

—SPS ALERT—

SPS Alert 117: HR, Timekeeping and Payroll & Benefits Updates

Release date: 9/6/2019

Important Dates Coming Up

All Agencies: Training Dates

- ✓ SPS-BEN-301A-Processing Employee Benefits in Workday: Thursday, September 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: 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 (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

- ✓ **Getting ready for Open Enrollment in Fall 2019**
Open enrollment will be here before we know it! Open Enrollment will be from October 15 – November 14, 2019. Next week, we will send out an Open Enrollment Communications Plan for all agencies. This plan will include a schedule for various communications to all employees.
- ✓ **NEW Dependent Verification Audit (DVA) Process**
SPS Benefits has a new process for identifying currently covered dependents in the system, who have already passed the DVA process. Now, you will see a **Dependent Event** on dependents in the employee's **Worker History** in SPS. As in the past, this is a process handled by the Employee Benefits Division (EBD), and will aid EBD in the DVA process for new dependents that are added through the open enrollment period. Remember, employees that are adding new dependents during open enrollment must attach the appropriate documentation to the event when they complete the open enrollment event. New dependents without documentation will not have coverage on January 1, 2020.

Here are some things your agency should be working on to prepare:

- Contractual employees must have an **OPEN CONTRACT** that makes them eligible for Plan year 2020 benefits in order to get an Open Enrollment event in SPS during the Open Enrollment process starting on October 15th. This means that employees with contracts that **expire on (or before) Dec. 31, 2019** that do not have a Jan. 1, 2020 contract in SPS **will not** get an Open Enrollment event during the Open Enrollment period in October. Agencies should run the ***SPS Benefit Expiring Contract Report*** to manage this process. See more information below on updates recently made to this report.
 - Contracts that start on January 1, 2020 and are for 90 days or less will not meet the eligibility rules for an Open Enrollment event, so please make sure your start and end dates are accurate for the type and length of employment. See additional info on this issue below.
 - The only exception is employees identified in the ACA Measurement Period Reporting as ACA Eligible for 2020; these employees need an active contract and have no duration days requirement.
 - ***Benefits Only Agencies*** should send the January 1, 2020 contracts in the Delta File submission on **September 19, 2019** to ensure timely processing into SPS without errors.
 - ***SPMS and CPBI Agencies*** should make sure any contracts expiring prior to January 1, 2020 are updated by September 19, 2019.
 - ABCs and ABC Liaisons will be required to take the HIPAA Training through the Hub **prior to** the Open Enrollment period. Notifications from the Hub are sent to the email addresses in SPS. ABCs and ABC Liaisons should make sure their email addresses are up to date.
 - Please run the ***SPS Benefit Expiring Contract*** report to address your expiring contract issues.
 - This report now requires you to enter a date range at runtime and the report will pull all employees with Contract End Dates in the date range you specified.
 - A column on the report identifies if the employee has current benefit elections
 - A column on the report identifies if the contract that is ending is the employees Benefit Job
 - A column on the report identifies the employees Benefit Job
 - This report should be run on a regular basis to identify upcoming expiring contracts
 - The report can be run for contracts ending on or before 12/31/19 to assist in identifying employees without a 1/1/20 contract
 - A new report for Contractual Eligibility for Jan. 1, 2020 will be available soon as another way to review your contractual employee data.
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✓ **REMINDERS: FOR ALL ABCs**

- **All ABCs** should be taking the **ABC Certification test on the Hub**, the deadline is Tuesday, Oct. 1, 2019. Note: the 2020 Benefits Guide can be found as a document resource on your transcript in the Hub. This Benefit Guide has any updated Benefits information for the 2020 Plan Year. ABCs should take their time on this test, referring to the 2020 Benefit Guide, the recent ABC Open Enrollment Training webinar slides and other resource materials available. ABCs get two attempts to pass the test on-line before having to come to DBM to take the test in person. ABCs not able to pass the test in three attempts will lose the ABC access role in SPS.
- **SPS Benefit Open Election Events – Employees** report, ABCs should run this on a weekly basis for the agency or agency units they are responsible for assisting. We will be reporting each agency's monthly report history to their HR Directors and Department Secretary.
- Events that go directly to the ABC for attaching documentation must be completed as soon as possible for the employee to have enough time to complete the elections by the 60th day.
- Employees should be encouraged to complete their benefit election event as soon as possible, after a life event or job change occurs.
- Incomplete and unsubmitted benefit events will be cancelled at the 61st day.
- Employees who attached incorrect documentation for life events or do not complete and submit elections within the 60 day window will lose access to the benefit event and will miss the opportunity to enroll in benefits.
- Employees should be reminded to check their work and/or personal/home email addresses in SPS, and to update them through the correct agency procedure. Email is used for benefit event notifications in SPS.

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

This is a reminder that if your agency completes contracts on a calendar year basis and you hire a new contractual employee between October 3 and December 31 and the contract end date is December 31, 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 calendar year end. This only occurs when it is a new employee that is hired 90 days or less from the end of the calendar year.

Example: Your new contract employee starts Nov 1, 2019, and your usual end date is Dec 31, 2019

If you would usually renew the contract on Jan 1, 2020 for an entire year, the original contract should be as follows:

Contract start date: Nov 1, 2019

Contract end date: Jan 1, 2021 (note: using a Jan. 1 end date will ensure an open enrollment event for the next plan year)

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 and HR support staff 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 calendar year.

FOR CPBI and Benefit Only AGENCIES

✓ **Employee Password Resets For Open Enrollment**

We have started the password reset process for CPBI and Benefits Only Agency employees. We are resetting passwords for employees that had **never** log in to SPS previously, since the SPS Benefits Go-Live. Your agency has received a schedule for the resets and suggested employee communications. Please make sure you are communicating with your employees regarding this process. This process is to reduce the number of employees that have log on issues during the open enrollment period. This process does not impact new employees; new employees get emails with a temporary password from the system directly.

FOR Benefit Only AGENCIES

✓ **REMINDER-Ending Contracts and Terminations**

For Benefit Only Agencies:

- When an employee contract ends, the employee is not automatically terminated from employment.
- An employee remains an active employee until a termination event is sent via the Delta File. This will impact your Master File, showing employees that no longer have a contract but have not been terminated.
- Termination events should be sent for employees when their contract ends if you are not renewing the contract.

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

Other Topics

✓ **Day to Serve**

Maryland's Day To Serve initiative starts on September 11 and runs through October 10, 2019.

Additional information can be found at: <http://goci.maryland.gov/dts/>. There is a State Employee page by clicking on "**For State Employees**" under **Resources**.

SPMS Agency Timekeepers will grant up to 4 hours of Paid Administrative Leave for employees that submit verification forms. Employees will complete timesheets using **Paid Administrative Leave** as the Time Off Time Type and the **Day to Serve** as the Time Off Reason. Paid Administrative Leave can only be used when it is granted by the SPMS Agency Timekeeper.
