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

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

**Updates/additions are noted in RED**

| **CATEGORY OR FIELD #** | **SENT TO SPS** | **QUES #** | **QUESTION OR CONCERN** | **DBM/SPS RESPONSE** |
| --- | --- | --- | --- | --- |
| General | 03/03/2017 | **13** | **(UMUC)** Is this shell record layout being used by CPB and all other agencies? There are fields listed that talk about provided by CPB so will be get to see and validate data that CPB is providing? | 3/10/17 SPS (LL): Universities, MDOT, Judiciary and General Assembly of MD will all be required to submit a Shell Record file to create new HR/job records, update/maintain those records and/or terminate/end HR/Job records in Workday for Workday Benefits.  There will be one Shell Record layout submitted by Universities, MDOT, Judiciary and General Assembly of MD.  In the current Shell Record layout we will be taking some data elements from CPB and combining this data with the agency/institution data file.  The fields indicated with a “Yes” in the VALUE TO BE PROVIDED BY CPB column will be pulled from CPB.  The fields indicated with a “Yes” in the VALUE TO BE PROVIDED BY AGENCY column will/should be provided by the agency/institution.  For the fields indicated as “No” for the Agency, do not submit a value in the Shell Record file.  We are looking to create a report in SPS for the file testing period that would show the employees in Workday. We would generate this report when loading test files and return to each file source site for distribution/review. The file format would be an Excel file. |
| General | 03/03/2017 | **37** | **(UMB) Data not in system now -** UMB needs to add "**Marital Status**" to PeopleSoft. Can DBM provide us a data file of the marital status they have for our employees? At least that way we have the same set of information to load into both our PeopleSoft system and SPS. | 3/10/17 SPS (LL): Workday does not need **Marital Status** for each employee/retiree to administer Benefits. |
| General | 03/03/2017 | **38** | **(USMO) Old BAS vs new Workday data -** If the BAS has the current information, what happens if our data does not match SPS when we send the file down? This would be for current employees. | 3/10/17 SPS (LL): We will create employee HR records in Workday based on the data you provide in the initial full-file. We will convert employee current benefit elections from BAS.  If BAS has contact information, such as personal email addresses or cell phone numbers, that the agency/institution does not provide, we will load the BAS data during conversion.  Once the Shell Record files are being processed, if we identify a discrepancy in employee mailing address or personal email address when receiving information from more than one agency/institution, we will not process the data update in Workday until EBD follows-up with the agencies/institutions. |
| General | 03/03/2017 | **41** | **(USMO)** Will there be any collaboration tools used aside from this email distribution list? For example, Microsoft SharePoint or similar? We (Frostburg) think this may be useful in ensuring everyone has current and accurate data/documentation, especially since email threads can quickly become difficult to follow. | 3/10/17 SPS (): We will utilize the SPS Project Website where a separate page will be established to share Shell Record communication. The URL will be distributed, and access will be granted by accessing the URL. |
| General |  | **71** | **(SU) Differences were found between the old layout and the new**. I want to make sure that these changes are correct and that the removed fields are not needed but while the new ones are.  Fields in previous record layout not in the new one:  NAME CHANGE FLAG  LENGTH OF SERVICE CHANGE FLAG  UPDATE ADDITIONAL JOB FLAG  BENEFIT JOB INDICATOR  COLLEGE PARK GRADUATE ASSISTANT FLAG  ADDRESS LINE 1  ADDRESS LINE 2  ADDRESS LINE 3  ADDRESS LINE 4  ADDRESS LINE 5  ORIGINAL HIRE DATE  EOD DATE (ENTRY ON DUTY DATE)  STANDARD HOURS PER WEEK  RSTARS FINANCIAL UNIT  RSTARS UNIT | 3/10/17 SPS (LL): Correct, all of these fields have been removed from the Shell Record layout with the exception of the Name Change Flag.  **NAME CHANGE FLAG**:   * The Legal Name Change Flag was inadvertently removed from the shell Record layout and has been added back into the ***Shell Record Requirements - v2*** file layout.   **LENGTH OF SERVICE CHANGE FLAG**:   * We will capture the retirees Months of Creditable Service direct from State Retirement Agency or via the ORP Retiree paperwork.   **UPDATE ADDITIONAL JOB FLAG**:   * A Job Number field has been added to the record layout. Providing this field with every update will indicate which job to update with the change provided.   **BENEFIT JOB INDICATOR**:   * We no longer require the Benefit Job Indicator based on discussions of how benefits eligibility will be assessed.   **COLLEGE PARK GRADUATE ASSISTANT FLAG**:   * We will capture this in the Employee Sub-Type field (Field 49)   **ADDRESS LINE 1 thru ADDRESS LINE 5**:   * In the previous shell record layout we were capturing the employees Home address in the ADDRESS LINE 1 thru ADDRESS LINE 5 fields. We have determined we only need the employees Mailing Address and have dropped the Home Address fields from the ***Shell Record Requirements - Distribution v1 022817*** file.   **ORIGINAL HIRE DATE**:   * We will be capturing the Position/Job Hire Date via the Effective Date (Field 2) when Action Code (Field 1) = 01-Hire   **EOD DATE (ENTRY ON DUTY DATE):**   * We no longer require the Entry on Duty Date   **STANDARD HOURS PER WEEK:**   * We will be capturing FTE% instead of Standard Hours Per Week   **RSTARS FINANCIAL UNIT**:   * We no longer require the RSTARS values; we will only capture the 6-digit STARS agency code that is sent to/captured by CPB   **RSTARS UNIT**:   * We no longer require the RSTARS values; we will only capture the 6-digit STARS agency code that is sent to/captured by CPB |
| General |  | **72** | **(SU) Fields in new layout not in previous:**  BARGAINING UNIT CHANGE FLAG  NEW ITIN  NEW EMPLOYEE TYPE  ORIGINAL EMPLOYEE SUB-TYPE  NEW EMPLOYEE SUB-TYPE  NEW FTE  CPB SYSTEM  NEW CONTRACT NUMBER  NEW STARS AGENCY CODE  NEW CHECK DISTRIBUTION CODE  BARGAINING UNIT | 3/10/17 SPS (LL): Correct, these are all new fields added to the Shell Record layout. |
| General | 03/06/2017 | **75** | **(Shell Record Mtg 3/6)** What benefits are being administered in Workday? | 03/10/17] SPS (LL): All benefits currently administered in the BAS – medical, prescription, dental, AD&D, Flex Spending and Life insurance will be administered in Workday Benefits. |
| General | 03/06/2017 | **76** | **(Shell Record Mtg 3/6)** Will each employee have one W#? | 03/10/17] SPS (LL): Yes, each employee will be assigned a W# (SPS ID) the first time they are hired into the Workday SPS system. That W# will travel with them no matter what agency they work for throughout their State employment.  In addition, the same W# will travel into retirement with the retiree. |
| General | 03/06/2017 | **84** | **(Shell Record Mtg 3/6)** When an employee retires who maintains their personal data? | 03/10/17 SPS (LL): The retiree will be able to update their own personal, contact and Medicare information via Workday Self-Service. |
| General | 03/31/17 | **94** | **(UMB)** Will universities be getting a “No Pay Report” after the conversion? If so, what will be the process? | 04/18/17 SPS (LML): Yes, there will still be a “No Pay Report.” The report is still in development, and ABC’s will be trained on the process in the Workday Benefits training. |
| General | 03/31/17 | **96** | **(UMB)** If an employee already exists at UMBC and UMB hires them and sends them over as 01-Hire at UMB, will DBM change the UMB record to 05-Additional Job? | 04/18/17 SPS (LML): Correct, if an employee is active in Workday and we receive a 01-Hire from another agency/institution, the Shell Record integration will change the 01-Hire to a 05-Additional Job and create an additional job in the Workday system for the job information submitted.  The mailing address, personal information and contact information is shared by the multiple job records. If the additional job record has an updated or different mailing address, contact information or personal information, we will update the data in the Workday system. |
| General | 03/31/17 | **105** | **(UMCP)** In January 2018, when an agency has a new hire with multiple jobs, will this person be sent with multiple type 01 records (similar to initial load) or one type 01 record and multiple type 05 records (per shell record)? | 04/19/17 SPS (LML): Once the delta/change file is in production, in the scenario described (a new hire with multiple jobs), you would send one 01-Hire record for the primary job, and an 05-Additional Job record for the second job. |
| General | 03/31/17 | **117** | **(UMCP)** What is the estimated date when the SPS website will be updated with shell file documentation/communication? | 04/19/17 SPS (LML): The SPS Team is working with web developers to create the website; it will be available by the end of April. |
| File Process | 03/03/2017 | **4** | **(CU)** Active Employee Full File’ – Is this an initial load file? How is this different from the bi-weekly feed? | 3/10/17 SPS (LL): Correct, the Active Employee Full File will be the initial load file we will utilize for the conversion/creation of your employees in the Workday system for the EBD Go-Live on 8/28/17. Ultimately we will load a bi-weekly delta/change file that will only contain employee changes since the last delta/change file.  After receipt of the first full-file for the August 28th go-live conversion, we have identified the need for additional full-files at specific go-live milestones until we put the delta/change file into production.  Refer to the ***SPS Shell Record – Timeline and Milestones v2*** file for updated timeline dates. |
| File Process | 03/03/2017 | **14** | **(UMUC)** Confirmation that the ongoing file is also a full file or will we just send updates after initial file is sent? | 3/10/17 SPS (LL): We will require an initial full-file to hire your active employees into Workday; and some subsequent full-files prior to the 1/1/2018 go-live.  The ongoing (production) file will be a delta/change file.  Refer to the ***SPS Shell Record – Timeline and Milestones v2*** file for updated timeline dates. |
