

SPS Timekeeping/Payroll Go Live Check List

| SPS Role | Timekeeper | Timekeeper Approver | Payroll Partner | HR Partner/AA Partner | HR Coordinator |
|--|--|---|---|--|--|
| On-Going Supervisory Org Changes | Review sup org relationships to report issues to HR staff. | Review sup org relationships to report issues to HR staff. | Review sup org relationships to report issues to HR staff. | Determine a procedure and timeline for requesting changes to the sup org names that are reported by agency staff. Use the template on the SPS Website to report inaccuracies or corrections to Shared Services through the Help Desk Ticket process. | Handle any Move Worker requests as part of your agency's process. |
| Access and Role-Based Security (4 weeks out from Go-Live) | If you don't have access, please discuss with your HR Director's office to determine the next step to gain the correct access. NOTE: Training is mandatory for this role | If you don't have access, please discuss with your HR Director's office to determine the next step to gain the correct access. NOTE: Training is mandatory for this role. | If you don't have access, please discuss with your HR Director's office to determine the next step to gain the correct access. NOTE: Training is mandatory for this role | If you find issues with security, please review your latest security matrix to confirm your issue. If you need to remove someone from a role or add someone to a role, please complete the new access form which can be found on the SPS website. | If you don't have access, please discuss with your HR Director's office to determine the next step to gain the correct access. NOTE: Training is mandatory for this role |
| Compare the PTR employees to the active contractual employees in Workday (4 weeks out from Go-Live) | | | Run the SPMS Current Employee Detail Report in Workday to use as a comparison for the employees listed on the PTR. Employees not in Workday will not be paid unless they are active employees in Workday. Report missing employees to the HR Coordinator. | | Investigate the issue for missing contractual employees in Workday. Hire any missing, active contractual employees as needed. |

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| Contractual, Hourly and Daily Rate employees (4 weeks out from Go-Live) | Check that all employees in these categories have the correct overtime status. | | Check that all employees in these categories have the correct rate of pay. | | Make sure that these employees know that without a timesheet they will not be paid. Process any changes to rate of pay for these employees as required. |
| Military Administrative Leave employees at go-live and beyond (3 weeks out from Go-Live) | <p>Prior to the go-live date, determine the employees that will likely be on a Military Administrative leave situation at the go-live date. Create a list of these employees for the sup org you are charged with in Workday. Determine whether you or the Manager will be completing the employee's timesheet.</p> <p>Complete Leave Accrual override for any leave accrual (sick and annual)</p> <p>Remove Accrual Override when return to work</p> | | Complete the Military Adm Leave Worksheet to determine the number of hours to be paid each pay period. Coordinate this information with the Timekeeper or Manager for the Timesheet. | | <p>This is a Leave of Absence; Military Admin Leave is an unpaid leave.</p> <p>Any difference pay will be made via "Military Admin Leave" allowance plan.</p> <p>Any leave accrual will be done via an accrual override by timekeeper</p> |
| Exempt from Positive Timekeeping employees at go-live (3 weeks out from Go-Live) | <p>Run report of Exempt from Positive Timekeeping employees, so you know who will not be submitting a timesheet.</p> <p>Process leave accrual override to place accruals at ZERO</p> | <p>Run report of Exempt from Positive Timekeeping employees, so you know who will not be submitting a timesheet.</p> | <p>Run report of Exempt from Positive Timekeeping employees, so you know who will not be submitting a timesheet.</p> | <p>After a review, report any inaccuracies to Shared Services through the Help Desk Ticket process.</p> | <p>After a review, report any inaccuracies to Shared Services through the Help Desk Ticket process.</p> <p>Add "Exempt from Positive Timekeeping" other ID for worker.</p> |

