—SPS ALERT—

SPS Alert 215: HR, Timekeeping, Payroll and Benefits Updates

Release date: 12/8/2022

Important Training Dates Coming Up

All Agencies: 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:

  Dec 8th, Dec 15th; Jan. 12 & 26; Feb. 9 & 23; March 9 & 23; April 13 & 27; May 11 & 25 (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 Topics for current HRCs and HR Partners ONLY Register TODAY! If you are unable to attend a training that you have register for, please log into the HUB and withdraw from that session from your transcripts. This will open up your training slot to someone else.**

  Participation is limited, the training is one session only so only sign up for one date and time in the HUB. There will be more offerings in November. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

- **SPS – HR Topic: Compensation** (for Current SPMS HRCs and HR Partners ONLY)

  (These dates are in-person training in the DBM Baltimore location)

  Prerequisite: SPS POS 201 (with CURRENT ROLE). This training is for HRCs and HR partners and will cover various

Compensation processes in detail. This course will be offered annually and updated each time. Topics to be covered include basic guidelines and standards, allowance and one-time payments, retroactive processing, termination payouts, and other related areas. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

Feb 2 afternoon (1-4) & **Feb 16** morning (9-12)

Participation is limited, the training is one session only so only sign up for one date and time in the HUB. There will be more offerings in August. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

- **SPS – HR Topic: Positions and Jobs** (for Current SPMS HRCs and HR Partners ONLY)

(These dates are in-person training in the DBM Baltimore location)

Prerequisite: SPS POS 201 (with CURRENT ROLE). This training is for HRCs and HR partners and will cover various Compensation processes in detail. This course will be offered annually and updated each time. Topics to be covered include basic guidelines and standards, edit position restrictions, managing position freezes, split/reconsolidate PIN, Organizational Assignments, Change Job – Data Change, and other related areas. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

Feb 2 morning (9-12) & **Feb 16** afternoon (1-4)

Participation is limited, the training is one session only so only sign up for one date and time in the HUB. There will be more offerings in September. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

- **SPS – HR Topic: Leave Of Absence (LOA) Part I – Basics**

(These dates are in-person training in the DBM Baltimore location)

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 (Military, Military Admin, Armed Services) validation clarification. In-person sessions in the DBM

Baltimore location include group interactive discussions and hands-on activities.

March 2 morning (9-12) and & *March 16* afternoon (1-4)

Participation is limited, the training is one session only so only sign up for one date and time in the HUB. There will be more offerings in August. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

- **SPS – HR Topic: Leave Of Absence (LOA) Part II – Accident Leave and TTD**

(These dates are in-person training in the DBM Baltimore location)

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, Accident Leave, and Temporary Total Disability, corrections. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

March 2 afternoon (1-4) and *March 16* morning (9-12)

Participation is limited, the training is one session only so only sign up for one date and time in the HUB. There will be more offerings in November. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

For ALL AGENCIES (SPMS, CPBI and Benefits Only):

REMINDERS

- **OPEN ENROLLMENT has closed**

The Open Enrollment for plan year 2023 has closed. However a smaller amount of Open Enrollment events in SPS will continue as employees complete 2022 benefit events and subsequent new Open Enrollment events are pushed out. ABCs should continue to run the reports below to follow up on employees. It is important that employees are completing events, especially newly hired employees or employees that have had a job change that impacts the employee's benefits eligibility.

- **SPS Benefit Expiring Contract Report**: Employees with contracts expiring 1/1/2022 or earlier will not receive an Open Enrollment event.
- **SPS Benefit Open Election Events - Employees**: Employees who show on this report will have their Open Enrollment event load in an "On Hold" status and won't be active until the employee completes all in progress events for calendar year 2022.
- **SPS Benefit Open Enrollment Events - Employees**: This report will show the status of your employees' Open Enrollment events
- **SPS Benefit Census Report - FSA only:** This report will help ABCs to monitor which staff are currently enrolled in either Dependent Care (Child Care expenses) or Health Care (Health Expenses)
- **SPS Benefit New Dependents ABC:** This report will show employees who have added new dependents that were added to the Open Enrollment event. It will also show any documents attached to the event. Remember EBD completes the DVA audit in real time and will be removed from coverage if the appropriate documents are not provided. Dependent Documentation Requirements

For CPBI and SPMS ONLY:

NEWS

- **January Mass Compensation Event—Increment Jan. 1, 2023**

DBM will be processing January Increments for SPMS and CPBI agencies.

