

—SPS ALERT—

Special Alert 181: HR, Timekeeping, Payroll and Benefits Updates

Release date: 9/9/2021

Important Dates Coming Up

All Agencies: ABC OE Training Dates, September 27-October 1, 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.

For the Following Agencies/Universities ONLY: MDOT, Judiciary, General Assembly, University of Maryland System, St. Mary's College, Morgan State University, Baltimore City Community College, Towson University, Salisbury University, Frostburg University, Bowie State University, and Coppin State University.

- Security Partner Virtual Training Dates are on the following dates:

September 20 at 10am

September 30 at 1pm

October 14 at 10am

SPMS ONLY:

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

Sept 30th, Oct 28th, Dec 9th, Jan 27th, Feb 24th

(These dates are 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 Leave of Absence processes in detail. This course will be offered annually and updated each time. Topics to be covered include: basic guidelines and best practices, various LOA processes and requirements, validation clarification. 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 - 9/16/2021 (registration is now open)

[Registration Link to the LOA Part I Training in the HUB](#)

LOA part II (Accident Leave) - 10/14/2021 & 11/18/2021
(registration is now open)

[Registration Link to the LOA Part II Training in the HUB](#)

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 SPMS Agencies ONLY:

NEWS

- ***JUST SERVE!***

The *Day to Serve* Program is now the *Just Serve*. Here are the instructions for the program and for submitting Time Off to volunteer in *Just Serve*. The program starts September 11, 2021.

1. [Choose an event](#) or create one with co-workers, family, and friends, and [register it](#).
 2. Check with your supervisor to ensure that you can take time off on the date of your service.
 3. Please complete the following forms: [Just Serve Agreement and Verification forms](#) and email both to your supervisor. The Verification Form is completed after the service is completed.
 4. Agency Timekeepers will grant up to 4 hours of Paid Administrative Leave for employees that submit verification
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forms. If you use Workday for timekeeping, please complete your timesheet as shown below. Using ***Paid Administrative Leave*** as your Time Off Time Type and the ***Just Serve*** as your Time Off Reason. Paid Administrative Leave can only be used when it is granted by the Agency Timekeeper. If your Agency uses as different timekeeping system, please contact your Agency Timekeeper for more information.

▼ Wed, 9/22

*Time Type	Time Off Reason	In	Out	Out Reason	Quantity
X Paid Administrative Leave (Timesheet)	X Just Serve	08:00 AM	10:00 AM		

- **Quarterly SPS Role Audit, October 1st Report Review**

On October 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 July 1st report will no longer be available when the new report for October 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

For ALL Agencies:

IMPORTANT REMINDERS

- **Workday 2021 Release 2, September 11, 2021**

A reminder that we have a system release twice a year for SPS/Workday. The next release is on September 11, 2021. You may find some small changes to the various screens in SPS, but they should not change the way events are processed in SPS.

- **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**

Periodically, users have issues with using one of the factor methods for getting into SPS due to a phone carrier issue or an email issue. Employees who only have one method set up are

stuck until the issue is resolved or they need to contact the Help Desk to gain access.

All employees should make sure that they have at least two methods set up to avoid these issues. The Options are:

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

Please see the attached Quick Guide for adding additional methods. Employees can set up all four if they like, this way if there are issues with one method, employees 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 - 508.pdf](#)
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