

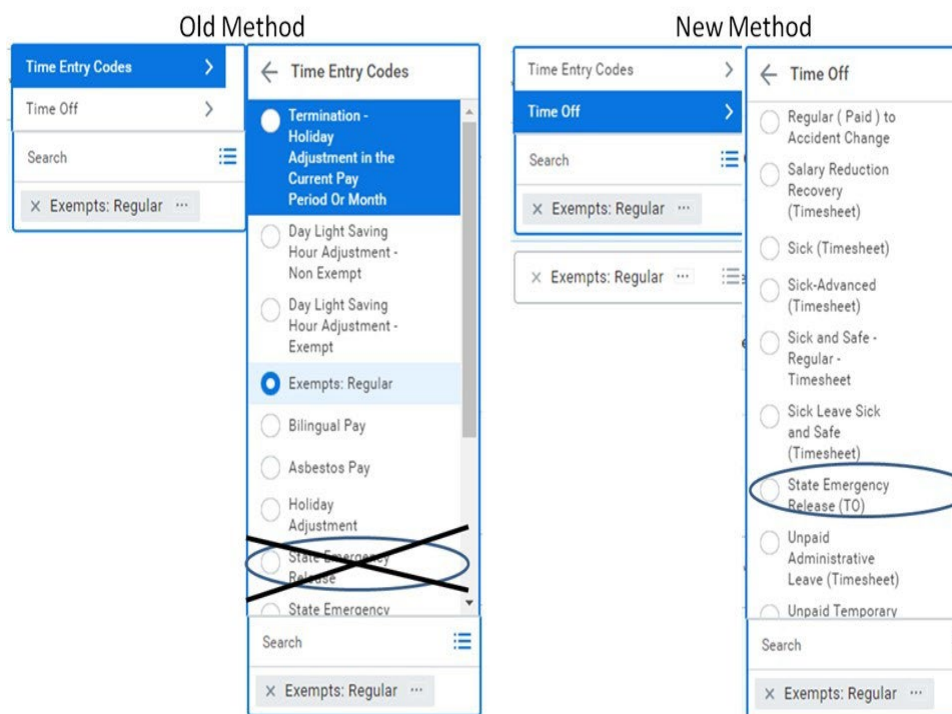
—SPS ALERT—

SPS Alert 194: Special Alert for HR, Time and Payroll Support Roles in SPMS

Release date: 2/14/2022

State Emergency Release Time Entry Changes There is a new method for entering **Emergency Release** hours on the timesheet. These are the time off hours that are granted during an emergency closure and do **not** include time worked during an Emergency Release by the employee. State Emergency Release is now a time off. So when entering State Emergency Release on the timesheet for an emergency closure, employees will find "**State Emergency Release (TO)**" under the time off dropdown listing instead of time entry dropdown listing.

Screenshot of Time Entry list vs. Time Off list:



The **State Emergency Release (TO)** has been created retroactively to Dec. 29, 2021. Agencies **must not** change any existing use of the State Emergency Release time entry to the new time off method for dates

from Dec. 29, 2021 thru Feb. 8, 2022. Changes between these dates will create an overpayment situation.

If State Emergency Release has already been entered on a timesheet prior to February 9, 2022, any changes to that entry must be made using the previous process of time entry, (*Time Entry Codes > State Emergency Release*).

The old Emergency Release Time Entry code **will not** be available for use for any date after Feb. 8, 2022.

After February 9, 2022, you must use the new process to identify the State Emergency Release as a time off for future events of approved State Emergency Release (*Time Off Codes > State Emergency Release (TO)*).

NOTE: If the timesheet was blank or had work time or another form of leave for any date **December 29, 2021 or later** and you are processing a correction by changing the work time or other type of leave to State Emergency Release, you must use the new time off process (*Time Off codes > State Emergency Release (TO)*) **in addition to** using the State Emergency Release Worked time entry code (if the employee worked during the emergency release time frame).

Due to the AFSCME Salary Increases that are retroactive to Jan. 1, 2022 and Jan. 31, 2022, DBM will update the Emergency Release time entry to the new time off code to allow for the retroactive pay at the correct rate for these employees only. No other changes by agency staff will be needed. Employees will have to resubmit these timesheets for approval once the change has been made by DBM. DBM anticipates completing the changes for these timesheets by the end of day on Feb. 18th, so that employees will be able to submit the earlier timesheets with the current timesheet for PPE 2-22-22. The employees will not have to make changes to the earlier timesheets, they will submit only.

Here are some screen shots to show the new Emergency Release (TO) code in use for the next Emergency Release situation. Employees will still use two rows on the timesheet if they are impacted by the Emergency Release and have actual work hours for the day.

Example 1: Employee is off from work due to closure, no work hours for that day

2 items

	*Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Unit
-	x State Emergency Release (TO)					8	Hours
-	x Exempts: Regular				Out	0	Hours

Example 2: Employee is impacted by the closure, and has to report to work during the closure

	*Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Unit
-	x State Emergency Release (TO)					8	Hours
-	x State Emergency Release Worked-Exempt		08:00 AM	12:00 PM	Out	4	Hours