

SPS Workday User Group Conference Call Meeting
Sept. 19, 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.

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.

October 19, 2:00
November 15, 11:00
December 14, 1:00

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

HR/Workday Info/Tips

Personal Leave for Temporary Employees, contractual employees that are being contractual converted cannot take their "Personal Leave for Temporary Employees" Leave Balance with them into the permanent position. This leave for temporary employees cannot be paid out, and cannot be transferred. If it is not used before the temporary employment ends, the employee loses the leave.

WD29, Errors in the middle of the screen, so use the home icon on the left to get back to the Home screen if covered by an error.

Alert Re-Cap

IMPORTANT Reminders:

Terminations, should not be backdated. Agencies must have a procedure with managers to report resignations/retirements, etc. to the appropriate HR staff immediately. The final payout is to be completed with 45 days for State Regular employees and within 30 days for Contractual employees. Keeping employees on payroll for longer periods of time delays the supplemental retirement process for the employee and should be avoided. **Also, if you rehire an employee before the termination event is sent to CPB, you must submit a ticket to let us know. Otherwise, the rehire and the termination cross paths and the employee will be cut-off from CPB.**

Records Not Send to CPB Error Emails, we are still having issues with delays in getting these errors fixed before the next CPB file submission. These errors are sent out on Tuesdays, and should be completed by Friday of the same week.

Missing Home Addresses, we are still missing almost 400 employee home addresses for SPMS employees. Please run the **SPMS Benefit Readiness Audit Missing Data report** to identify these employees and update this information. Since our last call, this number dropped by 100 or so employees.

Missing Email Addresses, we are missing about 10,000 emails---these are employees that don't have either a work email address or a home email address. When we go to on-line benefits, employees will want to get emails and not just an event in the Workday in-box. And, these employees are also missing out on emails from the Hub when training is assigned or offered.

Missing Work telephone Numbers, we are missing about 4200 work telephone numbers---either listed as 410-767-3000 or blank. This makes it difficult to use some of the SPMS Directory reports for contact information. Some employees make not have a work telephone number, in these cases agencies can list the main office location number for the employee.

News:

SPS Benefits Implementation, We did go live for DBM and DoIT on September 11th. DBM and DoIT employees are able to look at their current benefits and dependents for the 2017 plan year. Here are some reminders:

- **Temporary Workday Role:** This week, the Agency Benefit Coordinators (ABCs) not assigned to DBM and DoIT will be moved to a temporary security role, **Agency BAS Coordinator**. This will happen automatically, no security form needed. This change will ensure that we limit the functionality of the ABC role to DBM and DoIT only for the Benefits go-live on September 11, 2017. DBM and DOIT will retain their ABC roles. At the Statewide Benefits go-live, the temporary role will end and the ABC role given to all current ABC staff.
- **Leave of Absence (LOA):** Changes to Armed Services Leave. There will be a new process for this type of absence that starts with the 30 days or less and moves to the 31 days or more. Benefit options and eligibility changes depending on the length of the absence, so we will be updating this leave event. If you missed the webinars, the presentation is on the Hub and has been assigned to HRCs.

Scorecard Update

New scorecards went out last week, the ratings are for the period of July 1, 2017 to August 31, 2017. If you haven't seen your agency scorecard, please check with your HR Director. The scorecards are sent via the communications email directly to the HR Directors.

New Reports Reminder

SPMS Personal Leave for Temporary Employees Eligibility Audit, for SPMS agencies to review temporary employees paid leave eligibility and leave balances.

Topics for Discussion/Training:

Benefits Timeline Reminder:

Parallel Testing 1-1-18 to 1-1-19—important to get LOA events, hires and terms in on time as we test the benefits events.

Refresher Training and Certifications: FY 18, Dates to come

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