

SPS Workday User Group Conference Call Meeting  
July 26, 2017 10:00  
Agenda

#### Conference Call/User Group Purpose:

This meeting is to highlight the latest alerts, info and changes that may be important, give info on updates/changes to processes in the system, to get additional topics for discussion or training, and take more general questions from the group. The SPS Ticket process is still to be used for specific questions regarding a transaction. We will not produce minutes from each meeting call, but will post the agenda and add any other necessary documents to the SPS website.

#### Upcoming HR User Group Calls

Shared Services has set the following HR User Group calls on different days of the week to make it easier for staff to attend.

August 29, 1:00

##### *HR User Group Conference Call*

Conference Call Number: 1-866-886-3165

Conference Code: 9875145991

#### HR/Workday Info/Tips

**Clothing Allowance for Law Enforcement Officers**, was paid in PPE July 18. Please run the **SPMS Clothing Allowance Current** report to see your Law Enforcement Officers that are set up for this allowance as part of their Compensation. If the employee does not have this allowance row on their compensation, they do not get the allowance automatically twice a year. This allowance should be added to the employee's compensation at the time of hire, so the system will pick it up automatically as it should twice a year.

**Work Location Addresses**, we are finding lots of missing work addresses. You can run the ***SPMS Directory by Organization*** report to see which of your positions is missing this data. We use this data in lots of ways, so need to have it in the system.

**One-Time Payment Additions**, we have added One-Time Payment reasons for the Tuition payments to employees in Collective Bargaining Units E and G and for Payroll Recovery Damages. Please use these One-Time Payment reasons as applicable.

**Scorecards went out last Friday to all SPMS HR Directors**, if you haven't heard of your agency info, please check with your HR Director, this is a scorecard on how their agency is doing on various

measurements—errors that create pay delays, missing data, backdated hires and terminations, etc. These scorecards will help us to target certain types of training as well.

## **Alert Re-Cap**

### **IMPORTANT Reminders:**

***Pre-Offer Check***, all agencies must check the Pre-Offer Check site prior to offers of employment. We have recently had agencies hire former employees that were not eligible for employment.

***Social Security Number Issues***, agency staff must take extreme care in entering the SSN of new employees. These issues will lead to delays in pay and tax withholding issues.

***Inactivating Support Security Roles***, as HR, Timekeeping and Payroll employees leave or move to different positions, agency HR staff must review the position's assigned security roles to evaluate whether the role is appropriate to remain on the position. A "TO DO" shown on both the hire and termination event process is there to remind the HRC to examine the position's security roles to determine what actions are needed. HR staff must review the position and determine if the roles assigned are still valid; if the correct sup org access is assigned; if training is required; and if a Security form must be completed to remove roles that require training. As a general practice, roles that require mandatory training (HR Coordinator, Timekeeper, Timekeeper Approver and Payroll Partner) should not be left on the position for a new staff member to inherit without the proper training.

***Payment for Bonuses***, a bonus is an HR event and should not be paid through a payroll input. Various bonus types can be found in the One-Time Payment Event.

***Missing EEO Data***, some agencies still have significant Race/Ethnicity and Date of Birth missing data; the EEO reports will be running at the end of July for the annual reporting. Please run your SPMS Current Employee Data report to see what data your agency is missing.

### **Contract Renewals**

In PPE July 11, some agencies had a \$0 hourly rate for contracts that had been renewed for July 1. Left with a \$0 hourly rate effective July 1, employees would only be paid for dates up to July 1 and not beyond. When adding new contracts, remember to:

- close all previous contracts and to include end dates;
- verify compensation end dates are current;
- compensation isn't \$0.00;
- be sure the new contract has the correct end date; and

- is in status of "Open".

### **One-Time Payment Additions**

We have added One-Time Payment reasons for the Tuition payments to employees in Collective Bargaining Units E and G and for Payroll Recovery Damages. Please use these One-Time Payment reasons as applicable.

### **User Issues in the Hub**

Some users have had trouble opening courses in The Hub. Here are some new developments and information that may assist your employees with any issues. When sending out training information for employees to access through the Hub, you may want to consider sending additional instructions about these issues.

1. Beginning August 1<sup>st</sup>, the Hub will react differently when a user has a pop-up blocker enabled in their browser. Instead of failing to load the course, the Hub will now recognize the issue and prompt the user to click on a message which will open the online course.
2. Flash video will continue to be a problem when users launch courses in the Hub. Some PC's warn the user of "dangerous content" when a Flash video is detected. Flash is not dangerous. Flash video is often used in creating Hub training and a simple browser setting can avoid this problem.
  - a. On your computer, open Chrome.
  - b. At the top-right corner, click the 3 dots icon arranged top to bottom and then Settings.
  - c. At the bottom of the page, click Advanced Settings.
  - d. From Advanced setting select Content Settings from the Privacy group.
  - e. In the Content Settings, Allow Flash and Allow Flash with No Questions
  - f. Then reboot the Hub to obtain the new settings.

If employees have additional questions or issues, they can call [410-767-4112](tel:410-767-4112) or the agency IT support for that are specific to the employee's computer set up.

### **New Reports**

***SPMS Personal Leave for Temporary Employees Eligibility Audit***, for SPMS agencies to review temporary employees paid leave eligibility and leave balances.

***Fiscal Year End Report: Annual Leave Earned and Used***, this report has been update for totals on a full fiscal year.

## **Topics for Discussion/Training:**

## **Questions/Issues**

The conference call information is below. Please forward this email to anyone who would benefit this information.

### *HR User Group Call*

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To: HRC and HRP Users

CC: HR Directors, SPS Team