

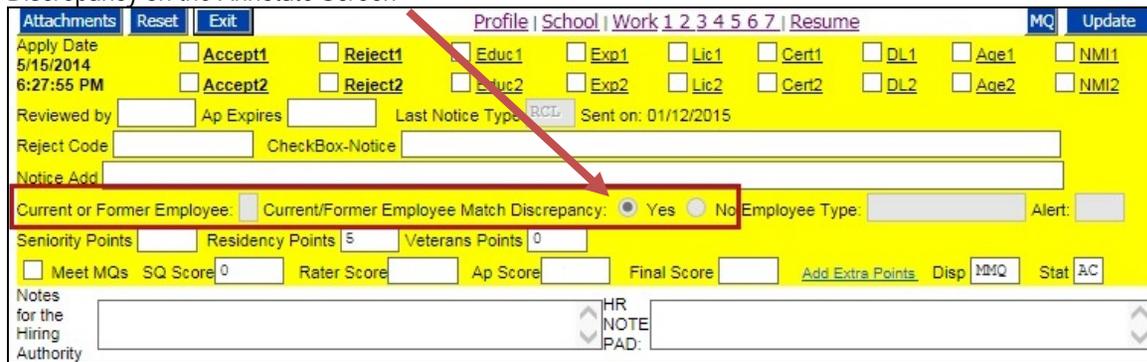


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### Discrepancy Defined

A discrepancy occurs in JobAps when an applicant claims on the employment application that he/she is either a current or former employee of the State of Maryland, but the applicant does not match the data in Workday. The discrepancy appears on the Annotate screen and on the Hire Details page.

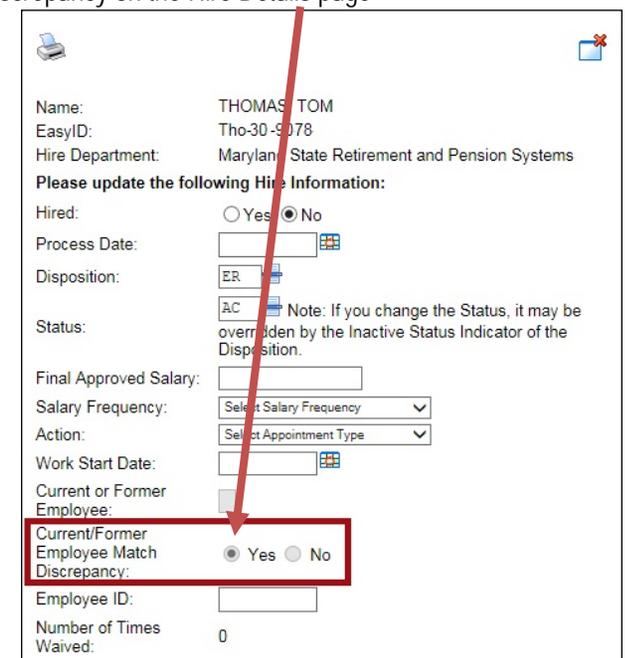
Discrepancy on the Annotate Screen



The screenshot shows the 'Annotate Screen' for a job application. A red box highlights the 'Current/Former Employee Match Discrepancy' field, which is set to 'Yes'. A red arrow points from this field to the 'Current/Former Employee Match Discrepancy' field on the Hire Details page.

Apply Date	5/15/2014	6:27:55 PM	Reviewed by	Ap Expires	Last Notice Type	RCL	Sent on:	01/12/2015	
Reject Code		CheckBox-Notice							
Notice Add									
Current or Former Employee:		Current/Former Employee Match Discrepancy:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Employee Type:		Alert:			
Seniority Points		Residency Points	5	Veterans Points	0				
Meet MQs	<input type="checkbox"/>	SQ Score	0	Rater Score		Ap Score		Final Score	
Notes for the Hiring Authority									

Discrepancy on the Hire Details page



The screenshot shows the 'Hire Details' page for a candidate named THOMAS TOM. A red box highlights the 'Current/Former Employee Match Discrepancy' field, which is set to 'Yes'. A red arrow points from this field to the 'Current/Former Employee Match Discrepancy' field on the Annotate screen.

Name:	THOMAS TOM
EasyID:	Tho-30-9078
Hire Department:	Maryland State Retirement and Pension Systems
<b>Please update the following Hire Information:</b>	
Hired:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Process Date:	
Disposition:	ER
Status:	AC Note: If you change the Status, it may be overridden by the Inactive Status Indicator of the Disposition.
Final Approved Salary:	
Salary Frequency:	Select Salary Frequency
Action:	Select Appointment Type
Work Start Date:	
Current or Former Employee:	
Current/Former Employee Match Discrepancy:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Employee ID:	
Number of Times Waived:	0



## Impact of a Discrepancy

### Seniority Points:

For merit positions or for permanent skilled and professional recruitments, a discrepancy may affect applicants receiving seniority points. In accordance with State Personnel and Pensions, Title 7, Section 7-207, seniority points are given to a current State employee by an appointing authority who shall apply a credit on a selection test, of one-quarter point for each year of service in State government, up to a maximum of five points for 20 years of State service.

If a candidate qualifies for a permanent skilled and professional recruitment, then the candidate is entitled by law to receive seniority points prior to placement on the certified eligible list. If the candidate does not receive the seniority points, then this may affect his/her placement on the certified eligible list.

### Workday:

If a discrepancy on the Annotate screen is not corrected, then the discrepancy will carry over to the Hire Details page. The discrepancy on the Hire Details page will prevent Workday from processing the hire. Therefore, it is important that the discrepancy is corrected for all recruitments and not just for permanent skilled and professional. This includes at-will positions such as executive service, management service, contractual, special appointments, and temporary employment.



## Correcting a Discrepancy

Correcting a Discrepancy is a four steps process.

Step 1: Generate a discrepancy report in JobAps to identify those candidates who claimed to be a former a current State employee on the application, but the information does not match the information in Workday.

