

—SPS ALERT—

Special Alert 177: HR, Timekeeping, Payroll and Benefits Updates

Release date: 7/8/2021

Important Dates Coming Up

All Agencies: ABC 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:

July 29, beginning in July, we will go back to in-person training in the DBM Baltimore location

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.

[SPS - HR Topic: Job Changes \(for current SPMS HRCs and HR Partners ONLY\)](#)

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

- **SPS Work and Home Email Addresses**

A reminder that SPS communicates with employees through email addresses. It is important that all employees have at least one email address in SPS. Please run the **SPMS Benefit Readiness Audit Missing Data** report to identify employees that have missing data.

- **OneLogin, at least two security factor methods**

Recently, AT&T users had trouble getting into SPS due to a phone carrier issue that did not allow the One Time Passcode text message to be delivered. Employees that had only this method set up had to call the Help Desk to gain access.

All employee should make sure that they have at least two methods set up. The Options are:

- Test Message (SMS)
- Email Message
- Security Questions
- OneLogin Protect

Here is a link to the Quick Guide for adding additional methods. You can set up all four if you like, this way if there are issues with one method, you can easily select a new option right from the One Time Passcode screen---no need to call the Help Desk!

[Adding a second MultiFactor Authentication Factor to OneLogin](#)

For SPMS Agencies:

IMPORTANT NEWS

- **JobAps Move to OneLogin Completed**

We have completed the JobAps move to OneLogin. Access to JobAps is only available through OneLogin. Please remember that users must be on the State network or using the VPN to access

JobAps. Additionally, all JobAps support users should make sure their work email address is correct in SPS and keep it up to date with any changes. For access issues, please contact the SPS Help Desk at 410-767-4112.

- **Quarterly SPS Role Audit, July 1st report Review**

On July 1st the new 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 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 email address with the **Subject: Quarterly SPS Audit Review**.

If your agency HR services are handled by DBM, your agency report is delivered to your HR Representative at DBM. If you have any questions about your agency support roles, please discuss with your assigned HR Representative at DBM.

- **July 1st Compensation Changes for SPMS ONLY**

Effective July 1, 2021, the minimum wage for SPMS employees will increase to \$15.00 per hour. While past minimum wage increases had no impact on the Standard Salary Schedule (STD), this increase effects the base rate and annual salary of grade 0005 through grade 0009 on the STD and the alternative Standard Salary Schedule (ASTD) for bargaining units A, B, C, D, F and H. Consequently, the minimum annual salary for these grades for both schedules will be adjusted to \$31,286.

Schedules can be found at this link:

<https://www.marylandtaxes.gov/statepayroll/salary-scales.php>

- **PEPs Due in SPS by July 31, 2021**

Please be aware that all mid and end cycle PEPs are due by July 31, 2021 for the performance period that ended June 30, 2021.

REMINDERS

- **COVID-19 Vaccination Incentive Tracking**

We are having some issues with the employee data that may cause employees to be overpaid or not paid the incentive as they should. HRCs should make sure they are only completing the required information for each employee, not filling in or marking the check box, etc.

If you haven't already, please review the job aid link below for HRCs to enter the vaccination data for employees that submit the appropriate documentation

We are still seeing the following issues:

- Agencies completing both a vaccination date and an exception approval date. There should only be ***one or the other***--- the exception approval date is for employees **that do not get a vaccination ONLY**.
- Please **do not** fill in a PPE payment date; DBM will complete this when the payment is processed. ***Agencies will not process the incentive payments.***
- Please **do not remove** the "Y" for Incentive Received. If there is a problem or if the incentive needs to be removed please submit a ticket so Payroll and Shared Services is aware of the issue.

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

- **HRPC Due Date June 1, 2021**

The HRPC test is required for certain HR positions and is assigned every 6 months, as stated on the MS-22. The HRPC test for the first half of 2021 was due June 1, 2021. Some of you received past due emails to complete the test no later than **Friday, July 9, 2021**. If you have not completed the test, please log into your HUB account and complete it immediately.
