



STATEWIDE PERSONNEL  
— S Y S T E M —

**Hire an Employee**

October 2015



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## The Hire Business Process

### **Business Process Overview**

The Hire business process is used to hire employees (workers paid by the Central Payroll Bureau) into a position in Workday. See the Contract a Contingent Worker (workers not paid by Central Payroll Bureau) user guide for the hiring procedure for contractors.

When you hire a person in Workday, it can be done as a competitive hire or a non-competitive hire. The hire is selected from a pool of candidates in the JobAps recruitment process for competitive hires while non-competitive recruitments are entered directly in Workday.

### ***Hiring from JobAps***

The system automatically initiates the Hire process for hires that are competitively recruited in JobAps. However, the HR Coordinator will have required actions in their Inbox to review the hire details and complete other tasks in the Hire process.

Hires can be initiated from JobAps for:

- New hires
- Rehires (including reinstatements and non-reinstatements)

### ***Initiating a Hire in Workday***

In this scenario, a hire does not come in from JobAps but is entered directly in Workday. This is not done as frequently; however, this procedure is used for temporary workers and other employees. The review and approval in Workday will be identical to hires that are competitively recruited in JobAps.

The steps in the Hire business process are listed in the table below.

	<b>Process Steps</b>	<b>Role</b>	<b>Description</b>
<b>JobAps</b>	<b>Initiate Hire/Rehire in JobAps via the Hire Details Page*</b>	JobAps Recruiter	Complete the <b>Hire Details</b> page fields including: <ul style="list-style-type: none"> <li>- <b>Action</b> = Hire or Rehire</li> <li>- <b>Work Start Date</b> – Actual first date (effective date) of employment</li> <li>- <b>Current or Former Employee</b> – Indicate whether the person is a former employee  <b>NOTE:</b> If the person is a former employee, the employee ID (W #) should be verified)</li> <li>- <b>Position</b> – Verify the Workday position number that the employee is being hired into</li> </ul>
<b>Workday</b>	<b>Initiate Hire Employee in Workday (if applicable)*</b>	HR Coordinator	If initiated in Workday (not recruited in JobAps), enter hire details.
	<b>Review JobAps Hire Data*</b>	HR Coordinator	If initiated in JobAps, review hire information from JobAps. <b>NOTE:</b> Hire details (new hire’s name, hire date, etc.) are automatically populated through the JobAps integration.



**Title:** Hire an Employee  
**Functional Area:** Staffing

Process Steps	Role	Description
<b>Propose Compensation</b>	HR Coordinator	Enter compensation grade and plan and route for approval.
<b>Hire Approval</b>	Central Recruitment Partner*	DBM Recruitment and Examination Division (RED) approval for hires where: <ul style="list-style-type: none"> <li>• compensation is outside the salary guidelines</li> <li>• Agencies/positions do not have independent salary authority</li> </ul>
	HR Partner	HR Director approval of hire details and compensation.
	Appointing Authority Partner	Agency Appointing Authority approval of hire details and compensation.
<b>Maintain Employee Contract *</b>	HR Coordinator	If employee is contractual fixed term worker, enter contract details and attach a copy of the contractual employee contract.
<b>DBM CAS Contract Approval*</b>	Compensation Partner	DBM Classification and Salary approval of contractual employee contract, if applicable.
<b>Edit Government IDs</b>	HR Coordinator	Enter social security number or other form government ID. If the SSN is a duplicate, you will get an ALERT, stop to investigate the SSN if you get this ALERT.
<b>Assign Pay Group</b>	HR Coordinator	Review the default pay group for the employee.
<b>Change Personal Information</b>	HR Coordinator	Update pre-hire's personal information including gender, DOB, etc.
<b>Security To Dos*</b>	Security Administrator	Enable Workday account for worker (if Workday Account is required).
<b>Create Workday Account</b>	System	Create Workday account for worker (if Workday Account is required).
<b>Edit Service Dates*</b>	HR Coordinator	Enter service dates if applicable (for skilled or professional service workers only).
<b>Onboard Employees</b>	Employee	Perform employee onboarding tasks. <b>NOTE:</b> Onboarding tasks will take place while other employee set-up tasks are performed.
<b>Add Probation Period*</b>	HR Coordinator	Enter probation start and end dates (for skilled or professional service workers only).
<b>Employee Set up To Dos*</b>	HR Coordinator	Confirm Employment Verification for worker.
	HR Coordinator	Perform IT Set up tasks for worker.
	HR Coordinator	Set up employee in Time Keeping system.

**NOTE:** Some steps (marked with an asterisk {\*} above) in the Hire business process are not always required and are dependent on the reason selected during the initiation step, the job category, the type of worker, or other conditions.



**Events and Reasons**

The table below includes valid reasons for the Hire Process.

Event	Reason
Hire Employee (Workday)	New Hire > Convert Contingent
	New Hire > Fill Vacancy
	New Hire > New Position
	New Hire > Transfer from non-SPMS
	Re-Hire > Non Reinstatement
	Re-Hire > Reinstatement
Hire Employee (JobAps)	New Hire > JobAps*
	Rehire > JobAps Non Reinstatement*
	Rehire > JobAps Reinstatement*

**NOTE:** Reasons above marked with an asterisk (\*) are selected when a hire comes from JobAps. They will not be selected manually.

**Before you begin...**

***When hiring from JobAps***

You will need the following information to complete the Hire process:

- Hire Date (for review)
- Open Position Number and Title (for review)
- Rate of Pay
- Service Dates (Continuous Service Dates {a.k.a., Adjusted Service Dates}, Original Hire Date from P&FC, if previously employed by the State, etc.)
- Employee's Social Security Number and personal information (gender and date of birth)
- Pay Group (Bi-Weekly Regular 10/26, 10/21, 10/98; Bi-Weekly Contractuals; Monthly 30/12)
- Completed MS-26 Application of Salary Guideline 6 – Above Salary Upon Initial Appointment (if applicable)

Follow steps in user guide for Review Hire from JobAps (Competitive Recruitment)

***When hiring in Workday***

You will need the following information to complete the Hire process:

- Supervisory Organization receiving the hire
- Pre-Hire Name and ID
- One piece of contact info for pre-hire (Address, Phone Number, or E-mail)
- Hire Date
- Open Position Number and Title
- Rate of Pay
- Service Dates (Continuous Service Dates {a.k.a., Adjusted Service Dates}, Original Hire Date from P&FC, if previously employed by the State, etc.)
- Employee's Social Security Number and personal information (gender and date of birth)
- Pay Group (Bi-Weekly Regular 10/26, 10/21, 10/98; Bi-Weekly Contractuals; Monthly 30/12)
- Completed MS-26 Application of Salary Guideline 6 – Above Salary Upon Initial Appointment (if applicable)

Follow steps in the user guide for Hire in Workday.

## Review Hire from JobAps (Competitive Recruitment)

When the position is competitively recruited in JobAps, you can review the hire's information and submit the Hire request through Workday.

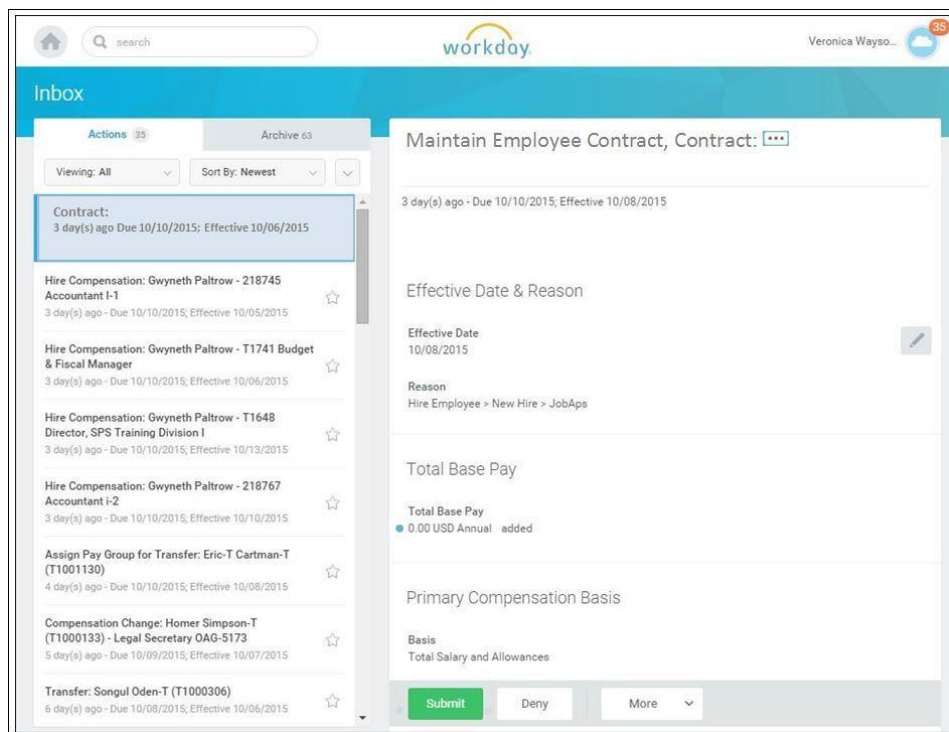
### Procedure:

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



**Information:** There is an item in your Inbox to review the Hire details when the hire was completed through the JobAps integration.

### Inbox



The screenshot displays the Workday user interface. At the top, there is a search bar and the user's name 'Veronica Wayso...' with a notification badge showing '35'. The main header is 'Inbox' with 'Actions 35' and 'Archive 63'. Below the header, there are filters for 'Viewing: All' and 'Sort By: Newest'. A list of items is shown, including 'Contract: 3 day(s) ago Due 10/10/2015; Effective 10/06/2015', 'Hire Compensation: Gwyneth Paltrow - 218745 Accountant I-1', 'Hire Compensation: Gwyneth Paltrow - T1741 Budget & Fiscal Manager', 'Hire Compensation: Gwyneth Paltrow - T1648 Director, SPS Training Division I', 'Hire Compensation: Gwyneth Paltrow - 218767 Accountant I-2', 'Assign Pay Group for Transfer: Eric-T Cartman-T (T1001130)', 'Compensation Change: Homer Simpson-T (T1000133) - Legal Secretary DAG-5173', and 'Transfer: Songul Oden-T (T1000306)'. The right-hand pane shows the details for the selected 'Contract' item, including 'Effective Date & Reason', 'Effective Date: 10/08/2015', 'Reason: Hire Employee > New Hire > JobAps', 'Total Base Pay: 0.00 USD Annual added', and 'Primary Compensation Basis: Basis Total Salary and Allowances'. At the bottom of the details pane are buttons for 'Submit', 'Deny', and 'More'.

3. Click the Hire item in your Inbox.
4. Review the Hire information and then use the vertical scroll bar to view the bottom of the page.



