Once you have selected the candidate to hire, the next step is to complete the Hire Details for the selected candidate. This must be done in JobAps in order for the data to transfer to Work Day for further processing. If the Hire Details are not completed in JobAps, then the person will not be processed successfully into Workday.

| 1. **Click** on the row of the selected hired person until it turns to highlighted yellow. | To view candidate records, click within the record to highlight it, then click "Edit/View Selected." To open multiple records, hold down the CTRL key, click each record to highlight it, and then click "Edit/View Selected". |

2. **Click** on [Edit/View Selected] to expand the selected record.

To view candidate records, click within the record to highlight it, then click "Edit/View Selected." To open multiple records, hold down the CTRL key, click each record to highlight it, and then click "Edit/View Selected".

| | | Edit/View Selected | | | Refresh | | | | |

K < 1 2 **3** 4 5 6 7 8 9 10 ... > >| Item 21 to 30 of 212

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List Order	Name	App Expires	First Cert	R1	R2	R3	Action Taken	Comments	Hire
21	Watkins, Connie	8/21/2015 12:00:00 AM	2485	14	001376	003	NI		☐ Approve Hire Hire Detail Action History
22	Douglas, Mary	8/21/2015 12:00:00 AM	2485	14	001376	003	NI		☐ Approve Hire Hire Detail Action History
23	VAN, JANE	8/21/2015 12:00:00 AM	2485	14	001376	003	NI		☐ Approve Hire Hire Detail Action History
24	RICE, EVA	8/21/2015 12:00:00 AM	2485	14	001376	003	NI		☐ Approve Hire Hire Detail Action History
25	Snow, Timothy	8/21/2015 12:00:00 AM	2485	14	001376	003	NI		☐ Approve Hire Hire Detail Action History

3. **Click** on the drop down arrow to select the Hired cert action code.

| 24 | RICE, EVA | 8/21/2015 12:00:00 AM | 2485 | 14 | 001376 | 003 | NI | | ☐ Approve Hire
Hire Detail Action History |

RICE, EVA

EzID: Ric-23-2147
301 W PRESTON ST
KENT, MD 21651-
Home Phn: (410) 767-9150

gowman@maryland.gov
Pending Qual:

Vet Status: Discharged
Hon. discharge: Y
State Employee:
Agency Code:
Employee ID:
MS106:
Secondary Employment:
Scoring Band Name: Best Qualified

Action taken:
[H-Hired ▼]

Action date:
8/21/2014 [📅]

☐ Approve Hire

Comment:

Salary Not Approved

☐ MS-106 Reviewed? (If Applicable)

4. **Click** on the calendar icon 🔲 to select the transaction date. **NOTE: This date is not the same as the date the new hire will begin work.**	<table><tr><td>24</td><td>RICE,EVA</td><td>8/21/2015 12:00:00 AM</td><td>2485</td><td>14</td><td>001376</td><td>003</td><td>NI</td></tr></table> ☐ Approve Hire Hire Detail Action History **RICE,EVA** EzID: Ric-23-2147 301 W PRESTON ST KENT, MD 21651- Home Phn: (410) 767-9150 gowman@maryland.gov Pending Qual: Vet Status: Discharged Hon. discharge: Y State Employee: Agency Code: Employee ID: MS106: Secondary Employment: Scoring Band Name: Best Qualified Action taken: H-Hired ⌄ Action date: 11/13/2014 [🔲] ☐ Approve Hire Comment: Salary Not Approved ☐ MS-106 Reviewed? (If Applicable)
5. **Type** the start date in the Comment section.	<table><tr><td>24</td><td>RICE,EVA</td><td>8/21/2015 12:00:00 AM</td><td>2485</td><td>14</td><td>001376</td><td>003</td><td>NI</td></tr></table> ☐ Approve Hire Hire Detail Action History **RICE,EVA** EzID: Ric-23-2147 301 W PRESTON ST KENT, MD 21651- Home Phn: (410) 767-9150 gowman@maryland.gov Pending Qual: Vet Status: Discharged Hon. discharge: Y State Employee: Agency Code: Employee ID: MS106: Secondary Employment: Scoring Band Name: Best Qualified Action taken: H-Hired ⌄ Action date: 11/13/2014 🔲 ☐ Approve Hire Comment: Start Date is December 3, 2014. Salary Not Approved ☐ MS-106 Reviewed? (If Applicable)

6. **Click** on the check box next to Approve Hire.	
7. **Click** on Hire Detail to open Hire Details screen in a new window.	

