



STATEWIDE PERSONNEL  
— S Y S T E M —

**Contractual Conversion  
(SPMS Agencies)**

November 2017



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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:

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

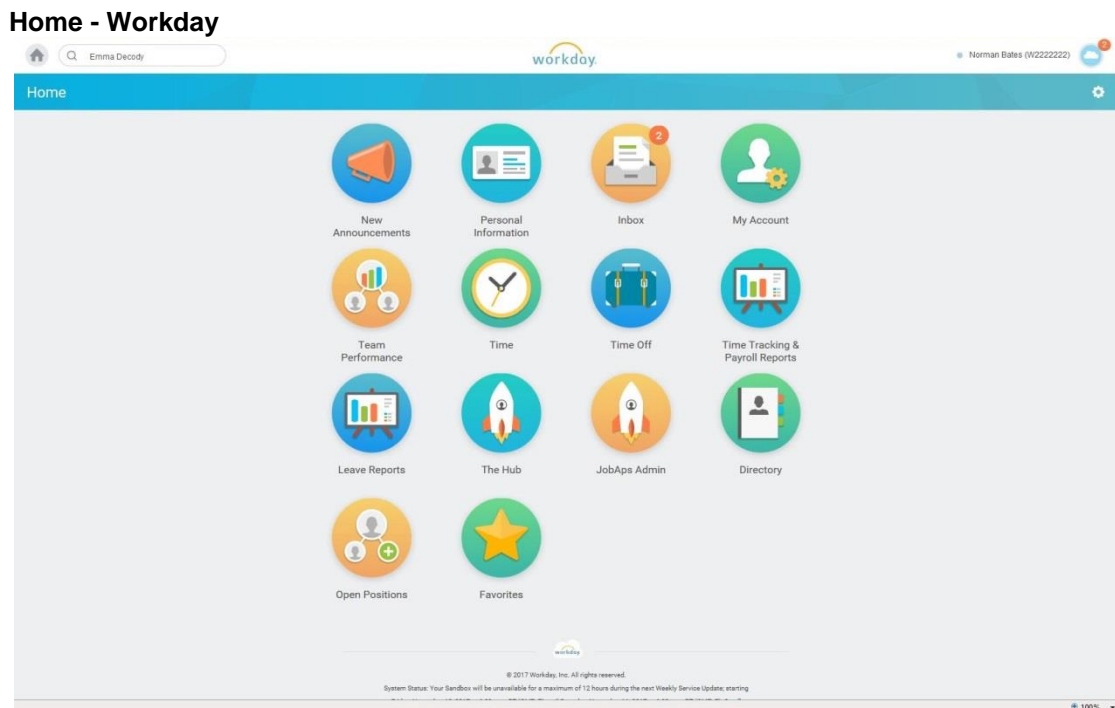


If one of the criteria is not met, then Contractual Conversion cannot be used. You may have to do a Transfer – Contractual Non Conversion instead.

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

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

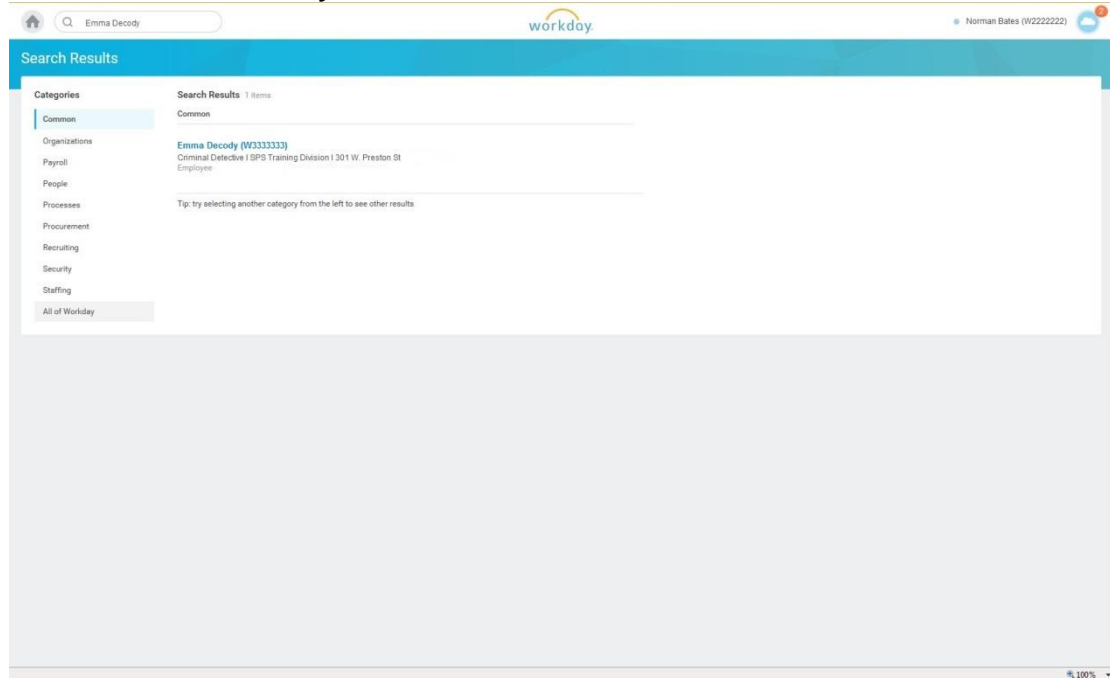
### Procedure:



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

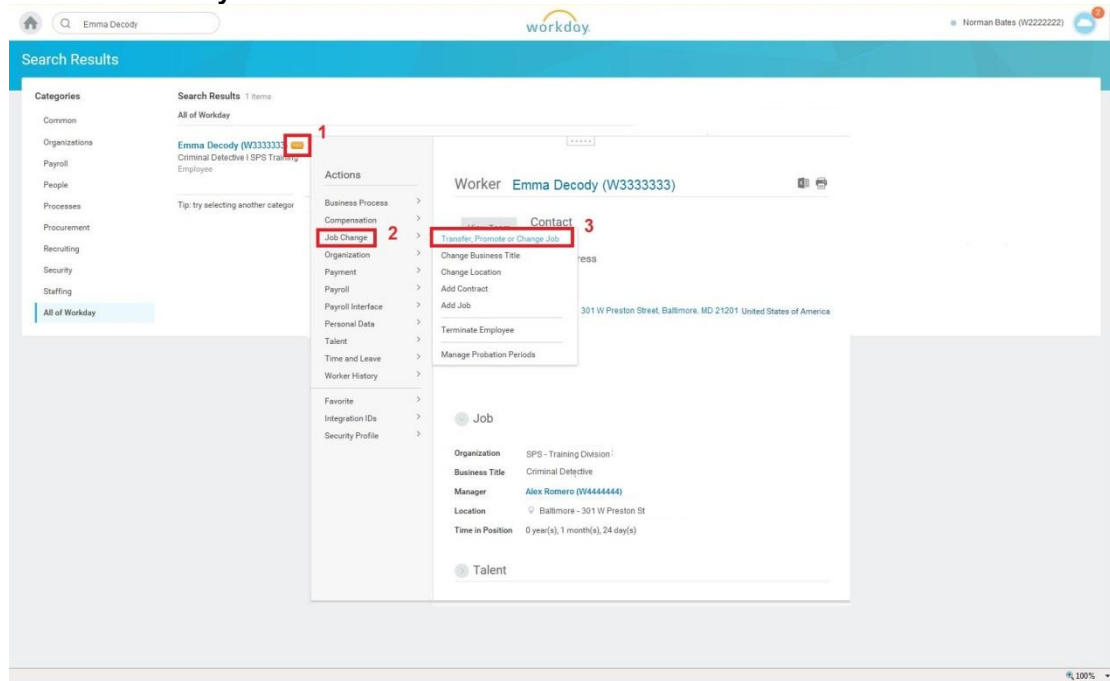


## Search Results - Workday



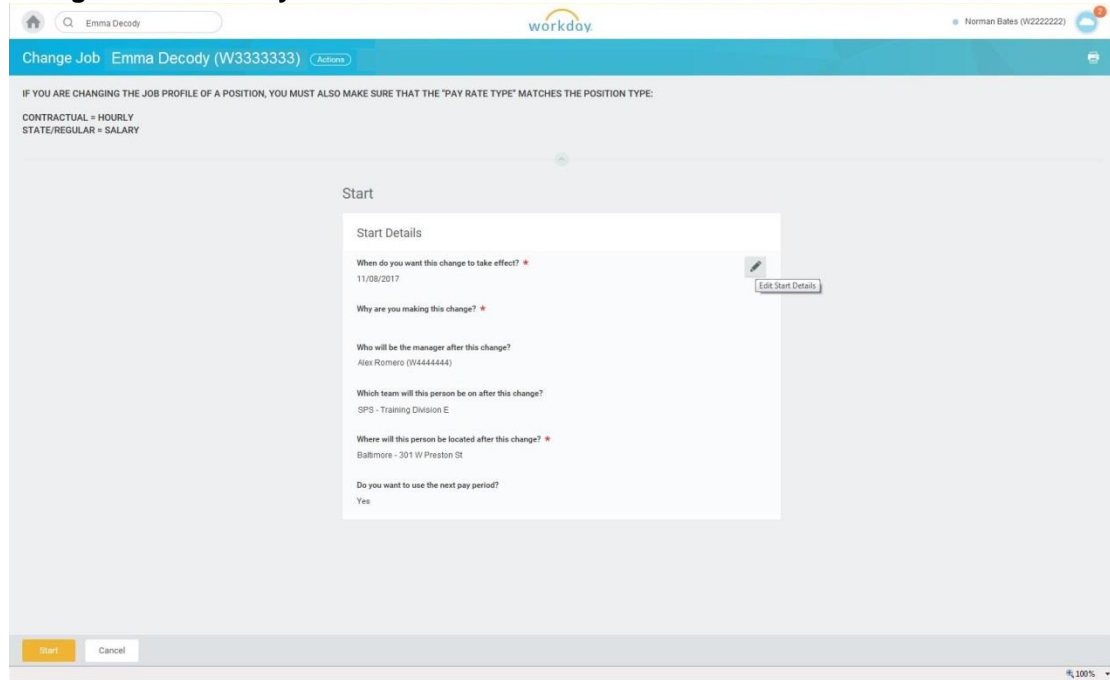
2. Click the **All of Workday** field.


## Worker - Workday



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

### Change Job - Workday

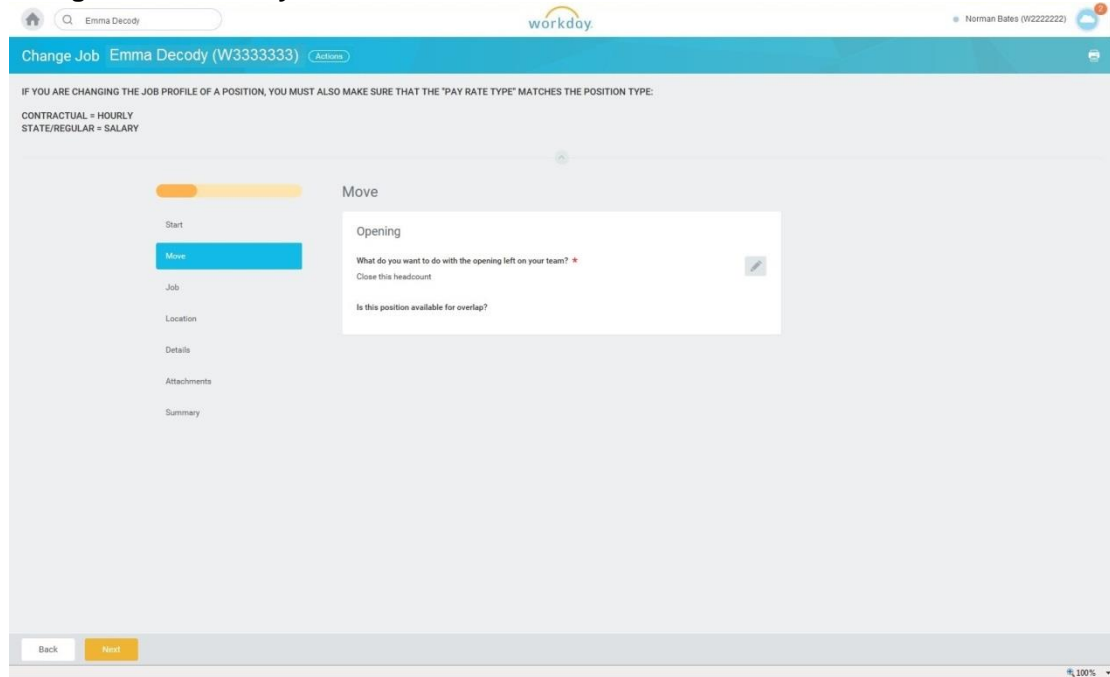



- Click the Edit  button and update the following fields.

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

- Click the **Start**  button.

## Change Job - Workday

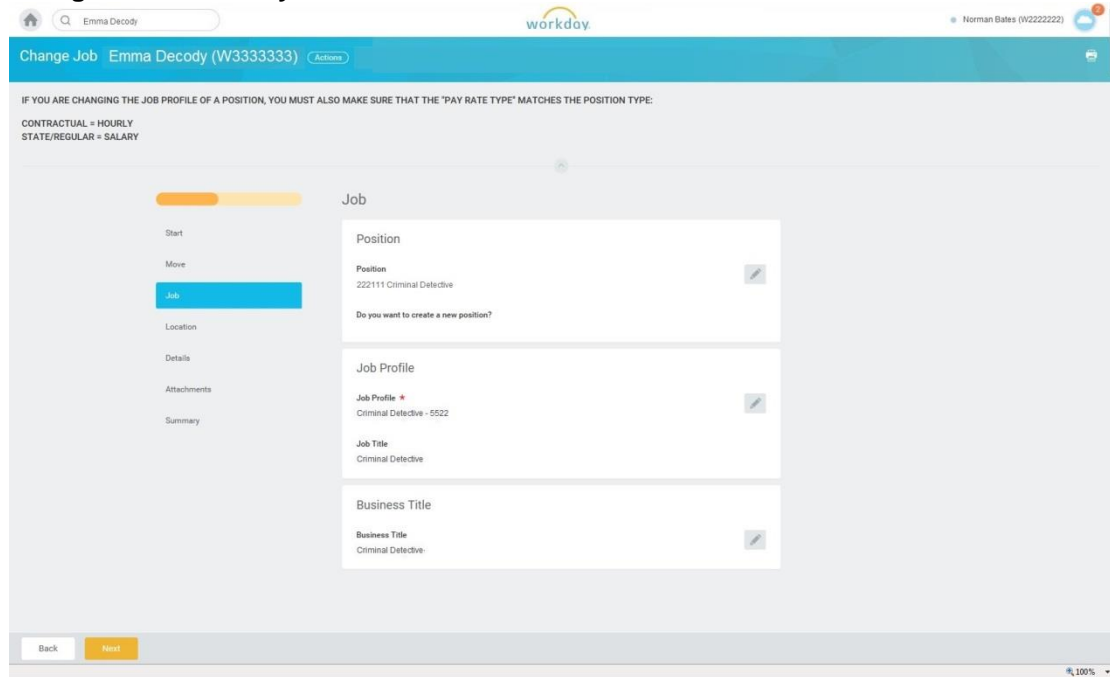



6. If an employee will have a new manager as a result of the job change, the Move Page displays.
7. Click the Edit  button to select Close this headcount.



**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



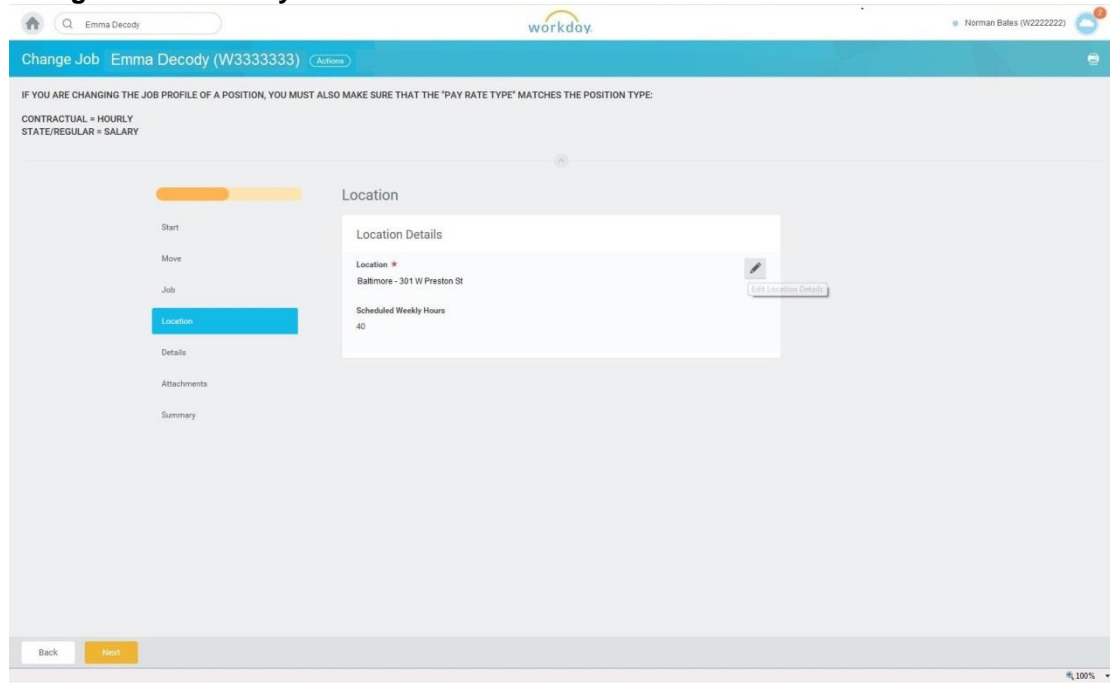
8. On the Job page, click the Edit  button to select the State/Regular PIN the employee will go into.



