# SPS Go Live Check List

| SPS Role | HR Partner/AA Partner | Recruiter | HR Coordinator |
| --- | --- | --- | --- |
| Access and Role-Based Security | If you find issues with security, please review your latest security matrix to confirm your issue. If you need to remove someone from a role or add someone to a role, please complete the new access form which can be found on the SPS website. | If you don’t have access, please discuss with your HR Director’s office to determine the next step to gain the correct access. | If you don’t have access, please discuss with your HR Director’s office to determine the next step to gain the correct access. |
| PIN Renumbering | Determine if your agency has PINs that have been renumbered; use crosswalk listing from DBM.Contractual positions up for recruitment now have Position NumbersAll PINs have been renumbered; most have only dropped the trailing “0” (e.g. “011111 0” is now “011111”). Any previously split PIN has had the second position and additional positions renumbered (e.g. 011111A, 011111B, 011111C, will become 011111, 09####, 09####, etc.). Any previous PIN numbered higher in sequence than 089467 will also be renumbered. This includes any 2##### and 7##### sequence PINS.  | Contractual positions up for recruitment now have Position NumbersAll PINs have been renumbered; most have only dropped the trailing “0” (e.g. “011111 0” is now “011111”). Any previously split PIN has had the second position and additional positions renumbered (e.g. 011111A, 011111B, 011111C, will become 011111, 09####, 09####, etc.). Any previous PIN numbered higher in sequence than 089467 will also be renumbered. This includes any 2##### and 7##### sequence PINS. Once the Pin is available in JobAps, they need to create a PSP Lite using the Pin number and the previous Job# from JobAps. This same process applies to contractual positions.A job aid was created and loaded to the Hub Knowledge Bank that includes a short FAQ on Pin renumbering. This job aid will be made available to all JobAps users. | All Contractual positions now have PINs. Additionally, if your agency had PINs in Local/County Departments/Offices or temporary PINs, these positions have completely new PIN numbers. |
| JobAps Catch Up | We created Job Reqs for positions that were: Vacant, and not frozen by DBM CAS, and not frozen by DBM Budget (OBA). | Check to see if the PINs for your currently active recruitments are selectable in JobAps. | Open Workday Job Requisitions for any missing positions in JobAps.We created Job Reqs for positions that were: Vacant, and not frozen by DBM CAS, and not frozen by DBM Budget (OBA). |
| Hire From JobAps | Make sure all JobAps users have had the Hire Details training. | Make sure you complete the Hire Details page in JobAps. If you do not, the selected candidate info will not go onto Workday for the agency to complete the hire process.A training curriculum was created and assigned to all JobAps users that have access to the hire details page outlining this process.**The process date must be Nov. 14, 2014 or later** | Watch your Workday In Box for Hires from JobAps.  |
| Transactions Backlog | See the ***Personnel Activity and Transactions for Oct. 15, 2014 Shutdown*** to make sure you follow the date restrictions in the system. If you complete a transaction that is not allowed there may be a delay in the payroll process for that employee.  | See the ***Personnel Activity and Transactions for Oct. 15, 2014 Shutdown*** to make sure you follow the date restrictions in the system. If you complete a transaction that is not allowed there may be a delay in the payroll process for that employee. | See the ***Personnel Activity and Transactions for Oct. 15, 2014 Shutdown*** to make sure you follow the date restrictions in the system. If you complete a transaction that is not allowed there may be a delay in the payroll process for that employee. |
| Create Vacant Contractual Positions | Manage the process of creating new positions. Do not allow staff to “close” positions if the agency will be re-filling the position. | You will need to have the HR Coordinator to create any vacant contractual positions that you need to start or have already started recruitments for in JobAps. | Create a contractual position if you have a vacant position that is already in JobAps for recruitment.You do not need to create a contractual position when an existing contractual employee leave and you want to refill the contractual job. |
| Open Reclasses at DBM for Study | Check your In Box Archives for any open reclasses that were approved for you during the transition. DBM CAS will continue the reclass request process in Workday.  |  | Check your In Box Archives for any open reclasses that were entered for you during the transition. DBM CAS will continue the reclass request process in Workday. If any requests have been completed, you will see a Change Job event waiting in your In Box Actions.  |
| Frozen Positions | Check the View All Positions Report to review frozen position status. We have loaded the Frozen status for DBM CAS and DBM Budget reasons.  | Check the View All Positions Report to review frozen position status. We have loaded the Frozen status for DBM CAS and DBM Budget reasons. | Check the View All Positions Report to review frozen position status. We have loaded the Frozen status for DBM CAS and DBM Budget reasons. |
| Difficult to Fill Positions | After a review, report any inaccuracies to Shared Services through the Help Desk Ticket process.  | Review this data that is attached to the Job Profile. These are jobs that are exempt from the hiring freeze process. |  |
| New Employee On-Boarding Procedure | Determine your agency procedures for onboarding. | Coordinate the process for getting the selected candidate’s SSN and contact information for the HR Coordinator to complete the Hire in Workday. | If necessary, revise your onboarding materials to include only agency specific materials. The Statewide policies and information will be on-line for the new employee. |
| Supervisory Org Name Changes | Determine a procedure and timeline for requesting changes to the sup org names that are reported by agency staff. Use the template on the SPS Website to report inaccuracies or corrections to Shared Services through the Help Desk Ticket process. |  |  |
| New Reclass Requests |  |  | Check to see if the MS-22 Form Data for the positions is in Workday. If not, the supervisory/employee will have to complete the template for input into the system by the HR Coordinator. |