

# —SPS ALERT—

## SPS Alert 167: HR, Timekeeping, Payroll and Benefits Updates

*Release date: 1/12/2021*

### 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.

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. If you are required to take this training, then it should already be assigned to your HUB Active transcripts. Please log into the HUB and register for the training session date through your HUB Active transcripts.

---

### For SPMS Agencies:

#### IMPORTANT NEWS

#### **Salary Changes, January 1, 2021:**

The Department of Budget and Management has processed the min. wage increase, the January 1st COLA for all State Regular employees and retroactive increments for SLEOLA members.

Please make sure that any retro compensation change events from now on include the appropriate compensation

---

events that bring the compensation up to date.

## **Time Off Changes Announced:**

Please see the links to recent memos regarding these changes:

- **Emergency Paid Sick Leave:** any hours not used in 2020 have been carried over to 2021; no change for employees that used all of this time off in 2020.
- **Expanded FMLA:** employees allowed to use this type of FMLA if they have not already used it all in 2020.
- **Compensatory Time:** this leave will expire after 2 years
- **Pandemic Carryover:** this is a new time off category, to allow employees to keep/use leave that would have expired or been forfeited at the end of 2020. Employees will see this new time off category and the balance along with the other time off balances under the Time Off icon in SPS.

Employees will **not** see a Pandemic Carryover balance if they:

- did not lose Comp time in 2020, or
- did not earn Comp time in 2020, or
- did not have Annual Leave that will be forfeited on January 12, 2021

Employees earning comp time in 2021 will see this time in the Pandemic Carryover balance, they will use it as they do other leave. This leave will not expire and cannot be paid out when leaving state service.

## **HRPC Test:**

We are in the process of assigning the HRPC test in the HUB to employees within certain HR positions. These positions require them to complete and pass the test twice a year. There are several versions of the test, depending on the main functions of their jobs.

The test version designations are:

- HR Generalist
  - Class and Compensation
  - EER
  - Recruitment and Examination
  - HR Director
-

- Benefits

If you are an HR Manager/Supervisor or Director, then please ensure your staff has the correct HRPC test version designation in their HUB employee record profile. This designation will prompt the HUB to assign the appropriate version of the test. This can be found under the User Record Custom Field. Please see the attachment for instructions on how to update the information in the HUB.

Also, you may add an HRPC test version designation to an employee who is performing HR work but is not within the specific HR job profile that requires the test.

---

## **IMPORTANT REMINDERS**

### **PEPs Due by January 31, 2021:**

The mid and end cycle PEPs that end on Dec. 31, 2020 can be completed in SPS. All PEP evaluations must be completed by the January 31, 2021 deadline.

### **Quarterly SPS Role Audit for January 1, 2021:**

On January 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](mailto: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](mailto: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 April 1, 2021.


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.

---

LARRY HOGAN DAVID R. BRINKLEY  
*Governor Secretary*



BOYD K. RUTHERFORD  
*Lieutenant Governor*

**TO:** Human Resources Directors in the State Personnel Management  
**FROM:** Cynthia A. Kollner  Executive Director, Office of Personnel Services and Benefits  
**DATE:** January 7, 2021  
**RE:** Adjustment to Compensatory Time Expiration and Forfeiture

The Novel Coronavirus 2019 (COVID-19) presented challenges in 2020 and the difficulties we have faced are not yet behind us. While Maryland fared much better than some states, we were called upon to rapidly shift operations to virtual operations and find ways to perform onsite services in a safe manner, all while addressing the needs of our most important asset, our State employees.

We recognize that employees often worked additional hours to cover shifts for employees who were ill or caring for someone who was ill, and generally were unable to use leave as they normally would be because of the pandemic. Recognizing this, I am pleased to inform you that retroactive to January 1, 2020, the expiration date for compensatory time for FLSA-exempt employees will be extended from one year from the date the compensatory time is earned to two years.

