



STATEWIDE PERSONNEL
— S Y S T E M —

**Updating Contracts:
Closing and Renewing Contracts**

July 2020



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Closing a Contract

Important Reminders:

- **Contract End Date** must be included for **ALL** contracts.
- To renew or extend a contract, close the existing contract **BEFORE** opening a new contract.
- Remember to close all previous contracts that have ended. Change the Status from Open to Closed.

Note: Agencies should **not** use the Pending status.

Procedure:

Home - Workday

The screenshot displays the Workday user interface. At the top left is the Workday logo and a search bar containing the text 'lamb chop'. On the right side of the header, there are notification icons for 76 and 75 items, and a cloud icon. The main content area is titled 'Welcome, HR Coordinator - E20 (HRE20)'. Below this, there are two primary sections: 'Inbox' and 'Applications'. The 'Inbox' section shows three email items: 'Transfer: Iola Williams (Terminated) (W2122863)', 'Manage Business Processes for Worker: End Additional Job: Lamb Chop (T1001800)', and 'Offboarding Procedure: End Additional Job: Lamb Chop (T1001800)'. The 'Applications' section is a grid of 12 tiles: Time, Time Off, Sick and Safe Usage This Year, Personal Information, Benefits, New Announcements, My Account, Time Tracking & Payroll Reports, Leave Reports, Directory, The Hub, and Favorites.

1. Type the name or the W number of the employee in the Search field.



Worker - Workday

The screenshot shows the Workday Search Results interface. On the left, there is a 'Categories' sidebar with 'Common' selected. The main area displays search results for 'Lamb Chop (T1001800)', an Accountant I in the SPS Training Unit E17. A 'Related Actions and Preview' panel is open for this employee. Three red boxes with numbers indicate key steps: 1. The employee name 'Lamb Chop (T1001800)'. 2. The 'Job Change' option in the 'Actions' menu. 3. The 'Employee Contracts' option in the 'Job Change' sub-menu. The 'Employee Contracts' sub-menu also includes 'Manage Probation Periods' and 'Switch Primary Job'. The main preview area shows the worker's contact information, including their address (01 W. Preston Street Baltimore, MD 21201) and time in position (28 year(s), 8 month(s), 22 day(s)).

2. Click the Related Actions and Preview button on the Employee on the Search Results screen. Hover over Job Change and click the Employee Contracts [Employee Contracts](#) hyperlink.




Employee Contracts - Workday

Employee Contracts Actions

Add

4 items

Employee Contract	Contract Type	Contract Start Date	Contract End Date	Contract Status	Position at Contract Start	Current or Last Position	Current Position is Active	Contract Description	Worker Documents	
Q	Contractual - Contract	07/01/2020	06/30/2021	Open	216613 Registered Nurse	216613 Registered Nurse	Yes	99	20200701103126.pdf	Edit
Q	Contractual - Contract	07/01/2019	06/30/2020	Closed	216613 Registered Nurse	216613 Registered Nurse	Yes	99	20190629110843.pdf	Edit
Q	Contractual - Contract	07/01/2018	06/30/2019	Closed	216613 Registered Nurse	216613 Registered Nurse	Yes	99	20180629120251.pdf	Edit
Q	Contractual - Contract	04/02/2018	06/30/2018	Closed	216613 Registered Nurse	216613 Registered Nurse	Yes	07	20180405120200.pdf	Edit

3. Identify the Open contract that needs to be closed and click the Edit  button on that row.



Edit Contract - Workday

Edit Contract

Lamb Chop (T1001800) [Action](#)

AFTER adding a new Contract, check **COMPENSATION TAB** to verify whether the **end dates** need to be changed.
VERIFY that the compensation rate **isn't 50.00** regardless if there is a planned increase

Employee Contract

Contract Start Date 06/25/2020

Contract Details

1. Effective Date

Location (empty)

Employee Type (empty)

Contract ID

Contract Type

2. Status

Date Employee Signed

Date Employer Signed

3. Contract End Date

Contract Description

Contract Attachments

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

4. Enter the following fields:

Field	Value
Effective Date:	This date will default to the current date. You do not have to update this date, however, the effective date must be before the contract end date.
Status:	Change the Status from Open to CLOSED. NOTE: DO NOT use pending status.
Contract End Date:	Enter the date of the contractual employee's last full day of work.

