

—SPS ALERT—

SPS Alert 227: HR, Timekeeping, Payroll and Benefits Updates

Release Date: 7/17/2023

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:

July 27, August 10 & 24 (These are in-person sessions 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: 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.

July 20 morning (9-12) & **October 5** 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: 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.

July 20 afternoon (1-4) & **October 5** 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: 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.

August 3 morning (9-12) & **August 17** afternoon (1-4) & **Sept 21** 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.

August 3 afternoon (1-4) & **August 17** morning (9-12) & **Sept 21** 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.

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.

September 7: 2 sessions (9am-12pm) & (1pm-4pm)

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 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>

For SPMS and CPBI:

NEWS

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

DBM has completed the salary increases for State Regular employees in the SPMS and selected CPBI Agencies. You can view the July 1 COLA, any ASRs and increment events in the employee's Worker History or in the Pay Change History. Please make sure that any retroactive reclasses follow the process that will update the employee's salary to the current July 1, 2023 salary. See the link below to the job aid for retro reclasses.

Agencies should process the contractual increments if not already included in the 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.

Here's the updated Retro Compensation Guide:

[Retro Compensation Guide](#)

Also job aids on processing retroactive compensation changes can be found at https://dbm.maryland.gov/sps/Pages/HR_HelpCenter.aspx

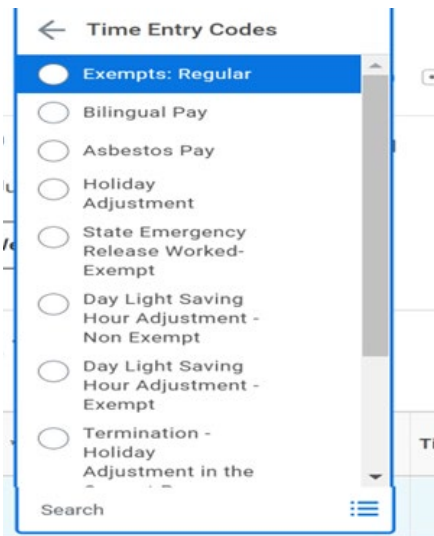
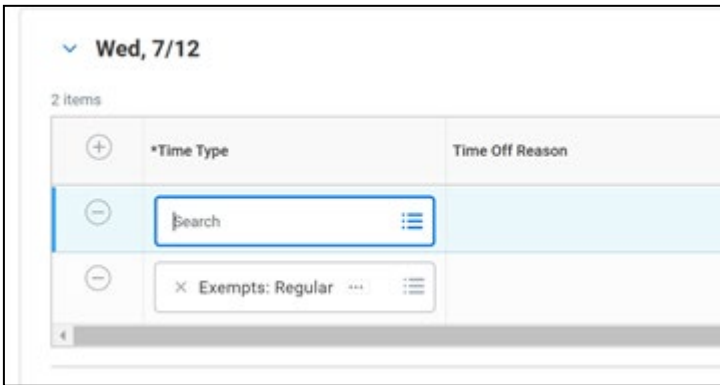
For SPMS:

NEWS

- **Time Entry Code Order Update**

SPMS employees may notice that the time entry codes will appear in a different order starting today. This is due to a change made to have them appear in a more logical order for employees when filling out timesheets.

Please Note: The same time entry codes are still available to select based on the employee's type of position. If you are unable to easily find the time entry codes you are looking for, you can type the first couple of letters of the code name in the search box, click enter and the time entry code will populate.



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](#)

- **PEPRating 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 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**
 - The employee is due an End-of-Cycle PEP, but was absent and did not work the entire 12 months of the
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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, July 1st Report Review**

On July 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 April 1, 2023 report was deleted as the July report was distributed. This July report will be deleted when the next quarterly report is delivered for Oct. 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.

REPORT SPOTLIGHT:

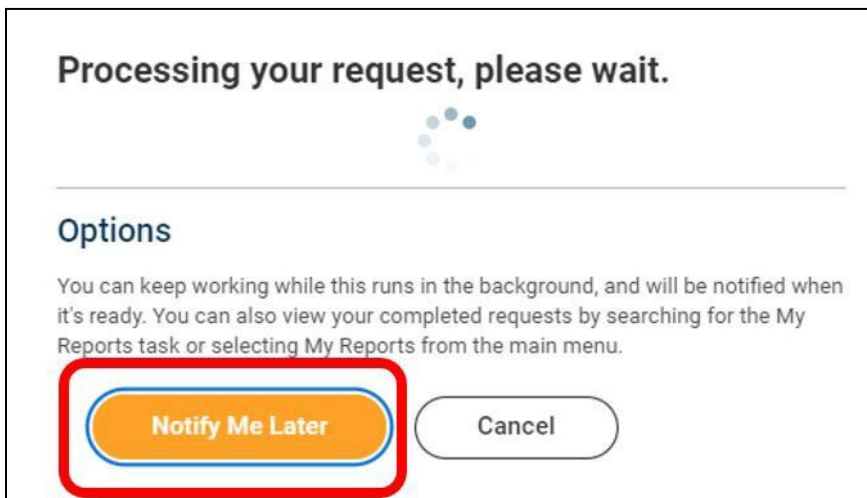
We will be highlighting report changes, new reports and based upon the time of year, seasonal reports or reports that should be reviewed for upcoming system events in each Alert as we have this information available.

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

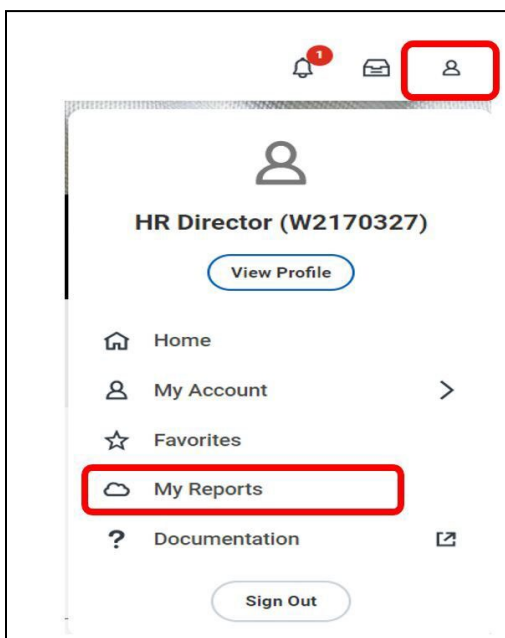
Report Reminders:

- 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
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the report and it will run in the background as you navigate to other screens and activities.



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. ***NEW* The unsubmitted, unapproved and no time entered reports will be deactivated in the near future. Please make sure to start using this report for your timekeeping needs.**

Updated Reports:

SPMS

- The **SPMS NCP Series Classes** report has been updated to include a true/false field to indicate if the employee in an NCP classification that is at the top of the NCP series.
- The **SPMS Time Off Report** has been updated to add the ability to select an employee type (i.e. State/Regular; Contractual) as part of the run parameters via a prompt. This will allow timekeepers to run for a particular employee type up front and less filtering in excel.
- **SPMS Position Budget Data by Organization** has been updated to add Program, Sub Program and Pseudo code fields to the report. Also, the Fund Code Type and Fund Code % fields have been simplified so that percentages are shown for fund code types:
 - **General Funds**
 - **Special Funds**
 - **Federal Funds**
 - **Non Budgeted Funds**
 - **Reimbursable Funds**

All Agencies

- **SPS Benefit Contractuals with Subsidy** has been updated to add ACA Start and End dates for this calendar year for employees who have benefits eligibility based on their ACA data.

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
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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.

 - [Retro Compensation Guide.pdf](#)
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