

—SPS ALERT—

SPS Alert 111: HR, Timekeeping and Payroll & Benefits Updates

Release date: 5/17/2019

Important Dates Coming Up

All Agencies: Training Dates

- ✓ SPS-BEN-301A-Processing Employee Benefits in Workday: 6/25/19 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, 7/25/19, 8/29/19, 9/26/19, 10/24/19, 12/5/19, 1/30/20 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

✓ **SPS Retiree Benefits Go-Live**

Just a reminder that Retiree Benefits is now live in SPS. This means that all Retiree Benefit Life Events and Open Enrollment (Fall 2019) will be handled through SPS. We have notified **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.

Job Aids for Retirees, these can be found on the Benefits Help Center page in case you get any questions from recent retirees.

✓ **Employee Type Changes, Benefits Continuation**

When an employee changes Employee Type (State Regular to Contractual, Contractual to State Regular, etc.) due to a data change at an Agency **and already has benefits**, SPS Benefits **automatically continues** the employees benefit elections. However, the employee will get a Benefit Event in their

SPS InBox.

- If the employee **does not** want these elections to continue, they need to actively go into SPS to the event and "waive" the elections (change their elections to the "Waive" option for each plan they have already).
- If the employee does nothing with this event, the elections will continue as they have been and on day 61 the event will close and retain the elections that the employee had already; and the cost will adjust to the new EE/ER rates based on the employees new Benefit Group.

This process is especially important for employee type changes that will decrease the employee benefit subsidy. **Please make sure you are advising employees that have this type of employee type change.**

✓ **Employee Type Changes, Termination and Hire**

If the Employee Type changes based on a **Termination and a Hire event at different agencies**, SPS will react slightly differently depending on which agency got their change into SPS first.

- If the **Termination** is received first, and then the Hire, the employee will receive a Benefit Change New Hire event which by default will have all elections waived. At this point, the employee will have to elect the benefit plans they want to have or continue. If the employee does nothing with this event, the employee will **not** have any benefits continue.
- If the **Hire** was received first, and then the Termination, the employee will receive a Benefit Change - Job Change event, which by default will contain the employee's previous elections. If the employee does nothing with this event, the employee's current benefits will continue as they have been.

The best advice for employees is that they look at any Benefit event they get when making a job change; if the event has all plans at the waive option, this means when this event is closed the employee will not have benefits. If the event has the employee's current benefit elections, it means that these benefits will continue if not changed by the employee.

- ✓ **Contractual Employee Eligibility Changes**, Employees that are moving from the **Contractual ACA to Contractual Non ACA** benefit group will also get a Benefit event because this is a Benefit Group change. If the employee doesn't change the elections in this event, the elections will continue but at the Contractual Non ACA rates. ABCs should follow up with the contractual employees to ensure they understand the rate differences.

✓ **REMINDER: FOR ALL ABCs**

We are seeing events that have gone to the ABC for

documentation attachments sitting without any action, and at day 61 the event will be close and that change will not happen for the employee. All ABCs should be completing the events that come to their SPS InBox as soon as possible.

We also see events that have been “saved for later” by the employee, or that have been approved by EBD and are now waiting for the employee to make the elections and submit the event. These events should be addressed by the ABC by contacting the employee prior to day 61. EBD cannot tell if the employee changed their mind and no longer wants benefits or thinks they have completed the process. Until employees get used to this process, please run the Open Event Report and check with the employees on these outstanding events.

✓ **Employee Emails/ABC Emails**

We are finding that employees have outdated or incorrect work emails and personal emails. Please remind employees of the specific process to update their contact information in SPS. ABCs can see the employee email on the Open Event Report, so may verify that it is correct.

We have found that some ABCs do not have a Work email in SPS. This is especially important, as we use SPS as the sources for any and all SPS/DBM communications (including system notifications) with the ABCs and all other roles in SPS. Please check with all the ABCs in your agency/institution to make sure all work emails are in SPS.

✓ **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.

✓ **Remember This Device**

Please see the attached information regarding the Device

Question that is now part of the Workday Log In. This may assist you with questions from employees.

