

# —SPS ALERT—

## SPS Alert 206: HR, Timekeeping, Payroll and Benefits Updates

*Release date: 7/19/2022*

### Important Training Dates Coming Up

**All Agencies:** 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:

July 21<sup>st</sup>, July 28<sup>th</sup>, Aug 25<sup>th</sup>, Sept 22<sup>nd</sup>, Oct 27<sup>th</sup>, Dec 8<sup>th</sup>

(These dates are in-person training in the DBM Baltimore location)

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 Topics for current HRCs and HR Partners ONLY Register TODAY!** If you are unable to attend a training that you have register for, please log into the HUB and withdraw from that session from your transcripts. This will open up your training slot to someone else.

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

(These dates are in-person training in the DBM Baltimore location)

**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

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processing, termination payouts, and other related areas. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

**4 sessions:** *Aug 4* morning (9-12) and afternoon (1-4) & *Aug 11* morning (9-12) and afternoon (1-4)

Participation is limited, the training is one session only so only sign up for one date and time in the HUB. There will be more offerings in August. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

**SPS – HR Topic: Positions and Jobs** (for Current SPMS HRCs and HR Partners ONLY)

(These dates are in-person training in the DBM Baltimore location)

**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, edit position restrictions, managing position freezes, split/reconsolidate PIN, Organizational Assignments, Change Job – Data Change, and other related areas. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

**4 sessions:** *Sep 1* morning (9-12) and afternoon (1-4) & *Sep 8* morning (9-12) and afternoon (1-4)

Participation is limited, the training is one session only so only sign up for one date and time in the HUB. There will be more offerings in September. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

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## For SPMS and CPBI Agencies:

### NEWS

- **Mass Salary Changes July 1, 2022**

DBM has completed the salary increases for State Regular employees in the SPMS and selected CPBI Agencies. You can view the COLA and July 1 Increment events in the employee's Worker History or in The Pay Change History. Please make sure that any retroactive reclasses follow the process that will update the employee's salary to

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the current July 1, 2022 salary schedules. See the link below to the job aid for retro reclasses.

Agencies should process the contractual COLAs and increments if not already included in the 7/1/2022 renewal of the contract. The FY 2023 increment is not mandatory for contractual employees, however, agencies who wish to grant their contractual workers an increment may do so as they have in the past.

Job aids on processing retroactive compensation changes can be found at [https://dbm.maryland.gov/sps/Pages/HR\\_HelpCenter.aspx](https://dbm.maryland.gov/sps/Pages/HR_HelpCenter.aspx)



## Compensation Changes

-  Retro Compensation Process Demonstration
-  Reference: Retro Compensation Guide
-  Job Aid: Request Compensation Change for an Employ

## For SPMS Agencies:

### NEWS

- **The COVID Incentive (\$100 Payment) ended on June 30, 2022**

The COVID Incentive of \$100 ended on June 30, 2022. The last pay period for payments for contractals was Pay Period End Dates: July 5, 2022 and for State Regular, July 12, 2022.

Agencies should continue to enter vaccination information into SPS as employees submit it. This information is required for employees that are also submitting COVID Booster information to receive the 2 hours of Booster Leave.

- **COVID Booster #2, 2 Hours of Booster Leave**

Employees who are eligible and have received an initial COVID-19 vaccine booster may also be eligible for a second booster. Once the second booster is received these employees will also be eligible for two (2) hours of COVID-19 Vaccine Booster Leave.

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To receive COVID-19 Vaccine Booster Leave, employees must provide Human Resources (HR) the following:

- proof of full vaccination (unless the employee has already received the COVID-19 Vaccine Incentive Payment).
- proof of receipt of an initial COVID-19 booster shot; or second booster shot
- a written request form (provided below).

Employees who have already received a COVID-19 vaccine booster, first or second booster shot will be granted two hours of COVID-19 Vaccine Booster Leave upon receipt of the required documents.

COVID-19 Vaccine Booster Leave is available to SPMS regular, temporary, and contractual employees.

COVID-19 Vaccine Booster Leave will not expire but is forfeited upon separation from State service. To receive COVID-19 Vaccine Booster Leave, an employee will need to receive an initial COVID-19 vaccine booster by December 31, 2022.

Please remember that the Vaccine Incentive (\$100.00 payment) ended on 6/30/2022, however vaccination records will still be needed on file to allow employees to be granted booster COVID-19 Vaccine Booster Leave and Covid Time Off.

Agency Timekeeping staff will grant the **2 hours of leave** as they do for other leave adjustments through the Leave Adjustment Process (see a link to the job aide below).

- State Regular Employees will use Paid Administrative Leave
- Contractual employees will use COVID-19 Booster Time Off (Contractual)
- Temporary Employees will use COVID-19 Booster Time Off (Temp)

Only employees with the Booster Manufacturer and the Booster Completion Date and a COVID-19 Vaccination Booster Leave Request Form should be granted the leave/time off.