**Information:** Do not change the Job Profile. It will default from the position selected.

9. Click the **Next**  button.

## Change Job - Workday



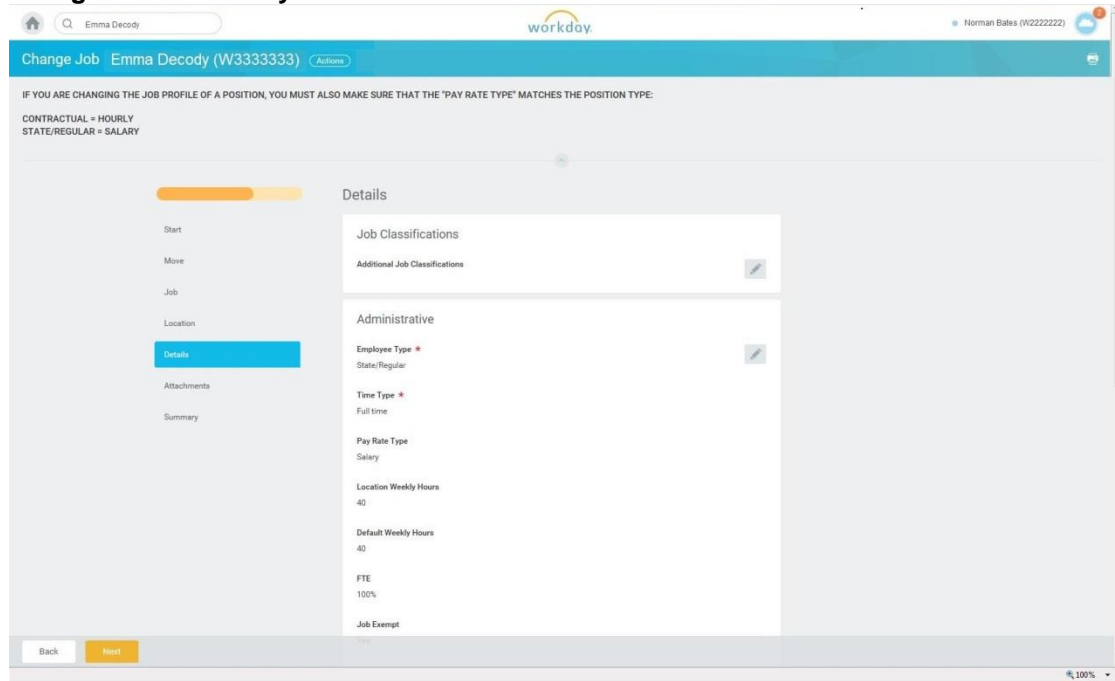
10. On the Location page, click the Edit  button to update the following:


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

11. Click the **Next**  button.



## Change Job - Workday

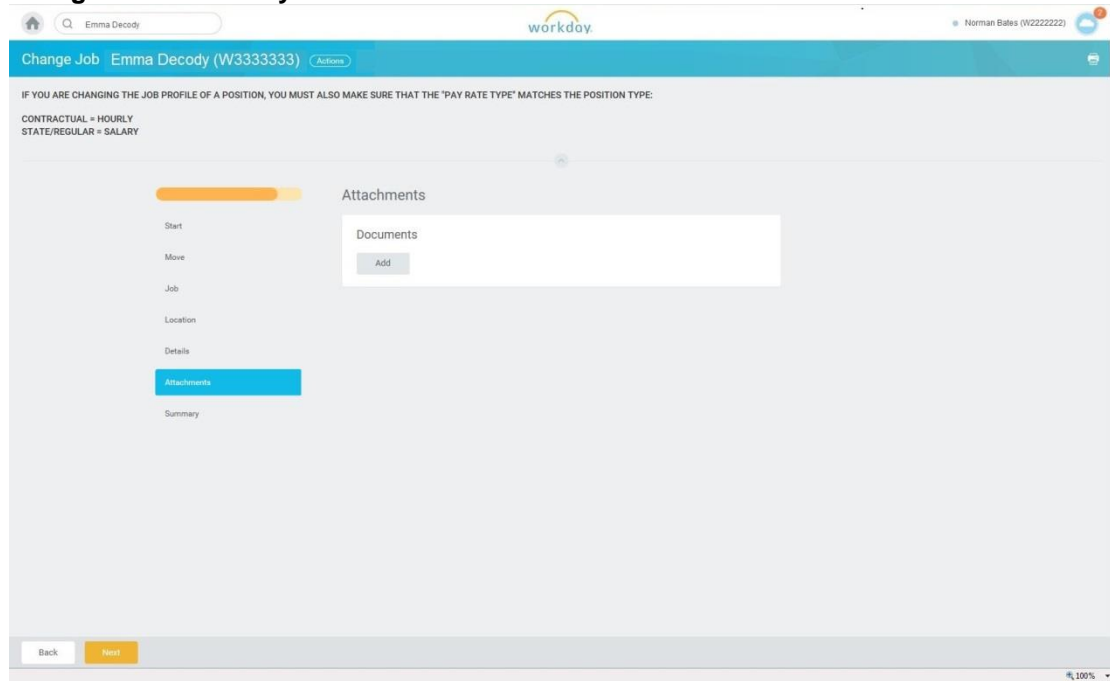


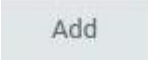
12. On the Details page, click the  button in the Administrative section of the Details page to update the following field, if applicable:

- **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**  button.

## Change Job - Workday



14. Click the **Add**  button to upload an attachment, if applicable.

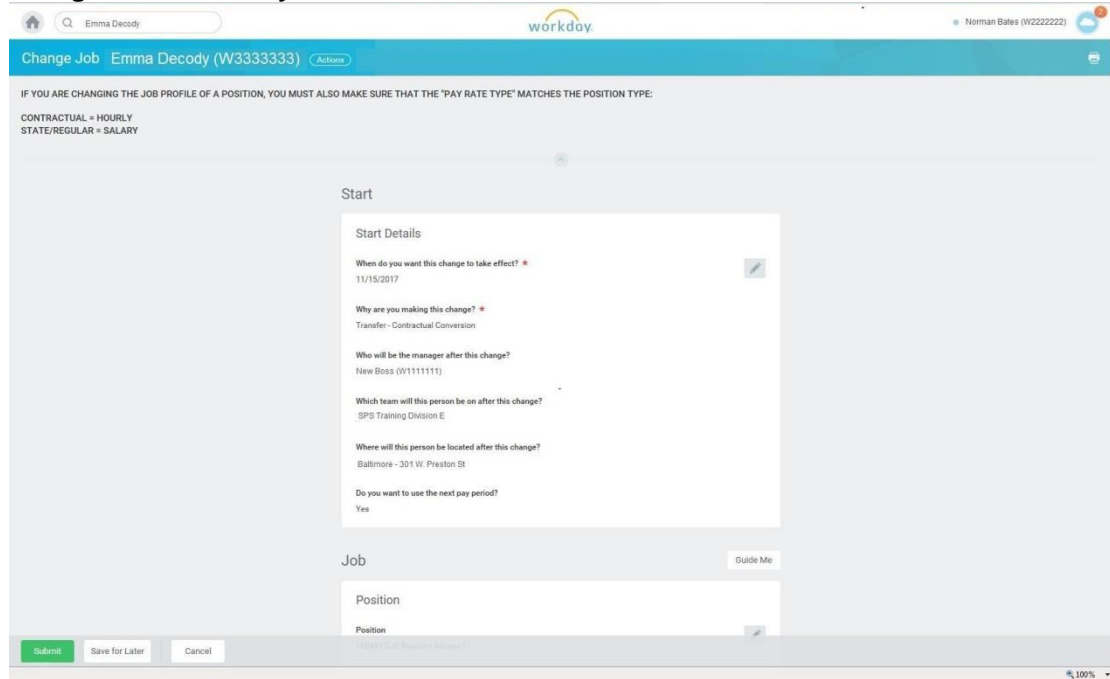
- Select the appropriate **Document Category**.
- Click the **Attach** button, browse and select a document to attach.