| File Process | 03/03/2017 | **29** | **(UMUC)** Will we be able validate what was loaded for our employees? | **3/5/17 SPS (SR):** We are looking to create a report in SPS for the file testing period that would show the employees in Workday. We would generate this report when loading test files and return to each file source site for distribution/review. The file format would be an Excel file. |
| File Process | 03/03/2017 | **34** | **(BSU)** This project needs to develop a project to extract data from each school PeopleSoft/other systems. Do we have Consolidation Site (Towson) to provide a method of consolidating the SPS data received from multiple agencies and transmitting the data to the DBM for each File Maintenance (FM) period like PACS for the six schools including Bowie? | 3/10/17 SPS (LL): Chevonie took this issue from the University Shell Record Meeting on 3/6/17 and will determine the number of and source of files. |
| File Process | 03/03/2017 | **35** | **(USMO) Work flows** – Can you provide a data flow of how this process will progress from start to finish. | 3/5/17 SPS (LL): Chevonie prepared a data flow diagram to explain how the file submission, error handling, and outbound W# (SPS ID) processing will occur. |
| File Process  sFTP | 03/03/2017 | **45** | **(USMO) Access to DBM/SPS:** What is the IP Address and Port for DBM/SPS so we (UMBC) can request our Firewall hole punch? Will we be using FTPS or SFTP? | 3/10/17 SPS (LL): Files will be submitted using sFTP. Refer to the University Shell Record Kickoff PowerPoint deck for details. |
| File Process  Error File | 03/03/2017 | **46** | **(USMO) Errors:** How will Error Reporting work - will we (UMBC) be sent a file back daily with error transactions or receive a report? Will there be a way to confirm transactions were received and loaded? | 3/5/17 SPS (SR): Refer to the response to Question #34.  In addition, the SPS Team has provided Error Handling documentation (***SPS Shell Record Error File Layout and Examples – v1***) |
| File Process | 03/03/2017 | **50** | **(USMO) File for comparison:** Will there be a file sent back from DBM with current data to which we can compare to provide changes? | 3/6/17 SPS (SR): Once we begin processing bi-weekly delta/change files, SPS will not send current data to compare to identify changes. Each agency/institution needs to identify the data changes that have occurred since the last delta/change file was created. |
| File Process | 03/03/2017 | **53** | **(USMO)** How will we know our data loaded correctly? | 3/10/17 SPS (LL): Refer to the response to Question #29. |
| File Process | 03/03/2017 | **61** | **(SU) Several fields are marked as not required**. If they truly are not required, is it ok not to send them. | 3/10/17 SPS (LL): The ***Shell Record Requirements - v2*** file has been updated to hopefully provide better clarification on what fields are required for Action Codes. In addition, the ***Example Transactions*** tab in the file provides example events and the minimal data fields required for different events. |
| File Process | 03/03/2017 | **62** | **(SU) Is this to be a pipe delimited file?** | 3/10/17 SPS (LL): Yes, the record format submitted should be pipe delimited and has been denoted in the ***File Details*** section in ***the Shell Record Requirements*** file header. |
| File Process  sFTP | 03/03/2017 | **63** | **(SU) How does this file get sent?** | 3/10/17 SPS (LL): Refer to the answer on question #45. |
| File Process | 03/06/2017 | **77** | **(Shell Record Mtg 3/6)** Are we processing files through consolidation sites? | 03/10/17 SPS (LL): Refer to the response to Question #34. |
| File Process | 3/17/17 | **87** | **(UMPC 3/17):** What is the turnaround time from EBD for questions and test file processing? | 03/20/17 SPS (LL): We will respond to submitted questions within 3 business days; if we can respond sooner/earlier we will.  Similarly for test files, we will respond within 3 business days. It is important to note that if full files are submitted prior to May 1, 2017, the earliest response date will be May 5th. And, if delta/change files are submitted prior to July 3, 2017, the earliest response date will be July 7th. |
| File Process | 3/17/17 | **88** | **(UMPC 3/17):** Can multiple test files be sent by each institution for each milestone date? | 03/20/17 SPS (LL): Each agreed upon source file site will be able to submit multiple test files; we will accept test files until we are confident the file loads are processing accurately. |
| File Process | 3/17/17 | **90** | **(UMPC 3/17):** Should institutions send type 01 and type 05 action codes (Field #1) in the full file or should institution only send type 01 action codes in the full file? | 3/18/17 SPS (LL): All records in the initial full-file should be submitted as a 01-Hire.  In the situation where an employee has multiple jobs, create a 01-Hire row in the file for each of the unique jobs held by an employee. Each job will be indicated by the new Job Number field we will be adding to the record. The first row in the file for the employee will be loaded as their primary job and each subsequent 01-Hire will be loaded as an Additional Job. |
| File Process  Error | 03/31/17 | **98** | **(TU)**  Is it possible to add the EE type and EE sub-type to the error file layout? | 04/18/17 SPS (LML): The SPS Team discussed adding the EE type and EE sub-type to the Error File, and decided against adding these fields. The Error File is intended to truly report errors; these data elements can be identified via the original file transmission. |
| File Process  Error | 03/31/17 | **99** | **(TU)**  When will we receive error files so we can clean our data? | 04/18/17 SPS (LML): Error Files will be returned to the sending agency/institution within 24 hours after receiving a Production change file for processing. |
| File Process | 03/31/17 | **109** | **(UMCP)** Change File: Can a masterfile be sent back to each consolidation site so that we know what data has been loaded/not loaded to Workday? This data is needed to be able to create the change/delta file. | 04/19/17 SPS (LML): We will not be returning/sending a Masterfile of all data. When testing files we will send an Excel file that shows Workday employee data; this report/file will be available for ABC’s to run on-demand after go-live. It is important to note the data on this report will reflect Workday fields and values and will not be an exact replica of the Shell Record fields. |
| File Process  Error | 03/31/17 | **116** | **(UMCP)** Error File: Can file transmittal date be added to the Error File layout? | 04/19/17 SPS (LML): The file Transmittal Date was added to **SPS Shell Record Error File Layout and Examples – v3.** |
| File Process | 04/04/17 | **120** | **(GA)** We see the specification in the PDF for the name for the Full file, but do not see the specification for the name of the change/delta file. | 04/18/17 SPS (LML): The change/delta Production file names are identified in the Shell Record Kickoff Meeting PPT’s as the “Shell Record File Name.” The sFTP directories, test files names and production file names are posted on the Shell Record website in the FTP Information section. |
| File Process | 04/04/17 | **122** | **(MDOT)** For the initial load (full) file can we send future dates? | 04/04/17 SPS (JS): Yes, for the initial load (full) file only, you may send future-dated effective dates. |
| File Process | 04/04/17 | **123** | **(MDOT)** Can we send RG and CT employees in the same initial load file, or do we have to send two separate files? | 04/04/17 SPS (LML): Yes, please send all of your employees in a single initial load (full) file. In the file complete the CPB System field with the database the employee is paid out of at CPB. It is our understanding from discussions with Daryl Barham at CPB that all MDOT employees are paid in CPB System “RG” except for Motorcycle Safety Instructors in Agency Code 290500 that are paid in CPB System “CT”. |
| File Process | 04/04/17 | **124** | **(MDOT)** Can we send RG and CT employees in the same delta/change file going forward, or do we have to send two separate files? | 04/04/17 SPS (LML): Yes, please send all of your employee changes in a single delta/change file. In the file complete the CPB System field with the database the employee is paid out of at CPB. It is our understanding from discussions with Daryl Barham at CPB that all MDOT employees are paid in CPB System “RG” except for Motorcycle Safety Instructors in Agency Code 290500 that are paid in CPB System “CT”. |
| File Process | 04/11/17 | **138** | **(UB)** For the full file, we were told to send all employees and jobs as 01 hire transactions.  What if the person is on leave without pay when this goes live?   That is, what if they are a 06 Absence when we go live? | 04/20/17 SPS (JS): In this scenario, send both a 01-Hire and a 06-Absence in the full file. We will process the 01-Hire first and then the 06-Absence. |
| Multi-Job | 03/03/2017 | **1** | **(UB)** When we left off last time, we were only using hire, change and termination transaction types.  We had eliminated transfer and additional job.  My understanding was that transfer was only used for the SPMS agencies and wouldn't apply for us. I had brief discussion with Lisa at the meeting Wednesday about additional job.  We had removed it last time because we had agreed to one record per employee.  Using additional job allows the FTE to increase and decrease in real time as employees add and end contracts.  The challenge is that there is not a field to identify which job ties to the contract start and end dates.  We'd have to add something like Empl record, but I don't know how the non-PeopleSoft schools track additional jobs.  Even if we provide an FTE for all records, some of those contracts have variable hours, which should land the employee in the measurement period rather than immediately eligible.  I think there should be a field for the ABC to indicate eligible, not eligible, or measurement period. | 3/10/17 SPS (LL): This question includes multiple topics. See the following responses by topic area.  **MULTIPLE JOBS:**   * Refer to the response to Question #2 on how additional/multiple jobs will be handled.   **TRANSFERS:**   * For the Universities, Transfers will most likely not occur due to the number of employees with multiple jobs. A Transfer is when an employee leaves one 6-digit STARS Agency Code (ie. 360222) and moves to a different 6-digit STARS Agency Code (ie. 360224). A Transfer would be utilized/occur when an employee with a single job at Institution A leaves that job and take a job at Institution B.   **ELIGIBILITY:**   * The SPS Team is working with Workday to identify how we can configure the system to determine eligibility for subsidy based on the presence of a single State job with an FTE >= 50% or a single Contractual job with an FTE >= 75%; with all other jobs offered non- subsidized coverage until completion of a measurement/assessment period. It is important to note that if ACA is repealed, the State would re-assess the configuration. |
