

# —SPS ALERT—

## SPS Alert 259:

# HR, Timekeeping, Payroll and Benefits Updates

Release Date: 10/10/2025

### NEWS Special Alert

### SPMS ONLY

- **IMPORTANT UPDATE: No Retro Processing Prior To Date Change**

The No Retro Processing Prior to Date determines how far back SPS will recalculate an employee's pay when a retroactive change has been made to the employee's compensation (e.g., retroactive reclassification, retroactive compensation change, etc.) or any event that impacts the employee's pay (e.g., retroactive timesheet adjustments by the agency or DBM PCU). SPS will only recalculate back to the employee's No Retro Processing Prior to Date.

As part of the CPB Payroll Project go-live, the No Retro Processing Prior to Date will be changing for **all employees** to a date that aligns with the CPB Payroll Project Go-Live (actual date to be determined).

This means that after this date, SPS will **not** be able to calculate any retro compensation for events that affect employees' pay prior to this date. SPS will only calculate the retro compensation changes from this day forward. Agency support staff will need to calculate the retro pay for any retro events up to this date and submit the retro pay through the Payroll Input process.

**For example:** A retroactive compensation change is process on February 4, 2026 that is effective October 1, 2025. SPS will calculate the retro compensation changes from the new No Retro Processing Prior to Date thru February 3, 2026. Agency support staff will have to calculate the retro pay from 10/1/2025 to the new No Retro Processing Prior to Date minus 1 day.

Agencies should process any retro compensation and/or other retro events (retro timesheet adjustments) that may affect an employee's pay that are effective prior to mid-December if possible. **These events should be processed no later than December 9, 2025.**

**To prepare for this, we are asking agency support staff to review the following:**

Non-Competitive Promotion Reclasses that are due prior to Dec. HRCs should run the **SPMS NCP Series Classes Report** to review all employees that are in NCP series and may be due a NCP reclass event.

Notify supervisors and managers of this deadline for retro reclass actions.

Review pending compensation events that are awaiting action for agency approval or information. HRCs should run the **SPMS Reclassifications Awaiting Action Report**. This report will help agencies to follow up on these pending events, to get them to completed by the December deadline.

Thank you for your attention to the matter!