

# —SPS ALERT—

## SPS Alert 110: HR, Timekeeping and Payroll & Benefits Updates

*Release date: 4/29/2019*

### Important Dates Coming Up

#### **All Agencies:** Training Dates

- ✓ SPS-BEN-301A-Processing Employee Benefits in Workday: 5/14/19 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: 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**

#### ✓ **MAY 1<sup>st</sup> SPS Retiree Benefits Go-Live**

Just a reminder that the Retiree Benefits Go-Live is May 1<sup>st</sup>. This means that all Retiree Benefit Life Events and Open Enrollment (Fall 2019) will be handled through SPS. We are notifying **current Retirees** via mailings with information on their W# and log on instructions.

**New Retirees**, active employees that are retiring on May 1 or later, will continue to have access to SPS with their current W#. The Employee Benefits Division (EBD) sets up all new Retirees through an initial paper Retiree Enrollment Form. After the initial enrollment, the Retiree will be able to initiate Life Event events on-line and participate in the on-line Open Enrollment periods going forward.

#### ✓ **Workday Log In Helpful Hints**

As we have more employees and retirees getting into SPS on a regular basis, we are getting more calls regarding email notifications that employees get when someone mistakenly enters in the incorrect W# and gets a “user name or password” error in the log in attempt. Please see the suggestions below, to communicate to your employees regarding this issue.

**NEW: When logging in, employees will get a question about**

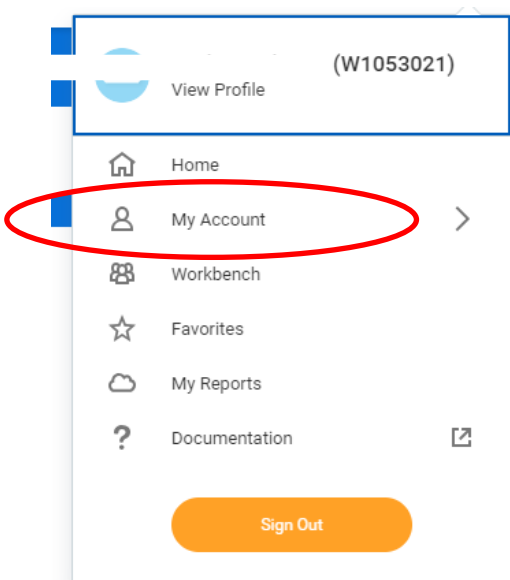
remembering the device to enhance security for the system. If the employee is using their customary device, they can answer by clicking the box. If not, they don't need to click the box. The system will ask this question as user log in from other devices.

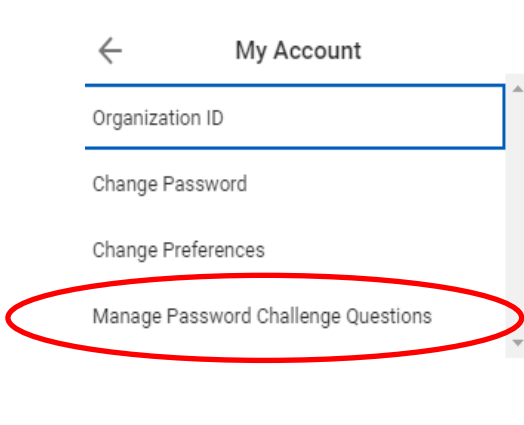
Things to remember when logging into SPS:

- Please be sure to **check the accuracy of the W#** you were issued before attempting to log into SPS. In some cases, the password you are entering is correct, but it is the W# that is being typed incorrectly. Please note that accounts are locked after 3 unsuccessful attempts to log in.
- If you are using the wrong W# when trying to log in, you are affecting someone else's SPS account. Please double check the W# you are using after one failed attempt to log in.
- If you attempt to log into SPS and are unsuccessful after three attempts, please do not keep trying, as this extends the amount of time you are locked out. No combination will work after the account is locked.
- If a password reset is needed and you have previously answered the challenge questions, you can select **Forgot Password?** on the log in page and provide your answers to the challenge questions as part of the process to get back into SPS without assistance.

To manage or set up your challenge questions, see the screen shots below, start at your photo icon or cloud icon in the top right of the Home page.

From the Home page, click on the cloud or your photo to get to the dropdown list, then select **My Account** and then, **Manage Password Challenge Questions**.





✓ **REMINDER: 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.
- And, now we have **all retirees** in the system as well. So even if the person has not worked for the State for 20 years, if they are receiving Retiree Health Benefits from the State, they have a W#.

“**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:

- 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!
- 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

✓ **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.

✓ **Benefits Billing Calendar**

As we get to a more regular benefits billing schedule, please refer to this calendar below for questions regarding when changes will occur in SPS, BAS, CPB and at the Vendors. The file run dates are still connected to the CPB Payroll Schedule for the RG process.

Activity	Frequency	File Run and Sent, Day of the Week	File Loaded By, Day of the Week
CPB Deduction File	Every other week On Pay Period End Date for RG	Tuesday by Noon	Wednesday (CPB)
Vendor Eligibility File	Weekly	Wednesday	Thursday (Vendors)
USM Delta File MDOT Delta File Judiciary Delta File MGA Delta File <b>Billing Files to BAS</b>	Every other week Thursday after CPB RG First Drop	Thursday	Friday (DBM)
Coupons	Weekly	Monday	Tuesday (BAS)
Retros	Every other week (After the end of RG Pay Period)	Wednesday	Monday (BAS)
Zero Pay	Monthly	By 15th of the following month	By 15th of the following month (BAS) on the same day as the file run

**FOR SPMS and CPBI AGENCIES**

✓ **COLA and Retro Dated Compensation Events**

Reminder, HRCs must process additional compensation changes when using a retroactive effective date earlier than 1-1-19. The 1-1-19 COLA and the 4-1-19 COLA must be processed to bring the employee's salary to the current correct salary that is effective today. Please refer to the Retro Comp recorded webinar link below:

[Retro Compensation Process Demonstration](#)

✓ **Retirement System Codes**

Please make sure that the retirement system code in the Assign Organizations is accurate for the employee and job profile before the employee is hired. This code determines the retirement contribution that is deducted from the employee's check. If an error goes unnoticed, the employee will get a bill from the State Retirement Agency if they have not made the correct contribution amount.

✓ **REMINDER: 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.

**FOR SPMS AGENCIES**

✓ **HR Professionals Certification Test**

The HRPC test has been assigned to SPMS employees who are in a HR Professional series, as well as those who perform professional level HR work. Within six months of appointment to a position in an HR professional series or to a position that performs professional level HR work, employees are required to obtain certification in State Personnel Management System policies and procedures and in the functionality of the Statewide Personnel System, with recertification every six months thereafter.

The due date for the completion of the test is June 30, 2019. Please log into the HUB and confirm your HRPC test is in your Active transcript.

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