—SPS ALERT—

SPS Alert 168: HR, Timekeeping, Payroll and Benefits Updates

Important Dates Coming Up

<u>All Agencies</u>: 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.

<u>SPMS ONLY</u>:

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

  Feb. 23 & 25, March 23 & 25, April 27 & 29, May 25 & 27, June 22 & 24, July 27 & 29

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.

- SPS – HR Topic: Contractuals (for current HRCs and HR Partners ONLY)

Prerequisite: SPS POS 201. This training for HRCs and HR Partners will cover the Contractual process in more detail. This will be offered annually. Topics to be covered include: definition and requirements; contractual conversion vs. non-conversion transfer; maintaining contracts; additional jobs; primary switches; common errors; impacts to payroll, benefits and other systems. Group interactive scenarios will be the format until hands on activities become more manageable.

Registration is through the HUB. Please sign into the HUB

and then click the link below. You can also search for the training by the training title.

February 18, 2021 and March 11, 2021; 8:30am to 12:30pm: Participation is limited, the training is one class only so only sign up for one date.

[SPS - HR Topic: Contractuals](#)

For ALL Agencies:

IMPORTANT NEWS

Benefits Documents

We are seeing lots of issues with the Benefits documents (Birth Certificates, Marriage Licenses, etc.) being placed in the incorrect Document Category. This means that a document cannot be found or cannot be viewed by the Employee Benefits Division (EBD). In order for EBD to review an uploaded document, the document must be uploaded into either the Benefits or Dependent Verification To Be Reviewed document categories. All ABCs must review the Job Aid for [View and Manage Benefits Documentation for an Employee](#)

Benefits for Employees with Multiple Jobs

When an employee has multiple jobs, the ABCs at both agencies will see events awaiting benefit actions in their Inbox. For example, if an employee does not attach a required document, the event routes to the ABC—all of the ABCs that support this employee. ABCs should coordinate with the other agency on these events. Any ABC can assist the employee in these situations. Once the item is addressed by either agency's ABC, the item will be removed from all ABC inboxes.

SPS Help Desk and Login Reminders

Just want to share some of the issues we see at the SPS Help Desk. Please share this information with your employee populations, so that they may have a better experience when faced with an issue. The SPS Help Desk

can be reached at 410-767-4112.

- The SPS Help Desk can assist with OneLogin and Workday password issues, and Hub login issues. This includes new employees that did not have an email in the system at the time of the hire event.
- Employees of Non-SPMS agencies with SPS login issues should contact their agency IT office or Help Desk. This includes: MDOT, Judiciary, Universities, and the Maryland General Assembly.
- DHS employees with SPS login issues or specific DHS Hub Training issues should contact the DHS Help Desk.
- MDH employees with specific MDH Hub Training issues should contact the MDH Training Unit.
- HR Staff must give new employees the OneLogin instructions for New Employees.
- Employees with POSC login issues must follow the help instructions on the POSC website.
- Employees with Benefits issues must contact their ABC or contact the Benefits Customer Service Desk. Only ABCs should start SPS Tickets on issues reported to them by employees.

For SPMS Agencies:

IMPORTANT NEWS

Pandemic Carryover Time Off and Comp Time Payout

As in the past, employees that are leaving state employment can be paid out for up to 16 hours of Compensatory Time under certain conditions. Currently newly earned Comp time is being placed in the Pandemic Carryover Time Off balance until the pandemic situation is over. This allows for no expiration date for this Comp Time. For a Comp time payout, please see the updated Job Aid link below. If the Comp Time pay out conditions are met by the employee, the agency Timekeeper may take the necessary hours from the Pandemic Carryover hours and adjust the Comp Time balance for the specific pay out amount. This is completed through the Adjustment process to add and subtract from the appropriate time off balances.

