—SPS ALERT—

SPS Alert 234: HR, Timekeeping, Payroll and Benefits Updates

Release date: 2/12/2024

SPMS and CPBI Agencies ONLY

News:

- **<u>IMPORTANT INFO</u>: Pre-Offer Check Process: Upcoming Termination Event Change**

Currently, the Termination process to place a terminated employee on the Pre-Offer Check (POC) Website/Report requires that the termination event include:

Primary Termination Reason: Involuntary > Terminated with Prejudice **<u>AND</u>**

Secondary Termination Reason: Secondary > Unsatisfactory Report of Service

Effective Monday, February 19, 2024, the secondary reason will no longer be required in the system to send the employee to the POC Website/Report.

The Termination process that you administer with your employees outside of the system (SPS) has not changed. Please refer to the SPP 11-105 and COMAR 17.04.04.04 for Employee Terminations.

Any former terminated employee that has a termination anywhere in their Workday history with the **Primary Termination Reason: *Involuntary > Terminated with Prejudice*** will be found on the Pre-Offer Check Website/Report.

Agencies were already consulted on any former employees that were previously not on the list that will be on the list after this change.

Agency Support Staff can use the report below to audit former employees that will be included on the Pre-Offer Check Website/Report after this change is made.

SPMS Pre-Offer Checklist Audit

NOTE: The report will only display former employees that the Agency has the security to view.

Reminders:

- **New Non-State Employees in SPS, Satellite Employees for Benefits Only**

Satellite Agencies have been loaded into Workday to utilize the benefit module. This means that there are employees who may be rehiring or transferring into your SPMS agency or leaving your agency to the Satellite agency through Workday. The employees from these agencies should be handled as non-SPMS agencies. Satellite Agencies are **NOT** State agencies and the employees are **NOT** State employees

Transfer transaction is not used in SPS.

For employees leaving your agency to be employed at a Satellite Agency:

- You will need to **terminate** your employee with the reason: transferring to a Non-SPMS agency

For employees that your agency is hiring from a Satellite Agency:

- You will use the correct **Rehire or Add Additional Employee** Job reason addressing reinstatement to rehire anyone into your agency from a Satellite agency. In JobAps, the corresponding Action for Add Additional Job is "**Secondary State Employment**".

The Sup Orgs for Satellite agencies will have a name and their agency code in parenthesis. Example: Town Of Queenstown (950012). They will roll-up to Satellite Benefit Agencies.

- **Confidentiality Agreement HR Support Employees in SPMS, 3nd Quarter, February 9th Event**

As a reminder and 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. 9th. 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 (2/9/2024).*

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:

February 15 & 29 and March 14 & 28 (These are in-person sessions 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 registered for, please log into the HUB and withdraw from that session from your transcripts. This will open 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: 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.

February 29 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: Compensation - Part 1 (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.

March 7 morning (9-12) & **March 21** 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: Compensation - Part 2 (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) **and** HR Topic: Compensation - Part 1. 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 statewide standards, allowance payments, retroactive compensation processing, and other related areas. In-person sessions in the DBM Baltimore location

include group interactive discussions and hands-on activities.

March 7 afternoon (1-4) & **March 21** 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: Leave of Absence Overview and Processing

(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 4 morning (9-12) & **April 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 August and September. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

SPS – HR Topic: LOA Focused - 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 4 afternoon (1-4) & **April 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 August and September. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.