Additionally, beginning in calendar year (CY) 2021, certain compensatory time and annual leave that otherwise would have been lost will be made available to employees. We are calling this category of leave "Pandemic Carryover." This category will include:

- All compensatory time earned in CY 2019 and lost in CY 2020;
- All compensatory time earned in CY 2020 and not used;
- Any additional compensatory time earned beginning in CY 2021 and not used through the end of the pay period 6 months beyond the end of the emergency period; and
- All annual leave forfeited at the end of CY 2020 and at the end of each calendar year thereafter until the end of the pay period 6 months beyond the end of the emergency period.

Leave in this category will not expire but is not subject to cash out. This leave may be used for any reason and at any time after obtaining approval from the employee's supervisor. Compensatory time earned in lieu of cash overtime will not be eligible to be placed in the Pandemic Carryover category since it does not

expire.

Employees who are eligible for this category of leave will be able to view it in the Time Off worklet under the title, "Pandemic Carryover." Employees should not expect to see annual leave that will carryover until January 13, 2021 since it is not subject to forfeiture until that date, but this category may populate sooner with compensatory time that otherwise would expire.

cc: David R. Brinkley, Secretary, Department of Budget and Management (DBM)

Marc Nicole, Deputy Secretary, DBM

301 W. Preston Street □ Baltimore, MD 21201

Tel: (410) 767-4715 • Fax: (410) 333-5262 • Toll Free: 1 (800) 705-3493 □ TTY Users:

Call via Maryland Relay

<http://dbm.maryland.gov>

---

LARRY HOGAN DAVID R. BRINKLEY


*Governor Secretary*

BOYD K. RUTHERFORD

*Lieutenant Governor*



**TO:** Human Resources Directors in the State Personnel Management System

**FROM:** Cynthia A. Kollner   
Executive Director  
Office of Personnel Services and Benefits

**DATE:** January 6, 2021

**RE:** Use of Leave Previously Available under the FFCRA through

Pursuant to provisions of the Families First Coronavirus Response Act (FFCRA) that became effective April 1, 2020, regular, contractual, and temporary State employees became eligible for two additional protected leave options for absences related to the Novel Coronavirus 2019 (COVID-19): Emergency Paid Sick Leave (EPSL) and Expanded FMLA (EFMLA). The requirement that employers provide these types of leave was set to expire on December 31, 2020. Although Congress has not required employers to continue providing such leave after December 31, 2020, employers may voluntarily elect to do so.

Due to the continuing effects of COVID-19 in Maryland, the decision has been made to provide leave to employees in the State Personnel Management System (SPMS) for the reasons previously allowed under the FFCRA, which expired on December 31, 2020, through June 30, 2021. The provisions for the use of these types of leave will not change and can be found in the FAQs posted on the Department of Budget and Management website. Employees will not receive any additional hours of leave as of January 1, 2021, but will be able to use through June 30, 2021 any FFCRA leave hours that were not used by December 31, 2020.

Should Congress take any further actions amending the use of EPSL or EFMLA prior to June 30, 2021, the ability to use FFCRA leave hours that were not used

---

by December 31, 2020 will cease to the extent that doing so conflicts with such amendments.

Should you have any questions regarding this extension of the time to use FFCRA leave, please contact Heinrich J. Losemann, Jr., Director, Employee and Labor Relations Division, Office of Personnel Services and Benefits at [Rick.Losemann@maryland.gov](mailto:Rick.Losemann@maryland.gov).

cc: David R. Brinkley, Secretary, Department of Budget and Management (DBM)