5. Hit the **Submit** [Submit](#) button.

6. Hit the **Done** [Done](#) button.



Employee Contracts - Workday

Employee Contracts

Cass [Action](#)

[Add](#)

4 items

Employee Contract	Contract Type	Contract Start Date	Contract End Date	Contract Status	Position at Contract Start	Current or Last Position	Current Position is Active	Contract Description	Worker Documents	
Q	Contractual - Contract	07/01/2020	07/25/2020	Closed	216613 Registered Nurse	216613 Registered Nurse	Yes	99	20200701103128.pdf	Edit
Q	Contractual - Contract	07/01/2019	06/30/2020	Closed	216613 Registered Nurse	216613 Registered Nurse	Yes	99	20190628110843.pdf	Edit
Q	Contractual - Contract	07/01/2018	06/30/2019	Closed	216613 Registered Nurse	216613 Registered Nurse	Yes	99	20180625120251.pdf	Edit
Q	Contractual - Contract	04/02/2018	06/30/2018	Closed	216613 Registered Nurse	216613 Registered Nurse	Yes	07	20180405120200.pdf	Edit

7. You will return to the Employee Contracts page. Verify the Contract Status has changed to Closed.

8. The System Task is complete.

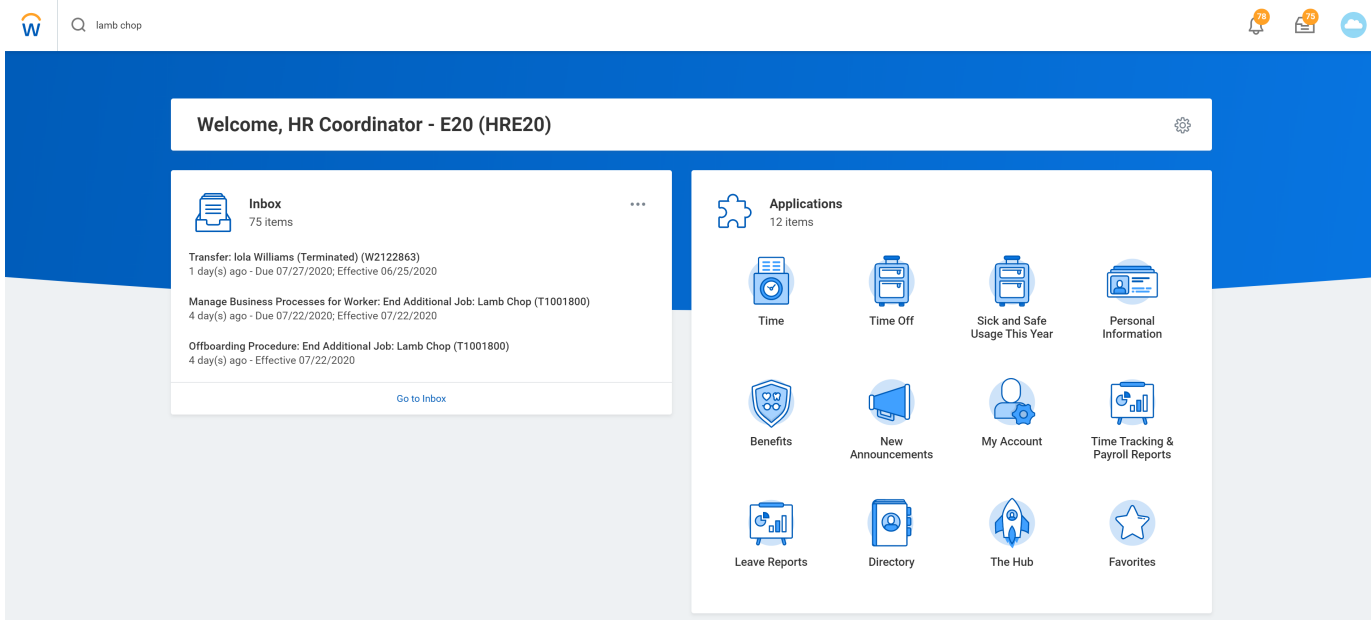


Renewing a Contract

Use the procedure below to renew any existing contractual employee.

NOTE: Remember to close existing contracts before starting this process.

Procedure:



1. Type the name or the W number of the employee in the Search field.



Worker - Workday

The screenshot shows the Workday Search Results interface. On the left, a 'Categories' sidebar lists various organizational categories. The main area displays search results for 'Lamb Chop (T1001800)', an Accountant I in the SPS Training Unit E17. A 'Related Actions and Preview' panel is open for this employee, listing various actions such as 'Job Change' and 'Employee Contracts'. Annotations 1, 2, and 3 point to the employee name, the 'Job Change' action, and the 'Employee Contracts' action respectively.

2. Click the Related Actions and Preview button on the Employee on the Search Results screen. Hover over Job Change and click the Employee Contracts [Employee Contracts](#) hyperlink.



Add Contract - Workday

Employee Contracts
Lamb Chop (T1001800) [Actions](#)

[Add](#)

2 Items

Employee Contract	Contract Type	Contract Start Date	Contract End Date	Contract Status	Position at Contract Start	Current or Last Position	Current Position is Active	Contract Description	
Q	Contractual - Contract	07/21/2020	07/25/2020	Closed	T9988 Building Security Officer I		No	99	Edit
Q	Contractual - Contract	06/25/2020	06/25/2020	Closed	T9988 Building Security Officer I		No	99	Edit

3. Before renewing a contract, verify on the Employee Contracts page that there are no open contracts.

4. Click the **Add**  button.



Add Contract - Workday


Add Contract

AFTER adding a new Contract, check **COMPENSATION TAB** to verify whether the end dates need to be changed.

VERIFY that the compensation rate isn't \$0.00 regardless if there is a planned increase

Worker *

Contract Start Date *

5. Type or use the Menu  icon to enter the effective date of when the contract will be renewed in the Contract State Date field.
6. Click the **OK** button.



Add Contract - Workday

Add Contract

Lamb Chop (T1001800) [Action](#)
 TE23 Accountant I [Action](#)

AFTER adding a new Contract, check **COMPENSATION TAB** to verify whether the **end dates** need to be changed.
VERIFY that the compensation rate **isn't \$0.00** regardless if there is a planned increase

Contract Start Date 07/25/2020



Contract Details

Effective Date 07/25/2020
 Location Baltimore - 301 W. Preston St
 Employee Type State/Regular
 Contract ID
 Contract Type **Contractual - Contract**
 Status **Open**
 Date Employee Signed MM / DD / YYYY
 Date Employer Signed MM / DD / YYYY
 Contract End Date **07 / 25 / 2020**
 Maximum Weekly Hours 0
 Minimum Weekly Hours 0
 Contract Description 99
 Contract Attachments X articulate error.PNG

enter your comment

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

7. Update the following fields:

Field	Value
Effective Date:	This date will default to the contract start date entered on the previous screen.
Contract Type:	Click the menu  icon to select All > Contractual -Contract
Status:	Click the menu  icon to select Open. NOTE: DO NOT use pending status.
Contract End Date:	Enter the date of the contractual employee's last full day of work. NOTE: This date must be at least 7 days from the current date. NOTE: Benefits and Enrollment 1. If you are using Fiscal Year to end a contract and the person's contract start date is in April, May or June and it will be renewed into the new fiscal year, then the Employment End Date



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	<p>must be for the following fiscal year to be eligible to receive Benefits.</p> <p>Example: Contract employee's start date is April 15, 2017. The contract end date is June 30, 2018.</p> <p>2. If you are using the calendar year to process a contract and the contract will carry over into the new year, please DO NOT use the last day of the current calendar year (December 31st) as the Employment End Date. The December 31st date will not trigger an Open Enrollment event for the employee.</p>
Contract Description:	Type the appropriate Review Code. NOTE: For a complete list of Review Codes and description, please contact Central Payroll Bureau (CPB) or DBM Classification and Salary Division.

Add Contract
Lamb Chop (T1001800) Actions
TE23 Accountant I Actions

AFTER adding a new Contract, check COMPENSATION TAB to verify whether the end dates need to be changed.
VERIFY that the compensation rate isn't \$0.00 regardless if there is a planned increase

Contract Start Date 07/25/2020

Contract Details

Effective Date 07/25/2020

Location Baltimore - 301 W. Preston St

Employee Type State/Regular

Contract ID

Contract Type

Status

Date Employee Signed

Date Employer Signed

Contract End Date

Maximum Weekly Hours

Minimum Weekly Hours

Contract Description

Contract Attachments

enter your comment

8. Upload the contract by clicking on the Menu Prompt icon in the Contract Attachments field.



Create Worker Document - Workday

Create Worker Document
Lamb Chop (T1001800) [Action](#)

Document Category: Employee Contract
Comment:

Drop file here
or
[Select files](#)

[OK](#) [Cancel](#)

9. Click the **Select files**  button.

10. Click the **OK**  button.

11. Click the **Submit**  button.

12. Click the **Done**  button.



Information: Contracts with a Contract Review Code of 07 or 99 will be routed to DBM Classification and Salary Division for approval.

13. The System Task is complete.




Request Compensation Change

If renewing a contract, then the compensation for the employee must be adjusted. Update the following compensation information:


- Hourly rate (if it is changing)
- Contract “Not to Exceed” amount (if it is changing) and corresponding end date

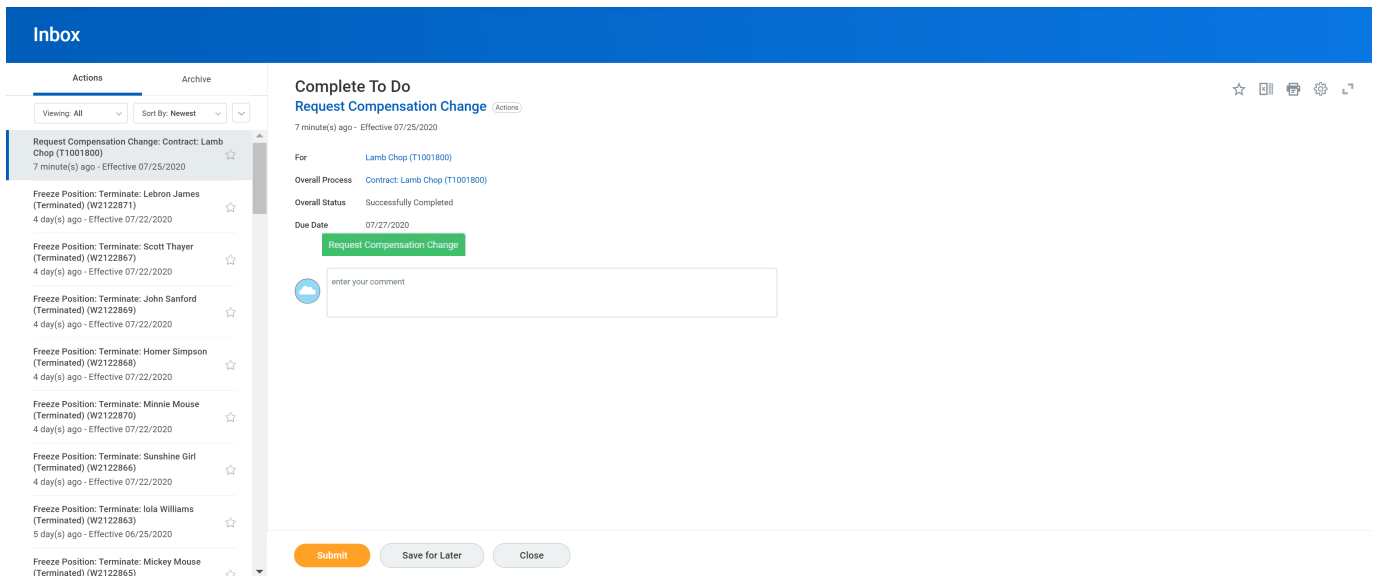
Use the procedure below to complete a compensation change for a contractual renewal.