Step 2: Verify the candidate's claim against the Seniority Point file located on the Human Resources Officers' website under the Eligible List tab.

**NOTE:** If you need access to the Human Resources Officers' website or the Eligible List tab, please email DoIT at: [service.desk@maryland.gov](mailto:service.desk@maryland.gov).

Step 3: Insert the Seniority Points on the Annotate.

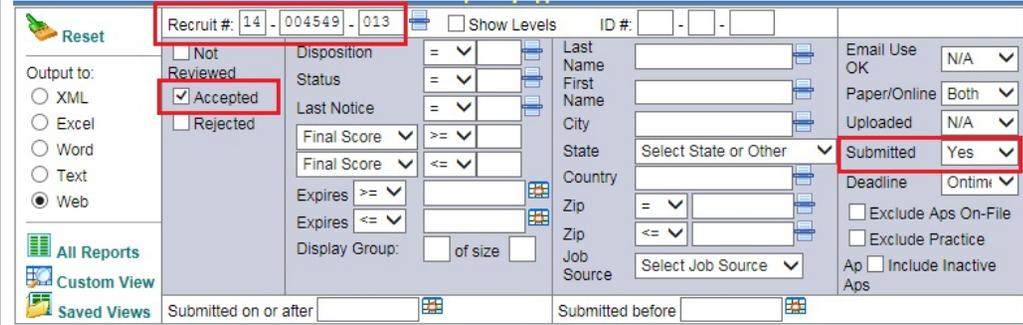
Step 4: Correct the discrepancy on the application. This only applies to the selected candidate for hire.

Generate the Discrepancy Report

1. Click on *Reports > Applicant* sub-tab.



2. **Type** in the recruitment number in the Recruit # field, check the *Accepted* checkbox and select *Yes* for *Submitted*.





3. Click the *Point Discrepancy Listing* in the *Standard Applicant Reports* Column. The *Point Discrepancy Listing* report will open in a new window.

Standard Applicant Reports	
<a href="#">Disp View</a>	M Deguzman
<a href="#">Ap Withdrawal</a>	M Deguzman
<a href="#">Applicant Metrics</a>	J Gimblin
<a href="#">Layoff/Reinstates/Transfers</a>	H Harrison
<a href="#">Annotate-Ap Score</a>	W Jones
<a href="#">DPSCS-Qualified for Screening</a>	S Raghavan
<a href="#">DPSCS-Qualified for Interview</a>	S Raghavan
<a href="#">Applicant Extra Points</a>	S Regner
<a href="#">Psych Exam List</a>	D Swanson
<a href="#">Point Discrepancy Listing Names</a>	D Swanson
<a href="#">Temp Report to</a>	D Swanson
<a href="#">Physical Exam List</a>	D Swanson

My Applicant Reports
<a href="#">My Report</a>

General Applicant Reports
<a href="#">Audit Applicant Profile Record</a>
<a href="#">Audit Application Record</a>
<a href="#">Audit Application Review Record</a>
<a href="#">Duplicate Applicant EasyID</a>
<a href="#">Applicant Intake</a>
<a href="#">Show Applicants by Advertisement Source</a>
<a href="#">Certified List Summary</a>
<a href="#">Certified List Detail</a>
<a href="#">Certified List Duplicate Names</a>
<a href="#">Eligible Strike Report By Department</a>
<a href="#">TCA Referrals Report</a>
<a href="#">Green Jobs Referrals Report</a>
<a href="#">Applications Waiting for Documents Report/Additional Materials Report</a>
<a href="#">Applicants in the Pipeline Report</a>
<a href="#">Applicants Received from Job Fairs Report</a>
<a href="#">Legacy Applicants Report</a>
<a href="#">Barrack Recruiters by Class Number Report</a>
<a href="#">Applicants with Mentors Report</a>
<a href="#">Status of Background, Polygraph &amp; Medical Processing Report</a>
<a href="#">Police Selection Committee Report</a>
<a href="#">Ap Review Count per Contract Report</a>



4. Click on the section labeled *Claimed Current or Former Employee* to sort applicants.

**Point Discrepancy Listing**

2

Page 1 of 2, Total Records: 76  
12

Last Name	First Name	Annotate	Job Title	Current or Former Employee	Claimed Current or Former Employee	Seniority Points	Veterans Points	Residence Points
ADAMS	DONALD	Annotate	CORR OFFICER LIEUTENANT		C	0.0000	0.0000	5.0000
AJOSE	GANIYAT	Annotate	CORR OFFICER LIEUTENANT		C	10.0000	0.0000	5.0000
AKINPETIDE	ADEDAPO	Annotate	CORR OFFICER LIEUTENANT		C	0.0000	0.0000	5.0000
ALBRIGHT	WILLIAM	Annotate	CORR OFFICER LIEUTENANT	C	C	2.7500	0.0000	5.0000

5. **NOTE:** Applicants who claim they are a current state employee on their application will have the letter "C" next to their names in the *Claimed Current or Former Employee* column.

**Point Discrepancy Listing**

2

Page 1 of 2, Total Records: 76  
12

Last Name	First Name	Annotate	Job Title	Current or Former Employee	Claimed Current or Former Employee	Seniority Points	Veterans Points	Residence Points
ADAMS	DONALD	Annotate	CORR OFFICER LIEUTENANT		C	0.0000	0.0000	5.0000
AJOSE	GANIYAT	Annotate	CORR OFFICER LIEUTENANT		C	10.0000	0.0000	5.0000
AKINPETIDE	ADEDAPO	Annotate	CORR OFFICER LIEUTENANT		C	0.0000	0.0000	5.0000
ALBRIGHT	WILLIAM	Annotate	CORR OFFICER LIEUTENANT	C	C	2.7500	0.0000	5.0000



6. **NOTE:** Applicants that the system recognizes as current State employees will have the "C" in the *Current or Former Employee* column.

