



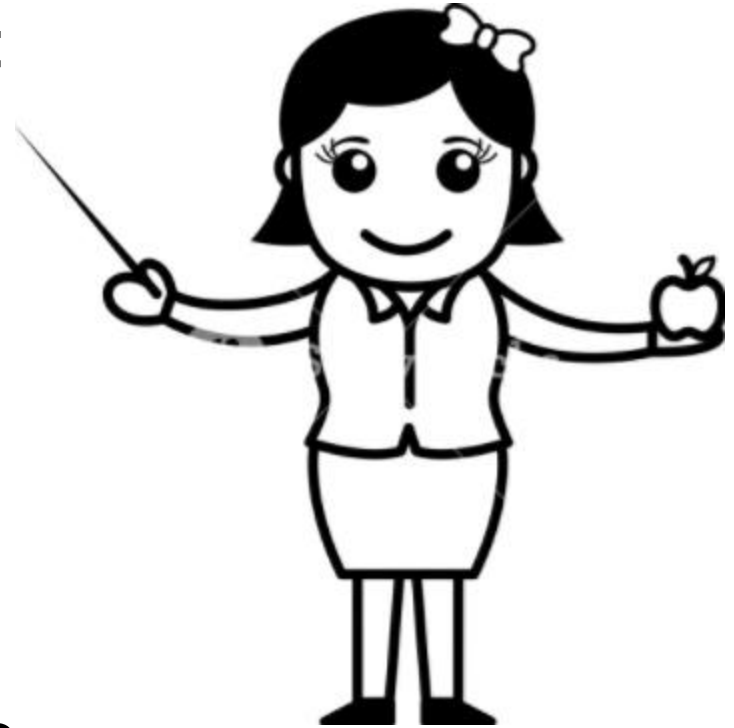
STATEWIDE PERSONNEL  
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# Hires, Reinstatements, Transfers in Workday

(\*updated 6/22/18)

# Covered Topics:

- Information Flow: JobAps to Workday
- Reviewing JobAps Information:
  - Editing
  - Adding (Required Data)
- Service dates
  - Re-instatements
- Transfers:
  - Shell Records
  - JobAps Reasons / Workday Reasons





