SPS

STATEWIDE PERSONNEL
S Y S T E M

Contractual Conversion
(SPMS Agencies)

March 2023

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Transfer - Contractual Conversion

Verify that there is a vacant State/Regular position that is "available to fill" prior to starting

this task. A contractual employee can convert to a State/Regular PIN if the following

criteria are met:
- ✓ <u>Permanent need</u> but budgeted position was not available at time of hire.
- ✓ Employee was hired <u>competitively</u> for the contractual position following the same selection process used for skilled and professional services.
- ✓ Employee has successfully worked <u>6 months</u>.
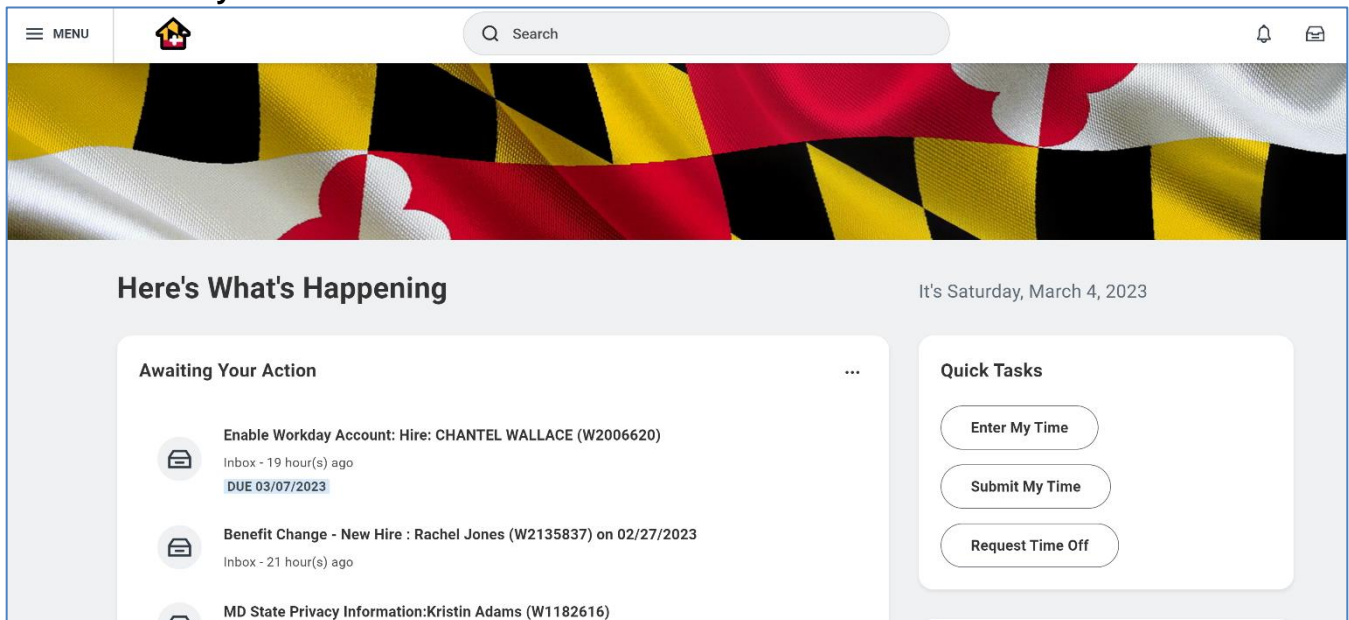- ✓ Budgeted position becomes available to <u>replace contractual function</u>.

ⓘ If one of the criteria is not met, then Contractual Conversion cannot be used. You may have to do a Transfer – Contractual Non Conversion instead.

NOTE: The contractual PIN is abolished when employee is converted to a State/Regular PIN.

NOTE: Remember to close the contractual PIN's contract *before starting the contractual conversion*. Refer to the *Updating Contracts: Closing and Renewing Contracts* job aid.

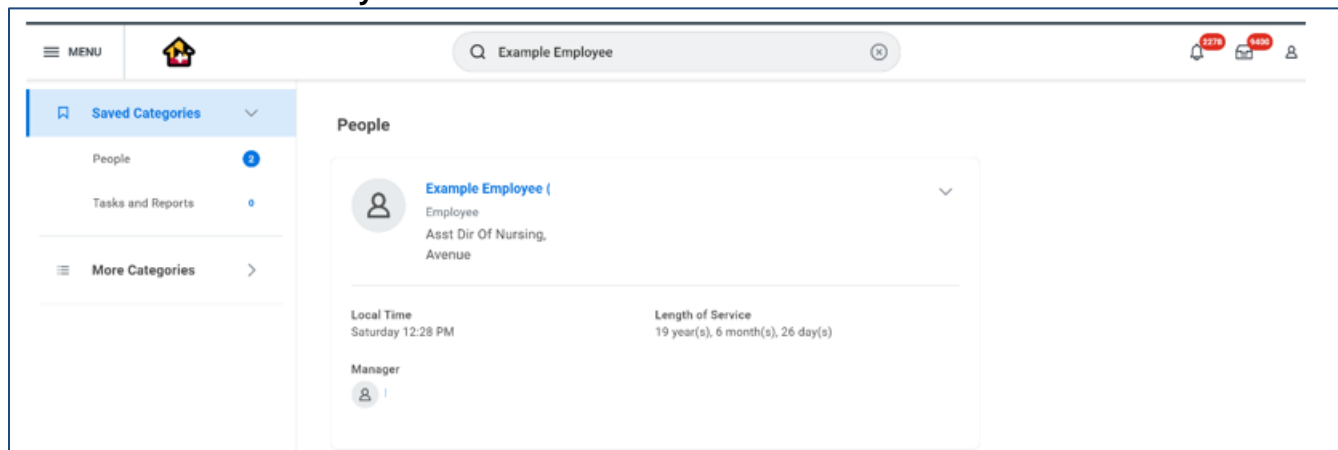**Procedure**
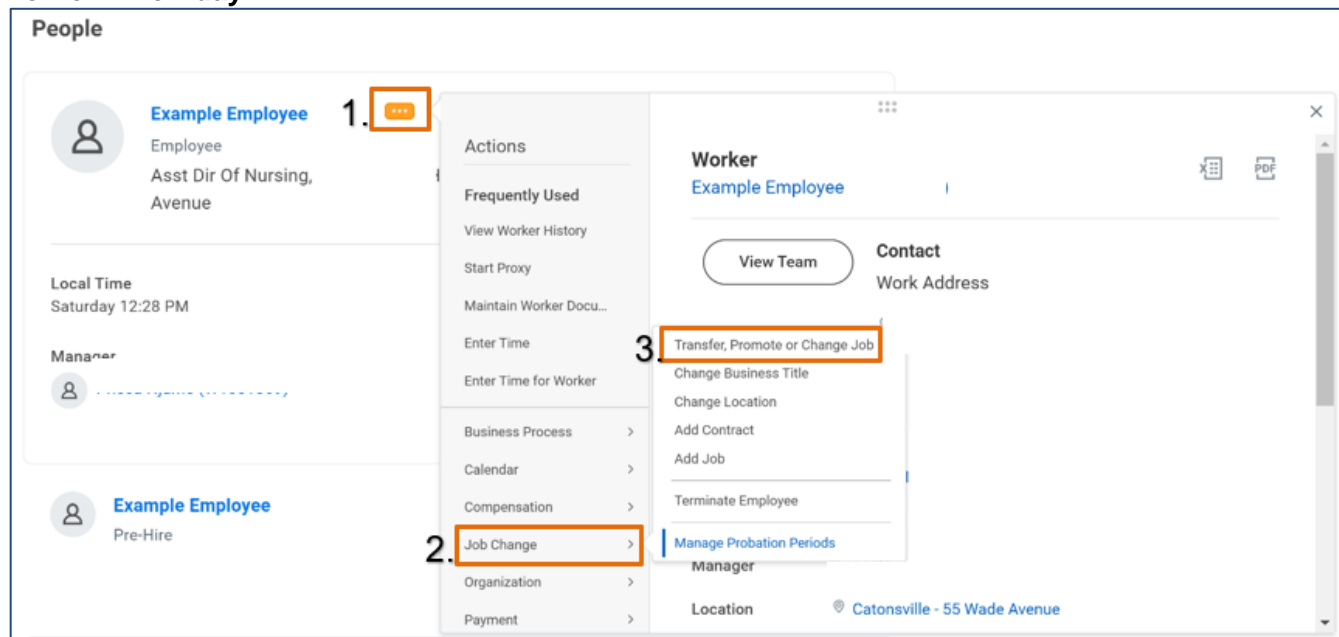
Home - Workday

