—SPS ALERT—

SPS Alert 241: Timekeeping, Payroll and Benefits Updates

Release date: 6/3/2024

NEWS

SPMS ONLY

- **Changes to Business Process Steps**

  You will notice some additional steps in the following business processes. Please make sure you look out for these new steps and complete the needed information or appropriate review.

  o **Time Off Service Date - default and added step in Transfer events**

  The **Time Off Service Date** will now **default to the Continuous Service Date on Hires**. Previously this field would be left blank. There will be an opportunity to review and make any needed adjustments to Service Dates.

  The Service Date step will now be triggered when contractual conversion or non-conversion reason is used on transfers. The Time Off Service date will populate with the Continuous Service Date if it's blank or will stay with the current populated value. There will now be an opportunity to review the service dates and make any needed adjustments during these transfer events.

  o **Recent change to Edit Position Restrictions – Document Attachments**

  The **Edit Position Restriction** process has been updated to **allow multiple attachments** for the Reclassification Study and Reclassification Benchmark Study reasons.   When either of these reasons are selected, you will have a separate place to upload the MS22 Position Description now.

You will no longer need to scan multiple documents together as one attachment.

Additionally, CAS now has the ability to upload any memorandums or other documentation related to reclassifications in Edit Position Restrictions to keep all documentation within the Edit Position Restriction transaction.

- o **Update Telework field during Change Job and Termination Events**

If an employee was eligible for Telework, then a step will be triggered to allow for the ability to change or remove telework data during the change job and termination processes.

- **NEW PEP Template and Reports for June 30, 2024 Mid and End Cycles Available June 1, 2024**

The new PEP Templates and Reports will be available in SPS on June 1, 2024. Please make sure that you are using the correct template before entering data for employees. If you have an error, you must put in an SPS Ticket for a correction. Help us reduce the number of tickets for these events by reviewing all information before completing the event in the system.

Also, remember, employees leaving state service must have a final PEP before their last day. Agencies may want to add this step to their Exit Check List so that it is not missed.

NEWS

SPMS and CPBI Agencies Only

- **July 1, 2024 Mass Compensation Changes**

DBM will be processing the mass compensation events for July 1 SPMS and CPBI agencies. Please refer to the memo to agencies dated May 28, 2024 for specifics on the mass events for specific employee groups.

CPBI Agencies: All compensation events must be completed by noon on **Thursday June 13, 2024**.

Agencies must not process events in Workday that affect employee salaries, including reclasses and compensation changes between **June 14 and July 2.**

Agencies should wait to process any of these transactions, so that they can take the new 7-1-24 employee salary into consideration before processing in Workday.

SPMS Agencies: All compensation events must be completed by noon on **Friday, June 21, 2024.**

Agencies must not process events in Workday that affect employee salaries, including reclasses and compensation changes **between June 22 and July 9.**

Agencies should wait to process any of these transactions, so that they can take the new 7-1-24 employee salary into consideration before processing in Workday.

Note: To ensure that employee increment dates are correct, the employees' Service Dates must be correct. This should be completed as employees are hired.

Increments will be granted based on the date contained in the "Company Service Date" field. To ensure that the increment is properly applied, please be sure that this date is accurate. In order to do this, you must review the employee's entire history to determine hire date and the length of any breaks in State service.

The "Company Service Date" should be determined by the Continuous Hire Date. The "Continuous Service Date" will be one of the following:

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  - The date of the initial hire, without a break in service;
  - An adjusted date, if the non-temporary employee separated from State service and was rehired into a non-temporary position within 3 years of separation; OR,
  - The current hire date, if the employee left and is rehired after 3 years.

The "Time Off Service Date" should reflect the date of continuous service, OR, if the employee is rehired after 3 years, an adjusted date that encompasses Total State

Service. The "Time Off Service Date" determines the annual leave accrual rate.

For missing increment dates or dates which indicate anything other than January or July, DBM/CAS will use the "Continuous Service Date",and whether the employee was awarded a January 2025 increment, to make a determination of whether the employee would be eligible for an increment in July. For those identified employees, DBM/CAS will process the increment adjustment as part of the mass compensation event.