| Multi-Job | 03/03/2017 | **2** | **(SU)** My question is in regards to multiple employment instances (contracts) and how to identify them correctly on the SPS side since we do not have contract numbers. SU adds an employee record (0 to xx) to document a contract instance. If a contract exists on an employee record and we receive another contract that overlaps in dates, we add another employee record and so on. If the date on an existing employee record expires and we receive another contract, we will add it as a new row to the existing employee record. Would it be possible to add a sub-type code to Employee ID to capture the employee record number associated with that employment data? Otherwise, would there be a way possibly to use the Contract Number field? The challenge with Contract Number is that there would be a repeat of numbers as contracts end and new ones are added via row insert to that employee record after the end date. | 3/10/17 SPS (LL): After discussing further at the University SPS Project Kickoff, the SPS Team re-grouped and have identified that we will add a field to the ***Shell Record Requirements - v2*** called Job Number (Field 20) that will be a unique identifier for the job. In Workday, we will create an Additional Job for every Job received after the first job we receive. In Workday we will concatenate the Job Number with the Employee ID (Field 19). This field will be visible to the ABC in Workday to be able to associate the Workday Job with the source HR system. For example: an Employee ID (10000007) and Job Number (001) will display as 10000007-001.  **Updated 4/21/17 SPS (LL):** In ***Shell Record Requirements – v5***, Job Number is Field 25, and Employee ID is Field 23. |
| Multi-Job | 03/03/2017 | **16** | **(UMUC)** If a person has multiple positions, do we send a line item for all the positions? | 3/10/17 SPS (LL): Refer to the response for Question #2. |
| Multi-Job | 03/03/2017 | **17** | **(UMUC)** If we list multiple lines per position held, how does EBD know which is primary and/or benefit eligible? | 3/10/17 SPS (LL): Refer to the **ELIGIBILITY** response for Question #1. |
| Multi-Job | 03/03/2017 | **18** | **(UMUC)** What if the worker has multiple positions and experiences a data change only (i.e. address), not position related, do we send the changes on all 3 position rows (assuming we have a row for each position)? | 3/10/17 SPS (LL): No, for the data elements that are employee not job specific, you only need to submit the data change for one of the jobs.  The fields that are employee, not job specific, are:   * SSN and ITIN (Fields 31-34) * Employee Date of Birth (Field 35) * Legal Name (Fields 36-38) * Gender (Field 39) * Mailing Address (Fields 40-46) * Email Address (**Fields 47 and 48**) * Telephone Number (Fields 49-52) * CPB System and Pay Data (Fields 29 and 59-61) * STARS Agency Code (Fields 27 and 28) * Check Distribution Code (Fields 66 and 67) * Bargaining Unit (Field 68) |
| Multi-Job | 03/03/2017 | **23** | **(UMUC)** If a person has multiple jobs with the same agency, for FTE are we providing total FTE for all positions or FTE on each line by position they hold? | 3/10/17 SPS (LL): Refer to the response to Question #2. |
| Multi-Job  Eligibility | 03/03/2017 | **33** | **(UMB)** Will SPS open up the eligibility to enroll or terminate benefits based on FTE %? Currently for example, if someone is working 100% FTE and moves to 40% FTE, we have to receive verbal notice from the department, and manually send the notice of termination over to DBM. If we do not get that notice from the department the EE would still have benefits even though they technically are not eligible because they are still on payroll. We manually run a report to audit this every other week, but wanted to see if that was going to be one of the rules set based on the shell record for eligibility in SPS. | 3/10/17 SPS (LL): Workday Benefits will recognize that an employee FTE% has changed and re-evaluate eligibility based on the eligibility rules configured in the system. The system will either term or open an event that is appropriate for the new FTE percentage. In the example, provided in the question, this would open an event to offer them non-subsidized benefits as a contractual or a part-time employee. |
| Multi-Job | 03/03/2017 | **54** | **(USMO) Multiple Jobs -** We have an employee with 7 active jobs. We send one record on the file for each job. How do we specify each individual job on the file? | 3/10/17 SPS (LL): Refer to the response to Question #2. |
| Multi-Job | 03/03/2017 | **55** | **(USMO) Multiple Jobs** - Suppose there is no one job that makes them benefit eligible but with a combination of jobs, they are. Next week 3 of their jobs are terminated. How do we specify on the file which jobs terminated? | 3/10/17 SPS (LL): Refer to the response to Question #2 for how multiple jobs will be established, maintained and terminated. And, refer to the **ELIGIBILITY** response for Question #1. |
| Multi-Job | 03/03/2017 | **56** | **(USMO) Multiple Jobs** – A person has 3 jobs (a primary and 2 additional jobs). One of the additional jobs has a change. How do we specify which additional job the change is for? | 3/10/17 SPS (LL): Refer to the response to Question #2 for how multiple jobs will be established. We will require a Job Number value for each 01-Hire, 02-Transfer, 03-Data Change, 04-Termination, 05-Additional Job and 06-Absence |
| Multi-Job | 03/03/2017 | **57** | **(USMO) Multiple Jobs –** A person with a data change for their primary job, also has a change for an additional job as well as hiring them into another additional job. How would this look on the file? Would there be 3 records in the file (Primary job with a change, additional job with a change and a new additional job)? | 3/10/17 SPS (LL): Correct, in your example you would submit:  An 03-Data Change referencing the Job Number related to their primary job  An 03-Data Change referencing the Job Number related to their additional job with the change  An 05-Additional Job referencing the new Job Number the employee is being hired into |
| Multi-Job | 03/03/2017 | **58** | **(USMO) Multiple Jobs –** We have a person with 3 jobs. The person changes their name from John Wayne to Jimmy Stewart. Would the file have 3 records on it for the person for the name change (one for each job)? | 3/10/17 SPS (LL): Refer to the response to Question #18. |
| Multi-Jobs | 03/06/2017 | **74** | **(Shell Record Mtg 3/6)** If an employee has multiple jobs, will the ABC be able to see only the job information for their agency? | 03/10/17] SPS (LL): Workday Security controls the employees an ABC will be able to see along with the Jobs that are related to their respective agency. If an employee has 2 jobs, one with agency/institution 360224 and one with agency/institution 360229. The ABC’s at both 360224 and 360229 would see the employee name, personal information and contact information; and each ABC would only see the Job Details specific to the job(s) at their agency/institution. |
| Multi-Job | 03/06/2017 | **79** | **(Shell Record Mtg 3/6)** Why do we need to know when someone is working multiple jobs? | 03/10/17 SPS (LL): Refer to the response to Question #’s 1 and #2. |
| Multi-Job | 03/06/2017 | **80** | **(Shell Record Mtg 3/6)** Contact Change: Do we send for each job an employee has with that agency? | 03/10/17 SPS (LL): Refer to the response to Question #18. |
| Multi-Job | 03/06/2017 | **82** | **(Shell Record Mtg 3/6)** Under what circumstances would a University utilize a **02-Transfer** event? | 03/10/17 SPS (LL): Refer to the response to Question #1. |
| Multi-Job | 03/31/17 | **110** | **(UMCP)** Change File: What happens in Workday when a type 04 is sent for the primary job and the employee has additional jobs? Does workday make one of the additional jobs the primary job? What process is the consolidation site expected to follow with respect to this data scenario? What control/process does the agency have for specifying a new primary job when the existing primary job is terminated? | 04/19/17 SPS (LML): When a 04-Termination is received for an employee with multiple jobs, Workday will look to see if job being terminated is the Workday ‘primary’ job; if it is not, Workday will proceed to terminate the job submitted for termination. If the job being terminated is the Workday ‘primary’ job, the system will switch the job out of the ‘primary’ job and then terminate the job. The Agency/Institution does not need to specify the ‘primary’ job. |
| Multi-Job | 03/31/17 | **111** | **(UMCP)** Change File: What control/process does the agency have for making an existing additional job the primary job or for making the current primary job an additional job? | 04/19/17 SPS (LML): The Agency/Institution does not need to specify the ‘primary’ job. The Workday Benefit Eligibility Rules will review all employee jobs to assess eligibility. |
| CPB Data | 03/03/2017 | **28** | **(UMUC)** For data fields where CPB is the system of record, what happens if data does not match? Will agency coordinators know? | 3/10/17 SPS (LL): The data elements the Shell Record is taking from CPB were supplied by your agency/institution to CPB; can you provide an example of why you think they would not match? |
