

—SPS ALERT—

SPS Alert 221: HR, Timekeeping, Payroll and Benefits Updates

Release date: 3/23/2023

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:

April 13 & 27; May 11 & 25 (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.

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 November. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

SPS – HR Topic 2023: Contractual (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 Contractual processes in detail. This course will be offered throughout the year and updated each time. Topics to be covered include definition and requirements; contractual

conversion vs. non-conversion transfer; maintaining contracts; additional jobs; primary switches; common errors; impacts to payroll, benefits, and other systems. Group interactive discussions and hands-on lab activities will be the format, in-person at 301 Preston Street.

Apr 6: 2 sessions (9-12) & (1-4) & **June 15:** 2 sessions (9-12) & (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: 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 processing, termination payouts, and other related areas. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

May 4 afternoon (1-4) & **May 18** morning (9-12)

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 July and October. 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.

May 4 morning (9-12) & **May 18** 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 July and October. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

SPS – HR Topic: Leave Of Absence (LOA) Part I – Basics

(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 Leave of Absence processes in detail. This course will be offered annually and updated each time. Topics to be covered include basic guidelines and best practices, various LOA processes and requirements (Military, Military Admin, Armed Services) validation clarification. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

April 20 morning (9-12) and & **June 1** morning (9-12)

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 and September. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

SPS – HR Topic: Leave Of Absence (LOA) Part II – Accident Leave and TTD

(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 Leave of Absence processes in detail. This course will be offered annually and updated each time. Topics to be covered include basic guidelines and best practices, Accident Leave, and Temporary Total Disability, corrections. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

April 20 afternoon (1-4) and **June 1** 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 and September. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

For ALL AGENCIES (SPMS, CPBI and Benefits Only):

REMINDERS

- ***New Contracts for 90 days or less—Impacts to Benefit Eligibility***

This is a reminder that if your agency completes contracts on a fiscal year basis and you hire a new contractual employee between April 1 and June 29 and the contract end date is June 30, because the contract is 90 days or less, the employee will not be eligible for Benefits. If you intend to hire the employee for more than 90 days, you should expand the **contract end date** to the next fiscal year end. This only occurs when it is a new employee that is hired 90 days or less from the end of the fiscal year.

Please make sure all agency staff that deal with new contracts are aware of this process. For SPMS and CPBI agencies, if you need to make a correction to the original contract end date, please submit an SPS Support ticket. For Benefit Only agencies, please send your updated contract info in the next Delta File as usual.

Example: Your new contract employee starts May 1, 2023, and your usual end date is June 30, 2023. If you would usually renew the contract on July 1, 2023 for an entire year, the original contract should be as follows:
Contract start date: May 1, 2023
Contract end date: June 30, **2024**

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- **Spring Cleaning! Review your Agency HR Data and Best Practices**

As we use SPS more and more for employee data, various reports and notifications, making sure the data is up to date is even more important. Each agency should be auditing their employee and position data on a periodic basis.

Please check the following data for employees using the reports listed below:

Employee contact info: home address, home email address, work location address, work email address

Employee/Position info: FTE, bargaining status, service category, time type, special appointment status, retirement system

Position info: close vacant contractual positions that are not being filled, current salary schedule, funding types

Suggested Reports:

SPMS Current Employee Details

SPMS Contract Details

SPMS Benefit Readiness Audit Missing Data

SPMS Directory by Organization

SPMS Workforce Status and Plan Report

Best Practices:

Please see the Best Practices document attached below. These are the best ways to ensure the employee and position events are efficiently processed in SPS. This is a good time for a refresher, please review and share with all appropriate support staff.

[Best Practices](#)

For SPMS:

NEWS

- **Confidentiality Agreement HR Support Employees in SPMS, 3rd Quarter, Feb 10thEvent**

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. The last event was delivered on Feb. 10th. Please make sure all support staff are completing this process. They are asked to review the agreement and check the box to confirm and acknowledge their agreement with the document.

The **SPMS Review and**

Acknowledge Confidentiality Agreement Status report helps the agencies follow up with staff that have not completed the agreement in a timely manner. This report shows staff that did not complete the task and includes the staff email address for easy reminders to staff. Please make sure you are running the report for the correct agreement by the date of the agreement, when selecting the event. The name of the most recent document is ***Review and Acknowledge Confidentiality Agreement for State of Maryland Supervisory Organization (02/10/2023)***.