**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



Change Job Emma Decody (W3333333) [Actions](#)

IF YOU ARE CHANGING THE JOB PROFILE OF A POSITION, YOU MUST ALSO MAKE SURE THAT THE 'PAY RATE TYPE' MATCHES THE POSITION TYPE:  
CONTRACTUAL = HOURLY  
STATE/REGULAR = SALARY

**Start**

**Start Details**

When do you want this change to take effect? \*  
11/15/2017

Why are you making this change? \*  
Transfer - Contractual Conversion

Who will be the manager after this change?  
New Boss (W1111111)

Which team will this person be on after this change?  
SPS Training Division E

Where will this person be located after this change?  
Baltimore - 301 W. Preston St


Do you want to use the next pay period?  
Yes

**Job** [Guide Me](#)

**Position**

**Position**

[Submit](#) [Save for Later](#) [Cancel](#)

16. On the Details page, review the information and then click the Next  button.

17. Click the Done  button.





**Information:** The Transfer – Contractual Conversion is routed for approvals. When it has been approved, return to your Workday inbox to continue with the Propose Compensation.

18. The System Task is complete.

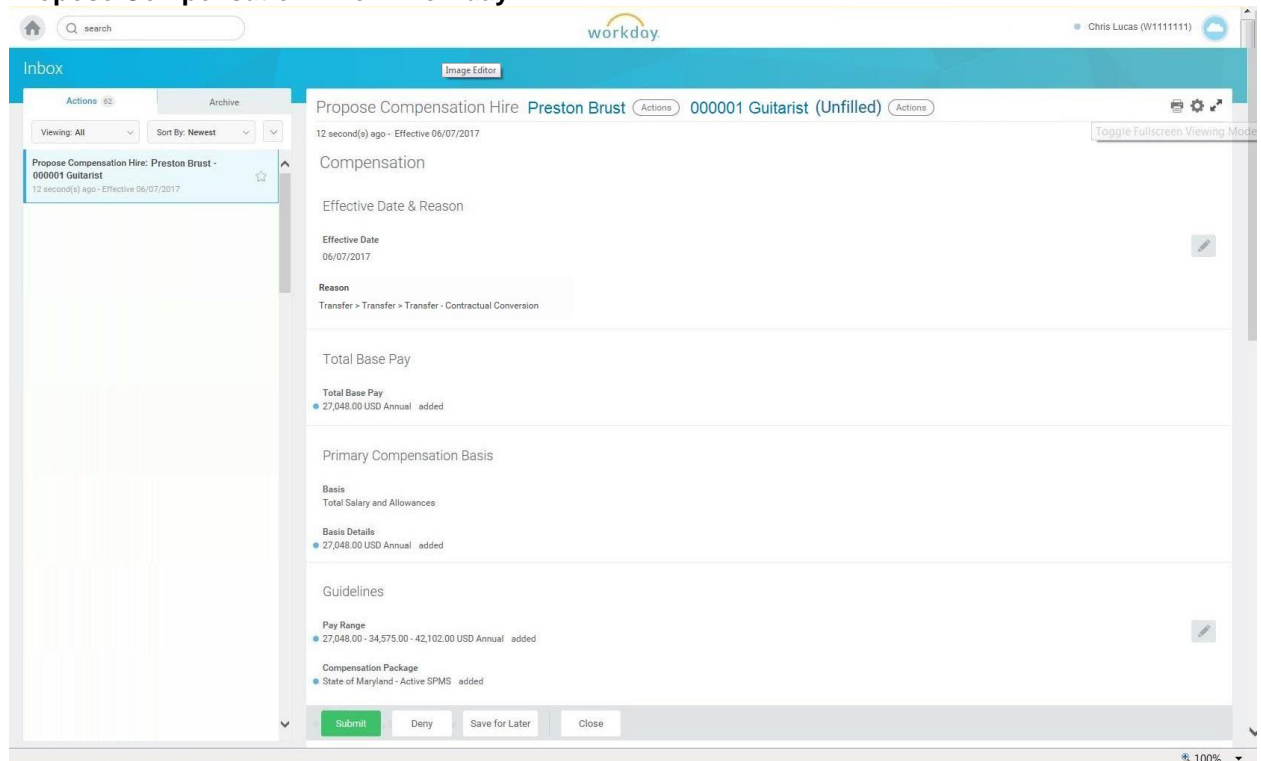
## Propose Compensation

The next step in the Contractual Conversion is the propose compensation.

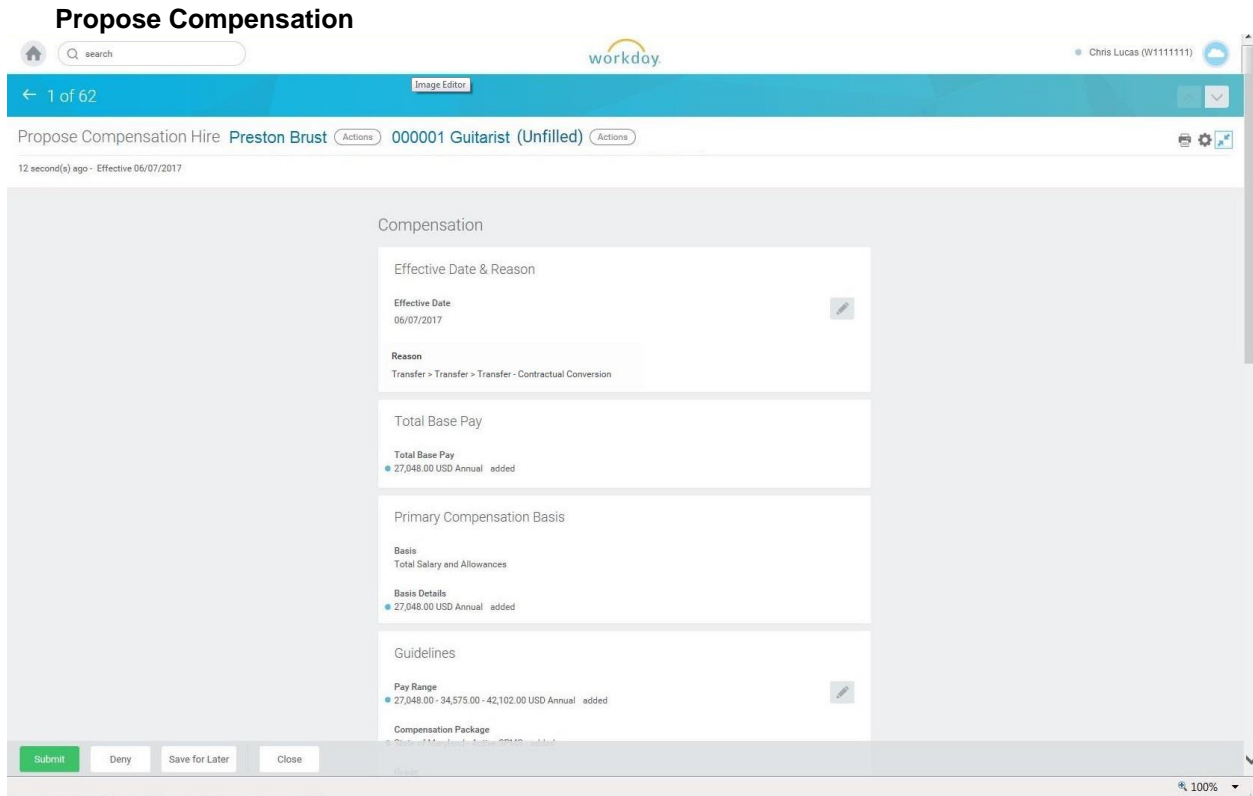
### Procedure:


1. Click the Inbox  hyperlink.
2. Click the Inbox  icon.

### Propose Compensation Hire – Workday



3. In your Actions list, click the "Propose Compensation Hire:" task. HINT: The employee's name is included in the task name.
4. Click the Toggle Fullscreen Viewing Mode  icon.



