

# —SPS ALERT—

## Special Alert 188: HR, Timekeeping, Payroll and Benefits Updates

*Release date: 12/23/2021*

### 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 date to be announced at a later date.

#### SPMS ONLY:

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

Jan 27<sup>th</sup>, Feb 24<sup>th</sup>, Mar 24<sup>th</sup>, April 28<sup>th</sup>, May 26<sup>th</sup>,  
June 23<sup>rd</sup>, July 28<sup>th</sup>, Aug 25<sup>th</sup>, Sept 22<sup>nd</sup>, Oct 27<sup>th</sup>,  
Dec 8<sup>th</sup>

(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.

- **SPS – HR Topic: Contractuals** (for current HRCs and HR Partners ONLY)

**Prerequisite:** SPS POS 201 (with CURRENT ROLE). This training is for HRCs and HR partners and will cover various Contractual processes in detail. This course will be offered throughout the year and updated each time. Topics to be covered include definition and requirements; contractual conversion vs. non-conversion transfer; maintaining contracts; additional jobs; primary switches; common errors; impacts to payroll, benefits, and other systems.

**4 sessions:** Feb 3 morning (9-12) and afternoon (1-4) & Feb 10 morning (9-12) and afternoon (1-4)

Participation is limited, the training is one session only so only sign up for one date and time in the HUB. There will be more offerings in July. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

---

**SPS – HR Topic: Compensation** (for Current SPMS HRCs and HR Partners ONLY)

**Prerequisite:** SPS POS 201 (with CURRENT ROLE). This training is for HRCs and HR partners and will cover various Compensation processes in detail. This course will be offered annually and updated each time. Topics to be covered include basic guidelines and standards, allowance and one-time payments, retroactive processing, termination payouts, and other related areas. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

**4 sessions:** *Mar 3* morning (9-12) and afternoon (1-4) & *Mar 10* morning (9-12) and afternoon (1-4)

Participation is limited, the training is one session only so only sign up for one date and time in the HUB. There will be more offerings in August. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

---

## For SPMS and CPBI Agencies:

### NEWS

- **IMPORTANT INFO for SPS Compensation events: Mass Salary Changes for January 1, 2022**

All compensation events must be completed by Monday, Dec. 27 noon.

Agencies must **not** process events in Workday that affect employee salaries, including reclasses and compensation changes between Dec. 27 and Jan. 12. Agencies should wait to process any of these transactions, so that they can take the new 1-1-22 employee salary into consideration before processing in Workday.

## For ALL Agencies:

### IMPORTANT REMINDERS

- **Dependent Documentation for Open Enrollment**

Just a reminder that as Open Enrollment events are still in progress for a small population of your staff, to run the SPS Benefit New Dependents ABC report. The purpose of this report is to identify employees who have added dependents to their Open Enrollment Event. This report will show, by plan type, dependents that were added as part of Open Enrollment. It will also display any documents attached as part of the event. Any NEW dependents without proper documentation at the close of the

---

Employee's Open Enrollment event, will be removed from elections by EBD. Use this report to follow up with employees who don't have proper documentation.

A link to approved documentation for Open Enrollment is located here: [2022 Open Enrollment New Dependent Documentation](#)

- **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***

## **For ALL SPMS Agencies:**

### **IMPORTANT REMINDERS**

- **HRPC Due Date December 30, 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 second half of 2021 is due December 30, 2021. If you have not completed the test, please log into your HUB account and complete it immediately.

- **Quarterly SPS Role Audit, January 1<sup>st</sup> Report Review**

On January 1<sup>st</sup> 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](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.**

The October 1<sup>st</sup> report will no longer be available when the new report for October 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.

- **Pre-Scheduled Holidays**

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.

---