

—SPS ALERT—

SPS Alert 225: HR, Timekeeping, Payroll and Benefits Updates

Release Date: 5/31/2023

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 8 & 22; July 13 & 27 (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.

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 2023: Contractual (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 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.

June 15: 2 sessions (9-12) & (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: 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.

June 6 afternoon (1-4) & **June 20** 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 July and October. 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.

June 6 morning (9-12) & **June 20** 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 and October. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

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

June 1 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 and September. 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.

June 1 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 and September. In-person sessions in the DBM Baltimore location include group interactive discussions and hands-on activities.

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

REMINDERS

- **Multi-Factor Access to OneLogin**

As a reminder, all employees should have more than one method to log into OneLogin. On occasion, there are issues with one of the methods, so having a backup is important. Having a second method will save employees from having to call their help desk for assistance. Agencies should encourage this during their onboarding process for new employees.

Here's the link to the instructions

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

- **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.

Please make sure all agency staff that deal with new contracts are aware of this process. For SPMS and CPBI agencies, if you need to make a correction to the original contract 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.

Example: Your new contract employee starts May 1, 2023, and your usual end date is June 30, 2023. If you would usually renew the contract on July 1, 2023 for an entire year, the original contract should be as follows:

Contract start date: May 1, 2023

Contract end date: June 30, **2024**

For SPMS and CPBI:

NEWS

- **July 1, 2023 Mass Compensation Changes**

DBM will be processing the mass compensation events for July 1 SPMS and CPBI agencies.

These events are the following:

ASR Changes

July 1, 2023 COLA

July 1, 2023 Increments

July 1, 2023 Additional Increment for employees continuously employed since July 1, 2018

CPBI Agencies: All compensation events must be completed **by noon on Thursday June 15, 2023.**

Agencies must not process events in Workday that affect employee salaries, including reclasses and compensation changes **between June 16 and July 5.**

Agencies should wait to process any of these transactions, so that they can take the new 7-1-23 employee salary into consideration before processing in Workday.

SPMS Agencies: All compensation events must be completed by noon on **Friday, June 23, 2022.**

Agencies must not process events in Workday that affect employee salaries, including reclasses and compensation changes **between June 24 and July 12.**

Agencies should wait to process any of these transactions, so that they can take the new 7-1-23 employee salary into consideration before processing in Workday.

Agencies will process the contractual increments if not already included in the 7/1/2023 renewal of the contract. The FY 2024 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.

Note: To ensure that employee increment dates are correct, the employees' Service Dates must be correct. This should be completed as employees are hired.

Increments will be granted based on the date contained in the "Company Service Date" field. To ensure that the increment is properly applied, please be sure that this date is accurate. In order to do this, you must review the employee's entire history to determine hire date and the length of any breaks in State service.

The "Company Service Date" should be determined by the Continuous Hire Date. The "Continuous Service Date" will be one of the following:

- The date of the initial hire, without a break in service;
- An adjusted date, if the non-temporary employee separated from State service and was rehired into a non-temporary position within 3 years of separation; OR,
- The current hire date, if the employee left and is rehired after 3 years.

The "Time Off Service Date" should reflect the date of continuous service, OR, if the employee is rehired after 3 years, an adjusted date that encompasses Total State Service. The "Time Off Service Date" determines the annual leave accrual rate.

For missing increment dates or dates which indicate anything other than January or July, DBM/CAS will use the "Continuous Service Date", and whether the employee was awarded a January 2023 increment, to make a determination of whether the employee would be eligible for an increment in July. For those identified employees, DBM/CAS will process the increment adjustment as part of the mass compensation event.

For SPMS:

NEWS

- **NEW PEP Template and Reports for June 30, 2023 Mid and End Cycles Available June 1, 2023**

The new PEP Templates and Reports will be available in SPS on June 1, 2023. Please make sure that you are using the correct template before entering data for employees. If you have an error, you must put in a SPS Ticket for a correction. Help us reduce the number of tickets for these events by reviewing all information before completing the event in the system.

Also, remember, employees leaving state service must have a final PEP before their last day. Agencies may want to add this step to their *Exit Check List* so that it is not missed.

REMINDERS

- **PEP Form Attachments**

Agencies are able to attach the PEP Form to the PEP Rating Event. Agency HR offices should remind their HRCs and supervisors on how to proceed with this option.

Remember, the attachment of the end cycle or mid cycle PEP form is optional, unless your agency dictates otherwise. Please see the updated Job Aid at this link:

[PEP Attachment Steps](#)

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

This is a reminder of the option that was added in 2022 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).

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 AbsentEntire 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
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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**
- 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.**

Job Aid Link: [Start Performance Review for a Worker.pdf](#)

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

On April 1st 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 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**.

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. Remember, your January 1, 2023 report was deleted as the April report was distributed. This April 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.