1. Search for the employee either by name or W number in the Search field.
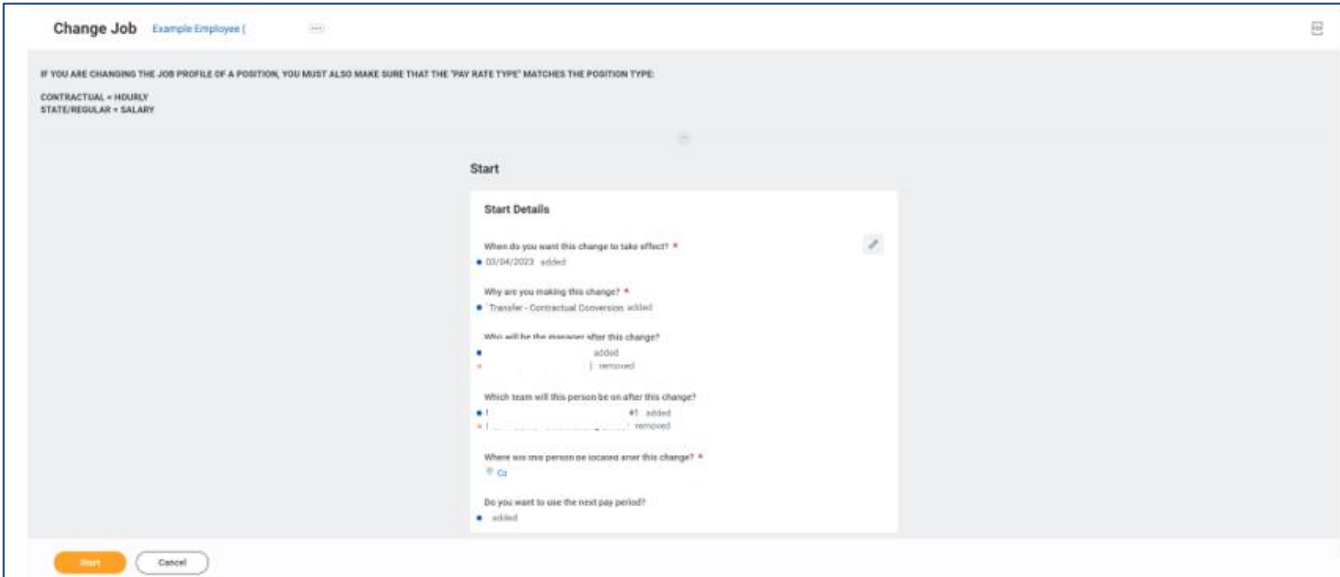
Search Results - Workday

2. Click the **People** field.

Worker - Workday

3. Click the Related Actions and Preview Button. Hover over Job Change and then select *Transfer, Promote or Change Job.*

4. Click the Edit ✎ button and update the following fields.

Field	Value
When do want the change to take effect?	Enter the effective date of the contractual conversion.
Why are you making the change?	Select Transfer – Contractual Conversion
Who will be the manager after the change?	Enter manager's name
Where will this person be located after this change?	Review/Enter Primary Job location or supervisory org

5. Click the **Start** ⬤ Start button.

Change Job – Workday
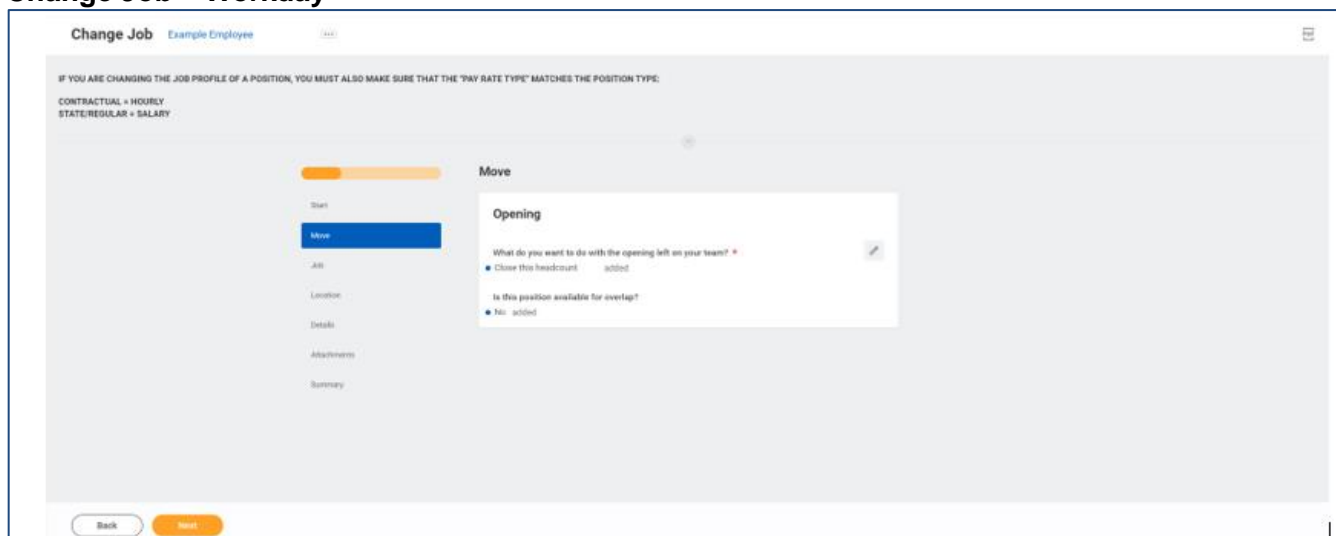
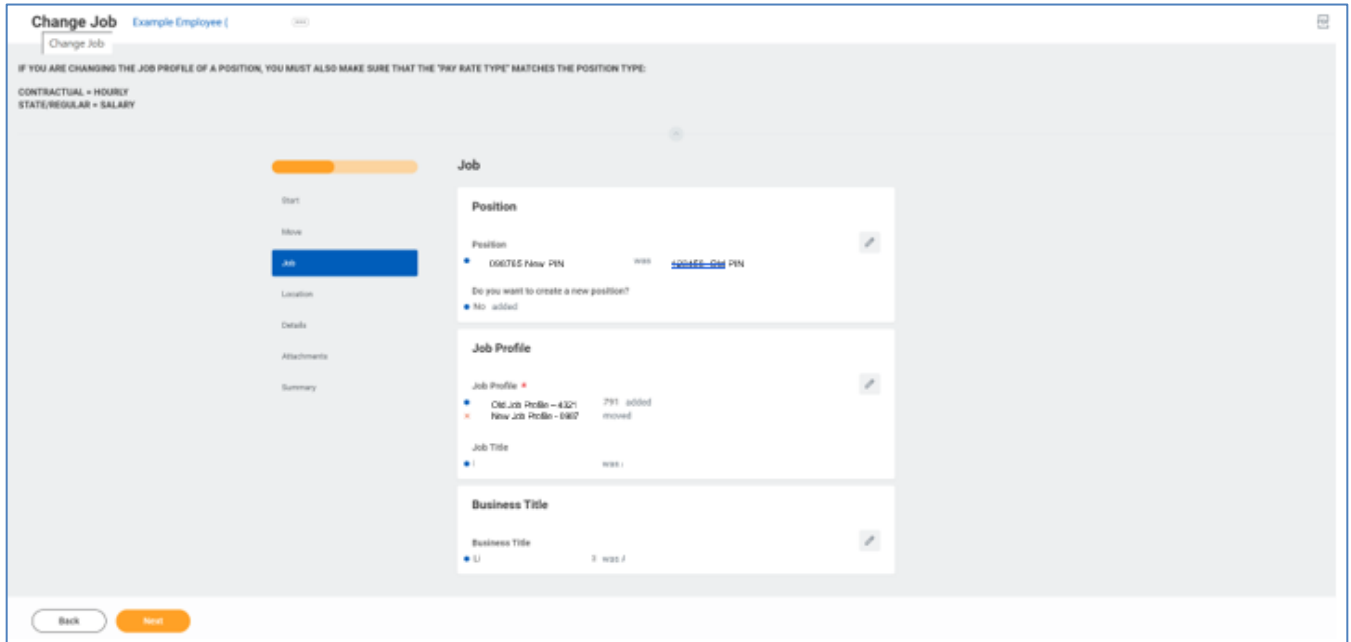6. If an employee will have a new manager as a result of the job change, the Move Page displays.

