

Correcting Discrepancy on the Hire Details

A discrepancy occurs when the information for a current or former employee in Workday does not match what the person wrote on the application. This discrepancy must be corrected before submitting the Hire Details. Otherwise, Workday will not recognize the person and reject the Hire Details.

Sometimes the Hire Details will indicate if there is a discrepancy indicated in the screenshot below.

Name: [REDACTED]
EasyID: [REDACTED]
Hire Department: [REDACTED]

Please update the following Hire Information:

Hired: Yes No

Process Date:

Disposition:

Status: Note: If you change the Status, it may be overridden by the Inactive Status Indicator of the Disposition.

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

Please select the Position Control Number being hired into.

Position	Job Title
<input type="radio"/> [REDACTED]	[REDACTED]

Other times, it is not as clear. For example, if the person indicated on the application that he/she never worked for state, but in fact the person did work for the State and has a W employee number in Workday, then the discrepancy will not appear on the Hire Details page. However, if you know if the person is either a current or former employee of the State then correct this before completing the Hire Details. Otherwise, the Hire Details will not go over to Workday.

Example: In the screenshot below, the No radio button is filled in to indicate there is no discrepancy, but there is a current Employee ID number. This is technically a discrepancy or a mis-match of what is in Workday and what the person indicated on the applicaiton.

The screenshot shows a form with the following fields:

- Current or Former Employee:** A checkbox that is currently unchecked.
- Current/Former Employee Match Discrepancy:** Radio buttons for 'Yes' and 'No'. The 'No' radio button is selected.
- Employee ID:** A text input field containing the value 'W1011112'.

Below the highlighted area, the text 'Number of Times' and a small 'n' are visible.

Verifying the Current/Former Employee Status of the Selected Candidate for Hire

To prevent Workday rejecting a Hire Details due to a discrepancy, it is recommended to verify the person's employee status prior to submitting the Hire Details. This is done by verifying the information on the Employee Validation file located on the Human Resources Officers' website against the information on the application.

After logging onto the HR Officers' website, click on the Discrepancies tab.

The Employee Validation files are in two parts, based on the employee's last name.

Select either A-L or M-Z, based on the person's last name.

The screenshot shows the website interface for the Maryland Department of Budget and Management Human Resources Officers. The top navigation bar includes links for HOME, HR EVENTS, JOBAPS, SPS, FORMS, DISCUSSIONS, TRAINING, and DISCREPANCIES. A red arrow points to the DISCREPANCIES tab. The main content area is titled "Secure Information - Discrepancy Checking and MS 106 Information". Under the "Announcements" section, there is a welcome message from the Office of Personnel Services and Benefits. Below this, the "Discrepancy Checking Information" section contains three links: "(A-L) Employee validation File for Discrepancy checking", "(M-Z) Employee validation file for Discrepancy checking-7-20-15", and "MS106 Codes and Definitions". The first two links are highlighted with a red rectangular box.

The Employee Validation file pulls information from Workday. If the person is not on the file, then the person is not in Workday.

Locate the person on the Excel spreadsheet. It is important to search by name, last four digits of the SSN and/or by Date of Birth.

	A	B	C	D	E	F	G	H	I	J
	Employee ID	Legal Name - First Name	CRCFINT007-Worker-Legal-First-Name-Upper1	Legal Name - Middle Name	Legal Name - Last Name	CRCFINT007-Worker-Legal_Last-Name-Upper1	Date of Birth	CFINT-Worker-SSN-Last-4	Worker Type	Employee Type
1										
2	W						8/31/1958	2808	Employee	
3	W	Katherine	Katherine	A	Aaby	Aaby	12/19/1950	0720	Employee	Contractual - Contract
4	W	Christopher	Christopher	R	Aadland	Aadland	2/27/1952	1354	Employee	State/Regular
5	W	IRIS	Iris		AALBERS	Aalbers	2/11/1977	3305	Employee	Contractual - Hourly
6	W	David	David	B	Aalders	Aalders	7/23/1975	9191	Employee	State/Regular

If the person is clearly not on the spreadsheet, then that person is not in Workday and does not have a W employee number. At this point, you would edit the application to check Never been employed by the State of Maryland.

Maryland Employment

- Never been employed by the State of Maryland.
- Current employee of the State of Maryland.
- Former employee who has held employment with the State of Maryland in the past three years.
- Former employee whose most recent employment with the State of Maryland was over three years ago.

