

# SPS BRIEFING

Presented by the Office of Human Resources



# Agenda



- What is SPS?
- Contract Submission Changes
- Timeline of Events
- Action Steps For Departments
- Q&A

# About SPS



# What is SPS?



- The Maryland Statewide Personnel System (SPS) is a number of modules that will streamline and modernize the State's approach to managing Human Resources.
- Marks a new direction for how the State will manage its Human Resources data in the future.
- Advantages include reduced hardware and software costs, robust security, and shorter application update timeframes.

# What is SPS?



- This system will offer a self-service platform for employees.
- Employees will eventually go online to view and print off their benefits' information, as well as make any changes to their benefits.

SPS at BSU



# Previous Contract Renewal Process



- If contracts were submitted after the end date, a manual process could be used to extend employees' benefits
- This manual process can no longer be done

# New Contract Renewal Process



- If contracts are submitted late going forward, the electronic process will NOT process employees' contract renewals until they are entered and viewed in the system.
- This will cause the employees' benefits to terminate until the electronic system processes the transaction(s).
- This could create a lapse in benefits that could take from 8-10 weeks to reactivate.

# What We Need From You



- Submit all contractual renewal requisitions to the Office of Human Resources approximately two (2) months prior to the contract end date.
- Submit resignations/terminations for ALL employees to avoid departing staff members being billed for health benefits that should have been cancelled. Supervisors may also be billed 75% of the cost incurred.
- Regular employees are unaffected by this process unless they have a break in service, such as Leave Without Pay, or go off of payroll.

# What Has Been Done



Communication has been sent detailing these new changes:

- Campus-wide memo broadcast (sent on 9/11/18).
- Interoffice mail reminder (sent on 9/28/18).
- Reminder email sent to employees (sent on 9/28/18).
- Reminder flyer broadcast (sent on 9/28/18).

# Urgent Action Steps



Before December 30, 2018

- Develop a plan to submit timely contract renewals and resignation letters to Human Resources.

# Questions

