a Work and/or Personal Email address in the system. ABC's should regularly run this report and follow-up with employees as required, specifically with employees without an email address in the system. **This report should be run at least once a week for agencies that have lots of HR events that trigger benefits events--new hires, contractual conversions, changes in FTEs, etc.**

 - ✓ **Agency Benefit Coordinator (ABC) Certification Exam**
All ABCs that did not take the exam lost their ABC access in SPS. To request the ABC role, agencies will have to complete the security form and submit to Shared Services (email listed on the form). ABCs that failed the exam twice will be scheduled for a time to take the exam at DBM, there is a 30 day waiting period.

 - ✓ **Paper Benefit Enrollment Forms**
Going forward the only situations for submission of paper forms are:
 - Initial retiree enrollment
 - Changes to elections completed in SPS on-line (within the 60 days of the event); employees cannot submit
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changes to elections once they have submitted them on-line in SPS

- Scanned copy of the form attached to the on-line elections when the ABC is completing the elections for the employee

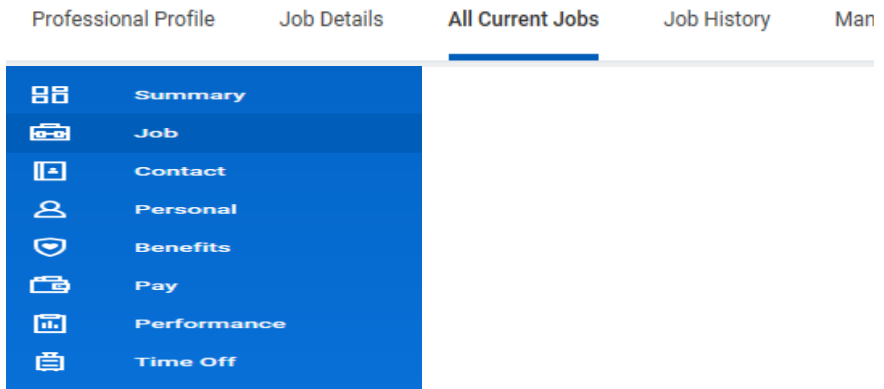
Please do not submit any new paper forms to EBD if it is not one of these situations.

✓ **Employees with more than One Job**

All ABCs should be able to see the “Multiple Job” icon that shows up for employees that have multiple jobs. This icon is below the employee’s name and W# on the profile page, to the right of the position title or position number and looks like this:



When you click on this icon, it will show you the other job or jobs in a drop down box and you can select a different job to look at for the employee. If the other job is not part of your agency, your information to view will be limited. You can select “Job” on the left side blue bar, and then the “All Current Jobs” tab to see the list of current jobs, which agencies the jobs are in and the FTE data for each job. Any blue text will be drillable for you. This access and information will assist ABCs with Benefits or position questions about the employees.



✓ **Report Updates**

The SPS Benefit Finalized Election Events - Employees has been updated:

- The report has all of the benefit groups pre-populated in the run control. You can remove unwanted benefit groups as needed.
 - The report can be run for just one or more workers to isolate specific events.
 - The report can be run for date ranges less than 60 days to allow for a more targeted review.
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All Benefit Groups are filled into the prompt. You can remove benefit groups by clicking on the “x” next to the Benefit Group.

You may run the report for just Worker(s). You can type name or W#.

Benefit Group

- X Armed Services Leave 31 or More Days
- X Armed Services Leave 31 or More Days - SLEOLA
- X Contractual (ACA)
- X Contractual (Non ACA)
- X Contractuals (No or Less than 90 day Contract)

More (12)

Prompt for Worker (ignores prompt if left blank)

Event Finalized on or After (Default 60 Days From Today)

02 / 04 / 2019

Event Finalized on or Before (Default To Today)

04 / 05 / 2019

You may now select time frames shorter than 60 days. Note: This report will only return events finalized 60 days prior to the current date.

✓ **Benefit Quick Reference Guides (QRG)—**

https://dbm.maryland.gov/sps/Pages/Benefits_HelpCenter.aspx

FOR SPMS and CPBI AGENCIES

✓ **COLA and Bonus Information**

DBM has processed the April 1st COLA for the State Regular SPMS employees and for the CPBI agencies that requested it through DBM CAS. The April 1st Bonus for State Regular SPMS employees was also processed by DBM. Agencies that wish to process the COLA and/or Bonus for Contractual employees should refer to the email dated April 2, 2019 from DBM.

Reminder: The Contractual employee must have an hourly pay rate. Run the SPMS Current Employee Detail Report to find this field. If it needs to be fixed then use Job Change>Transfers, Promotions, etc.>Data Changes>Corrections. The field will be available to correct on the 3rd or 4th screen.

Please see the attached April 1, 2019 – COLA and Bonus document for more information.

✓ **FTE Data Changes**

FTE Data Changes may impact benefits for employees if the employee is either gaining or losing part of a benefits subsidy. HRCs must use the correct Data Change Reason for FTE changes in order for the employee to get a Benefits Event. If combining more than one data changes with an FTE Data Change, you must use the Data Change FTE Reason for the correct Benefits Event to be triggered if required for the circumstances.

✓ **Rehires Issues**

We are still getting employee hire events for employees that should be a “Rehire”. We find that most of these cases are for employees that were terminated prior to the 2014 SPS Go-Live. Remember, we have the history for 7 years of terminated

employees all the way back to 2007---all of these former employees already have W#s. Hiring instead of rehiring former employees and retirees will have a negative impact on the employee's record and will require you to complete the event again. To avoid these issues:

- Always stop and check the information if you get a warning when you type in a Social Security Number on a Hire Event. Do not proceed until you check the discrepancy file to confirm the correct information.
- Make sure someone involved in the Hire process is checking and resolving any application discrepancies before the Hire event
- Ask the candidate if they worked for any state office or agency before, or if they are a retiree with State Retiree Benefits. All retirees with Benefits are in SPS and have W#s—even if they do not know it yet!