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| List of Bilingual Pay Employees (3 weeks out from Go-Live) | | | Prior to the go-live date, determine employees that would have this type of pay from past experience. | Confirm that managers of these employees understand the process for assigning this pay component. Share the Job Aid for Bilingual Pay. | Confirm that managers of these employees understand the process for assigning this pay component. Share the Job Aid for Bilingual Pay. |
| List of On-Call Pay Employees (3 weeks out from Go-Live) | | | Prior to the go-live date, determine employees that would have this type of pay from past experience. | Confirm that managers of these employees understand the process for assigning this pay component. Share the Job Aid for On-Call Pay. | Confirm that managers of these employees understand the process for assigning this pay component. Share the Job Aid for On-Call Pay. |
| List of Employees on Pre-Scheduled Holidays (3 weeks out from Go-Live) | Employees or timekeeper will enter these prescheduled holidays as the employee takes them. Identify employees that have prescheduled holidays, make sure employees know how to enter these days. | | Prior to the go-live date, determine employees that are in this group from past experience. | | |
| Recovery of Leave Hours and/or Employee Pay (3 weeks out from Go-Live) | Prior to the go-live date, determine the employees that will likely be in a situation that requires you to adjust or take back leave that was used inappropriately at the go-live date. Create a list of these employees for the sup org you are charged with in Workday. The list of employees with the specific information will be submitted to DBM. This recovery process | | Review listing of employees created by the timekeeper. Add any additional employees you are aware of in your sup org. | | |

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| | will be handled in the system by DBM. | | | | |
| Add Compressed Workweek/Modified Schedule Employees to Other IDs (2 weeks out from Go-Live) | Prior to the go-live date, determine the employees that should be designated as having a Compressed Workweek Schedule or a Modified Work Schedule (employees that do not always work 8 hours a day, not including shift employees or 24/7 employees). Create a list of these employees for the sup org you are charged with in Workday. | | Review listing of employees created by the timekeeper. Add any additional employees you are aware of in your sup org. | | Review listing of Compressed Workweek or Modified Schedule employees. Workday. Add the Compressed Work Schedule designation in Workday in the Edit Other ID event for each employee. |

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| <p>Leave Without Pay Employees at go-live (2 weeks out from Go-Live)</p> | <p>Prior to the go-live date, determine the employees that will likely be on a leave without pay situation at the go-live date. Create a list of these employees for the sup org you are charged with in Workday.</p> | | <p>Review listing of employees created by the timekeeper. Add any additional employees you are aware of in your sup org.</p> | <p>Appointing Authority will have the approval step for leaves that required Appointing Authority approval.</p> | <p>Review listing of Leave Without Pay employees. Determine what type of Leave of Absence each employee should be on for the first pay period in Workday. Start the Leave of Absence event in Workday for each employee. You will need the start and end dates for the leave of absence for each employee.</p> |
| <p>List of 3rd Shift Employees (2 weeks out from Go-Live)</p> | <p>Prior to the go-live date, determine employees that are in this group from past experience. Select the correct schedule for each employee.</p> | | <p>Prior to the go-live date, determine employees that are in this group from past experience.</p> | | |
| <p>Acting Capacity employees at go-live (2 weeks out from Go-Live)</p> | | | <p>Prior to the go-live date, determine the employees that will likely be on an Acting Capacity situation at the go-live date. Run the SPMS Acting Capacity Report in Workday. We have loaded Actual End Dates based on the Estimated End Dates. If the date is incorrect or you need to extend a date, please discuss with your Agency HRC.</p> | | <p>Refer to the new Acting Capacity Job Aid. There is an end date required now and this is connected to Payroll now—bi-weekly amounts must be correct. If you need to extend an acting capacity beyond the Actual End Date, you must start a new acting capacity event for the new time period with an Actual End Date.</p> <p>There are also added acting pay reasons that reflect whether or not the employee will be eligible for shift and/or</p> |

