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
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.
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.