✓ **Leave of Absence Issues**

We are having some confusion between Armed Services Leave (usually an extended leave for training) and Military Administrative Leave (an active duty service leave with or without a pay allowance). Please make sure you are referring to the chart for Leave of Absences (LOA) located on the SPS HR Help Site at:

https://dbm.maryland.gov/sps/Documents/Leave_of_Absence_and_Corresponding_Time_Off_Codes_Chart.pdf

Remember, EBD is not accepting leave forms anymore. The LOA events come through SPS and if the employee's situation impacts their benefits or subsidy, EBD is triggering the events or changes. If the LOA event is not in SPS, EBD will not be aware of the employee's absence.

Please read important information below regarding the April 1st Cost of Living Adjustment (COLA) and bonus for State Personnel Management System (SPMS) agency employees. Please share this information, as appropriate. Thank you!

April 1, 2019 – COLA and Bonus

Regular (non-temporary) Employees: SPMS employee bonuses will be processed by DBM for all State Regular employees who are employed on April 1, 2019. Bonuses and COLA adjustments are scheduled to be paid in pay period ending April 9, 2019 and paid on April 17, 2019.

Contractual employees: Contractual employees are not automatically eligible for the bonus and/or the COLA. DBM has indicated that agencies may provide contractual employees with the bonus and/or COLA, if the agency can pay for them out of existing funds and meet their reversion targets. DBM will not reimburse the agency for providing these items.

PLEASE NOTE: The bonus is prorated for part-time employees.

Terminations effective prior to April 1, 2019:

Employees with terminations retroactively processed (entered and successfully completed) after March 31st with an effective date on or before March 31st, are not entitled to the bonus. Each agency will need to put in a Shared Services ticket to have the bonus removed. Please try to avoid retroactive terminations whenever possible, as they impact payouts, benefits, etc.

Unpaid Leave Events:

Any employees currently on an unpaid leave of absence and not receiving a paycheck, will not automatically receive the bonus in pay period ending April 9, 2019; however, the employee IS entitled to the bonus. Bonuses can be processed now for those individuals by contacting your DBM Payroll Consolidation Representative, or you can process the bonuses when the employees return to work; or prior to termination if the employee does not return to work.

Each agency should review the SPMS Workers On Leave report to make sure employees that have returned to work are no longer on the unpaid leave in the SPS, and identify the ones that will need to have the bonuses processed manually.

Regular Employees who have been returned from an unpaid leave event after April 1 (and who have not received the April 1 bonus) will need to have the bonus processed manually by the Agency HRC as follows:

1. From the Actions bar - go to Compensation
2. Select Compensation - Request One Time Payment
3. The effective date must be the pay period ending date that the bonus is to be paid
4. Click OK
5. From One Time Payment Plan Summary, select the reason Bonus>State Bonus Regular
6. Under One-time payment click on ADD, select - Amount Based Plans and then STMD State Bonus Regular
7. Key in the Amount. Please remember that the bonus should prorated based on percentage of employment, e.g., employees working 50% should only receive a \$250 bonus.

8. Additional information and comments should reference the action. For example, your comment can state, "One Time \$500.00 Bonus paid to Regular Employee in PPE (indicate the pay period ending date in which the bonus will be paid). This transaction must be entered by an HRC and the process approved in Workday. A report is available to review those paid from SPMS Bonus and One-Time Payments with SSN.

April 1, 2019 COLA:

Any compensation change (acting capacity, military administrative leave, etc.) that will impact the approved salary of an employee will need to be adjusted with an effective date of April 1, 2019 to reflect the April 1 cost of living adjustment.

Bonus Impact:

The \$500.00 bonus will be considered part of gross wages for the pay period, and therefore, subject to adjusted overtime rates for non-exempt State Regular employees.

Optional for Contractual Employees:

Agencies are not required to increase contractual employee salaries or pay the bonus; however, if an agency elects to pay the bonus (prorated based on the percentage employed) must confirm the funds are available through their existing budget. A contract amendment is required, as well as the compensation change. Any bonuses for contractual employees should be processed in pay period ending April 16, 2019, with a pay date of April 24, 2019.

The process for paying contractual bonuses is as follows:

1. From the Actions bar - go to Compensation
2. Select Compensation - Request One Time Payment
3. The effective date must be the pay period ending date that the bonus is to be paid
4. Click OK
5. From One Time Payment Plan Summary, select the reason Bonus>State Bonus Contract
6. Under One-time payment click on ADD, select - Amount Based Plans and then STMD State Bonus Contract
6. Key in the Amount (remember to prorate the amount for part-time employees)
7. Additional information and comments should reference the supporting information - example - One Time \$500.00 Bonus paid to Contractual Employee in pay period ending 4/16/2019 (or whichever pay period ending date the bonus will be paid).

This transaction must be initiated by an HRC. A report is available to review those paid from SPMS Bonus and One-Time Payments with SSN.

Please remember that any change to the terms of the contract, the .05 % increase or the inclusion of the bonus, must be accompanied by an amendment to the contract, and if necessary, an increase to the NTE allowance amount.

Make note of the percentage of employment when processing bonuses. The bonus is based upon the percentage of employment, up to \$500.00.

Employees with more than one State Job:

Employees who have more than one State job should receive only one bonus from the primary job.

For additional questions please contact your DBM Payroll Rep.