If you locate the person, then verify the following information against what the person wrote on the application.

- Spelling of the person’s last name
- Spelling of the person’s first name
- Verify if the person has a middle initial
- The last four digits of the SSN
- DOB

Also, on the Employee Validation file, verify if the person is a Current or Former employee, indicated in the CFINT007-Worker-State-Employee column. Note that “F” for former employee will have “Yes” in the Terminated column. On the Hire Details, if the person is a former employee, then the Action will be Rehire, and not a Hire. Hire is reserved for brand new employees to the SPS system (Workday), and never had a W employee number.

A	B	C	D	E	F	G	H	I	J	K	L
Employee ID	Legal Name - First Name	CRCFINT007-Worker-Legal-First-Name-Upper1	Legal Name - Middle Name	Legal Name - Last Name	CRCFINT007-Worker-Legal_Last-Name-Upper1	Date of Birth	CFINT-Worker-SSN-Last-4	Worker Type	Employee Type	Terminated	CFINT007-Worker-State-Employee
W101111	Jane	Jane	D	Doe	Doe	1/1/1991	1122	Employee	Contractual - Contract	Yes	F
W101112	John	John	A	Doe	Doe	9/16/1989	2211	Employee	State/Regular		C

You can also verify if the person is contractual or permanent.

J	K	L	M
Employee Type	Terminated	CFINT007-Worker- State-Employee	CFINT007-Worker- JobAps-Employee-Type
Contractual - Contract State/Regular	Yes	F	CONTRACTUAL
Contractual - Hourly State/Regular		C	PERMANENT
		C	CONTRACTUAL
		C	PERMANENT

As a general rule on the Hire Details page, the Action will always be a Transfer if:

- A current contractual employee is moving to a Regular permanent position.
- A current permanent Regular employee is moving to a Contractual position.
- A current Contractual employee is moving to another Contractual position.

NOTE: The Salary Guidelines related to promotion and demotion only applies to permanent employees and not contractuels. Therefore, you cannot promote or demote a contractual. It can only be a transfer. However, if the position will be Secondary Employment then select that instead of Transfer.

Correcting the Application for Current or Former Employees



Locate the person on the Aps/View screen and then click on Edit Application.

Home | Class Specs | Reqs | Jobs | **Aps** | Exams | Writtens | E-Lists | Certify | Reports | Admin | Help | **JOLAP**

View | Free Names | Search | Add/Edit Aps | Profile | **360** | DB Toolbox | Log

Search for Matching Applications

Recruit #: 15 - 003333 - 0001 Show FLEX ID #: - - - dbToolBox SQ Filter

Not Reviewed Disposition =
 Accepted Status =
 Rejected Last Notice =

Has Prior Score Final Score >=
 Ignore Start Disp Final Score <=

Re-Test Eligible Expires >=
 Score Expired Expires <=

Last Name From: doe* To:
 First Name:
 City:
 State: Select State or Other
 Country:
 Zip: =
 Zip: <=

Email Use OK: N/A
 Paper/Online: Both
 Uploaded: N/A
 Submitted: N/A
 Deadline: N/A

Exclude Aps On-File
 Exclude Practice Aps
 Include Deactivated Aps

Submitted on or after: Submitted before: Choose Action:

Summary View of Applicants

Update Workset Show All Send Notices Show Notes View Ap Print Batch

Applicant Name	Job #	Job Title	Date Applied	Stat	Disp	Final Score	Last Notice Date	Last Notice Type	Ap Exp Date
[REDACTED]	001	[REDACTED]	06/16/2015	AC	H	70			04/13/2016

Showing Detail For Applicant Selected From Above Summary Table

Save Changes Send Applicant Mail **Edit Application** Notices for this Application Notices for this Applicant Notices for this Recruitment 360 Aps Restrict

[Audit Profile](#) [Audit Application](#) [Audit Review](#)

On the application, verify against the Employee Validation the DOB and last 4 digits of the SSN.

