SPS Workday User Group Conference Call Meeting
Aug 29, 2017 1:00
Agenda

Conference Call/User Group Purpose:

This meeting is to highlight the latest alerts, info and changes that may be important, give info on updates/changes to processes in the system, to get additional topics for discussion or training, and take more general questions from the group. The SPS Ticket process is still to be used for specific questions regarding a transaction. We will not produce minutes from each meeting call, but will post the agenda and add any other necessary documents to the SPS website.

Upcoming HR User Group Calls

Shared Services has set the following HR User Group calls on different days of the week to make it easier for staff to attend.

August 29, 1:00
September 19, 10:00
October 19, 2:00
November 15, 11:00
December 14, 1:00

*HR User Group Conference Call*
Conference Call Number: 1-866-886-3165
Conference Code: 9875145991

HR/Workday Info/Tips

Workday 29-New Release, as you recall we have two major Workday releases each year in September and March. The new Workday 29 will be out on September 11th. Over the next couple of weeks, we will update you on the changes you will experience in Workday 29.

The first and major change is the look of the Worker Profile. All the same info is there but the look is quite different. As Workday makes more functionality available to mobile devices, we will see these kinds of changes. Here's a screen shot of the new look! The "tabs" have been moved to the left hand side of the screen. This is the Worker Profile page only. The Home page will stay the same as it is today.
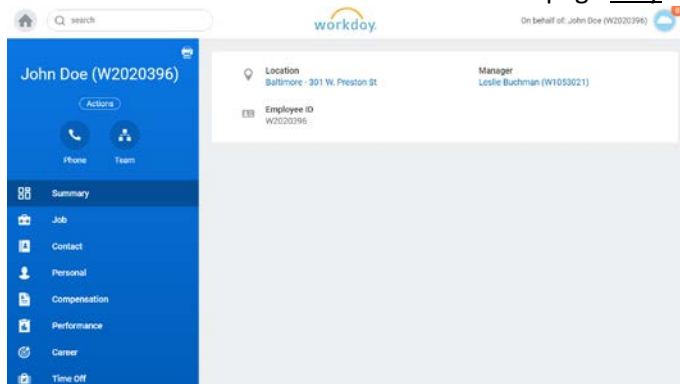
IMPORTANT Reminders:

Terminations, should not be backdated. Agencies must have a procedure with managers to report resignations/retirements, etc. to the appropriate HR staff immediately. The final payout is to be completed with 45 days for State Regular employees and within 30 days for Contractual employees. Keeping employees on payroll for longer periods of time delays the supplemental retirement process for the employee and should be avoided.

HR Event Processing Schedules and Dead Zone issues, any HR transaction that does not meet the Friday deadline to be sent to CPB, <u>on the week before the end of the pay period</u>, will not make it to CPB and any change that impacts payroll will not make it for that pay period end. So, the "Dead Zone" is the Monday and Tuesday of the pay period end week. When transactions are completed on a Monday or Tuesday of the pay period end week, they are not sent to CPB and have impacts to that pay period end, like new hires or transfers not making the payroll. Additional information on this topic will be distributed shortly.

Tips to Avoid the Dead Zone:
- A general rule to follow is to have new hires and transfer events completed as close to the effective (start) date as possible and before the Friday deadlines.
- Start new employees, transfers, rehires on the first day of the pay period, if possible. If starting on a different day, make sure the Hire Event gets completed before the Friday deadline.
- Always meet the Friday deadlines for events effective in that pay period that impact payroll.
- Do not backdate Hires or Terminations.

Missing Home Addresses, we are still missing almost 500 employee home addresses for SPMS employees. Please run the **SPMS Benefit Readiness Audit Missing Data report** to identify these employees and update this information.

News:

FMLA Update, due to the partial year for 2016 Timekeeping go-live, we had to adjust the FMLA Leave of Absence Event to recognize the first event date for the 12-month FMLA period. This should correct any FMLA hours for entitlement issues for employees.

Fiscal Year Annual Leave Reporting, we have been working with GAD on this reporting for FY 2017, last updates were made on Aug. 16. The ***Fiscal Year End Report: Annual Leave Earned and Used*** report is available for use. This report does not include the FICA calculation, after running your report you should follow the GAD instructions for completing the information requested.

SPS Benefits Implementation, there are a couple of things coming up that you will notice as we get closer to the DBM/DoIT Benefits Go-Live on September 11th.

- **LOCKOUT:** Workday will not be available from 5:00pm Friday, September 1st to 8:00am, Monday, September 4th. This is the holiday weekend, so should not disrupt HR or timekeeping users. Please alert any weekend staff for time entry, time entry can resume on Monday, September 4th.
- **Temporary Workday Role:** This week, the Agency Benefit Coordinators (ABCs) not assigned to DBM and DoIT will be moved to a temporary security role, ***Agency BAS Coordinator***. This will happen automatically, no security form needed. This change will ensure that we limit the functionality of the ABC role to DBM and DoIT only for the Benefits go-live on September 11, 2017. DBM and DOIT will retain their ABC roles. At the Statewide Benefits go-live, the temporary role will end and the ABC role given to all current ABC staff.
- **Leave of Absence (LOA):** Changes to Armed Services Leave. There will be a new process for this type of absence that starts with the 30 days or less and moves to the 31 days or more. Benefit options and eligibility changes depending on the length of the absence, so we will be updating this leave event. Look for LOA Refresher training dates to come.

Scorecard Update

SPMS Payroll Summary Report, in the last Scorecard, only reports that were run with the "Notify Me Later" option were counted for completion. As of Aug. 16, we are able to count all reports that are run to completion. Look for possible significant changes in the next Scorecard.

Employee Home Email Addresses are not required and do not count against agencies on the missing data measurements in the Scorecard. It is beneficial for employees to include a home email address in their contact information, so agencies should encourage employees to do so.

New Reports Reminder

SPMS Personal Leave for Temporary Employees Eligibility Audit, for SPMS agencies to review temporary employees paid leave eligibility and leave balances.

Fiscal Year End Report: Annual Leave Earned and Used, this report has been update for totals on a full fiscal year.

Topics for Discussion/Training:

Benefits Implementation, Go-Live September 11, 2017, DBM/DoIT

Approach Timeline:
>Parallel Testing 1-1-18 to 1-1-19
>Open Enrollment on-line DBM/DoIT Oct. 2017, Oct. 2018
>Life Event Changes on-line DBM/DoIT 1-1-18
>Life Event Changes on-line Statewide, SPMS and Non-SPMS, 1-1-19

HR Impacts-generally, when you delay an HR event in Workday, you will be delaying pay and benefits

        LOA, Armed Services Leave

        Retiree Status

        Benefit Only Reasons in Events

Training:

        DBM/DoIT, Aug 31

        SPMS Webinars, Sept. 7 and 11

        Hub on-line training, Sept. 5

        Refresher Training and Certifications: FY 18, Dates to come

Questions/Issues

The conference call information is below. Please forward this email to anyone who would benefit this information.

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Conference Call Number: 1-866-886-3165
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To: HRC and HRP Users
CC: HR Directors, SPS Team