

—SPS ALERT—

SPS Alert 162: HR, Timekeeping, Payroll and Benefits Updates

Release date: 9/25/2020

Important Dates Coming Up

All Agencies: Training Dates-Next scheduled date for virtual training: TBD

- SPS-BEN-301A-Processing Employee Benefits in Workday for New ABCs Only. This process starts with the submission of the Security Form for ABC access.

SPMS ONLY:

- SPS-POS-201, Processing Personnel Transactions in Workday for new HRCs.

October 27th and 29th, December 1st and 3rd, January 26th and 28th

Note: We have modified the format of the POS 201 Processing Personnel Transactions in Workday training to virtual classroom setting. This will be a 2 day/half day training, 9am to 1pm each day, with one to two hours of lab work following the training.

Please note there is a waitlist for the training. Participants will be invited via email with instructions on how to register for one of the session dates listed below. If you do not receive an invite, rest assured that there will be additional dates as soon as they are available.

For ALL Agencies:

IMPORTANT NEWS

- **OneLogin Implementation**

We have made the switch to OneLogin! Users must use OneLogin to have access to SPS. There are a few agencies that use the Connect.MD.Gov to access SPS. All agencies have been notified of their process, and have the Guides or instructions for their employees.

SPMS Agencies: We have been sending email reminders to SPMS employees who have an email in SPS and have not logged in yet. We will continue to send reminders through Oct.

6th. Sept. 29th, for Contractual employees and Oct. 6th for State Regular employees, are the end of the next pay periods and all SPMS employees that submit timesheets through SPS must login through OneLogin for their timesheet submission. Employees will use OneLogin access for all SPS activities from now on.

Non-SPMS Agencies: All Non-SPMS agencies should be notifying their employees of this change to OneLogin. These employees must use the OneLogin process for SPS Benefit Life Events and the upcoming Open Enrollment period starting on Oct. 19th.

For New employees, with an email in SPS at the time of hire, they will get a system-generated email with a password link to use to start the OneLogin registration process. Please see the link below for a summary of this process. Agency HR staff should make sure all new employees are aware of this process, so they know what to expect.

Please make sure for you are aware of this information so that you may assist employees as needed.

Please scroll to the end of this Alert to view the *New Employee SPS OneLogin Process* attachment.

- **New Benefits Life Event User Interface (UI)**

On Oct. 1st, SPS Benefits users starting a new life event will experience a new look to the process—the new look will be more in line with the Open Enrollment events we see during Open Enrollment. Look for more information to come on this change.

IMPORTANT REMINDERS

- **NEW REPORT: SPS Benefit Contractuals with Subsidy**

The SPS team has created and released a new report based upon requests from the agencies. The new report is titled: ***SPS Benefit Contractuals with Subsidy***. This new report will allow agencies to see benefit subsidy amounts for contractual employees by benefit plan.

- **ABC Certification and HIPAA**

The ABC Certification Test and HIPAA Recertification has been assigned to all ABCs. Please go to your Hub account and completed these items **by Wednesday, September 30, 2020.**

- **Benefit Readiness for Open Enrollment, Fall 2020**

Agencies may want to start getting ready for the Open Enrollment process this fall. Making sure your employee data is up to date, you should review and audit the following information:

- employee home address
- email addresses
- FTE
- Review contract renewal dates that fall at the end of the calendar year:
 - Employees that have contracts that end on December 31, 2020 will **not** get an Open Enrollment event
 - Employee contracts should end on January 2, 2021 or later if they will be eligible for any 2021 Plan Year Benefits

For BENEFITS ONLY Agencies:

- **REMINDER: Benefit Only Agency Employee Login/Password Issues**

Benefit Only agency employees with a login/password issue should follow your agency process for resetting their password. **Please make your employees aware of your agency process.** This will enable a quicker resolution time to your employees.

For ALL SPMS Agencies:

NEWS

- **JobAps Salary Error Warning**

A change has been made to the Final Approved Salary field in JobAps, for when an incorrect salary is entered on the Hire Details. A warning message will appear for salary errors. Users should review the salary information to resolve the error. Please see the *Change to Salary Field Box in JobAps* attachment at the end of this Alert for more information on these errors.

