



STATEWIDE PERSONNEL
— S Y S T E M —

SPS Benefits Changes to HR Processes

March 7, 2018

Agenda

- **Contract Data for Temporary Employees**
- **End Additional Job as Terminations**
- **Quick Guide for Processing Hires from Non-SPMS Benefits Only Agencies to a SPMS Agency**
- **Order of Events**
- **Job Switch**
- **Discrepancy File Changes**
- **Effective Dating and Benefits Impacts**



Contract Data for Temporary Employees

- **Temporary Employee/Position Clean Up**
 - Need to resolve anyone that is beyond the 6 month employment limit
 - Plan for issues in the future
 - Budget for Contractual Employment
- **Add Contracts Data for Existing Temporary Employees**
 - Add Contract Event
 - Need start date, end date, type, Description Code (08)
- **Begin Contracts for all New Temporary Employees, March 28, 2018**



Contract Data for Temporary Employees

Add Contract

AFTER adding a new Contract, check **COMPENSATION TAB** to verify whether the end dates need to be changed.

VERIFY that the compensation rate isn't \$0.00 regardless if there is a planned increase

Worker *

Contract Start Date *

The default date here is the date you start this event, today's date. So if this event is late or he contract hasn't started yet, you need to change this date



Contract Data for Temporary Employees

Contract Start Date 03/02/2018

Contract Details

Effective Date 03/02/2018

Location Annapolis - 110 Carroll St

Employee Type Temporary

Contract ID

Contract Type

search



Status



← By Employee Type

Date Employee Signed

Contractual - Contract (Fixed Term) >

Date Employer Signed

Temporary >

Contract End Date

Maximum Weekly Hours

Minimum Weekly Hours

Contract Description

Contract Attachments



Contract Data for Temporary Employees

Contract Start Date 03/02/2018

Contract Details

Effective Date 03/02/2018

Location Annapolis - 110 Carroll St

Employee Type Temporary

Contract ID

Contract Type

Status

*

← Temporary

Date Employee Signed

Temporary 90 Days or More

Date Employer Signed

Contract End Date

Maximum Weekly Hours

Minimum Weekly Hours

Contract Description

Contract Attachments



Contract Data for Temporary Employees

Contract Start Date * 03 / 02 / 2018 

Contract Details

Effective Date 03/02/2018

Location Annapolis - 110 Carroll St

Employee Type Temporary

Contract ID

Contract Type

× Temporary 90 Days or More

Status

* × Open

Date Employee Signed

MM / DD / YYYY 

Date Employer Signed

MM / DD / YYYY 

Contract End Date

09 / 02 / 2018 

NOTE: 180 days

Maximum Weekly Hours

0

Minimum Weekly Hours

0

Contract Description

08

Contract Attachments



End Additional Job as Terminations

- **Remind Employees**

- If they take a second State job in any department or university, must notify your office
- Ask employees starting and leaving if they are going to another State job

- **Cannot Terminate an Employee in Two Jobs**

- Must use the End Additional Job
- New Reasons for Voluntary and Involuntary End Additional Job

- **For a Retirement**, you must coordinate with other agency to end the secondary job so that you can terminate the employee and Add the Retiree Status. Employees must be terminated for retirement. The employee has to be separated from employment for 45 days to be considered retired. The secondary agency can then rehire the employee if they want to after 45 days.



Voluntary:

- Other
- Dissatisfied with Management
- Dissatisfied with Job
- Accepted Another Job
- Continuing Education
- Insufficient Salary
- Job Affiliated with a Union
- Job Location
- Job Not Affiliated With a Union
- Lack of Parking at Job Location
- Lack of Tuition Assistance
- Military Obligation
- Personal Reasons
- Relocating Outside of Area
- Voluntary Separation Program (VSP)
- Resignation for Military Service
- Resignation in Lieu of Termination
- Resignation State Service
- Resignation Without Proper Notice
- Retired
- Lack of Career Path With Job



Involuntary:

- Assignment Complete
- Job Reclassification
- Poor Job Performance
- Harassment
- Workforce Reduction
- Contract Expired (Contractuals)
- Deceased
- End of Temporary Employment
- Laid Off from Allocated Position
- LWOP-Medical
- LWOP-Military
- LWOP-Personal
- New Hire Declined Offer After Acceptance
- New Hire No Show
- Position Abolished
- ***Terminated***
- ***Terminated on Probation***
- ***Terminated With Prejudice***
- Best Interest of the State
- Unable or Unwilling to Perform All Job Duties
- ***Unsatisfactory Report of Service***



Hiring From Benefits Only Agencies

- **Benefit Only Agencies:**
 - Judiciary
 - MDOT
 - General Assembly
 - Universities (Other than Morgan, Baltimore City Community College and St. Mary's College)
- **Quick Guide for Processing Hires from Non-SPMS Benefits Only Agencies to a SPMS Agency**



Hiring a Current Benefits Only Employee

Scenario I: If the employee is still employed at the Non-SPMS Benefits Only Agency

Step 1: Use the Employee Validation report to determine if the person is in Workday as a current or former employee.

