SPS Workday User Group Conference Call Meeting
September 25, 2015, 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.

- October, 10/22/15, at 11:00
- November, 11/16/15 at 2:00

Employee Campaign ending...but not over

Still need employees to get used to Workday for timekeeping and benefits go live dates. Please encourage your employees to get on and enter their emergency contact info, check their email and business phone numbers.

Employees that have not completed their onboarding events may have difficulty in submitting personal data changes. Please take a look at the onboarding job aid for HR users to get a better idea on how the onboarding works.

Additionally, if you are planning a deadline for your employees to get into Workday, please coordinate this with your Headquarters HR office and our Change Management Office here at DBM, Nicole Howell in the contact for your HR Directors. We asked this so that agency deadline do not overlap, we do not have the interns any longer, so we do not have staff to take lots of calls all at once for deadlines.

Workday 25, Mid October full implementation---this is the next version of Workday and there are some changes:

We are updating the affected job aids and will alert you as we switch them out in October.   Mostly the changes are related to how things look and not process changes.

HR/Workday Tips

In Complete On-Boarding Events: Some unfinished onboarding events are getting in the way of Personal Data events for the employees. Please run the Onboarding Status Summary Report

for your agency. This report will give you specific Workers that still have in progress steps. The Business Process Transaction of Type Awaiting Action, this report will tell you workers that have awaiting onboarding actions and will show you who is assigned the step at that point in time—the employee or the HR staff. These processes will become more important as we move to the other parts of Workday, if there are events pending, other events cannot be started or completed. You can also going into an employee event in Worker History to Cancel the event if you need to. You cannot Cancel the event if it is a ToDo for you.

Time Off Service Date, reminder that this is the date that will be used in the timekeeping module for leave accrual. Time Off Service Date is on the SPMS Current Emp Detail Report, you can see if any employees are missing this date or compare the date to the employee's other service dates if anything looks incorrect.

Move Worker Changes, when you submit these change, make sure that your agency is going into Worker to update the cost center, CDC, RSTARS codes…otherwise when you do an event on the position it will be rejected because of an invalid CDC. Additionally, you should be waiting to do any comp or hire events in Workday for the next CPB file once the Move Worker change has been completed. We suggest that if you are moving a vacancy and need to hire someone in a short timeframe, hire the employee first and once on payroll, complete the move worker event.

Check Distribution Codes, if it is a new code, this change must be completed by CPB before you use it in Workday. We will get rejections if CPB doesn't recognize your CDC.

RetroReclasses, make sure you are completing the new current dated rate event in Workday to move the employee's salary to CPB. If you only do the retro dated event, no change gets to CPB.

New Reports:

Some old and some new….take a look at these if you have not already. Remember, these reports are meant to be run and looked at on-line, can be exported to Excel for customizing.

SPMS Next PEP Due   The report will give information on the last PEP completed and the next PEP template due per employee.

SPMS Hire and Terminations Report   The report will give information on by position, employees hired and terminated during a date range. This report can be used for turnover data.

SPMS Employee Review Detail Report This report will give complete PEP information, for each employee.

SPMS Employee Service Awards Report This report will give information on:Years of Service, Service Award, Hire Date (EOD), Hire Month (EOD), Original Hire Date (Adjusted EOD), Continuous Service Date, Company Service Date (Increment), Time Off Service Date

SPMS Vacant Positions by Agency   The View All Positions by Organization report provides information for position management Organizations only and by cost center. User may include open, frozen, and filled Positions. Closed Positions are not available.

SPMS Directory By Organization   Includes all contact numbers, email and addresses

SPMS Manager Directory By Organization   Includes only home and work phone numbers, work address, email; no home address

Onboarding Status Summary Report   Information regarding all onboarding events, in progress and completed. Drill down to employee and sup org

SPMS Position Details by Job Family Group   Lists employees in specific Job Family Groups, used to see bargaining unit groups and by types of work

Directory Reports   Various reports by information category, job profile, location, etc.

Topics for Discussion/Training:

Retroactive Reclass webinar will be given again on Oct. 1 at at 11 and Oct. 2 at 10. This is a **repeat** of the of the webinar that took place on September 10 for HRC, HRP and Payroll Partners/Timekeepers. This will get us ready for the changes in the Timekeeping and Payroll processes starting next year. We have set an Oct. 1st date for this change, to get everyone on the same page, doing the same process for retroactive reclasses. This change will allow for the auto calculations of back pay; this will be fully implemented when we have timekeeping, March 2016.

Working on additional report info, please let us know through a ticket if you see any issues with reports and if you need a different report. Please make sure you include info on the data you want to see in a specific report.

Questions/Issues:

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

SPS Workday Sept Updates Conference Call
9/25/15, 11:00 – 12:00
Conference Call Number: 1-866-886-3165
Conference Code: 9875145991

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