### Inbox

Actions: 35    Archive: 63

Viewing: All    Sort By: Newest

- Transfer: Songul Oden-T (T1000306)  
6 day(s) ago - Due 10/08/2015; Effective 10/06/2015
- Assign Pay Group for Transfer: Nastia Liukin-T (T1000134)  
6 day(s) ago - Due 10/08/2015; Effective 10/14/2015
- Edit Position Restrictions: Admin Aide OAG  
6 day(s) ago - Effective 10/06/2015
- Data Change: Catherine Tate-T (T1000307)  
8 day(s) ago - Due 10/07/2015; Effective 10/05/2015
- Assign Pay Group for Hire: Ian Anderson  
10 day(s) ago - Due 10/03/2015; Effective 10/01/2015
- Hire Compensation: Brian Epstein - T2681 Manager Pc Support  
11 day(s) ago - Due 10/03/2015; Effective 10/02/2015
- Hire: John Dalton - T2683 Office Clerk II OAG**  
11 day(s) ago - Due 10/02/2015; Effective 10/01/2015
- Hire Compensation: Ray Davies - T2663 Administrator III  
11 day(s) ago - Due 10/01/2015; Effective 10/31/2015
- Assign Roles to Another Worker: Promotion: Catherine Tate-T (T1000307)  
12 day(s) ago - Due 09/30/2015; Effective 09/30/2015
- Request One-Time Payment - Final Leave Payout: Terminate: Thomas-T Sui-T (Terminated) (T1001306)  
12 day(s) ago - Effective 09/29/2015

#### Compensation Basis Amount Changes 2 Items

Compensation Basis	Current		Proposed		
	Total	Amount Increase	Total	Currency	Frequency
Total Base Pay	0.00	35,423.00	35,423.00	USD	Annual
Total Salary and Allowances	0.00	35,423.00	35,423.00	USD	Annual

#### Guideline Changes 4 Items

Effective Date	Plan Type	Current Details	Proposed Changes
10/01/2015	Compensation Package		State of Maryland - Active SPMS
10/01/2015	Grade		Standard Salary Schedule
10/01/2015	Grade Profile		STD 0009
10/01/2015	Step		Step 07 - 35423 USD (Progression Start Date: 10/05/2015)

#### Plan Assignment Changes 1 Items

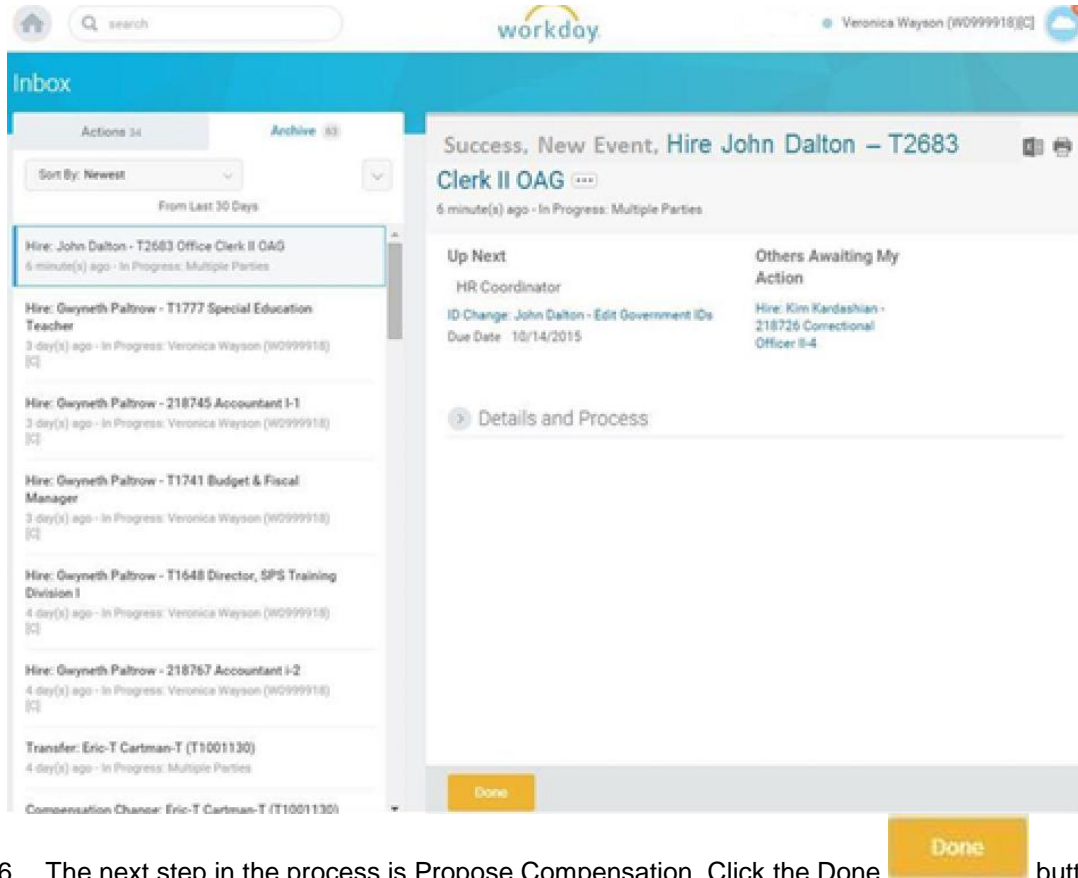
Effective Date	Plan Type	Plan Name	Proposed Change
10/01/2015	Salary	Salary Plan	35,423.00 USD Annual

enter your comment

**Approve**    Send Back    More

5. Click the **Approve** button.

### Inbox



The screenshot shows the Workday HR system interface. At the top, there is a search bar and the user's name, Veronica Wayson (W0999918). The main area is titled 'Inbox' and contains a list of hiring events on the left and a detailed view of a specific event on the right. The list on the left includes:

- Hire: John Dalton - T2683 Office Clerk II OAG (6 minute(s) ago - In Progress: Multiple Parties)
- Hire: Gwyneth Paltrow - T1777 Special Education Teacher (3 day(s) ago - In Progress: Veronica Wayson (W0999918) [C])
- Hire: Gwyneth Paltrow - 218745 Accountant I-1 (3 day(s) ago - In Progress: Veronica Wayson (W0999918) [C])
- Hire: Gwyneth Paltrow - T1741 Budget & Fiscal Manager (3 day(s) ago - In Progress: Veronica Wayson (W0999918) [C])
- Hire: Gwyneth Paltrow - T1648 Director, SPS Training Division I (4 day(s) ago - In Progress: Veronica Wayson (W0999918) [C])
- Hire: Gwyneth Paltrow - 218767 Accountant I-2 (4 day(s) ago - In Progress: Veronica Wayson (W0999918) [C])
- Transfer: Eric-T Cartman-T (T1001130) (4 day(s) ago - In Progress: Multiple Parties)
- Compensation Change: Eric-T Cartman-T (T1001130)

The detailed view on the right is for the event 'Success, New Event, Hire John Dalton - T2683 Clerk II OAG'. It shows the event is 6 minutes ago and is in progress. The 'Up Next' section lists 'HR Coordinator' with a due date of 10/14/2015. The 'Others Awaiting My Action' section lists 'Hire: Kim Kandashian - 218726 Correctional Officer II-4'. A 'Details and Process' link is visible at the bottom of the detailed view. Two yellow 'Done' buttons are present at the bottom of the interface.


- The next step in the process is Propose Compensation. Click the Done button to start the next task in the business process.
- The System Task is complete.



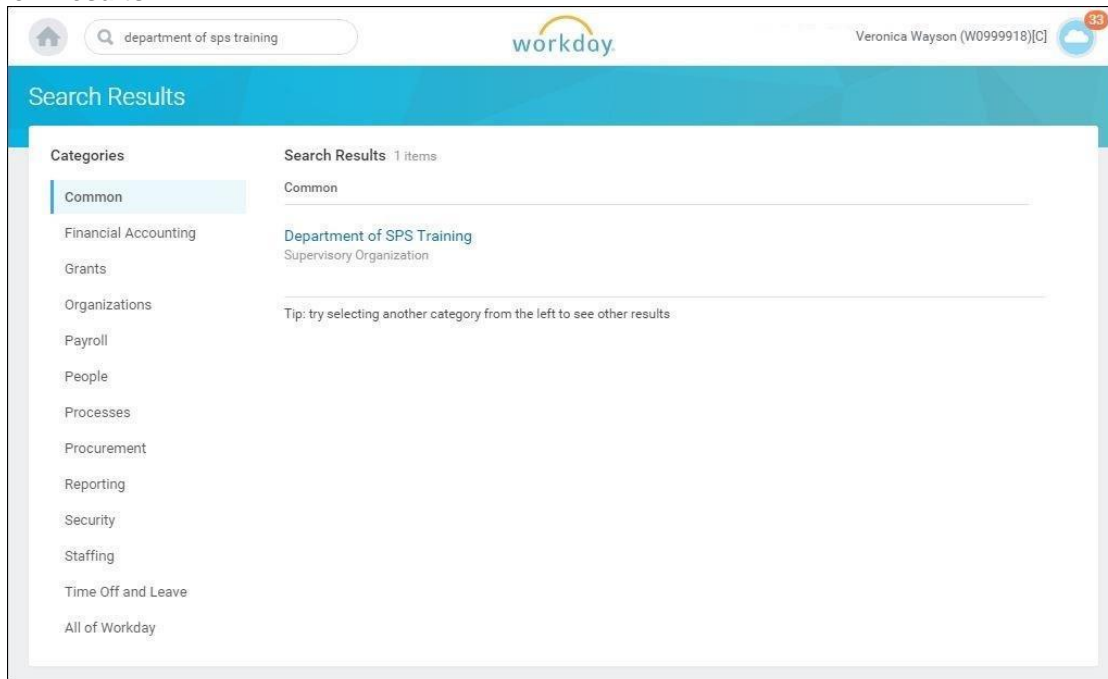
## Hire in Workday (Non-Competitive Recruitment)

The procedure below is to initiate a hire for an employee that is not recruited in JobAps.

### Procedure:

1. Type the name of the supervisory organization in the search field.
2. Click the Search  icon.

### Search Results



3. Click the Supervisory Organization hyperlink in the search results.



### Supervisory Organization Details

The screenshot shows the Workday interface for the 'Department of SPS Training'. At the top, there is a search bar with 'department of sps training' and the Workday logo. The user 'Veronica Wayso...' is logged in. The main content area displays the following information:

View As Of	10/09/2015	Organization ID	T_032686
Type	Supervisory	Subordinates (first 5)	<a href="#">SPS Training Division A</a> ... SPS Training Division B SPS Training Division C SPS Training Division D SPS Training Division E

Below this is a navigation bar with tabs: Details, Members, Staffing, Unavailable to Fill, Roles, Security Groups, and More. The 'Details' tab is active, showing the following fields:

Availability Date	01/01/1900
Type	Supervisory
Subtype	Department / Agency
Visibility	Everyone
Subordinates	SPS Training Division A SPS Training Division B SPS Training Division C SPS Training Division D SPS Training Division E SPS Training Division F SPS Training Division G SPS Training Division H SPS Training Division I SPS Training Division J

4. Click the **Staffing** **Staffing** tab.



### Organization Staffing – Supervisory

The screenshot shows the Workday interface for the Department of SPS Training. At the top, there is a search bar and the user's name, Veronica Wayso. The main header is "Department of SPS Training". Below this, there are details for the organization: View As Of (10/09/2015), Organization ID (T\_032686), and Type (Supervisory). A list of subordinates is shown: SPS Training Division A, B, C, D, and E. A navigation menu includes "Staffing", "Unavailable to Fill", "Roles", "Security Groups", "Compensation Activity", and "More". The "Staffing Model" is set to "Position Management". A section titled "Positions without Job Requisition" shows 21 items. A table displays two rows of data:

Position Restrictions	Job Profile	Location	Availability Date	Earliest Hire Date	Time Type	Worker Type	Worker Sub-Type
T1648 Director, SPS Training Division I (Unfilled)	Prgm Mgr Senior II-5483	Baltimore - 301 W. Preston St	01/01/1900	01/01/1900	Full time	Employee	State/Regular
T1741 Budget & Fiscal Manager (Unfilled)	Exec VI-9606	Baltimore - 301 W. Preston St	01/01/1900	01/01/1900	Full time	Employee	State/Regular

5. Click the Related Actions and Preview  icon next to the position in which you want to hire.



**Title:** Hire an Employee  
**Functional Area:** Staffing

Details | Members | **Staffing** | Unavailable to Fill | Roles | Security Groups | Compensation Activity | >>

Staffing Model | Position Management

Positions without Job Requisition 26 items

Position Restrictions	Job Family	Job Profile	Job Profiles for Job Family	Location	Availability Date	Earliest Hire Date	Time Type
214755 Accountant (Unfilled) <b>1</b>		ACCOUNTANT	*****	Baltimore	10/01/2014	10/01/2014	Full



**Available Actions** Position Restrictions 214755 Accountant (Unfilled) [X] [Print]

- Position Restrictions
- Business Process  
Supervisory Organization Department of SPS Training
- Compensation
- Favorites
- Hire** **2**  
Hire Employee **3**
- Integration IDs
- Job Application
- Job Change
- Organization
- Payroll
- Reporting
- Roles
- Translation

6. In the menu, hover over Hire and then click Hire Employee.



7. Select one of the following options:

If	Then
The employee is a new hire...	<ul style="list-style-type: none"> <li>- Click the <b>Create a New Pre-Hire</b> radio button.</li> <li>- Click the <b>OK</b>  button.</li> <li>- Go to the next step.</li> </ul>
The employee is a rehire...	<ul style="list-style-type: none"> <li>- Click the <b>Existing Prehire</b> radio button.</li> <li>- Enter the applicant ID in the <b>Existing Prehire</b> field. For example, enter "AW1234567".  <b>NOTE:</b> Use the <b>SPMS SSN Lookup</b> report to find the applicant ID.</li> <li>- Click the <b>OK</b>  button.</li> <li>- Go to Step 12.</li> </ul>