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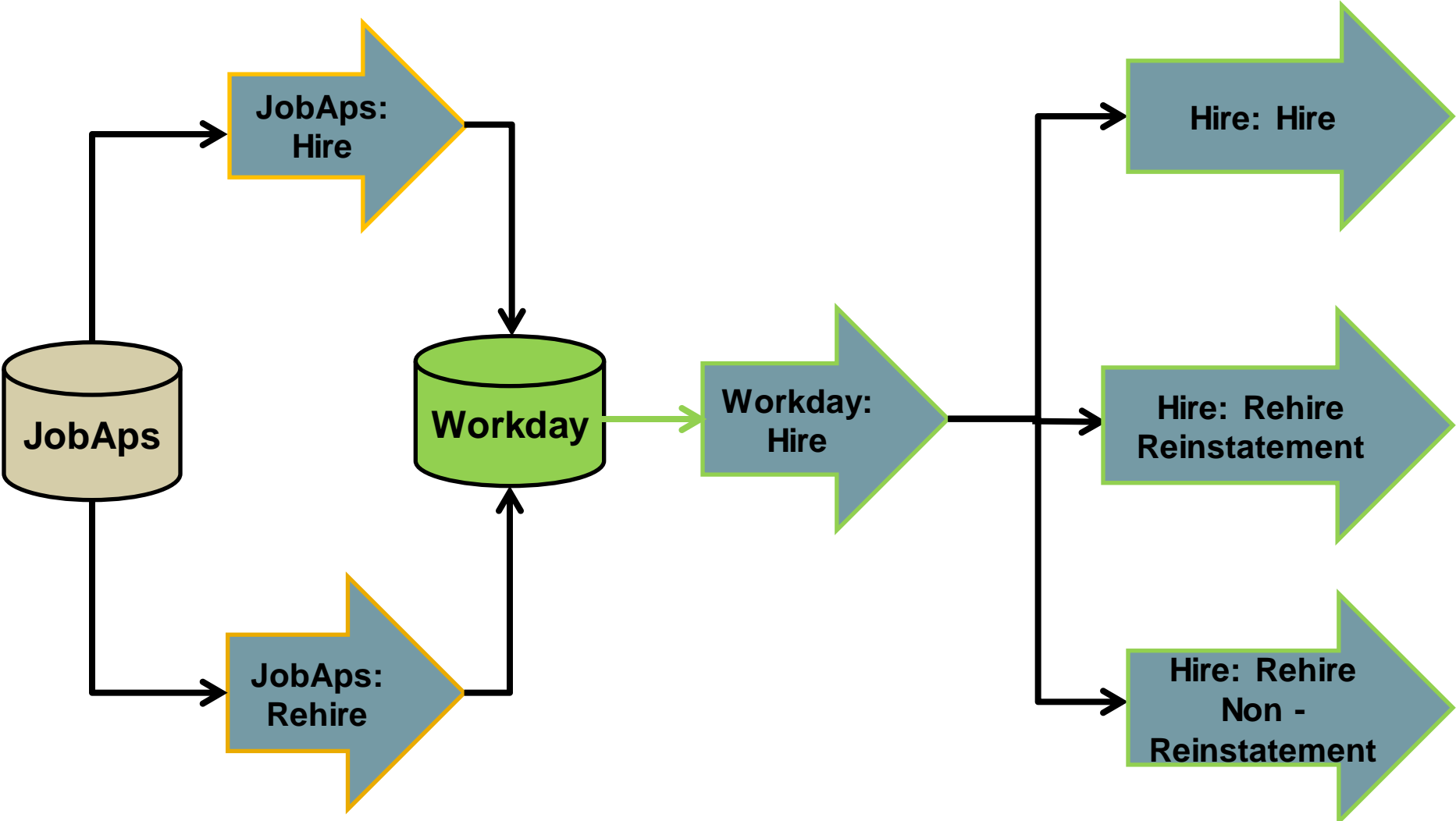
**Information Flow JobAps → Workday**

# The Hire Business Process

- Used to hire employees (paid through CPB); not contingent workers
  - i.e., State/Regular, Contractuals (Seasonal and Fixed Term), Temporary Employees, Interns, SPMS and University Faculty
- Initiated in one of two ways:
  - Job Aps:
    - For competitive recruitments, including special appointments
    - Most hires are done this way
    - Includes hires, rehires, and transfers
    - Information from the Hire Details page, including name, PIN, and salary will integrate into Workday
  - In Workday:
    - For hires that are not paid through CPB (Contingent workers and Temporary Workers only)



# Hire: Integration with JobAps



# What DOES come over from JobAps:

- **Hire Reasons** – All hires/rehires come into Workday as a “Hire”
- **Hire Dates** – Can be changed through inbox item
- **Job profile** – Cannot be changed through hire process; need to complete *Edit Position Restriction* business process



# Hire: Integration with JobAps

- When a hire/rehire integrates from JobAps into Workday, it appears as a new inbox item in the HRC inbox entitled **Review Employee Hire**.

**Inbox**

Actions 137 Archive

Viewing: All Sort By: Newest

Complete Form I-9: Kasey Maes (W2091551)  
2 day(s) ago - Effective 05/30/2018

Complete Form I-9: Hannah Lane (W2091550)  
2 day(s) ago - Due 06/07/2018; Effective 05/30/2018

Complete Form I-9: Katherine Platt (W2091553)  
2 day(s) ago - Effective 05/30/2018

**Hire: - 096668 Accountant Advanced**  
3 day(s) ago - Due 06/19/2018; Effective 06/20/2018

Contract: Taylor Wilkins  
4 day(s) ago - Due 06/05/2018; Effective 06/13/2018

Setup in Time Keeping System: Hire: Laura Sena (W2091590)  
7 day(s) ago - Due 05/31/2018; Effective 05/30/2018

IT Setup Tasks: Hire: Laura Sena (W2091590)  
7 day(s) ago - Effective 05/30/2018