7. Click the Edit [pencil icon] button to select Close this headcount.

> **Information**: Per State policies and guidelines, the PIN must be abolished after a contractual conversion has been completed. You may close the position on this screen by selecting Close the Headcount, or you can close it as a separate transaction.

Change Job - Workday

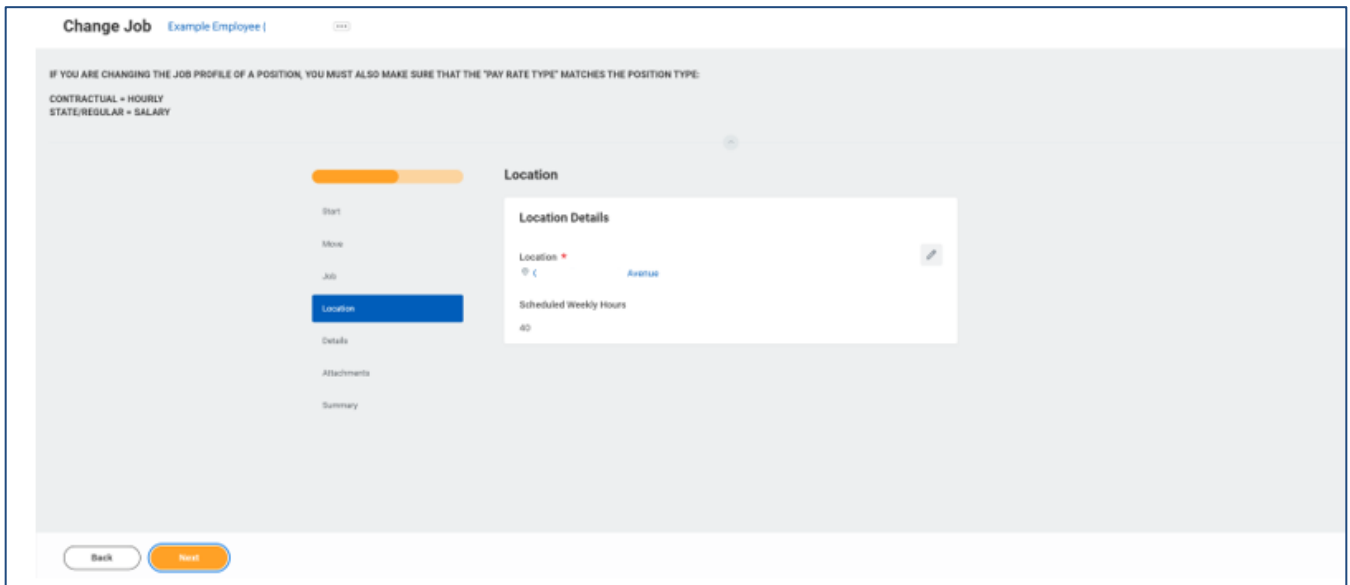8. On the Job page, click the Edit [pencil icon] button to select the State/Regular PIN the employee will go into.

[information icon] **Information**: Do not change the Job Profile. It will default from the position selected.
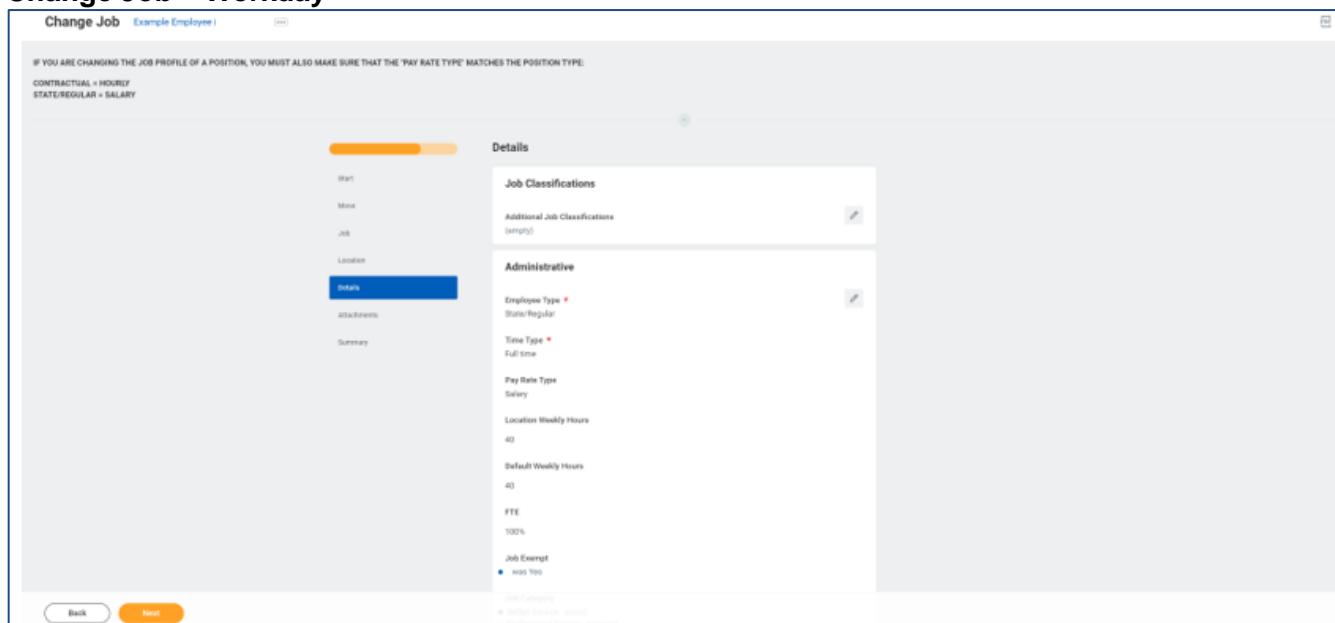
9. Click the **Next** [Next button] button.

