

—SPS ALERT—

SPS Alert 171: HR Timekeeping, Payroll and Benefits Updates

Release date: 3/12/2021

Important Dates Coming Up

All Agencies: Training Dates-Next scheduled date for virtual training: TBD

- 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:

- SPS-POS-201, Processing Personnel Transactions in Workday for new HRCs training dates:

March 23 & 25, April 27 & 29, May 25 & 27, June 22 & 24, July 27 & 29

Note: We have modified the format of the POS 201 Processing Personnel Transactions in Workday training to virtual classroom setting. This will be a 2 day/half day training, 9am to 1pm each day, with one to two hours of lab work following the training. If you are required to take this training, then it should already be assigned to your HUB Active transcripts. Please log into the HUB and register for the training session date through your HUB Active transcripts.

- **SPS – HR Topic: Compensation (for Current SPMS HRCs and HR Partners ONLY)**

Prerequisite: SPS POS 201 (with CURRENT ROLE).

This training is for HRCs and HR partners and will cover various Compensation processes in detail. This course will be offered annually and updated each time. Topics to be covered include: basic guidelines and standards, allowance and one-time payments, retroactive processing, termination payouts, and other related

areas. Group interactive discussions will be the format until in person sessions become an option.

Registration is through the HUB. Please sign into the HUB and click on the link below. You can also search for the training by the training title.

April 15, 2021 and May 13, 2021; 8:30am to 12:30pm: Participation is limited, the training is one class only so only sign up for one date.

[Click Here to Log into the HUB and Register for SPS - HR Topic: Compensation Session](#)

For ALL Agencies:

IMPORTANT REMINDERS

- **SPS/Workday 2021 Release 1, March 13, 2021**

Each March and September, SPS/Workday has a new release. The release may include changes to processes, screens, and information. If there are major changes that impact our SPS users or support staff, we hold informational sessions or training, as well as update impacted job aids.

This release does not have significant impacts to our SPS users. Most of the changes are in the look of certain screens and the ability to use shortcuts for common user events or tasks. Additionally, users with support roles will see pop up boxes for “Next Steps” within certain events as they move through the event.

Please see the link below to a job aid for the new **Quick Access** set up. SPS users **do not** have to do this, it’s optional for everyone. We will also have this link on the SPS user home page for all employees. This option will pop up for the user on the first login after March 13, 2021.

<https://dbm.maryland.gov/sps/Documents/Quick%20Access%20Shortcuts.pdf>

We ask that all SPS support staff users pay special attention next week as they complete events. Please make sure you are aware of any changes in the

location of data on the screens, as some may have changed slightly and may look different.

- **Daylight Savings Time (DST)**

Just a reminder that DST begins this Sunday, March 14th. SPMS agencies that have shift schedules that cross the 2am hour have been notified of the process for accounting for the lost hour. If your agency has these shifts, please discuss any questions you have about this process with your HR Director or Time/Payroll Managers.

For SPMS Agencies:

IMPORTANT NEWS

- **New/Updated Reports**

SPMS Transfer Out Report: New report that will list staff who transferred out of your agency via transfer, promotion and demotion. In the report run control, there are two prompts for Supervisory Organization, both prompts should have the same Supervisory Organization in each prompt. The first prompt designates the originating agency and the second prompt filters out your agency as the destination Supervisory Organization. Fill in the dates to pull the transfers by effective between those two dates.

In this example the report will look for transfers out of DBM between 1/1/2020 and 12/31/2020:

The screenshot shows the 'SPMS Transfer Out Report' interface. It features a blue header with the report title and an 'Actions' button. Below the header are four input fields, each with a red asterisk indicating a required field:

- From Agency**: Labeled 'Transfer From Agency' with a red arrow pointing to the dropdown menu. The selected value is 'Department of Budget and Management'.
- To Agency Not in List**: Labeled with a red arrow pointing to the dropdown menu. The selected value is 'Department of Budget and Management'.
- Event Effective Date On or After**: Set to '01/01/2020' with a calendar icon.
- Event Effective Date On or Before**: Set to '12/31/2020' with a calendar icon.

A red arrow points from the text 'Makes sure Worker's destination agency is same as the originating agency.' to the 'To Agency Not in List' dropdown menu.

SPMS Leave Balance By Org Report: Added the Pandemic Carryover Balance, this report may time out for large sup orgs therefore run for only the group needed.

IMPORTANT REMINDERS

- **How to Process Armed Services LOA Event**

Use after "**Military Leave**" is exhausted for the year, and "**Military Administrative**" is not applicable. Up to 2 years of unpaid leave and no accrual.

****All Armed Services LOA Events must be processed as 30 Days or Less (even if it's being processed retroactively and 30 days have passed from their first day of Leave)**

There are 2 scenarios:

- **Scenario A:** the date the leave is *initiated* is **before** 30 days after First Day of Leave. You will need to wait until after the first day of leave plus 31 days, then Workday will generate with the **correct dates**:
 - *Leave Return for the Unpaid >Armed Services = 30 Days or Less*
 - *Leave Request for the Unpaid >Armed Services = 31 or More Days*
- **Scenario B:** the date the leave is *initiated* is **after** 31 days after First Day of Leave (*being processed **retroactively***) **After the Leave event is approved** Workday will generate with the **wrong dates** (**Submit a ticket to Shared Services to have the dates corrected**):
 - *Leave Return for the Unpaid >Armed Services = 30 Days or Less (**incorrect**)*
 - *Leave Request for the Unpaid >Armed Services = 31 or More Days (**incorrect**)*

Note: **SPMS Workers on Leave** report can be used to monitor Leave Of Absence events

Link to Quick Guide: [Quick Guide: Armed Services LOA Event](#)