**Review Employee Hire** M529 - Budget and Fiscal Administration  
3 day(s) ago - Due 06/19/2018; Effective 06/20/2018

Hire Date \* 06 / 20 / 2018

Reason X New Hire > JobAps

**Job Details**

Position \* X 096668 Accountant Advanced

Job Requisition R0034673 Accountant Advanced (Open)

Employee Type \* State/Regular

Job Profile \* Accountant Advanced-4549

Time Type \* Full time

Location \* Baltimore - 217 E. Redwood St

Pay Rate Type X Salary

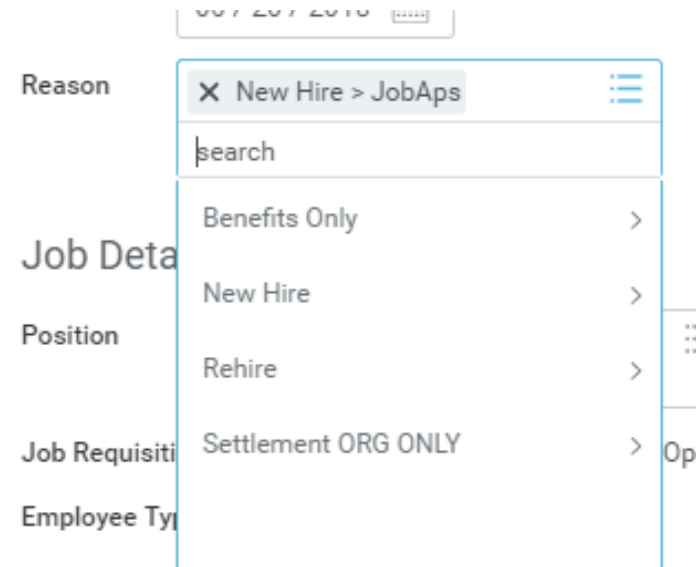
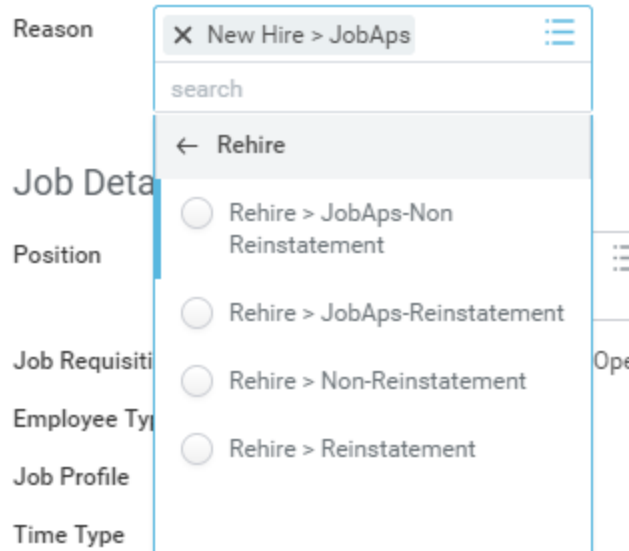
Approve Deny Save for Later Cancel

These fields can be edited upon completing this inbox item.



# Hire: Integration with JobAps

Hire reasons should be changed through inbox item in Workday based on the documentation on the hire.



Should distinguish between rehire reinstatement and non-reinstatement.





# What Does NOT come over from JobAps:

Key information is necessary with Benefits implemented into the system that is **NOT** integrated from JobAps:

- ❖ Home address
  - \*\*Including county\*\*
- ❖ Personal Email





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**Service Dates**

# Service Dates

- Company Service Date  
Increment Date (1/1/Year or 7/1/Year)
- Time Off Service Date  
Used for calculating Accruals
- End of Employment Date  
Must be entered for *Contractuals*



# Date Fields By Process: Hires

- **Hire Date**: populates; cannot change
- **Original Hire Date**: populates with Hire Date; can be changed
- **Continuous Service Date**: populates with Hire Date; can be changed
- **Company Service Date**: Increment Date; needs to be changed
- **Time Off Service Date**: Does not populate; needs to be entered