10. On the Location page, click the Edit button to update the following:

- **Location** (defaults from the manager selected)
- **Scheduled Weekly Hours** (update if making an FTE change)

11. Click the **Next** button.

Change Job – Workday
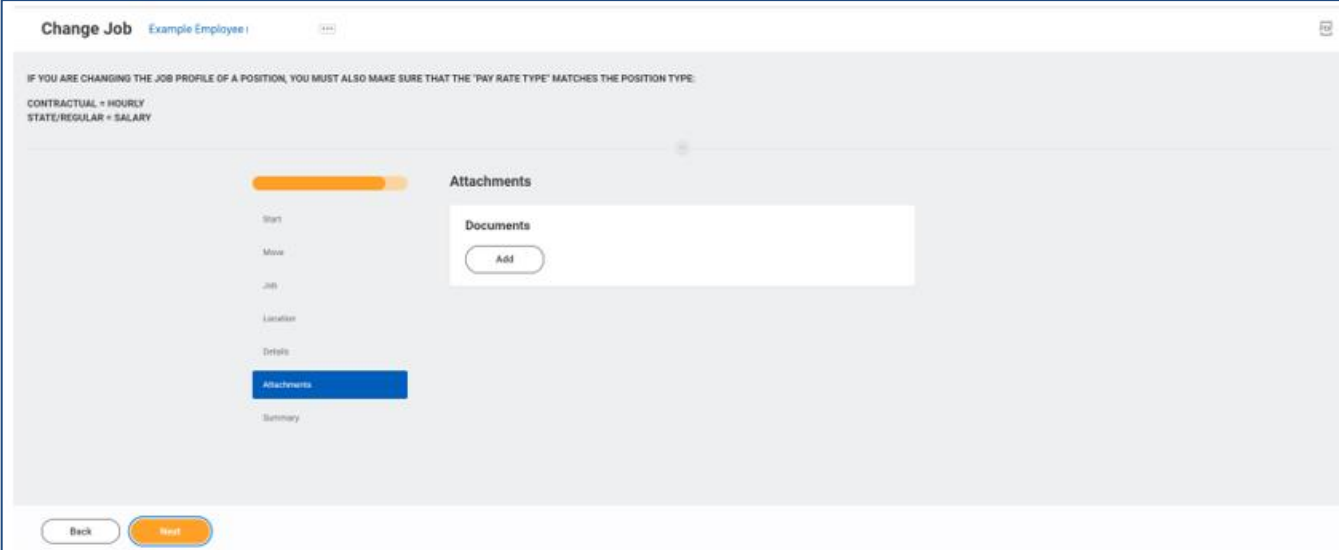
12. On the Details page you will see any changes to the employee's job based on the PIN

    selected. You can click the Edit [✏️] button in the Administrative section of the Details

    page to update the following field, if applicable:

    - **Time Type** (example: part-time/full-time, for FTE changes; this may also default from the position selected.
    - **Pay Rate Type** (example: salary/hourly).

13. Click the **Next** [Next] button.

Change Job - Workday

14. Click the Add button to upload an attachment, if applicable.
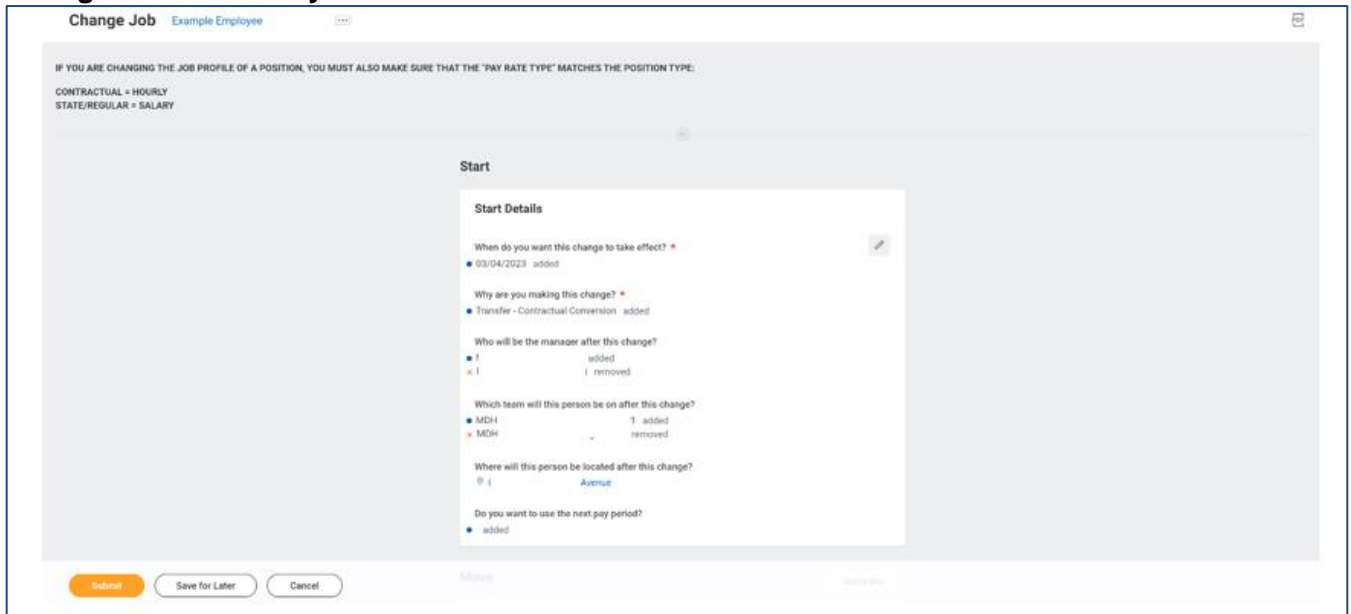
- Select the appropriate **Document Category**.
- Click the **Attach** button, browse and select a document to attach.

i **Information**: Attach the MS-27 Salary Guideline Exceptions here when you go outside on the salary guidelines. You will update the employee's compensation on a later step in the Change Job Business process.
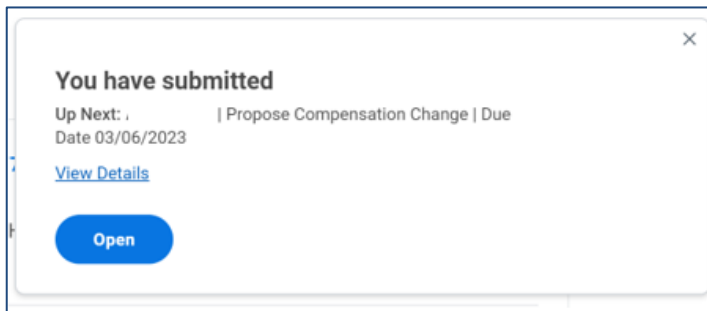
15. Click the **Next** button.

Change Job – Workday

16. On the Details page, review the information and then click the Submit [Submit] button.

17. A box with the Open button will appear for the Proposed Compensation Step to be completed.

Compensation Change

The next step in the Contractual Conversion is the Compensation Change step.

1.   Click the Inbox ⬓ icon.

Compensation Change – Workday
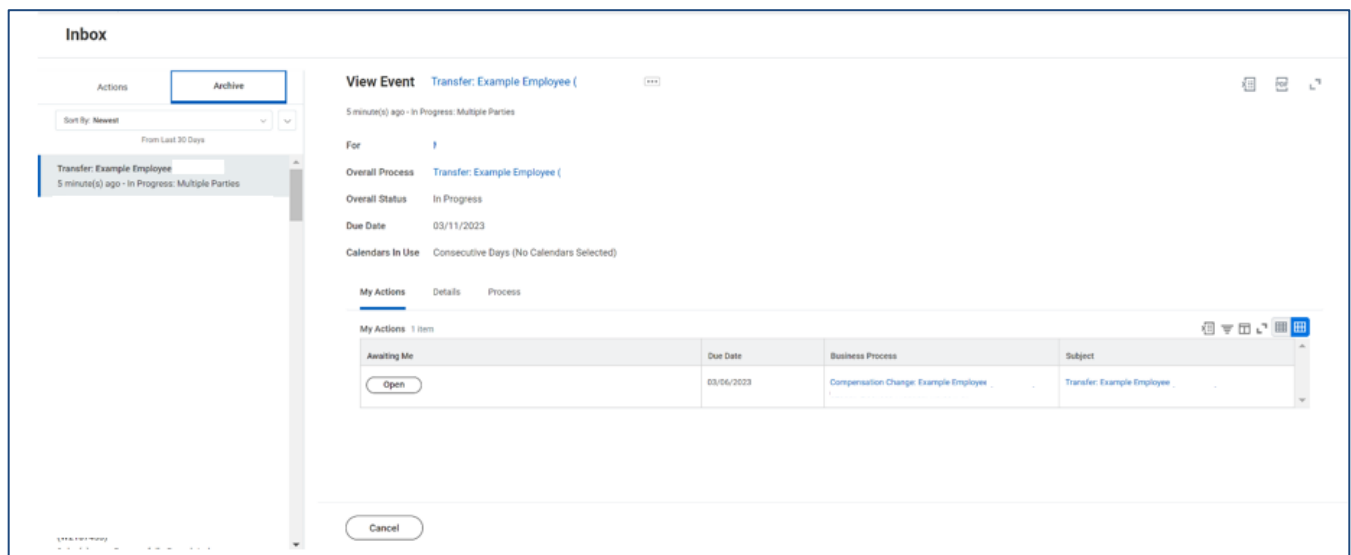
2.   In your Archive box, you will find the overall Transfer process for your employee. On the Right of the screen, you will see a *My Actions* tab with an open button under Awaiting Me. Click the open ⬭Open⬭ button for the "Compensation Change" business process task. HINT: The employee's name is included in the task name.

