

—SPS ALERT—

SPS Alert 129: HRC and HR Partners

Release date: 12/16/2019

As you know, we are using the adjusted Entry-On-Duty date (i.e., the “Continuous Service Date” field in Workday) to determine an employee’s appropriate PEP cycle. Please be aware that as a result of this change, some employees may experience a change in their PEP cycle in December 2019, whereas if they were previously due an end-cycle PEP in December, they may now be due a mid-cycle PEP in December and visa-versa.

We have rescinded and reloaded completed PEPs to allow for this new validation. You may see a rescind in your in box. We will notify your agency regarding any PEPs that were for the incorrect period and that need to be corrected by the agency.

We have made the change in Workday so that you will only be allowed to select the correct PEP Review template.

If you believe that the PEP Review template available is incorrect, or if you have any other questions, please contact Sheryl Hagood at 410-767-4976.

Important: We will notify any agency who completed the PEP between 11/27-12/13 using the ***incorrect template*** for December 2019. It will be rescinded and the ***agency will be responsible for re-entering it on the correct PEP.***