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

6. 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.	<ol style="list-style-type: none"> <li>1. Click the <b>Edit</b> icon in the Guidelines row.</li> <li>2. Type or use the prompt to enter the Step.</li> <li>3. Click the <b>Save</b> icon.</li> </ol> <p><b>NOTE:</b> Compensation defaults based on the job profile. Choosing Step 10 or above requires additional approvals. Refer to the <a href="#">Standard Pay Guidelines and Executive Pay Guidelines</a> for more information.</p>
Employee is paid on the Executive Schedule	<ol style="list-style-type: none"> <li>1. Click the <b>Edit</b> icon in the Salary row.</li> <li>2. Enter the salary in the <b>Amount</b> field.</li> <li>3. Click the <b>Save</b> icon.</li> </ol>
Employee Type is Contractual – Hourly	<ol style="list-style-type: none"> <li>1. Click the <b>Add</b> icon in the <b>Hourly</b> row.</li> <li>2. Enter the pay rate in the <b>Amount</b> field.</li> <li>3. Click the <b>Save</b> icon.</li> </ol>
Employee Type is Contractual – Contract (i.e., fixed term contractual)	<ol style="list-style-type: none"> <li>1. Click the <b>Add</b> icon in the <b>Allowance</b> row.</li> <li>2. In the <b>Compensation Plan</b> field, type or use the prompt to select <b>Contract NTE\$</b> from the list, if not</li> </ol>



	<p>already selected.</p> <p>3. Enter the contract not to exceed amount (Contract NTE\$) in the <b>Amount</b> field.</p> <p>4. Click the <b>Save</b> icon.</p>
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**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.	<p>- Click Clothing Allowance option.</p> <p><b>NOTE: DO NOT change the following information</b></p> <ul style="list-style-type: none"> <li>- \$750 will automatically populate in the Amount field.</li> <li>- USD will automatically populate in the Currency field.</li> <li>- Semi-annual will automatically populate in the Frequency field.</li> <li>- DO NOT enter an end date.</li> </ul>
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.	<p>- Click Fitness Bonus (SLEOLA ONLY) option.</p> <p><b>NOTE: DO NOT change the following information</b></p> <ul style="list-style-type: none"> <li>- \$1,000 will automatically populate in the Amount field.</li> <li>- USD will automatically populate in the Currency field.</li> <li>- Annual will automatically populate in the Frequency field. <i>*Although it is Annual, Workday will process the bonus into two installments when the pay is processed.*</i></li> <li>- DO NOT enter an end date.</li> </ul>
Education Bonus: Amount based on level of degree to be paid out in the first full pay period in December.	<p>- Click one of the following options:</p> <ul style="list-style-type: none"> <li>a. Education Bonus – Associate’s Degree (SLEOLA ONLY)</li> <li>b. Education Bonus – Bachelor’s Degree (SLEOLA ONLY)</li> <li>c. Education Bonus – Master’s Degree (SLEOLA ONLY)</li> <li>d. Education Bonus – Doctorate Degree (SLEOLA ONLY)</li> </ul>



**Title:** Contractual Conversion  
**Functional Area:** Staffing

	<p><b>NOTE: DO NOT change the following information</b></p> <ul style="list-style-type: none"><li>- The dollar amount will automatically populate in the Amount field based on the Education Bonus that was selected.</li><li>- USD will automatically populate in the Currency field.</li><li>- Annual will automatically populate in the Frequency field.</li><li>- DO NOT enter an end date.</li></ul>
MSP Flight Pay Commissioned: This bonus is limited to Maryland State Police Law Enforcement – I, M and Z job families.	<p>- Click Flight Pay – Commissioned Officers (SLEOLA ONLY).</p> <p><b>NOTE: DO NOT change the following information</b></p> <ul style="list-style-type: none"><li>- \$5,500 will automatically populate in the Amount field.</li><li>- USD will automatically populate in the Currency field.</li><li>- Annual will automatically populate in the Frequency field.</li><li>- DO NOT enter an end date.</li></ul>
MSP Flight Pay-SIC: This bonus is limited to Maryland State Police Law Enforcement – I, M and Z job families.	<p>- Click Flight Pay – SIC (SLEOLA ONLY).</p> <p><b>NOTE: DO NOT change the following information</b></p> <ul style="list-style-type: none"><li>- \$5,000 will automatically populate in the Amount field.</li><li>- USD will automatically populate in the Currency field.</li><li>- Annual will automatically populate in the Frequency field.</li><li>- DO NOT enter an end date.</li></ul>

7. Click the **Submit**  button.

8. Click the **Done**  button.





**Information:** The compensation and contractual conversation must be approved.

9. The System Task is complete.

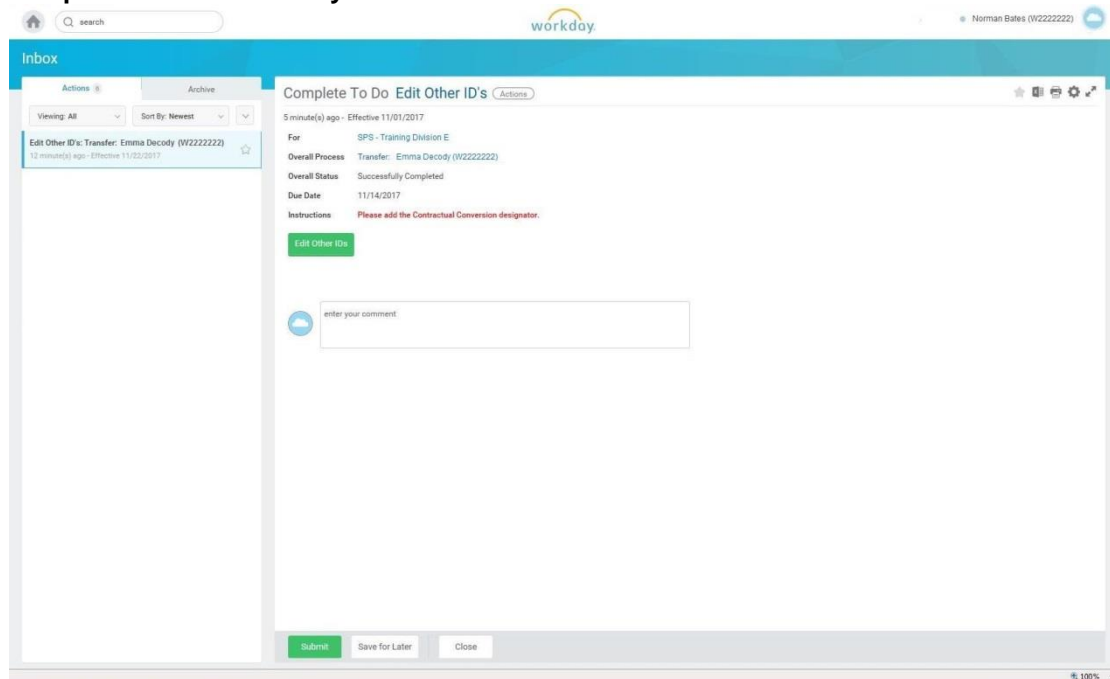
## Edit Other IDs

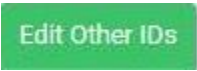
After successfully transferring the contractual employee to a State/Regular position and updating the employee's compensation, add the "Contractual Conversion" designation to the employee's profile. Use the procedure below.

