SERVICE DATES AND MANAGING EMPLOYEE DATA IN WORKDAY

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SERVICE DATES

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
- <u>Time Off Service Date</u>: Does not populate; needs to be entered

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
- <u>Continuous Service Date</u>: populates with the new hire event date; can be changed
- <u>Company Service Date</u>: Increment Date; review for any needed changes
- <u>Time Off Service Date</u>: Does not populate; review for any needed changes

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

Termination Date

Original Hire Date

Continuous Service Date

Length of Service

Date Entered Workforce

Benefits Service Date

Company Service Date

Time Off Service Date

Retirement Eligibility Date

09/30/2015

02/04/2015

10 / 31 / 2001

01 / 22 / 2004



13 year(s), 9 month(s), 16 day(s)

MM / DD / YYYY :::::



MM / DD / YYYY ::::



07 / 01 / 2016



12 / 19 / 2002



MM / DD / YYYY



- 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

Original Hire Date

Hire Date

Termination Date

Original Hire Date

Continuous Service Date

Length of Service

Date Entered Workforce

Benefits Service Date

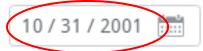
Company Service Date

Time Off Service Date

Retirement Eligibility Date

09/30/2015

02/04/2015



01/22/2004

13 year(s), 9 month(s), 16 day(s)

MM / DD / YYYY

MM/DD/YYYY

07 / 01 / 2016

12/19/2002

MM / DD / YYYY 🛗

- 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

Termination Date

Original Hire Date

Continuous Service Date

Length of Service

Date Entered Workforce

Benefits Service Date

Company Service Date

Time Off Service Date

Retirement Eligibility Date

09/30/2015

02/04/2015

10 / 31 / 2001



13 year(s), 9 month(s), 16 day(s)

MM / DD / YYYY



MM / DD / YYYY



07 / 01 / 2016



12 / 19 / 2002



MM / DD / YYYY



- **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 if PEP is Mid or Annual, Increment date, Does NOT need to match Time Off Service Date

Company Service Date

Hire Date

Termination Date

Original Hire Date

Continuous Service Date

Length of Service

Date Entered Workforce

Benefits Service Date

Company Service Date

Time Off Service Date

Retirement Eligibility Date

09/30/2015

02/04/2015

10/31/2001

01 / 22 / 2004

13 year(s), 9 month(s), 16 day(s)

MM / DD / YYYY ::::

MM / DD / YYYY

07 / 01 / 2016

12 / 19 / 2002

MM/DD/YYYY 🛗

:::::

Increment Date
 (1/1/Year or
 7/1/Year)
 Contractuals: Date of
 1st 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

Termination Date

Original Hire Date

Continuous Service Date

Length of Service

Date Entered Workforce

Benefits Service Date

Company Service Date

Time Off Service Date

Retirement Eligibility Date

09/30/2015

02/04/2015

10/31/2001

01 / 22 / 2004



13 year(s), 9 month(s), 16 day(s)

MM / DD / YYYY



MM / DD / YYYY



07 / 01 / 2016



12 / 19 / 2002

MM / DD / YYYY



- 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

EMPLOYEE DATA

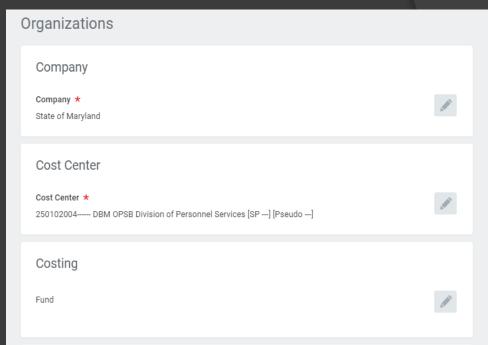
 State customized fields used for identification of attributes specific to a PIN that can be changed per employee

Note: These fields will default from the PIN's information. If the PIN's information was "overridden" by the previous Employee, the next employee will have the PIN information defaulted to them, <u>not</u> the previous employee's information.