| CPB Data | 03/03/2017 | **40** | **(USMO)** Some Adjunct faculty are paid 3 times per semester. How should we code this? | 3/10/17 SPS (LL): The Shell Record will take pay data (Pay Calendar (Field 59), Pay Frequency (Field 60) and Pays Per Year (Field 61)) from CPB.  In your Adjunct example, what data would you have sent to CPB?  For the Shell Record, agencies/institutions will need to consistently complete the FTE% (Field 57 and 58) based on the development of an Adjunct FTE% standard. Per a conversation with Chevonie, this standard has been established and is being used by institutions. |
| CPB Data | 03/03/2017 | **44** | **(USMO) Pay Center** – We believe we are UR: University Regular, is that right? | 3/10/17 SPS (LL): The Pay Center was removed from the file named: ***Shell Record Requirements - Distribution v1 022817***.  In the current Shell Record layout you will see 4 pay/pay group fields that will all be taken from the CPB Master File based on the information you provide to CPB.   * CPB SYSTEM (Field 29) * PAY CALENDAR (Field 59) * PAY FREQUENCY (Field 60) * PAYS PER YEAR (Field 61)   These fields will be utilized to determine benefit deduction amounts and, and in which CPB integration we need to include the employee benefit deduction data. |
| CPB Data |  | **59** | **(SU) Several fields do not have distinct values** specified in the comments. We need to know what goes in those fields. Examples:  Field #10 - COST CENTER CHANGE FLAG  Field #14 - RETIREMENT CHANGE FLAG  Field #15 - BARGAINING UNIT CHANGE FLAG  Field #23 - CBP SYSTEM  Field #53 - PAY CALENDAR  Field #54 - PAY FREQUENCY  Field #55 - PAYS PER YEAR  Field #21 - ORIGINAL STARS AGENCY CODE  Field #22 - NEW STARS AGENCY CODE  Field #62 - BARGAINING UNIT | 3/10/17 SPS (LL): The ***Shell Record Requirements - v2*** file has been modified for the Agency to provide the Original STARS Agency Code (Field 21), the New STARS Agency Code (Field 22) and the CPB System (Field 23). All of the other fields identified in this question will be supplied by CPB (*VALUE TO BE PROVIDED BY CPB = Yes; VALUE TO BE PROVIDED BY AGENCY = No*) which is why no valid values are specified.  **Updated 4/21/17 SPS (LL):** In ***Shell Record Requirements – v5***, Original STARS Agency Code is Field 27; New STARS Agency Code is Field 28, and CPB System is Field 29. |
| Satellites | 03/03/2017 | **32** | **(UMUC)** Will satellite employees be included or excluded from this file? | 3/10/17 SPS (LL): Satellite employees will remain in the BAS system and should be excluded from the Shell Record file.  This response applies to UMUC and MTA who each have both State and Satellite employees. |
| 1 | 03/03/2017 | **15** | **(UMUC)** For **Action Code (Field 1)** - They say All records should be sent as a New Hire record. Is this just for the “conversion” file or on-going?​ | 3/10/17 SPS (LL): All records in the initial full-file should be submitted as a 01-Hire.  In the situation where an employee has multiple jobs, create a 01-Hire row in the file for each of the unique jobs held by an employee. Each job will be indicated by the new Job Number field we will be adding to the record. The first row in the file for the employee will be loaded as their primary job and each subsequent 01-Hire will be loaded as an Additional Job.  In the delta/change file, the records would be submitted with the appropriate Action Code based on the HR event. |
| 1 | 03/03/2017 | **25** | **(UMUC)** **For Action Code 04-Termination**: Do you want termination information for all jobs or just primary jobs or only benefit eligible jobs? | 3/10/17 SPS (LL): Since we will create one Job in Workday for each source HR system job, you will submit a 04-Termination event and supply the Job Number to terminate.  Refer to the response to Question #2 for additional multiple job details. |
| 1 | 03/03/2017 | **36** | **(USMO) Transfer info -** We currently do not capture agency transfers within our PeopleSoft system. Is this data required? | 3/10/17 SPS (LL): Refer to the **TRANSFERS** response to Question #1. |
| 1 | 03/03/2017 | **51** | **(USMO)** Will Transfer Code of 02 be used for both the incoming and outgoing agency? i.e. if an employee comes to UB from UMB, we (UB) would process that employee as an 02 for transfer. Would UMB also process that person as a transfer? If both agencies have to report the transfer, do both agencies need to report the change in agency code as well? i.e. UB needs to say the employee came from agency xxx, and UMB has to say the employee is going to xxx? That would require additional fields in our system to process. | 3/10/17 SPS (LL): For the Universities, Transfers will most likely not occur due to the number of employees with multiple jobs. A Transfer is when an employee leaves one 6-digit STARS Agency Code (ie. 360222) and moves to a different 6-digit STARS Agency Code (ie. 360224). A Transfer would be utilized/occur when an employee with a single job at Institution A leaves that job and take a job at Institution B.  To submit the 02-Transfer on the shell Record file, Institution A would submit the record providing the Original STARS Agency = Institution A, and the New STARS Agency = Institution B. After this event is processed, Institution B would now have security access to the employee. Also refer to the **Example Transactions** tab in the ***Shell Record Requirements – v2*** file.  A more likely scenario will be that Institution A will send a 04-Termination and Institution B will send a 01-Hire. In this scenario, if we receive the 01-Hire event first, we will create an additional job for the worker that will remain until we receive the 04-Termination event. |
| 1 | 03/06/2017 | **83** | **(Shell Record Mtg 3/6)** **Action Code (Field 1)** Can you provide an example of an Action Code 05 – Additional Job event. | 03/10/17 SPS (LL): An example **05-Additional Job** event is shown in the ***Shell Record Requirements - v2*** file on the ***Example Transactions*** tab.  If an employee job is submitted on the Shell Record as a 01-Hire and we find the worker already exists in the system with other active jobs, we will automatically process the event as a 05-Additonal Job. If you know the event is definitely an Additional Job, please submit the event as a 05-Additional Job. |
| 1 | 04/04/17 | **119** | **(GA)** An employee works for Judiciary and intends to end their employment there and then work at the General Assembly. Once hired by the General Assembly we will have to process them as part of the Shell Record changes. Is this new employee an ’01-Hire’ or are they a ’02-Transfer’? | 04/18/17 SPS (LML): Ideally this event is a 02-Transfer.  However, we understand that will all of the different HR systems in the State it is extremely difficult to know the information for a Transfer, let alone having the ability to capture it in your SAP system to send it to us in the Shell Record.  It is fine to send it as and 01-Hire; we will get the right data on the employee, and ultimately we should receive a 04-Termination from Judiciary (in your example). |
| 1 | 04/04/17 | **128** | **(UMUC)** **Action Code** (**Field 1):** Are we only sending Absence **IF** the employee goes on an unpaid leave of absence (for at least 1 full PP)? For example, if an employee is on FML, but they use sick & vacation to be pay for the period of the FML leave do want us to send 06- Absence Code | 04/18/17 SPS (LML): Yes, only send a 06-Absence when an employee has been on an unpaid leave of absence for one or more full pay periods. Employees on a paid leave of absence using Sick and Vacation should not be submitted with a 06-Absence. |
| 1 | 04/04/17 | **130** | **(UMUC)** **If Field 1 & 2 are for All Leaves (not just unpaid),** how do we designate when the employee goes unpaid? | 04/19/17 SPS (LML): The 06-Absence event is only for unpaid leaves of absence. If the employee is on paid leave and still receiving a paycheck you will not submit any event in the Shell Record for the employee. |
| 1 | 04/04/17 | **131** | **(UMUC)** **If Field 1 & 2 are for unpaid leaves only, how do we handle the following scenarios:**  **Scenario 1:** Employee is placed on leave but goes unpaid mid-PP. What is the effective date of field 02? For Example: Employee placed on FML from 4/3 to 4/29 and goes unpaid  eff 4/13. Do you want us to send Field 02 as the beginning of the next full PP (4/16) **or** the date they were placed on leave (4/3)?  **Scenario 2**: Employee exhausts paid leave mid PP and returns from the unpaid leave mid pay period. For example: Employee goes on FML eff 4/3 to 5/31, employee unpaid as of 4/13. Since 5/31 is mid pay period, what date do we send under effective date for the return from leave (Field 02)? Do we send last day of PP containing RTW date (i.e. 6/10), Do we send actual RTW date (5/31) or do we send last day of the PP prior to the RTW (5/27)? | 04/19/17 SPS (LML): In your Scenario 1 example, you would submit a 06-Absence event with an Effective Date = 4/16.  In your Scenario 2 example, you would submit a 06-Absence event with an Effective Date = 4/13 (and Absence Reason 01-10) to place the employee on leave, and submit a 06-Absence event with an Effective Date = 5/31 (and Absence Reason 99) to return the employee from leave. |
| 1 | 04/04/17 | **132** | **(UMUC)** How do we identify in the file if using Action Code 06- Absence whether the employee is going out on leave, returning from leave or it’s a change in the expected return date? Assume that the Effective date will be the “start date” and only populate 65 with estimated? Do we also populate field 71 with the ACTUAL return date even though the field name is “Estimated”? | 04/19/17 SPS (LML): In the Shell Record Requirements – v4 (and forward), there are 3 example transactions on the Example Transactions worksheet that depict these scenarios. These example transactions show:  **To place a worker on an unpaid leave:**  Submit a 06-Absence event with:   * an Effective Date = the first day of the first full unpaid pay period * an Absence Reason of one of the appropriate value between 01 and 10 * an Expected Return from Leave Date = the estimated date the worker will return     **To extend an Expected Return from Leave Date:**  Submit a 06-Absence event with:   * the same Effective Date submitted on the original 06-Absence event * the same Absence Reason submitted on the original 06-Absence event * the Expected Return from Leave Date = the *updated* estimated date the worker will return   **To return a worker from leave:**  Submit a 06-Absence event with:   * an Effective Date = the first day the worker returned to work * an Absence Reason = 99 * an Expected Return from Leave Date = the first day the worker returned to work |