8. **Click** in the radio button next to Yes to indicate that the person is hired.	Name: RICE, EVA EasyID: Ric-23-2147 Hire Department: College Savings Plans of Maryland Please update the following Hire Information: Hired: ⦿ Yes ○ No
9. **Click** on the calendar icon ⊞ to select the date the hire is completed in JobAps. **NOTE:** This is not the same as the start date. This is the date the JobAps hire will be moved to Workday. It <u>must</u> be the current or future date. Failure to complete this date correctly will result in the applicant not being available to hire in Workday.	Process Date: 11/13/2014 ⊞
10. **Type** H for hired in the Disposition field.	Disposition: ➡ H
11. **NOTE:** The status will default to AC (Active). Do not change this. 12. **Type** the salary in the *Final Approved Salary* field.	Status: AC Note: If you change the Status, it may be overridden by the Inactive Status Indicator of the Disposition. Final Approved Salary: 50000 ⬅
13. **Click** on the drop down arrow to select the salary frequency. The options are Hourly, Daily, Bi-Weekly and Annual	Salary Frequency: Select Salary Frequency ⌄

14. **Click** on the drop down arrow to select the type of appointment.

    This field will be determined based on how the action will be processed in Workday.

Action:

The options and use are as follows:

Hire: A new hire or former employee who does <u>not</u> have a current established Employee ID in Workday.

Rehire: A former employee that is being rehired (incl. reinstatement) and has a current Employee ID in Workday.

Promotion: A current State employee (SPMS or not) who is being promoted (refer to the State Pay Guidelines for the definition of a Promotion) and has a current Employee ID in Workday.

Demotion: A current employee (SPMS or not) who is being demoted (refer to the State Pay Guidelines for the definition of a Demotion) and has a current Employee ID in Workday.

Transfer: A current SPMS employee who is being transferred to the same grade and has a current Employee ID in Workday, or a person who is a current contractual employee going into a State Regular pin or vice versa

Secondary State Emp: A current State or Contractual employee who has an Employee ID in Workday and is being hired for a secondary state position (contractual, temporary, or regular)

15. **Click** on the calendar icon ⊞ to select the date the person's actual first date of employment	Work Start Date: 12/03/2014 ⊞
16. **NOTE:** If the person claimed to be a current or former employee of the State of Maryland on the job application, then there will be a letter C or F in the Current or Former Employee field. If this information does not match what is in JobAps, then the Yes radio button will be filled. Please correct the discrepancy before completing the Hire Details. Please refer to the Discrepancies step-by-step guide located on the Human Resources Officers' website for further instructions. If the Hire Details is processed with a discrepancy, then DBM Shared Services will contact the agency with further instructions.	Current or Former Employee: ☐ Current/Former Employee Match Discrepancy: ○ Yes ● No
17. **NOTE:** The Employee ID field will be auto populated if the applicant is a former or current employee and already has an established Employee ID. This field will remain blank for new hires or former employees that have never had an established EmpID. If there is a Current/Former Employee mismatch above, please correct the discrepancy on the application before completing the Hire Details. Disregard Number of Times Waived.	Employee ID: [ ] Number of Times Waived: 0

18. **Verify** the PIN is correct. If the Position (PIN) is missing, verify that the PIN is available to hire in Workday. Once it is made available in Workday, you must wait until the next day to process the hire in JobAps. If the PIN is incorrect, then a new requisition must be created in JobAps with the correct PIN. To do this, type the recruitment number in the Job Number field in the PSP Lite requisition. This will link the new requisition with the recruitment number. Process the requisition until it is under My Reqs and click on Ready to Certify. Then go to the Certify tab and create a cert number. The new cert number will have the correct PIN. At that point, the Hire Details can be completed. Please refer to the Creating a PSP Lite Job Requisition with Recruitment Number, Finalizing the Requisition, and Creating a Certified Eligible/Register/Streamline List step-by-step guides for further instructions. If the Position (PIN) is correct, then click on the radio button to select the PIN.	Please select the Position Control Number being hired into. | Position	Job Title
⊙ 123456	Office Worker | Update Clear

19. **Read** the *Salary Approval* section and then click on the acknowledgement checkbox.