These fields must be completed before the agency staff grants the administrative leave/time off:

Booster Vaccination #2 Manufacturer

Booster Vaccination # 2 Completion Date

Agencies can run the **SPMS COVID Vaccination Data report** to process the granting of administrative leave/time off for eligible employees.

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Employees who have declared an exception to the COVID vaccination/booster **will not** receive this admin leave/time off. If the Exception Approval Date and the Booster Vac Exception Date are completed, the employee cannot be granted the admin leave/time off.

The pay period that includes December 31, 2022, will be the deadline for submitting the COVID Booster documentation for the 2 hours of Administrative Leave/Paid Time Off. All requests received after this pay period will not be honored.

Please see the attached COVID-19 Vaccination Booster Leave Request Form 2 and the Job Aid for COVID 19 Vaccination Incentive for SPS Tracking and Payment with Booster 071422.pdf

[COVID 19 Vaccination Incentive for SPS Tracking](#)

[COVID-19 Vaccine Booster Leave Request Form](#)

- **New Information for Election Judges and Administrative Leave for Regular and CONTRACTUAL employees!**

As an incentive to serve as an Election Judge Secretary Brinkley has authorized Administrative Leave for both Regular and Contract Employees who serve as an Election Judge on any of the following dates:

- Primary Early Voting – July 7, 2022, through July 14, 2022
- Primary Election – July 19, 2022
- General Early Voting – October 27, 2022, through November 3, 2022
- General Election – November 8, 2022

Employees who wish to serve must be granted approval from their supervisor and provide documentation. Employees are to enter leave on the day they serve until documentation has been provided (both Contract and Regular employees, if no leave is available the timesheet should be entered as unpaid time off until or unless documentation has been provided). Employees are not to enter work time in place of leave. Once the documentation has been presented to the Agency Timekeeper, the employee will receive 16 hours for each day served. The General election is held on Tuesday, November 8, 2022, employees both regular and contractual will be granted up to 8 hours of administrative leave for the General election day. The hours will be granted by the timekeeper to be used in place of whatever leave used by the employee for the day served or used at a later date.

For Contractual Employees, the Time Off granted and used is **called “DBM – Authorized Paid Leave (Contractual)”**. Timekeepers should use the same balance

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adjustment process as for other Time Off types when granted or adjusting leave. Contractual employees will not be able to use this Time Off until it is granted by the Timekeeper. The earliest Pay Period the adjustment can be granted or used is in for Pay Period Ending 7-19-22 (starting 7-6-22).

- **New Report: SPMS Increment/Company Service Date Report**

This is a new report that will show the Increment Month and Company Service Date for employees within your agency. This report may be run by staff that hold the HR Liaison, HR Coordinator, HR Partner, Payroll Liaison, or Payroll Partner role.

## For SPMS:

### REMINDERS

- **NEW PEP Rating Option - Absent Entire Rating Period**

The new option has been added to SPS/Workday to allow a supervisor to record **Absent Entire Rating Period** for employees who did not work **at all** during the entire PEP rating period. This option should **ONLY** be used for employees that were absent the entire rating period as a result of being out on a leave of absence (e.g. FMLA leave, leave bank, military, accident, etc). This new option is available for the templates that are for the rating period of July 1, 2021 to June 30, 2022 (End Cycle) and January 1, 2022 to June 30, 2022 (Mid Cycle).

#### **When typing in the employee rating for the employee on the PEP:**

- Use a rating from 1-3 that appears on the form from the manager in the Rating field for employees who work even one day during the rating period.
- Use rating **.01 for employees who have been absent** the entire rating period (it will display Absent Entire Rating Period)

#### **Here are some other important PEP reminders:**

- Employees who work **even one day** during the rating period must receive a PEP. Supervisors may leave ratings blank for tasks the employee did not complete due to extended absences. Supervisors should explain in the comments section that the employee was absent for an extended period during the rating cycle, how long the employee actually worked, and why certain ratings are left blank.
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- The rating period for the End-of-Cycle rating is the entire **12 months** and the Absent Entire Rating Period should only be used if the employee is absent the entire rating period. Examples are provided below:
  - An employee is due a Mid-Cycle PEP, but has been absent the entire rating period to that point. **Absent Entire Rating Period is appropriate for this scenario.**
  - An employee is due an End-of-Cycle PEP. The employee was absent the past 6 months, but reported to work at least some of the time during the prior 6 months. **The employee should receive a PEP rating.**
  - The employee is due an End-of-Cycle PEP, but was absent and did not work the entire 12 months of the rating period. **Absent Entire Rating Period is appropriate for this scenario.**

Job Aid Link: [Start Performance Review for a Worker.pdf](#)

- **Compensation End Dates for Contractuals---Do Not Use**

When completing a compensation event for contractuals, please do not enter a **Compensation End Date**. We do not use this field.