| 1 | 04/05/17 | **133** | **(UMBC)** **Action Code (Field 1):**  Since we were instructed not to use 02 Transfer, is there any way we can add Transfer as a term reason so when it gets to DBM there is a way to hold off on sending a term to the vendor (maybe for a certain timeframe to allow the other agency to Hire this person).  Some type of process to prevent transfers from being termed from the vendor.  There will inevitably be time delays from when one campus terms the person and one campus hires them into workday, so this would be a notification process to DBM to delay terminating them from benefits. | 04/28/17 SPS (LML): The SPS Team discussed the option proposed and walked through potential scenarios including: transferring early in the month, transferring at the end of month, transferring with a gap in employment, etc. After reviewing the scenarios/scenario implications and the technical implications of holding an event for processing, the team decided we cannot hold a 02-Transfer until we receive a corresponding 01-Hire from another agency/institution.  To clarify, if an agency/institution has all of the data required to submit a 02-Transfer we will accept the event. However, we believe most agency/institutions will not have the data required to submit the event. |
| 2 | 03/03/2017 | **19** | **(UMUC)** Is **Effective Date (Field 2),** always position hire date or does it change based on the type of change. For example, contact or address change only, should that effective date be “position hire date” as listed in comments OR should it be the effective date of the data change? | 3/10/17 SPS (LL): The Effective Date (Field 2) will reflect the date associated with the Action Code (Field 1). Per the AGENCY SUPPLIED DATA FIELD VALIDATIONS/COMMENTS field in the Shell Record layout file:  Provide the Effective Date for the new or changed data. Please note, the Effective Date cannot be a future date.  ● For 01 - New Hire: provide the Hire or Rehire Date  ● For 02 - Transfer: provide the date the employee transferred to the new STARS Agency Code  ● For 03 - Data Change: provide the date the data change became effective  ● For 04 - Termination: provide the last day the employee was in the position/job including leave  ● For 05 - Additional Job: provide the hire/start date of the secondary/additional job  ● For 06 - Absence: provide the first day the employee is on leave (when placing an employee on leave), or the first day the employee is returning to work (when returning an employee from leave) |
| 2 | 03/03/2017 | **42** | **(USMO) Effective Date (Field 2):** Can effective date be more than 60 or 30 days in the future? We see both in the requirements document (note the comment next to Termination Date). | 3/10/17 SPS (LL): The Effective Date (Field 2) cannot be a future-effective date. |
| 2 | 03/31/17 | **95** | **(UMB)** Regarding “Effective date cannot be a future date.” What is the cut off date of the effective date of the transactions being sent? Pay period end? As of date? Any other date? | 04/20/17 SPS (JS): In the change/delta file you can send Effective Dates up to the transmittal date of your file, but nothing that exceeds the transmittal date. |
| 2 | 03/31/17 | **97** | **(UMB)** If we sent a 01-Hire with a hire date (effective date) = 3/25/17, and it should have been 3/26/17, would we send the correction as a 03-Data Change? | 04/28/17 SPS (LML): Workday does not provide a way to ***correct*** the Effective Date of an event, so we are not able to process a 03-Data Change for this scenario.  After discussing with the SPS team, we would want you to send the following 2 events in the next change/delta file:   1. A 04-Termination with an Effective Date that matches the Hire Effective Date you originally sent. I.e. in your example, you would send the 04-Terminaiton with an Effective Date = 03/25/17. The Termination Reason you use does not matter. 2. A 01-Hire with an Effective Date that matches the correct Hire data. I.E. in your example, you would send the 01-Hire with an Effective Date = 03/26/17.   We will process the 04-Termination event first, and then the 01-Hire event.  It is important to note that depending on the delay in sending the correction, the employee may have received and potentially completed a benefits enrollment event. When the 04-Termination and 01-Hire are received, this will trigger another benefit enrollment event for the employee. |
| 2 | 04/04/17 | **129** | **(UMUC)** **Effective Date (Field 2):** For Leave date, do you want:  A) the 1st day person is on leave (regardless of whether they are paid or unpaid),  B) the date they go unpaid for the full PP or  C) the first day an employee exhausts paid leave and moves to unpaid status, even if it’s in the middle of a pay period? | 04/19/17 SPS (LML): The Effective Date for 06-Absence is the date they go on unpaid leave of absence for the full pay period (B). |
| 4 | 03/03/2017 | **3** | **(SU)** In the previous layout, there was a name change indicator. That appears to have been removed. Is that correct or an oversight? | 3/10/17 SPS (LL): The **Legal Name Change Flag** was inadvertently removed from the shell Record layout and has been added back into the v2 file layout.  The Shell Record integration will utilize the CPB name fields as the employee Legal Name and will update the Workday Legal Name fields when a name change is identified in the CPB Master File. |
| 4 | 03/31/17 | **113** | **(UMCP)** Change File: For **Legal Name Change Flag (Field 4)**, the shell record has a NO in the column Value to be provided by Agency. Is that correct? | 04/19/17 SPS (LML): The Shell Record layout has been updated to reflect the Legal Name fields will be provided by the Agency/Institution. This update is reflected in Shell Record v4 and forward. |
| 10 | 03/03/2017 | **21** | **(UMUC)** If CPB is providing “Cost Center” information, why would an agency ever have a **Cost Center Change Flag (Field 10)**? (goes back to Q1). | 3/10/17 SPS (LL): The Cost Center Change Flag will be provided by CPB (VALUE TO BE PROVIDED BY CPB = Yes) and not the Agency/Institution (VALUE TO BE PROVIDED BY AGENCY = No).  **Updated 4/21/17 SPS (LL):** In Shell Record Requirements – v4, the **Cost Center Change Flag** was renamed to **STARS Agency or CDC Change Flag**. |
| 10 | 03/31/17 | **114** | **(UMCP)** Change File: For **Cost Center Change Flag (Field 10)**, the shell record has a NO in the column Value to be provided by Agency. Is that correct? | 04/19/17 SPS (LML): The ***Cost Center Change Flag*** was renamed in **Shell Record Requirements v4** to ***STARS Agency or CDC Change Flag***, and was updated to reflect the STARS Agency or CDC Change Flag and respective change data will be provided by the Agency/Institution. |
| 10 | 03/31/17 | **115** | **(UMCP)** Change File: For **Cost Center Change Flag (Field 10)**, is this to be used for when Check Distribution Code is changed? If so, can the name be changed? Can a data field validation comment be added to the shell record? | 04/19/17 SPS (LML): Refer to the Response to Question #114. |
| 19 | 03/31/17 | **92** | **(Coppin)** What do the fields named “Future Flag 1” and “Future Flag 2”mean? | 04/04/17 SPS (LML): These fields were placed in the Shell Record layout in case we need fields in the future. As this point, these fields should not be sent with any values in the record. |
| 21 | 03/03/2017 | **39** | **(USMO)** Some faculty have no **Retirement System** because they have retired and returned to work. We need an option for that situation. *Added 5-27…* Retired faculty returning to work should not lose medical benefits as a result of this field indicating “No retirement system.” | 3/10/17 SPS (LL): The **Retirement System** field is informational to assist EBD when an employee transitions from “employee” to “retiree”; it indicates whether they should be looking for ORP paperwork or a State Retirement System record. It will not cause an employee or retiree to lose benefit coverage.  We will be pulling the Retirement System from the CPB Master File for the employee. |
| 23 | 03/03/2017 | **22** | **(UMUC)** Why do they need our agency specific **Employee ID**. We would be providing with SSN, do not understand why this is required and why they need it. | 3/10/17 SPS (LL): The Workday system will hold the source HR system Employee ID. The ABC will be able to view this **Employee ID** online and on reports to aide in supporting employees in both Workday Benefits and your source HR system. Workday reports that show SSN are limited. |
| 23 | 03/03/2017 | **64** | **(SU) Employee ID (Field 23)** - Are we sending info for the employee’s primary job or all jobs? If all jobs should we specify EMPLID and EMPL\_RCD and on in this field? | 3/10/17 SPS (LL): Refer to the answer on question #2. |
| 23 | 03/31/17 | **112** | **(UMCP)** Change File: What change flag is to be used when **Employee ID (Field 19)** is changed? | 04/19/17 SPS (LML): An ***Employee Id*** ***Change Flag*** and ***New Employee ID*** field were added to **Shell Record Requirements v4**, and the Employee Id field was renamed to ***Original Employee ID***. |
| 27 | 03/03/2017 | **9** | **(CU)** **Original STARS Agency Code (Field 27)** – Is this the 360227 code for us? | 3/10/17 SPS (LL): Correct, the STARS Agency Code (Field 27 and 28) are the 6-digit agency codes you send to CPB and are sent on paper forms today to EBD. |
| 27 | 03/03/2017 | **43** | **(USMO) RSTARS Unit** – what is this code? Do you need RSTARS Subject Object Code because this is different if your contract variable vs regular, but it is 4 digits. | 3/10/17 SPS (LL): The RSTARS Unit was removed from the file named: ***Shell Record Requirements - Distribution v1 022817***.  The Shell Record Requirements is only tracking/utilizing the STARS Agency Code (Field 27 and 28), which is the 6-digit agency codes you send to CPB and are sent on paper forms today to EBD. |
