

# —SPS ALERT—

## SPS Alert 113: HR, Timekeeping, Payroll and Benefits Updates

*Release date: 6/19/2019*

### 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: 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). **JUNE CALL SCHEDULED for Tuesday, June 25, at 2:00**

## IMPORTANT NEWS AND REMINDERS FOR SPS BENEFITS

### FOR ALL AGENCIES

#### ✓ 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 In Box 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.

#### ✓ REMINDER: SPS Leave Monitoring Report

The SPS Benefit Leave Monitoring Report has been updated to eliminate an issue in which an employee with multiple jobs may have the non-benefit job information showing on the report. The report run control will remain the same, however **if you have saved filters** on the run control, you may need to re-save the filters. See the example

below for how to do this:

The screenshot shows a report configuration interface. At the top, there are three sections: 'Supervisory Organization' with a dropdown menu showing 'Maryland Transportation Authority', 'Include Subordinate Organizations' with a checked checkbox, and 'Employee Type' with a dropdown menu showing 'State/Regular', 'Contractual - Hourly (Seasonal)', and 'Contractual - Contract (Fixed Term)'. A green box with a blue arrow points to the 'Supervisory Organization' dropdown, containing the text: 'Reset your run controls for the report.' Below these sections is a 'Manage Filters' section with a search box containing 'MTA', a 'Save' button, and a 'Replace' button. A dialog box is open over the 'Save' button, displaying the message: 'A filter with this name already exists: MTA Do you want to replace it?' with 'Replace' and 'Cancel' buttons. A green box with a blue arrow points to the 'Save' button, containing the text: 'Retype the name of your filter and click **Save**. When asked about replacing the filter, click **Replace**.'

✓ **REMINDER: 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.

## FOR Benefit Only AGENCIES

### ✓ **Contract Extensions and Renewals Tips**

For Benefit Only agencies:

- Contract renewals and extensions should be sent in the Delta File prior to the current contract end date
- There should not be a gap between contract dates, if there was no employment gap
- Issues tend to come from effective dates that are incorrect:  
**For Extension of a current contract:** use a date that is prior to the Delta File date and the current contract end date as the effective date (and not an effective date which was used previously for the contract)  
**Renewal of a current contract:** use the Delta File date as the effective date for the contract renewal (example: June 27, 2019 for a July 1, 2019 renewal), the effective date **cannot** be the start date of the contract (since that date may be in the future)
- A contract start date cannot be changed in a Contract Extension
- Contract number and/or Job number doesn't change for an Extension; For a renewal, you send a new contract number

For additional information, Benefit Only agencies should refer to the Shell IDD.

## FOR SPMS and CPBI AGENCIES

### ✓ **July 1, 2019 COLA Processing**

Please see the attached information for the COLA processing that will be completed by DBM. In progress ***Compensation Change Events*** must be completed by close of business Wednesday, June 12. Agencies will not be able to process ***Compensation Change Events*** between June 13 and June 27, 2019, and will resume regular ***Compensation Change Events*** on June 28, 2019. **THIS IMPACTS COMPENSATION CHANGES FOR STATE REGULAR EMPLOYEES ONLY.**

### ✓ **REMINDER: 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:

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

## **FOR SPMS AGENCIES**

### ✓ **Rehiring Contractuals**

When rehiring Contractuals, these are former contractual employees that are being rehired into contractual positions, HRCs must select one of the **Non**-Reinstatement reasons on the Rehire event. Reinstatement reasons are for former State Regular employees being rehired into State Regular positions. Using the incorrect reasons for hires or rehires results in benefit issues and delays. HRCs should make sure they have sufficient information regarding the type of hire/rehire before completing the event.

### ✓ **PEP Ratings for Mid and End Cycles Ending on June 30, 2019**

The new PEP rating templates are on-line now, available for the mid and end cycle PEP ratings ending on June 30, 2019.

### ✓ **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.

## July 1, 2019 – COLA and Increment Changes

**Regular (non-temporary) Employees:** SPMS employee COLA (and increments for specific job profiles) will be processed by DBM for all State Regular employees who are employed on July 1, 2019. COLA and Increment adjustments are scheduled to be paid in pay period ending July 2, 2019 and paid on July 10, 2019 for the July 1 and 2 dates. The increases will be for a full pay period in the pay period ending July 16, 2019.

**Contractual employees:** Contractual employees are not automatically eligible for the COLA. DBM has indicated that agencies may provide contractual employees with the 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 refer to the DBM information dated May 20, 2019 for more information on how to process the salary changes for contractual employees.

**July 1, 2019 COLA:** Any compensation/allowance 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 July 1, 2019** to reflect the July 1 cost of living adjustment. These changes should be processed on or after July 2, 2019.

### **Additional Processing Information:**

On contractual employee salary changes: All agencies should handle any increases for Contractual Employees through the Contract Renewal Event and making a Compensation Change in Workday.

Between June 13, 2019 and June 27, 2019, agencies **must not process events** in Workday that affect employee salaries, including reclasses and other compensation changes. Agencies should wait to process any of these transactions, so that they can take the new July 1, 2019 salary into consideration before processing in Workday. **This does not include:** Hires, Transfers, or Terminations.

**All events impacting employee salary already underway should be completed by close of business on June 12, 2019.**

Beginning on June 28, 2019, agencies may resume all regular transactions in Workday. When processing retroactive reclasses, acting capacities, etc. with effective dates prior to January 1, 2019, please remember to process the initial transaction with the retro effective date, using the appropriate salary scale that was in effect at that time. Additional compensation changes must be made using the appropriate salary scale for EACH COLA (e.g., January 1, 2019, April 1, 2019, and July 1, 2019. This will bring the employee's salary current. Please refer to the Retroactive Reclass Job Aid.

Any transactions effective after July 1, 2019 should not be processed in SPS Workday until on or after June 28, 2019.

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