**Point Discrepancy Listing**

Page 1 of 2; Total Records: 76  
12

Last Name	First Name	Annotate	Job Title	Current or Former Employee	Claimed Current or Former Employee	Seniority Points	Veterans Points	Resident Points
ALBRIGHT	WILLIAM	Annotate	CORR OFFICER LIEUTENANT	C	C	2.7500	0.0000	5.0000
BAKER	KIMBERLY	Annotate	CORR OFFICER LIEUTENANT	C	C	1.5000	0.0000	5.0000
BLOSS	VALERIE	Annotate	CORR OFFICER LIEUTENANT	C	C	3.0000	0.0000	0.0000
ELENDU	OBIEFUNNA	Annotate	CORR OFFICER LIEUTENANT	C	C	3.2500	0.0000	0.0000

7. **NOTE:** If the applicant is a current state employee that the system recognizes, there will be a "C" in both the *Current or Former Employee* and *Claimed Current or Former Employee* columns. In this case, there is no discrepancy.

**Point Discrepancy Listing**

Page 1 of 3; Total Records: 121  
123

Last Name	First Name	Annotate	Job Title	Current or Former Employee	Claimed Current or Former Employee	Seniority Points	Veterans Points	Resident Point
ADAMS	DONALD	Annotate	CORR OFFICER LIEUTENANT		C			5.000
AJALA	TUNJI	Annotate	CORR OFFICER LIEUTENANT		C			5.000
AJOSE	GANIYAT	Annotate	CORR OFFICER LIEUTENANT		C			5.000
AKANJI	OLAWALE	Annotate	CORR OFFICER LIEUTENANT		C		0.0000	5.000
AKINPETIDE	ADEDAPO	Annotate	CORR OFFICER LIEUTENANT		C		0.0000	5.000
ALBRIGHT	WILLIAM	Annotate	CORR OFFICER LIEUTENANT	C	C	2.7500	0.0000	5.000

There is no discrepancy for this applicant.



8. **NOTE:** Discrepancies occur if there is a "C" in the *Claimed Current or Former Employee* column, but the letter "C" is missing in the *Current or Former Employee* column.

**Point Discrepancy Listing**

Page 1 of 3; Total Records: 121  
123

Last Name	First Name	Annotate	Job Title	Current or Former Employee	Claimed Current or Former Employee	Seniority Points	Veterans Points	Resides Point
ADAMS	DONALD	<a href="#">Annotate</a>	CORR OFFICER LIEUTENANT		C		0.0000	5.0000
AJALA	TUNJI	<a href="#">Annotate</a>	CORR OFFICER LIEUTENANT		C			5.0000
AJOSE	GANIYAT	<a href="#">Annotate</a>	CORR OFFICER LIEUTENANT		C			5.0000
AKANJII	OLAWALE	<a href="#">Annotate</a>	CORR OFFICER LIEUTENANT		C			5.0000
AKINPETIDE	ADEDAPO	<a href="#">Annotate</a>	CORR OFFICER LIEUTENANT		C		0.0000	5.0000
ALBRIGHT	WILLIAM	<a href="#">Annotate</a>	CORR OFFICER LIEUTENANT	C	C	2.7500	0.0000	5.0000

This is a discrepancy.

After sorting the discrepancy report in JobAps, you will need to obtain the Employee Validation File for Discrepancy Checking located on the Human Resources Officers' website.

Do not close the Point Discrepancy Report in JobAps. Open a new browser window to access the Human Resources Officers' website.

Verify Discrepancy against Employee Validation File for Discrepancy Checking

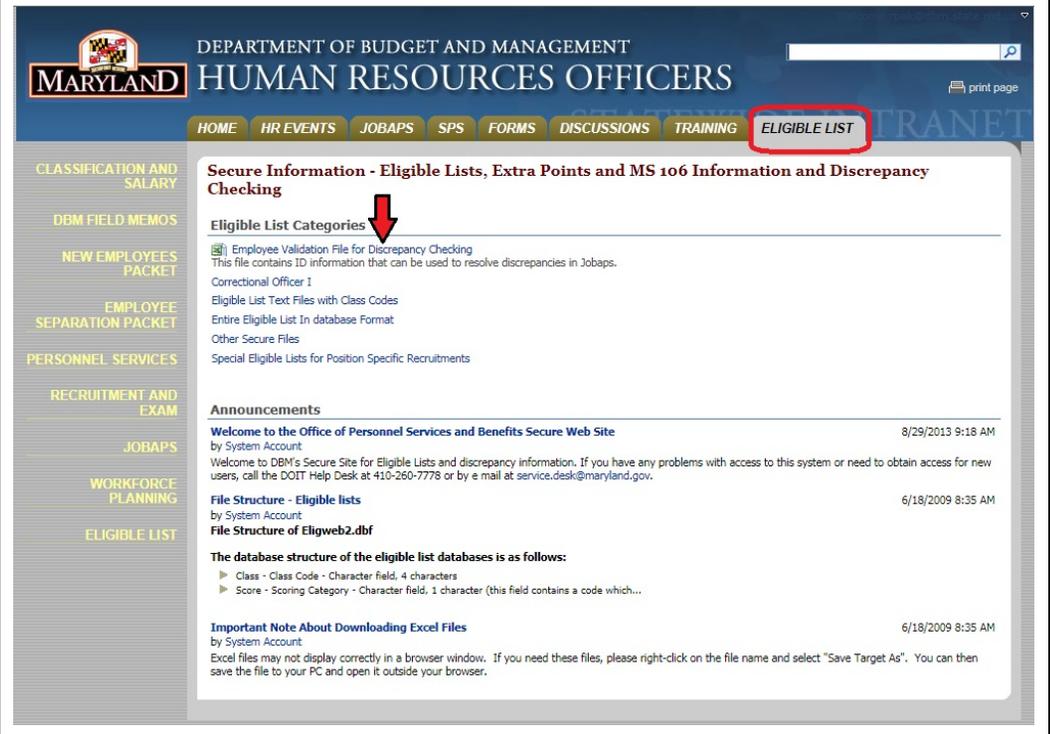
9. Log into the Human Resources Officers' website.