### Procedure:

1. Click the **Inbox**  icon.
2. Click the **Inbox**  hyperlink.

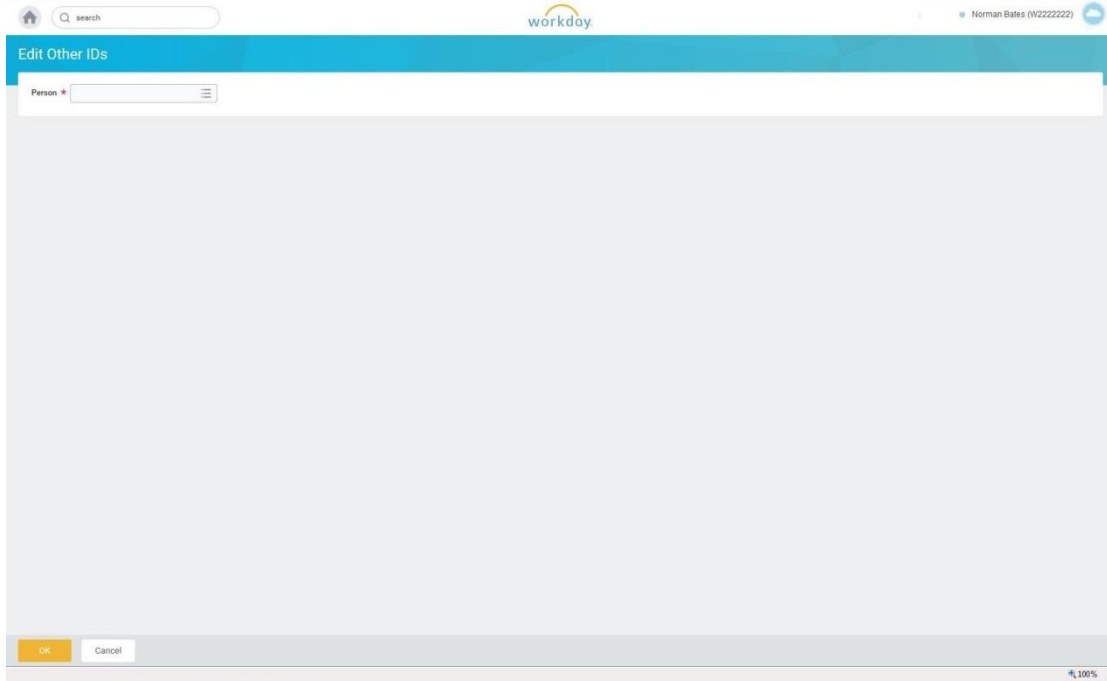
### Complete To Do - Workday




3. Locate the Edit Other ID's task from the Actions tab of your inbox and click the Edit Other ID's  button.

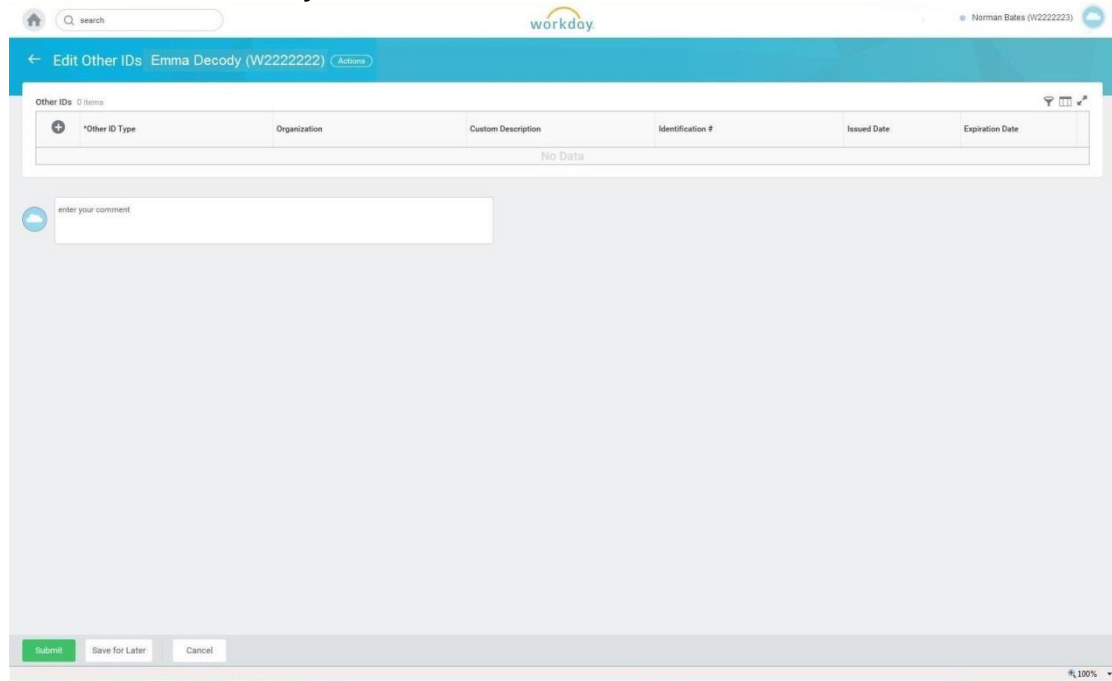


### Edit Other IDs - Workday



4. Type the name or the W number of the employee in the Person field.
5. Click the **OK**  button.

### Edit Other IDs - Workday



6. Click the **Add Row**  button.

7. Complete the following fields:

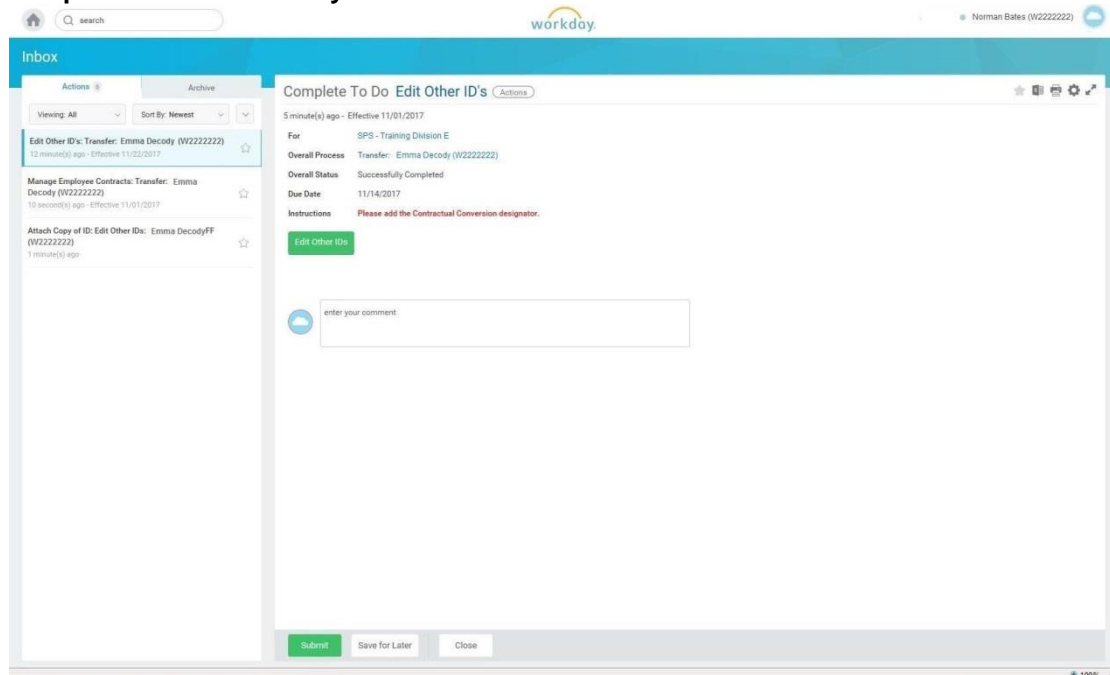
Field	Value
<b>Other ID Type</b>	Select Contractual Conversion from the list.
<b>Identification #</b>	Type the Contractual PIN the employee held.


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

9. Click the **Submit**  button.

10. Click the **Done**  button.

## Complete To Do - Workday





11. To remove the Edit Other ID's To Do task, you will have to return to your inbox and select the Edit Other ID's task again.
12. Click the Submit  button to remove the To Do task from your inbox.
13. The System Task is complete.

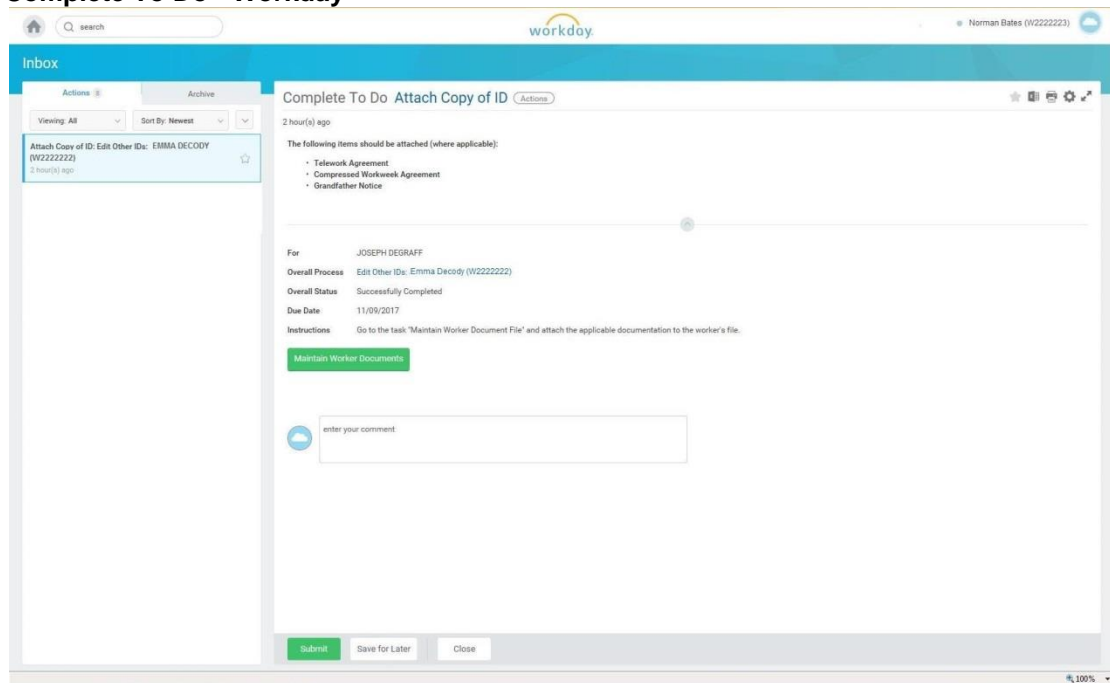
## Attach Copy of ID


The Attach Copy of ID is a “To Do” that is completed in Workday. The HRC has the option of uploading the document using the Maintain Worker Documents. Please follow the instructions below for uploading documents to Workday.

