

—SPS ALERT—

SPS Alert 260:

HR, Timekeeping, Payroll and Benefits Updates

Release Date: 10/17/2025

NEWS

SPMS ONLY

- **PIN Abolishments, VSP Positions and Other Vacancies**

The Shared Services Division will handle the closure/abolishment of the positions that were approved through the VSP and other vacant positions that have been identified for abolishment. This process will occur after the position abolishments are approved by the Board of Public Works later this month. SPMS Agency staff do not have to take any action on these PINs.

- **VSP Participants on the Pre-Offer Confirmation (POC) Website**

We have included the recent VSP Participants on the POC site listing. These are former employees that were approved for the VSP and were terminated effective September 30, 2025.

These former SPMS and MDOT employees are banned from any and all State employment for 18 months, through March 31, 2027. Your agency should follow the same procedure for checking the POC prior to making an offer for employment.

Please share this information with the appropriate staff within your agency.

REMINDERS

SPMS ONLY

- **No Retro Processing Prior To Date Change, December 9, 2025 Deadline**

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 processed 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 completed by the December deadline.

Thank you for your attention to the matter!

- **Hiring Freeze Reminders**

The SPMS Hiring Freeze began on July 1, 2025. DBM has been tasked with freezing vacant positions that are not exempt from this freeze. PINs that are eligible to be frozen and are vacated by a Termination event will be frozen automatically after the Termination Date.

For those PINs vacated as a result of a **Job Change or End Additional Job event**, it is the responsibility of the agency to place a freeze on the PIN after it is vacated. The Agency HRC can freeze the position effective the day after the vacant effective date, using the **Agency Budget Freeze** option. We have tried to automate this process, but we run into issues of re-freezing positions that the agency has already processed to unfreeze.

SPMS agencies are able to process Hiring Freeze Exceptions (HFE) in SPS/Workday for positions that meet the hiring freeze exception criteria set out by DBM.

We have run into a few user issues with the HFE process in SPS, please review with the appropriate staff to make sure these are not continuing for your agency:

- Forgetting to upload a HFE form for justification of the HFE
- HFE form not signed by the correct agency official
- Using Offer Letters that are dates after July 1, 2025 as justification, the HFE form or a blanket approval should be used as justification for this process
- Duplicating unfreeze events for the same position, make sure the position is frozen before starting the HFE event

Workday Freeze and Unfreeze Processes

HRC, To Freeze a Position after a Change Job or End Additional Job event:

The HRC must select the correct freeze event grouping---Freeze Position-Headcount or Job Group-**Freeze**, then select Freeze Position-Headcount or Job Group-Freeze-**Agency Budget Frozen** or the event will not route correctly within their agency.

The date to Freeze the position is entered by the HRC and the Frozen box must be marked with a check by the HRC.

The Freeze event will be routed to the Agency Budget and Finance Partner for review and approval.

HRC, To Unfreeze a Position:

The HRC will check to make sure the position is currently frozen.

The HRC will complete the HFE form as appropriate, receive all appropriate approvals within the agency, start the ***Manage Position Freeze*** process event in SPS/Workday.

The HRC must select the correct unfreeze event grouping---Freeze Position-Headcount or Job Group-**Unfreeze**, then select Freeze Position-Headcount or Job Group-Unfreeze-**Agency Budget Unfrozen** or the event will not route correctly within their agency.

The date to unfreeze the position is entered by the HRC and the Frozen box must be unchecked by the HRC.

As part of the event in the Review Documents step, the HFE form (or offer letter prior to July 1, 2025) will be attached by the HRC. This attachment is required.

The Unfreeze event will be routed to the Agency Budget and Finance Partner for review and approval. The Agency Budget and Finance Partner will run the ***Freeze Position Attachments*** report to review the attachment; and will approve or deny the request.

These requests **will not** go to DBM for approval. Please make sure all Agency Budget and Finance Partners are aware of this change in the HFE process. You can find a list of your Agency Budget and Finance Partners on the quarterly security role report.