

SPS Workday User Group Conference Call Meeting  
January 22, 2016 11:00  
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.

## **Alerts/Info:**

### **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.

- January, 1/22/16 at 11:00
- February, 2/24/16 at 2:00

### **Employee Campaign ending...but not over, planning required for support calls**

Look for more info from the Change Team on this in the coming weeks.

### **HR/Workday Tips**

**Retirement Code**, just want to mention this again, make sure you audit this field through the SPMS current employee details report.

### **MS-310 Work History in Workday**

The work history from the legacy MS-310 system, is still in Workday...with the latest Workday release, it is just a couple of additional clicks away. When on the Worker History tab, click on View Worker History By Category, then click on Staffing and Compensation from Prior System. This history is available for all active employees at the time of go live and for employees that had been terminated after November 2007. For those employees who left employment prior to November 2007, RUMBA can be used to research employment history.

### **Personal Information and Onboarding**

If an employee hasn't completed the Onboarding, this may interfere with the employee trying to Edit the Personal information through their Profile. Check the Worklet for the Onboarding Summary Status for all status for your onboarding employees.

## **Preparing for Go-Live of SPS Time and Attendance**

Timekeeping is scheduled to go live March 2016. There are many tasks to complete in the background in order to have a smooth successful launch:

- Checking the Time Off Service Dates
- Correcting any issues with employee job profiles for cash overtime eligibility
- Need emails in Workday for the Timekeeping roles for the Hub
- Added CC to designate the Cost Center Hierarchy in the sup org lists
- If we find sup org issues in your agency, we will be contacting you for more information, so we can correct these issues

**User Acceptance Testing (UAT)** has started with 20 Agencies for Timekeeping/Absence/Payroll. User Acceptance Testing (UAT) is an important part in the readiness and acceptance of SPS Workday Time and Attendance UAT is performed to get additional feedback from users who will use SPS Workday Timekeeping, to assist the team with making final adjustments to business process and business rules in the system, and to gather information about 'real-world' use of the system. Our goal is to assess and confirm that the system can support the day-to-day business of Agencies and user scenarios and ensure that the development team has implemented business process in a way that is clear for employees to understand and perform. Keep in mind that we are not re-creating our current timekeeping systems, we are implementing a new system that will use the latest technology and best practices to gain efficiencies.

## **New Reports**

Check out the list of reports on the SPS website, try them out and send us any feedback through a SPS Ticket

## **Topics for Discussion/Training:**

Training Registration has started for the HRC, Timekeepers, Timekeeper Approvers and Payroll Partners---Please ask your HR Director or your agency lead if you haven't gotten info on this.

We will not have new HRC training in Feb and March due to the Timekeeping/Payroll Training.

## **Questions/Issues**

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

*SPS Workday Sept Updates Conference Call*

1/22/16, 11:00 – 12:00

Conference Call Number: 1-866-886-3165

Conference Code: 9875145991

To: HRC and HRP Users

CC: HR Directors, SPS Team