# Hires Details, Discrepancies & MS106





- Hires, transfers, reinstatements in hire details
- Discrepancies
- MS 106
- Employee Validation File



#### **Hire Details**

- All Hires must be completed through the Hire Details in JobAps, except for Contingent workers.
- Prior to completing the Hire Details, Analysts must review the Employee Validation file and the Pre-Offer Checklist website to check for discrepancies and for MS106.
- The reasons for choosing the Hire, Rehire (reinstate), and Transfer action codes are the following:
  - Hire = A new hire or current or former employee who does not have an established Employee ID in Workday (W number)
  - Rehire (Reinstatement) = A former employee that is being rehired (including reinstatement) 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

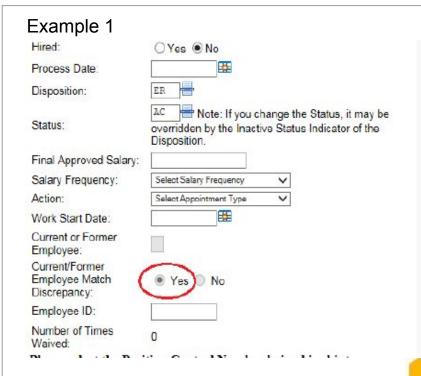
# **Discrepancies**

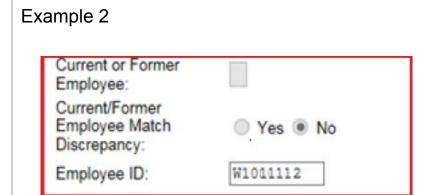
- Discrepancies occur in JobAps when former/current applicant's information on the employment application does not match the data in the Employee Validation File and will prevent Workday from processing the hire
- A discrepancy can also occur when an applicant is a current or former State employee but the applicant indicates on his/her application that the employee has never been employed by the State
- Discrepancies can show up two ways on the Hire Details page. If "Yes" is marked next to the Current/Former Employee Match Discrepancy (example 1) or if the Current or Former Employee box is blank and a W number appears in the Employee ID field (example 2)



# **Discrepancies**

MANAGEMENT





### **MS 106**

- A MS 106 is a form to report an Unsatisfactory Report of Service with the state.
- If a MS 106 has been filed against an individual, it can be found:
  - The Employee Verification File (most reliable)
  - On the annotate screen of a submitted application (if the person does not have a discrepancy)
  - PDF Cert List (if the person does not have a discrepancy)
  - The Pre-Offer Checklist
- An individual with a MS 106 may still be hirable with the state, but not by certain agencies.
- An individual with a MS 106P (with Prejudice) cannot be hired by any State agency.



### **MS 106**

Example of MS 106P on annotate Screen

Attachments	Attachments Reset Exit Profile   School   Work 1 2 3 4 5 6   Sup Qu   Resume MQ Update							MQ Update		
Apply Date 5/29/2018		Accept1	✓ Reject1	Educ1	✓ Exp1	Lic1	Cert1	□ DL1	Age1	□ NMI1
1:50:16 PM		Accept2	Reject2	Educ2	Exp2	Lic2	Cert2	DL2	Age2	☐ NMI2
Reviewed by	SNH/	Ap Expires	Last	Notice Type <sup>NQ</sup>	Sent on	06/05/2018				
Reject Code	Reject Code Experience CheckBox-Notice Experience									
Notice Add experience negotiating agreements										
Current or Former Employee:  Current/Former Employee Match Discrepancy:  Yes No Employee Type: Alert: 106P										
Seniority Poir	nts 0	Residency F	oints 0 Ve	terans Points 0	Disab	ility Points 5				
Meet MC	as SQ Sc	ore 5	Rater Score	Ap Score	F	inal Score 5	Add	Extra Points	Disp NQ	Stat AC
Notes for the 1 Hiring Authority	06P				HR NOTE PAD:					0

360 Aps 360 Add a Note for my Department Print This Application

106P

Job Title: CIVIL RIGHTS OFFICER II (Contractual

Position)

Job Number: 18-001742-0002



## **MS 106**

#### Example of MS 106P on PDF Cert List

Score Band	Candidate Information	Арр Ехр	Agency Code	Pending Qualifications	MS106	Confirmed Vet Status
Better Qualified	Phone: Email: State Employment: Secondary Employment:	06/07/2019				
Better Qualified	Phone: Email: State Employment: F Secondary Employment:	06/07/2019			106P	



# **Employee Validation File**

To open the Employee Validation File go to the HR Officer's Website under the Discrepancies tab





# **Employee Validation File**

Important columns to confirm the information on the application and to correct discrepancies:

- spelling of the candidate's last name (Column B)
- spelling of the candidate's first name (Column C)
- verify if the candidate has a middle initial (Column D)
- the last four digits of the SSN# (Column E)
- DOB (Column F)
- The current status that is checked Current, Former, or Never employed (Column G)
- MS 106 (Column L)



# **Employee Validation File**

#### **Employee Validation Includes:**

- Job Profile: Includes those are Benefits Only agencies (new)
- Current Agency: Includes the Non SPMS and CPBI agencies (new)
- Worker MS106: If this column is populated, then go to the Pre-Offer Checklist (POC) website

Н	1	J	K	L	
Job Profile	Current Agency	Employee Type	Terminated	Worker-MS106	
<u> </u>	<b>1</b> ×	<b>.</b>	× 1		
Benefits Only Employee - Faculty	Coppin State University	State/Regular			
Benefits Only Employee - Faculty	University Of Maryland - College Park	State/Regular			
Benefits Only Employee - Geographical FT	University Of Maryland - Baltimore	State/Regular			
Benefits Only Employee, Retiree or Retiree Beneficiary	University Of Maryland - College Park	State/Regular			
Benefits Only Employee - Adjunct Faculty	University Of Maryland - Baltimore County	Contractual - Contract			