# —*SPS ALERT*—

# SPS Special Alert 229:
# HR, Timekeeping, Payroll and Benefits Updates

September 29, 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:

October 12 & 26 and November 9 and December 14 (These are in-person sessions 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.

**October 5** afternoon (1-4) & **October 19** 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 July and October. 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.

**October 5** morning (9-12) **& October 19** 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 July and October. 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.

*November 2* morning (9-12) & **November 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 and 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 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.

*November 2* afternoon (1-4) & **November 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 and September. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

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

## REMINDERS

- **PREP FOR OPEN ENROLLMENT:**

  - **Updates to Employee Contact and Position Information**

    This is the time to start preparing for the Health Benefits Open Enrollment Period.  Please remind employees to make sure that their home contact information is up to date.  It is best for employees to make sure their work and home email addresses are up to date.  And, a review of the FTE and employee type for any recent changes to positions is a good idea for HR staff.

    Incorrect information for employees can delay open enrollment events, benefit information and actual coverage for employees and their families.  Start

Now!  See the list of reports in the Reports Spotlight below.

- **Open Election Events**

Employees that have a current open election event (Life event or job Change event) when Open Enrollment starts will not be able to complete the Open Enrollment event until they complete the previous event.  ABCs should be running the *Open Election Events* report and should make efforts to notify the employees that their Open Enrollment event will be on Hold until they complete any pending events.  Employees should complete these current events as soon as possible.

- **In Progress Retiree Status**

HRCs should complete any Retiree status events that are in progress before Open Enrollment begins.  Pending events will prevent Retirees from being able to access SPS and their Open Enrollment event.

- **Contracts that end before January 2, 2024, NO Open Enrollment Event**

As a reminder, agencies should check on contract end dates prior to Open Enrollment for end dates that are before January 2, 2024.  These employees will not receive an Open Enrollment event for 2024 Benefits.  Employment dates must be through at least January 2, 2024 for an offer of Benefits.

- **Multi-Factor Access to OneLogin**

As a reminder, all employees should have more than one method to log into OneLogin.  On occasion, there are issues with one of the methods, so having a backup is important.  Having a second method will save employees from having to call their help desk for assistance.  Agencies should encourage this during their onboarding process for new employees.

Here's the link to the instructions

https://dbm.maryland.gov/sps/Documents/Adding%20a%20second%20MultiFactor%20Authentication%20Factor%20to%20OneLogin.pdf

# For SPMS:

## REMINDERS

- **Quarterly SPS Role Audit, Oct. 1st Report Review Coming Up**

On Oct. 1st a 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 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.  Remember, your July 1, 2023 report will be deleted as the Oct report is distributed.  This upcoming Oct. report will be deleted when the next quarterly report is delivered for Jan.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.

- **Confidentiality Agreement HR Support Employees in SPMS, 1st Quarter, September 28th Event**

As a reminder and 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 Sept. 28th.  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** 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.  The name of the most recent document is *Review and Acknowledge Confidentiality Agreement for State of Maryland Supervisory Organization (09/28/2023).*

# 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.

**Reports to run in Preparation for Open Enrollment:**

**SPMS Benefit Readiness Audit:** Use this report to verify employee contact data and home address are correct.  Up to date contact and home address information will make sure the employee receives their benefit cards and important benefits notifications.

**SPMS Benefit Readiness Audit Missing Data:**  This report will show staff missing contact information.

**CPBI Benefit Readiness Audit:** Same as the SPMS Benefit Readiness Audit, but geared for Central Payroll Independent agencies.

**SPS Benefit Open Election Events – Employees:**  Run this report to see if staff have benefit events that are still in progress.  Staff with existing in progress benefit events will have their open enrollment event go into a "on hold" status.  The employee will need to complete their existing benefit event to begin their Open Enrollment event.

**SPMS In Progress Retiree Status:**  Former employees who have retired and have not had a retiree status completed will not be able to participate in self service during Open Enrollment and will have to call to use Workday to enroll in benefits.  Please review and complete the in progress Retiree Status events.

**SPS Benefit Expiring Contract Report:**  Contractual employees will only get an Open Enrollment event if they have a contract that ends 1/2/2024 or later.  Contractual staff with a contract end date of 1/1/2024 or earlier will not receive an open enrollment event.  Please review the report and renew the contract in Workday if you plan on retaining the employee beyond 1/1/2024.

## Report Reminders:

- Reminder, any report that does not appear on screen in a few seconds and displays the button *"Notify Me Later"* must be sent to the notify me later process, name the

report and it will run in the background as you navigate to other screens and activities.

## Processing your request, please wait.



## Options

You can keep working while this runs in the background, and will be notified when it's ready. You can also view your completed requests by searching for the My Reports task or selecting My Reports from the main menu.

**Notify Me Later**     Cancel

When the report has completed a pop up will show in the right-hand corner of your screen. You can also retrieve the completed report your **My Reports** folder if you miss the pop up on your screen. Your My Reports folder is displayed by clicking on your photo or circle in the right-hand corner of the Home page.