

SPS Workday User Group Conference Call Meeting
June 24, 2015, 11:00
Agenda and Notes

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.

Alerts/Info:

Update your contact info in Workday if you haven't already---we will use the email addresses from Workday to contact staff for various things including this call.

Checking position info prior to recruitment and selection. This is the time to make changes, before the new employee is hired into the position. Missing info causes a delay in pay. Also, remember if you Move Workers, you must go to the position to change the org assignments for the Cost Center if the cost center is changing. This is not automatic.

VSP Terminations, we made corrections to the VSP approved employees that did not have this as their secondary reasons.

Social Security Number Warning: You get a warning message if you enter a Social Security Number of an existing employee. The warning appears very quickly as you are moving quickly in Workday. To ensure that you do not miss this message, please slow down on this part of the hire. If you get this warning, you must stop the transaction at this point to verify that the employee is a current employee or is a former employee that has a SPS Emp ID number. This will save lots of time in correcting hires for employees that get two SPS Emp ID numbers in Workday.

Missing Information: The SPS Team is reviewing all data in Workday to identify **missing or incorrect information**. You may get instructions from our team to make specific corrections or to add data as necessary to employee records. The Annual Personnel Report and EEO reporting is coming up at the end of the fiscal year. Use your SPMS Current Employee Detail Report to check on your employee data. Additionally, as we get closer to the Timekeeping go-live date, all employees must have a **Time Off Service Date**. This date is the date that we calculate leave accruals. You can enter this date for employee through the Edit Service Date business process.

RUMBA and ANSWERS

You may recall that we converted former employee records into Workday for those who left State employment on or after November 14, 2007 to the November 14, 2014 go-live date (7 years of former employees). All records of former employees that left State employment on or prior to November 13, 2007 can be found on RUMBA. Users of RUMBA and ANSWERS will have access to this static data through December 31, 2016. You will be able to continue to check for employment histories for these former employees of your agency. The reports available on ANSWERS contain data up to the Nov. 14, 2014 go-live date. This information can be used for reporting for the first months of FY 2015, July-November 13, 2014, as needed.

July 1, 2015 Salary Changes:

DBM/CAS will process Grade Profile adjustments to positions in Job Profiles affected by the FY16 ASR (those two agencies have been separately advised). Additionally, DBM/CAS will process salary adjustments to increase regular State employees compensated at the current minimum wage to the new State minimum wage

of \$8.25. NOTE: This DBM/CAS minimum wage processing DOES NOT include contractual employees. This means agencies will have to update any contracts and compensation for contractual employees that are at the current min. wage to the new min. wage.

New Reports:

We are updating the report matrix and adding additional reports. We have also been asked to develop some materials/definitions for each report. As they become available, we will add to the reporting info on the website.

Topics for Discussion/Training:

Will schedule a new webinar for Retroactive Reclass for September, starting the new process in October, as you recall we decided to go with the process that will allow for the auto calculations of back pay; this will be fully implemented when we have timekeeping, March 2016. Look for upcoming date in September.

SPS Help Tickets:

You may see a change in the look of the MOJO application we use for tickets. This is just an update of the system. We will alert you as we know a specific date.

No SSNs in tickets

Try to ID the issue that is the problem before submitting the ticket

Effective dates

Closing a manager position---you will need to move the staff positions to a new supervisory position before the departing manager leaves. You will be notified in this situation if you had a manager leave as a result of the VSP.

EEO Reporting Season, Glynis Watford joined the call to talk about the race and gender info missing in Workday. We have about 900 state regular employees that need to be update ASAP for the EEO reporting. Please make this a priority to update all blank or undeclared gender and race info. You can run the SPMS Current Employee Details Report, filter on State/Regular employees and find all of the missing info.

Questions/Issues:

We discussed the mismatches that are occurring in JobAps for existing contractual employees that do not have a birth date in Workday. As you may recall, we did not have contractual employee date of birth to load into Workday. If you are not the current employing agency for the contractual employee you are trying to hire through JobAps, please contact the current agency to have them enter the employee's birth date into Workday. All mismatches need to be resolved before hire to allow the process to work smoothly.

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

SPS Workday April Updates Conference Call

6/24/15, 11:00 – 12:00

Conference Call Number: 1-866-886-3165

Conference Code: 9875145991

To: HRC and HRP Users
CC: HR Directors, SPS Team