| 27 | 03/03/2017 | **48** | **(USMO) RSTARS Unit:** We do not use this. Should the value be "00" or blank. | 3/10/17 SPS (LL): Refer to the response to Question #43. |
| 27 |  | **70** | **(SU) Original STARS Agency Code and New STARS Agency Code (Field 27 and 28)** – need more information on what “STARS” is. If we are to give previous Agency Codes, where do we get them? We don’t have that information. | 3/10/17 SPS (LL): Refer to the response to Question #9 on what STARS Agency Codes are.  You would utilize the New STARS Agency Code (Field 28) when submitting a 02-Transfer event. See the response to Question #51 for information on submitting a Transfer event. |
| 27 | 03/31/17 | **106** | **(UMCP)** Shell record version 2 has **Original STARS Agency Code (Field 27)** being provided by both the agency and CPB. Please explain. | 04/19/17 SPS (LML): The Shell Record layout has been updated to reflect the STARS Agency Code will be provided by the Agency/Institution. This update is reflected in Shell Record v4 and forward. |
| 29 | 03/31/17 | **107** | **(UMCP)** Shell record version 2 has **CPB System (Field 29)** being provided by both the agency and CPB. Please explain. | 04/19/17 SPS (LML): The Shell Record layout has been updated to reflect the CPB System will be provided by the Agency/Institution. This update is reflected in Shell Record v4 and forward. |
| 29 | 04/04/17 | **125** | **(MDOT)** Would a Temporary employee be sent as an RG in **CPB System (Field 29)**? We are moving a ‘T’ in the Employee Type field. | 04/04/17 SPS (LML): The value you send in the CPB System field should match which system/database where the employee is paid. It is our understanding from discussions with Daryl Barham at CPB that all MDOT employees are paid in CPB System “RG” except for Motorcycle Safety Instructors in Agency Code 290500 that are paid in CPB System “CT”. |
| 30 | 03/03/2017 | **5** | **(CU) SPS ID (Field 30)** – How will we get the **SPS ID** once created? Previously, we were told there would be no inbound feed. Is this a manual process? | 3/10/17 SPS (LL): After each full-file load, and each bi-weekly delta/change file load, Workday will create an **Outbound W# file** that will return the SPS ID (Field 30) by agency/institution.  A sample **Outbound W# file** layout has been provided (***SPS Shell Record – Outbound SPS ID File Layout – v1***) |
| 30 | 03/03/2017 | **65** | **(SU) SPS ID (Field 30)** – We don’t have this ID in our system? Can we be furnished a file of these so we can enter them into our system programmatically? | 3/10/17 SPS (LL): Refer to the response to Question #5. |
| 30 | 03/06/2017 | **78** | **(Shell Record Mtg 3/6)** How are the universities getting the W# back from SPS? | 3/10/17 SPS (LL): Refer to the response to Question #5. |
| 30 | 3/17/17 | **89** | **(UMPC 3/17):** How will EBD provide the SPS ID (Field 30) back to the institutions? | 3/18/17 SPS (LL): Refer to the response to Question #5. |
| 40 | 03/03/2017 | **20** | **(UMUC)** For certain changes (like address), if they are not effective dated within our system would we just need to use file send date? | 3/10/17 SPS (LL): Correct, if a data element such as **Mailing Address, Email Address, Telephone** is not effective dated in your source system, complete the Effective Date with the Transmittal Date. |
| 40 | 03/03/2017 | **52** | **(USMO) Address Fields:** are there specific standards and guidelines for formatting addresses?  North vs. N. vs. N, St vs Street vs St, there’s only 1 line for street address, so how do you want unit numbers? | 3/10/17 SPS (LL): No, there are not specific standards and would most likely be difficult to enforce given the number of State HR employees that could/would enter an employee mailing address.  The most important aspect of what is submitted is that it is a valid mailing address. |
| 40 | 03/31/17 | **93** | **(UMB**) If both work and home email addresses are provided, is one of them going to be treated as preferred? Which one? | 04/18/17 SPS (LML): If we receive both a work and a home email address for an employee we will treat the work email as the preferred email. We are still working on defining the notifications employees will receive from the system, as part of this we will decide whether to send notification(s) to any email we have or only to the work (if we have both work and personal). |
| 40 | 04/04/17 | **126** | **(UMUC)** **Mailing Address (Fields 40-46):** The University Shell Record Questions & Responses –Last updated 3/20 – Question 71 that starts on pg 2 and rolls into pg 3; For clarification, you will no longer require Home Address, but Mailing address? For UMUC, the Home address is something that returned to UMUC via a file from CPB. Employees are not allowed to edit this in our system since CPB is the true source. Employees are allowed to enter an additional mailing address if they so choose. Your response notes that we should send mailing address, but the shell record file comments for fields 34-37 it states “For State agencies, this is the same address supplied to CPB”.   1. Do you want us to send Home Address (match CPB?) If so, since this comes back to us, timing may be such that the first file a new hire appears on will be blank until the data comes back from the State. Is this acceptable?    1. Do you want us to only send mailing address because you will already have home address from CPB? Many mailing addresses for our employees are blank. Will this be acceptable? | 04/21/17 SPS (LML): It appears we are referring to the CPB address information differently, meaning we are calling it mailing address and you are calling it home address. The address we want is the address you send to CPB. If your employee has provided you with an updated and/or better address for mail to reach them, please send this address in the Shell Record Mailing Address fields. |
| 44 | 03/03/2017 | **6** | **(CU)** **Mailing Address Line 5 - Region/County (Field 44)** – Is County not required if it’s another state such as VA, just for MD? The spreadsheet also does not indicate if this absolutely required or not (3rd column), it just says yes under the Full File (last) column. | 3/10/17 SPS (LL): For State of Maryland Mailing Addresses, which would be indicated with a MD in the **Mailing Address Line 4 – State** (Field 43), we do require one of the valid counties specified on the ***Add’l Valid Values*** worksheet for **Mailing Address Line 5 - Region/County** (Field 44). If the Mailing Address is in a US State other than MD, you may provide the County but it is not required.  This answer would apply to both the Agency Full File and the Delta/Change File. |
| 47 | 03/31/17 | **102** | **(UMB)** What are the other universities doing with the email address issue?  Are they using the home email addresses provided by the employee, or do their institutions have a workflow to create a work email address for each employee at or before the time of hire? | 04/18/17 SPS (LML): USM and Chevonie needs to coordinate this answer. |
| 48 | 03/03/2017 | **66** | **(SU) Email Address – Personal (Field 48)** – we don’t track personal emails | 3/10/17 SPS (LL): As we discussed during the University Shell Record Meeting on 3/6/17, Workday Benefits will utilize the employee email address to alert/communicate benefits events and other notifications. Having at least one email address per employee in Workday will make the employee Workday Benefits experience better and more efficient for the employee. While we recognize some systems do not have the capacity to track email addresses, we encourage agencies/institutions that have the capability to track this data to do so. |
| 48 | 03/06/2017 | **85** | **(Shell Record Mtg 3/6)** Email Address – Personal (Field 42): Is personal email address required? Some agencies do not track employees personal email address. | 03/10/17 SPS (LL): Refer to the response to Question #66. |
| 48 | 04/05/17 | **136** | **(UMBC)** **Personal Email Address (Field 48):**  UMBC is able to send both the work and personal email addresses.  Will the employee (on the Self Service side) have the ability to set preferences on which email address they receive information to or will workday send all notifications to both email accounts? | 04/19/17 SPS (LML): The employee will not have the ability to set a preference of email address to receive information. Refer to the Response to Question #93 for details on which email address with receive notifications. |
| 52 | 03/03/2017 | **67** | **(SU) Telephone Number - Mobile (Field 52)** – we don’t require cell numbers for employees | 3/10/17 SPS (LL): As we discussed during the University Shell Record Meeting on 3/6/17, DBM EBD would like to have at least one telephone number for each employee/retiree in Workday Benefits. This could be the Work, Home or Mobile telephone number. |
| 53 | 03/03/2017 | **7** | **(CU)** **Employee Type (Field 53/54)** – Would students be considered T since they are not C1 or C2? What about PT adjuncts? | 3/10/17 SPS (LL): It is our understanding there is a clear definition of Regular employee and who is send as R-Regular. Send all Contingent 1, Contingent 2 and Temporary employees/jobs as C-Contractual.  **Updated 4/21/17 SPS (LL):** It is our understanding there is a clear definition of Regular employees and who to send as a R-Regular. Send all Student Workers as T-Temporary, and the remaining Contingent 1 and Contingent 2 employees as C-Contractual. |
| 53 | 03/03/2017 | **24** | **(UMUC)** Is it correct to say these are correct empl\_type & Employee subtype combinations:   |  |  | | --- | --- | | **Empl\_Type** | **Empl\_Sub Type** | | R | Exempt Reg, Non-Exempt Reg, Faculty | | C | Contingent I & II | | T | Adjuncts | | 3/10/17 SPS (LL): Refer to the response to Question #7. |
| 53 | 03/31/17 | **104** | **(UMCP)** What employee type is to be used for Students? | 04/19/17 SPS (LML): Refer to the response to Questions #7. |
| 53 | 04/05/17 | **134** | **(UMBC)** **Employee Type (Field 53):**  Can the USM chart out the Category Stats/Empl Types for their definition of (R) Regular, (C) Contractual, and (T) Temporary.  Notes from 2015 had a grid of the USM categories and the Employee Types in Workday.  The notes that refer to temporary being coded as contractual need clarification.  For example, we consider Students (empl type 14) Temporary and not contractual.  We need clarification on how the types would be reported. | 04/19/17 SPS (LML): Refer to the response to Question #47. |