Job Number*	[REDACTED] - [REDACTED] - 002	ID	[REDACTED]
Last Name*	[REDACTED]	First 3 Letters* of Last Name at Birth	[REDACTED]
First Name*	[REDACTED]	Date of Birth* Month	September ▾
Middle Name	T	Date of Birth* Day	10 ▾
Date of Application	7/1/2014 10:21:18 AM	Last 4 digits of* ID	9256
Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Decline		
Ethnicity	<input type="radio"/> Hispanic or <input type="radio"/> Unknown/Decl <input type="radio"/> Asian <input checked="" type="radio"/> Black or Afr <input type="radio"/> American Ind <input type="radio"/> Pacific Isla <input type="radio"/> White <input type="radio"/> 2 or More Ra		
EEO Tab - Birthdate	9/10/1974 MM/DD/YYYY		
Recruitment Source	State of Maryland Job Openings Website ▾		
Address*	[REDACTED]	email	[REDACTED]
City*	[REDACTED]	Work Phone	[REDACTED] Ext. [REDACTED]
County *	[REDACTED] ▾	Primary* Phone	[REDACTED]
State*	Maryland ▾	Alternate Phone	[REDACTED] Ext. [REDACTED]
Zip*	[REDACTED] - [REDACTED]	Not required if outside USA	

If the person is a current employee, then ensure the “Current employee of the State of Maryland” is selected on the application.

Verify the spelling of the first and last names on the application match the spelling on the Employee Validation file.

If the Employee Validation file has a middle initial, then ensure the same middle initial is on the application.

Verify the birth year on the application matches the birth year on the Employee Validation file.

Maryland Employment	<input type="radio"/> Never been employed by the State of Maryland. <input checked="" type="radio"/> Current employee of the State of Maryland. <input type="radio"/> Former employee of the State of Maryland.
You must answer the following questions in order for seniority points to be applied.	
Please provide the first name while employed by the State of Maryland	<input type="text" value="Jane"/>
If a FORMER EMPLOYEE of the State of Maryland, what was the middle initial at the time of separation	<input type="text"/> If no middle initial, please do not enter anything into this field.
Please provide the most recent last name while employed by the State of Maryland.	<input type="text" value="Doe"/>
What is the birth year?	<input type="text" value="1974"/>
Please provide the middle initial that is in the employee record to ensure that appropriate extra points are awarded. If no middle initial, you may leave this blank.	<input type="text" value="T"/> If no middle initial in employee record you may leave this field blank.

If the person is a Former employee, then ensure the “Former employee of the State of Maryland” is selected on the application.

Verify the spelling of the first and last on the application names match the spelling on the Employee Validation file.

If the Employee Validation file has a middle initial, then ensure the same middle initial is on the application.

Verify the birth year on the application matches the birth year on the Employee Validation file.

Maryland Employment	<input type="radio"/> Never been employed by the State of Maryland.
	<input type="radio"/> Current employee of the State of Maryland.
	<input checked="" type="radio"/> Former employee of the State of Maryland.
You must answer the following questions in order for seniority points to be applied.	
Please provide the first name while employed by the State of Maryland	<input type="text" value="Jane"/>
If a FORMER EMPLOYEE of the State of Maryland, what was the middle initial at the time of separation	<input type="text" value="T"/> If no middle initial, please do not enter anything into this field.
Please provide the most recent last name while employed by the State of Maryland.	<input type="text" value="Doe"/>
What is the birth year?	<input type="text" value="1974"/>
Please provide the	



Click on **Update** to save the changes.

Go to the Hire Details page. If the information is entered correctly, then there will be either a "C" or "F" next to Current or Former Employee. The "No" radio button will be filled in to indicate there is no discrepancy. And the Employee ID will populate.

https://www.jobaps.com/?RefoID=19236&apReviewID=1193651&D...

Name: [REDACTED]
EasyID: [REDACTED]
Hire Department: [REDACTED]

Please update the following Hire Information:

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

Please select the Position Control Number being hired into.