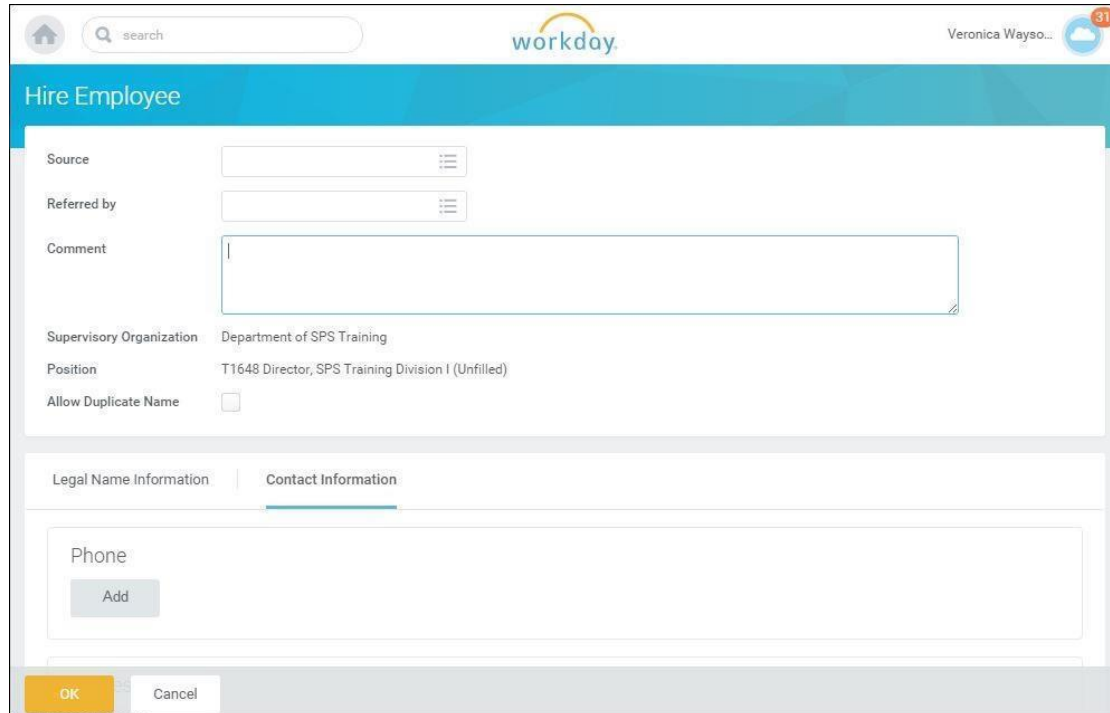
**Hire Employee**

8. Complete the following fields:

Field Name	Description	Values
First Name	First Name	Enter value in <b>First Name</b> . <b>Example: Gwyneth</b>
Last Name	Last Name	Enter value in <b>Last Name</b> . <b>Example: Paltrow</b>




9. Click the **Contact Information**  tab.

## Hire Employee



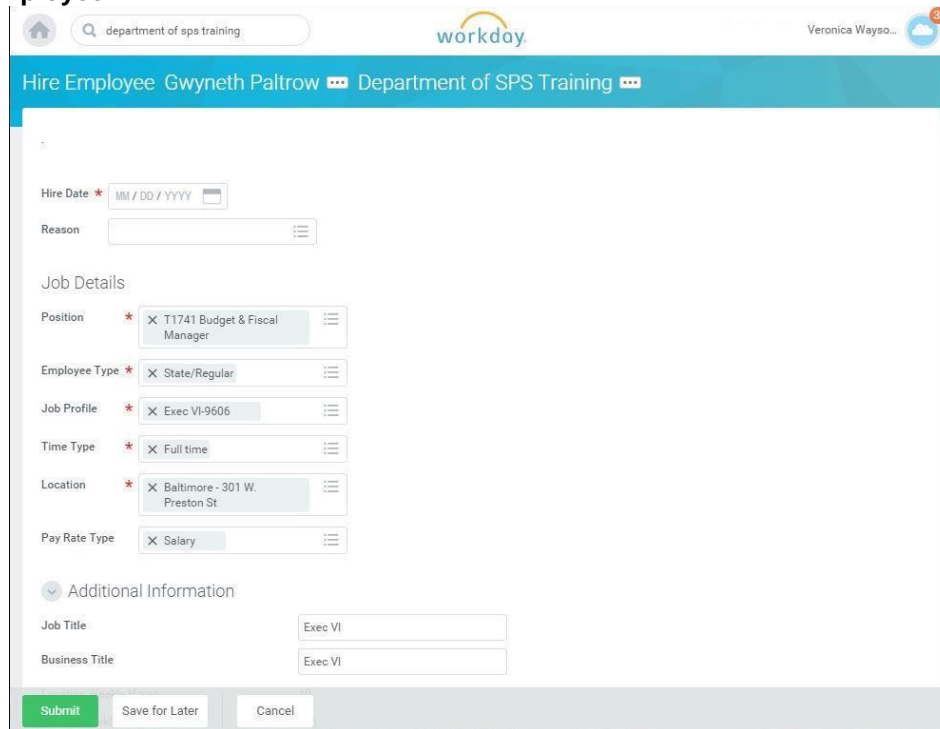

**Information:** Contact information for the pre-hire will be entered on this tab. Only one piece of contact information needs to be entered (phone, address, or e-mail). Other information can be entered if known.

10. Select one of the following options:

If	Then
You want to add a phone number...	<ol style="list-style-type: none"> <li>1. Click the <b>Add</b>  button in the Phone section.</li> <li>2. Enter the <b>Area Code, Phone Number, Phone Devise, and Type</b>.</li> </ol>
You want to add an address...	<ol style="list-style-type: none"> <li>1. Click the <b>Add</b>  button in the Address section.</li> <li>2. Enter the address information the following fields:               <ol style="list-style-type: none"> <li>a. Address Line 1</li> <li>b. Address Line 2</li> <li>c. City</li> <li>d. State</li> <li>e. Postal Code</li> <li>f. Type</li> </ol> </li> </ol>
You want to add an email address...	<ol style="list-style-type: none"> <li>1. Click the <b>Add</b>  button in the Email section.</li> <li>2. Enter email information in the following fields:               <ol style="list-style-type: none"> <li>a. Email Address</li> <li>b. Type</li> </ol> </li> </ol>

11. Click the **OK**  button.


## Hire Employee



The screenshot shows the Workday 'Hire Employee' form for Gwyneth Paltrow in the Department of SPS Training. The form includes the following fields and options:

- Hire Date:** A date picker field with a calendar icon.
- Reason:** A dropdown menu.
- Job Details:**
  - Position:** T1741 Budget & Fiscal Manager
  - Employee Type:** State/Regular
  - Job Profile:** Exec VI-9606
  - Time Type:** Full time
  - Location:** Baltimore - 301 W. Preston St
  - Pay Rate Type:** Salary
- Additional Information:**
  - Job Title:** Exec VI
  - Business Title:** Exec VI

At the bottom of the form are three buttons: 'Submit' (green), 'Save for Later', and 'Cancel'.

12. On the Hire Employee page, use the Calendar  icon to select the Hire Date.
13. Type or use the prompt to select the Reason.
14. Type or use the prompt to select the Position. The other job details will populate based on what was entered when creating the position.





## Hire Employee

Hire Employee Gwyneth Paltrow Department of SPS Training

Hire Date \* 10 / 13 / 2015

Reason X New Hire - Fill Vacancy

Job Details

Position \* X T1648 Director, SPS Training Division I

Employee Type \* X State/Regular

Job Profile \* X Prgm Mgr-Senior II-5483

Time Type \* X Full time

Location \* X Baltimore - 301 W. Preston St

Pay Rate Type X Salary

> Additional Information

enter your comment

Submit Save for Later Cancel

15. Update the Pay Rate Type, if needed. For example, if a worker needs to be paid hourly versus by salary.

16. Click the Additional Information **Additional Information** tab.



## Hire Employee

Additional Information	
Job Title	Prgm Mgr Senior II
Business Title	Prgm Mgr Senior II
Location Weekly Hours	40
Default Weekly Hours	40
Scheduled Weekly Hours	40
FTE	100%
Job Exempt	<input checked="" type="checkbox"/>
Job Category	Management Service
Job Classifications	03 – Administrative, General Clerical & Office Support Group - (Work Area-United States of America) A - Officials and Administrators (EEO-1 Job Categories-United States of America)
Management Level from Job Profile	4 Manager
Job Classification	<input type="text"/>
Company Insider Types	<input type="text"/>
Workers' Compensation Code from Job Profile	(empty)
Workers' Compensation Code Override	<input type="text"/>
Work Shift	<input type="text"/>
First Day of Work	10 / 13 / 2015 <input type="text"/>
Time of Hire	<input type="text"/>
Continuous Service Date	10 / 13 / 2015 <input type="text"/>

17. Enter or review fields including.

- First Day of Work
- Continuous Service date (EOD Date)
- Company Service Date (Increment Date)
- Contract End Date (For fixed-term contractual workers only)
- Other fields as needed.

**NOTE:** Depending on the type of employee, you may need to enter additional fields.

## Hire Employee

Continuous Service Date

End Employment Date

Benefits Service Date


Company Service Date

### Attachments

+	Worker Document	*Document Category	Comment	File	Upda
No Data					

[View Comments \(0\)](#)  
[Process History](#)  
[Related Links](#)

System Status: The next Weekly Service Update and Monthly Maintenance will be on Friday, December 19, 2014 from 6:00 AM to 6:00 PM. © 2014 Workday, Inc. All rights reserved.

18. If you need to attach supporting documentation, e.g., the MS-26 form, follow the instructions below. Otherwise, go to the next step.
  - a. Click the **Plus**  icon in the Attachment.
  - b. Use the search prompt to select a **Document Category**.
  - c. Click the **Attach** button to search for and upload the MS-26 or other documentation.

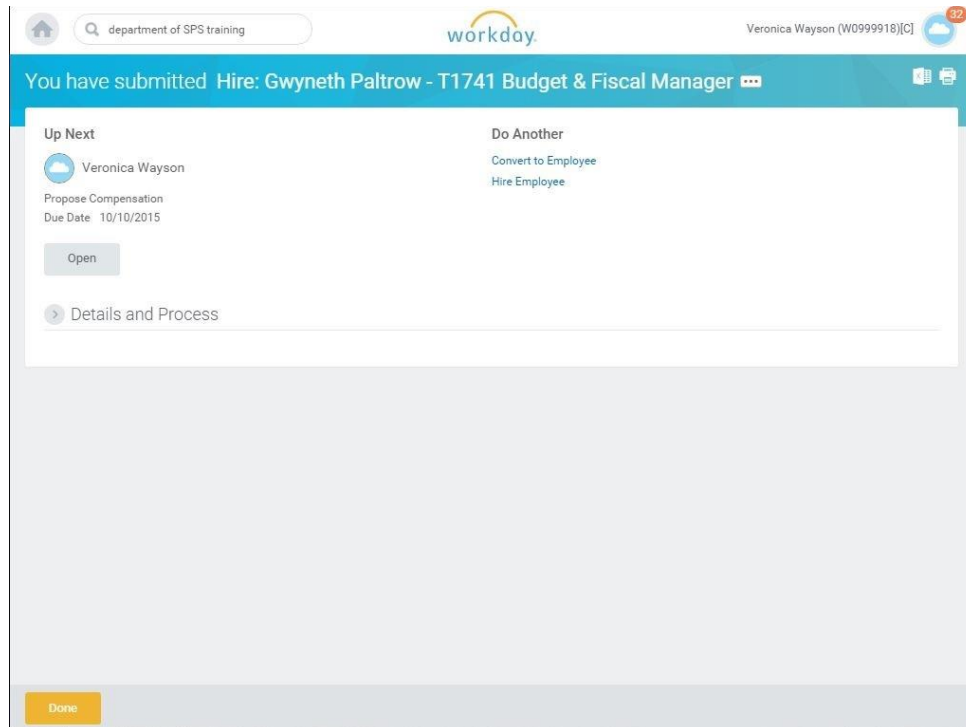
19. Click the **Submit**  button.