NOTE: If after reviewing the compensation that a Compensation Change is not required, then click the

Submit  button on the To Do task to remove it from your inbox.


Procedure: Complete To Do - Workday

1. Click the **Inbox**  icon.
Or, Click the **Inbox** [Go to Inbox](#) hyperlink.



The screenshot shows the Workday 'Inbox' interface. On the left, a list of tasks is visible, including 'Request Compensation Change: Contract: Lamb Chop (T1001800)'. The main area displays the details for this task, which is 'Complete To Do'. The task title is 'Request Compensation Change' and it is due on 07/27/2020. The overall process is 'Contract: Lamb Chop (T1001800)' and the overall status is 'Successfully Completed'. A comment box is present with the placeholder text 'enter your comment'. At the bottom, there are three buttons: 'Submit' (highlighted in orange), 'Save for Later', and 'Close'.

2. Locate the Request Compensation Change task from your Inbox, and click the Request

Compensation Change  button.



Request Compensation Change - Workday

Request Compensation Change

Effective Date * 07 / 25 / 2020

Use Next Pay Period

Employee *

3. Update the following fields:

Field	Value
Effective Date:	Type or use the Calendar icon to enter the effective date of the compensation adjustment.
Employee:	Type the name or the W number of the employee.

4. Click the **OK** button.



Request Compensation Change
Lamb Chop (T1001800) [Action](#)
TE23 Accountant I [Action](#)

Compensation

Effective Date & Reason

Effective Date: 07/25/2020 [Edit](#)

Use Next Pay Period: No

Reason:


Total Base Pay

Total Base Pay: 41,053.00 USD Annual

Primary Compensation Basis

Basis: Total Salary and Allowances

Basis Details: 41,053.00 USD Annual

5. Select a compensation request reason. Click the **Edit**  button.
Use the prompt icon to select:
Request Compensation Change > Salary Adjustment > Miscellaneous Adjustment.

Hourly [Close](#) [Edit](#)

Assignment Details: 17.00 USD Hourly added

Plan Name: Hourly Plan added

Effective Date: 07/25/2020 added

[Add](#)

Unit Salary

[Add](#)

Allowance [Close](#) [Edit](#)

Assignment Details: 30,000.00 USD Contract NTES: Individual Target added

Plan Name: Contract NTES added



Effective Date: 07/25/2020 added

[Add](#)

enter your comment

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

6. On the Request Compensation Change page, update the following sections:

If	Then
<p>You need to update the hourly rate:</p>	<p>Click the Edit  icon in the Hourly row.</p> <ul style="list-style-type: none"> Type or use the prompt to enter the Amount. Click anywhere on the screen to refresh the page.
<p>You need to update the NTE\$ amount:</p>	<p>Click the Edit  icon to in the Allowance row.</p> <ul style="list-style-type: none"> Enter the contract not to exceed amount (Contract NTE\$) in the Amount field. Click the arrow next Additional Details to expand the section. Enter the contract end date in the Expected End Date field. Click anywhere on the screen to refresh the page.

7. Click the **Submit**  button.

8. Click the **Done**  button.



Information: The Request Compensation Change will be routed for approval.

9. The System Task is complete.