

—SPS ALERT—

SPS Alert 271: HR, Timekeeping, Payroll and Benefits Updates

Release Date: 6/1/2026

NEWS

SPMS and CPBI Agencies Only

- **July 1, 2026 Mass Compensation Changes**

DBM will be processing the mass compensation events for July 1 SPMS and for certain CPBI agencies.

SPMS Agencies (and certain CPBI Agencies that will be notified by DBM): All compensation events must be completed by noon on **Thursday, June 18, 2026.**

Agencies must not process events in Workday that affect employee salaries, including reclasses and compensation changes **between June 19 and July 5, resuming on Monday, July 6.**

Agencies should wait to process any of these transactions, so that they can take the new 7-1-26 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:

- 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" 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.