

# —SPS ALERT—

## Special Alert 174: HR, Timekeeping, Payroll and Benefits Updates

*Release date: 5/18/2021*

### Important Dates Coming Up

**All Agencies:** Training Dates-Next scheduled date for virtual training: TBD

- SPS-BEN-301A-Processing Employee Benefits in Workday for New ABCs Only. This process starts with the submission of the Security Form for ABC access.

### SPMS ONLY:

- SPS-POS-201, Processing Personnel Transactions in Workday for new HRCs training dates:

May 25 & 27, June 22 & 24, July 27 & 29

Note: We have modified the format of the POS 201 Processing Personnel Transactions in Workday training to virtual classroom setting. This will be a 2 day/half day training, 9am to 1pm each day, with one to two hours of lab work following the training. If you are required to take this training, then it should already be assigned to your HUB Active transcripts. Please log into the HUB and register for the training session date through your HUB Active transcripts.

- SPS – HR Topic: Managing Positions and Employee Job Changes
  - Prerequisite: SPS POS 201 (with CURRENT ROLE). This training is for HRCs and HR partners and will cover various Job Change processes in detail. This course will be offered annually and updated each time. Topics to be covered include: basic guidelines and standards, various Edit Position Restriction processes, costing allocation maintenance, changes to organization assignments and other related areas. Group interactive discussions will be the format until in person sessions become an option.

Registration is through the HUB. Please sign into the HUB and click on the link below. You can also search for the training by the training title.

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June 17, 2021 and July 15, 2021; 8:30am to 12:30pm: Participation is limited, the training is one class only so only sign up for one date.

## For ALL Agencies:

### IMPORTANT REMINDERS

- ***New Contracts for 90 days or less—Impacts to Benefit Eligibility***

This is a reminder that if your agency completes contracts on a fiscal year basis and you hire a new contractual employee between April 1 and June 29 and the contract end date is June 30, because the contract is 90 days or less, the employee will not be eligible for Benefits. If you intend to hire the employee for more than 90 days, you should expand the **contract end date** to the next fiscal year end. This only occurs when it is a new employee that is hired 90 days or less from the end of the fiscal year and will make the employee eligible for benefits based on their Hire Date.

For SPMS and CPBI agencies, if you need to make a correction to the original end date, please submit an SPS Support ticket. For Benefit Only agencies, please send your updated contract info in the next Delta File as usual.

Example: Your new contract employee starts May 1, 2021, and your usual end date is June 30, 2021

If you would usually renew the contract on July 1, 2021 for an entire year, the original contract should be as follows:

Contract start date: May 1, 2021

Contract end date: June 30, 2022

### IMPORTANT NEWS

- **OneLogin Campaign**

We will be starting a campaign to assist employees to reduce issue with their SPS logins. This campaign will lead up to the Fall Benefits Open Enrollment. We want to make sure employees have:

- At least 2 security factors set up for their login
  - Information regarding resetting their password through OneLogin
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- Have at least one email address in SPS for the OneLogin process

Agency HR offices can assist in the process by making sure all employees have at least one email address for their employees. The **SPMS Benefit Readiness Audit** report or the **SPMS Benefit Readiness Audit Missing Data** report can help agencies identify employees who need to update their information.

## For SPMS Agencies:

### IMPORTANT NEWS

- **COVID-19 Vaccination Incentive Tracking**

Please review the job aid link below for HRCs to enter the vaccination data for employees that submit the appropriate documentation.

Please make sure you are completing the correct vaccination or exception option and the correct date field. We are seeing HRCs completing more than one date for employees---***there should only be either: a vaccination date or an exception approval date***

DBM will process the One-Time Payment Incentive for employees that have the appropriate information in SPS. At each pay period end, employees with completed data for the vaccination or exception will be processed for the incentive. ***Agencies will not process the incentive payments.***

After the pay period end, DBM will complete the Incentive pay check box and the PPE date of the payment for all employees paid in that pay period.

Agency HR can run the SPMS COVID Vaccination Data report by Sup Org, to review all of the vaccination data to date.

[COVID 19 Vaccination Incentive for SPS Tracking and Payment](#)

- **PEP Template for June 30 Mid and End Cycles**
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The new PEP Templates and Reports will be available in SPS on June 1, 2021. Please make sure that you are using the correct template before entering data for employees.

- **MDTRN – Interviews: Panels and Processes**

Effective May 1, 2021 the Department of Budget and Management, Office of Personnel Services and Benefits will require Interview Panel Training for all managers and supervisors in the State Personnel Management System who will be participating on interview panels and selection committees. This training will be mandatory to ensure that State resources participating in the process are familiar with the laws, policies and practices necessary to ensure a fair and equitable opportunity for all candidates applying for SPMS positions.

There will be an initial 3-month period to complete the training, which will be available on the SPS HUB, titled **MDTRN - Interviews: Panels and Processes**. Once completed, an update of training will be required every 2 years. New supervisors and managers will need to take the course when they are hired into a position unless they have already completed the training in a former capacity in the SPMS.

Managers and supervisors who supervise a filled PIN will have the training automatically assigned to them. All others can search for the training in the HUB using the Search field. Managers can also use the search field to assign the training to immediate subordinates.

## REMINDER

- **Quarterly SPS Role Audit, April 1<sup>st</sup> report Review**

On April 1<sup>st</sup> a report of your employee support roles was delivered to the Agency HR Director in their My Reports in Workday. This report must be downloaded and reviewed, and any changes/deletions must be submitted to [Shared.Services@maryland.gov](mailto:Shared.Services@maryland.gov) via the Security Form. Since this is a quarterly report, we ask each agency to notify us of their receipt of the report and the completion of the agency review. DBM keeps track of this information for the Legislative Auditors. The Agency receipt and completion of the review must be sent to the [Shared.Services@maryland.gov](mailto:Shared.Services@maryland.gov) email address with the **Subject: Quarterly SPS Audit Review**. If you haven't sent in your notification to us, please do so as soon as possible.

If your agency HR services are handled by DBM, your agency report is delivered to your HR Representative at DBM. If you have

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any questions about your agency support roles, please discuss with your assigned HR Representative at DBM.

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