# Date Fields By Process: Rehires

- **Hire Date**: populates with the *new* hire event date; can not change
- **Original Hire Date**: stays with the last entered date ; can be changed
- **Continuous Service Date**: populates with the *new* hire event date ; can be changed
- **Company Service Date**: Increment Date; review for any needed changes
- **Time Off Service Date**: Does not populate; review for any needed changes










# Date Fields By Process: Transfers

## ■ Transfers

- No automated changes; review all fields for any needed changes
- Contractual Transfer (SB172):
  - Appointment date – date placed in regular position.










# Hire Date

Hire Date	09/30/2015
Termination Date	02/04/2015
Original Hire Date	10 / 31 / 2001 
Continuous Service Date	01 / 22 / 2004 
Length of Service	13 year(s), 9 month(s), 16 day(s)
Date Entered Workforce	MM / DD / YYYY 
Benefits Service Date	MM / DD / YYYY 
Company Service Date	07 / 01 / 2016 
Time Off Service Date	12 / 19 / 2002 
Retirement Eligibility Date	MM / DD / YYYY 
Expected Retirement Date	

- **Hire Event** - Populates with the new "Hire" event date, overwrites the previous hire event date.
- **Rehire Event** - this will populate with the *new* hire event date – overwriting the previous hire event.
- **Change?** - **Cannot** be changed
- **Used for** – records latest hire event; if PEP is Mid or Annual.



# Original Hire Date








Hire Date	09/30/2015
Termination Date	02/04/2015
Original Hire Date	10 / 31 / 2001 
Continuous Service Date	01 / 22 / 2004 
Length of Service	13 year(s), 9 month(s), 16 day(s)
Date Entered Workforce	MM / DD / YYYY 
Benefits Service Date	MM / DD / YYYY 
Company Service Date	07 / 01 / 2016 
Time Off Service Date	12 / 19 / 2002 
Retirement Eligibility Date	MM / DD / YYYY 
Expected Retirement Date	

- **Hire Event** - Populates with the new "Hire" event date
- **Rehire Event** - it will stay with the last entered date and it should not be changed unless an **earlier** hire event was not captured. For example, if an employee has a non-SPMS agency hire date in 2001 that is earlier than the Workday Hire Date in 2010, then you can change this field to reflect that date.
- **Change?** - Can be changed; auto-populated from hire date
- **Used for** - records previous state service that may not be captured in Workday












# Continuous Service Date

Hire Date	09/30/2015
Termination Date	02/04/2015
Original Hire Date	10 / 31 / 2001 
Continuous Service Date	01 / 22 / 2004 
Length of Service	13 year(s), 9 month(s), 16 day(s)
Date Entered Workforce	MM / DD / YYYY 
Benefits Service Date	MM / DD / YYYY 
Company Service Date	07 / 01 / 2016 
Time Off Service Date	12 / 19 / 2002 
Retirement Eligibility Date	MM / DD / YYYY 
Expected Retirement Date	

- **Hire Event** - Auto-populated with effective date of Hire
- **Rehire Event** - automatically populates with the **new** hire event date whether it is designated as reinstatement or not. **THIS DATE** should be adjusted, if needed. If it is a reinstatement, then this date should be adjusted to capture the employee's previous service. The agency is responsible for maintaining it.
- **Change?** - Can be changed; auto-populated from hire date
- **Used for** - calculating "**length of service**" in Workday; represents "**Total State service**"; used to determine Increment date. Does NOT need to match Time Off Service Date










# Company Service Date

Hire Date	09/30/2015
Termination Date	02/04/2015
Original Hire Date	10 / 31 / 2001 
Continuous Service Date	01 / 22 / 2004 
Length of Service	13 year(s), 9 month(s), 16 day(s)
Date Entered Workforce	MM / DD / YYYY 
Benefits Service Date	MM / DD / YYYY 
Company Service Date	07 / 01 / 2016 
Time Off Service Date	12 / 19 / 2002 
Retirement Eligibility Date	MM / DD / YYYY 
Expected Retirement Date	