The screenshot shows the login page for the Department of Budget and Management (DBM) Statewide Intranet. The page features the Maryland state logo and the text "DEPARTMENT OF BUDGET AND MANAGEMENT STATEWIDE INTRANET". A search bar is located in the top right corner. Below the header, there is a "LOGIN" link on the left. The main content area includes a photograph of two ospreys on a nest. Below the photo, there is a disclaimer: "Access to this system is restricted to authorized users only and limited to approved business purposes. By using this system you expressly consent to the monitoring of all activities. Any unauthorized access or use of this system is prohibited and could be subject to criminal and civil penalties. All records, reports, e-mail, software, and other data generated by or residing upon this system are the property of the State of Maryland and may be used by the State of Maryland for any purpose." Below the disclaimer are input fields for "User Name:" and "Password:", followed by a "Log In" button. On the right side, there is a section titled "Attention HR Officers" with instructions: "To request access to the DBM Human Resources Officers website, please read the Application and Authorization for OPSB System Form Instructions. Then submit the Application and Authorization for OPSB Systems form and Signature Authorization form per the instructions." A "NOTE" below this section states: "NOTE: for existing Human Resources Officers website users needing to reset their password, please send an email request to service.desk@maryland.gov." At the bottom of the page, there are links for "Contact the Office", "Accessibility", "Privacy Notice", and "Terms of Use", along with the address "45 Calvert Street, Annapolis MD 21401 | 300-301 West Preston Street, Baltimore MD 21401 | Toll Free: 877.634.6361".

10. Click on *Eligible List* tab.

11. Click on  [Employee Validation File for Discrepancy Checking](#)



DEPARTMENT OF BUDGET AND MANAGEMENT  
**MARYLAND** HUMAN RESOURCES OFFICERS

HOME HR EVENTS JOBAPS SPS FORMS DISCUSSIONS TRAINING **ELIGIBLE LIST**

**Secure Information - Eligible Lists, Extra Points and MS 106 Information and Discrepancy Checking**

**Eligible List Categories**

-  [Employee Validation File for Discrepancy Checking](#)  
This file contains ID information that can be used to resolve discrepancies in Jobaps.  
Correctional Officer I  
Eligible List Text Files with Class Codes  
Entire Eligible List In database Format  
Other Secure Files  
Special Eligible Lists for Position Specific Recruitments

**Announcements**

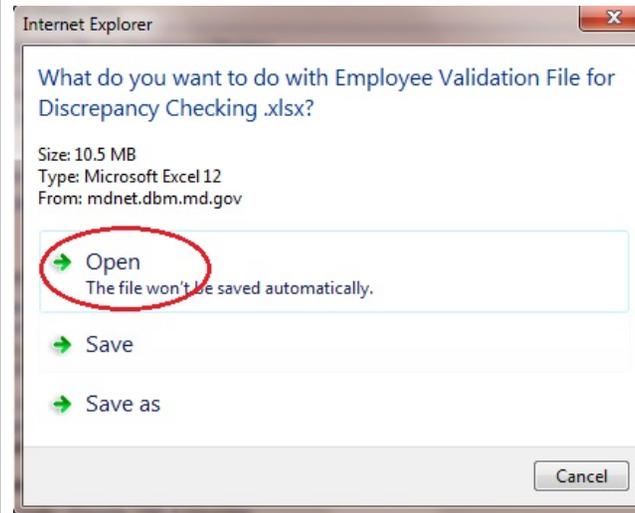
- Welcome to the Office of Personnel Services and Benefits Secure Web Site** 8/29/2013 9:18 AM  
by System Account  
Welcome to DBM's Secure Site for Eligible Lists and discrepancy information. If you have any problems with access to this system or need to obtain access for new users, call the DOIT Help Desk at 410-260-7778 or by e mail at [service.desk@maryland.gov](mailto:service.desk@maryland.gov).
- File Structure - Eligible lists** 6/18/2009 8:35 AM  
by System Account  
**File Structure of Eligweb2.dbf**

**The database structure of the eligible list databases is as follows:**

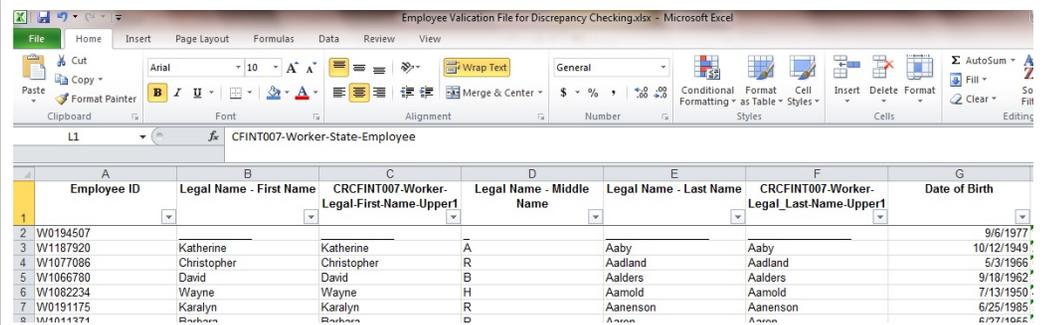
- ▶ Class - Class Code - Character field, 4 characters
- ▶ Score - Scoring Category - Character field, 1 character (this field contains a code which...

**Important Note About Downloading Excel Files** 6/18/2009 8:35 AM  
by System Account  
Excel files may not display correctly in a browser window. If you need these files, please right-click on the file name and select "Save Target As". You can then save the file to your PC and open it outside your browser.

12. Click on  **Open** to open the Excel file.



13. **NOTE:** The Employee Validation File for Discrepancy Checking is an Excel spreadsheet. All current and former Maryland State employees are on the file in alphabetical order by legal last name.



