**NOTE:Questions are Sorted by *Category or Field #*, then by *Ques #.***

**The Field #’s reference the latest published Shell Record Requirements File – v5 or later**

| **CATEGORY OR FIELD #** | **SENT TO SPS** | **QUES #** | **QUESTION OR CONCERN** | **DBM/SPS RESPONSE** |
| --- | --- | --- | --- | --- |
| 26 | 05/09/17 | **162** | **(Bowie)** What is the default value of “New Job Number?” If there is no job number changed and what value of “New Job Number” should be?    The job number may be zero(0), so the default value cannot be zero(0). | 05/09/17 SPS (LML): Per the Notes column in the Shell Record Requirements file, the **New Job Number (Field 26)** is only to be populated when the job number on an existing job is changing.  When this situation occurs, the agency/institution would send a **03 - Data Change + Job Number Change Flag = 1**; provide the new/updated Job Number in this field and the original Job Number in the Original Job Number field.  If a Job Number is not changing, the field should be left blank in the file; this can be accomplished by sending a double pipe (||) in the record. |
| 25 | 06/02/17 | **163** | **(Coppin)** For Test Scenario Examples 4 & 8: Is the **Job Number** field required for a personal date change? | 06/02/17 SPS (LML):   We marked the Original Job Number (Field 23) required in the delta/change file, but it probably should have been marked Conditional and referred to column for examples of when required.   You are correct, personal data changes are global and not stored at the individual job number in the system. |
| 25 | 06/02/17 | **164** | **(Coppin)** **Job Number:** If Job Number is required do we need to send each job record for the change? | 06/02/17 SPS (LML): No, just send the 03-Data Change to update personal data items and you do not need to send a job number.   If you do send a job number, as the response above indicates it will be stored globally on the employee. |
| File Process | 06/02/17 | **165** | **(Coppin)** For **Test Scenario Example 14:** Do we need to submit the absence reason? | 06/02/17 SPS (LML):   Yes, we would like to receive the Absence Reason in this scenario due to an employee could have multiple open Absence events at one time, the Absence Reason will help us identify which Absence event to update. |
| File Process | 06/19/17 | **166** | **(Towson)** We know we cannot send future dated actions in the change files; can we can send future dated actions on the full file only?  Many of our contract renewals have late August effective dates. | 06/22/17 SPS (LML): The SPS Team discussed, and we can accept either updates to the Contract End Date for an existing Contract or a new Contract, Contract Start Date, Contract End Date where the Contract Start Date is after the current Contract End Date as long as the Effective Date on the event is on or earlier than the date the file is sent to SPS for processing.  Example 1: Sending an updated Contract End Date:  For example, an employee has a current contract that runs from 2/1/17 until 6/30/17; you want to extend the Contract End Date to 12/31/17. You can send the 03-Data Change + Contract Data Change Flag = 1 with an effective date prior to 6/30/17 and we will accept the transaction.  Example 2: Sending a new Contract before the current Contract End Date:  For example, an employee has a current contract that runs from 2/1/17 until 6/30/17; you want to setup a new Contract that runs from Contract Start Date = 7/1/17 until Contract End Date to 12/31/17. You can send the 03-Data Change + Contract Data Change Flag = 1 with an effective date prior to 6/30/17 and we will accept the transaction. |
| 62 | 06/19/17 | **167** | **(Towson)** All 3202 Student employees coded as Employee Type = T, SubType = 99 were sent back on the Error File because there was no **Contract Number** or **Contract Dates**. Why, when these items are not required for Student employees? | 06/23/17 SPS (JS): Contract information is not required for Temporary workers, including Students. The SPS Team will ensure that future file processing does not require Contract information for employees designated with Original Employee Type (or New Employee Type) = T (Temporary). |
| 13 | 06/19/17 | **168** | **(Towson)** The 2 Leave of Absence records were sent back on the Error File because the **Absence Change Flag** = 1.  How should it have been sent?  These are the same employees who show as terminated at CPB. | 06/23/17 SPS (JS): The absence change Flag should be “0” when it is sent for the first time (any new leave of absence entry)  It should be “1” only when you are changing or extending the leave of absence which was already sent to workday. |
| 64 | 06/19/17 | **169** | **(Towson)** Per Anne’s recent email, the ACA remains unchanged at this time.  Therefore, an adjunct who has a spring contract and who is returning in the fall is eligible to continue coverage over the summer due to the ACA break in service rules.   I am writing to ask how the ACA break in service rules will be applied to our adjuncts when Workday will not accept future-dated contracts. | 06/22/17 SPS (LML): The SPS Team discussed, and we can accept either updates to the Contract End Date for an existing Contract or a new Contract, Contract Start Date, Contract End Date where the Contract Start Date is after the current Contract End Date as long as the Effective Date on the event is on or earlier than the date the file is sent to SPS for processing.  Example 1: Sending an updated Contract End Date:  For example, an employee has a current contract that runs from 2/1/17 until 6/30/17; you want to extend the Contract End Date to 12/31/17. You can send the 03-Data Change + Contract Data Change Flag = 1 with an effective date prior to 6/30/17 and we will accept the transaction.  Example 2: Sending a new Contract before the current Contract End Date:  For example, an employee has a current contract that runs from 2/1/17 until 6/30/17; you want to setup a new Contract that runs from Contract Start Date = 7/1/17 until Contract End Date to 12/31/17. You can send the 03-Data Change + Contract Data Change Flag = 1 with an effective date prior to 6/30/17 and we will accept the transaction. |
