

—SPS ALERT—

SPS Alert 135:

Special Alert—Edit Service Dates Approval Step

Release date: 2/13/2020

As part of a legislative audit recommendation, we have added an approval step to the *Edit Service Dates* process in SPS. This change will take place on February 28, 2020.

We have updated the Job Aid for this process. This approval step works the same way as other HR event approvals: depending on the role of the initiator, the event is routed to the appropriate approver. The event will be approved by an HR Partner or an Appointing Authority Partner. As you know, service dates determine the rate of leave accrual and in many situations must be adjusted due to breaks in service and previous service in non-SPMS agencies or institutions. These determinations must be accurate to prevent incorrect leave accruals and overpayments. To assist in this review and approval, the Job Aid includes definitions of each service date field.

Please make sure all HR staff are aware of this additional approval step, to minimize any delays in completing these events for employees.

The updated Job Aid can be found at the SPS Help Center or at the link below:

<https://dbm.maryland.gov/sps/Documents/Edit%20Service%20Dates%20QG.pdf>