- **Increment Date**  
(1/1/Year or 7/1/Year)  
Contractuals: Date of 1<sup>st</sup> continuous contract in same principal department
  - **Hire Event** - Goes by hire date
  - **Rehire Event** - Goes by Continuous Service date
  - **Change?** - Needs to be manually entered
  - **Used for – Increments:** it could change



# Time Off Service Date

Hire Date	09/30/2015
Termination Date	02/04/2015
Original Hire Date	10 / 31 / 2001 
Continuous Service Date	01 / 22 / 2004 
Length of Service	13 year(s), 9 month(s), 16 day(s)
Date Entered Workforce	MM / DD / YYYY 
Benefits Service Date	MM / DD / YYYY 
Company Service Date	07 / 01 / 2016 
Time Off Service Date	12 / 19 / 2002 
Retirement Eligibility Date	MM / DD / YYYY 
Expected Retirement Date	

- **Hire Event** - Does not automatically populate. Usually, the same as Continuous Service Date. Represents "Total State Service" if that is what needs to be used to calculate Leave Accrual rates.
- **Rehire Event** - the date stays with the last entered date. It can be adjusted if needed. Rehires do not have to be reinstatements to get service credit for the leave accrual rate. All previous State service counts towards leave accrual service credit.
- **Change?** - Needs to be manually entered
- **Used for** - used to calculate **Leave Accrual**



# Time Off Service Dates

HR Personnel maintains employee service dates including the **Time Off Service Date**.



Hire Date



Adjustments for  
Breaks in Service








Time Off Service Date

- Determines the leave that is accrued per pay period.
- Indicates “years of service” for leave accrual purposes in Workday; represents “Total State Service”.
- Adjusted by HR for breaks in service when an employee leaves and returns
- Contractuals cannot accrue *Annual* leave even when the Time Off Service Date is populated on their worker profile.

# Editing Employee Service Dates

Go to **Worker History > Edit Service Dates**

- The **Time Off Service Date** determines when leave accruals start; how much leave an employee is entitled. It must be entered to accrue!!! (**NOT AUTOMATIC**)
- The Hire Date and Continuous Service Date help determine the Time Off Service Date.

