SPS Workday User Group Conference Call Meeting
September 22, 2016 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.

September 22 at 10:00
October 19 at 2:00
November 17 at 1:00
December 19 at 10:00

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

HR/Workday Info/Tips

Processing Future Effective Dated Events

We do not recommend that you process events more than 30 days into the future. This is especially so for terminations which do not have an overlap situation. We do not send future dated events to CPB at this point because most will end up in a pending status at CPB waiting to be processed. We are examining further the new hires with future effective dates within the same pay period at the point we send the HR file to CPB. More info to come on that as we test specific scenarios.

Help Desk Line

The options have changed, 1 for password assistance and 2 for the payroll unit. You can also contact your agency specific payroll staff person or call the 410-767-7400 number for assistance.

Alert Re-Cap

Workday 27:

We continue to test and monitor business processes to make sure that everything is working well with the new version. Please report any odd behavior in a business process that you are familiar with as we settle into Workday 27.

Assigned Pay Groups:

For all SPMS agencies using Workday Timekeeping and Payroll, your employees must have one of the "Internal" Pay Groups. When you make a comp change or hire someone, there will be a default pay group that has the word "internal" in the name of the pay group. Depending on the situation, you can change the pay group but the pay group you select must be one of the "internal" pay group options. If you use a pay group without "internal" in the name, the employee will not be picked up for payroll. If you had to request a rescind of the Pay Group Assignment to process a retroactive event, you must re-assign the internal pay group as the last step in your process.

Here are the acceptable options to select:

State Regular positions, select *Regular 10/26 Internal*
State Regular positions on specific pay cycle, select *Regular 10/21 Internal*
State Regular positions on specific pay cycle, select *Regular 10/98 Internal*
Additional State Regular positions, select *Regular 10/26 Internal (Additional)*
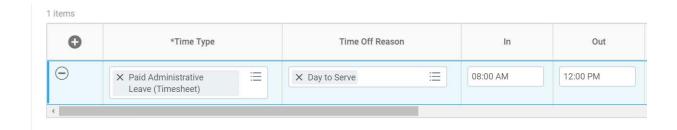Contractual positions, select *Contractuals Internal*

DPSCS will continue to use the non-internal pay groups until their go-live date in October.

New Hire Registry Compliance:

We automatically send all new hires to the New Hire Registry from Workday. You have recently received a letter from the New Hire Registry regarding non-compliance, we have changed our frequency of sending this file. We are sending the find every 15 days to make sure all new hires are meeting the timeline for compliance.

Day To Serve:

For the Day to Serve Program, where employees may volunteer up to 4 hours and receive 4 hours of Paid Administrative Leave to perform the volunteer service, Agency Timekeepers will grant up to 4 hours of Paid Administrative Leave for employees that submit the verification form. Employees will complete timesheets as shown below. Using Paid Administrative Leave as the Time Off Time Type and the Day to Serve as the Time Off Reason. Paid Administrative Leave can only be used when it is granted by the Agency Timekeeper prior to its use.

⊕	*Time Type		Time Off Reason		In	Out
⊖	✕ Paid Administrative Leave (Timesheet)	☰	✕ Day to Serve	☰	08:00 AM	12:00 PM

HR Transaction Issues:

Workday Issue with Uploading Contracts
Currently we are not able to upload contracts for contractual employees. We are working with Workday on this issue. You are able to complete contractual hires in the system and, when this is fixed, will be able to add the contract document to the employee's record. Please do not hold up these hire events, completed them in the system so that they will not be a delay in pay.

New Reports

New: SPMS Detailed Worktag Report
        SPMS Worktag Summary Report

We are working with the PAC agencies on additional reporting and changes to current reports.

You can also make suggestions for changes to report through the ticket process. Make sure you are very specific about the kind of info you want to add to an existing report, or the changes to the way the columns appear, etc.

Topics for Discussion/Training:

Recent Webinars

We have scheduled additional webinars for some of the more complex topics. We will continue to schedule these as additional topics come up, look for Terminations tomorrow, and TBA: Workday Error Messages, the MoJo Ticket Process. Other topic ideas can be submitted through the ticket process or on this call.

Questions/Issues

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

HR User Group Call
9/22/16, 10:00 – 11:00
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Conference Code: 9875145991

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