REMINDERS

SPMS Only

- **PEP Form Attachments**

Agencies are able to attach the PEP Form to the PEP Rating Event. Agency HR offices should remind their HRCs and supervisors on how to proceed with this option.

Remember, the attachment of the end cycle or mid cycle PEP form is optional, unless your agency dictates otherwise. Please see the updated Job Aid at this link:

[PEP Attachment Steps](#)

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

This is a reminder of the option that was added in 2022 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*).

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

- o 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.
- o 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:

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- 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.
- 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

- **Employee OneLogin Authentication Factor Email Campaign**

We are continuing our campaign to engage employees who login to SPS via OneLogin. We are contacting staff who only have one authentication factor registered to login. Still a significant number of employees who login to OneLogin only have one authentication factor, with most of them having SMS/Text as their sole authentication factor. While having SMS/Texting as an authentication factor is a fast and effective security tool for verifying the employee's login, cellular network outages will leave them unable to access SPS. Similar outages to email could leave employees unable to login to SPS during critical time periods for timekeeping and benefits.

These emails include information on how to setup additional authentication factors and a link to FAQs about our login process. We will be sending these out on a

regular basis to those with only one authentication factor. As employees register more than one authentication factor, they will no longer receive the One Authentication Factor email.

- **Quarterly SPS Role Audit, July 1st Report Review**

On July 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 April 1, 2024 report will be deleted when the July report is distributed. This July report will be deleted when the next quarterly report is delivered on Oct. 1st. The review of each report should be completed as close to the distribution date as possible. This will prevent security issues within your agency.

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.

- **Confidentiality Agreement HR Support Employees in SPMS, 4th Quarter, May 10th Event**

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 May 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 (05/10/2024).*

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:

June 13 & 27 and July 11 & 25 (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: 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.

June 6 morning (9-12) & **June 20** 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: 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.

June 6 afternoon (1-4) & **June 20** 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 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.

July 18 afternoon (1-4) **August 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: 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.

July 18 morning (9-12) **August 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.

SPS – HR Topic: Contractual Employees (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. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

August 15 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.

August 15 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.

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

- *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, 2024, and your usual end date is June 30, 2024
> If you would usually renew the contract on July 1, 2024 for an entire year, the original contract should be as follows:
> Contract start date: May 1, 2024
> Contract end date: June 30, 20**25**

- **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

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 for SPMS:

SPMS Current Employee Detail Report – New Field Added

Company Service Dates determine increments and PEP schedules. A "Review Company Service Date" field has been added to the **SPMS Current Employee Detail Report.** This field should be used to audit Company Service Dates. If the date does not match the consistent data in the Continuous Service Date or is empty, the field is marked with REVIEW. Each agency will determine how the Increment Service Date should be updated if needed.

Links to Service Date job aids:

- [Edit Service Dates Business Process](#)
- [Workday Date Fields Guide](#)

REMINDERS:

SPMS

SPMS Position/Worker Telework Eligibility Audit

The Telework Eligibility Status of represented positions that have previously been received by DBM has been updated in Workday. Any positions that have since been vacated or changed since the approval were excluded and should be reviewed by agencies.

Agencies should run and download the SPMS Position/Worker Telework Eligibility Audit report to identify any missing worker or position teleworking data. To request that DBM add the missing data, submit the updated file to DBM via a SPS Support ticket with the Queue – Telework Eligibility Request no later than June12, 2024.

SPMS Review and Acknowledge Telework Policy Status Report

Agencies will be able to run the **SPMS Review and Acknowledge Telework Policy Status report** to follow up with staff that have not completed the agreement in a timely manner. This report will show 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 event, when selecting the event.

Seasonal Reports:

<u>SPMS</u>

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  - ○ **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 are needed and the completion rate.
  - ○ **SPMS Agency PEP Completion – Annual**– Same as the previous report but focuses on staff due an Annual evaluation

<u>All Agencies</u>

- **SPS Benefit Expiring Contract Report** – As we approach the end of the fiscal year, there are many contractual employees who have a 6/30/2024 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, 2024 need timely contract renewals to avoid benefit termination. Make sure that the date prompts for the report include 6/30/2024 to review your expiring contracts.