IMPORTANT REMINDERS

- **SPS Help Desk Calls**

We have our SPS help line back, available for calls. We are still taking emails at Shared.Services@maryland.gov. But, employees can call the (410)767-4112 number. During the OneLogin implementation, we ask that employees be patient due to a large number of calls each day. The best advice to employees is to follow the OneLogin Guide instructions and to make sure they are using the correct configured password before getting locked out because of too many failed attempts. The SPS Help Desk is open 7am to 5pm Monday-Friday.

- **Quarterly SPS Role Audit—Last chance to complete the July 2020 Audit**

On July 1st a report of your employee support roles was delivered to the Agency HR Director in their My Reports in Workday. This report must be downloaded and reviewed, and any changes/deletions must be submitted to Shared.Services@maryland.gov via the Security Form. Since this is a quarterly report, we ask each agency to notify us of their receipt of the report and the completion of the agency review. DBM keeps track of this information for the Legislative Auditors. The Agency receipt and completion of the review must be sent to the Shared.Services@maryland.gov email address with the **Subject: Quarterly SPS Audit Review**. If you haven't sent in your notification to us, please do so as soon as possible. **The next quarterly report will be out on Oct. 1, 2020.**

If your agency HR services are handled by DBM, your agency report is delivered to your HR Representative at DBM. If you have any questions about your agency support roles, please discuss with your assigned HR Representative at DBM.

Change to Salary Field box in JobAps

This change is effective Tuesday September 15, 2020.

A change has been made to the **Final Approved Salary** field that when an incorrect salary is entered on the Hire Details in JobAps a warning message now appears. To resolve the issue of receiving this message, please go back and review the salary to make sure it's entered correctly. Should you have any additional questions about this change please contact the Recruitment and Examination Unit at service.desk@maryland.gov.

If an incorrect salary format is entered by an HR Analyst in the Final Approved Salary field on the hire details in JobAps:

Please update the following Hire Information:	
Hired	<input type="radio"/> Yes <input checked="" type="radio"/> No
Process Date	<input type="text"/> 
Disposition	ER 
Status	AC  Note: If you change the Status, it may be overridden by the Inactive Status Indicator of the Disposition.
Final Approved Salary	<input type="text"/>
Salary Frequency	Select Salary Frequency <input type="button" value="v"/>
Action	Select Appointment Type <input type="button" value="v"/>
Work Start Date	<input type="text"/> 
Current or	_____

One of the following messages will now appear:

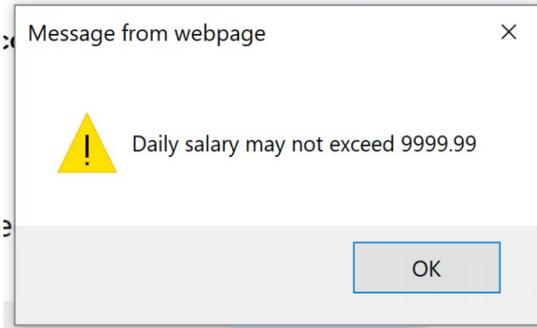
This is the error message when an incorrect hourly pay rate is entered:

Message from webpage ×

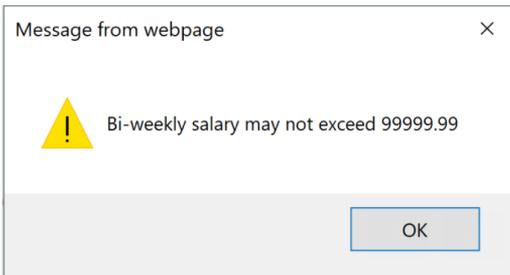
 Hourly salary may not exceed 999.99

Don't let this page create more messages

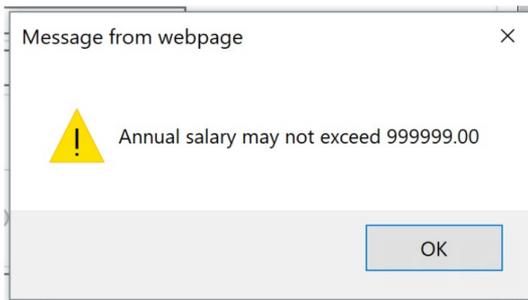
This is the error message when an incorrect daily pay rate is entered:



This is the error message when an incorrect Bi-weekly pay rate is entered:



This is the error message when an incorrect annual salary is entered:



OneLogin Process For Newly Hired Employees:

Employees will receive the email message listed below, only if there is an email address in SPS at the time of Hire. If there is no email address for the employee in SPS, then the employee will need to call their assigned Help Desk Support staff to have the password reset to login.