FOR SPMS and CPBI AGENCIES

✓ **Contract Renewals**

For contract renewals, there should be no break in service between contract dates, if that is the case for their continued employment. If there is no break in service and the new contract meets the same eligibility rules for benefits, the employee **will not** get a benefit event. The employee's coverage will just continue as is. See example below:

6 items

Employee Contract	Contract Type	Contract Start Date	Contract End Date	Contract Status	Position at Contract Start	Current or Last Position	Current Position is Active	Contract Description
Q	Contractual - Contract	07/01/2019	06/30/2020	Open	Contractual Hourly	Contractual Hourly	Yes	99
Q	Contractual - Contract	07/01/2019	06/30/2019	Closed	Contractual Hourly	Contractual Hourly	Yes	99

If there are changes to the contract or a break in service that affects the employee's benefit group or eligibility, the employee will get an event to enroll or make a change.

Best Practices for the contract renewal process:

- have all of the renewals into SPS prior to the end date of the current contract
- make sure your HRCs do not close the current contract until after the new start date/new contract is completed in the system
- make sure there is no break in service between contract end date and new start date
- do not terminate and re-hire contractuales that should have a contract renewal

✓ **Leave of Absence Issues**

There is some confusion regarding the difference between Armed Services Leave and Military Administrative Leave. Please refer to the Leave of Absence chart to review the differences between these leaves. Please see the link below:

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

Typically, the Armed Services Leave of absence is for an employee who is attending military training for an extended period of time (basic training, etc.). Whereas, a Military Administrative Leave is for an active duty service assignment (not training) that either has a pay allowance or without a pay allowance.

Please verify that you are selecting the correct LOA event for the employee since the LOA event has an impact on the type of benefits the employee pays for while absent and when the state subsidy for benefits is continued or not. The start and end dates

are also crucial to this process.

Please review this information and review your SPMS or CPBI Workers on Leave Report to identify type or date issues.

FOR SPMS AGENCIES

✓ REMINDER: HR Professionals Certification Test

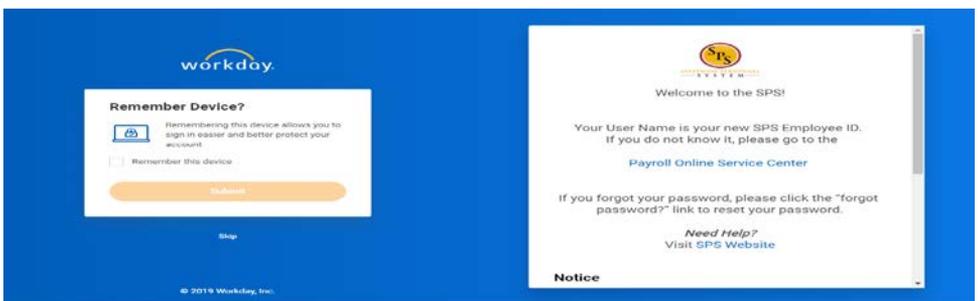
The HRPC test has been assigned to SPMS employees who are in a HR Professional series, as well as those who perform professional level HR work. Within six months of appointment to a position in an HR professional series or to a position that performs professional level HR work, employees are required 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.

Workday's new security feature. (New Device Alert)

In late April 2019, Workday implemented a new security feature which determines which device (laptop, ipad, iphone, etc.) is used to access Workday. The Trusted Devices feature provides an extra layer of security for users to ensure that they are the only ones that can access their own account. It also enables a distributed trust model, where end users have direct information they can use to protect their accounts. The feature enables tenants to detect identity theft and fraud. It does this by remembering each device used to log into Workday via the pop up question below.

Pic 1



*If you see this message when logging into Workday, please select remember this device to recognize your computer, ipad, iphone, etc. each time a new device is used by you. Please note that since the feature was implemented a short time ago, every device you use is new to Workday. Once you select to remember the device, you will receive a confirming email. You need not be alarmed at the alert message (pic 2). This message is a safety feature of the system and serves to confirm only. If you have recently logged into Workday, the message is

harmless.

Pic 2

Subject: Security Alert: Signon from New Device



Dear **Breanna Davis**,

Security Alert: Signon from New Device

Your Workday Account was just signed in to from a new Windows device. You're getting this email to make sure it was you.

Time: 4/29/19, 4:51 PM

Device: Chrome on Windows

If you don't recognize this action, immediately notify your company's Workday administrator and follow your organization's policies to reset your password.



Special note: If you clear your browser, or remove cookies, the system will need to remember your device again as a new device.

Directions for Fraud Reports: Before reporting an email as fraud, please confirm that you did not log into Workday recently. If you have not logged into Workday and receive a new device email, please contact the your HR Office to report this information. Your HR Office will submit a SPS Ticket so the situation can be investigated. You will be given a new password for your account while the investigation takes place.