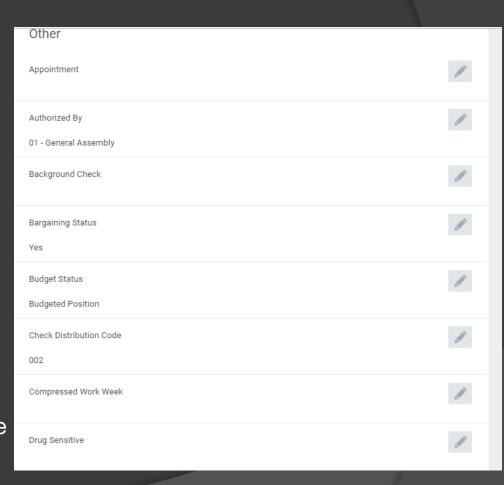
- Company should be State of Maryland
- Fund Code should be entered
- Cost Centers are determined by budget and finance. We store the 15 digits

(ex. 320602049703---):

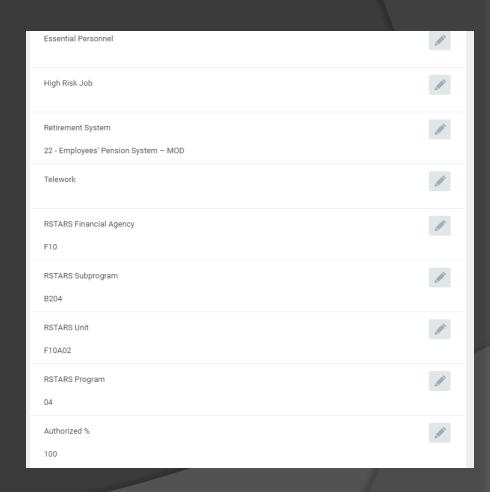
- 1-6: *agency* code (320602)
- 7-9: <u>program</u> (049)
- 10-12: subprogram if applicable, if not then "---" (703)
- 13-15: pseudo code if applicable, if not then "---" (---)
- New Agency codes need to be processed by Budget first then send requests to add a new cost center through a ticket.
- Send requests for new subprograms or pseudo codes through a ticket but be sure to have the information in the 15 digit cost center code.



- Appointment code is used to drive certain approval levels in the system
- Authorized By select appropriate option
- Bargaining Status review after all job profile changes, needs to be manually changed
- Budget Status confirm with your budget upon hire
- Background Check is picked up from the PIN for RED's purposes
- Check Distribution Code should be from an approved code list for the agency per CPB or the information will not be sent to CPB
- Compressed Work week is now just informational. In order to affect the time sheet the information is now captured on Other IDs
- Drug Sensitive is picked up from the PIN for RED's purposes



- Essential Personnel identifies employees who work during State closures/emergencies
- High Risk job is picked up from the PIN for RED's purposes
- Retirement System select the appropriate option
- Telework informational only, indicates if position is eligible
- The 4 RSTARS fields:
 - informational only, not sent to CPB
 - The cost center doesn't drive these fields.
 - Budget and Finance does use them.
 - If any new codes need to be added to be selected please send the request in a ticket.
- Authorized % This is not FTE! confirm with your budget upon hire



5 HARD STOP Fields

- Authorized By
- Bargaining Status
- Budget Status
- Retirement System
- Authorized %

For changes to the PIN or employee: Organizations> Change Organization Assignments



Locations: Employee, PIN, and Sup Org

- PIN Location :
 - Edit Position Restriction > Change In Position > Change Location
- Employee Location:
 - Job Change > Change Location > Data Changes -Change Location
- Sup Org Primary Location:
 - Submit a ticket

FOR NEW LOCATIONS:

- Submit a ticket
- Include whether it is <u>replacing</u> a current location

SUP ORG CHANGE REQUEST V.S. HR PROCESS IN WORKDAY

Sup Org Change Request

- To correct inaccurate sup org structure.
- To create a team of existing employees for a new manager.
- To create a new division/team in an existing unit.
- To move one or more employees under different managers, in the same agency (same agency code).
- To move vacant PINs as needed before hiring.

Perform HR Process in WD

- To transfer or assign an employee into a new PIN.
- To give employee acting capacity of another position.
- To promote or demote and employee.
- To change PIN attributes (organization assignments).
- To edit PIN or employee location.

