



Peter Franchot
Comptroller

Robert J. Murphy
Director
Central Payroll Bureau

PLEASE POST

June 8th, 2016

TO: All State Agencies and Employees

FROM: Robert J. Murphy
Director, Central Payroll Bureau

SUBJECT: Central Payroll ALERTS to all SPS Agencies and Employees

The Department of Budget & Management, Office of Personnel Services & Benefits implemented the new Workday Timekeeping / Time Tracking & Absence Management module on 5/24/2016 for all SPS agencies (except for DPSCS which is scheduled for implementation on 8/2/2016).

Effective for Pay Period Ending 6/7/2016 (check date 6/15/2016) and forward, SPS employees will notice the following changes in the calculation of their biweekly pay rate and/or certain fields of data on their check stub:

- Your biweekly pay **may** show an increase of a penny or two over the published biweekly rates for your Grade / Step. Workday calculates the costs associated with each leave type taken (i.e. vacation, sick, personal, etc.) during the pay cycle separately. Each total cost figure is rounded (up) separately and then all added together for your biweekly rate. The more use of separate leave types, the greater the possibility of a slightly higher biweekly rate.
- Your biweekly salary rate will no longer appear in the box marked **Regular Pay Rate** located at the top middle of the paystub (directly under your name). Your biweekly earnings will continue to be shown in the earnings box (under **CURRENT**) that is on the left side of your paystub.
- DBM has asked that you call your agency HR/Payroll office for any questions relating to your gross pay. They in turn will contact the newly established DBM Consolidation Unit for resolution.