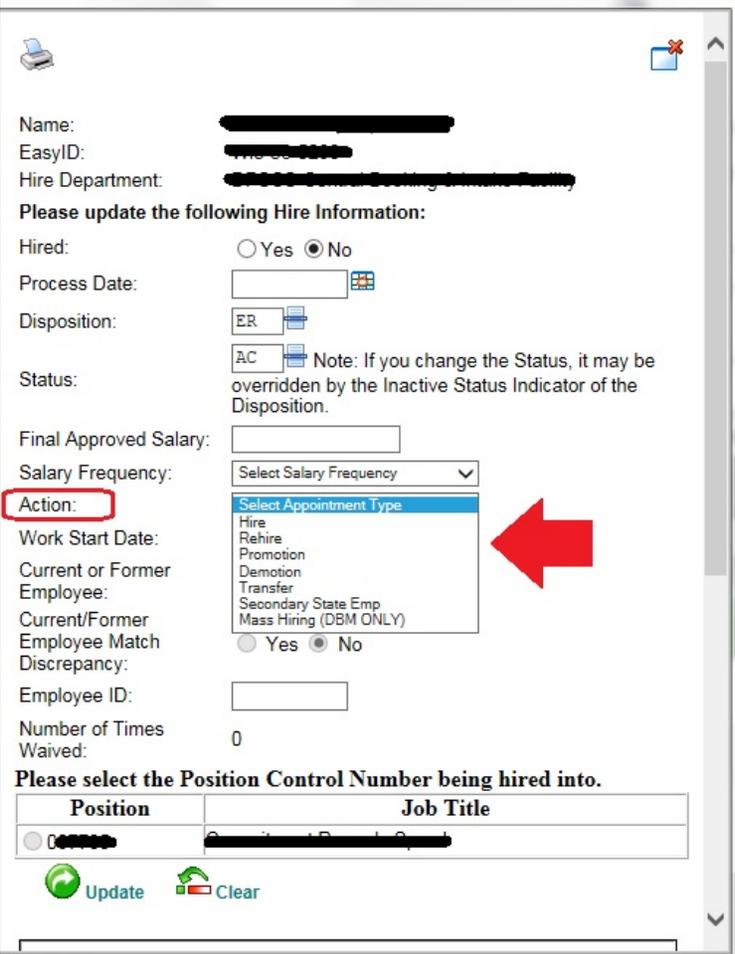
Position	Job Title
<input type="radio"/> [REDACTED]	[REDACTED]

Selecting the Correct Action on the Hire Details

If the Action is incorrect, then Workday will reject the Hire Details. Before selecting the correct Action, it is important to understand the difference between SPS and Non-SPS, and how that will affect the Action selection.

State Personnel System (SPS) are current or former employees who belong to certain Maryland State agencies, such as Department of Budget and Management. There are some Maryland State agencies that do not belong to SPS, such as State Highway Administration. Non-SPS also includes the University of Maryland system.

State agencies under SPS all use Workday and JobAps. However, some of the non-SPS agencies also use Workday, but they may not use JobAps. Non-SPS agencies that use Workday will assign employee numbers (W numbers). Therefore, before selecting an Action, first determine if the person is already in Workday with a current employee number by checking the Employee Validation file.



Name: [REDACTED]
EasyID: [REDACTED]
Hire Department: [REDACTED]

Please update the following Hire Information:

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

Please select the Position Control Number being hired into.

Position	Job Title
[REDACTED]	[REDACTED]

Update Clear

Hire: This is only used if there is no existing employee ID (W number) in Workday or on the Employee Validation file.

Note: If there is a current Employee ID number on the Hire Details page, then you can never use Hire. Workday will automatically reject this Action.

Rehire: A former employee who is being rehired or reinstated, and has a current employee number in Workday.

Note: If the person never left State service and is still employed by the State, then you can never use Rehire. Workday will automatically reject this Action.

Promotion: A current permanent employee under SPS or non-SPS who is being promoted to a classification grade that is higher than the current grade, and has a current employee number in Workday. Example: a current permanent employee who is currently a Grade 10, but will move to a Grade 12.

Note: Promotions are not applicable to contractual employees. In this case, the Action will be Transfer. If Promotion is used, then Workday will automatically reject this Action.

Demotion: A current permanent SPS or non-SPS employee who is being demoted from his/her current grade to a lower grade, and has a current employee number in Workday. Example: A permanent employee who is currently a Grade 10 is moving to a position that is a Grade 9.

Note: Demotions are not applicable to contractual employees. In this case, the Action will be Transfer. If Demotion is used, then Workday will automatically reject this Action.

Transfer: Is used for both current permanent SPS or non-SPS employees and for contractual employees.

Current permanent SPS or non-SPS employee who is not changing grades when moving from his/her current position to another, and has a current employee number in Workday. Example: A permanent employee who is currently a Grade 15 is moving to a position that is also a Grade 15.

For contractual SPS or non-SPS employees who have a current Employee number, Transfer will be selected if:

- A current contractual employee is moving to a Regular permanent position,
- A current permanent Regular employee is moving to a Contractual position.
- A current Contractual employee is moving to another Contractual position.

Secondary State Emp: A current permanent or contractual SPS or non-SPS employee who has a current employee number in Workday who is accepting the position has a secondary employment.