

—SPS ALERT—

SPS Alert 261: HR, Timekeeping, Payroll and Benefits Updates

Release Date: 11/25/2025

All Agencies Reminder:

- **Benefit Change Events for 2025**

Although Open Enrollment has closed, Open enrollment events will still continue for staff who complete 2025 benefit events. As employees complete these 2025 benefit events, a new 2026 Open Enrollment event will be pushed out by the system with a 14- day window to make elections. Please continue monitoring Open Enrollment events via the following reports:

- **SPS Benefit Open Enrollment Events – Employees** – Shows active open enrollment events for your employees
- **SPS Benefit New Dependents ABC** – Shows new dependents added to Open Enrollment events and any attachments

For SPMS AGENCIES:

NEW

- **January 1st 2026 Mass Compensation Changes**

DBM will be processing the mass compensation events for January 1 for SPMS agencies.

The events will include the January Increments for bargaining unit covered employees.

SPMS Agencies: to prepare for these changes, all compensation events must be **completed by noon on Wednesday, December 17, 2025.**

Agencies must not process events in Workday that affect employee salaries, including reclasses and compensation changes **between Dec. 18 and Jan. 4. Compensation events may resume on Monday, Jan.5, 2026.**

Agencies should wait to process any of these transactions, so that they can take the new 1-1-26 employee salary into consideration before processing in Workday.

This **does not include hires**, and other events that are not compensation changes, please continue your hiring events as needed.

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:

- 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 July 2025 increment, to make a determination of whether the employee would be eligible for an increment in January. For those identified employees, DBM/CAS will process the increment adjustment as part of the mass compensation event.

- **Change to the Regular Employees SPS-CPB Processing Schedule for the Pay Period Ending 12/23/25**

We have updated the time entry, approval and processing dates for the Payroll Period Ending 12/23/25. This change is due to efforts for the CPB Payroll Project. Please review these dates at the link below.

[SPS-CPB Processing Schedule 2026 Regular Employees](#)

- **NEW PEP Template and Reports for December 31, 2025 Mid and End Cycles Available December 1, 2025**

The new PEP Templates and Reports will be available in SPS on December 1, 2025. 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.

Please discuss your agency's use of the current PEP Process with your HR Director. DBM is launching a new Online PEP Process in SPS/Workday. This new online process will allow managers to complete the PEP online and will route the PEP to the employee, HR and Appointing Authority. Look for Quick Guides and more information to come in December.

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.

For SPMS:

REMINDERS

- **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:

When a job change event (transfer, demotion or promotion) OR an End Additional Job is completed that causes the existing position to vacate, the HRC should freeze the vacating position. 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.

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.

SPMS:

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