	A	B	C	D	E	F	G
	Employee ID	Legal Name - First Name	CRCFINT007-Worker-Legal-First-Name-Upper1	Legal Name - Middle Name	Legal Name - Last Name	CRCFINT007-Worker-Legal-Last-Name-Upper1	Date of Birth
1							
2	W0194507						9/6/1977
3	W1187920	Katherine	Katherine	A	Aaby	Aaby	10/12/1949
4	W1077086	Christopher	Christopher	R	Aadland	Aadland	5/3/1966
5	W1066780	David	David	B	Aalders	Aalders	9/18/1962
6	W1082234	Wayne	Wayne	H	Aamold	Aamold	7/13/1950
7	W0191175	Karalyn	Karalyn	R	Aanenson	Aanenson	6/25/1985
8	W1011371	Barbara	Barbara	D	Aanon	Aanon	6/27/1966

Leave the Employee Validation file open and return to the Point Discrepancy Report in JobAps. You will need both the Employee Validation file and the Point Discrepancy Report open to insert the Seniority Points on the Annotate screen.



Insert Seniority Points on the Annotate Screen

1. **NOTE:** On the Point Discrepancy Report in JobAps, select an applicant that has a discrepancy.

**Point Discrepancy Listing**

Page 1 of 2; Total Records: 76  
12

Last Name	First Name	Annotate	Job Title	Current or Former Employee	Claimed Current or Former Employee	Seniority Points	Veterans Points	Residence Points
ADAMS	DONALD	<a href="#">Annotate</a>	CORR OFFICER LIEUTENANT		C	0.0000	0.0000	5.0000
AJOSE	GANIYAT	<a href="#">Annotate</a>	CORR OFFICER LIEUTENANT		C	10.0000	0.0000	5.0000
AKINPETIDE	ADEDAPO	<a href="#">Annotate</a>	CORR OFFICER LIEUTENANT		C	0.0000	0.0000	5.0000
ALBRIGHT	WILLIAM	<a href="#">Annotate</a>	CORR OFFICER LIEUTENANT	C	C	2.7500	0.0000	5.0000

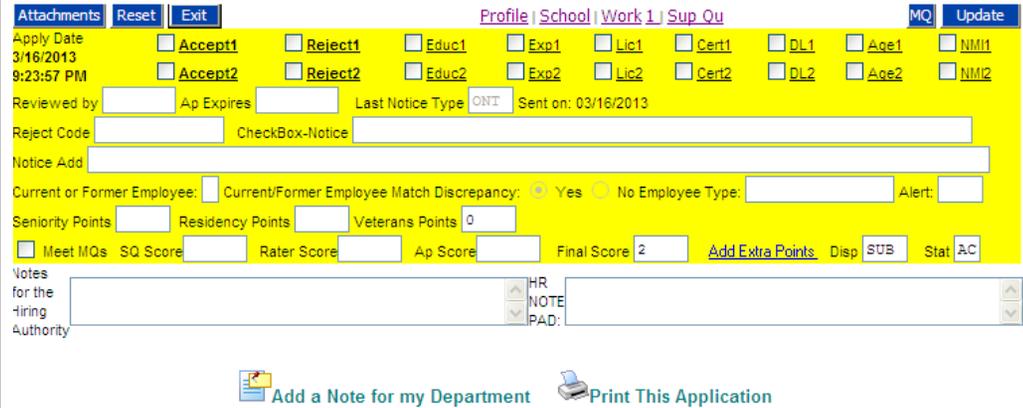
2. Click on *Annotate*.

**Point Discrepancy Listing**

Page 1 of 2; Total Records: 76  
12

Last Name	First Name	Annotate	Job Title	Current or Former Employee	Claimed Current or Former Employee	Seniority Points	Veterans Points	Residence Points
ABATAN	BABAJIDE	<a href="#">Annotate</a>	CORR OFFICER LIEUTENANT					
ADAMS	DONALD	<a href="#">Annotate</a>	CORR OFFICER LIEUTENANT		C	0.0000	0.0000	5.0000
AJOSE	GANIYAT	<a href="#">Annotate</a>	CORR OFFICER LIEUTENANT		C	10.0000	0.0000	5.0000
AKINPETIDE	ADEDAPO	<a href="#">Annotate</a>	CORR OFFICER LIEUTENANT		C	0.0000	0.0000	5.0000
ALBRIGHT	WILLIAM	<a href="#">Annotate</a>	CORR OFFICER LIEUTENANT	C	C	2.7500	0.0000	5.0000

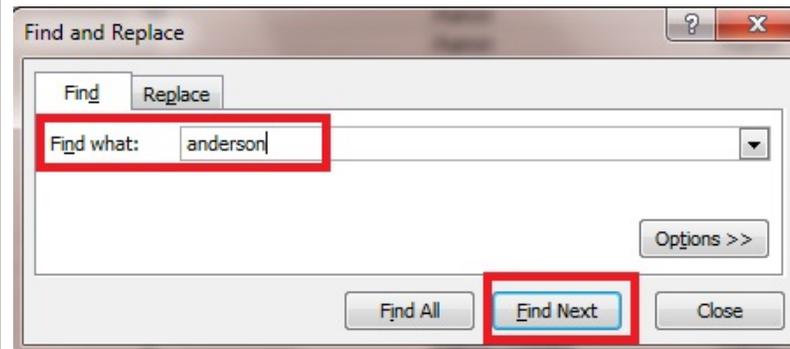
3. **NOTE:** The Annotate screen will display.



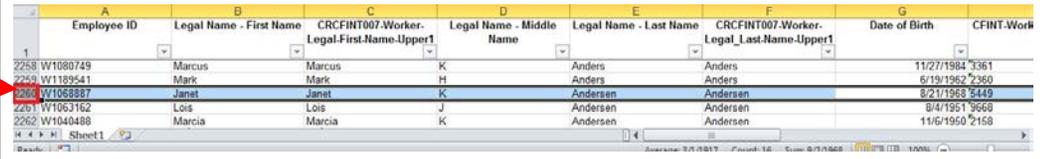
4. Refer to the Employee Validation file to search for the applicant.

**NOTE:** To search for an applicant, you may use the scroll bar or you may use the Find function in Excel. To use the Find function, press down and hold the control key on your keyboard then press down on the F Key. The Find and Replace window will appear. Type the last name of the person you are looking for, and then click on Find Next to begin the search. Continue to click on Find Next until the candidate is located on the spreadsheet.

**NOTE:** You may also search for an employee by first and last name, date of birth, or last 4 digits of social security number.



5. **NOTE:** When you have located the candidate, you can highlight the row by clicking on the row number.



	A	B	C	D	E	F	G	
	Employee ID	Legal Name - First Name	CRCFINT007.Worker- Legal-First-Name-Upper1	Legal Name - Middle Name	Legal Name - Last Name	CRCFINT007.Worker- Legal_Last-Name-Upper1	Date of Birth	CFINT-Work
2258	W1080749	Marcus	Marcus	K	Anders	Anders	11/27/1984	3361
2259	W1189541	Mark	Mark	H	Anders	Anders	6/19/1962	2360
2260	W1068887	Janet	Janet	K	Andersen	Andersen	8/21/1988	8449
2261	W1063162	Lois	Lois	J	Andersen	Andersen	8/4/1951	9669
2262	W1040488	Marcia	Marcia	K	Andersen	Andersen	11/6/1950	2158

6. **NOTE:** Use the scroll bar to scroll to the right to locate the Seniority Points for the candidate under the **CFINT-Worker-Seniority-Points** column.

CFINT007 Worker-Status- Employee	CFINT007 Worker-JobAps Employee-Type	Length of Service in Months from Company Service Date	Years of Service	CFINT Worker-MS106	CFINT Worker Seniority- Points	CFINT Worker-Cost- Center-9-Digits	CFINT_Orga ck_Distrib
2243 C	PERMANENT	0	33		5 410101002		060
2244 F		0	0		0		
2245 C	PERMANENT	0	16		4 401201003		041
2246 C	PERMANENT	0	10		2 5352004003		003
2247 C	CONTRACTUAL	0	1		0 560400000		
2248 F		0	8		0		
2249 F		0	2		0		
2250 C	CONTRACTUAL	0	0		0 230801005		002
2251 F		0	40		0		
2252 C	PERMANENT	0	5		1 25 3 0101002		
2253 F		0	26		0		
2282 C	PERMANENT	0	24		5 320602049		061
2283 C	CONTRACTUAL	0	6		0 220100004		074

7. **Type** in the correct number of seniority points the candidate should have received in the *Seniority Points* section.

**NOTE:** Do not add points in any other area other than the *Seniority Points* field.

Attachments | Reset | Exit | Profile | School | Work 1 2 3 | Sup Qu | MQ | Update

Apply Date: 3/14/2013  
 Accept1  Reject1  Educ1  Exp1  Lic1  Cert1  DL1  Age1  NMI1  
 2:13:36 AM  Accept2  Reject2  Educ2  Exp2  Lic2  Cert2  DL2  Age2  NMI2

Reviewed by: \_\_\_\_\_ Ap Expires: \_\_\_\_\_ Last Notice Type: ONT Sent on: 03/14/2013

Reject Code: \_\_\_\_\_ CheckBox-Notice: \_\_\_\_\_

Notice Add: \_\_\_\_\_

Current or Former Employee:  Current/Former Employee Match Discrepancy:  Yes  No Employee Type: PERMANENT Alert: \_\_\_\_\_

Seniority Points: **1.75** Residency Points: 5 Veterans Points: 0

Meet MQs SQ Score: 2 Rater Score: \_\_\_\_\_ Ap Score: \_\_\_\_\_ Final Score: 2 Add Extra Points: Disp SUB Stat AC

Notes for the Hiring Authority: \_\_\_\_\_

HR NOTE PAD: \_\_\_\_\_

Add a Note for my Department | Print This Application

8. **Click Update** to save the information. Then click on Exit to exit the Annotate screen for this applicant.

Attachments | Reset | Exit | Profile | School | Work 1 2 3 | Sup Qu | MQ | Update

Apply Date: 3/14/2013  
 Accept1  Reject1  Educ1  Exp1  Lic1  Cert1  DL1  Age1  NMI1  
 2:13:36 AM  Accept2  Reject2  Educ2  Exp2  Lic2  Cert2  DL2  Age2  NMI2

Reviewed by: \_\_\_\_\_ Ap Expires: \_\_\_\_\_ Last Notice Type: ONT Sent on: 03/14/2013

Reject Code: \_\_\_\_\_ CheckBox-Notice: \_\_\_\_\_

Notice Add: \_\_\_\_\_

Current or Former Employee:  Current/Former Employee Match Discrepancy:  Yes  No Employee Type: PERMANENT Alert: \_\_\_\_\_

Seniority Points: 1.75 Residency Points: 5 Veterans Points: 0

Meet MQs SQ Score: 2 Rater Score: \_\_\_\_\_ Ap Score: \_\_\_\_\_ Final Score: 2 Add Extra Points: Disp SUB Stat AC

Notes for the Hiring Authority: \_\_\_\_\_

HR NOTE PAD: \_\_\_\_\_

Add a Note for my Department | Print This Application



9. Proceed to the next applicant on the *Seniority Point Discrepancy Listing*, verify the seniority points in the Seniority Points file and correct the number of points on the Annotate screen until all applicants are complete.

**Point Discrepancy Listing**

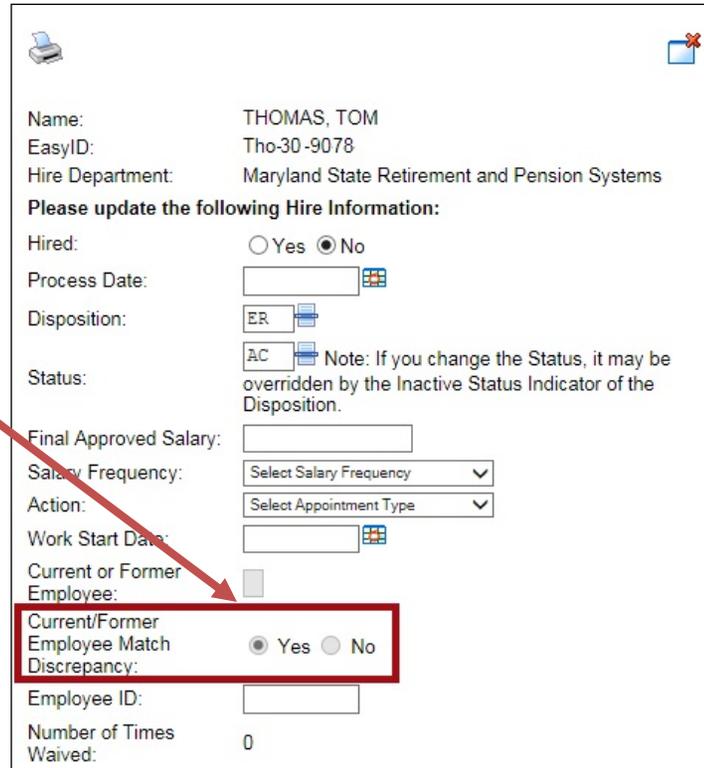
Page 1 of 2; Total Records: 76  
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Last Name	First Name	Annotate	Job Title	Current or Former Employee	Claimed Current or Former Employee	Seniority Points	Veterans Points	Reside Point
ABATAN	BABAJIDE	Annotate	CORR OFFICER LIEUTENANT	C	C	1.7500	0.0000	5.000
ADAMS	DONALD	Annotate	CORR OFFICER LIEUTENANT	C	C	0.0000	0.0000	5.000
AJOSE	GANIYAT	Annotate	CORR OFFICER LIEUTENANT	C	C	10.0000	0.0000	5.000
AKINPETIDE	ADEDAPO	Annotate	CORR OFFICER LIEUTENANT	C	C	0.0000	0.0000	5.000

### Correct the Discrepancy on the Application to Process the Hire Details

Adding the seniority points on the Annotate screen will not remove the check next to Yes for discrepancy on the Hire Details page. The application must be edited to remove the check on the Hire Details page. Failure to correct the application prior to submitting the Hire Details to Workday will prevent the hire from being processed in in Workday. As a result, the hire will not get paid.

Please note that correcting the application only applies to the candidate who is selected for hire. It is not necessary to correct the applications for all those who are on the cert list.



Name: THOMAS, TOM  
EasyID: Tho-30-9078  
Hire Department: Maryland State Retirement and Pension Systems

**Please update the following Hire Information:**

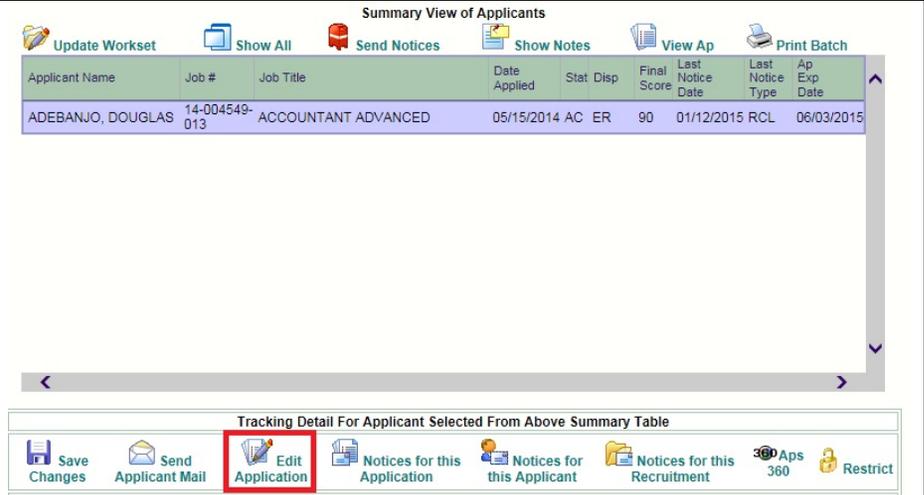
Hired:  Yes  No  
Process Date:   
Disposition: ER  
Status: AC Note: If you change the Status, it may be overridden by the Inactive Status Indicator of the Disposition.  
Final Approved Salary:   
Salary Frequency: Select Salary Frequency  
Action: Select Appointment Type  
Work Start Date:   
Current or Former Employee:   
**Current/Former Employee Match Discrepancy:  Yes  No**  
Employee ID:   
Number of Times Waived: 0

1. Click on Aps>View sub-tab and **type** the recruitment number in the Recruit # field.  
  
**Type** the candidate's name to only filter on that candidate. You may filter on EasyID, too.  
  
 Click on Summary to display the data.



The screenshot shows the JobAps search interface. The 'Recruit #' field contains '14-004549-013' and the 'Last Name' field contains 'Ade\*'. The 'First Name' field contains 'douglas'. The 'Summary' button is highlighted in the left-hand navigation menu.

2. Click once on the applicant's row to select it, and then click on Edit Application.



The screenshot shows the 'Summary View of Applicants' table. The row for 'ADEBANJO, DOUGLAS' is selected. Below the table, the 'Tracking Detail For Applicant Selected From Above Summary Table' section is visible, with the 'Edit Application' button highlighted.