| 53 | 04/12/17 | **139** | **(TU)** **Employee Type (Field 53):** Are graduate assistants considered T (temporary, like student workers) or C contractual? | 04/19/17 SPS (LML): Refer to the Response to Question #47. |
| 55 | 03/03/2017 | **60** | **(SU) Original Employee Sub-Type (Field 55)** – comments say to “and the Original Employee Sub-Type” - shouldn’t this be “and the New Employee Sub-Type”? | 3/10/17 SPS (LL): The instructions for the Original Employee Sub-Type (Field 49) state:  ● **For 01 - Hire**, provide the Employee Sub-Type and the Original Employee Type (Field xx)  ● **For 03 - Data Change + Employee Type/Sub-Type Change Flag = 1**, provide the original Employee Sub-Type and the new/updated Employee Sub-Type in the New Employee Sub-Type Field  Does this **following corrected text** make more sense?  ● **For 01 - Hire**, provide the Employee Sub-Type in this field and the Original Employee Type (Field 53)  ● **For 03 - Data Change + Employee Type/Sub-Type Change Flag = 1**, provide the Original Employee Sub-Type (in Field 55) and the new/updated Employee Sub-Type in the New Employee Sub-Type Field (in Field 54) |
| 55 | 03/03/2017 | **68** | **(SU) Original Employee Sub-Type and New Employee Sub-Type (Field 55 and 56)** – we don’t use Employee sub-type. Is this to be filled in as described in the Comments section? | 3/10/17 SPS (LL): Understood that you may not have a single field that tracks the values we are looking for in our valid values. We would like for you to map one or multiple values from your source HR system to one of the values specific in the Comments section. |
| 55 | 03/06/2017 | **81** | **(Shell Record Mtg 3/6)** Employee Sub-Type (Field 55): Should student workers be included in the shell record? | 03/10/17 SPS (LL): Yes, Student Workers should be included in the Shell Record file; the State is required to report them for ACA. They would be submitted with an Employee Sub-Type = 99 (Not Any of the Other Values). |
| 55 | 03/17/2017 | **91** | **(UMCP)** What value of employee type (Field 55) should be used for Students? | 03/18/17 SPS (LL): Refer to response to Question #81. |
| 55 | 03/31/17 | **103** | **(UMCP)** Can all subtypes be used for all employee types? Which subtypes cannot be used with each employee type? | 04/19/17 SPS (LML): There are no restrictions on Employee Type + Employee Sub-Type combinations. |
| 55 | 04/05/17 | **135** | **(UMBC)** **Employee Sub-Type (Field 55):**  There is no sub type for Student.  Also, the 02 Faculty (10 or 12 month) would this just be for campuses who have 10 month faculty and 12 month faculty.  For example, UMBC only has 12 month faculty so would they still be recorded as an 02 Subtype?  Since there is no Regular Subtype (Since field 47 indicates whether they are regular), would there be a need for a subtype of Exempt/Nonexempt if they want us to Faculty? | 04/19/17 SPS (LML): Students should be submitted with an Employee Sub-Type = 99 (Not Any of the Other Values). Your 12 month faculty would be reported as 02 (Faculty 10 or 12 Month). |
| 55 | 04/11/17 | **137** | **(UB)** **Employee Sub-Type (Fields 55 and 56):** – there’s a note that says not to include Federal Grant funded jobs / positions (i.e. Americorp).  Is this limited to just Americorp, does this include Federal Work Study positions (whose hours are excluded from the ACA calculation), does this include other types of federal grants? | 04/18/17 SPS (LML): The employee positions that are not paid through CPB should not be included in the Shell Record files. |
| 55 | 04/12/17 | **140** | **(TU)** **Employee Sub-Type (Fields 55 and 56):** *If an employee job is a Federal Grant funded position (i.e. Americorp), do not include/send this job in the Shell Record file.*  Please clarify – if a position is fully funded by a Federal Grant, the employee record should not be included on the shell record and is not eligible for benefits through EBD?  If a position is partially funded by a Federal Grant and partially funded by a State Grant or State funds, should the employee record be included on the shell record and is the employee eligible for benefits through EBD? | 04/18/17 SPS (LML): The employee positions that are not paid through CPB should not be included in the Shell Record files. |
| 57 | 03/03/2017 | **49** | **(USMO) FTE (Full Time Equivalent Percentage) (Field 57):**  a) Do they want the total FTE for someone in multiple jobs? b) What is the format for this field? Is it 100, 050, 075? | 3/10/17 SPS (LL): Refer to the response to Question #2 on how multiple jobs will be submitted/tracked.  In reference to the question on the format for submission in the Shell Record, here are some examples:   * 100% >>> submit in record as 100 * 75% >>> submit in record as 075 * 50% >>> submit in record as 050 * 20% >>> submit in record as 020 * 10% >>> submit in record as 010 |
| 57 | 03/06/2017 | **86** | **(Shell Record Mtg 3/6):** How do we report the FTE for “overload” employees/jobs? | 3/20/17 SPS (SR): If the FTE% = 0% in the source HR system, do not send these jobs in the Shell Record file. If the employees’ primary job at the agency/institution ends/terminates and the 0% job is now their primary job and has a FTE% > 0, send this job as a 01-Hire at that time. |
| 57 | 03/31/17 | **108** | **(UMCP)** For Field 51 (Original FTE), when an employee has multiple jobs, should this field be populated with the Total FTE on each job record or the percentage FTE on each job record? (This question was previously submitted in Q#23 and NOT answered in Q#2). | 04/19/17 SPS (LML): When an employee has multiple jobs, you should send each job in the Shell record with the FTE associated to the specific job. You should not send the total/combined FTE of all jobs on any Shell record. |
| 62 | 03/03/2017 | **69** | **(SU) Original Contract Number and New Contract Number (Field 62 and 63)** – we don’t use contract numbers | 3/10/17 SPS (LL): If your agency/institution does not use contract numbers, please use the following default for the Contract Number in the Shell Record file.   * Job Number “-“ Contract Start Date (ie. 01-030117) |
| 62 | 03/03/2017 | **8** | **(CU)** **Contract Number and Contract Start Date (Field 62 and 64)** – ‘for Contractual employee’ is based on Field 53/54, correct? What will be the timing of ending benefits? We often get renewal paperwork late. | 3/10/17 SPS (LL): Correct, where “for Contractual employee” is indicated, we are referring to the Original/New Employee Type (Fields 53 and 54) = Contractual  Contractual benefits will end at the end of month after the Contract End Date if a contract renewal or a new contract has not been received by the Contract End Date. ABC’s will have reports available in Workday Benefits to monitor upcoming Contract End Date for contractual enrolled in coverage. |
| 62 | 04/03/17 | **118** | **(UMCP)** UMD does not have contract numbers for Cat Stat:  36(Faculty Hourly), 37(Faculty, Non-Tenured, Non-Regular), 14(Student worker) or 16(Graduate Student), so we would not be able to group these categories under Contractual. | 04/21/17 SPS (LML): It is our understanding there is a clear definition of Regular employees and who to send as a R-Regular. Send all Student Workers as T-Temporary, and the remaining Contingent 1 and Contingent 2 employees as C-Contractual. In the Shell Record Requirements, we have stated that if the source system does not have a Contract Number, send a value composed of: Job Number "-" Contract Start Date. |
| 62 | 04/12/17 | **141** | **(TU)** **Contract Number, Contract Start Date and Contract End Date (Fields 62 thru 65):** Since student workers are now classified as T, do we still report contract numbers, contract start date, and contract end date? | 04/18/17 SPS (LML): No, you will not report Contract Numbers, Contract Start Dates or Contract End Dates for Student Workers with an Employee Type = Temporary. |
| 64 | 04/04/17 | **127** | **(UMUC)** **Contract Start & End Dates (Fields 64 & 65**): With frequency, our Adjunct staff will be given a contract for a class which is later cancelled before its slated start date. When we need to cancel a class after contract dates have already been sent, how is it preferred to handle? Would it be acceptable to trigger the flag for Field 9 (Contract Data Change Flag) and send over blank dates? Would we need to send a Contract End date which matches the contract start date? | 04/20/17 SPS (JS): In this scenario, send a 03-Data Change with the Contract Data Change Flag = 1; along with a Contract Start Date = Contract End Date. |
| 65 | 04/04/17 | **121** | **(Coppin)** When extending a contract do we have to provide a new contract number and/or start date or just a new contract end date? | 04/19/17 SPS (LML): When extending an existing contract, you may provide a new/updated Contract End Date. You do not need to provide a new Contract Number. |
| 65 | 04/12/17 | **142** | **(TU)** **Contract End Date (Field 65):** If a contract is being extended for a Contractual employee, but a new contract is not being created, how do we identify the Contract End Date has changed? Do we use the SPS Contract Change flag to identify that change even though the Contract Number is the same? | 04/19/17 SPS (LML): When extending an existing contract, you may provide a new/updated Contract End Date. You do not need to provide a new Contract Number. Refer to Example #10 in the Example Transactions (Shell Record Requirements – v5) for a sample shell record event. |
| 66 | 03/03/2017 | **47** | **(USMO) Check Distribution Code:** We do not use this. Should the value be "00" or blank. | 3/10/17 SPS (LL): Usage of the Check Distribution Code is agency/institution specific.  **The following agencies/institutions have indicated they utilize a 5-digit Check Distribution Code**:   * 360222 - UM - COLLEGE PARK * 360225 - UM - EASTERN SHORE * 360231 - UM - BALTIMORE COUNTY * 360234 - UM - CTR FOR ENVIRONMENTAL SCIENCES * 360236 - UNIVERSITY SYSTEM OF MARYLAND   **The following agencies/institutions have indicated they DO NOT utilize a 5-digit Check Distribution Code**. **For these agencies/institutions, no Check Distribution Code should be submitted on the Shell Record:**   * 360221 - UM – BALTIMORE * 360223 - BOWIE STATE UNIVERSITY * 360224 - TOWSON UNIVERSITY * 360226 - FROSTBURG STATE UNIVERSITY * 360227 - COPPIN STATE UNIVERSITY * 360228 - UNIVERSITY OF BALTIMORE * 360229 - SALISBURY UNIVERSITY * 360230 - UM - UNIVERSITY COLLEGE   **If your agency/institution does not utilize Check Distribution Codes, do not send a “00” in the field**; do not send a value for this field in the record. |
