

SPS Workday User Group Conference Call Meeting
May 24, 2017 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.

June 29, 1:00
July 26, 10:00
August 29, 1:00

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

HR/Workday Info/Tips

Pending Events and On-Boarding Documents

We are finding that some agency HRCs are not approving in box events that come to them for personal information changes. If an employee submits an address change, it goes to the HRC. If the HRC doesn't review and approve it, it stays in a pending status and will appear that the employee does not have an address. This could significantly impact benefits related information, union information, etc. Please complete the items in your in box. If you do not know what to do with something, ask your HR staff at your agency, ask at these calls, the payroll calls on Monday, etc.

We have a new report that will be available later today to assist HRCs with on boarding documents

SPMS Onboarding Status Summary

You can use this report to filter on the more important parts of the onboarding process and complete those first. The previous status report groups all pending events for each employee and could not be filtered on each pending item.

Error Email Link/Check List for Contractual File:

We are putting a check list together, to include as a link on the error emails. This will list each item that the HRC should review for each errored event. We will let you know when the link is in place. You will also be able to find the link on the SPS Help Center under the HR materials.

Comp Time Expiration for SPMS Agencies in the May 2016 Workday Timekeeping Go-Live (All SPMS Agencies except DBM, DoIT and DPSCS)

UPDATE:

We have had a change in the original expiry plan. We have adjusted the comp time expiry so that it will occur at the end of each pay period instead of the beginning as originally planned.

The comp time expiry will occur at the end of this pay period, May 24 - June 6, for the agencies that had their Timekeeping Go-Live in May 2016. This is a reminder that compensatory time expires one year from the time it is earned if it is not used within the one year time period. As you may recall, with the Workday Timekeeping Go-Live in May 2016, we allowed all comp time balances to be converted into Workday. Employees were allowed to use this balance during the first year in Workday Timekeeping. We have adjusted to loss of expired comp time to the end of the pay period. **As of June 6, 2017**, comp time in the initial go-live balance converted to Workday or comp time earned on or before June 7, 2016 will be expiring. This information does not apply to DBM, DoIT or DPSCS agency employees due to their different go-live dates. Please discuss your agency plan for distributing this information to employees with your Agency HR Director.

IMPORTANT CHANGE TO “EARN AND BURN” COMP TIME IN THE SAME PAY PERIOD:

As part of the changes for the Compensatory Time Expiry, we have had to adjust the “Earn and Burn” process calculation.

As a reminder, full-time Exempt employees must maintain balanced workweeks in order to maintain their full-time employment status. Ideally, full-time Exempt employees who wish to work a compressed/modified workweek will have 40 hours in each workweek; however, the employee and supervisor may agree for the use and earning of compensatory time to accommodate unbalanced workweek scheduled hours. This flexibility will permit a full-time Exempt employee to work more than 40 hours in week 1 of the pay period and use compensatory hours in week 2 to balance out the workweeks.

The “earn and burn” for compensatory time will no longer work within the same pay period. As noted above, the employee and supervisor may agree for the earning and use of compensatory time, so that the employee can account for balanced workweeks. To do this, the employee will have to have an available compensatory time balance from the previous pay period to use the leave time in the current pay period. This practice will still allow flexibility in work hours for Exempt employees, including individuals on compressed or modified work schedules. These employees still must account for 40-hour

workweeks in each pay period as before, either by work hours or the use of leave time. These schedules must be agreed upon by the supervisor or as governed by agency policy.

If your agency has employees that had used the "Earn and Burn" Compensatory process, please make them aware of this change. The employee must use compensatory time that was earned in a previous pay period in the current pay period, to account for the 40 hours of each work week. In turn, the employee will earn compensatory time for additional hours as appropriate.

Alert Re-Cap

Today's Alert on Comp Time Expiry and Earn and Burn Process.

New Reports

Working on multi employee comp time expiry report and MS-22 reporting for sup orgs and job profiles.

Topics for Discussion/Training:

Feedback on On-Line Payroll and TK training....this is available for the mandatory training required for these roles.

BARS Update, HR staff should reach out to agency budget staff on the specifics of how this will change their budget processes.

Benefits Update this week for ABCs and HR Directors.

Questions/Issues

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

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To: HRC and HRP Users

CC: HR Directors, SPS Team