

—SPS ALERT—

SPS Alert 145: HR, Timekeeping, Payroll and Benefits Updates

Release date: 4/3/2020

Important Dates Coming Up

All Agencies: Training Dates-**All In-Person Training Cancelled Until Further Notice**

- SPS-BEN-301A-Processing Employee Benefits in Workday: 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- **All In-Person Training Cancelled Until Further Notice**

- SPS-POS-201, Processing Personnel Transactions in Workday: 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

SPS Help and Customer Service

Employees should be given specific instructions regarding your agency's process for getting assistance with the following activities. **Non-SPMS agencies** should continue to provide the password reset assistance to their employees as required, and make sure employees are aware of any new process.

For SPS and Hub password resets for SPMS employees and retirees, employees and retirees may email their name and contact number to:

Shared.Services@maryland.gov

Staff will call the employee and start the process as usual to verify identity, etc.

For Benefits Customer Service Desk calls, employees may use the email address below instead of calling the Benefits Customer Service Desk.

EBD.Mail@Maryland.gov

SPS Help Tickets continue as usual for HR, Payroll, Timekeeping, and Benefits support staff only. Employees must go through their agency support staff as the first resource for a resolution. Agencies should give their employees specific instructions on how to reach the agency support staff during this period.

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. This is more important during this period, as staff may be overwhelmed with additional requests due to the remote work situations.
- Make sure your agency doesn't already have a ticket submitted for the same employee issue. Coordination between ABCs and HRCs is best.

FOR ALL SPMS and CPBI AGENCIES

REMINDERS: FOR ALL HRCs (SPMS and CPBI Agencies)

HR Event Processing Schedules

The CPB Processing Schedule remains the same. Please make sure you are referring to the schedule to reduce delays in pay for new employees. If there are any changes, we will notify all agencies.

For ALL SPMS Agencies:

Elevated Level II Status under the Pandemic Flu and Other Infectious Diseases Attendance and Leave Policy

SPS Timekeeping/Payroll

Timekeeping submission and approval schedules remain the same, as well as the Agency Payroll Schedules. Agencies should make sure employees and supervisors are completing and approving timesheets as usual.

For time entry and approval, SPS Workday is available through any internet connection

at <https://wd5.myworkday.com/wday/authgwy/stateofmaryland/login.html>

NEW COVID-19 Response Pay

Eligible employees will receive a COVID-19 Response Pay differential of \$3.13 for each hour actually worked or approximately \$250 a pay period. While paid time off will not count for the purposes of determining the employee's COVID-19 Response Pay, if an employee works additional shifts during the pay period, the employee will receive the COVID-19 Response Pay differential for each additional hour worked.

We anticipate that employees working in 24/7 operations within the Departments of Health, Juvenile Services, and Public Safety and Correctional Services (DPSCS), as well as all sworn police officers and State firefighters will be eligible to receive COVID-19 Response Pay. Additionally, certain employees within the Department of Human Services and DPSCS who are required to intermittently perform "field work" also will be eligible for COVID-19 Response Pay, but only when performing field work that requires the employee to be in close, prolonged contact with clients of the State. An employee will not receive COVID-19 Response Pay for performing duties in an office setting or while teleworking.

Employees who are required to work in designated "quarantine areas," where inmates, youth, patients, or wards of the State have been placed in isolation will receive Elevated COVID-19 Response Pay of an additional \$2.00 per hour for each hour actually worked in the isolation or "quarantine area", for a total of \$5.13 per hour.

[COVID 19 Response Pay Job Aid 040320.pdf](#)

NEW Federal Law:

As part of the Families First Coronavirus Response Act (FFCRA) – Effective April 1, 2020, there is a new expanded FMLA and a new emergency paid sick leave to deal with employee absences during this crisis.

Effective from April 1, 2020 through December 31, 2020. There are two provisions that you need to be aware of, as they offer additional protected leave options for regular, contractual and temporary State employees.

NEW Expanded FMLA

The Expanded FMLA provides up to 12 weeks of job protected leave for employees who are unable to work due to ***caring for a child if the child's school or child care provider/facility is unavailable due to the public health***

emergency. The first 10 days (2 weeks) is unpaid and the remainder is paid at 2/3 the employee's salary. Employees must be employed for 30 calendar days immediately prior to the day leave would begin in order to be eligible. **It should be noted that the 12 week entitlement is off-set by any other FMLA previously used in the previous 12 months.**

[Expanded FMLA_JobAide.pdf](#)

NEW Emergency Paid Sick Leave (EPSL)

The EPSL provides up to 80 hours (10 days) of paid leave for employees who are impacted by COVID-19 by way of an illness or mandated quarantine or isolation, or if caring for an individual impacted by COVID-19. There is no waiting period to qualify for EPSL and employees are not required to use their other available leave prior to EPSL, although they may choose to. Employees will be paid either 100% of their salary, or 2/3 of the salary, depending on the reason for the absence.

The details are listed here and the Job Aid for using this leave in SPS are attached.

Full-time employees: eligible for 80 hours (10 days)

Part-time employees: eligible for the number of hours that the employee is normally scheduled to work over that period, 2 weeks

Paid amount: 100% pay rate for reasons (1), (2), and (3) under qualifying reasons.

Paid amount: 2/3 pay rate for reasons (4), (5), and (6) under qualifying reasons.