CPBI Agencies: All compensation events must be completed by noon on **Friday, December 16, 2022.**

Agencies must not process events in Workday that affect employee salaries, including reclasses and compensation changes between **December 17 and December 28**.

Agencies should wait to process any of these transactions, so that they can take the new 1-1-23 employee salary into consideration before processing in Workday.

SPMS Agencies: All compensation events must be completed by noon on **Friday, December 23, 2022.**

Agencies must not process events in Workday that affect employee salaries, including reclasses and compensation changes between **December 24 and January 6.**

Agencies should wait to process any of these transactions, so that they can take the new 1-1-23 employee salary into consideration before processing in Workday.

Agencies will process the contractual increments if not already included in the 7/1/2022 renewal of the contract. The FY 2023 increment is not mandatory for contractual employees, however, agencies who wish to grant their contractual workers an increment may do so as they have in the past.

Note: To ensure that employee increment dates are correct, the employees' Service Dates must be correct. This should be completed as employees are hired.

Increments will be granted based on the date contained in the "Company Service Date" field. To ensure that the increment is properly applied, please be sure that this date is accurate. In order to do this, you must review the employee's entire history to determine hire date and the length of any breaks in State service.

The "Company Service Date" should be determined by the Continuous Hire Date. The "Continuous Service Date" will be one of the following:

- The date of the initial hire, without a break in service;
- An adjusted date, if the non-temporary employee separated from State service and was rehired into a non-temporary position within 3 years of separation; OR,
- The current hire date, if the employee left and is rehired after 3 years.

The "Time Off Service Date" should reflect the date of continuous service, OR, if the employee is rehired after 3 years, an adjusted date that encompasses Total State Service. The "Time Off Service Date" determines the annual leave accrual rate.

For missing increment dates or dates which indicate anything other than January or July, DBM/CAS will use the "Continuous Service Date", and whether the employee was awarded a July 2022 increment, to make a determination of whether the employee would be eligible for an increment in January. For those identified employees, DBM/CAS will process the increment adjustment as part of the mass compensation event.

For CPBI and SPMS ONLY:

REMINDER

- **New Error Email Format Change**

We have updated the format of the Error Emails that we send back to agencies for errors in SPS. These are errors that prevent us from sending the HR transaction to CPB or are rejected by CPB. These errors must be corrected as soon as possible to prevent delays in the employee's pay or other HR processing impacts.

The new formatting gives more information about the employee and the error. It also includes the specific job aid link for the error that is noted for each transaction. Agency HR staff should review the error message and the job aid before submitting an SPS Support Ticket.

Please see the attached for an example of the new format and information. This change is in place now.

Attachment: New Error Email Format November 2022

For SPMS:

NEWS

- **ACF Process Change for Reassignments**

The Appointment Certification Form is not required for the Transfer Reason: Reassignment in Same Agency.

This process is specific only to employees changing PINS within an agency, *that are **not changing** job profiles or compensation.* Note that this is the ONLY transfer reason that does not require the ACF Form.

- **NEW Move Worker Reference**

Move Worker Requests should be submitted for a reorganization of employees in their current PIN. No other changes are allowed to the position for a Move Worker process. The attached reference will help agencies in this process. Before a Move Worker Request, all retro actions/events should be thoroughly reviewed and processed before moving an employee. Please review the Reference Guide attached here:

Move Worker Reference

For SPMS:

REMINDER

- **New PEP Form Attachment Option**

Agencies are able to attach the PEP Form to the PEP Rating Event starting in the current rating period that ends on December 31, 2022. The templates for this rating period were available starting on Dec. 1, 2022. Agency HR offices should decide how their agency will proceed and instruct HRCs accordingly.

The attachment of the end cycle or mid cycle PEP form is OPTIONAL, not required as part of the rating entry event. Please see the updated Job Aid at this link:

[PEP Attachment Steps](#)

- **Compensatory Time Off Expiration Process Returns, Jan. 11, 2023**

As you may be aware, the suspension of the one-year expiration rule for Comp Time ended at the start of 2022. The expiration of Comp Time and Holiday Comp Time will return starting January 11, 2023. This means that Comp Time earned in January 2022 will start to expire in January 2023, if not used.

Please see the attached information. This explains how the expiration works and what information will be available to agencies and employees regarding any Comp Time that will expire. We will continue to update this information as we get closer to the new year. We anticipate the process to be available in SPS on or around Dec. 14, 2022.

