

—SPS ALERT—

SPS Alert 153: HR, Timekeeping, Payroll and Benefits Updates

Release date: 6/20/2020

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- **We are resuming the schedule with the next class scheduled for June 25. We will be modifying the format to an online class setting and participants will be notified via email regarding next steps. Additional dates will be published as soon as available.**

- 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).

For ALL Agencies:

NEW

- **Mid-Year FSA Changes Clarification**

On May 28, 2020, the State of Maryland announced mid-year election changes eligible under IRS Notice 2020-29 that included the following:

*Allow employees to apply amounts in a health FSA or dependent care FSA from **2019** that are unused as of the end of a grace period (March 15, 2020) to pay for or reimburse qualified medical care or dependent care expenses incurred through December 31, 2020.*

To clarify, this provision **DID NOT** extend the time to file for reimbursement of 2019 claims past the prior extension of May 15, 2020.

This provision **DOES** allow for 2020 eligible expenses to be applied to your 2019 account balance.

As an example: On May 16, 2020 your 2019 FSA balance was \$50. Prior to the IRS' temporary notice, those funds would be forfeited because they were unused by March 15, 2020 and unclaimed by May 15, 2020.

Applying the new provision, on June 15, you visit a specialist, pay a \$30 copay and fill a prescription with a \$25 copay; \$50 of the \$55 can be deducted from the 2019 funds and the balance applied to your 2020 FSA (if applicable).

Employees should direct questions to their ABC; ABCs can direct questions or concerns to ebd.mail@maryland.gov

IMPORTANT REMINDERS

- **Contract Renewals**

Agencies should make sure that all contract renewals are processed in SPS on time without a break in service to ensure that contractual employees' benefits are not impacted. **Reminder:** employees without a current contract in SPS are not eligible for benefits; current benefits are cancelled when the renewal is delayed.

For ALL SPMS Agencies:

NEWS

- **July 1st Compensation Events**

As we are waiting for final information on July 1st compensation changes for State Regular and Temporary positions:

- Any "In progress" compensation events should be completed by June 16th
 - Compensation changes with effective dates of July 1, 2020 or later should not be processed until additional SPS instructions are available for FY2021
 - This **does not** impact Hires, Transfers or Contract Renewals
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- **Sensitive Jobs, Job Family Changes**

There has been a change to how *Sensitive* positions are displayed and reported in Workday. Sensitive job profiles will now have a Job Family: **Sensitive Job Profile** that will show on the job profile. This Job Family will also be reported in the Title Rate report. The column in the title rate report is being renamed to: Sensitive Classification. Please see the attached screenshots for more detailed info.

As a reminder, according to COMAR: Sensitive Classifications and Sensitive Positions are subject to preplacement and random drug and alcohol testing. "Sensitive classification" means a classification in which the Secretary of the Department of Budget and Management has determined that any of the following conditions exists:

(a) An employee in the classification has a substantially significant degree of responsibility for the safety of others and there is a potential that impaired performance of the employee could result in death of or injury to the employee or others;

(b) An employee in the classification is required to carry a firearm;

(c) An employee in the classification is directly involved in efforts to interdict the flow of narcotics; or

(d) An employee in the classification is directly involved with narcotics law enforcement.

"Sensitive position" means a position for which an appointing authority has determined that any of the conditions listed above, but which is not in a sensitive classification.

IMPORTANT REMINDERS

- **OLD SPS Events**

All support role staff should be careful not to complete or approved SPS HR events that were initiated more than a few weeks in the past, without checking the employee's worker history to make sure the event hasn't already been completed or the status changed to make the old event obsolete.

We have discovered events that are being completed/approved as far back as 2015. At the very least this creates benefits issues and account issues. If you have old events in your inbox, you must research each event to determine if it is still needed. Making sure all events are processed fully in a timely manner avoids these issues.

- **Bilingual Pay Process**

As a reminder, please make sure that supervisors and employees that have Bilingual Pay are entering this into the system

correctly. Per the guidelines, the system entry is different based on the employee's exempt or non-exempt status:

- Exempt employees are paid \$25.00 for each entry; the Bilingual Pay entry should only be added to one timesheet week per pay period
- Non-Exempt employees are paid \$12.50 for each entry; the Bilingual Pay entry has to be made on both timesheet weeks for the pay period.

- **PEP Templates for New Cycle**

The PEP templates for the cycle that ends June 30, 2020 are in SPS. Only one template will be available to select for each employee. Corresponding reports are updated as well. The previous cycle rating templates for the PEP cycle that ended on December 31, 2019 is no longer available for rating entries.

- **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 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.

- [Alert 153 - Sensitive positions screenshots.pdf](#)
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