Step 2: If the person is a **current employee** with a W number AND is still employed at one of the Non-SPMS agencies listed above, then select Secondary State Emp as the Action code on the Hire Details.

Hire Department: MDH Thomas B. Finan Hospital Center

Please update the following Hire Information:

Hired: Yes No

Process Date: 1/18/2018

Disposition: H

Status: AC Note: If you change the Status, overridden by the Inactive Status Indicate Disposition.

Final Approved Salary: 35980

Salary Frequency: Annual

Action: Secondary State Emp

Work Start Date: 1/31/2018

Current or Former Employee:

Current/Former Employee Match Discrepancy: Yes No

Employee ID: W1111111

Step 3: Review the Hire/Secondary State Emp from your Workday inbox after the nightly integration has occurred and confirm that Add Additional Employee Job > Secondary State Employment > JobAps is the Reason.

Supervisory Organization: MDH - Thomas B. Finan Center - Cottage 1

Effective Date: 01/31/2018

Reason: Add Additional Employee Job > Secondary State Employment > JobAps

Step 4: Complete the Primary Job Switch task to make the new position the primary job. Once this has been completed, the process is complete for the receiving agency.

NOTE: The Primary Job Switch may require a ticket to the SPS Ticketing system for SSD to assist with this.



Hiring a Terminated Benefits Only Employee

Scenario II: If the employee has been terminated from the Non-SPMS Benefits Only Agency

Step 1: Use the Employee Validation report to determine if the person is in Workday as a current or former employee.

Step 2: If the person is a **former employee** with a W number AND has been terminated from one of the Non-SPMS agencies listed above, the select Rehire as the Action code on the Hire Details.

Hired: Yes No

Process Date: 2/9/2018

Disposition: [E]

Status: [AC] Note: If you change the Status, it may be overridden by the Inactive Status Indicator of the Disposition.

Final Approved Salary: 32364

Salary Frequency: Annual

Action: Rehire

Work Start Date: 2/14/2018

Current or Former Employee: [F] ✓

Current/Former Employee Match: Yes No ✓

Discrepancy:

Employee ID: W2222222 ✓

Number of Times: n

Step 3: Review the Rehire from your Workday inbox after the nightly integration has occurred and confirm that either Rehire > JobAps Reinstatement OR Rehire > JobAps Non-Reinstatement is the Reason.