New Training Plan for HRCs (See more details above under training)

The Department of Budget and Management will provide additional advanced training on specific SPS topics starting in February. This training will be virtual training, and each topic will have at least two available dates. Some of the topics include: Contractuals, Leave of Absence, Compensation, Job Changes and Reporting. The registration and dates for Contractuals is listed above under the training section. Please look for registration info to come on the additional topics.

IMPORTANT REMINDERS

Rehires: Reinstatement Reasons

HRCs must make sure that they using the correct rehire reason for employees that are actually being rehired. These reasons may result in additional events in SPS for the employee that is returning. Reinstatement in particular is only used for specific situations: a former State Regular employee is being rehired within the timeframe allowed and is considered a "Reinstated" employee with all the rights and benefits they are entitled. For more information on the various type of rehires, please see the Job Aid for [Hires, Reinstatements, Transfers in Workday](#)

Onboarding and Termination Event Completion

All HRCs should make sure that all onboarding and termination steps are being completed in a timely manner.

For Onboarding events, please see the SPMS Onboarding Status report to verify that all new employees have completed this process. We are evaluating these Business Processes for possible changes in the near future.

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.
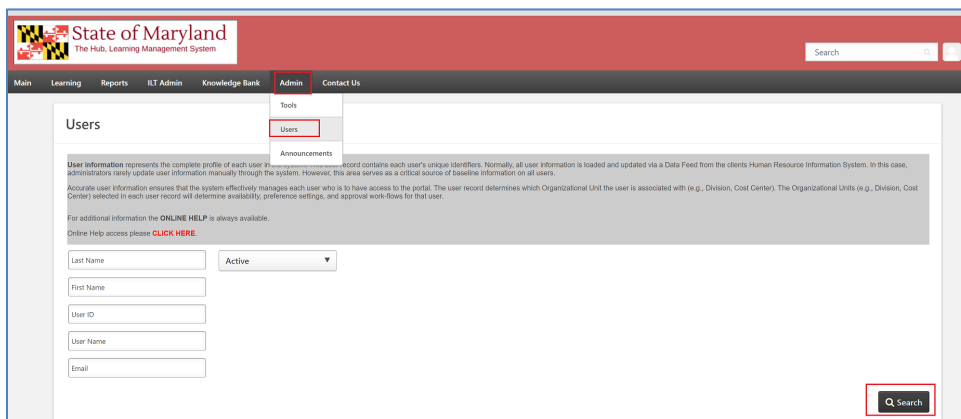The test version designations are:

- 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.
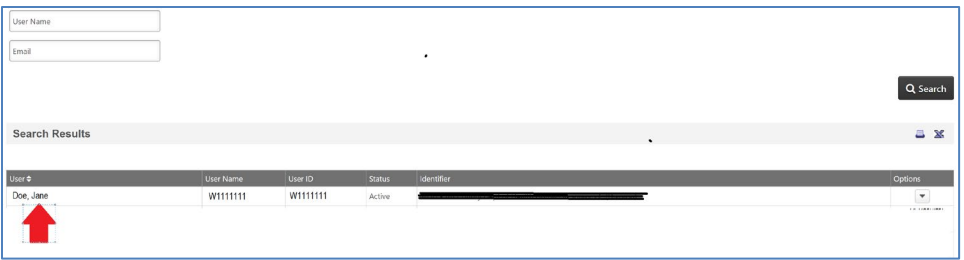
HRPC Selection for Managers Instructions

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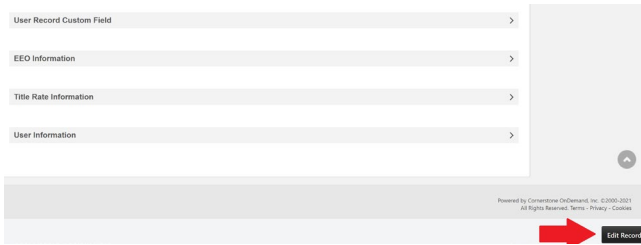

4. Click on the name of the employee to access the employee profile record

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.