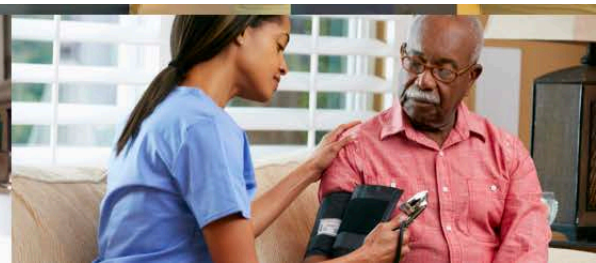
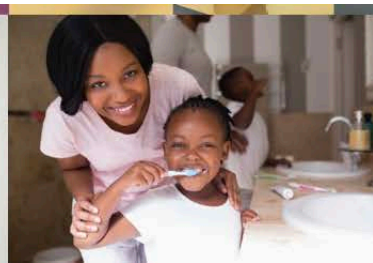
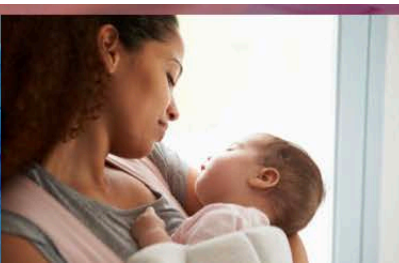




WORKDAY TIMEKEEPING AND PAYROLL

NEW EMPLOYEE ORIENTATION

PAYROLL & TIMEKEEPING UNIT



WORKDAY USER LOG IN



user name

W00000000 (remote login in available)






First time users contact SPS Helpline

Sign In

[Forgot Password](#)

[Change Password](#)

COMMON TASKS IN TIMEKEEPING

	INBOX	<p>Notices are sent to your Inbox to inform you about tasks that require your attention such as:</p> <ul style="list-style-type: none">• Timesheets that need to be corrected• Leave requests that need to be corrected• Supervisors receives notices that timesheets have been submitted for review and approval
 Time	TIME ENTRY	<ul style="list-style-type: none">• Timesheet entry• Enter time off• Make corrections
 Time Off	TIME OFF	<ul style="list-style-type: none">• Request time off• View time off requested• View time off/leave balances• Make corrections



WORKDAY TIMEKEEPING

1. Regular, Temporary, Contractual, daily and hourly employees will not be paid for any hours without a submitted and approved timesheet.
2. Timesheets should be submitted on a weekly basis.



COMP/OVERTIME & MULTIPLE POSITIONS

REGULAR EXEMPT AND NON EXEMPT EMPLOYEES

All Non-Exempt employees may elect compensatory leave (comp time) in lieu of cash overtime. This includes contractual employees. This comp time is also calculated at time and a half.

- 1. Regular 40-Hour Exempt Employees:** The system automatically calculates comp time earned 30 minutes after the 8th hour on a workday.
- 2. Non-Exempt COE (Comp in Lieu of Cash) Employees:** The system automatically calculates overtime after forty (40) hours have been worked in the week. The employee can choose to earn Comp Time in lieu of cash overtime.
- 3. All MDH Contractual employees:** are considered hourly employees and are overtime eligible. You may elect COE comp the same as a Regular employee who is non exempt.



LEAVE & BALANCES

1. For leave taken, the balances are updated in the system at the end of each pay period.
2. You cannot enter less than 8 hours a day of leave in the calendar. Any leave time less than 8 hours must be entered in the time sheet section.
3. Your annual and sick leave accruals are updated at the beginning of the pay period based on your projected accrual rates.
4. Comp Time is accrued the day it is earned and **after the time sheet is saved and can be used the next pay period.**



Work.*Leave*.Balance



LEAVE & BALANCES (continued)

TIME/LEAVE ACCRUALS – BASED ON FTE (full time employee)

ANNUAL

- 1 – 5 Years – 3.08 hours
- 5 – 10 Years – 4.62 hours
- 10 – 20 Years – 6.15 hours
- 20+ Years – 7.69 hours

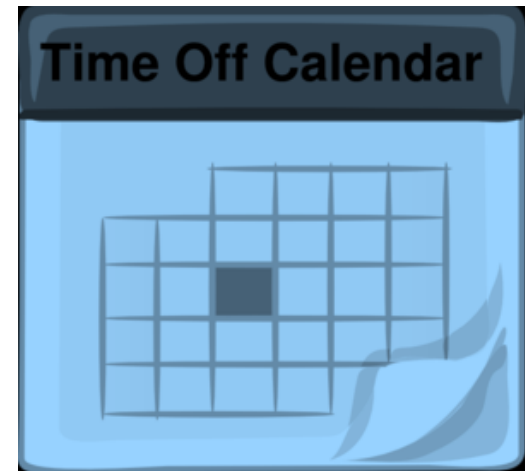
SICK

- 4.62 hours

PERSONAL

- January – February – 48 hours
- March – April – 40 hours
- May – June - 32 hours
- July – December – 24 hours

TIME OFF



WORKDAY HUB TUTORIALS

✓ Workday Timesheet Overview

✓ Workday Time-off Overview



WORKDAY RESOURCES (Continued)



STATEWIDE PERSONNEL
— S Y S T E M —

Welcome to the SPS!

Your User Name is your new SPS Employee ID.

If you do not know it, please go to the

Payroll Online Service Center



If you forgot your password, please click the “forgot password?” link to reset your password.

Need Help? Visit SPS Website

GO TO: <http://dbm.maryland.gov/sps> to access job aids, videos and other helpful info.



WORKDAY RESOURCES (CONTINUED)

	The HUB	SPS Online Course/Training – <ul style="list-style-type: none">• SPS-TIM-101 Reviewing Timekeeping Basics• SPS-TIM-201E Timekeeping Training for Employees
	MDH Workday Assistance	<p>Contact the Assistance Line for help with password request or resets* and other questions Workday related issues:</p> <p>Your questions will be answered or directed to staff for response as required at 410-767-5467</p>



THANK YOU

Questions/Comments

