SPS Workday User Group Conference Call Meeting
November 18, 2015, 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.

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.

- November, 11/18/15 at 1:00
- December, 12/15/15 at 10:00

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

HR/Workday Tips

Retirement Code
All employees should have a Retirement Code in Workday. For employees that are not eligible for a State Retirement Plan, the code should be 00-Not Eligible. A missing or blank Retirement Code means the employee is not having Retirement deductions withheld from their pay. These missed deductions must be paid back and can be a hardship to the employee if the problem has gone unnoticed for a long period of time.

Retirement Code, as an "Assign Organizations", should be reviewed prior to starting the Hiring Event in Workday. This is also the point that all other position attributes should be reviewed and corrected if necessary. The Retirement Code, the Check Distribution Code, Fund Code, Cost Center, Bargaining Status, etc. should be accurate prior to the start of the Hire Event. Incorrect information can cause delays in pay and other issues for the employee. Please also make sure your HR staff is checking this information as new employees are hired. Once the Hire Event is submitted, the HR Coordinator should verify all employee and compensation information, so that any issues can be caught at that point and corrected. HR staff can run the SPMS Current Employee Details Report to see if any current employees are missing a retirement code. This report should be run periodically for auditing all employee/position data. You may also want to remind new employees to check their first few paychecks to make sure all the appropriate withholdings are correct and have the employees report any issues to a specific person on your staff for corrective action.

Researching Worker and BP History
Please make sure you are checking the Worker History and Position History before submitting an SPS Help Ticket. You can get to the Worker History by going to the employee's profile and Worker History is a tab there, you may have to click on the More tab to show a dropdown list of additional tabs. The position history is found by PIN, in the search box, click enter and All of Workday and the position will be listed. Once you are on the

position page, you can click on Position Restriction row and the Business Process History will be a tab, click the tab and you will scroll to the bottom of the screen. Here you will find events on the position.

In Box, not always an action waiting
Some steps in the HR events do not start automatically from your In Box. Please make sure you are following the step by step Job Aids to make sure you are completing all steps in an HR Transaction.

Move Worker, New Tools
As part of the Timekeeping Go-Live, we have updated the Move Worker Form and added a Decision Tree to help agencies to know when a Move Worker is the correct action required. Please check out these new tools on the SPS website, under HR Transaction Resources.

Onboarding Changes, Service Fee Memo Revised
Just updated this memo on the on-boarding, and have added an *Employee Onboarding Guide for HR Staff - 9/25/15* under the Staffing Job Aids. We are also planning to discontinue the use of the Min. Qualifications and Education form in the on-boarding process in Workday. Please see the December HR User Group Notes for more information, this was discussed at the December call.

New Reports
Check out the list of reports on the SPS website, try them out and send us any feedback through a SPS Ticket. We have been working with the Office of Legislative Audits, to produce more statewide reports to lessen the need for reports from each agency.

Topics for Discussion/Training:
New HRC/HRP Training on Dec. 3 and 4

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
11/18/15, 1:00 – 2:00
Conference Call Number: 1-866-886-3165
Conference Code: 9875145991

To: HRC and HRP Users
CC: HR Directors, SPS Team