Review Employee Hire JACK JOHNSON

7 day(s) ago - Due 02/20/2018; Effective 02/21/2018

Hire Date * 02 / 21 / 2018

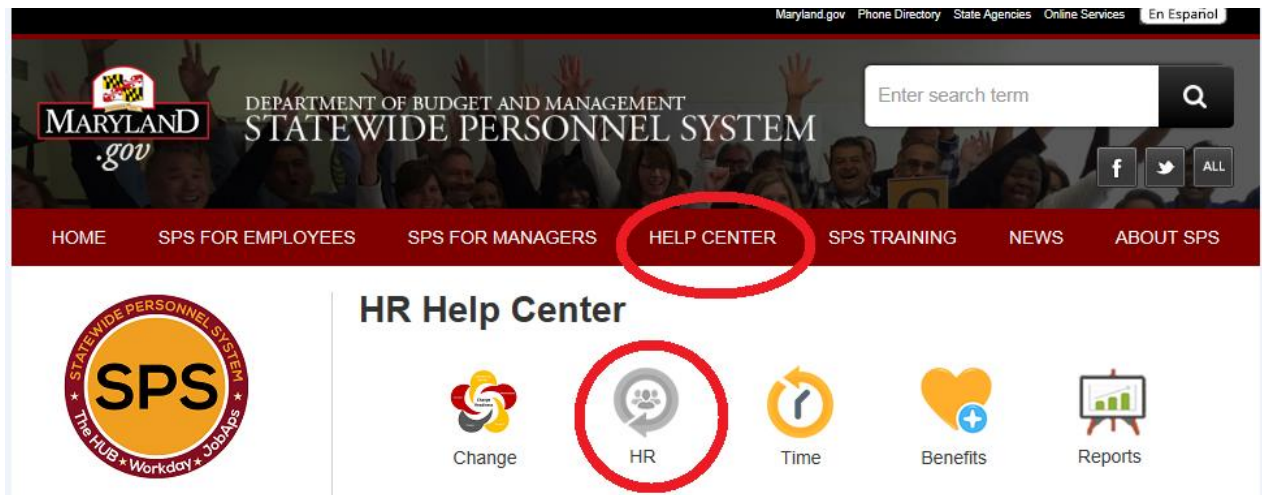
Reason X Rehire > JobAps-Reinstatement

Step 4: Complete the remaining steps in the Hire/Rehire process in Workday.



Quick Guide on SPS Website

http://dbm.maryland.gov/spS/Documents/Quick_Guide_Processing_Hires.pdf



Maryland.gov Phone Directory State Agencies Online Services En Español

DEPARTMENT OF BUDGET AND MANAGEMENT
STATEWIDE PERSONNEL SYSTEM

Enter search term

HOME SPS FOR EMPLOYEES SPS FOR MANAGERS **HELP CENTER** SPS TRAINING NEWS ABOUT SPS

SPS
The HUB + Workday + Jobs

HR Help Center

Change HR Time Benefits Reports



Employee Staffing and Job Changes

- [Hire - 10/22/15](#)
- [Quick Guide: Processing Hires from Non-SPMS Benefits Only Agencies to a SPMS Agency](#) **New**
2/14/18
- [Employee Onboarding Guide for HR Staff - 9/25/15](#)
- [Contract Contingent Worker - 2/10/14](#)
- [Edit Probation Period](#)
- [Change Job - 10/16/15](#)
- [Termination - 6/8/16](#)
- [Change Job - Transfer - 10/16/15](#)
- [Add a Compressed or Modified Schedule ID to a Worker - 2/11/16](#)
- [Add Compressed Workweek Agreement - 2/11/16](#)



Benefits Only Common Hiring Mistakes

- Not using the Employee Validation file to determine if the person is a Benefits Only current/terminated employee before completing the Hire Details.
 - Not correcting a discrepancy on the application
- Selecting the incorrect Action reason on the Hire Details
 - Hire will create a duplicate W number for the employee
 - Transfer, promotion and demotion will not be accepted by Workday
 - It will either be Secondary State Employment (current Benefits Only employees) or Rehire (terminated Benefits Only employees)
- Not completing the Job Switch task in Workday after completing the Secondary State Employment/Add Job.
 - The Benefits Only job will remain the primary job
- Completing the Add Job directly in Workday vs. JobAps when there was a recruitment.



Additional HR Issues

- Order of Events
 - Close contract after Termination event is completed
 - Leave of Absence Returns, when the employee returns
- Job Switch
 - In the pay period that includes the effective date
 - Start of the pay period
 - Will not be completed until the effective date of the additional job if processed early
- Discrepancy File Changes
 - Includes All Records
 - Make sure a staff person in your agency is assigned this task
- Effective Dating and Benefits Impacts
 - Gaps in employment
 - Default dates
- Pending Events
 - Staff System to handle these events
 - Add Retiree Status
 - Personal Data Changes (Address and Legal Name Change Approvals)
 - I-9 Forms (What is your agency's process?)



Additional HR Issues

- Transfers Between SPMS, CPBI and Benefits Only Agencies:
 - Remember, we use transfers in Workday between SPMS and CPBI agencies. The receiving agency starts the Workday event as a Transfer. Here are the transfer processes for employees moving between SPMS/CPBI and Benefits Only agencies:
- For employees **going** to a Benefits Only Agency from an SPMS or CPBI agency:
 - The SPMS/CPBI coordinates the Workday Termination event as usual, with the reason transfer to an independent agency.
 - The Benefits Only agency hires the employee into their HR system.
- For employees **coming** from a Benefits Only Agency to an SPMS or CPBI agency:
 - The SPMS/CPBI agency starts the hire as “Add Additional Job” if the employee is still active with the Benefits Only agency.
 - As the Benefits Only agency terminates the employee from their agency, the employee will have the primary job with the SPMS/CPBI agency.
 - If the employee has already been terminated from the Benefits Only agency, the SPMS/CPBI agency starts the hire as a Rehire event.