### Procedure:

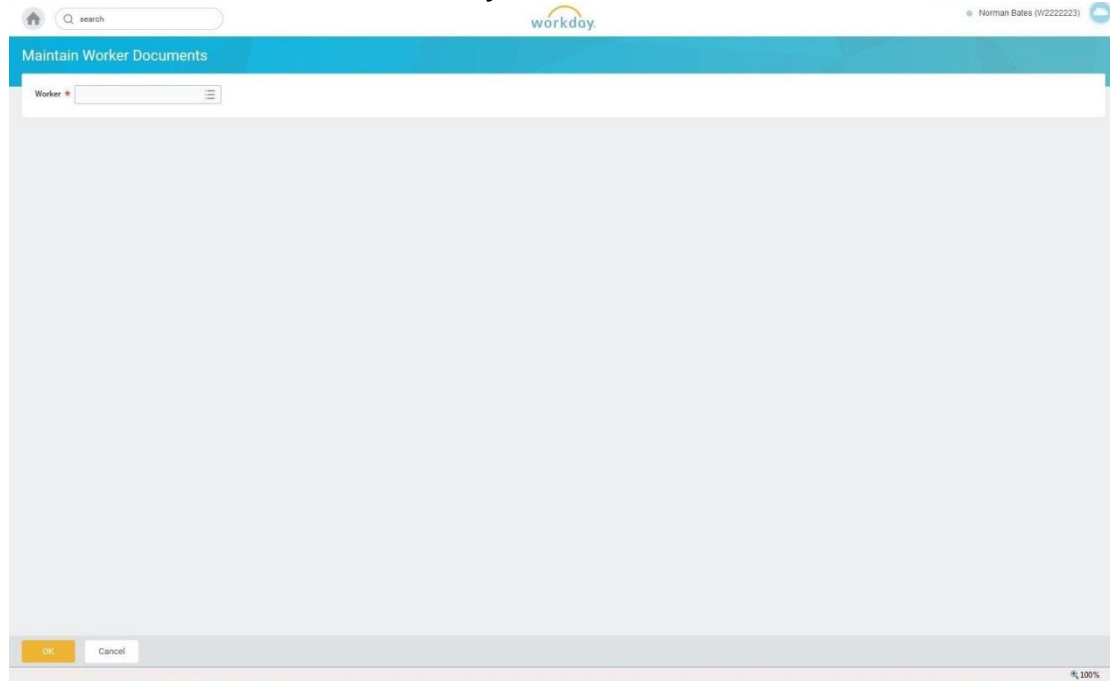
1. Click the **Inbox**  icon.
2. Click the **Inbox**  hyperlink.


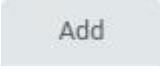
### Complete To Do - Workday



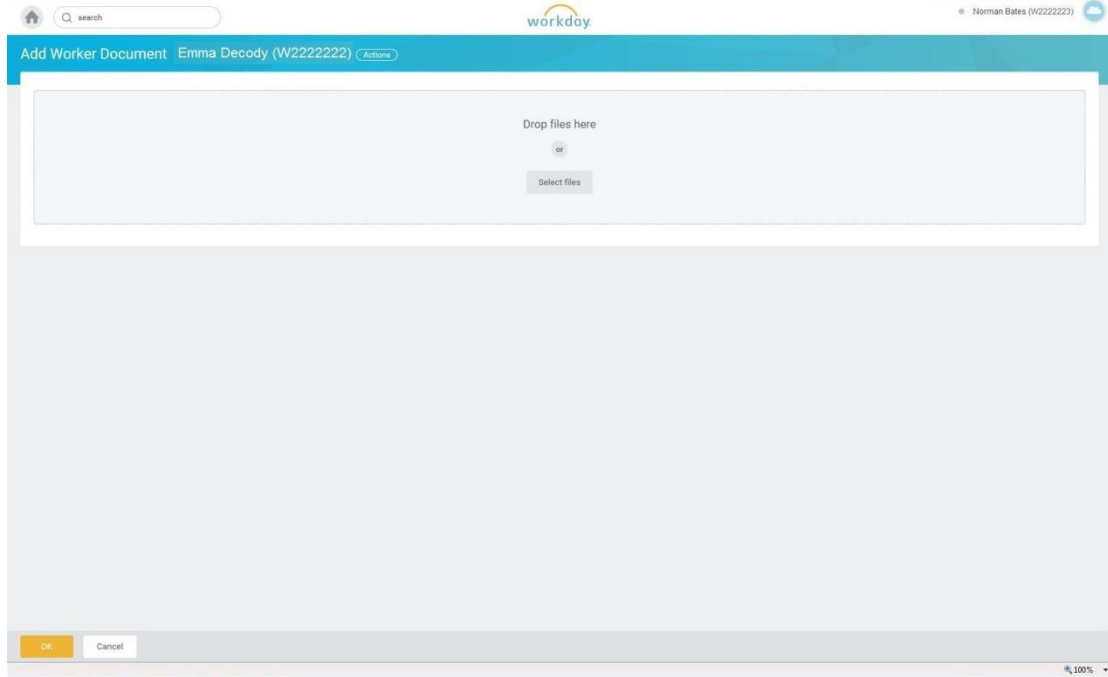
3. Locate the Attach Copy of ID task from the Actions tab of your inbox and click on the **Maintain Worker Document**  button.

### Maintain Worker Documents - Workday



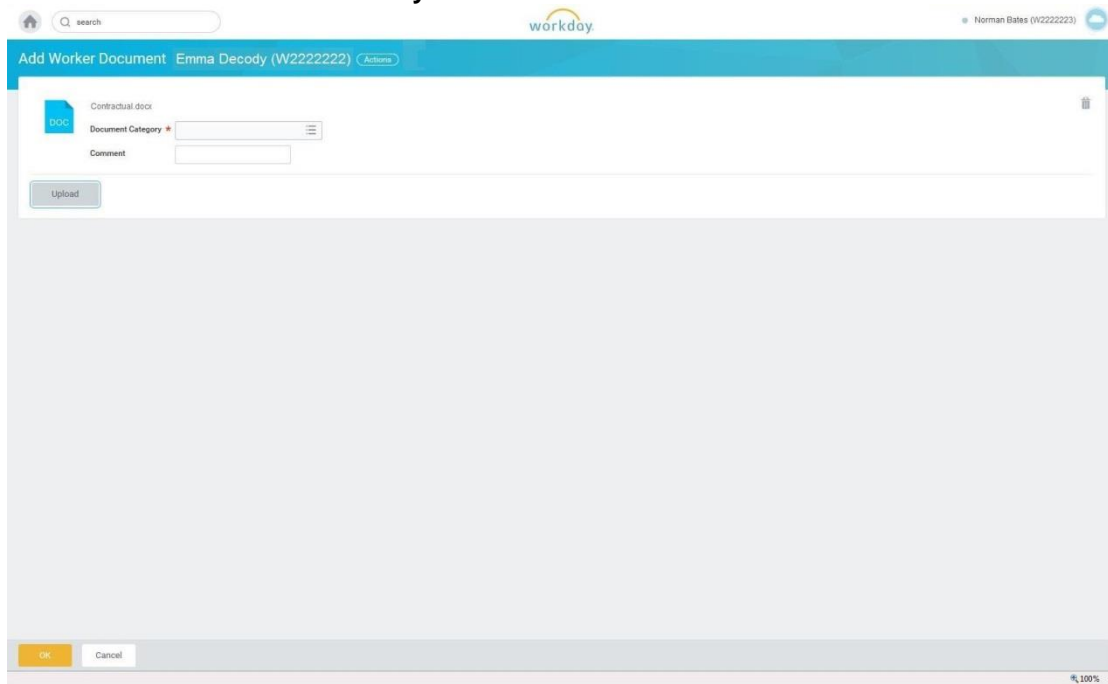
4. Type the name or the W number of the employee in the Worker field.
5. Click the **OK**  button.
6. Click the Add  button to add a document.


