—SPS ALERT—

SPS Alert 236b: HR, Timekeeping, Payroll and Benefits Updates

Release date: 2/28/2024

ALL Non-SPMS Support Roles ONLY

News:

COMING SOON

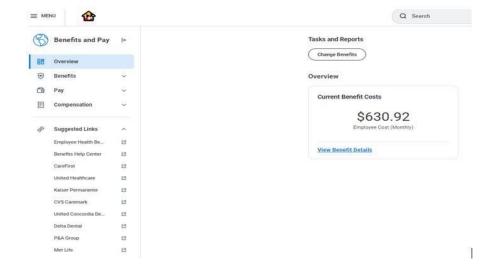
Introducing the new Workday Benefits and Pay Hub

As part of Workday's 2024 release, on March 9, 2024 the existing Benefits worklet will be retired and replaced by the **NEW** Benefits and Pay Hub.

The new Workday Benefits and Pay Hub will provide a single location for employees to conveniently review and maintain their benefits. Included are an overview of the benefit costs, current benefit elections, benefit elections as of a specific (chosen) date, and current /former dependents.

View the attached Guide below for more details. Your Agency Benefit Coordinators will be the contacts for assisting your employees with this change. We will send out the Guide to all non-SPMS employees via work email address. This will alert them to the changes. You may also want to post this Guide or information to your agency/university employee website or portal that employees frequent for employee information or instructions.

Quick Guide – Workday Benefits and Pay Hub (for Non-SPMS Employees)



REMINDERS:

Introducing the new Workday Inbox reimagined

On March 9, 2024 Workday will be updated with their latest release and with this release the Workday Inbox will be changing. The Workday Inbox will be renamed My Tasks.

Please review the attached document for more information on this change.

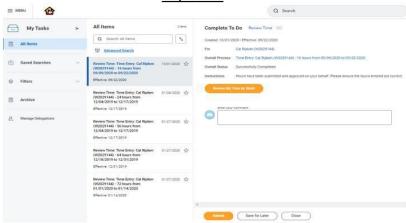
An SPS alert will be sent to all employees on March 4 notifying them of this change.

We are in the process of updating all Job Aides to reflect this change as well.

The Inbox Reimagined



My Tasks



- Benefits and Pay Hub Quick Guide (for Non-SPMS Employees).pdf
- The Inbox Reimagined.pdf