- **Confidentiality Agreement HR Support Employees in SPMS, 4th Quarter, May 12th Event**

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. The last event was delivered on May 12th. Please make sure all support staff are completing this process. They are asked to review the agreement and check the box to confirm and acknowledge their agreement with the document.

The **SPMS Review and Acknowledge Confidentiality Agreement Status report** helps the agencies follow up with staff that have not completed the agreement in a timely manner. This report shows 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. The name of the most recent document is ***Review and Acknowledge Confidentiality Agreement for State of Maryland Supervisory Organization (05/12/2023)***.

REPORT SPOTLIGHT:

We will be highlighting report changes, new reports and based upon the time of year, seasonal reports or reports that should be reviewed for upcoming system events in each Alert as we have this information available.

Remember, your report access depends on your SPS Role and your Sup Org access.

Report Reminders:

- Reminder, any report that does not appear on screen in a few seconds and displays the button ***“Notify Me Later”*** must be sent to the notify me later process, name the report and it will run in the background as you navigate to other screens and activities.
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Processing your request, please wait.



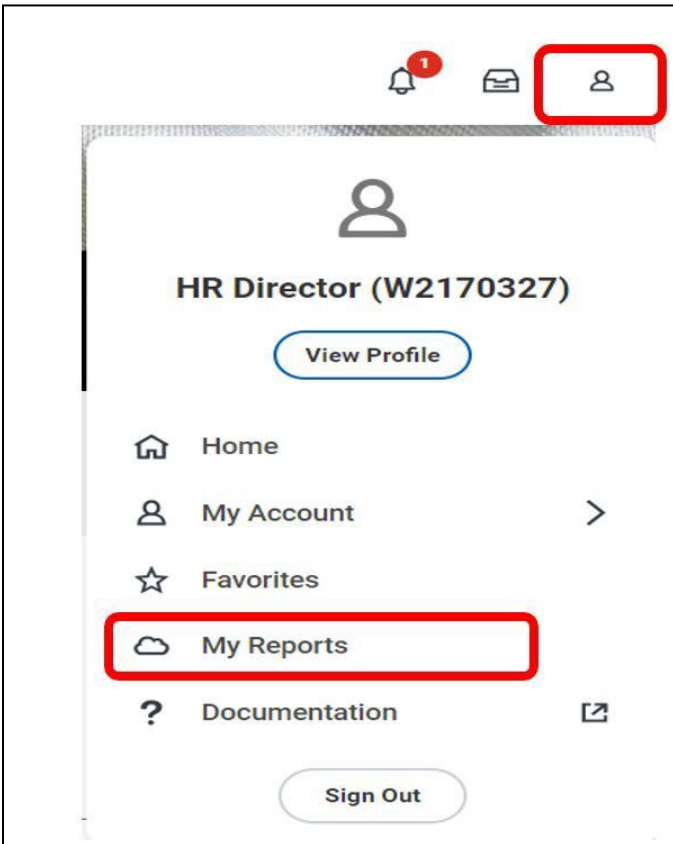
Options

You can keep working while this runs in the background, and will be notified when it's ready. You can also view your completed requests by searching for the My Reports task or selecting My Reports from the main menu.

Notify Me Later

Cancel

When the report has completed a pop up will show in the right-hand corner of your screen. You can also retrieve the completed report your **My Reports** folder if you miss the pop up on your screen. Your My Reports folder is displayed by clicking on your photo or circle in the right-hand corner of the Home page.



- **SPMS Combined Time Report Overview** - We wanted to spotlight this report as part of timesheet completion auditing. This report will help timekeepers streamline their auditing process as it evaluates staff for no time entered,

unsubmitted time AND unapproved time. **ALL IN ONE REPORT!** This report will capture all staff who have not completed a timesheet and indicate if they fall into the no time entered, unsubmitted time or unapproved time scenarios.

Updated Reports:

- The **SPMS All Pay Hours for a Particular Pay Period - State/Regular** report has been updated. The report has had fields added to show Comp Time Earned and Overtime hours.

Seasonal Reports:

SPMS

- **SPMS Next PEP Due**– Indicates which PEP due for this PEP cycle, and shows the most recent PEP and PEP rating received.
- **SPMS Agency PEP Completion – MID**– Pivot style chart that shows how many Mid Cycle reviews are needed and the completion rate.
- **SPMS Agency PEP Completion – Annual**– Same as the previous report but focuses on staff due an Annual evaluation

All Agencies

- **SPS Benefit Expiring Contract Report** – As we approach the end of the fiscal year, there are many contractual employees who have a 6/30/2023 contract end date. Expired contracts have a direct impact on benefit eligibility. Employees who are enrolled in benefits and have a contract expiring on June 30th, 2023 need timely contract renewals to avoid benefit termination. Make sure that the date prompts for the report include 6/30/2023 to review your expiring contracts.
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