ABOVE MIDPOINT REQUEST:

DBM RED Roles in Workday

DBM RED Approval

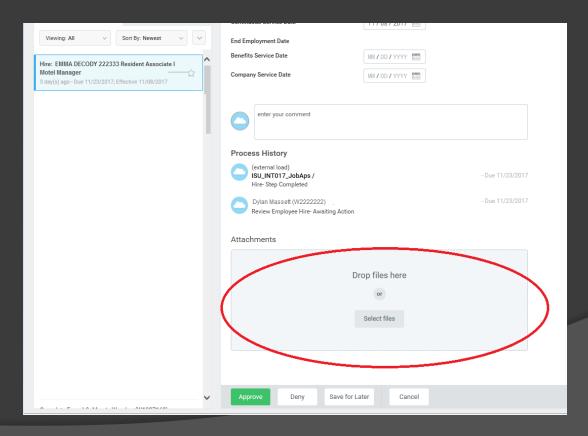
Above Midpoint requests are routed to DBM RED in Workday by either:

- attaching the MS-26 on the Hire event page.
- selecting Step 10 or above on the Propose Compensation page for qualifying positions.

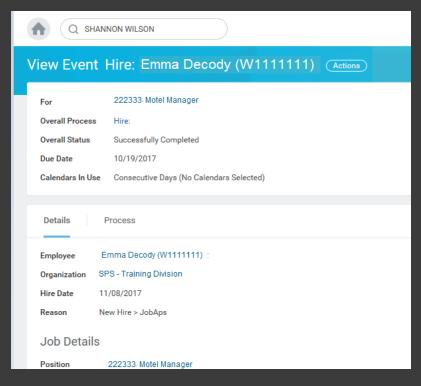
NOTE: Any time there is an attachment to the Hire event, then that will automatically route the event to DBM RED for approval.

Uploading MS-26 for New Hires

After the Hire Details integrates from JobAps to Workday, search for the Hire event from your Workday inbox to finalize the hire event.

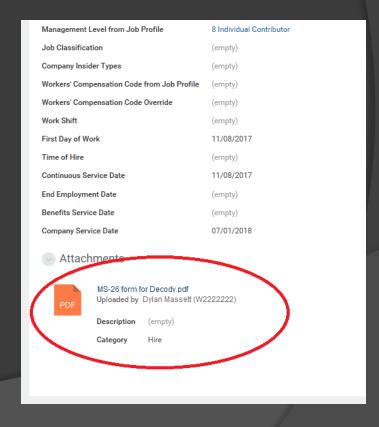


View the Attachment on the Hire Event



Scroll to the bottom of the page to view the attachment that was uploaded to the hire event.

Search for the employee and locate the Hire Event from Worker History.



Status of Event

Click the Process tab to view the status of the Hire event.

See example, you will see the same routing process for above midpoint requests

etails Process	Dylan Massett (W2222222) (HR Coordinator)					
rocess History 39 items						
Process	Step	Status	Completed On	Due Date	Person	Comment
Hire	Hire	Step Completed	10/05/2017 11:32:54 PM	10/19/2017	ISU_INT017_JobAps / (external load)	
Hire	Review Employee Hire	Approved	11/06/2017 01:06:37 PM	10/19/2017	Dylan Massett (W2222222) (HR Coordinator)	
Edit Government IDs	Edit Government IDs	Approved	11/06/2017 01:07:33 PM	11/07/2017	Dylan Massett (W2222222) (HR Coordinator)	
Hire	Propose Compensation Hire	Not Required		10/19/2017		
Propose Compensation Hire	Propose Compensation Hire	Submitted	11/06/2017 01:09:09 PM		ISU_INT017_JobAps / (external load)	
					w2222222 / Dylan Massett (external load)	
Propose Compensation Hire	Approval by HR Partner	Not Required				
Propose Compensation Hire	Approval by Appointing Authority Partner	Not Required				
Propose Compensation Hire	Approval by Central Recruitment Partner	Not Required				
Propose Compensation Hire	Compensation Fartner	Not Required				
Hire	Consolidated Approval by Central Recruitment Partner	Approved	11/07/2017 11:57:33 AM		CHRISTOPHER LANGLEY (W2009364) (Central Recruitment Partner)	CHRISTOPHER LANGLEY: Agency has delegated authority to approve above base salary for this classification.
Hire	Consolidated Approval by HR Partner	Аррготеа			(HILL SIGHE)	