

—SPS ALERT—

SPS Alert 272: HR, Timekeeping, Payroll and Benefits Updates

Release Date: 7/15/2026

For SPMS AGENCIES:

NEW

- **ON-LINE Leave Bank Enrollment Event for New Hires, Go-Live July 22, 2026**

The Go-Live date for the new on-line Leave Bank event is July 22, 2026. This is the first step to on-line enrollment. This event will be automated for new hires for SPMS agencies. Leave Bank Coordinators should register for a training session in SPS Workday Learning now and through July 22nd.

ABCs and Timekeepers also have a part to play---ABCs will be able to run the SPS Benefit Leave Bank Enrollment report and Timekeepers will continue to make the time off adjustments for enrollment donations but will get a To Do and notifications when someone enrolls. We will be sending out links for these roles for a video of the updated processes.

- **New Onboarding Supplemental Retirement Enrollment Reminders for New Employees**

We worked with the Supplemental Retirement Agency to notify new employees about enrolling in a Maryland Supplemental Retirement Plan (MSRP). All new employees will now see a document when completing the onboarding process in SPS/Workday with information on how to enroll in a MSRP.

In addition, employees that are new to the State will receive two subsequent reminders: one at three months and one at six months after the hire date. These reminders will be sent to employees via email.

- **Family and Medical Leave Act (FMLA) Entitlement**

Workday is now enforcing the entitlement limit on FMLA with a critical error if the entitlement is exceeded in the leave calendar balance period. As a reminder the entitlement limit is 12 weeks (480 hours) within a leave calendar balance period year that begins with the first event (Leave of Absence or Time Off) of the year.

If requesting a Leave of Absence or Time off that exceeds the entitlement, users will see this error:

Request Absence



Errors: 1

[View All](#) ^

Page Error

- NOT Sufficient Balance Exists

Please ensure that you are following the correct procedures when entering FMLA with regards to timesheet entry. Intermittent FMLA time off codes should **only** be used with the Intermittent Time Off Approval Range leave type. Using these codes with any FMLA leave type will cause SPS/Workday to subtract double from the entitlement amount and mistakenly trigger this error.

• SPMS Onboarding Status Summary Report

As part of our efforts to ensure that employees are completing and reviewing their data in the system, we are asking that agencies address outstanding onboarding items. **The SPMS Onboarding Status Summary Report should be run and used by HR Support Staff to review the onboarding items that have not been completed by new employees in the last 6 months.**

See the sample report below:

The first column after the Onboarding Progress % displays the status of the Contact Information.

Onboarding Progress is equal to 0% - New hires who haven't reviewed their onboarding yet, will have "Yes" to in-progress for *Contact Information* and "No" for all other items.

Onboarding Progress is greater than 0% - When *Contact Information* is completed, then it will display "No" to in-progress for *Contact Information* and the other onboarding items will be released and display "Yes" in-progress.

	Onboarding Progress	Update Contact Information IN PROGRESS	Change Emergency Contacts IN PROGRESS	Review and Acknowledge State Policy Documents IN PROGRESS	Review and Acknowledge the Non-Sensitive Position Policy IN PROGRESS	Review and Acknowledge the Sensitive Position Policy IN PROGRESS	To Do: Add Payment Elections IN PROGRESS	To Do: Change My Photo IN PROGRESS	Complete Form I-9 IN PROGRESS
(115)	0%	Yes	No	No	No	No	No	No	No
7471)	14%	No	Yes	Yes	Yes	No	Yes	Yes	Yes
PEP)									

• Cancelling In-Progress Processes (including PEP)

In most cases a ticket is not required to cancel any process that is in progress in SPS/Workday. This can be done by the person that initiated

the process and, in most cases, also by HR Support Staff roles (HR Coordinator/HR Partner).

To cancel an in-progress business process please use this link: [Job Aid: Cancel a Business Process](#)

A quick guide for specifically locating and cancelling an in-progress PEP can be found in the document below.

[Quick Guide: Cancelling an In-Progress PEP](#)

For SPMS:

REMINDERS

- **PEP Template and Reports for June 30, 2026 Mid and End Cycles**

The PEP Templates and Reports for this PEP cycle have been available since June 1, 2026. This includes the **Online PEP Process** that was available for the first time last PEP cycle. All agencies using the standard PEP process are encouraged to have their supervisors use the Online PEP process. The Rating Only entry will still be available.

The training links and job aids; with new cancel instructions:

- [Start a Performance Evaluation](#) (for managers)
- [Entering PEP Comments](#) (for employees)
- [Cancel In Progress PEP](#) (for initiator)

Please make sure that you are using the correct **Rating Only** 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.

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

Each agency received the July 1st report of your employee support roles, 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**.

NEW: We ask that you carefully review your roles for Payroll Partner, Timekeeper, Timekeeper Approver and corresponding Liaison roles. This

is in preparation for the CPB Payroll Project Go-Live at the end of this year. We want to make sure that only the staff that need this access for their daily activities related to payroll and timekeeping are included in these roles. If you find that one of these roles should be removed from staff, please follow the Security Form process.

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 July 1, 2026 report will be deleted when the October 1st report is distributed. 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 15th 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 15. 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 (05/15/2026)***.

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. See the updated form link and email for submission below.

SPMS ONLY: These training offerings have been transitioned to the new Workday Learning LMS.

The following processes start with the submission of the Security Form to opsb.security@maryland.gov:

- SPS - ABC 101B, ABC Workday Security Role Required Training
- SPS - POS 201 - HRC and HRP Workday Security Role Required Training
- SPS - WDL - 101: Workday Learning Admin Security Role Required

The updated form can be found on the SPS website here, https://dbm.maryland.gov/sp/ Documents/ OPSB Form Fillable%20template%20upd%2010-01-24_accessible.pdf.

****When searching for training in Workday Learning, type "LRN:" before the title of the training to find the content. Example: LRN: ABC Workday...If you have difficulty accessing or enrolling in content, please contact Ashley Lovett at Shared Services for assistance, Ashley.lovett@maryland.gov.**

Important Training Dates Coming Up

SPS-POS-201, Processing Personnel Transactions in Workday for new HRCs training dates:

Aug 13 & Sept 10 (*These are in-person sessions in the DBM Baltimore location, Room 511-B*)

SPS - POS - 303 HR Topic 2025-26: Compensation (FULL DAY) (for Current SPMS HRCs and HR Partners ONLY)

July 30 (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 compensation processing, termination payouts, and other related areas. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

SPS - POS - 304 HR Topic 2025-26: Leave of Absence Overview & Practices (for Current SPMS HRCs and HR Partners ONLY)

Aug 27 (9AM-12PM) (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.

SPS - POS - 301 HR Topic 2025-26: Position & Job Transactions (for Current SPMS HRCs and HR Partners ONLY)

Aug 27 (1PM-4PM) (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.

SPS - POS - 302 HR Topic 2025-26: Contractual (for Current SPMS HRCs and HR Partners ONLY)

Sept 24 (9AM-12PM) (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.

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
- [Quick Guide-Cancel-InProgressPEP.pdf](#)

