SPS Workday User Group Conference Call Meeting
March 30, 2017 10:00
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.

April 27, 11:00
May 24, 10:00

HR User Group Conference Call
Conference Call Number: 1-866-886-3165
Conference Code: 9875145991

HR/Workday Info/Tips

Report Worklet: Trying out a new worklet, called Report Help Center---it is a quick link to the report page on the SPS site. It provides you with help and information of SPMS custom reports features, parameters, and how to run reports in Workday.

Once you get to the SPS page, you can click on the report summary, from there you can can search for a word or phrase by typing control F, a box will appear on the right side of your screen, type in a word to search the report summary.

Terminations: We found an issue with sending some terminations to CPB, but completed a review and sent all previous terminations through to CPB last week. If you still see a terminated employee that is past the pay through date on CPB data/info, please submit it in a ticket---after you research that all of the termination events have been completed in workday and all dates have passed. We encourage agencies that have many field offices, and generally, that supervisors should be made aware that if an employee resigns or doesn't show up for work, they must make a call to the HR office on that day to prevent an overpayment situation. You may want to set up a specific number or person to take these calls or emails centrally, to speed up the process, to prevent over payments and make supervisory reporting easier.

Contracts: We have had a few contractual employees not being paid recently. Remember, that all of the required contract set up data is required for us to send to CPB. Make sure you know who in your agency is getting your workday error emails and that you get them in a timely manner, correcting info before the next HR CPB file is sent.

Alert Re-Cap

Time Off Calendar Extended to January 2018:

Employees can scheduled request time off for dates through the last pay period of 2017, which ends in January 2018. Please make your agency employees aware of any agency or work unit specific policies or procedures regarding requesting leave in advance.

Prescheduled Holiday Hours for 24/7 Employees:

Please make sure that your 24/7 employees are using the prescheduled holiday code correctly. These prescheduled holiday hours are forfeited at the end of the calendar year, December 31, 2017. The correct procedure for use of these prescheduled holiday hours is:

• 24/7 employees must use the "Pre-Scheduled Holiday (for 24/7) Time Off" code in the timesheet on the day that the employee actually takes the holiday time off.

• If the employee is called into work on that prescheduled day off, the employee must show the Pre-scheduled Holiday Time Off Code on the timesheet and the actual hours worked on that day.

No one should be using holiday adjustment code. This code is for timekeepers only, very specific situation, usually for employees on LWOP.

We encourage agencies to have employees schedule these days off on a regular basis (i.e., one per month) so that employees will not end of losing this holiday time at the end of the calendar year. Supervisors should also be made aware that if an employee is called into work on a preschedule holiday day off:

• The employee gets paid for the prescheduled holiday hours at the regular pay rate and

• Will be paid for the actual work hours on that day at the overtime rate.

Timesheet Lockout during Payroll Processing:

In an effort to ensure the timely completion and accuracy of the payroll processing, we are unable to allow continuous changes to timesheets while closing out payroll. Therefore, beginning at 10:00 AM on the Thursday after pay period ends timesheets will be locked to prevent changes and adjustments for all pay periods which have ended. No one will be able to make timesheet changes during lockout periods to these pay periods. The timesheets will be unlocked upon completion of the payroll process, which should occur by 7:00 AM on Friday of that week. This lockout will not impact current pay periods.

Please note that the lockout periods will apply when processing both regular and contractual pay cycles. Additionally, the lockout periods may be accelerated due to holidays and closures.

Anti-Bullying Policy Added to Workday Onboarding Process:

We have added the new Anti-Bullying Policy to the onboarding process in Workday. All new employees hired through Workday will acknowledge their receipt of this policy as they do for the other Statewide policies in the onboarding process.

New Reports

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.

HR User Group Call
10/19/16, 2:00
Conference Call Number: 1-866-886-3165
Conference Code: 9875145991

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