

—SPS ALERT—

SPS Alert 203: HR, Timekeeping, Payroll and Benefits Updates

Release date: 5/27/2022

Important Training 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.

SPMS ONLY:

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

June 16th, June 23rd, July 28th, Aug 25th, Sept 22nd,
Oct 27th, Dec 8th

(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 Topics for current HRCs and HR Partners ONLY
Register TODAY!**

**SPS – HR Topic: Leave Of Absence (LOA) Part II – Accident
Leave and TTD**

(These dates are in-person training in the DBM Baltimore location)

Prerequisite: SPS POS 201 (with CURRENT ROLE). This training is for HRCs and HR partners and will cover various Leave of Absence processes in detail. This course will be offered annually and updated each time. Topics to be covered include basic guidelines and best practices, Accident Leave, and Temporary Total Disability, corrections. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

3 sessions: *June 2* afternoon (1-4) & *June 9* morning (9-12) and afternoon (1-4) with more offerings in November

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 November. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

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

(These dates are in-person training in the DBM Baltimore location)

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. Group interactive discussions and hands-on lab activities will be the format, in-person at 301 Preston Street.

4 sessions: July 7 morning (9-12) and afternoon (1-4) & July 14 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)

(These dates are in-person training in the DBM Baltimore location)

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: *Aug 4* morning (9-12) and afternoon (1-4) & *Aug 11* 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.

SPS – HR Topic: Positions and Jobs (for Current SPMS HRCs and HR Partners ONLY)

(These dates are in-person training in the DBM Baltimore location)

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, edit position restrictions, managing position freezes, split/reconsolidate PIN, Organizational Assignments, Change Job – Data Change, and other related areas. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

4 sessions: *Sep 1* morning (9-12) and afternoon (1-4) & *Sep 8* 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 September. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

For SPMS:

NEWS

- **NEW PEP Rating Option - Absent Entire Rating Period**

A new option will be added to SPS/Workday to allow a supervisor to record **Absent Entire Rating Period** for employees who did not work **at all** during the entire PEP rating period. This option should **ONLY** be used for employees that were absent the entire rating period as a result of being out on a leave of absence (e.g. FMLA leave, leave bank, military, accident, etc). This new option will be available for the templates that are for the rating period of July 1, 2021 to June 30, 2022 (End Cycle) and January 1, 2022 to June 30, 2022 (Mid Cycle) that will be available on June 1, 2022. Any previous cycle PEPs must be entered into SPS by Tuesday, May 31, 2022. A new job aid will be available for the new rating option.

When typing in the employee rating for the employee on the PEP:

- Use a rating from 1-3 that appears on the form from the manager in the Rating field for employees who work even one day during the rating period.
- Use rating **.01 for employees who have been absent** the entire rating period (it will display Absent Entire Rating Period)

Here are some other important PEP reminders:

- Employees who work **even one day** during the rating period must receive a PEP. Supervisors may leave ratings blank for tasks the employee did not complete due to extended absences. Supervisors should explain in the comments section that the employee was absent for an extended period during the rating cycle, how long the employee actually worked, and why certain ratings are left blank.
- The rating period for the End-of-Cycle rating is the entire **12 months** and the Absent Entire Rating Period should only be used if the employee is absent the entire rating period. Examples are provided below:
 - An employee is due a Mid-Cycle PEP, but has been absent the entire rating period to that point. **Absent Entire Rating Period is appropriate for this scenario.**
 - An employee is due an End-of-Cycle PEP. The employee was absent the past 6 months, but reported to work at least some of the time during the prior 6 months. **The employee should receive a PEP rating.**
 - The employee is due an End-of-Cycle PEP, but was absent and did not work the entire 12 months of the rating period. **Absent Entire Rating Period is appropriate for this scenario.**

See Job Aid Below:

[Start Performance Review for a Worker.pdf](#)

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

All compensation events must be completed by noon on **Thursday, June 23, 2022.**

Agencies must **not** process events in Workday that affect employee salaries, including reclasses and compensation changes between June 24 and July 13. Agencies should wait to process

any of these transactions, so that they can take the new 7-1-22 employee salary into consideration before processing in Workday.

Agencies will process the contractual COLAs and increments if not already included in the 7/1/2022 renewal of the contract. The FY 2023 increment is not mandatory for contractual employees, however, agencies who wish to grant their contractual workers an increment may do so as they have in the past.

