

—SPS ALERT—

Special Alert 175: HR, Timekeeping, Payroll and Benefits Updates

Release date: 6/8/2021

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 training dates:

June 22 & 24*; July 29, beginning in July, we will go back to in-person training in the DBM Baltimore location

Note: *For June's training, we will continue the modified the format of the POS 201 Processing Personnel Transactions in Workday training with the 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: Managing Positions and Employee Job Changes

Prerequisite: SPS POS 201 (with CURRENT ROLE). This training is for HRCs and HR partners and will cover various Job Change processes in detail. This course will be offered annually and updated each time. Topics to be covered include: basic guidelines and standards, various Edit Position Restriction processes, costing allocation maintenance, changes to organization assignments and other related areas. Group interactive discussions will be the format until in person sessions become an option.

Registration is through the HUB. Please sign into the HUB and click on the link below. You can also search for the training by the training title.

[SPS - HR Topic: Job Changes \(for current SPMS HRCs and HR Partners ONLY\)](#)

June 17, 2021 and July 15, 2021; 8:30am to 12:30pm: Participation is limited, the training is one class only so only sign up for one date.

For ALL Agencies:

IMPORTANT REMINDERS

- **OneLogin, at least two security factor methods**

Recently, AT&T users had trouble getting into SPS due to a phone carrier issue that did not allow the One Time Passcode text message to be delivered. Employees that had only this method set up had to call the Help Desk to gain access.

All employee should make sure that they have at least two methods set up. The Options are:

- Test Message (SMS)
- Email Message
- Security Questions
- OneLogin Protect

Attached is a Quick Guide for adding additional methods. You can set up all four if you like, this way if there are issues with one method, you can easily select a new option right from the One Time Passcode screen---no need to call the Help Desk!

[Adding a second MultiFactor Authentication Factor to OneLogin](#)

- ***New Contracts for 90 days or less—Impacts to Benefit Eligibility***

This is a reminder that if your agency completes contracts on a fiscal year basis and you hire a new contractual employee between April 1 and June 29 and the contract end date is June 30, because the contract is 90 days or less, the employee will not be eligible for Benefits. If you intend to hire the employee for more than 90 days, you should expand the **contract end date** to the next fiscal year end. This only occurs when it is a new employee that is hired 90 days or less from the end of the fiscal year and will make the employee eligible for benefits based on their Hire Date.

For **SPMS and CPBI agencies**, if you need to make a correction to the original end date, please submit an SPS Support

ticket. For **Benefit Only agencies**, please send your updated contract info in the next Delta File as usual. Please note, making corrections to these situations will not result in an automatic benefit event to the employee. The SPMS and CPBI Support Ticket will be forwarded to EBD for the manual event process after the dates are corrected. The Benefit Only agencies will need to start a SPS Support ticket after the corrected data has been sent in the Delta file.

Example: Your new contract employee starts May 1, 2021, and your usual end date is June 30, 2021
If you would usually renew the contract on July 1, 2021 for an entire year, the original contract should be as follows:
Contract start date: May 1, 2021
Contract end date: June 30, 2022

For SPMS and CPBI Agencies:

IMPORTANT NEWS

- **New Processing Schedules Posted**

Please see the new schedules posted on the SPS Website. Make sure you are aware of early deadlines due to holidays, to avoid the dead zones, and to meet the SPS deadlines for HR events for CPB.

[SPS-CPB Payroll Processing Schedule for Regular Employees](#)

[SPS-CPB Payroll Processing Schedule for Contractual Employees](#)

- **July 1st Compensation Changes for SPMS ONLY**

DBM CAS will be processing the July 1st Compensation Changes State Regular and Temporary positions for SPMS.

- Any “In progress” compensation events should be completed by June 23rd
 - Compensation changes with effective dates of July 1, 2021 or later should may be processed after July 13th using the appropriate compensation event
 - This **does not** impact Hires, Transfers or Contract Renewal event processing
 - Any compensation changes for contractual positions will be handled by each agency
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For SPMS AGENCIES

NEWS

- **JobAps Move to OneLogin—Go-Live Date June 21st**

We have set a date for the JobAps go-live to OneLogin. We will email all JobAps users with additional instructions as we get closer to the Monday, June 21st go-live date. All JobAps support users will login through OneLogin to get to JobAps on this date and moving forward. All JobAps support users should make sure their work email address is correct in SPS.

REMINDERS

- **COVID-19 Vaccination Incentive Tracking**

If you haven't already, please review the job aid link below for HRCs to enter the vaccination data for employees that submit the appropriate documentation. We have added a new option for a trial vaccine, Novavax, for employees that are receiving that vaccination.

We are seeing the following issues:

- Agencies completing both a vaccination date and an exception approval date. There should only be **one or the other---** the exception approval date is for employees **that do not get a vaccination_ONLY**.
- Please **do not** fill in a PPE payment date; DBM will complete this when the payment is processed. **Agencies will not process the incentive payments.**
- Please **do not remove** the "Y" for Incentive Received. If there is a problem or if the incentive needs to be removed please submit a ticket so Payroll and Shared Services is aware of the issue.

[COVID 19 Vaccination Incentive for SPS Tracking and Payment](#)

- **Quarterly SPS Role Audit, July 1st report Review**

On July 1st the new report of your employee support roles will be 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**. The April 1st report will no longer be available when the new report for July is delivered.

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.

- [Adding a second MultiFactor Authentication Factor to OneLogin.pdf](#)
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