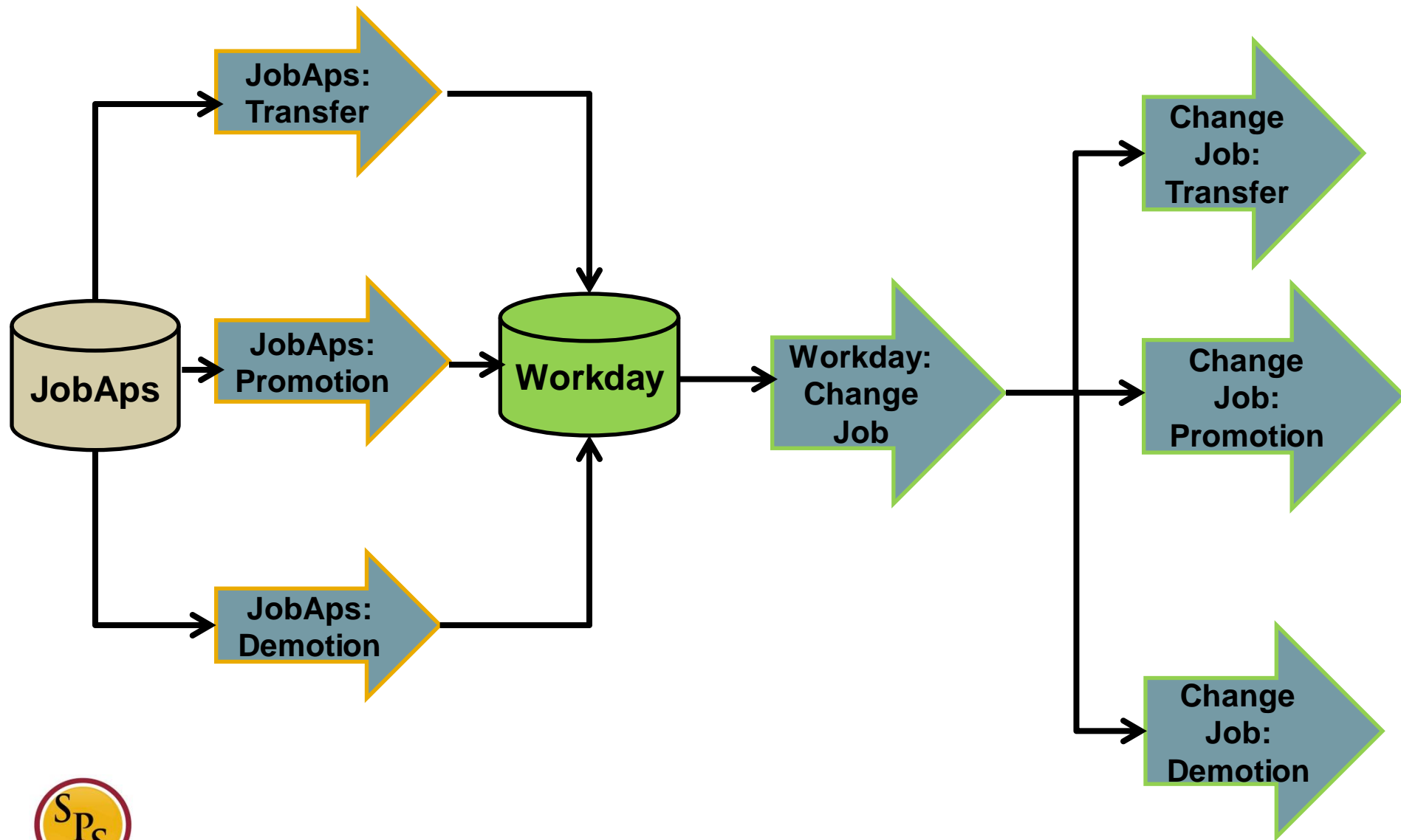
View Service Dates Jennifer Lawrence (W4681012)  	
 Hire Date	12/18/1985
Original Hire Date	12/18/1985
 Continuous Service Date	12/18/1985
Length of Service	30 year(s), 1 month(s), 0 day(s)
Date Entered Workforce	(empty)
Benefits Service Date	(empty)
Company Service Date	07/01/2015
 Time Off Service Date	12/18/1985
Retirement Eligibility Date	(empty)
Expected Retirement Date	(empty)
Retirement Date	(empty)
Seniority Date	12/18/1985
Severance Date	(empty)
Vesting Date	(empty)



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# Transfers

# Change Job: JobAps to Workday Workflow



# Transfers: JobAps

- **Transfer** is used for current employees who are moving from their PIN to another position; contractual or a State/Regular.
- In JobAps, *there is no field to narrow down transfer reasons; this is done in Workday*



Name: ADLER, GRACE  
 EasyID: Adl-11-1212  
 Hire Department: State of Maryland

**Please update the following Hire Information:**

Hired:  Yes  No  
 Process Date:    
 Disposition:    
 Note: If you change the Status, it may be overridden by the Inactive Status Indicator of the Disposition.  
 Status:  
 Final Approved Salary:   
 Salary Frequency:    
 Action:   
 Work Start Date:  
 Current or Former Employee:    
 Current/Former Employee Match Discrepancy:  Yes  No  
 Employee ID:    
 Number of Times Waived: 0

**W number will populate in the Employee ID field.**

**Please select the Position Control Number being hired into.**

Position	Job Title
<input checked="" type="radio"/> 222333	Interior Designer

Update Clear





# Transfer – Reasons to Use in Workday

- Contractual Conversion
- Contractual Transfer (non-conversion)
- End of Temporary Duty
- Indep Agency (*JobAps*)
- Intra Agency (*JobAps*)
- Other Agency (*JobAps*)
- Reassignment in Same Agency
- Temporary Duty



# Things to Remember...

- The Propose Compensation step does not automatically occur for transfers (second step in Workday if comp change is required) or data changes.
- Do not....
  - Create a position through this process
  - Close position through this process

The screenshot shows a 'Change Job' process for Jane Love (W2000692). The process is currently in the 'Move' step. A modal dialog is open, asking 'Do you want to create a new position?' with an unchecked checkbox and a 'Done' button. A red arrow points from the 'Do not... Create a position through this process' instruction to the modal dialog. Another red arrow points from the 'Do not... Close position through this process' instruction to a red circle around the text 'I plan to backfill this headcount' in the 'Opening' section.