The employee will follow the instructions in the email to set their Password for OneLogin. **The password link will expire after 24 hours.** Then, the employee will follow along the OneLogin Guide to select the multi-factor authentication options they would like to use for access to SPS. If the employee misses the 24 hour period to use the link, they will need to call their assigned help Desk Support to have the password reset to login.

HR Staff should make new employees aware of this process as they had for the SPS Workday emails used previously.

Sample Email Sent to New Employee:

From: **OneLogin** <noreply@onelogin.com>
Date:
Subject: New SPS/Workday Account Created
To: New Employee Email



Welcome to employment with the State of Maryland!

You are receiving this email because you recently became a State employee. You will be using the Statewide Personnel System (SPS) for certain employee services. The SPS provides Human Resources, Time and Payroll, and Employee/Retiree Benefits services to State employees and Retirees. Depending on your agency, institution, or type of employment, you will use the SPS for certain services. It is important that you follow the instructions below to avoid delays in pay or benefits.

As a new employee, your agency/institution Human Resources Contact can assist you with any questions you may have going forward regarding your use of the SPS. All State employees who are eligible for the State Employee Health Benefits Program will get a Benefits Enrollment Event in SPS and will complete the benefit enrollment process in SPS. Benefits enrollment is time-sensitive, please make sure you address any questions with your Agency HR Contact.

NEXT STEPS:

- 1) Please click on the link (Password Link) below to set your initial password. **This link will expire in 24 hours from the time of this email. If this link has expired, please contact your assigned Help Desk for assistance.**
 - 2) Please click on the First Time User Login instructions and follow the same
-

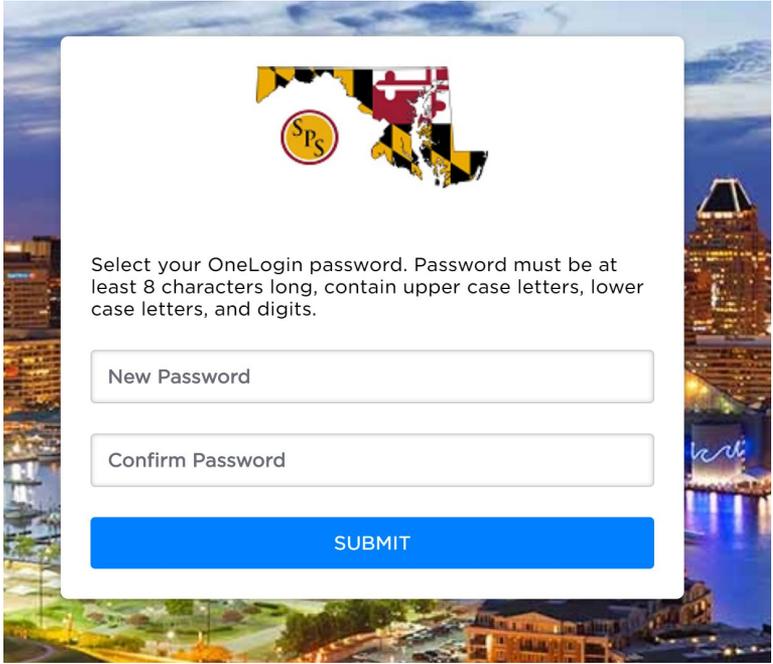
after finishing the first step.

Your user name is: **W-----**

Password Link: [Click Here](#)

First Time User Login instructions: [Click Here](#)

Password Link Screenshot:



Once the employee has completed this step, the OneLogin login page will appear, and the employee can login using the W# as the Workday SPS ID from the email and the password they just created. The employee can use the link to the Guide in the email.

OneLogin Initial Login Screenshot:
