

—SPS ALERT—

SPS Alert 218: HR, Timekeeping, Payroll and Benefits Updates

Release date: 1/23/2023

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:

Jan. 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

- **2023 Benefit Reminders**

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. Up to date 2023 elections for employees will not be in effect until their 2022 events are completed as well as the subsequent Open Enrollment event for 2023.

- **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
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"On Hold" status and won't be active until the employee completes all in progress events for calendar year 2022. It is important to monitor these and to insure employees submit with proper documentation for dependents in a timely manner to avoid benefits disruption.

- **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:

REMINDER

- **Mass Salary Changes January 1, 2023**












DBM has completed the salary increases for State Regular employees in the SPMS and selected CPBI Agencies. You can view the January 1 Increment events in the employee's Worker History or in the Pay Change History. Please make sure that any retroactive reclasses follow the process that will update the employee's salary to the current January 1, 2023 salary. See the link below to the job aid for retro reclasses.

Agencies should process the contractual increments if not already included in the 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.

Job aids on processing retroactive compensation changes can be found at https://dbm.maryland.gov/sps/Pages/HR_HelpCenter.aspx



Compensation Changes

-  Retro Compensation Process Demonstration
-  Reference: Retro Compensation Guide
-  Job Aid: Request Compensation Change for an Employee - 6/7/16
-  Job Aid: Request One-Time Payment - 5/2/22
-  Reference: Enter Bilingual Pay for an Employee
-  Reference: Cash in Lieu of Comp
-  Quick Guide: Acting Pay
-  Quick Guide: Stipend Employee
-  Reference: Error-Alert for Salary Schedule
-  FAQ: Shared Services Compensation Training
-  Enter Bilingual Pay for an Employee

For SPMS:

NEWS

- **NEW Governor's Transition Information**

With the new Governor taking office and agencies transitioning to the new administration, here are some helpful tips for situations that may arise:

- Remember that if you are trying to hire someone from a Non-SPMS agency, that is still employed by that agency/university, you must use Start Additional Job for this hire. It is **not** a Transfer event. After their original Non-SPMS agency terminates them, your job will become the primary, only job.
 - New Employees to SPS will get an email with a link and password. This link and password is only good for 24 hours from the receipt of the email. If the employee has an issue, please have the employee call the appropriate Help Desk for assistance.
 - If the new employee had State Benefits with their former agency, a break in service will have an impact on Benefits depending on their start date. You should advise that, if possible, there should be no break in service between jobs if the employee needs to have continuous benefits.
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- Make sure you are submitting SPS Security Forms for new staff and for staff that are leaving your agency.

For SPMS:

REMINDER

- **New PEP Form Attachment Option**

Agencies can attach the PEP Form to the PEP Rating Event starting in the current rating period that ended 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 Returned, 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 returned 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 is available to agencies and employees regarding any Comp Time that will expire.

Attachment: [Compensatory Time Changes](#)

- **HRPC New Due Date January 30, 2023**

The HRPC test is required for certain HR positions and is assigned every 6 months, as stated on the MS-22. The HRPC test for the second half of 2022 was revised in mid cycle. The revised test was assigned to those who have not yet submitted the test with a new due date of January 30, 2023. Please log into your HUB account to complete.

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

On Jan. 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 April 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.

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.

New Reports:

- **SPMS NCP Series Classes** – This new report will show all positions that are in a Non Competitive Promotion (NCP) series. This report does **NOT** indicate eligibility. It only reports that the job profile/class is an NCP series.
- **SPMS Military Admin Allowance** - The report identifies workers currently receiving Mil Admin Allowance and whether they are currently on Mil Admin Leave event in Workday. Report will also verify if the Military Admin Allowance ended with their Military Admin Leave.

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
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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

- [PEP Attachment Steps 11-22.pdf](#)
 - [Compensatory Time changes.pdf](#)
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