SPS ALERT

SPS Alert 134:

HR, Timekeeping, Payroll and Benefits Updates

Release date: 2/13/2020

Important Dates Coming Up

All Agencies: Training Dates

- SPS-BEN-301A-Processing Employee Benefits in Workday: 2/20/2020, 3/19/2020, 4/16/2020 for New ABCs Only. This process starts with the submission of the Security Form for ABC access.

SPMS ONLY: Training Dates

- SPS-POS-201, Processing Personnel Transactions in Workday: 2/27/20, 3/26/20, 4/23/20, 5/28/20, 6/25/20, 7/30/20 for new HRCs.

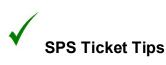**SPMS ONLY:** Timekeeping and Payroll Quarterly Update Calls

- Quarterly schedule (March, June, October and December). The agencies will be advised in advance of the dates and time by the Payroll Consolidation Unit (PCU).

FOR ALL AGENCIES

✓ **Common Benefit Issues for Employees**

- When making benefit plan changes, employees must select the dependents they want covered in the new plan. The dependents **are not** automatically selected based on previous coverage. Employees should be encouraged to check all dependent information and coverage before submitting a benefit event. Agencies can also encourage employees to use the step by step instructions at this link https://dbm.maryland.gov/sps/Documents/Complete%20Your%20Open%20Enrollment%20Elections%20-%20Employees.pdf

- Flexible Spending Accounts: Dependent Care FSA vs Healthcare FSA, please make sure that employees understand that *Dependent Care FSA* is for dependent daycare expenses, **not** medical expenses. FSA for employees and/or family members' healthcare expenses not paid by insurance is called *Healthcare FSA.*

- ABCs <u>must</u> run the *SPS Benefit Open Enrollment Events – Employees* report and the *SPS Benefit Open Election Events – Employees* report weekly to assist employees with their benefit events. Open Enrollment 2020 events are still being processed for employees that had a Life event or Job Change event that occurred in December 2019. These multiple events can be confusing, but left incomplete will cause benefit issues for the employee or their dependents. ABCs can see events "sent back" to employees for incomplete documentation or elections; if you see an employee has not responded or taken action please follow-up with them before the event closes out and the employees loses the opportunity to complete their enrollment.

- Employees should be reminded to check their **work and/or personal/home email addresses in SPS**, and to update them through the correct agency procedure. Email is used for benefit event notifications in SPS.

✓ **SPS Ticket Tips**

- For employee benefit issues, agency staff should research issues as much as possible including discussions with the HRCs about HR events that may have caused a problem. Having more information about the issue in the ticket will help it be resolved more quickly.

- Make sure your agency doesn't already have a ticket submitted for the same employee issue. Coordination between ABCs and HRCs is best.

✓ **Workday 2020 Release 1**

As you may know, Workday has two major releases per year. We will be reviewing the upcoming release for any impacts to our SPS Processes. The new release will be live on March 8th. If necessary, we will schedule a webex to review any changes as we get closer to this date. Look for more information to come.

FOR ALL SPMS and CPBI AGENCIES

✓ **REMINDERs: FOR ALL HRCs (SPMS and CPBI Agencies)**

- Please make sure you are completing all HR events in a timely manner and to the final completion for the event. We are seeing delays of Benefit events due to these reasons:
    - No *Add Retiree Status* event after terminations for Retirees
    - Incomplete Hire events, not all steps are fully completed
    - Changing an FTE for a new employee **after** the Hire event was completed
    - Personal Info not completed for a new employee
- Benefit Vendor errors are created by issues with the HR events for new employees and employees moving from one agency/job to another. Please be aware of the following issues:
    - *Primary Switch events* <u>cannot be cancelled</u>, HRCs can select **Skip** if the is no preference for the primary job. Cancelling this event will prevent the correct benefit event for the employee.
    - *Onboarding events* cannot be cancelled, and must be completed in a timely manner to avoid benefit delays
    - *Home addresses* must be accurate and without additional rows or spaces, special characters, etc.
    - Employees that held Contractual positions and are returning to state employment are **<u>NOT</u>** Reinstatement Candidates; only previous State Regular employment is considered for reinstatement purposes---please use the correct event reasons for all HR transactions.

✓ **NEW: Transfers**

The job aid for the Transfer process in Workday has been updated with information to assist HRCs and HRPs and can be found here: https://dbm.maryland.gov/sps/Documents/Change_Job-Transfer.pdf

<u>**Note:**</u>

- HR events must have the correct reason selected in order for employees to get the appropriate or any corresponding Benefit event. There are new validations in SPS that will show an error if the HRC selects the incorrect combination of data for these events.
- The transfer reason *"Contractual Transfer (non-*

conversion)" is now titled *"Transfer (non-conversion)".* The new chart in the job aid summarizes which type of transfer should be used depending on the type of position the employee is moving to and from.

- These changes were made to reduce incorrect "transfer" reasons that impact Benefit events for employees.

For ALL SPMS Agencies:

✓ **NEW: HR Professional Certification Test**

The HRPC test has been assigned to SPMS employees who are in a HR Professional series, as well as those who perform professional level HR work. Within six months of appointment to a position in an HR professional series or to a position that performs professional level HR work, employees are required to obtain certification in the State Personnel Management System policies and procedures and in the functionality of the Statewide Personnel System, with recertification every six months thereafter.

The due date for the completion of the test is May 31, 2020. Please log into the HUB and confirm your HRPC test is in your Active transcript.

✓ **REMINDER: New Salary Schedules and Compensation Event**

As you know, we have two additional salary schedules that were effective Jan. 1, 2020.

Salary Schedule For Bargaining Unit Employees In Units A, B, C, D, F And H Employees

Correctional Salary Schedule - Unit H

To ensure the correct default salary schedule, the employee/position must have the correct *Bargaining Status (Yes or No)* and the correct *Job Family Group/Bargaining Unit (A, B, C, etc.)*. This information must be checked and confirmed before starting the Hire or Compensation event for any employee. HRCs will get an error message when attempting to select a salary from the incorrect salary schedule. However, if the Bargaining Status is incorrect for the employee, the default salary will be incorrect as well.

HRCs, HRPs and AAPs should review the proposed compensation for accuracy, that the salary schedule matches the bargaining status for the employee.

For Promotional Hires, Demotions and Transfers events for

employees moving from one bargaining unit to another or for employees moving from excluded to included positions or vice versa, HR staff must check the salary before offers are made to ensure that the correct salary schedule is used.

For retroactive compensation events, please make sure the appropriate additional events are processed to get the employee to the correct salary effective 1-1-20. Please see the Retro Compensation Guide for examples:

https://dbm.maryland.gov/sps/Documents/Retro_Compensation_Guide.pdf