

SPS Workday User Group Conference Call Meeting

April 27, 2017 11:00

Agenda

Conference Call/User Group Purpose:

This meeting is to highlight the latest alerts, info and changes that may be important, give info on updates/changes to processes in the system, to get additional topics for discussion or training, and take more general questions from the group. The SPS Ticket process is still to be used for specific questions regarding a transaction. We will not produce minutes from each meeting call, but will post the agenda and add any other necessary documents to the SPS website.

Alerts/Info:

Upcoming HR User Group Calls

Shared Services has set the following HR User Group calls on different days of the week to make it easier for staff to attend.

May 24, 10:00

June 29, 1:00

July 26, 10:00

August 29, 1:00

HR User Group Conference Call

Conference Call Number: 1-866-886-3165

Conference Code: 9875145991

HR/Workday Info/Tips

Change Job for Reclasses

We are finding that some agency HRCs are checking the “Do you want to create a new position?” when processing the Change Job event. This is incorrect, your agency should only create new positions through the Create Position event.

If you create positions through the Change Job event:

- you are taking the employee out of their current PIN and putting them into a new PIN,
- because this is not where you should be creating a new position—the new position will be missing position information like Retirement Code, all Budget information, and other assigned orgs,
- creating a new position and not closing the old position will also create budget issues for too many positions,
- this will also create data issues moving into the new budget system

Please make sure you make all of your HRCs aware that this “create new position” box should not be checked. We will be auditing positions for this issue and will notify your agency of issues.

Contract Documents Attachment Fixed:

Workday has fixed the attachment issue with the contract documents. All contract documents are now working as they should for new contractual employees and existing employees for contractual renewals.

Accident Leave Reminders:

Timekeepers and Payroll Partners must review the SPMS Payroll Summary Report to confirm the employees that should be paid Accident leave wages (2/3 of regular pay). This review should begin at the start of the current pay period, so that any errors can be addressed before the end of the pay period.

Timekeepers, Payroll Partners and HRCs that have a role in the Accident Leave process for their agency or work unit, must communicate with each other and confirm the approvals for employees on an approved Accident Leave event.

Reports that can assist with this process are:

SPMS Payroll Summary report

SPMS Workers on Leave report

SPMS Time Off report

Supervisors and Managers must be trained in the following information:

Who do I contact in my agency when an employee has an accident and misses work due to an accident?

How do I review employee timesheets for incorrect leave codes?

What do I do if an employee has used ***IWIF Approved Accident Leave*** incorrectly?

Alert Re-Cap

Comp Time Expiry

We had an issue with the calculation and hope to have it corrected today. Once the calculation is corrected, the reports will also be updated and will be available.

New Reports

SPMS Annual Leave Report (available for for HRCs, Timekeepers)

This report that can be used for the DBM calendar year leave totals reporting from the Workday Timekeeping go-live date to the end of the calendar year for leave reporting (January 4, 2017). Due to the complex nature of some of the calculations in this report, performance may be slower. Larger Agencies will take longer to run. This report should be run using Agency Level Supervisory Org. (not cost center) and the start date of the report should be the go-live date for your agency as follows:

DBM/DoIT: 3/16/2016

DPSCS: 10/12/2016

All Other Agencies: 5/25/2016

(The end date has been defaulted at 1/3/2017 and will not show when running the report)

SPMS No Retro Processing Date by Org*(available for Timekeeping and Payroll roles)*

SPMS No Retro Processing Date by Worker*(available for Timekeeping and Payroll roles)*

The No Retro Processing date is set by Workday to stop all retro processing on a worker beyond the date. This date is automatically changed when certain retro transactions are processed. Agencies can use these reports after processing a retro transaction (e.g. promotion) to determine how far back Workday will calculate retro payment. Anything prior to the no retro processing date will have to be paid via a payroll input.

SPMS Benefit Readiness Audit *(all employees; available for HRCs)*

SPMS Benefit Readiness Audit Missing Data *(emp with missing data; available for HRCs)*

These reports should be used to verify and correct current employee data to prepare for the Benefits go-live in August 2017. These reports include only the data elements that will have a direct impact on benefit determinations in Workday. Agencies can use the **SPMS Contract Employee Details** report to audit contractual start and end dates to get ready for the Benefits go-live. More information on these audits will be discussed as part of the monthly check-in calls for the Benefits implementation.

SPMS Pay Group Report*(available for HR, Timekeeping and Payroll roles)*

This report will show the assigned pay group for employees. This assignment is critical for payroll. If there is an incorrect pay group or missing pay group the employee will not be paid. For all SPMS employees, one of the **“internal”** pay group choices must be used for the employee to be paid through Workday.

We are working on some additional reporting for accident leave, SPMS Comp Time Earned and Used Within Period, SPMS Worktag: Telework/Work at Home, SPMS Time Off Reason. Look for more info on these shortly.

Topics for Discussion/Training:

We had our first HRC training in the new format last week. Now, reduced to one day in class and several on-line classes modules.

Questions/Issues

The conference call information is below. Please forward this email to anyone who would benefit this information.

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To: HRC and HRP Users
CC: HR Directors, SPS Team