Applicant Name	Job #	Job Title	Date Applied	Stat	Disp	Final Score	Last Notice Date	Last Notice Type	Ap Exp Date
ADEBANJO, DOUGLAS	14-004549-013	ACCOUNTANT ADVANCED	05/15/2014	AC	ER	90	01/12/2015	RCL	06/03/2015



3. Refer to the Employee Validation file to confirm the following against the information on the application.

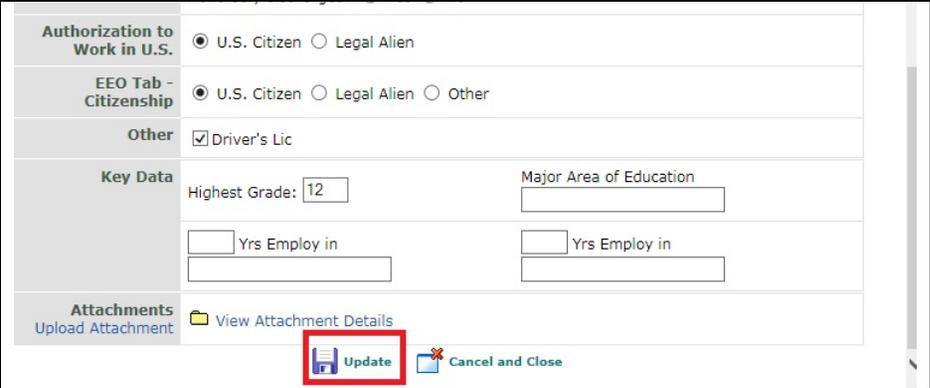
- spelling of the candidate's last name
- spelling of the candidate's first name
- verify if the candidate has a middle initial
- the last four digits of the SSN#
- DOB

4. Make any necessary edits on the application so that the information on the application matches the information the Employee Validation file.

In this example, the candidate indicated on the application that he is a Current employee. Cross-check on the Employee Validation file that the candidate is a current employee. Then verify the spelling of the name, last 4 digits of the SSN and DOB. In this example, the letter "A" was not on the application for the middle initial, but it is listed on the Employee Validation file. The red box shows where information needs to be entered. Please note that the appropriate field for the middle initial may differ depending on whether the candidate is a current or former employee.

<b>Maryland Employment</b>	<input type="radio"/> Never been employed by the State of Maryland. <input checked="" type="radio"/> Current employee of the State of Maryland. <input type="radio"/> Former employee who has held employment with the State of Maryland in the past three years. <input type="radio"/> Former employee whose most recent employment with the State of Maryland was over three years ago.
<b>You must answer the following questions in order for seniority points to be applied.</b>	
<b>Please provide* the first name while employed by the State of Maryland</b>	<input type="text" value="DOUGLAS"/>
<b>If a former employee of the State of Maryland, what was the middle initial at the time of separation</b>	<input type="text"/> <small>If no middle initial, please do not enter anything into this field.</small>
<b>If a former* employee of the State of Maryland, what was the middle initial at the time of separation</b>	<input type="text" value="ADEBANJO"/>
<b>What is the birth* year?</b>	<input type="text" value="1959"/>
<b>Please provide the middle initial that is in the employee record to ensure that appropriate extra points are awarded. If no middle initial, you may leave this blank.</b>	<input type="text" value="A"/> <small>If no middle initial in employee record you may leave this field blank.</small>

5. Scroll down to click on Update to save the information and to close the window.

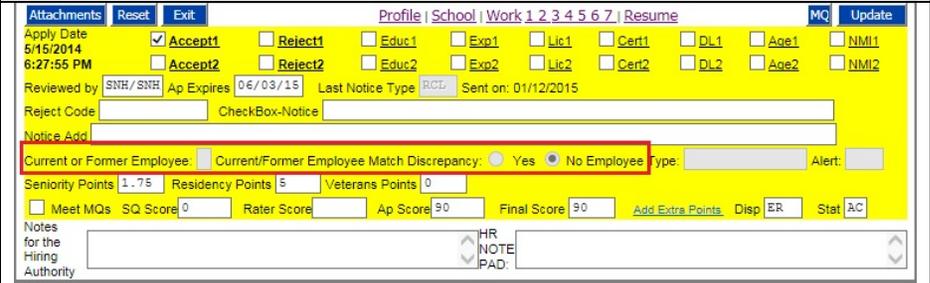


This screenshot shows a form with several sections:
 

- Authorization to Work in U.S.:** Radio buttons for U.S. Citizen (selected) and Legal Alien.
- EEO Tab - Citizenship:** Radio buttons for U.S. Citizen (selected), Legal Alien, and Other.
- Other:** A checked checkbox for Driver's Lic.
- Key Data:** Fields for Highest Grade (12), Major Area of Education, Yrs Employ in, and Yrs Employ in.
- Attachments:** A link for View Attachment Details and an Upload Attachment button.

 At the bottom right, there are two buttons: 'Update' (highlighted with a red box) and 'Cancel and Close'.

6. Open the annotate screen for the candidate to ensure that the discrepancy has been removed.



This screenshot shows the 'Hire Details' page for a candidate. The page is yellow and contains various fields and buttons:
 

- Buttons: Attachments, Reset, Exit, Profile, School, Work 1 2 3 4 5 6 7, Resume, MQ, Update.
- Apply Date: 5/15/2014 6:27:55 PM. Status: Accept1 (checked), Reject1, Educ1, Exp1, Lic1, Cert1, DL1, Age1, NMI1.
- Reviewed by: SNH/SNH. Ap Expires: 06/03/15. Last Notice Type: RCL. Sent on: 01/12/2015.
- Reject Code: [Field]. CheckBox-Notice: [Field].
- Notice Add: [Field].
- Current or Former Employee: [Field]. Current/Former Employee Match Discrepancy: Yes (radio), No Employee (radio, selected). Type: [Field]. Alert: [Field].
- Seniority Points: 1.75. Residency Points: 5. Veterans Points: 0.
- Meet MQs: [Field]. SQ Score: 0. Rater Score: [Field]. Ap Score: 90. Final Score: 90. Add Extra Points, Disp, ER, Stat, AC.
- Notes for the Hiring Authority: [Field]. HR NOTE PAD: [Field].

If the discrepancy still appears on the Hire Details page, then please contact the SPS team for assistance before moving forward with the hire.