Marc Nicole, Deputy Secretary, DBM

301 W. Preston Street □ Baltimore, MD 21201

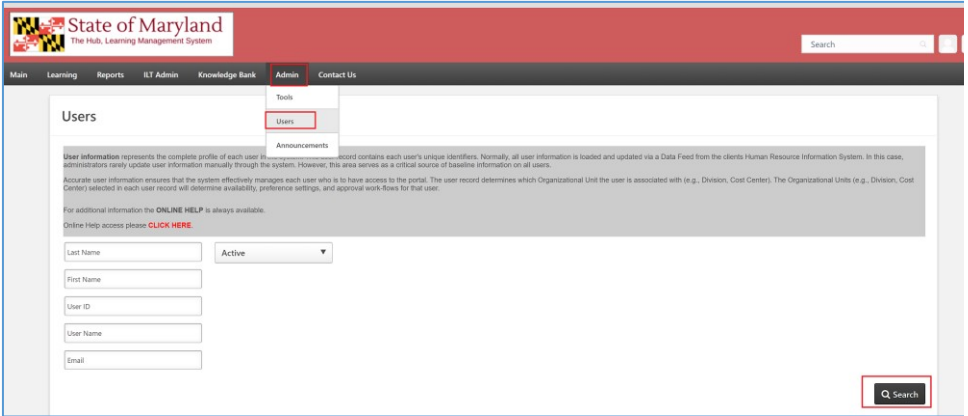
Tel: (410) 767-4715 • Fax: (410) 333-5262 • Toll Free: 1 (800) 705-3493 □ TTY Users:  
Call via Maryland Relay

<http://dbm.maryland.gov>

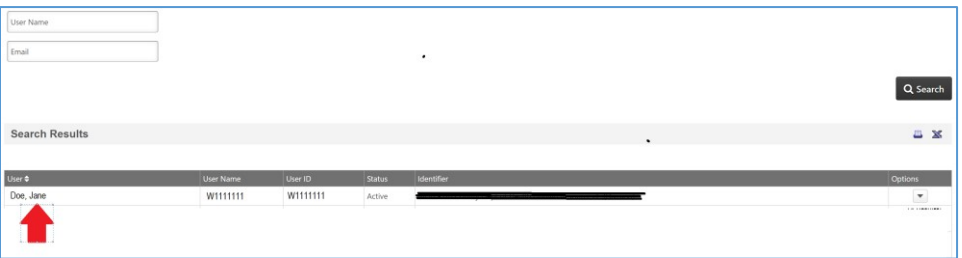
---

# Accessing Employee's HUB Profile Record

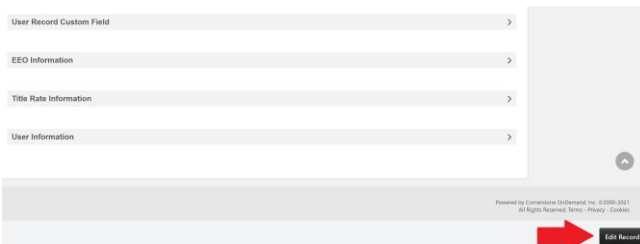
1. Hover cursor over the Admin tab
2. Click Users
3. Click Search button to show all employees that you have access to.



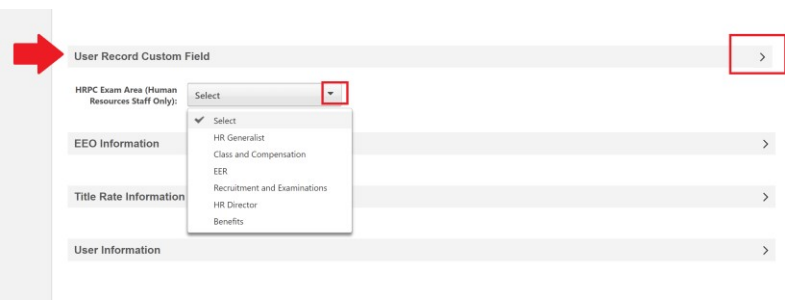
4. Click on the name of the employee to access the employee profile record



5. Click the Edit button at the bottom of the screen.



6. Locate User Record Custom Field and the arrow > in that same row to expand the section.
7. Click the drop down arrow next to HRPC Exam Area (Human Resources Staff Only) and make the selection.
8. Click the Save button at the bottom of the screen.





---

---