| 69 | 03/03/2017 | **10** | **(CU)** **Termination Reason (Field 69)** – If a C1 or C2 employee resigns before their contract ends, would we use 04 or 07? Does 06 mean involuntary termination only or would that be a catch-all for ‘other’ (such as the C1/C2 resignation)? It says not required, but I assume it will be required for terminations based on Field 1, correct? | 3/10/17 SPS (LL): Correct, the Termination Reason (Field 69) is required for all **04 – Termination** events. The Effective Date (Field 2) should be completed with the last day the employee was in the position/job including leave. And the Termination Reason should be completed with the applicable value.  If a C1, C2 or Temporary employee resigns before the Contract End Date, use a **04 – Resignation State Service.**  Use the **06 – Terminated** to indicate an involuntary termination. |
| 69 | 03/03/2017 | **26** | **(UMUC)** For **Termination Reason (Field 69)**, does EBD want “retirement” as the reason only if official retirees of State of MD pension/ORP? (vs. our internal agency reason code that the departure was retirement but NOT State of MD retirement eligible) | 3/10/17 SPS (LL): Correct, we would want you to use the Termination Reason = **05 Retired** when the employee is terminating as an official retiree of State of MD pension or ORP.  When an employee is submitted with a Termination Reason = **05 Retired**, this will trigger the process to begin moving the individual from “employee” to “retiree” in Workday Benefits. |
| 69 | 03/03/2017 | **27** | **(UMUC)** For **Termination Reason (Field 69)**, EBD wants less term reasons which means we will need to “map” our action reasons. We need their definitions. In order to appropriately map, we need to understand how these fields are being used (difference between “Laid Off from Allocated Position” vs “Position Abolished” – define, and would they impact Workday Benefits differently?) | 3/10/17 SPS (LL): Correct, we did reduce the Termination Reason values in the updated ***Shell Record Requirements v1*** layout with the thought that less reasons would be easier. In Workday Benefits the Termination Reasons are utilized for both COBRA Eligibility and for ACA Reporting.  All of the Termination Reason values will flag the employee as COBRA eligible.  The “Laid Off from Allocated Position” and “Position Abolished” reasons are reported uniquely in ACA reporting.   * **LAID OFF FROM ALLOCATED POSITION** means the Position is remaining a Position in the State budget that may be re-filled at some point in the future, but you are currently reducing the headcount. * **POSITION ABOLISHED** means the Position is being eliminated from the State budget and will never be used again; the current incumbent to be let go. |
| 69 | 03/06/2017 | **73** | **(Shell Record Mtg 3/6)** Is retirement considered a termination? | 03/10/17] SPS (LL): Yes, it is one of the **Termination Reasons** (05-Retired) and will start the process for a retiree benefits in WD. |
| 69 | 04/12/17 | **143** | **(TU)** **Termination Reason (Field 69):** What is the difference between term reasons (04) resignation from state service and (06) terminated? | 04/18/17 SPS (LML): Refer to the Response to Question #10. |
| 70 | 03/03/2017 | **11** | **(CU)** **Absence Reason (Field 70)** – Again, says not required, but is it required based on Field 1 status? I think at minimum you would need an ‘Other’ in addition to the ones listed | 3/10/17 SPS (LL): Correct, the Absence Reason (Field 70) is required for all 06 – Absence events. The ***Shell Record Requirements - v2*** layout has been updated to make it clearer which fields are required and for which events.  The **Effective Date** (Field 2) should be completed with the first day the employee is on leave, when you are first placing an employee on an unpaid leave of absence.  The **Absence Reason** (Field 70) values will be finalized by the SPS Team by the Shell Record Freeze Date 3/31/17 and will reflect the unpaid leaves of absence recognized by the State and EBD for benefits processing.  The SPS Team would be interested in understanding what other unpaid leaves of absence types are tracked at the institutions as we finalize the list of valid values.  The **Expected Return from Leave Date** (Field 65) would be completed when placing an employee on the unpaid leave, with the date the employee expects to return.  **When returning an employee from an unpaid leave, the Shell Record should have an 06 – Absence row with the following fields:**   * **Effective Date** (Field 2) = the first day the employee is returning to work * **Absence Reason** (Field 70) = 99 Employee Returned from Leave |
| 70 | 03/03/2017 | **30** | **(UMUC)** Need further definition around Absence and “unpaid”. We have employees who may be unpaid for partial pay periods because they have exhausted sick time balance under FMLA for example. Does EBD only want this if for a full pay period or do they want to know if even a partial pay period? | 3/10/17 SPS (KV): Unpaid leave is referring to at least one full pay period. |
| 70 | 03/03/2017 | **31** | **(UMUC)** IF EBD wants unpaid absences for less than a full pay period: Unpaid may be problematic because our time off is in arrears (one pay period behind). If on intermittent, we may not know someone will exhaust leave and move to unpaid status until the following pay period. Will this cause issues? | 3/10/17 SPS (KV): Unpaid leave is referring to at least one full pay period. We understand there may be timing issues when this data is available; as with all of the data in the Shell Record, we are looking to receive this data as soon as possible. |
| 70 | 03/31/17 | **100** | **(TU)**  Scenario – an employee is on intermittent FMLA.  The employee is still on a paid status so we would not use any of the (06) absence reasons. However, the employee does not receive enough pay to cover the cost of benefits.  How will EBD know the employee should be charged the subsidized rate because the employee is still on FMLA? | 04/20/17 EBD (KV): This would be on the “No Pay Report”; we are changing our no pay process to only bill the employee for the subsidized rate unless otherwise indicated by the agency. The ABC would get the report and submit information back to us that the employee is on FMLA so we can bill appropriate in BAS. |
| 70 | 03/31/17 | **101** | **(TU)**  If the department does not report the matter to HR, we do not always know an employee is on unpaid LOA until after the fact.  If the employee is not coded unpaid LOA in Workday, but the CPB file indicates the employee was not paid, what happens next in this situation? | 04/18/17 SPS (LML): In this scenario, the employee would show up on the No Pay Report to research the specifics of the employee situation. |
| 70 | 04/12/17 | **144** | **(TU)** **Absence Reason (Field 70):** A few questions about Absence/unpaid leave   * If a department is late reporting a return to work and the data is not updated timely on the shell record, how will this situation be handled? Will EBD see the employee has returned to work on the CPB file? * Is there a minimum threshold for reporting all instances of unpaid leave? For example, we may suspend an employee for two days without pay. In this instance the employee would still have enough money in the pay check to cover benefits deductions. In this example, are the two unpaid days required to be reported? * Code 01- see above – we must report as little as one day of unpaid leave? * Code 03 – does the 15 days of R&R fall under this code? * Code 04 – Is this code to be used for the 26 weeks of FMLA to care for a service member? * Code 06 – please define/explain. * Code 07 – please provide examples of this category. * If an employee must take unpaid leave for a family member’s medical condition and the employee does not qualify for FMLA, would this unpaid absence fall under code 05 or 07? | 04/21/17 SPS (LML): A 06-Absence event should be used to report an employee who is unpaid for at least one full pay period; use the first day of the full unpaid pay period as the Effective Date on the 06-Absence event. Do not report unpaid periods less than a full pay period. If the employee is unpaid for less than a full pay period, and does not have enough pay to cover benefit deductions the employee will be reported on the “No Pay Report.”  In reference to your specific questions on when to use certain unpaid leave codes:  Code 01 – Unpaid Armed Services Leave (1-31 Days): as with all of the unpaid leave codes, you would use this code when the employee is unpaid for at least one full pay period .  Code 03 – Unpaid FMLA would not be used for the 15 days Military R&R; instead you should use Code 04 - Unpaid FMLA Service Member  Code 04 – Unpaid FMLA Service Member is used to reflect FMLA for care of a service member  Code 05 – Unpaid Medical Leave is used when an employee takes unpaid medical leave for themselves (NOT a family member) and has exhausted all FMLA  Code 06 – Unpaid Military Administrative with No Pay Allowance is used to track Active Duty where the employee is unpaid and not being paid a differential between their military pay and State job pay.  Code 07 – Unpaid Personal is used to reflect an approved leave to deal with a personal issue, which could include caring for a family member where the employee does not qualify for FMLA. An Unpaid Personal Leave cannot exceed 30 days. If the leave exceeds 30 days, the employee will be placed on COBRA after exceeding the 30 days. |
| 71 | 03/03/2017 | **12** | **(CU)** **Estimated Return from Leave Date (Field 71)** – Is this required if there is an absence reason? | 3/10/17 SPS (LL): Refer to the response to Question #11.  Also refer to the ***Example Transactions*** tab in the ***Shell Record Requirements - v2*** file. |