Compensation Change – Workday

3.   Click the Edit   icon at the right of the row to be edited.

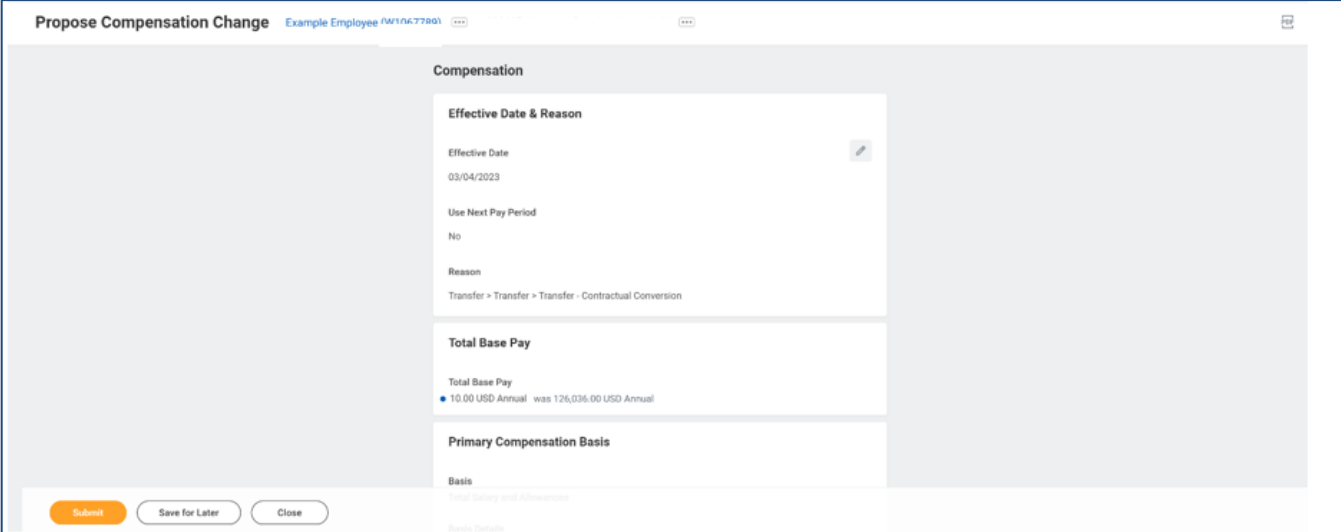*Workday will reset the employee's Step to base (which no longer exists in the State Salary Guidelines. You will need to correct the step of the employee, even if the system accurately adjusts the employee's compensation grade.*

4. Select one of the following options:

If	Then
Employee is paid on the Standard Salary Schedule or any schedule that has a Grade Profile and Step.	1. Click the **Edit** icon in the Guidelines row. 2. Type or use the prompt to enter the Step. 3. Click the **Save** icon. **NOTE**: Compensation defaults based on the job profile. Choosing Step 10 or above requires additional approvals. Refer to the *Standard Pay Guidelines and Executive Pay Guidelines* for more information.
Employee is paid on the Executive Schedule	1. Click the **Edit** icon in the Salary row. 2. Enter the salary in the **Amount** field. 3. Click the **Save** icon.
Employee Type is Contractual – Hourly	1. Click the **Add** icon in the **Hourly** row. 2. Enter the pay rate in the **Amount** field. 3. Click the **Save** icon.
Employee Type is Contractual – Contract (i.e, fixed term contractual)	1. Click the **Add** icon in the **Allowance** row. In the **Compensation Plan** field, type or use the prompt to select **Contract NTE$** from the list, if not already selected. 2. Enter the contract not to exceed amount (Contract NTE$) in the **Amount** field. 3. Click the **Save** icon.

Information: When the person is a new hire, there will not be any information in the "Total Base Pay" field. If the person is a re-hire, the last salary should populate in this field.
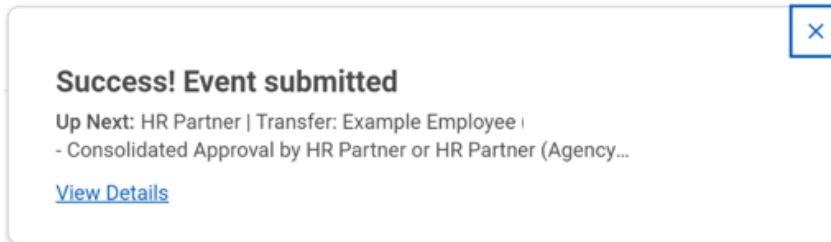
Information: Note that the State Law Enforcement Officers Labor Alliance (SLEOLA) MOU allows eligible employees to receive a clothing allowance and/or certain types of bonuses. Eligibility is limited to employees who belong in one of the job families listed below:

- Sworn Police Officers
- Maryland State Police Law Enforcement
- Law Enforcement - I
- Law Enforcement – M
- Law Enforcement – X
- Law Enforcement – Z

The bonus is processed as an Allowance. Please refer to the chart below.

If	Then
Clothing Allowance: $1,500 per fiscal year to be paid in two installments. ½ in first full pay period in July and the second ½ in first full pay period in January.	- Click Clothing Allowance option. **NOTE**: **DO NOT change the following information** - $750 will automatically populate in the Amount field. - USD will automatically populate in the Currency field. - Semi-annual will automatically populate in the Frequency field. - DO NOT enter an end date.
Fitness Bonus: $1,000 to be paid out in two installments. ½ in first full pay period in April and the second ½ in first full pay period in October.	- Click Fitness Bonus (SLELOA ONLY) option. **NOTE**: **DO NOT change the following information** - $1,000 will automatically populate in the Amount field. - USD will automatically populate in the Currency field. - Annual will automatically populate in the Frequency field. *Although it is Annual, Workday will process the bonus into two installments when the pay is processed.* - DO NOT enter an end date.

Education Bonus: Amount based on level of degree to be paid out in the first full pay period in December.	- Click one of the following options:
	
	   a. Education Bonus – Associate's Degree (SLEOLA ONLY)
	   b. Education Bonus – Bachelor's Degree (SLEOLA ONLY)
	   c. Education Bonus – Master's Degree (SLEOLA ONLY)
	   d. Education Bonus – Doctorate Degree (SLEOLA ONLY)
	
	NOTE: **DO NOT change the following information**
	- The dollar amount will automatically populate in the Amount field based on the Education Bonus that was selected.
	- USD will automatically populate in the Currency field.
	- Annual will automatically populate in the Frequency field.
	- DO NOT enter an end date.

MSP Flight Pay Commissioned: This bonus is limited to Maryland State Police Law Enforcement – I, M and Z job families.	- Click Flight Pay – Commissioned Officers (SLEOLA ONLY). **NOTE**: **DO NOT change the following information** - $5,500 will automatically populate in the Amount field. - USD will automatically populate in the Currency field. - Annual will automatically populate in the Frequency field. DO NOT enter an end date.
MSP Flight Pay-SIC: This bonus is limited to Maryland State Police Law Enforcement – I, M and Z job families.	- Click Flight Pay – SIC (SLEOLA ONLY). **NOTE**: **DO NOT change the following information** - $5,000 will automatically populate in the Amount field. - USD will automatically populate in the Currency field. - Annual will automatically populate in the Frequency field. DO NOT enter an end date.