Attachment: [Compensatory Time Changes](#)

- **Confidentiality Agreement HR Support Employees in SPMS, 2nd Quarter, Nov. 10th Event**

As part of our ongoing efforts to keep Personally Identifiable Information (PII) confidential, we have been distributing a Confidentiality Agreement on a quarterly basis for all SPMS support roles. You receive this agreement as an event in your SPS inbox each quarter. The last event was delivered on Nov. 10th. Please make sure all support staff are completing this process. They are asked to review the agreement and check the box to confirm and acknowledge their agreement with the document.

The **SPMS Review and Acknowledge Confidentiality Agreement Status report** I helps the agencies follow up with staff that have not completed the agreement in a timely manner. This report shows staff that did not complete the task and includes the staff email address for easy reminders to staff. Please make sure you are running the report for the correct agreement by the date of the agreement, when selecting the event.

- **HRPC Test**

The second iteration of the HRPC test for the calendar year will be assigned in the next few weeks. As a reminder, the HRPC test is a requirement for employees in specific HR job profiles to complete twice a year. There are several versions of the test, depending on the main functions of the job.

The test versions are:

- HR Generalist
- Class and Compensation
- Employee Relations
- Recruitment and Examination
- HR Director
- Benefits

The HUB will send an email notification of the assignment of the test. Please ensure your work email is current in Workday and marked Public for visibility. This will ensure the email will integrate to your HUB account.

- **Quarterly SPS Role Audit, October 1stReport Review**

On Oct. 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 OPSB.Security@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.**

Remember, you must submit a security form for any changes to your staff member roles. **We cannot accept changes on the report.** This process should be completed as soon as possible, as each day security changes are processed. This report will be deleted when the next quarterly report is delivered for January 1st.

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.

- **Instructions for Changing Work Emails from Private to Public**

As a reminder, agencies may have employees that have marked their Work Email Address as "Private" and this can make it difficult for appropriate staff to view the Work Email Address as well as cause other issues within the SPS systems.

Please see the link below for instructions on how to correct this designation to the "Public" option. Employees on their own or HRCs may complete this change for an employee. All State employee Work Email Addresses are considered Public Information, and should be marked as "Public" in SPS.

We will periodically complete a mass change for Work Emails from Private to Public, but this does not fix this issue. Agencies should explain the required uses of their Work Emails, including the notifications for training from the Hub, to new employees in their Onboarding process. Having this information upfront may help us resolve most of these issues.

[Changing Private Email to Public](#)

REPORT SPOTLIGHT:

We will be highlighting report changes, new reports and based upon the time of year, seasonal reports or reports that should be reviewed for upcoming system events in each Alert as we have this information available.

Remember, your report access depends on your SPS Role and your Sup Org access.

Updated Reports:

- The **SPMS Leave Balance By Organization** report has been updated. Previously the report was configured to run for several pre-determined leave balances at once. Over time and the increase in leave types and leave data, the report run time has increased over the last few years. Agencies also wanted the ability to target specific leave types. To speed up the report and allow agencies to do a more focused leave type analysis, we've added a new prompt to the report. The new prompt will ask for what Time Off Plan you'd like to receive balance information for. For example if you would just like to view Annual Leave balance information, you could just select that Time Off Plan. You can still run for multiple Time Off Plans at once, but remember that each additional Time Off Plan adds additional time to the report run time.

Seasonal Reports:

SPMS

- **SPMS Next PEP Due** – Indicates which PEP due for this PEP cycle, and shows the most recent PEP and PEP rating received
- **SPMS Agency PEP Completion – MID** – Pivot style chart that shows how many Mid Cycle reviews that are needed and the completion rate.

- **SPMS Agency PEP Completion – Annual** – Same as the previous report but focuses on staff due an Annual evaluation

All Agencies

Although Open Enrollment has closed, Open enrollment events will still continue for staff who complete 2022 benefit events. As employees complete these 2022 benefit events, a new 2023 Open Enrollment event will be pushed out by the system with a 14 day window to make elections. Please continue monitoring Open Enrollment events via the following reports:

- **SPS Benefit Open Enrollment Events – Employees – ** Shows active open enrollment events for your employees

SPS Benefit New Dependents ABC – Shows new dependents added to Open Enrollment events and any attachments

- [Reference Move Worker.pdf](#)
- [PEP Attachment Steps 11-22.pdf](#)
- [Work Email Private to Public Change.pdf](#)
- [Compensatory Time changes.pdf](#)
- [ACF Guide Final.pdf](#)
- [New Error Email Format 11-22.pdf](#)