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| | | | | | cash overtime based on the position they are receiving acting pay for. |
| FMLA Employees at go-live (1 weeks out from Go-Live) | Prior to the go-live date, determine the employees that will likely be on a FMLA leave situation at the go-live date. Create a list of these employees for the sup org you are charged with in Workday. | | Review listing of employees created by the timekeeper. Add any additional employees you are aware of in your sup org. | | Review listing of FMLA employees. Start the Leave of Absence event in Workday for each employee. You will need the start and end dates for the FMLA and whether it is paid or unpaid for the pay period for each employee. Refer to the FMLA Job Aid. |
| Leave Bank and Employee to Employee Donation employees at go-live (1 weeks out from Go-Live) | Prior to the go-live date, determine the employees that will likely be on a Leave Bank or Emp to Emp Donated Leave situation at the go-live date. Create a list of these employees for the sup org you are charged with in Workday. Follow the job aid to grant leave as adjustments to the balance of the Leave Bank or Donated Leave time off buckets | | Review listing of employees created by the timekeeper. Add any additional employees you are aware of in your sup org. | | Review listing of these employees. Start the Leave of Absence event in Workday for each employee. You will need the start and end dates for the event and whether it is paid or unpaid for the pay period for each employee. Refer to the Leave of Absence Job Aid |
| New Hires in first pay period (1 weeks out from Go-Live) | Confirm and calculate the correct Time Off Service Date for each employee. Share this information with the HRC for the employee. | | Prior to the go-live date, determine the new employees at the go-live date. Create a list of these employees for the sup org you are charged with in | Review this process for your internal procedures. | Confirm and calculate the correct Time Off Service Date for each employee; adjust leave balances for any leave hours transferring to your agency for the |

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| | | | Workday. You will be auditing this information at the end of the Pay Period. | | employee. |
| Non-SPMS Hires into Workday (1 weeks out from Go-Live) | Confirm and calculate the correct Time Off Service Date for each employee; adjust leave balances for any leave hours transferring to your agency for the employee. | | Prior to the go-live date, determine the new employees at the go-live date. Create a list of these employees for the sup org you are charged with in Workday. You will be auditing this information at the end of the Pay Period. | Review this process for your internal procedures. | Confirm and calculate the correct Time Off Service Date for each employee; adjust leave balances for any leave hours transferring to your agency for the employee. |
| New Acting Capacity events in first pay period and beyond (1 weeks out from Go-Live) | | | | | Review the SPMS Acting Capacity Report and the specifically the Actual End Dates. This information has to be up to date each pay period to ensure that the employee is paid or not paid based on the start and end dates in Workday. There are also added acting pay reasons that reflect whether or not the employee will be eligible for shift and/or cash overtime based on the position they are receiving acting pay for. |
| Retroactive Reclass Payments at go-live (1 weeks out from Go-Live) | | | Prior to the go-live date, determine the employees that will likely have a retroactive reclass payment situation after the go-live date. Run a report in Workday for | | |

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| | | | Comp Changes, SPMS Comp Changes. Follow the Job Aid for Retro Reclass One-Time Payment if the effective day is before the go-live date. | | |
| Terminations in the first pay period and beyond (1 weeks out from Go-Live) | Review Pay out information for accuracy, make any adjustments before the payout step is completed for the pay period. | | Prior to the go-live date, determine the employees that will be leaving in the first pay period of the go-live. Create a list of these employees for the sup org you are charged with in Workday. | | Please refer to the Date Field Guide for updates on how to use the date fields and the Termination Job Aid for changes related to the Pay Out Process now connected to Payroll. |
| New Leave of Absence Business Process (1 weeks out from Go-Live) | Review any and all Leave of Absence events for the employees in your assigned Sup Org. Determine if the employee or manager will complete the timesheet or if you will do it. | | Review any and all Leave of Absence events for the employees in your assigned Sup Org. You will also audit this information in the Payroll reports. | Determine your agency procedures for the new Leave of Absence process. Your agency may have internal forms for suspensions, medical leave, personal leave, military administrative leave, accident leave, etc. that you will want to continue to use to make sure the appropriate staff get the info in time to enter it into Workday. You will continue to use the standard FMLA forms for that type of Leave of Absence. | Start the appropriate Leave of Absence event in Workday. This will allow the employee, Manager or Timekeeper to enter the correct leave type into the timesheet or the Time Off Calendar. |