—SPS ALERT—

SPS Alert 273:

HR, Timekeeping, Payroll and Benefits Updates

Release Date: 9/10/2026

For SPMS AGENCIES:

• Online PEP Info, Recap, Reports and FAQs

In this last PEP cycle ending June 30, we saw 40% of all PEPs completed using the Online PEP process. This was up from about 6% in the December 2025 PEP cycle. Although the completion deadline for the last PEP cycle has passed, there are about 850 PEPs awaiting action in the system.

Agency Support staff can run the **SPMS PEP Online In-progress Status** report to address these awaiting actions. Additionally, see the FAQ link below for addressing any PEPs that are "stuck" with an employee or manager who is on extended leave.

If you have an online PEP that needs to be cancelled because you received a paper form, please refer to the job aid below. In most cases a ticket is not required to cancel a process that is in progress in SPS Workday. It can be done by the person who 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, along with the other PEP Job Aids.

✓ Start a Performance Evaluation (for managers)

✓ Entering PEP Comments (for employees)

✓ Cancel In Progress PEP (for initiator)

We encourage agencies not using the Online PEP to consider a plan to roll out the process in the next PEP cycle ending on December 31,

2026. Get your managers and employees ready with the job aids above. There are many advantages to using the online process:

- Easier process for Managers and Employees
- Auto routing to each person in the process
- Access to PEP info online
- No more entering ratings by HR staff and tickets for errors
- No more emailing documents
- No more lost documents in email
- Online PEP reporting available

If your agency is still not using the Online PEP process, please make sure that you are using the correct ***Rating Only*** template before entering data for employees. If you have an error, you must submit 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. At some point, this rating only process will end as an option.

Additional PEP reports available:

- **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

FAQs:

- Online_PEP_Process_FAQ.pdf