5. Click the **Submit** [Submit] button.

6. A Success box will appear and show the task being routed for approval.

Success! Event submitted

Up Next: HR Partner | Transfer: Example Employee
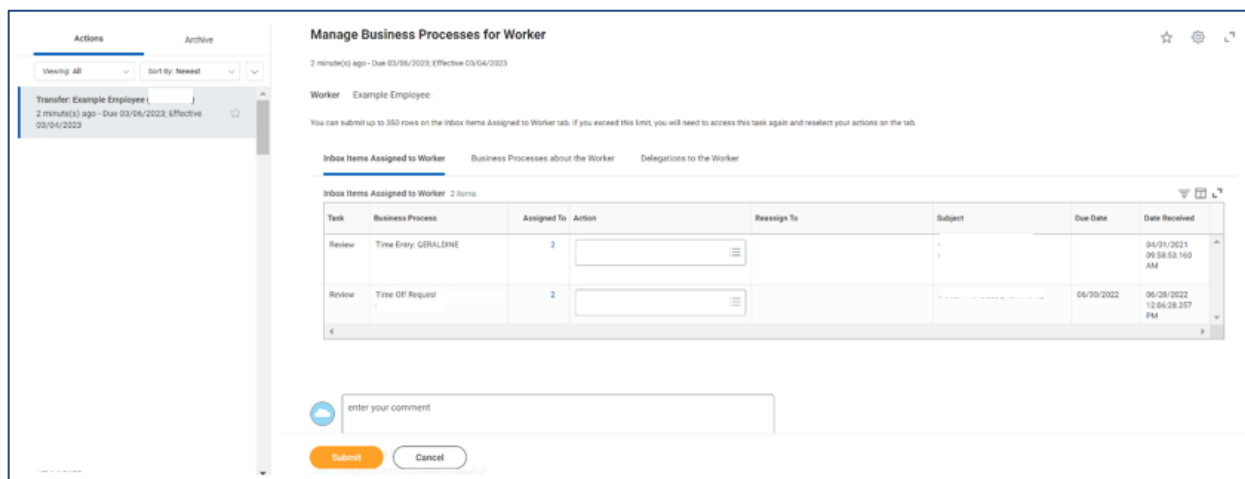- Consolidated Approval by HR Partner or HR Partner (Agency...

View Details

Information: The compensation and contractual conversation must be approved.

7. The System Task is complete.

Manage Business Process

If the employee has any outstanding items that were not completed before the contractual conversion, then the Manage Business Process for Worker step will display in your inbox. Follow the instructions below to either cancel or reassign the task.
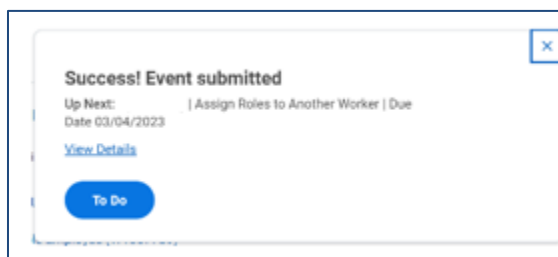
1. Click the Inbox ⬚ icon.

2. After approval, locate Transfer task in your inbox.

ℹ **Information**: If the employee has outstanding items while employed as a contractual employee, they will be listed in the Inbox Items Assigned to Worker.

3. Click the menu prompt ☰ icon to select either Cancel or Reassign.

4. Click the **Submit** button.

ℹ **Information**: A To Do for Assigning Roles to Another Worker will appear for you to complete.
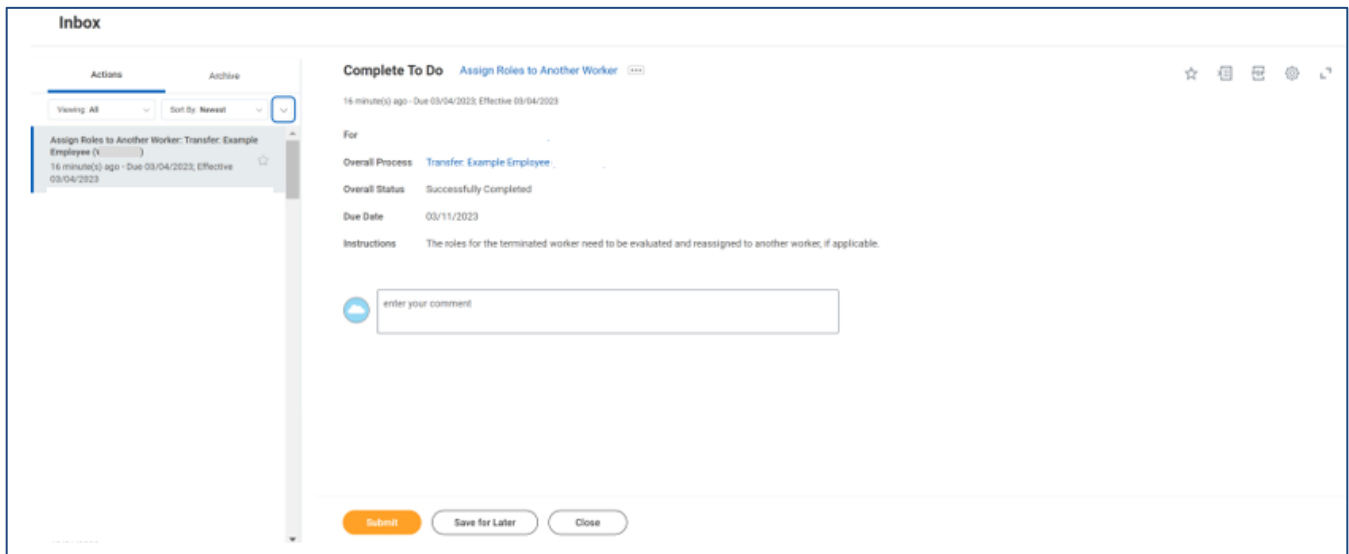
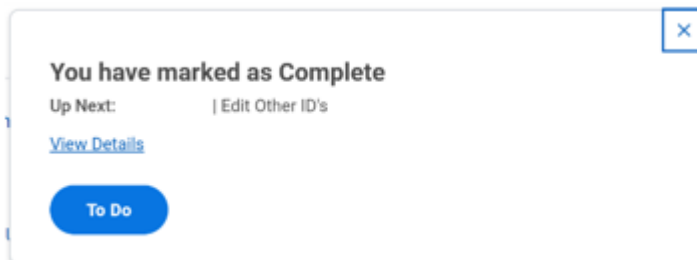5. The System Task is complete.

Assign Roles to Another Worker

If the employee has any assigned roles in the Workday system at the time of the contractual conversion, they may need to be reassigned to another employee. Follow the instructions below to either cancel or reassign roles.

Procedure

1. Click the Inbox 📥 icon.

2. This item is a To Do, or reminder. You should click the Submit [Submit] button, to show it as completed in the business process.

ℹ️ **Information**: A To Do will appear for Edit Other ID's for you to complete, if needed.

