

# —SPS ALERT—

## SPS Alert 149: HR, Timekeeping, Payroll and Benefits Updates

*Release date: 4/21/2020*

### Important Dates Coming Up

**All Agencies:** Training Dates-**All In-Person Training Cancelled Until Further Notice**

- SPS-BEN-301A-Processing Employee Benefits in Workday for New ABCs Only. This process starts with the submission of the Security Form for ABC access.

**SPMS ONLY:** Training Dates- **All In-Person Training Cancelled Until Further Notice**

- SPS-POS-201, Processing Personnel Transactions in Workday for new HRCs.

**SPMS ONLY:** Timekeeping and Payroll Quarterly Update Calls

- Quarterly schedule (March, June, October and December). The agencies will be advised in advance of the dates and time by the Payroll Consolidation Unit (PCU).

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### For ALL Agencies:

#### Links to COVID-19 FAQs

All support staff should direct policy and operational questions to their HR Director, as some independent agencies and universities may have different policy considerations.

#### Families First Coronavirus Response Act (FFCRA) FAQs

<https://dbm.maryland.gov/employees/Documents/COVID-19%20FMLA%20FAQs.pdf>

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# COVID-19 and its impact on the Workplace

<https://dbm.maryland.gov/employees/Documents/COVID-19%20FAQs%20for%20PUBLIC.pdf>

## **NEW: April 23<sup>rd</sup> Deadline for Dependent Care FSA Changes due to COVID-19**

A Special Alert went out to ABCs and emails were sent to employees with Dependent Care FSAs in March, with an additional reminder email today. The deadline for these changes is Thursday, April 23<sup>rd</sup> and the requirement for documentation will be back into effect on Friday, April 24<sup>th</sup>. ABCs can see a copy of the Special Alert attached.

[Alert DCFSA Notice to Participants 032720.pdf](#)

## **For ALL SPMS Agencies:**

### **NEW: I-9 Form Change Update**

As you may recall the I-9 Form was updated in 2019, with a mandatory use date of May 1, 2020. The form has been updated in SPS since April 4, 2020.

We currently have a lot of "in progress" I-9 Forms in the SPS (Workday) from on or before April 3<sup>rd</sup>. The I-9 events that were started on or before April 3<sup>rd</sup> will need to be completed by Friday, April 24, at 5:00pm or they will be cancelled because they will no longer meet the Federal requirements of the update I-9 Form.

Any I-9 forms that were started in SPS on April 4<sup>th</sup> or after, can be completed as usual, and will be on the updated form to meet the Federal requirements.

If your agency uses a paper I-9 Form process, outside of SPS, this change does not impact your agency. However, you may want to verify that you are using the updated 2019 dated I-9 Form.

If your agency uses E-Verify online, this change does not impact your agency.

## **Various Types of Paid Leave**

There are a few paid leave options available for employees due to reasons related to COVID. Please make sure your employees are aware of the EPSL, Expanded FMLA, and Advanced Sick Leave

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when deciding on the type of paid leave needed and depending on the reason the leave is needed, as the various leave types are intended for different purposes. Please note that the advanced sick leave must be paid back when the employee returns to work through leave accruals or actual monetary payment. Please refer to the Advanced Sick Leave Policy and the FAQs for EPSL and Expanded FMLA to determine the most appropriate leave to offer.

## **REMINDER: State Employee Hiring Freeze**

Effective Monday, April 13, all vacant positions in the Executive Branch of State government were frozen with the exception of those currently subject to COVID-19 Response Pay. Positions where a formal job offer has been made prior to April 13 may still be filled. Very limited exceptions will be entertained by DBM (through the existing freeze process). We will be freezing the additional positions not included on the Response Pay List. If a position with an offer prior to April 13 is frozen, agencies may submit the unfreeze request with the attached offer for budget review.

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