    NOTE: Once the acknowledgement checkbox is clicked, it cannot be un-checked.

    NOTE: As soon as the acknowledgement box is checked, the system updates the Signature with an electronic signature (your name). The date and time the check-box was checked will display in the *Date* section.

Salary Approval:

Salary rule guidelines must be followed for this appointment. If this salary does not meet existing rules, you must request an exception to the relevant guideline to be approved by the appropriate control agency. All documentation related to the request and approval must be maintained for future audit purposes.

☐ By checking this box, I hereby acknowledge that I have read the above statement and that the relevant salary guidelines have been followed for this appointment, including obtaining approval from OPSB for any salary rule exception.

Signature: [   ]

Date: [   ]

20. **Click** on Update to save the information.

21. **Click** on to close the Hire Details window.

Name: RICE, EVA
EasyID: Ric-23-2147
Hire Department: College Savings Plans of Maryland

Please update the following Hire Information:

Hired: ⦿ Yes ◯ No

Process Date: 11/13/2014

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: 50000

Salary Frequency: Annual

Action: Hire

Work Start Date: 9/26/2014

Current or Former Employee:

Current/Former Employee Match Discrepancy: ◯ Yes ⦿ No

Employee ID:

Number of Times Waived: 0

Please select the Position Control Number being hired into.

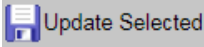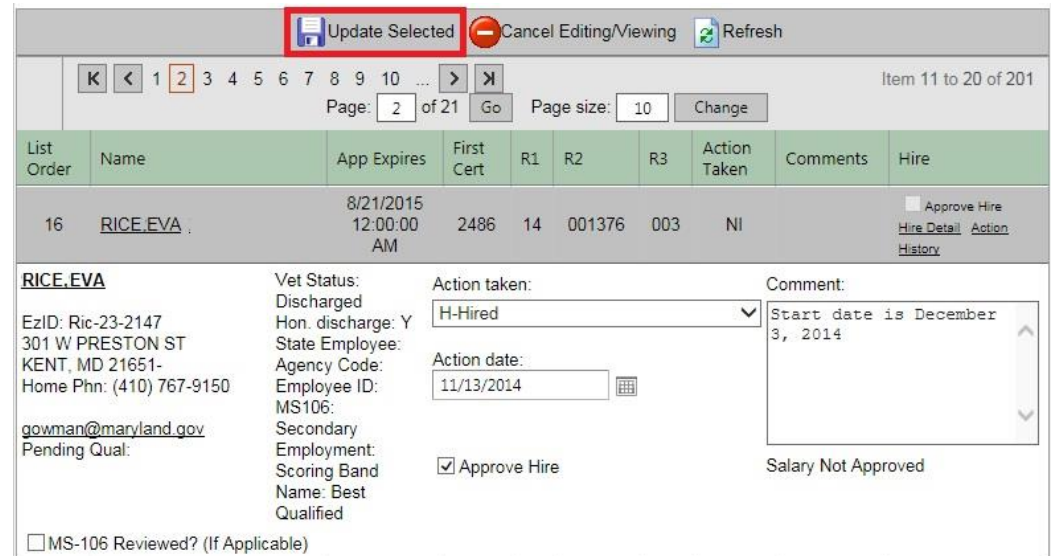| Position	Job Title
◯ 123456	Office Worker

Update   Clear

Salary Approval:

Salary rule guidelines must be followed for this appointment. If this salary does not meet existing rules, you must request an exception to the relevant guideline to be approved by the appropriate control agency. All documentation related to the request and approval must be maintained for future audit purposes.

☑ By checking this box, I hereby acknowledge that I have read the above statement and that the relevant salary guidelines have been followed for this appointment, including obtaining approval from OPSB for any salary rule exception.

Signature: Rubina Pak

Date: 9/9/2014 8:41:00 AM

22. **Click** on ⊞ Update Selected to save the information.	

The Hiring Details have now been completed. The information will be integrated into Workday the night of the process date that was entered on the hire details screen. You can complete the hire/onboarding process in Workday the next day.