For CPBI Agencies:

NEWS

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

All compensation events must be completed by noon on **Thursday, June 16, 2022.**

Agencies must **not** process events in Workday that affect employee salaries, including reclasses and compensation changes between June 17 and July 1. Agencies should wait to process any of these transactions, so that they can take the new 7-1-22 employee salary into consideration before processing in Workday.

Agencies will process the contractual COLAs and increments if not already included in the 7/1/2022 renewal of the contract. The FY 2023 increment is not mandatory for contractual employees, however, agencies who wish to grant their contractual workers an increment may do so as they have in the past.

For SPMS:

REMINDERS

- **Confidentiality Agreement HR Support Employees in SPMS**

As part of our ongoing efforts to keep Personally Identifiable Information (PII) confidential, we have been distributing a Confidentiality Agreement on a quarterly basis for all SPMS support roles. You receive this agreement as an event in your SPS inbox each quarter.

Please take the time to read the agreement carefully, as violations of the agreement may impact your employment, and acknowledge that you have read the agreement through the event in SPS. Please see the attached Job Aide. Your acknowledgment each quarter will be kept in SPS as part of your employment record. Secretary Brinkley, the DBM Secretary, will be following up with agencies that are unresponsive to this request.

We will all benefit from these reminders on how to keep **PII** safe and confidential.

Please look for the last event that was distributed on May 11, 2022. Thank you for your cooperation.

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

On July 1st a 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 OPSB.Security@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 you haven't sent in your notification to us for the last audit from April, please do so as soon as possible. This report will be deleted when the next quarterly report is delivered for July 1st.

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.

- **FTE Changes: Impacts to leave eligibility, comp time and benefits subsidies**

Please make sure all HR staff and the employee understand the impacts to an FTE change. Also, FTE changes should be made in a timely manner and should be made effective at the start of a pay period.

- If you are changing FTE %, be aware of the following:
 - Leave eligibility is in part based on FTE
 - If reducing the employee's FTE causes the employee to become ineligible for a specific leave type, they will not be able to use any of that accrued leave once they become ineligible.
 - Changes to FTE may affect the employee's benefit subsidies.
 - Retroactive FTE changes
 - If the employee's FTE is reduced below a leave plans eligibility requirement and the employee has been paid for leave for which he is now no longer eligible, the system will generate retro pay to recover the money.
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- **HR Approvers**

We have noticed an unusual number of typos in Social Security numbers, Dates, etc. in approved transactions. If you are an approver in the transaction process, please review the information in the transactions with the original paperwork when possible. There are impacts on the employee if there are errors and it can take a pay period or two to make the corrections depending on the error.

For ALL AGENCIES (SPMS, CPBI and Benefits Only):

REMINDERS

- **New Workday People Experience Home Page Coming Soon!**

We will be rolling out a new home page in SPS Workday later this spring. We want employees and support staff to get used to the new look and options before the Fall Open Enrollment period for Benefits. We will be sending out additional information as we get closer to the go live date.

- **New Contracts for 90 days or less—Impacts to Benefit Eligibility**

This is a reminder that if your agency completes contracts on a fiscal year basis and you hire a new contractual employee between April 1 and June 29 and the contract end date is June 30, because the contract is 90 days or less, the employee will not be eligible for Benefits. If you intend to hire the employee for more than 90 days, you should expand the **contract end date** to the next fiscal year end. This only occurs when it is a new employee that is hired 90 days or less from the end of the fiscal year and will make the employee eligible for benefits based on their Hire Date.

For **SPMS and CPBI agencies**, if you need to make a correction to the original end date, please submit an SPS Support ticket. For **Benefit Only agencies**, please send your updated contract info in the next Delta File as usual. Please note, making corrections to these situations will not result in an automatic benefit event to the employee. The SPMS and CPBI Support Ticket will be forwarded to EBD for the manual event process after the dates are corrected. The Benefit Only agencies will need to start a SPS Support ticket after the corrected data has been sent in the Delta file.

Example: Your new contract employee starts May 1, 2022, and your usual end date is June 30, 2022. If you would usually renew the contract on July 1, 2022 for an entire year, the original contract should be as follows:

Contract start date: May 1, 2022

Contract end date: June 30, 2023

- [Start Performance Review for a Worker.pdf](#)

