—SPS ALERT—

SPS Alert 231:

HR, Timekeeping, Payroll and Benefits Updates

Release date: 12/11/2023

<u>Important Training Dates Coming Up</u>

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:

January 11 & 25, February 15 & 29 and March 14 & 28 (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 registered for, please log into the HUB and withdraw from that session from your transcripts. This will open 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: 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.

February 8 morning (9-12) **& February 29** 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: Compensation - Part 1 (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.

March 7 morning (9-12) & **March 21** 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: Compensation - Part 2 (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) **and** HR Topic: Compensation - Part 1. 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 statewide standards, allowance payments, retroactive compensation processing, and other related areas. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

March 7 afternoon (1-4) & **March 21** 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: Leave of Absence Overview and Processing

(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.

April 4 morning (9-12) & **April 18** 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: LOA Focused - 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.

April 4 afternoon (1-4) & **April 18** 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.

For SPMS AGENCIES:
NEW

- **January 1st 2023 Mass Compensation Changes**

DBM will be processing the mass compensation events for January 1 SPMS agencies.

These events are the following:

January 1, 2024 Increments

January 1, 2024 COLA (MPT)

January 1, 2024 Min. Wage Increase to o $15/per hour for Senior Citizen Aides

SPMS Agencies: All compensation events must be completed by noon on **Wednesday, December 20, 2023.**

Agencies must not process events in Workday that affect employee salaries, including reclasses and compensation changes **between Dec. 21 and Jan. 5.**

Agencies should wait to process any of these transactions, so that they can take the new 1-1-24 employee salary into consideration before processing in Workday.

This **does not include hires**, and other events that are not compensation changes, please continue your hiring events as needed.

Agencies will process the contractual increments if not already included in the 7/1/2023 renewal of the contract. The FY 2024 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. The Excel Checklist may be used in place of an addendum if the increment was not already documented in the 7/1/2023 renewal of the contract.

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 2023 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.

- **NEW PEP Template and Reports for December 31, 2023 Mid and End Cycles Available December 1, 2023**

The new PEP Templates and Reports are available in SPS, since December 1, 2023. Please make sure that you are using the correct template before entering data for employees. If you have an error, you must put in an SPS Ticket for a correction. Help us reduce the number of tickets for these events by reviewing all information before completing the event in the system.

Also, remember, employees leaving state service must have a final PEP before their last day. Agencies may want to add this step to their *Exit Check List* so that it is not missed.

- **Personal Leave, Leap Year Additional 8 Hours for CY 2024**

2024 is a leap year, therefore the Personal Leave starting balance will be 56 hours on January 10th for full time State Regular employees. 2023 Personal Leave and Annual Leave over the carryover limit will be forfeited on January 9th.

For SPMS:
REMINDERS

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

 On Jan. 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 Oct. 1, 2023 report will be deleted as the January report is distributed. This upcoming Jan. report will be deleted when the next quarterly report is delivered on 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.

- **Confidentiality Agreement HR Support Employees in SPMS, 2nd Quarter, November 21st 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 Nov. 21st. 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 (11/21/2023).*

- **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

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.

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 2023 benefit events. As employees complete these 2023 benefit events, a new 2024 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

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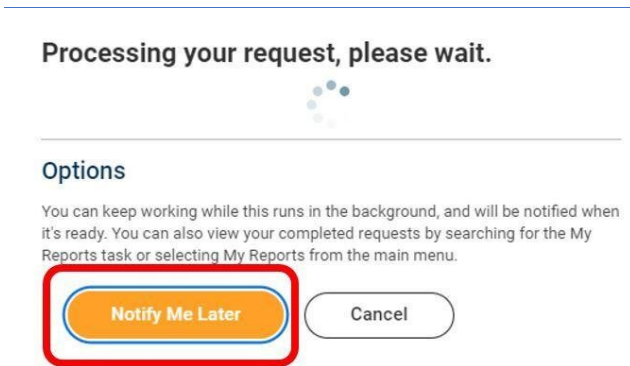
When the report has completed a pop up will show in the right-hand corner of your screen. You can also retrieve the completed report your **My Reports** folder if you miss the pop up on your screen. Your My Reports folder is displayed by clicking on your photo or circle in the right-hand corner of the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