| 2 | 06/19/17 | **170** | **(Towson)** We have concerns about supervisors reporting unpaid absences incorrectly.  As an example--- the date submitted as the first day unpaid during a full pay period is incorrect.  The unpaid absence is processed in PeopleSoft and goes to Workday on the shell record.  Workday also receives data from CPB which indicates the employee has been paid for part of all of the pay period.  Would this type of conflict appear on TU’s error report?  The answer to this question will be helpful to TU as we continue to develop our unpaid absence procedures. | 06/23/17 SPS (JS): The SPS Shell Record processing does not have access to CPB payment details. We only check the CPB Master to identify the employee. Furthermore, we will make an exception in the event we receive an absence record and the employee is terminated in the CPB system, SPS will process the absence record.  In the scenario you describe, the SPS Shell Record processing will not identify the difference in unpaid leave start date as an error. |
| Other | 06/19/17 | **171** | **(Towson)** We also continue to explore a secure scanning method and temporary secure storage (to save a PDF) that all employees can use to upload their own documents to Workday (marriage certificate, etc.)  Our IT folks have asked if the SPS team has identified secure solutions for scanning, since all institutions will have to upload the documents. | 06/26/27 SPS (GS): Third party scanning solutions are out of scope for the SPS project. However, scanned documents (pdf) can be uploaded and stored securely in Workday. |
| File Process | 06/19/17 | **172** | **(Towson)** TU has recently discovered there are over 100 active records on the contingent master file at CPB which should have been terminated.  These records have effective dates ranging from the early 1990s to 2014.  TU payroll is working to term all of these records with CPB.  Although the employees in these records would not have any recent hours worked or recent pay, I wanted to pass this on for comment.  TU payroll anticipates it will take a few more months to completely close all of these old records. | 06/23/17 SPS (JS): The Shell Record load will only process employees sent in agency files; we do not look at employees on CPB Master files that were not received in an agency file. |
| File Process | 06/19/17 | **173** | **(UMUC) Change Flags:** The version 6 shell record requirements clearly states under the column labeled "Field Required from Agency in Full File", the word "No", meaning this field is not required, so we followed instructions and left blank.  Yet we received fatal errors because of this; meaning nothing loaded to the SPS.  I assume we will now change this to populate for "0" for the full file next Tuesday, but we need this clarified. | 06/23/17 SPS (JS): The SPS Team has identified we need the Change Flag fields populated with either a “0” or a “1”, as applicable.  The ***Shell Record Requirements - v7*** has been updated to reflect this change. |
| File Process | 06/19/17 | **174** | **(UMUC)** When will W#'s for employees be distributed from the SPS Team for testing? The data changes file is going to require a W#. Are we supposed to send dummy #'s? I don't want to get fatal errors. | 06/23/17 SPS (JS): Please do not send dummy W#’s to the SPS.  The SPS Team is currently testing the Workday load program, once this testing is complete we will be able to send the W# file. We anticipate sending the file by the 2nd week of July. |
| 29 | 06/22/16 | **175** | **(UB):** Everyone errored on Invalid Value on **CPB System**.  On the Shell Record mapping it said it wasn’t to be sent in the full file (thus, I’m not sending it).  Is this now required? | 06/23/17 SPS (JS): The SPS Team has identified we need the CPB System on all records, including on the full file in order to correctly match the agency data with the CPB Master record.  The ***Shell Record Requirements - v7*** has been updated to reflect this change. |
| 69 | 06/22/16 | **176** | **(Salisbury)** What is the definition of Resignation State Service for SPS? We are working on our mapping and are not certain when to use Termination or Resignation State Service | 06/22/17 SPS (LML):   Use the **06 – Terminated** to indicate an involuntary termination. And Use the **04 – Resignation State Service** for a voluntary departure. |
| 65 | 06/22/16 | **177** | **(Coppin)** We noticed a new error message on this file – ‘Contract End Date should be Future Date’. This wasn’t an error on the last file. Is this error just going to be for the full file load? I can understand that, but it could create a problem for the delta file. | 06/23/17 SPS (JS): All contract update/changes must be sent before the contract expires. Once the contract has expired, you will need to send a new contract; to reflect no lapse in service the Contract Start Date should be the day following the previous Contract End Date. |
| 2 | 06/22/16 | **178** | **(Salisbury)** While working on the change file, we came across a question regarding effective dating. The file only permits one effective date however the below scenario may occur and we would like guidance on how to transmit the appropriate effective dates:    We have multiple changes for an employee.  Their job changed on day 1, effective 5/18.  They get married and their name changes on 5/22.  The file is to be sent on 5/24.  What would be the effdt for the person in the file? | 06/23/17 SPS (JS): In the scenario described you can send one record with the effective date as 5/18 that reflects all of the changes. |