

# —SPS ALERT—

## SPS Alert 209: HR, Timekeeping, Payroll and Benefits Updates

*Release date: 9/26/2022*

### 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:

Oct 20<sup>th</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 Topics for current HRCs and HR Partners ONLY Register TODAY! If you are unable to attend a training that you have register for, please log into the HUB and withdraw from that session from your transcripts. This will open up your training slot to someone else.**

#### **SPS – HR Topic: Leave Of Absence (LOA) Part I – Basics**

(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, various LOA processes and requirements (Military, Military Admin, Armed Services) validation clarification. In-person sessions in the

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DBM Baltimore location include group interactive discussions and hands-on activities.

**Oct 6** morning (9-12) and afternoon (1-4) & **Oct 13** morning (9-12)

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: 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.

**Nov 3** 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 November. In-person sessions in the DBM Baltimore location include group interactive, discussions and hands-on activities.

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## **For SPMS:**

### **NEWS**

- **Restarting the Timekeeping/Payroll Workgroup**

Prior to Covid, Timekeeping and Payroll staff met quarterly to discuss current topics and issues as well as to reinforce policies, procedures and best practices. Our first meeting on **October 11, 2022**, will focus on understanding the difference between Payroll and Timekeeping and how to assign those roles. In addition, we would like to open discussion to all for areas of concern and where you, as the SPMS Agency, can tell us what your team needs from a training perspective.

Agency staff with the following roles in Workday will be invited to participate in the **Timekeeping/Payroll Workgroup**:

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HR Coordinator, HR Partner, HR Liaisons, Timekeeper, Timekeeper Approver, Budget and Finance Partners, Payroll Partners, Payroll Liaisons, Appointing Authority Partners

The Workgroup will meet quarterly to discuss issues, provide updates, and training. The first meeting of the Timekeeping/Payroll Workgroup will be on **October 11, 2022, at 2:00pm via Google Meet.**

## REMINDER

- **Just Serve 2022! Sept. 11 until Oct. 10, 2022**

The process for granting and employee use of this time off is the same as in previous years. See the steps below:

1. [Choose an event](#) or create one with co-workers, family, and friends, and [register it](#).
2. Check with your supervisor to ensure that you can take time off on the date of your service.
3. Please complete the following forms: [Just Serve Agreement and Verification forms](#) and email both to your supervisor. The Verification Form is completed after the service is completed.
4. Agency Timekeepers will grant up to 4 hours of Paid Administrative Leave for employees that submit verification forms. If you use Workday for timekeeping, please complete your timesheet as shown below. Using ***Paid Administrative Leave*** as your Time Off Time Type and the ***Just Serve*** as your Time Off Reason. Paid Administrative Leave can only be used when it is granted by the Agency Timekeeper. If your Agency uses a different timekeeping system, please contact your Agency Timekeeper for more information.

▼ Wed, 9/22

2 items

*Time Type	Time Off Reason	In	Out	Out Reason	Quantity
<input checked="" type="checkbox"/> Paid Administrative Leave (Timesheet)	<input checked="" type="checkbox"/> Just Serve	08:00 AM	10:00 AM		

- **New Report, 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. There is a new report that will help

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agencies follow up with staff that have not completed the agreement in a timely manner.

The **SPMS Review and Acknowledge Confidentiality Agreement Status report** will show staff that did not complete the task and includes the staff email address for easy reminders to staff. Please make sure you are running the report for the correct agreement by the date of the agreement, when selecting the event.

- **Instructions for Changing Work Emails from Private to Public**

Agencies may have employees that have marked their Work Email Address as “Private” and this can make it difficult for appropriate staff to view the Work Email Address as well as cause other issues within the SPS systems. Please see the link below for instructions on how to correct this designation to the “Public” option. Employees on their own or HRCs may complete this change for an employee. All State employee Work Email Addresses are considered Public Information, and should be marked as “Public” in SPS.

[Changing Private Email to Public](#)

- **New Information for Election Judges and Administrative Leave for Regular and CONTRACTUAL employees!**

As an incentive to serve as an Election Judge Secretary Brinkley has authorized Administrative Leave for both Regular and Contract Employees who serve as an Election Judge on any of the following dates:

Primary Early Voting – July 7, 2022, through July 14, 2022

Primary Election – July 19, 2022

General Early Voting – October 27, 2022, through November 3, 2022

General Election – November 8, 2022

Employees who wish to serve must be granted approval from their supervisor and provide documentation. Employees are to enter leave on the day they serve until documentation has been provided (both Contract and Regular employees, if no leave is available the timesheet should be entered as unpaid time off until or unless documentation has been provided). Employees are not to enter work time in place of leave. Once the documentation has

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been presented to the Agency Timekeeper, the employee will receive 16 hours for each day served. The General election is held on Tuesday, November 8, 2022, employees both regular and contractual will be granted up to 8 hours of administrative leave for the General election day. The hours will be granted by the timekeeper to be used in place of whatever leave used by the employee for the day served or used at a later date.

For Contractual Employees, the Time Off granted and used is **called “DBM – Authorized Paid Leave (Contractual)”**. Timekeepers should use the same balance adjustment process as for other Time Off types when granted or adjusting leave. Contractual employees will not be able to use this Time Off until it is granted by the Timekeeper. The earliest Pay Period the adjustment can be granted or used is in for Pay Period Ending 7-19-22 (starting 7-6-22).

- **Quarterly SPS Role Audit, July 1<sup>st</sup> Report Review—Last Chance!**

On July 1<sup>st</sup> a report of your employee support roles was 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](mailto: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](mailto:Shared.Services@maryland.gov) email address with the **Subject: Quarterly SPS Audit Review**.

Remember, you must submit a security form for any changes to your staff member roles. **We cannot accept changes on the report**. This process should be completed as soon as possible, as each day security changes are processed. This report will be deleted when **the next quarterly report is delivered for October 1<sup>st</sup>**.

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.

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

### REMINDERS

- **PREP FOR OPEN ENROLLMENT: Updates to Employee Contact and Position Information**

This is the time to start preparing for the Health Benefits Open Enrollment Period. Please remind employees to make sure that their home contact information is up to date. And, a review of the FTE and employee type for any recent changes to positions is a good idea for HR staff.

Incorrect information for employees can delay open enrollment events, benefit information and actual coverage for employees and their families. Start Now! Start running the **Benefit Readiness Audit Missing Data reports**.

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