### Add Worker Document - Workday



7. Click the **Select files** button, and locate the file from your computer to upload.

### Add Worker Document - Workday



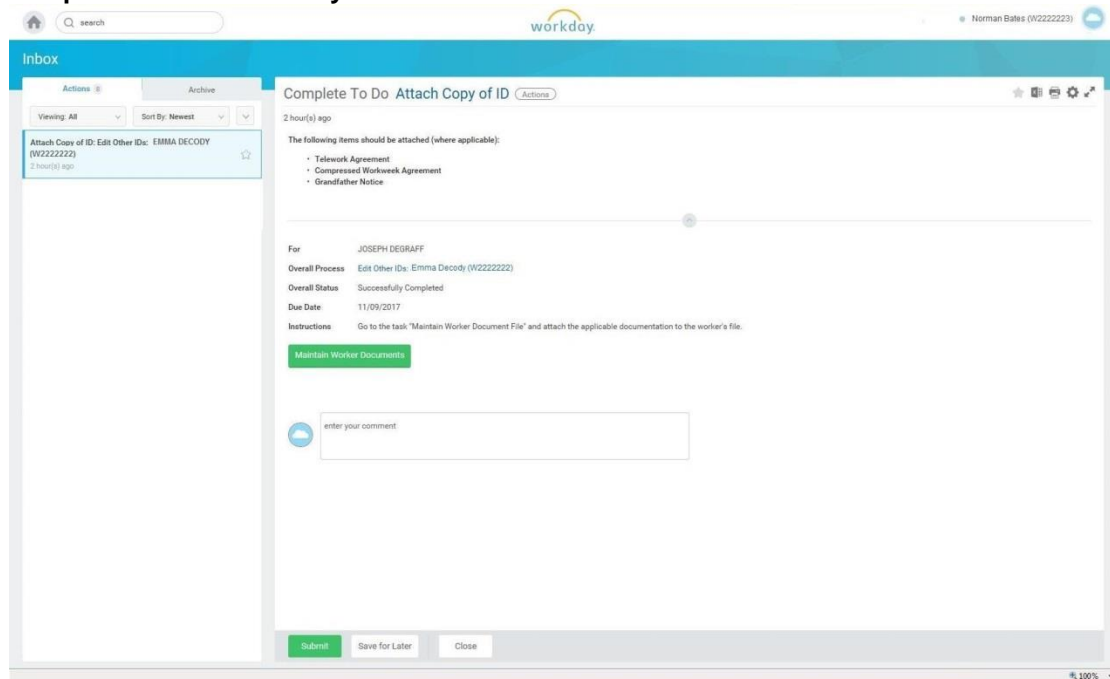
8. Type or use the menu  prompt to select the Document Category.

9. Click the **OK**  button.


10. Click the **Done**  button.

11. Click the **Inbox**  hyperlink.

### Complete To Do - Workday



12. To remove the Attach Copy of ID To Do task from your inbox, locate the task and click the Submit

 button.



13. Click the **Done**  button.

14. The System Task is complete.

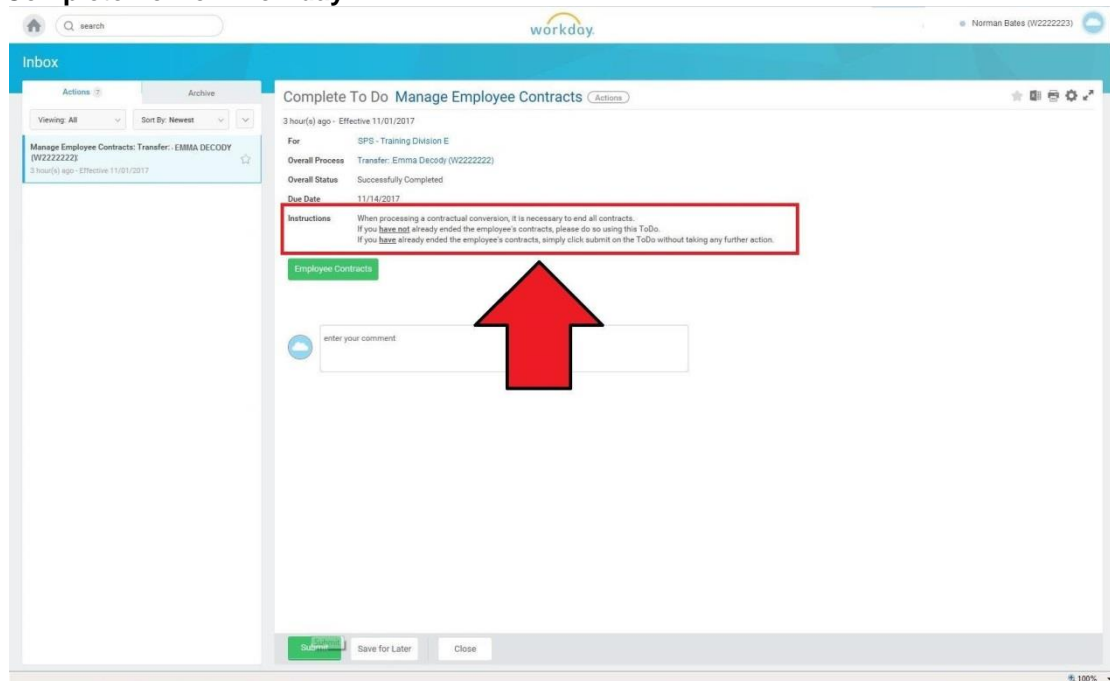
## Contractual Conversion - Manage Employee Contracts To Do


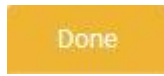
Please remember that prior to initiating a Contractual Conversion for the employee that you close the existing contract. The Manage Employee Contracts is a To Do that will appear as part of the Contractual Conversion Business Process. Follow the instructions below to remove the To Do task from your inbox.

### Procedure:

1. Click the **Inbox**  icon.
2. Click the **Inbox**  hyperlink.

### Complete To Do - Workday



3. Please remember that the contract should be closed PRIOR to converting the employee to a State/Regular PIN.
4. Click the **Submit**  button.
5. Click the **Done**  button.
6. The System Task is complete.



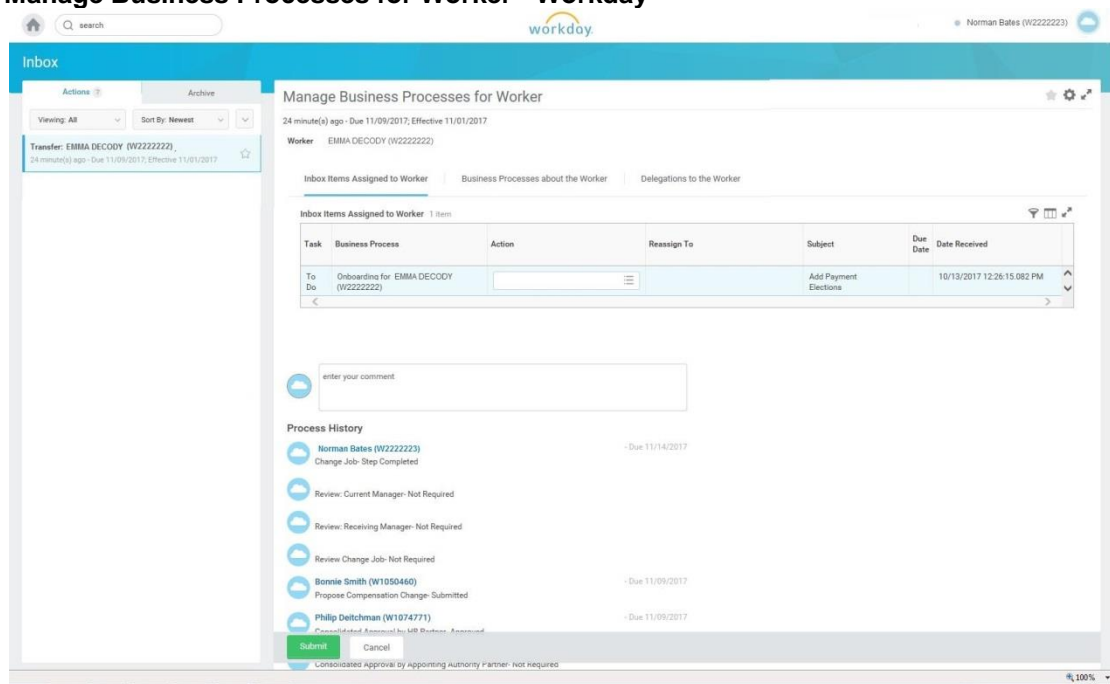
## Manage Business Process

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.

### Procedure:

1. Click the **Inbox**  icon.
2. Click the **Inbox**  hyperlink.


### Manage Business Processes for Worker - Workday



3. Locate Transfer task in your inbox.



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

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

5. Click the **Submit**  button.

6. Click the **Done**  button.

7. The System Task is complete.