—SPS ALERT—

Special Alert 179:
HR, Timekeeping, Payroll and Benefits Updates

Release date: 7/26/2021

Important Dates Coming Up

All Agencies: ABC Training Dates-Next scheduled date for virtual training: Wednesday, August 4, 2021

- 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. This will be a virtual training that is only available for those who completed all of the prerequisites.

SPMS ONLY:

- SPS-POS-201, Processing Personnel Transactions in Workday for new HRCs training dates:

July 29th, Aug 26th, Sept 30th, Oct 28th, Dec 9th, Jan 27th, Feb 24th

(Beginning in July, we will go back to in-person training in the DBM Baltimore location)

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: Leave Of Absence (LOA), Part I and Part II

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.

LOA part I - 8/12 & 9/16 LOA part II - 10/14 & 11/18

8:30am to 12:30pm: Participation is limited, the training is one class for each Part, so only sign up for one date for each Part.

For ALL Agencies:

IMPORTANT REMINDERS

- **For Reports in SPS**

Please remember the following if you are running reports in SPS:

-Please make sure your date range is appropriate for the data you need, check the dates are not back to 2020 or 2019 if this is not what you need. Longer date ranges will cause the report to run for a long time.

-Please select "Notify Me Later" when that option comes up. This means that it will take some time for the report to complete. You should never leave the report running without clicking "Notify Me Later".

-Please do not run the same report again and again, if it does not complete right away or if you have selected the "Notify Me Later". This will create a backlog of reports and will cause delays.

-If you are running SPMS Time and/or Payroll reports, please run them for one pay period at a time.

- **New Employee OneLogin Process**

Please make sure your HR staff is giving the correct instructions for new employees for how they get access to OneLogin and SPS. Your HR Office can use the link to the Guide below, to let the new user know what to expect. The SPS Help Desk will not give new employees their W#. New employees should be given their W#, and instructions for the POSC and SPS when they start work.

https://dbm.maryland.gov/sps/Documents/First%20Time%20User%20Login%20Instructions%20Guide.pdf

- **SPS Work and Home Email Addresses**

 A reminder that SPS communicates with employees through email addresses. It is important that all employees have at least one email address in SPS. Please run the *SPMS Benefit*

Readiness Audit Missing Data report to identify employees that have missing data.

- **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

Here is a link to the 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](#)

For SPMS Agencies:

REMINDERS

- **COVID-19 Vaccination Incentive Tracking**

  We are having some issues with the employee data that may cause employees to be overpaid or not paid the incentive as they should. HRCs should make sure they are only completing the required information for each employee, not filling in or marking the check box, etc.

  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 are still 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](#)