Qualifying Reasons

Full Pay:

- (1) Employee is subject to Federal, State or local quarantine or isolation order related to COVID-19
- (2) Employee has been advised by a health care provider to self-quarantine related to COVID-19
- (3) Employee is experiencing symptoms of COVID-19 and is seeking medical diagnosis

2/3 Pay:

- (4) Employee is caring for an individual subject to an order described in (1) or self-quarantined described in (2)
 - (5) Employee is caring for son or daughter whose school or place
-

of care is closed, or child care provider unavailable, due to COVID-19 precautions

(6) Employee is experiencing similar conditions as specified by Secretary of HHS, in consultation with Secretaries of Labor and Treasury

Note: Employees may use this leave during first 10 unpaid days under expanded FMLA

[Emergency Paid Sick Leave Time Off Job Aid.pdf](#)

NEW Reporting

SPMS Time Off Report

Use to report on employees that are using the COVID-19 Admin Leave time offs, when running you want to select all of the COVID time off types to cover State Reg, Contractual and Temporary employees.

SPMS Time Off Report Actions

Supervisory Organization *

Start Date *

End Date *

Time Off

- COVID-19 Admin Leave for Contract (Calendar) Time Off
- COVID-19 Admin Leave for Contract (Elapsed) Time Off
- COVID-19 Admin Leave for Contract (Timesheet) Time Off
- COVID-19 Admin Leave for Regular (Calendar) Time Off
- COVID-19 Admin Leave for Regular (Elapsed) Time Off

[MORE \(4\)](#)

Or for the New Emergency Paid Sick Leave Time Offs and Expanded FMLA Time Offs

SPMS Time Off Report

Actions

Supervisory Organization *	<input type="text" value="x Department of Budget and Management"/>
Start Date *	<input type="text" value="04 / 01 / 2020"/>
End Date *	<input type="text" value="04 / 07 / 2020"/>
Time Off	<input type="text" value="x Emergency Paid Sick Leave 2/3 Pay Time off (Timesheet)"/> <input type="text" value="x Emergency Paid Sick Leave Full Pay Time off (Timesheet)"/>
Worker	<input type="text"/>

SPMS Workers On Expanded FMLA Leave (LOA Events)

Use to report on employees that are using the Expanded FMLA Leave of Absence (LOA) event.

REMINDER: Compressed Workweek for Flexible Telework

As part of flexible teleworking, there is no additional action to be taken for employees that already work and are designated for Compressed or Modified Work Schedules.

Employees who are not currently on Compressed or Modified Work Week Schedules, but want to work various hours per day and/or weekend hours that they do **not** usually work will need to have the Compressed Schedule ID added in Workday by their HRC. After the Compressed Schedule ID is added, then the employee can complete the timesheet for the hours worked no matter when they occur. Please see the attached job aids regarding Compressed or Modified Schedules.

REMINDERS for Compressed or Modified Schedules:

For **exempt employees**, this process would allow the employee to work unusual hours without the system calculating comp time based on an 8 hour workday; and if the employee worked beyond their normal hours, the employee would record the time worked and the comp hours.

For **non-exempt employees**, employees must stay within the 40 hours per work week, so as not to have an OT situation as a result of flexible scheduling.

Please keep in mind, those employees added to a compressed or modified schedule while we are at Elevated Level II status, should be returned to at the conclusion of the period to prevent future pay

and leave errors.

Regardless of the schedule the employees work, they must account for the total hours based on their percentage employed, whether they work, used paid leave, or leave without pay.

REMINDER: Advanced Sick Leave Policy and the Pandemic Flu and Other Infectious Diseases Attendance and Leave Policy

These policies are now in effect and may be found at the following links:

<https://dbm.maryland.gov/employees/Documents/Policies/advancedSickLeavePolicy.pdf>

<https://dbm.maryland.gov/employees/Documents/PandemicFluAttendanceLeavePolicy.pdf>

For SPS Workday Time Off entry in a situation where the employee has exhausted all their own paid leave, paid leave time will be made available in accordance with the Advanced Sick Leave and Pandemic Flu and Other Infectious Diseases Attendance and Leave Policies. Advanced Sick Leave must be paid back by the employee when they return to work, in accordance with the Advanced Leave Policy.

Timekeepers do not have to grant this leave before an employee can use it. The employee must request this leave through the supervisor and HR staff, using the DBM Forms provided. The form will be posted by Monday afternoon, prior to the contractual pay period ending.

All employees are eligible for this type of advanced sick leave. The time off codes are as follows, depending on the employee type and FTE (accrual of paid leave or not):

State Regular 50% and Over FTE; Temporary 75% and Over FTE

Sick-Advance (Timesheet)

zFMLA Intermittent Sick Leave Advanced Time Off (Timesheet)

Regular Under 50% FTE

Advanced Sick Reg under 50% Time Off (**State** Timesheet)

zFMLA Intermittent Advanced Sick Reg 50% Time Off (Timesheet)

Contractuals 75% and Over FTE

Advance Sick for Contract Time Off (Timesheet)

zFMLA Intermittent Advance Sick for Contract Time Off (Timesheet)

Contractuals Under 75% FTE

Advance Sick for Contract under 75% Time Off (Timesheet)

zFMLA Intermittent Advance Sick for Contract under 75% Time Off (Timesheet)

Temporary Under 75% FTE

Advance Sick for Temp TE under 75% Time Off (Timesheet)

zFMLA Intermittent Advance Sick for Temp TE under 75% Time Off (Timesheet)

REMINDER: Elevated Level II SPS Workday Timekeeping Instructions

For All Employees:

SPS Workday Time Entry for Elevated Level II status:

Employees who are able to **work remotely** complete SPS timesheets as usual, but also will use the “remote work” worktags as appropriate.

Employees who are **working at their agency worksite** complete timesheets as usual, unless specifically directed to use any other time entry code or worktag.

Employees who are **not Emergency Essential or Mission Critical but cannot perform their jobs remotely**, will be on a paid administrative leave---Time Off Code called **COVID-19 Admin Leave (Timesheet) Time Off**. The timesheet will need to be saved, submitted and approved in order to be given credit for this time off.