3. The System Task is complete.

Edit Other IDs

After successfully transferring the contractual employee to a State/Regular position and updating the employee's compensation, add the "Contractual Conversion" designation to the employee's profile. Use the procedure below. Please follow the instructions below for completing this step.
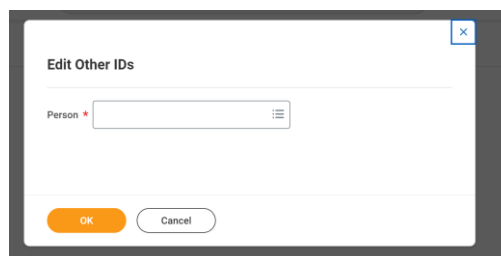
<div style="background-color:#c00; color:white">Procedure</div>
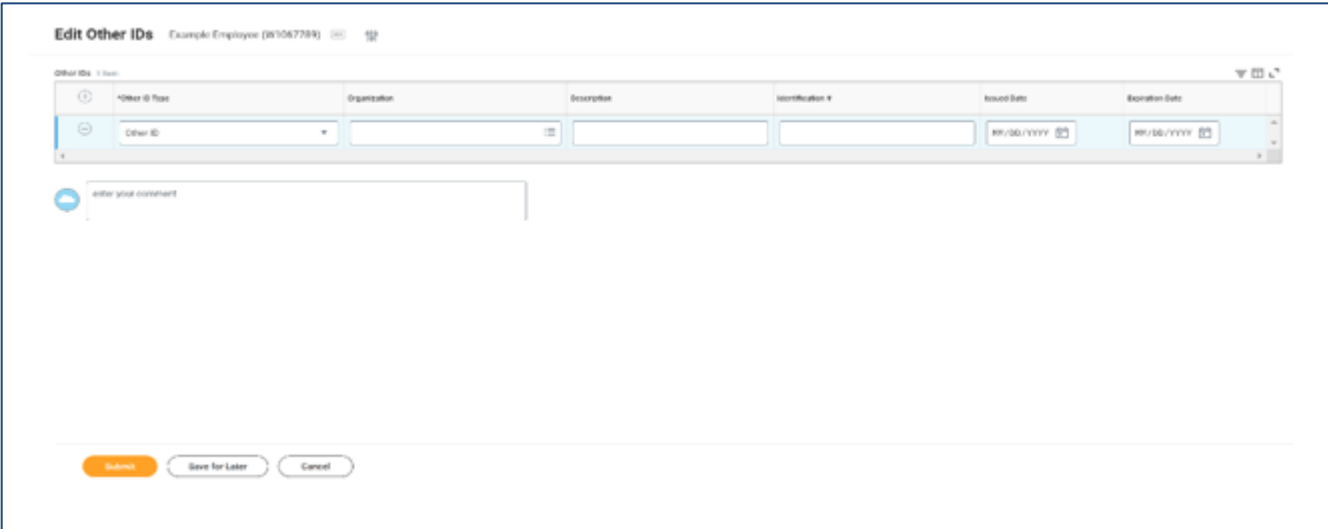
1. Click the Inbox ⊡ icon.

Complete To Do – Workday
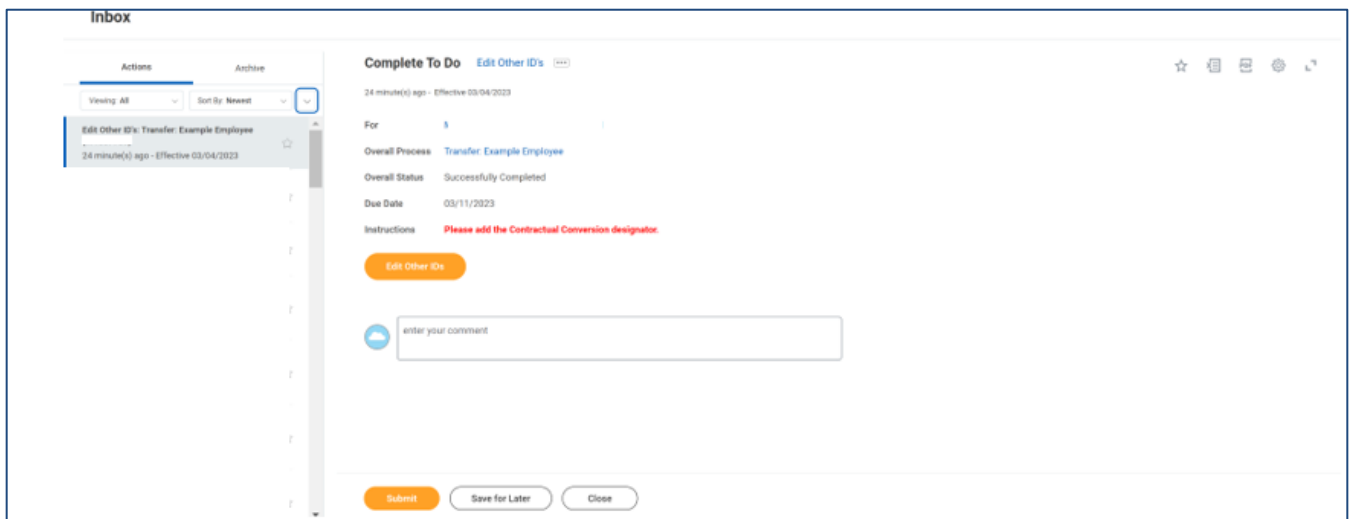
2. Locate the Attach Copy of ID task from the Actions tab of your inbox. Start this process by clicking the Edit Other IDs [Edit Other IDs] button.

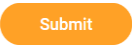3. Type the name or the W number of the employee in the Worker field.

4. Click the **OK** [OK] button.

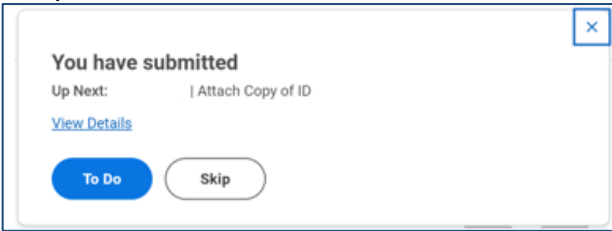5. Click the Add ⊕ button to add an ID.

6. Complete the following fields:

Field	Value
Other ID Type	Select Contractual Conversion from the list.
Identification #	Type the Contractual PIN the employee held.

7. Add a note in the Comment section explaining that you are converting the contractual PIN to a State/Regular PIN.

8. Once completed, select the Submit **Submit** button.

ⓘ **Information**: A To Do will appear for Attach Copy of ID for you to complete, if needed. If not, you may select the Skip button.

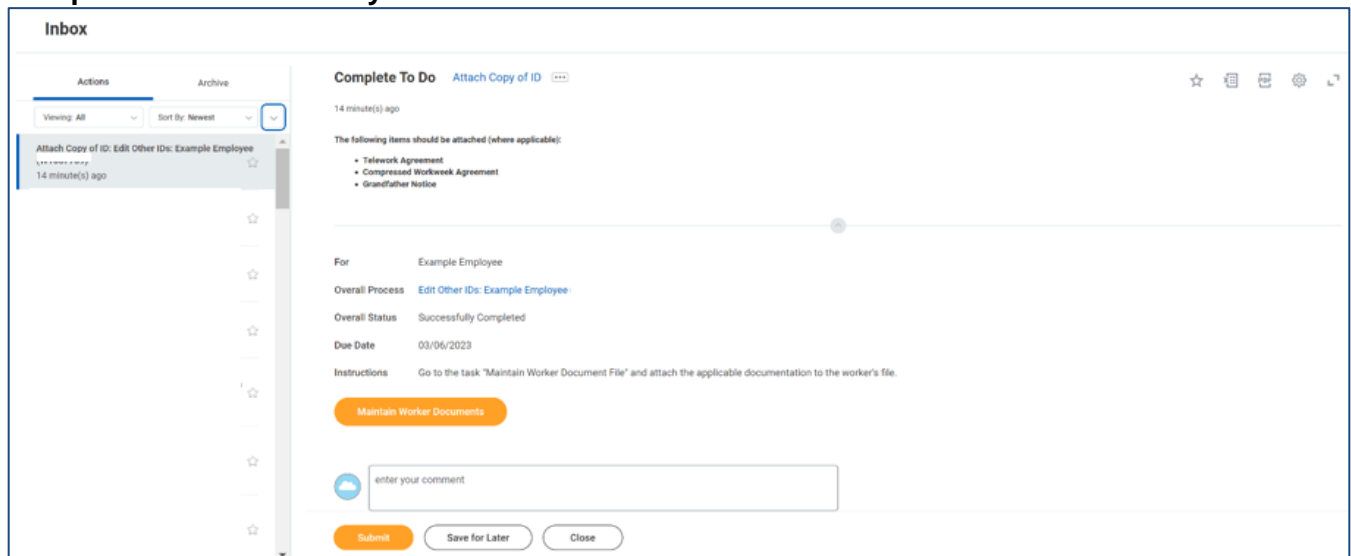9. The System Task is complete.

