

—SPS ALERT—

Special Alert 184: HR, Timekeeping, Payroll and Benefits Updates

Release date: 10/20/2021

As a follow up to Cindy Kollner's memo sent on October 19, 2021, below are instructions on how to designate the appropriate HRPC test to employees.

We are in the process of assigning the HRPC test in the HUB to employees within certain HR job profiles. These job profiles require them to complete and pass the test twice a year. There are several versions of the test, depending on the main functions of their jobs.

The test version are:

- HR Generalist
- Class and Compensation
- Employee Relations
- Recruitment and Examination
- HR Director
- Benefits

If you are an HR Manager/Supervisor or Director, then please ensure your staff has the correct HRPC test designated in their HUB employee record profile. This designation will prompt the HUB to assign the appropriate version of the test. This can be found under the User Record Custom Field. If you need assistance, then please submit an SPS ticket and we can do this for you.

User Record Custom Field

HRPC Exam Area (Human Resources Staff Only):

Select

- ✓ Select
- HR Generalist
- Class and Compensation
- Employee Relations
- Recruitment and Examinations
- HR Director
- Benefits



Edit Record

Also, you may designate an HRPC test to an employee who is performing HR work but is not within the specific HR job profile that requires the test.

Please complete this task no later than Friday, October 29, 2021. The HRPC test will be assigned to employees the first week in November.

NOTES:

1. If a designation is not listed for an employee who is required to take the test, then the person will be assigned the HR Generalist test.
 2. Once the test is assigned, employees are expected to complete the test by the due date. Failure to complete the test by the due date will result in the removal of the employee's security access to JobAps and/or Workday, and the employee's agency head will be notified.
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