

—SPS ALERT—

Special Alert 187:

Release date: 11/30/2021

Important Dates Coming Up

All Agencies: 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. New 2022 dates to be announced at a later date.

SPMS ONLY:

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

Dec 9th, Jan 27th, Feb 24th

(These dates are 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.

For ALL Agencies:

IMPORTANT REMINDERS

- **Open Enrollment Ended on November 12, 2021**

Just a reminder that although Open Enrollment closed on 11/12/2021, some of your staff may still have Open Enrollment events in progress. As you recall from previous alerts and ABC training, employees who have life events or job change events that occur in 2021 will get a subsequent Open Enrollment event. The new Open Enrollment events will have a 14 day period in which the employee can make changes.

Make sure that you are still running your **Open Enrollment reports** to assist these employees:

- **SPS Benefit Open Enrollment Events – Employees**
 - **SPS Benefit New Dependents ABC**
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- **Benefit Eligibility Reminders**

HR Staff should be aware that changes to the following employee information may have an impact on an employee's benefits eligibility. Making sure that any changes to this information is correct before submission is key. Once the information is processed through to a Benefit event or change, it will take more time to correct.

These data issues can cause loss of benefits, gaps in benefit eligibility, increase in benefit costs for the employee, or a delay in benefits for the employee and employee's dependents. Please check this information before processing HR changes for employees:

- Position FTE (this FTE should match the work hours of the employee)
- Employee subtype
- Employee home address
- Social Security Number
- Contract start and end dates
- Number of jobs per employee (for Benefit Only Agencies)
- Special Characters in employee and/or dependent names, address or zip codes: this issue may occur if this data is copy/pasted into SPS, or if employees/HRCs use other characters not typically found in names/addresses.
- Incorrect Zip Codes, with too many digits or not enough
- Incorrect State listed in address
- Use of abbreviations in address

- **OneLogin For SPS Benefits**

Please review the links below for the OneLogin Guides---these will help your employees to resolve any issues they may have as quickly as possible.

Link to all SPS OneLogin Job Aids for:

- Login instructions for current employees and retirees

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

- Adding a 2nd Multifactor Method
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<https://dbm.maryland.gov/sps/Documents/Adding%20a%20second%20MultiFactor%20Authentication%20Factor%20to%20OneLogin.pdf>

- [Resetting Password/Unlocking OneLogin Account](https://dbm.maryland.gov/sps/Documents/Resetting%20Your%20OneLogin%20Password.pdf)

<https://dbm.maryland.gov/sps/Documents/Resetting%20Your%20OneLogin%20Password.pdf>

For **BENEFITS ONLY** Agencies, Morgan State University, St. Mary's College, BCCC, DHS and MDH:

IMPORTANT REMINDERS

- **Employee Login/Password Issues Direct to your Agency Process**

Agency employees in the Benefits Only Agencies, all Universities, Baltimore City Community College, the Department of Human Services (DHS) and the Maryland Department of Health (MDH) with a login/password issue should follow your agency process for getting help with these issues. **Please make your employees aware of your agency process.** This will enable a quicker resolution time to your employees. Also, see the links above for additional info to make sure your employees know what to do for various issues. Password Resets can be completed directly from OneLogin, if the employee has a valid email in SPS.

For **ALL SPMS** Agencies:

NEWS

- **New PEP Template Available December 1st**

The new PEP template for evaluations for the period of July 1-December 31, 2021 will be available on December 1, 2021. Please make sure you are using the correct Mid or End template before entering any ratings for employees into SPS.

- **Pre-Scheduled Holidays**
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New Year's Day 2022 is observed on December 31, 2021 this year for those employees who take the holiday on the date the holiday falls.

For employees that use Pre-Scheduled Holiday leave for their holiday leave, at the beginning of 2021 an extra 8 hours of Pre-Scheduled Holiday leave was added to the 2021 Pre-Schedule Holiday balance in the employees' leave balances. Many 24/7 employees will be unable to schedule the observed holiday in 2021, therefore the January 1, 2022 holiday leave hours will be rolled into the 2022 Pre-Scheduled Holiday balance if the hours are not taken in 2021. Please let your 24/7 employees know of this update if they will be impacted by this change. Also, please reach out to your DBM Payroll Team member with any questions.

- **Hiring Freeze Exemptions No Longer Needed for Dec. 1, 2021 to June 30, 2022**

Effective December 1, 2021 through June 30, 2022, all new vacancies will not be frozen and therefore no freeze exemption requests will need to be submitted for newly vacant positions.

Currently frozen vacancies will require the submission the Unfreeze event in SPS without the justification. The Office of Budget Analysis will approve these events as they are submitted. Please contact your Agency HR Director or your budget analyst if you have questions.

IMPORTANT REMINDERS

- **Quarterly SPS Role Audit, January 1st Report Review**

On January 1st the new report of your employee support roles will be 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**.

The October 1st report will no longer be available when the new report for January is delivered. If you have not completed the Oct. Report Review and response to DBM Shared Services, please do so immediately.

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.