Attach Copy of ID

After successfully transferring the contractual employee to a State/Regular position you will have the option to add a copy of the employee's ID. Follow the steps to complete this process.
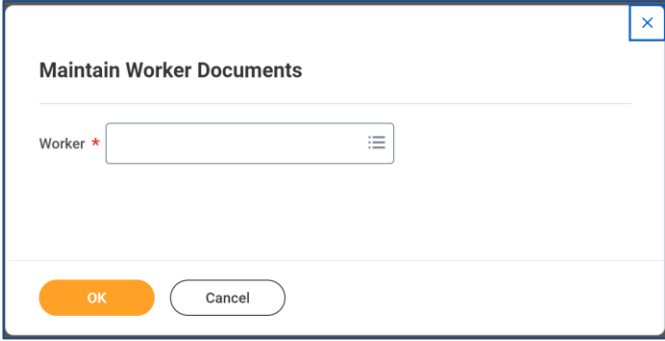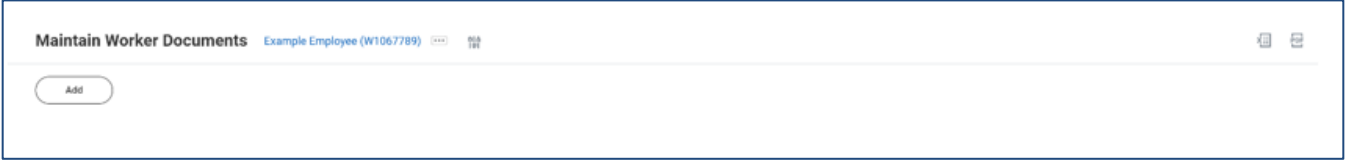
1. Click the Inbox 📥 icon.

Complete To Do – Workday

2. Locate the Attach Copy of ID task from the Actions tab of your inbox. If you do not want to complete this step, click the submit **Submit** button. If you need to complete this step, please select the *Maintain Worker Documents* **Maintain Worker Documents** button.
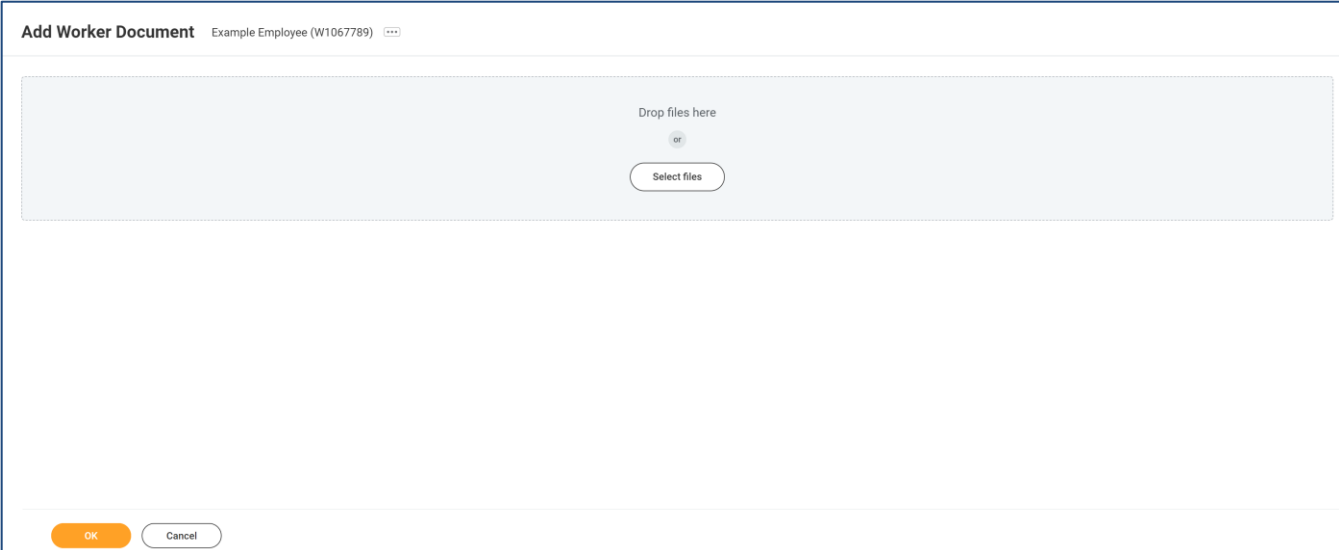
Edit Other IDs - Workday

Maintain Worker Documents

Worker *

OK   Cancel

3. Type the name or the W number of the employee in the Worker field.

Maintain Worker Documents Example Employee (W1067789)

Add

4. Click the **OK** OK button.

5. Click the Add Add button.

Add Worker Document Example Employee (W1067789)
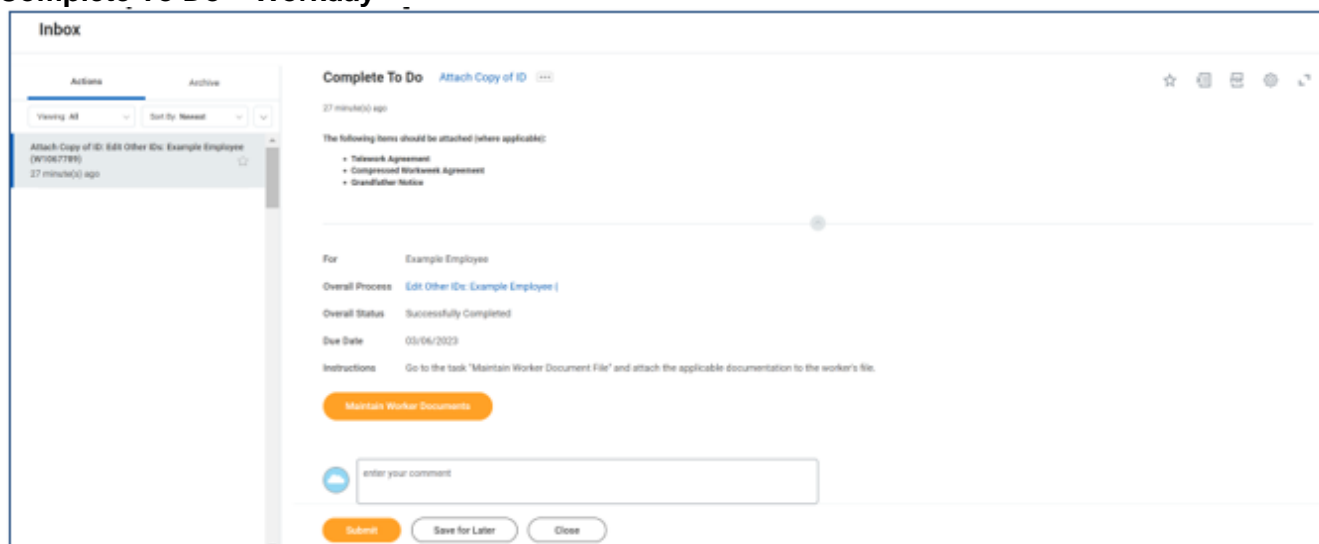
Drop files here

or

Select files

OK   Cancel

6. Drag and Drop or upload the ID or document you would like to add to the employee's record.
7. Select the documents category and add a comment if needed.

8. Click the **OK** OK button.

9. Click the **Done** Done button.

Complete To Do – Workday

10. To remove the Attach Copy of ID To Do task, you will have to return to your inbox and select the Attach Copy of ID task again.

11. Click the Submit **Submit** button to remove the To Do task from your inbox.

12. The System Task is complete.