Using the end date will cause an Automatic Compensation Change removing the employee's pay rate. If this has occurred, you will see the event in the Pay Change History.

|            |                               |   |           |
|------------|-------------------------------|---|-----------|
| 07/01/2022 | Automatic Compensation Change |   | 0.00      |
| 05/25/2022 | Hire Compensation             | Hire Employee > New Hire > Fill Vacancy | 38,417.60 |

If you have already completed a compensation event with this date, correct it by entering another compensation row with the same effective date for the employee, removing that end date. Employees with an end date will not get paid any amount past that entered date unless you take action to correct it. As shown below, this field should be blank.

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## Hourly

### Assignment Details

18.47 USD Hourly added

### Plan Name

Hourly Plan added

### Effective Date

05/25/2022 added

### Actual End Date

06/30/2022 added



This field should be **BLANK**

- **Confidentiality Agreement HR Support Employees in SPMS**

As part of our ongoing efforts to keep Personally Identifiable Information (PII) confidential, we have been distributing a Confidentiality Agreement on a quarterly basis for all SPMS support roles. You receive this agreement as an event in your SPS inbox each quarter.

Please take the time to read the agreement carefully, as violations of the agreement may impact your employment, and acknowledge that you have read the agreement through the event in SPS. Please see the attached Job Aide. Your acknowledgment each quarter will be kept in SPS as part of your employment record. Secretary Brinkley, the DBM Secretary, will be following up with agencies that are unresponsive to this request.

We will all benefit from these reminders on how to keep **PII** safe and confidential.

Please look for the last event that was distributed on May 11, 2022. The next quarterly event will be out in August. Thank you for your cooperation.

- **Quarterly SPS Role Audit, July 1<sup>st</sup> Report Review**

On July 1<sup>st</sup> a report of your employee support roles was delivered to the Agency HR Director in their My Reports in Workday. This report must be downloaded and reviewed, and any changes/deletions must be submitted to [OPSB.Security@Maryland.gov](mailto:OPSB.Security@Maryland.gov) via the **Security Form**.

Since this is a quarterly report, we ask each agency to notify us of their receipt of the report and the completion of the agency review. DBM keeps track of this information for the Legislative Auditors. The Agency receipt and completion of the review must be sent to the [Shared.Services@maryland.gov](mailto:Shared.Services@maryland.gov) email address with the **Subject: Quarterly SPS Audit Review**.

Remember, you must submit a security form for any changes to your staff member roles. **We cannot accept changes on the**

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**report.** This process should be completed as soon as possible, as each day security changes are processed. This report will be deleted when the next quarterly report is delivered for October 1<sup>st</sup>.

If your agency HR services are handled by DBM, your agency report is delivered to your HR Representative at DBM. If you have any questions about your agency support roles, please discuss with your assigned HR Representative at DBM.

- **NEW SPS-CPB Processing Schedules Posted**

The new schedules for Regular and Contractual processes have been posted to the SPS website. Please keep these schedules available for a reference. The dates are sometimes impacted by holidays and changes should be noted for staff. The schedules can be found on the SPS Home page on the right hand column or on the Help Center, Time page, under Additional Materials for Timekeepers. The links are here as well:

[Regular Processing Schedule](#)

[Contractual Processing Schedule](#)

- **FTE Changes: Impacts to leave eligibility, comp time and benefits subsidies**

Please make sure all HR staff and the employee understand the impacts to an FTE change. Also, FTE changes should be made in a timely manner and should be made effective at the start of a pay period.

- If you are changing FTE %, be aware of the following:
    - Leave eligibility is in part based on FTE
    - If reducing the employee's FTE causes the employee to become ineligible for a specific leave type, they will not be able to use any of that accrued leave once they become ineligible.
    - Changes to FTE may affect the employee's benefit subsidies.
  - Retroactive FTE changes
    - If the employee's FTE is reduced below a leave plans eligibility requirement and the employee has been paid for leave for which he is now no longer eligible, the system will generate retro pay to recover the money.
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# For ALL AGENCIES (SPMS, CPBI and Benefits Only):

## NEWS

- **SPS HELP DESK HOURS CHANGING**

The SPS Helpdesk (410-767-4112) hours will be changing starting 7/27/2022. The new hours will officially be 8AM to 4:30PM. This will allow us to better staff our line during core business hours.

## REMINDERS

- **PREP FOR OPEN ENROLLMENT: Updates to Employee Contact and Position Information**

This is the time to start preparing for the Health Benefits Open Enrollment Period. Please remind employees to make sure that their home contact information is up to date. And, a review of the FTE and employee type for any recent changes to positions is a good idea for HR staff.

Incorrect information for employees can delay open enrollment events, benefit information and actual coverage for employees and their families. Start Now!

- [Start Performance Review for a Worker.pdf](#)
  - [COVID 19 Vaccination Incentive for SPS Tracking and Payment with Booster 071422.pdf](#)
  - [COVID-19 Vaccine Booster Leave Request Form 2.pdf](#)
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