Change Job Jane Love (W2000692) ...

Start Action ✓ Move Job Location Details

**Move**

Opening

What do you want to do with the opening left on your team? \* I plan to backfill this headcount  
Is this position available for overlap? (empty)





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# Special Transfer Processes

# Transfer – Contractuals Requiring Compensation

If you need to complete a compensation change on a transfer processed in JobAps, once the hire is integrated to Workday:

- 1) In Workday, remove the “Transfer – JobAps Intra Agency” reason for the transfer.
- 2) Select the **Transfer – Contractual Conversion (non-conversion)**

Review Change Job Transfer: GRACE ADLER (W1111113) Actions

20 second(s) ago - Due 10/25/2017; Effective 11/08/2017

Start

Start Details

When do you want this change to take effect? \*

11 / 08 / 2017

Why are you making this change? \*

X Transfer - JobAps-Intra Agency

Who will be the manager after this change?

Grace Adler (W1111113)

Which team will this person be on after this change?

SPS - Training Division

Do you want to use the next pay period?

- Transfer - Contractual Conversion
- Transfer - Contractual Transfer (non-conversion)
- Transfer - End of Temporary Duty
- Transfer - Indep Agency
- Transfer - Intra Agency



# Transfers – Shell Record/Benefits Only

## Scenario I: If the employee is still employed at the Non-SPMS Benefits Only Agency

**Step 1:** Use the Employee Validation report to determine if the person is in Workday as a current or former employee.

**Step 2:** If the person is a **current employee** with a W number AND is still employed at one of the Non-SPMS agencies listed above, the select Secondary State Emp as the Action code on the Hire Details.

Hire Department: MDH Thomas B. Finan Hospital Center  
Please update the following Hire Information:

Hired:  Yes  No  
Process Date: 1/31/2018  
Disposition: B  
Status: AC Note: If you change the Status, it may be overridden by the Inactive Status Indicator of the Disposition.  
Final Approved Salary: 35950  
Salary Frequency: Annual  
Action: Secondary State Emp  
Work Start Date: 1/31/2018  
Current or Former Employee:   
Current/Former Employee Match Discrepancy: Yes  No   
Employee ID: W1111111

**Step 3:** Review the Hire/Secondary State Emp from your Workday inbox after the nightly integration has occurred and confirm that Add Additional Employee Job > Secondary State Employment > JobAps is the Reason.

Supervisory Organization: MDH - Thomas B. Finan Center - Cottage 1  
Effective Date: 01/31/2018  
Reason: Add Additional Employee Job > Secondary State Employment > JobAps

**Step 4:** Complete the Primary Job Switch task to make the new position the primary job. Once this has been completed, the process is complete for the receiving agency.

**NOTE:** The Primary Job Switch may require a ticket to the SPS Ticketing system for SSD to assist with this.

## Scenario II: If the employee has been terminated from the Non-SPMS Benefits Only Agency

**Step 1:** Use the Employee Validation report to determine if the person is in Workday as a current or former employee.

**Step 2:** If the person is a **former employee** with a W number AND has been terminated from one of the Non-SPMS agencies listed above, the select Rehire as the Action code on the Hire Details.

Hired:  Yes  No  
Process Date: 2/9/2018  
Disposition: H  
Status: AC Note: If you change the Status, it may be overridden by the Inactive Status Indicator of the Disposition.  
Final Approved Salary: 32364  
Salary Frequency: Annual  
Action: Rehire  
Work Start Date: 2/14/2018  
Current or Former Employee:   
Current/Former Employee Match Discrepancy: Yes  No   
Employee ID: W2222222  
Number of Times: n

**Step 3:** Review the Rehire from your Workday inbox after the nightly integration has occurred and confirm that either Rehire > JobAps Reinstatement OR Rehire > JobAps Non-Reinstatement is the Reason.