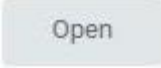


**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.

## Hire Employee



20. The next step in the process is Propose Compensation. Click the open  button to start the next task in the business process.



**Information:** You will be directed to the next step, which is Propose Compensation.



**Tip:** After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.


21. The System Task is complete.

## Propose Compensation

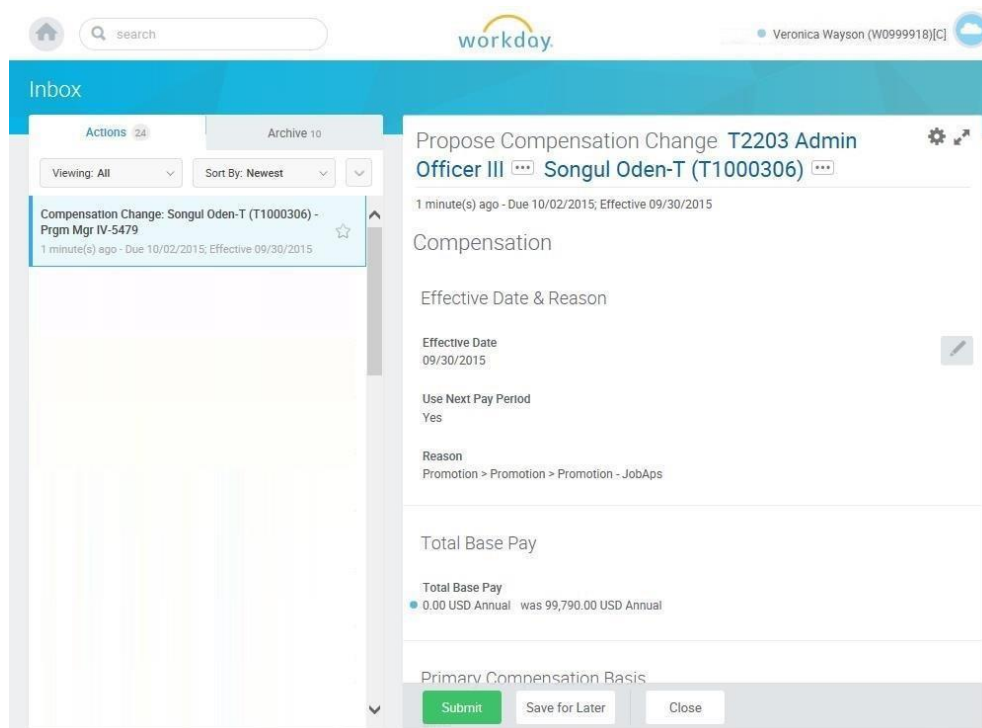
After successfully submitting the hire details, enter the proposed salary for the hire and submit the compensation for approval.


**NOTE:** If you do not start this task after submitting the Hire details, you can find it in your Inbox. Look for a "Hire Compensation" task that includes the employee's name and position.

### Procedure:

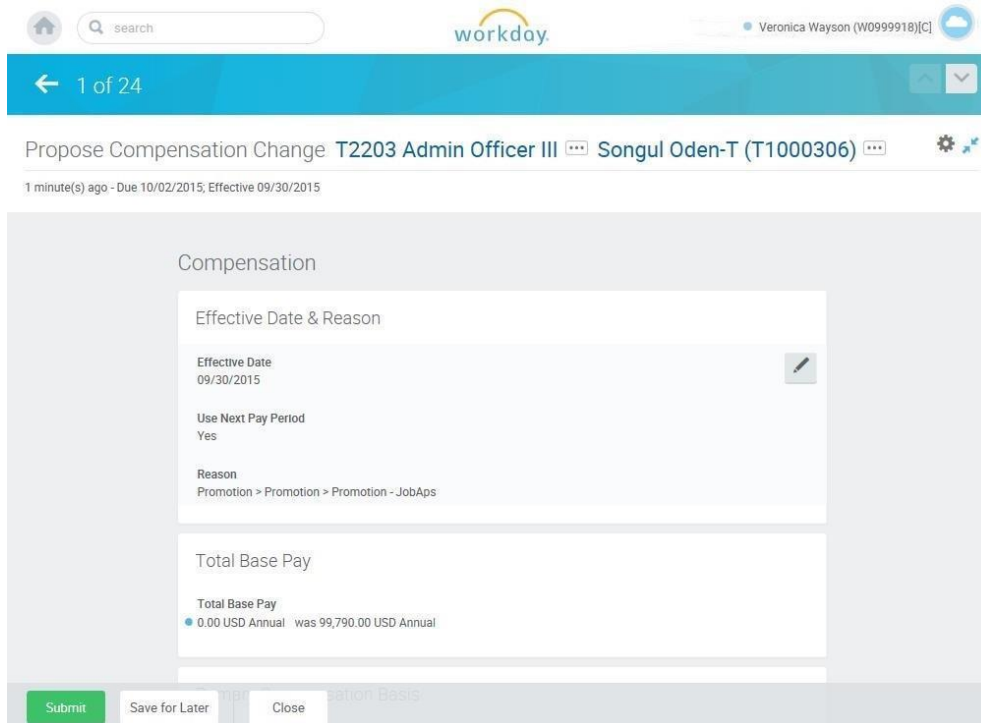
1. Click the **Inbox**  icon.
2. Click the **Inbox**  hyperlink.

### Inbox



3. In your Actions list, click the "Compensation Change: " task. HINT: The employee's name is included in the task name.
4. Click the **Expand Inbox**  icon.

## Propose Compensation



workday

Veronica Wayson (W0999918)[C]

← 1 of 24

Propose Compensation Change T2203 Admin Officer III Songul Oden-T (T1000306)

1 minute(s) ago - Due 10/02/2015, Effective 09/30/2015

### Compensation

Effective Date & Reason

Effective Date  
09/30/2015


Use Next Pay Period  
Yes

Reason  
Promotion > Promotion > Promotion - JobAps





Total Base Pay

Total Base Pay  
0.00 USD Annual was 99,790.00 USD Annual

Submit Save for Later Close

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



**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 the “Total Base Pay” field.

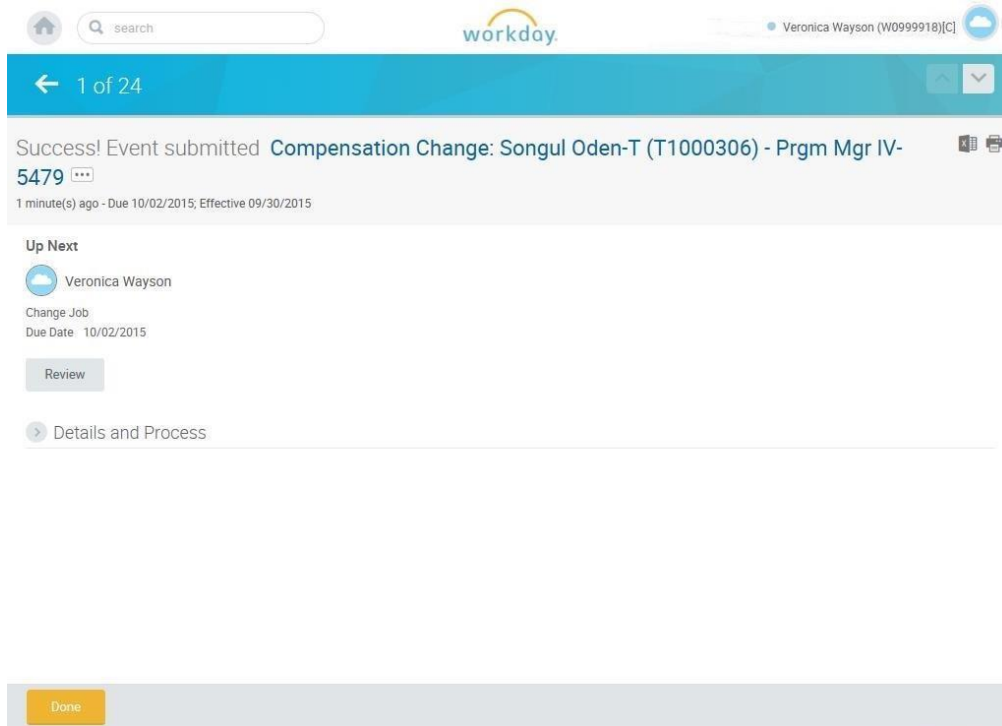
7. Click the **Submit**  button.



**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Close** to close the task and resume at a later time.

## Inbox



8. Click the **Done**  button.



**Information:** The compensation must be approved. The approval routing is based on the reason code selected when hiring the employee.



**Tip:** After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.

9. The System Task is complete.





## Maintain Employee Contract (for Fixed Term and Seasonal Contractuals)

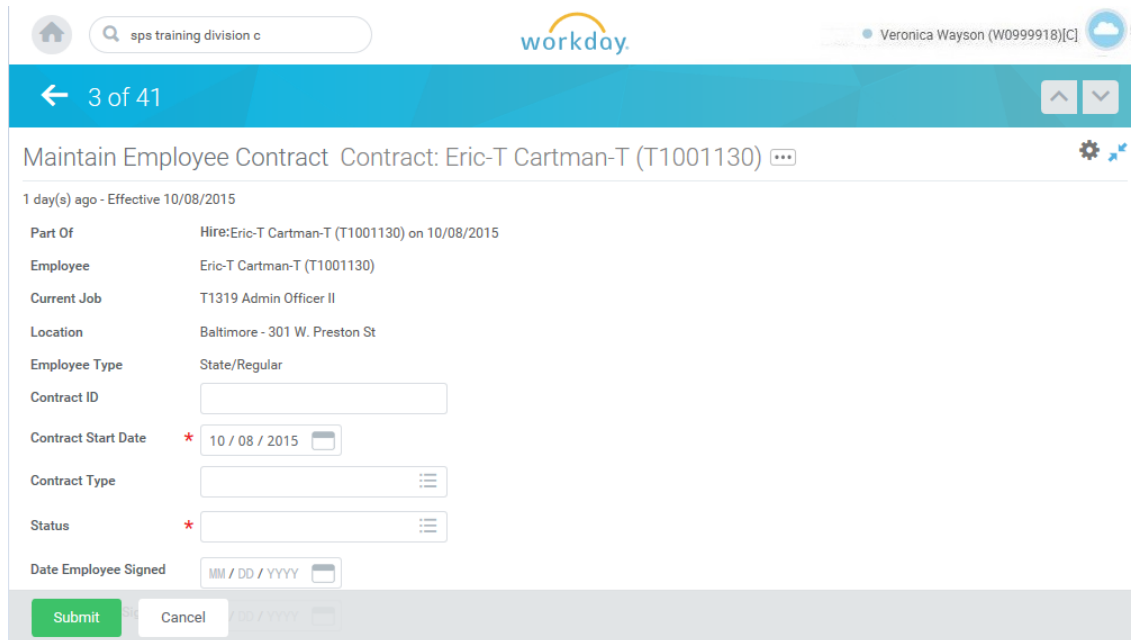
If the employee is a “Contractual – Contract” (fixed term) or Contractual – Hourly (Seasonal), you must enter the employee’s contract information and attach a copy of the contract in Workday.

This task is accessed from your Inbox after hire details (including compensation) have been approved.

### Procedure:

1. Click the **Inbox**  icon.
2. Click the **Inbox**  hyperlink.
3. On the Actions tab, click the "Contract" task.

Inbox




The screenshot shows the 'Maintain Employee Contract' page in Workday. The breadcrumb trail is '3 of 21' > 'Maintain Employee Contract' > 'Contract: Eric-T Cartman-T (T1001130)'. The form displays the following information:

- 1 day(s) ago - Effective 10/08/2015
- Part Of: Hire:Eric-T Cartman-T (T1001130) on 10/08/2015
- Employee: Eric-T Cartman-T (T1001130)
- Current Job: T1319 Admin Officer II
- Location: Baltimore - 301 W. Preston St
- Employee Type: State/Regular
- Contract ID:
- Contract Start Date: \* 10 / 08 / 2015
- Contract Type:
- Status: \*
- Date Employee Signed: MM / DD / YYYY

At the bottom of the form, there are 'Submit' and 'Cancel' buttons.

4. Enter/update values in the following fields on the Maintain Employee Contract page:
  - a. **Contract Start Date** (if applicable)
  - b. **Contract Type** (e.g., “Contractual – Contract”)
  - c. **Status** (e.g., “Open”)
  - d. **Contract End Date** (e.g., last day of the contract)
  - e. **Contract Description** (e.g., Review Code – 07, 02, etc.)

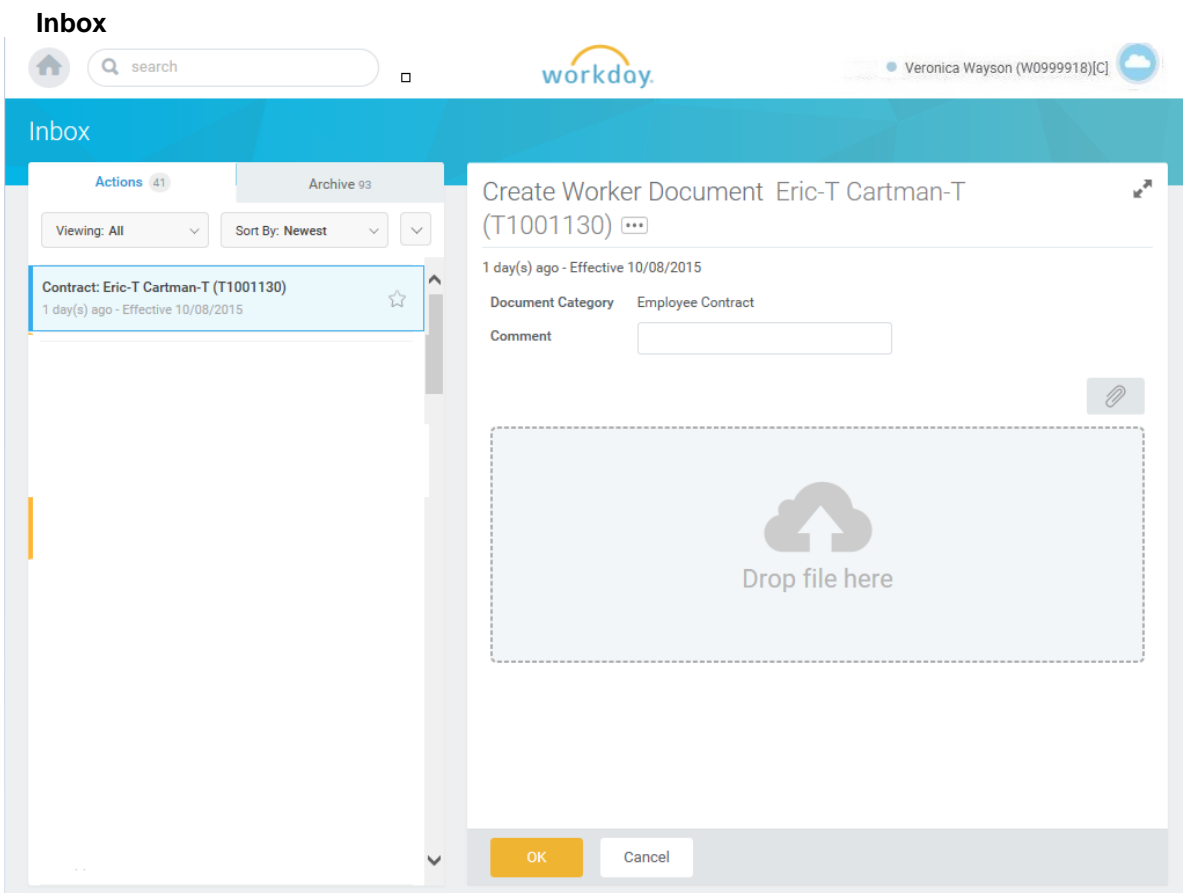
- To attach a copy of the Contractual employee's contract, click the search prompt  in the Contract Attachments field.





**Information:** An electronic copy of the employee contract must be attached. The contract attachment will be reviewed and approved by a Compensation Partner in the DBM Classification and Salary Division.

Note that if the contract is not attached during this task, your request may be sent back to you by the Compensation Partner.

- Click the Create Worker Document [Document](#) hyperlink.



- If desired, type a comment in the Comment field.
- Click the Attach  icon, locate the file, and attach an electronic copy of the employee contract.
- Click the **OK**  button.

10. Click the **Submit**  button.



**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.

11. Click the **Done**  button.



**Information:** The contract must be approved by the DBM Classification and Salary Division.

12. The System Task is complete.

## Edit Government IDs

The next step in the business process is to enter or update the employee’s identification information – including the social security number and any other additional identification, as required.

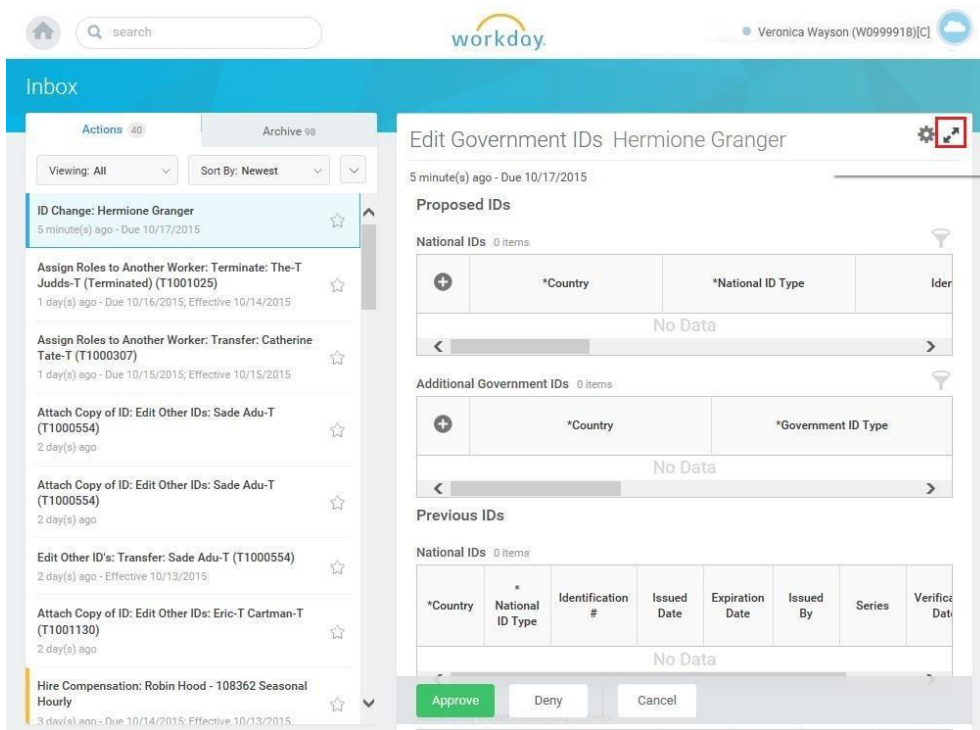
If the employee is a new hire, an employee ID (“W” number) is assigned to the hire. If the person is a rehire, they will use the employee ID assigned during previous employment with the state of Maryland.


Access this task from your Inbox. Look for the “ID Change” task in your Inbox that includes the employee’s name.

**Procedure:**

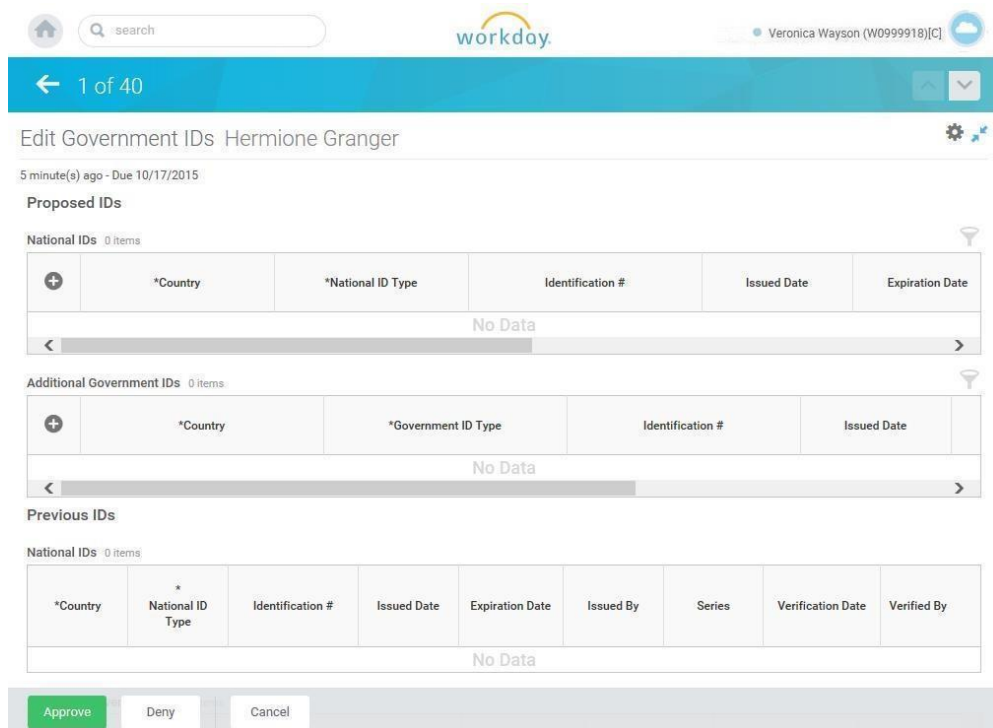
1. Click the **Inbox**  icon.
2. Click the **Inbox**  hyperlink.

**Inbox**



3. Click on the arrow  icon to expand the screen.

**Inbox**



← 1 of 40

workday

Veronica Wayson (W0999918)[C]

Edit Government IDs Hermione Granger

5 minute(s) ago - Due 10/17/2015

**Proposed IDs**

National IDs 0 items

	*Country	*National ID Type	Identification #	Issued Date	Expiration Date
No Data					

Additional Government IDs 0 items

	*Country	*Government ID Type	Identification #	Issued Date
No Data				

Previous IDs

National IDs 0 items



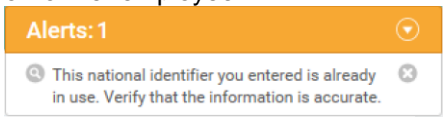
*Country	*National ID Type	Identification #	Issued Date	Expiration Date	Issued By	Series	Verification Date	Verified By
No Data								

Approve Deny Cancel



**Information:** Note that a social security number is needed for this step. A tax identification number may be accepted for non-resident aliens at colleges who are not eligible for a social security number but are required to file taxes.

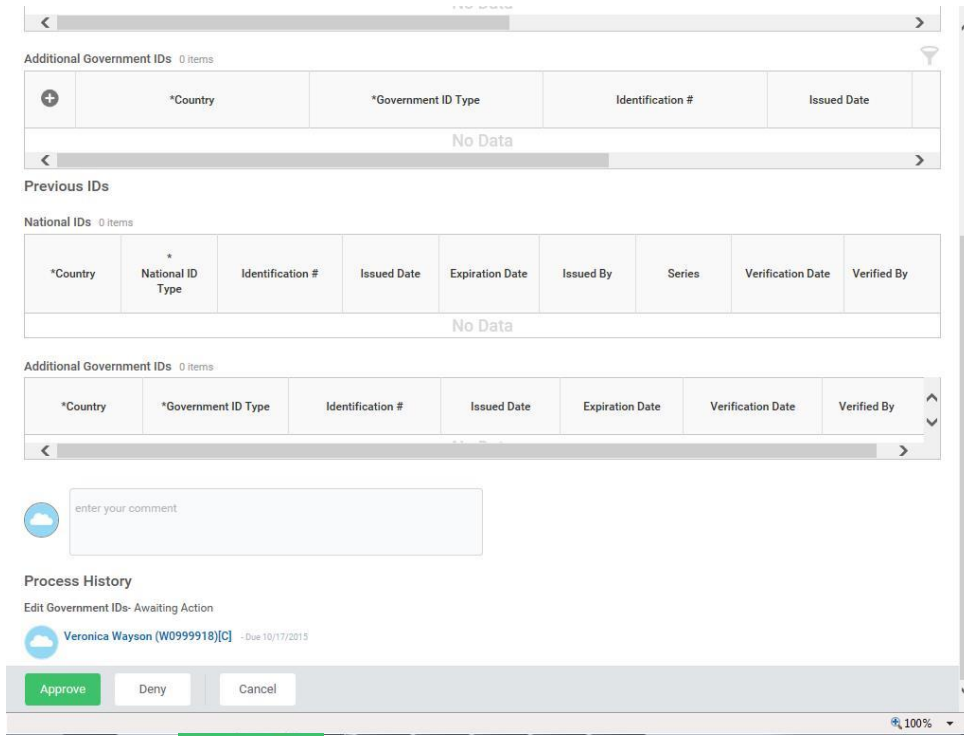
4. Select one of the following options:

If	Then
The employee is a new hire...	<p>Under <b>Proposed IDs</b>....</p> <ol style="list-style-type: none"> <li>1. Click the plus sign  icon to add a row to the <b>National ID</b> section.</li> <li>2. Type or use the prompt  to select the Country.</li> <li>3. Type or use the prompt to select the National ID Type.</li> <li>4. Enter the nine-digit Social Security Number in the Identification # field. <b>IMPORTANT:</b> If you get an Alert (shown below) that social security number entered is a duplicate number. Stop and investigate to make sure you have the correct number or if this employee is a current or former employee.</li> </ol> 
The employee is a rehire...	<p>Under <b>Previous IDs</b>...</p> <ol style="list-style-type: none"> <li>1. Review rehire's social security number in the <b>National ID</b> section.</li> <li>2. Review any other identification information.</li> <li>3. Update, as needed.</li> </ol>



**Information:** Note that information in the Additional Government IDs can also be entered. These include certifications of birth, EIN, foreign passport, etc.

**Inbox**



The screenshot shows a web interface with several sections:

- Additional Government IDs:** A table with columns: \*Country, \*Government ID Type, Identification #, Issued Date. It displays "No Data".
- Previous IDs:** A section containing a table for National IDs with columns: \*Country, National ID Type, Identification #, Issued Date, Expiration Date, Issued By, Series, Verification Date, Verified By. It also displays "No Data".
- Additional Government IDs (second instance):** A table with columns: \*Country, \*Government ID Type, Identification #, Issued Date, Expiration Date, Verification Date, Verified By.
- Comment Field:** A text input box with the placeholder "enter your comment".
- Process History:** A section titled "Edit Government IDs- Awaiting Action" showing a user "Veronica Wayson (W0999918)[C]" with a due date of "Due 10/17/2015".
- Action Buttons:** Three buttons at the bottom: "Approve" (green), "Deny" (white), and "Cancel" (white).

5. Click the **Approve**  button.



**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Deny** to reject the request. **IMPORTANT:** This action cancels the business process. You will have to initiate the Hire again.
- Click **Cancel** to cancel the process and start at another time.



6. Click the **Done**  button.

7. The System Task is complete.

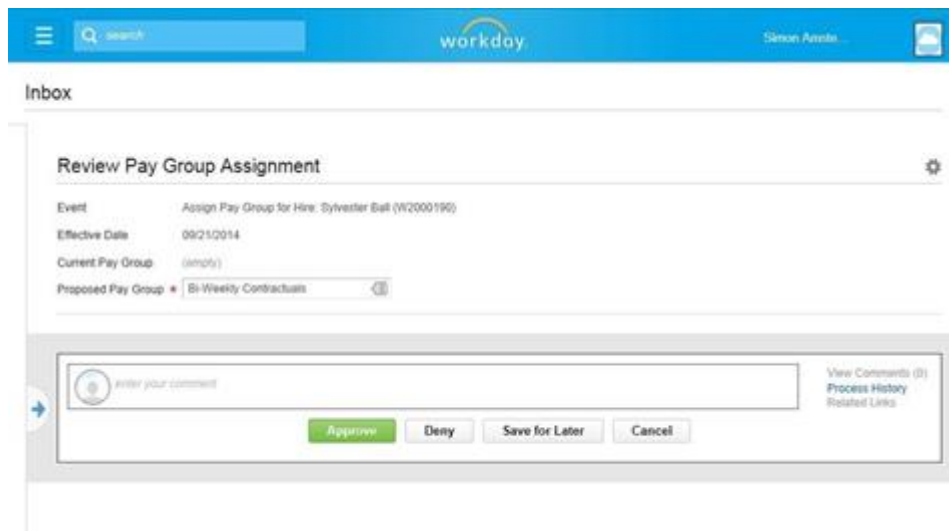
## Review Pay Group


The next step in the process is to review the default pay group for the hire.

### Procedure:

1. Click the **Inbox**  icon.
2. Click the **Inbox**  hyperlink.
3. Click on the Assign Pay Group from the Action list.

### Inbox



4. Review the Proposed Pay Group. If a change is needed, click the prompt to select the Proposed Pay Group.
5. Click the **Approve**  button.

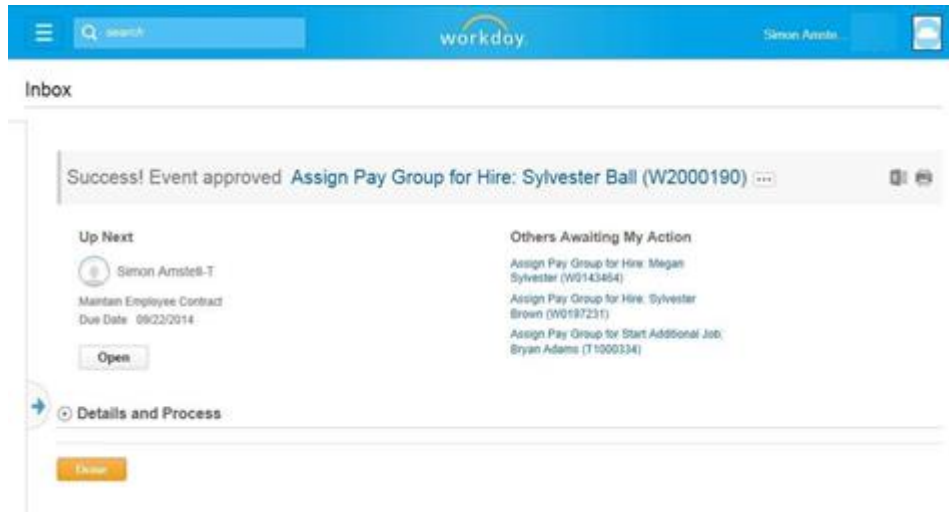


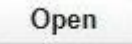
**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Deny** to disapprove the request
- Click **Save for Later** to save your changes but not submit. Retrieve the task later the **Actions** tab in your inbox.
- Click **Cancel** to cancel the process and start at another time. Retrieve the task later the **Actions** tab in your inbox.



## Inbox



6. Click the Open  button to go to the next step in the process, or click Done to start later from your inbox.



**Tip:** After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.

7. The System Task is complete.

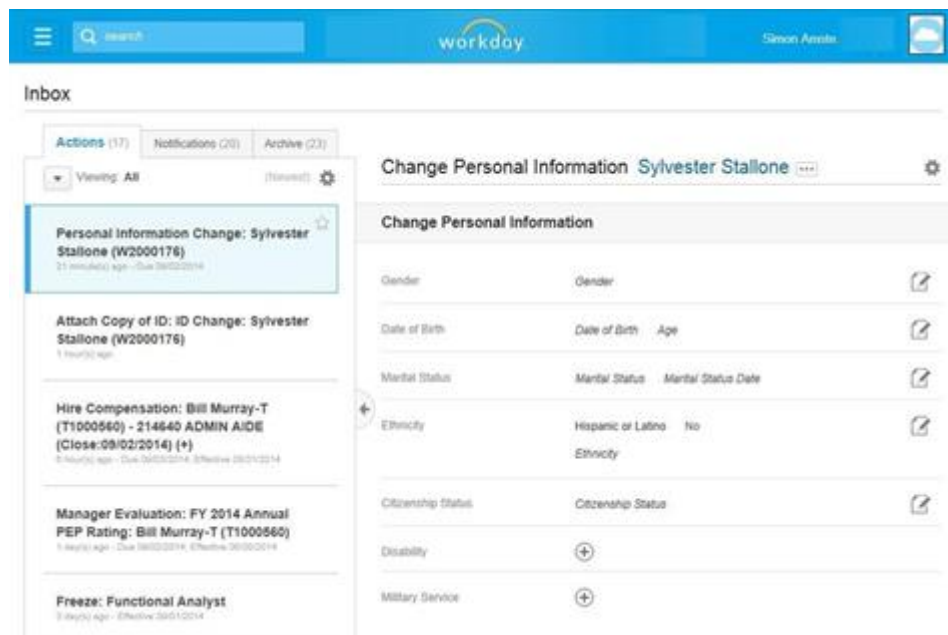
## Change Personal Information

The next step in the business process is to enter the new hire's personal information.



**NOTE:** If you did not start the Change Personal Information task after completing the Edit Government IDs task, go to your Inbox and locate the task named "Personal Information" in your Inbox. The task name will include the name of the employee.

### Procedure:

#### Inbox



**Information:** Gender and Date of Birth must be entered on this screen. Other fields can be entered also but are not required because they will be entered during onboarding. If this is a re-hire, information will already be populated and needs to be verified.

1. Click the Edit  icon to add or change the Gender.
2. Click the Edit  icon to add or change the Date of Birth.

**Inbox**

Actions (17) Notifications (20) Archive (23)

Viewing: All (Newest)

**Personal Information Change: Sylvester Stallone (W2000176)**  
21 minute(s) ago - Due 09/02/2014

**Attach Copy of ID: ID Change: Sylvester Stallone (W2000176)**  
1 hour(s) ago

**Hire Compensation: Bill Murray-T (T1000560) - 214640 ADMIN AIDE (Close:09/02/2014) (+)**  
1 hour(s) ago - Due 09/03/2014; Effective 08/31/2014

**Manager Evaluation: FY 2014 Annual PEP Rating: Bill Murray-T (T1000560)**  
1 day(s) ago - Due 09/02/2014; Effective 09/30/2014

**Freeze: Functional Analyst**  
3 day(s) ago - Effective 09/01/2014

**Hire: Caroline Vuron - 214642 Administrative Aide**  
5 day(s) ago - Effective 09/27/2014


**Assign Roles to Another Worker: Terminate: Melody Flowers (Terminated) (W0168584)**  
6 day(s) ago - Due 09/27/2014; Effective 09/29/2014

**Change Personal Information**

Gender	Gender	Male	✎
Date of Birth	Date of Birth	03/23/1970	✎
	Age	44 years, 5 months, 9 days	
Marital Status	Marital Status	Marital Status Date	✎
Ethnicity	Hispanic or Latino	No	✎
	Ethnicity		
Citizenship Status	Citizenship Status		✎
Disability	+		
Military Service	+		

View Comments (0)  
[Process History](#)  
[Related Links](#)

System Status: The next Weekly Service Update will be on Friday, September 5, 2014 from 6:00 p.m. PDT (GMT -7) to S... © 2014 Workday, Inc. All rights reserved.

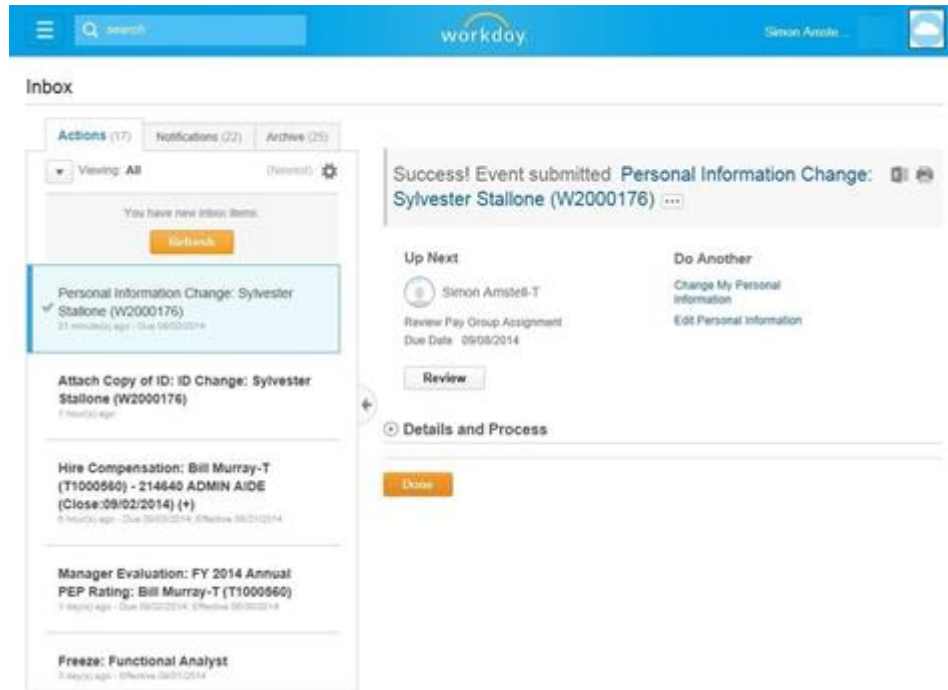
3. Add other information, if known – e.g., Marital Status, Ethnicity, Citizenship Status, Disability, Military Status.
4. Click the **Submit**  button.



**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.

## Inbox



The screenshot shows the Workday inbox interface. At the top, there is a blue header with the Workday logo and the user's name, Simon Amstel. Below the header, the inbox is titled "Inbox" and contains a list of tasks. The first task is "Personal Information Change: Sylvester Stallone (W2000176)", which is highlighted in blue. To the right of the inbox, there is a "Success! Event submitted" notification for the same user. Below the notification, there are sections for "Up Next" and "Do Another" tasks. At the bottom of the task list, there is a "Done" button.

5. Click the **Done**  button.


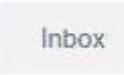
6. The System Task is complete.

## Edit Service Dates

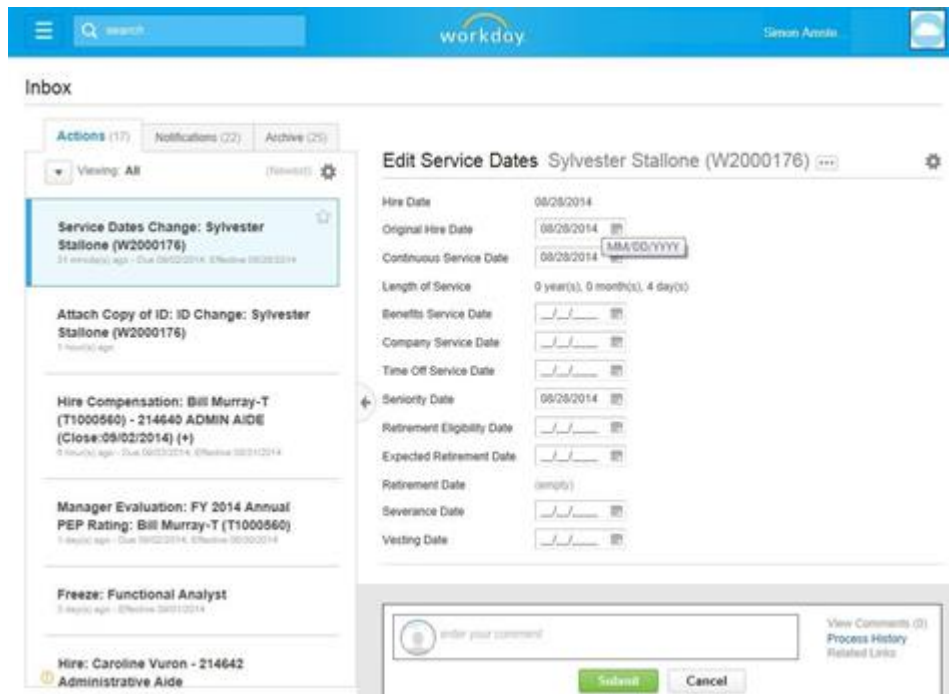
If the employee is not a contractual worker, service dates for the new hire need to be entered.

**NOTE:** You can update Service Dates at any time by searching for the worker and using the Related Actions and Preview icon. In the menu, hover over **Worker History** and then click **Edit Service Dates**.

### Procedure:

1. Click the **Inbox**  icon.
2. Click the **Inbox**  hyperlink.
3. Click the "Service Dates Change" task. The hire's name displays in the task name.

### Inbox



The screenshot displays the Workday interface. On the left, the 'Inbox' contains several tasks, with 'Service Dates Change: Sylvester Stallone (W2000176)' selected. The main area shows the 'Edit Service Dates' form for this employee. The form includes the following fields:

- Hire Date: 08/28/2014
- Original Hire Date: 08/28/2014
- Continuous Service Date: 08/28/2014 (with a date picker icon)
- Length of Service: 0 year(s), 0 month(s), 4 day(s)
- Benefits Service Date: [calendar icon]
- Company Service Date: [calendar icon]
- Time Off Service Date: [calendar icon]
- Seniority Date: 08/28/2014
- Retirement Eligibility Date: [calendar icon]
- Expected Retirement Date: [calendar icon]
- Retirement Date: (empty)
- Severance Date: [calendar icon]
- Vesting Date: [calendar icon]

At the bottom of the form, there is a comment field with the placeholder 'enter your comment' and 'Submit' and 'Cancel' buttons. On the right side of the bottom section, there are links for 'View Comments (0)', 'Process History', and 'Related Links'.



**Title:** Hire an Employee  
**Functional Area:** Staffing

4. Complete the following fields:

Field Name	Description	Values
<b>Original Hire Date</b>	Original date of hire  <b>For a Contractual Conversion (Transfer) (HB767/SB172)...</b> Date of first continuous contract.  <b>For former employee (rehires)...</b> will be a new date when a former employee is rehired.	Enter value in <b>Original Hire Date</b> . <b>Example: 08/28/2015</b>
<b>Continuous Service Date</b>	Original or <i>adjusted</i> hire date that reflects service time when one or more breaks in service. This date is used to calculate "length of service" in Workday which represents "total State service".  <b>For Contractual Transfer (HB767/SB172)...</b> Date of first continuous contract in same principal department.	Enter value in <b>Continuous Service Date</b> . <b>Example: 08/28/2015</b>
<b>Benefits Service Date</b>	First date participant is eligible to receive benefit	Enter value in <b>Benefits Service Date</b> . <b>Example: 08/28/2015</b>
<b>Company Service Date</b>	Increment Date (1/1/Year or 7/1/Year). The assigned month and year based on the Hire Date, Original Hire Date, and Continuous Service Date in Workday. The date is derived manually.  <b>For Contractual Transfer (HB767)...</b> Date of first continuous contract in same principal department.  <b>For Contractual Selection (SB172)...</b> Appointment date – date placed in regular position.	Enter value in <b>Company Service Date</b> . <b>Example: 07/01/2015</b>
<b>Time Off Service Date</b>	Same date as the Continuous Service Date (auto populated).  Date used to calculate leave accrual. Represents "total State service".  <b>For Contractual Transfer (HB767)...</b> Date of first continuous contract in same principal department.	Enter value in <b>Time Off Service Date</b> . <b>Example: 08/28/2015</b>



Field Name	Description	Values
Retirement Eligibility Date	Date eligible to retire	Enter value in <b>Retirement Eligibility Date</b> . <b>Example: 08/28/2035</b>
Expected Retirement Date	Date expected to retire	Enter value in <b>Expected Retirement Date</b> . <b>Example: 08/28/2035</b>



**Information:** Refer to the **Workday Date Field Guide** for a crosswalk and more information. This guide is located on SPS Website in the HR Transactions section.

5. Click the **Submit**  button.



**Tip:** If you do not want to submit the request at this point, you can also **Cancel** to cancel the process and start at another time

6. Click the **Done**  button.

7. The System Task is complete.


## Add Probation Period

A probation period needs to be entered for the new hire.

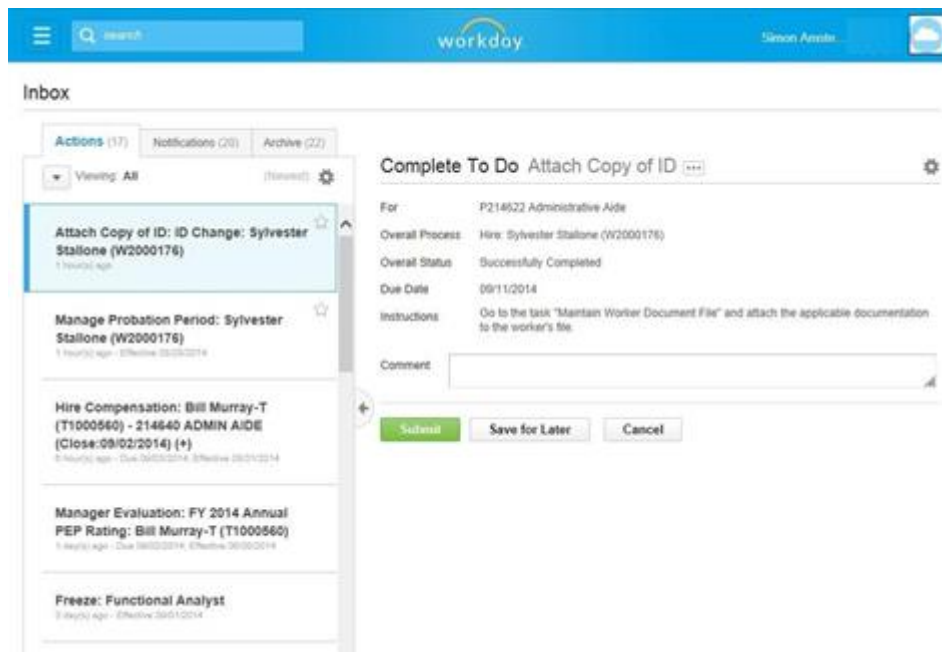
**NOTE:**

- This step is only applicable to employees hired into a Skilled and Professional job or that are not Temporary or Contractual workers.
- You can maintain a current employee's probation period at any time. Access the Manage Probation periods task by searching for the employee and using the related actions icon. Hover over **Job Change** and then click **Manage Probation Periods**. A reason for the extension must also be selected.

**Procedure:**

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

**Inbox**



3. Click the Manage Probation Period item. The details will open on the right hand side.



4. Click the Calendar icon to select the End Date.



**Information:** This field is filled out for New Hires and Promotions. It indicates the end of the initial probation period. Note that this can also be maintained outside the hire.

5. Type or use the prompt to select the Type.

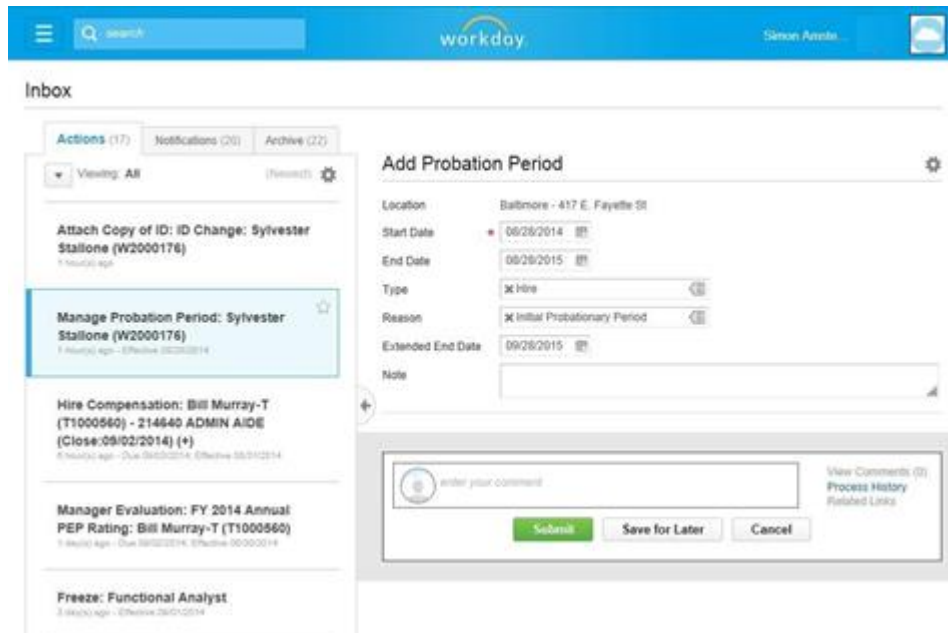
6. Type or use the prompt to select the Reason.