For SPMS:

REMINDER

- **NEW Governor's Transition Information**

With the new Governor taking office and agencies transitioning to the new administration, here are some helpful tips for situations that may arise:

- Remember that if you are trying to hire someone from a Non-SPMS agency, that is still employed by that agency/university, you must use Start Additional Job for this hire. It is **not** a Transfer event. After their original Non-SPMS agency terminates them, your job will become the primary, only job.
 - New Employees to SPS will get an email with a link and password. This link and password is only good for 24 hours from the receipt of the email. If the employee has an issue, please have the employee call the appropriate Help Desk for assistance.
 - If the new employee had State Benefits with their former agency, a break in service will have an impact on Benefits depending on their start date. You should advise that, if possible, there should be no break in service between jobs if the employee needs to have continuous benefits.
 - Make sure you are submitting SPS Security Forms for new staff and for staff that are leaving your agency.
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- **Quarterly SPS Role Audit, April 1st Report Review**

On April 1st a report of your employee support roles will be 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 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 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 report.** This process should be completed as soon as possible, as each day security changes are processed. Remember, your

January 1, 2023 report will be deleted as the April report is distributed. This new April report will be deleted when the next quarterly report is delivered for July 1st.

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.

REPORT SPOTLIGHT:

We will be highlighting report changes, new reports and based upon the time of year, seasonal reports or reports that should be reviewed for upcoming system events in each Alert as we have this information available.

Remember, your report access depends on your SPS Role and your Sup Org access.

New Reports:

- **SPMS NCP Series Classes** – This new report will show all positions that are in a Non Competitive Promotion (NCP) series. This report does **NOT** indicate eligibility only that the job profile/class is an NCP series.
- **SPMS Military Admin Allowance** - The report identifies workers currently receiving Mil Admin Allowance and whether they are currently on Mil Admin Leave event in Workday. Report will also verify if the Military Admin Allowance ended with their Military Admin Leave.
- **SPMS ACFs In Progress** – This report was created so that HR staff can track the completion of ACFs as part of the hire process. The report will show the ACF in progress as well as the HR staff the ACF is in progress with.

Updated Reports:

- The **SPMS Leave Balance By Organization** report has been updated. Previously the report was configured to run for several pre-determined leave balances at once. Over time and the increase in leave types and leave data, the report run time has increased over the last few years. Agencies also wanted the ability to target specific leave types. To speed up the report and allow agencies to do a more focused leave type analysis, we've added a new prompt to the report. The new prompt will ask for what Time Off Plan you'd like to receive balance information for. For example if you would just like to view Annual Leave balance information, you could just select that Time Off Plan. You can still run for multiple Time Off Plans at once, but remember that each additional Time Off Plan adds additional time to the report run time.
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Seasonal Reports:

SPMS

- **SPMS Next PEP Due** – Indicates which PEP due for this PEP cycle, and shows the most recent PEP and PEP rating received
- **SPMS Agency PEP Completion – MID** – Pivot style chart that shows how many Mid Cycle reviews that are needed and the completion rate.
- **SPMS Agency PEP Completion – Annual** – Same as the previous report but focuses on staff due an Annual evaluation

All Agencies

Although Open Enrollment has closed, Open enrollment events will still continue for staff who complete 2022 benefit events. As employees complete these 2022 benefit events, a new 2023 Open Enrollment event will be pushed out by the system with a 14 day window to make elections. Please continue monitoring Open Enrollment events via the following reports:

- **SPS Benefit Expiring Contract Report** – As we approach the end of the fiscal year, there are many contractual employees who have a 6/30/2023 contract end date. Expired contracts have a direct impact on benefit eligibility. Employees who are enrolled in benefits and have a contract expiring on June 30th, 2023 need timely contract renewals to avoid benefit termination. Make sure that the date prompts for the report include 6/30/2023 to review your expiring contracts.
 - **SPS Benefit Open Enrollment Events – Employees** – Shows active open enrollment events for your employees
 - **SPS Benefit New Dependents ABC** – Shows new dependents added to Open Enrollment events and any attachments
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- [Best Practices HR for Alerts.pdf](#)
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