Review Employee Hire JACK JOHNSON  
7 day(s) ago - Due 02/20/2018, Effective 02/21/2018  
Hire Date: 02/21/2018  
Reason: Rehire > JobAps-Reinstatement

**Step 4:** Complete the remaining steps in the Hire/Rehire process in Workday.



# SPMS/CPBI Transfers



- **Transfers Between SPMS, CPBI and Benefits Only Agencies:**
  - We use “Transfer” Workday event between SPMS and CPBI agencies.
  - Receiving agency starts the transfer transaction.



# Benefits Only Transfer Process

1. SPMS/CPBI: terminate employee with reason “Voluntary - transfer to non-SPMS agency”

2. Benefits Only: Hire employee into their HR system

**SPMS/CPBI**

**Benefits Only**

2. Benefits Only: Terminate the employee, will make SPMS position primary

1. SPMS/CPBI: Complete “Add Additional Job”

\*\*\*If the employee has already been terminated from the Benefits Only agency, the SPMS/CPBI agency starts the hire as a Rehire event.\*\*\*



# Processing Hires from Non-SPMS Benefits Only Agencies to a SPMS Agency

## Non-SPMS agencies use

Workday for Benefits only:

- Judiciary
- MDOT
- General Assembly
- **Universities:**
  - Bowie State University
  - Coppin State University
  - Frostburg State University
  - Salisbury University
  - Towson University
  - University of Baltimore
  - University of Maryland
  - University System of Maryland Office

## SPMS agencies and CPBI:

- BCCC
- Canal Place Preservation & Development Authority
- Historic St. Mary's Commission
- Maryland Food Center Authority
- Maryland Stadium Authority
- MD African American Museum Corp
- Register of Wills
- Morgan
- St. Mary's College







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# Additional HR Issues

# End Additional Job as Terminations

## ■ Remind Employees:

- If they take a second State job in any department or university, must notify your office
- Ask employees starting and leaving if they are going to another State job

## ■ Cannot Terminate an Employee in Two Jobs:

- Must use the End Additional Job
- New Reasons for Voluntary and Involuntary End Additional Job

## ■ Retirement

- Must coordinate with other agency to end the secondary job.
- Employee must be terminated to add the Retiree Status.
- Employee has to be separated from employment for 45 days.
- Secondary agency can rehire the employee, after 45 days.



# Benefits Only: Common Hiring Mistakes

- **Not using the Employee Validation**
  - Not determining if the employee is a Benefits Only current/terminated employee before completing the Hire Details.
  - Not correcting a discrepancy on the application.
- **Selecting the incorrect Action reason on the Hire Details**
  - Hire will create a duplicate W number for the employee.
  - Transfer, promotion and demotion will not be accepted by Workday.
  - It will either be Secondary State Employment (current Benefits Only employees) or Rehire (terminated Benefits Only employees)
- **Not completing the Job Switch** task in Workday after adding the Secondary State Employment
  - The Benefits Only job will remain the primary job
- **Completing the Add Job directly in Workday** vs. JobAps when there was a recruitment



# Fields That Impact Benefits

- **Leave Events (unpaid)** – Direct billing
- **Home Address (with county) and Personal Email** –
  - Access to benefit plans
  - Benefit communication
- **Service Dates** – Leave accruals
- **Employee Type** – Employee vs. Contingent; State/Regular vs. Contractual
- **FTE%:**
  - Employee Profile > Actions > Change Job > Transfer, Promote, Change Job
    - Reason: Data Changes - FTE Change
    - ONLY change “Scheduled Weekly Hours”
- **Effective Dates:**
  - **Hire Date:** Time allowed to opt into benefits (correcting the hire date does *not* change the count down – would need to be rescinded)
  - **Transactions**



# Questions?