7. Leave the Extended End Date blank.



**Information:** This field is not filled out for a new hire, but it can be used later to extend an initial probation end date. Access the Manage Probation periods task by searching for the employee and using the related actions icon. Hover over Job Change and then click Manage Probation Periods. A reason for the extension must also be selected.

### Inbox



8. Click the **Submit** button.



**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit. Retrieve the task from the **Actions** tab in your inbox.
- Click **Cancel** to cancel the process and start at another time. Retrieve the task from the **Actions** tab in your inbox.



**Title:** Hire an Employee  
**Functional Area:** Staffing

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9. Click the Done  button.

10. The System Task is complete.

## Review and Complete To Dos for the Hire Event


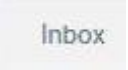
The last steps in the Hire business process are “To Dos” that appear in the HR Coordinator’s inbox. These tasks must be completed outside of the system. They include:

1. Confirm Employment Verification
2. Perform IT Set-up Tasks
3. Set-up employee in Time Keeping System

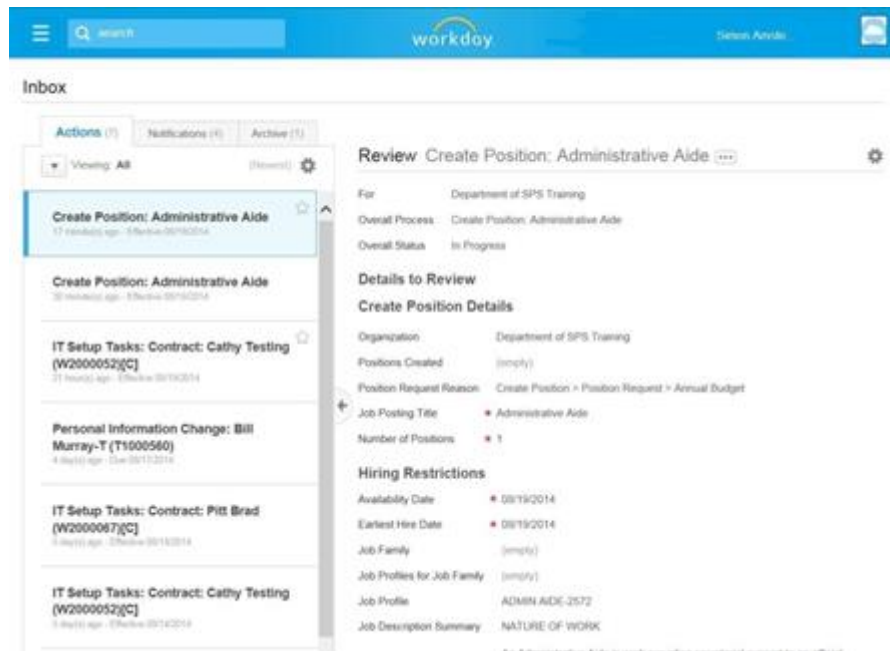
After completing the defined tas, you must “mark” the To Do as completed (submit the task). The next “To Do” appears in your inbox (if applicable).

### Procedure:

To Mark a To Do complete...

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

### Inbox



3. From the **Actions** list, click the To Do task.
4. Enter a comment, if applicable.

5. Click the **Submit**  button.



**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.





**Caution:** You must complete all tasks defined for the To Do before clicking the submit button.

6. The System Task is complete.

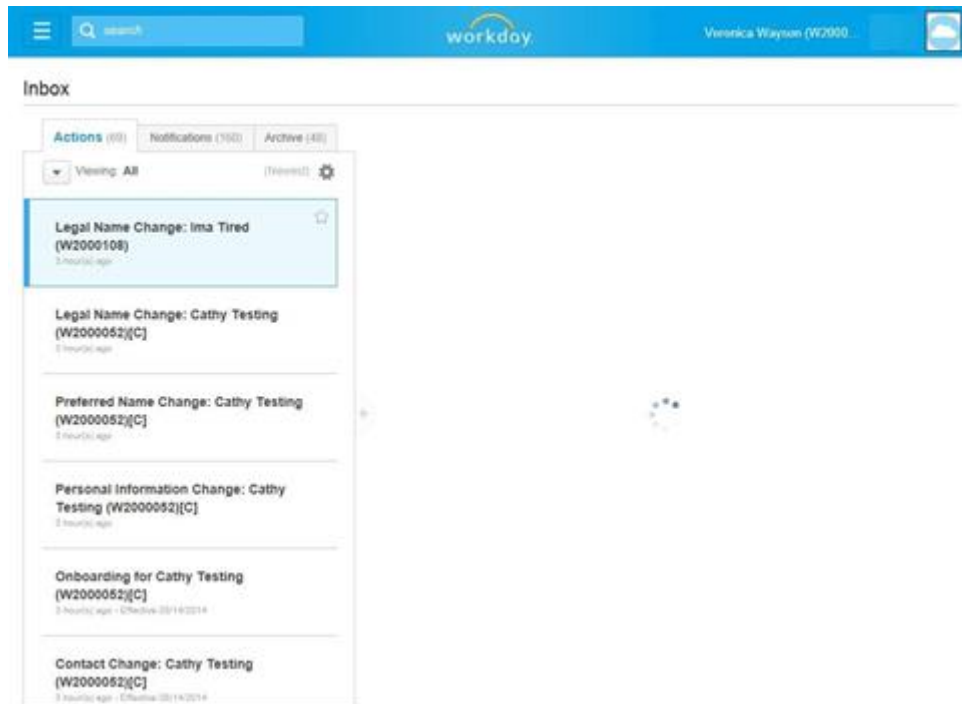
## Check the Status of a Business Process

The status of a request can be checked at any time during the process by going to the Archive tab within the Inbox of the person who initiated the request.

### Procedure:

1. Click the **Inbox**  icon.
2. Click the **Inbox**  hyperlink.
3. Click the **Archive**  tab.

### Inbox



4. Select the item for which you want to view status.
5. Review the transaction details on the Details tab, if desired.

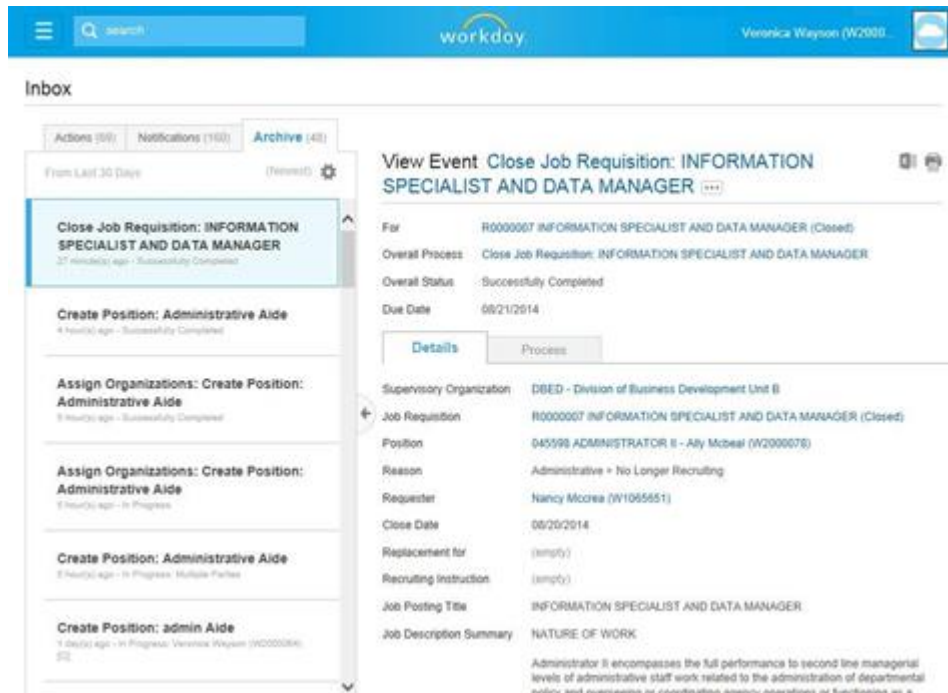
6. Review the Overall Status field at the top-left side of the transaction page.



**Information:** The overall status of a business process displays as...

- “Successfully Completed” when the required steps in the process have been completed.
- “In Progress” when there are more tasks awaiting action by someone in the business process routing.

## Inbox



The screenshot shows the Workday interface. At the top, there is a blue header with the Workday logo and the user name 'Vanessa Wayson (W2000)'. Below the header is the 'Inbox' section, which lists several tasks. The first task is 'Close Job Requisition: INFORMATION SPECIALIST AND DATA MANAGER', which is highlighted in blue and shows a status of 'Successfully Completed'. Other tasks include 'Create Position: Administrative Aide' and 'Assign Organizations: Create Position: Administrative Aide', some of which are in progress.

To the right of the inbox is a detailed view of the selected job requisition. The title is 'View Event Close Job Requisition: INFORMATION SPECIALIST AND DATA MANAGER'. The overall status is 'Successfully Completed'. The due date is '06/21/2014'. Below this, there are two tabs: 'Details' and 'Process'. The 'Process' tab is currently selected, showing the following information:

- Supervisory Organization: DBED - Division of Business Development Unit B
- Job Requisition: R0000007 INFORMATION SPECIALIST AND DATA MANAGER (Closed)
- Position: 045598 ADMINISTRATOR II - Ally McNeal (W2000076)
- Reason: Administrative + No Longer Recruiting
- Requester: Nancy McCrea (W1055551)
- Close Date: 06/20/2014
- Replacement for: (empty)
- Recruiting Instruction: (empty)
- Job Posting Title: INFORMATION SPECIALIST AND DATA MANAGER
- Job Description Summary: NATURE OF WORK

At the bottom of the job requisition details, there is a description of the position: 'Administrator II encompasses the full performance to second line managerial levels of administrative staff work related to the administration of departmental policy and execution of information systems operations or functions as a'.

7. To view the status in a business process, click the **Process** tab.



**Inbox**

**Inbox**

Actions (69) Notifications (160) **Archive (48)**

From Last 30 Days (Newest) ⚙

**Close Job Requisition: INFORMATION SPECIALIST AND DATA MANAGER**  
 50 minute(s) ago - Successfully Completed

**Create Position: Administrative Aide**  
 4 hour(s) ago - Successfully Completed

**Assign Organizations: Create Position: Administrative Aide**  
 5 hour(s) ago - Successfully Completed

**Assign Organizations: Create Position: Administrative Aide**  
 5 hour(s) ago - In Progress

**Create Position: Administrative Aide**  
 5 hour(s) ago - In Progress: Multiple Parties

**Create Position: admin Aide**  
 1 day(s) ago - In Progress: Veronica Wayson (W2000064) [C]

**Create Position: Administrative Aide**  
 1 day(s) ago - In Progress: Veronica Wayson (W2000064) [C]

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**View Event Create Position: Administrative Aide** ...

For Department of SPS Training

Overall Process Create Position: Administrative Aide

Overall Status Successfully Completed

Details **Process**

**Process History** 9 items

Process	Step	Status	Completed On	Due Date	Person	Comment
Create Position	Create Position	Step Completed	08/19/2014 08:58:40 AM		Veronica Wayson (W2000064) [C]	
Change Organization Assignments for Worker	Change Organization Assignments for Worker	Submitted	08/20/2014 09:35:42 AM		Veronica Wayson (W2000064) [C] (Initiator)	
Create Position	Consolidated Approval by HR Partner	Approved	08/20/2014 10:09:30 AM		Tuba Buyu (T1000442) (HR Partner)	
Create Position	Consolidated Approval by Appointing Authority Partner	Approved	08/20/2014 10:11:06 AM		Bill Murray-T (T1000560) (Appointing Authority Partner)	
Create Position	Consolidated Approval by Budget and Finance Partner	Not Required				
Create	Review	Approved	08/20/2014		Bill Murray-T	

8. Review the status, which steps have been completed/not completed and who has the step for action.
9. The System Task is complete.