



STATEWIDE PERSONNEL
— **S Y S T E M** —

Change Job - Transfer

October 2026

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Change Job – Transfer Business Process

Process Overview

The Change Job process is used to transfer employees from one supervisory organization to another within or outside of an Agency. Transfers can be initiated in two ways:

- From a recruitment in JobAps or
- In Workday by an HR Coordinator, for Reassignments and transfers to independent Agencies.

For transfers initiated from JobAps, the hiring agency will initiate the worker transfer.

For a Reassignment, a position must be “available to fill” in the supervisory organization (i.e., someone must be vacating the position, or it must be otherwise unfilled” that the employee is being transferred into.

The steps in the Change Job – Transfer business process are listed in the table below. It includes the process steps, the role that performs the task and the description.

Process Steps	Role	Description
Initiate Transfer in JobAps via the Hire Details Page*	Recruiter (Proposed Agency)	Complete the Hire Details Page, including: - Action = Transfer - Ensure the W# for the worker has been automatically populated - Start Date = the effective date of the transfer - Position = The Workday position number the worker is being transferred into
Initiate Change Job – Transfer in Workday*	HR Coordinator (Current or Proposed Agency)	Enter job change data in Workday, including: - New manager and supervisory organization - Reason (see Events and Reasons section) - New position - Other job details, as needed
Review JobAps Data*	HR Coordinator (Proposed Agency)	Review job change data from JobAps, including: - New manager and supervisory organization - Reason (see Events and Reasons section) - New position - Other job details, as needed
Proposed Compensation	HR Coordinator (Proposed Agency)	**If non-conversion reason is used, this step will be triggered*** - Need to change salary to hourly or hourly to salary - Ensure all comp lines are correct based on docs
Agency Job Change Approvals*	HR Partner (Proposed Agency)	Agency HR Director approval of the transfer
	Appointing Authority (Proposed Agency)	Agency Appointing Authority approval of transfer
Role Assignment to Dos*	HR Coordinator (Current Agency)	Determine if the worker has roles that need to be reassigned. Assign roles to another worker, if applicable.
Role Assignment to Dos*	(Current Agency)	Review user-based security assignments, if applicable
Assign Pay Group*	HR Coordinator (Proposed)	Assign pay group for the job change. NOTE: If the employee has multiple jobs, assign pay

NOTE: Some tasks (marked with asterisk {*}) in the Change Job process are not always required due to the reason selected for the job change or other conditions.

Events and Reasons

You will select one of the following reasons when initiating a job change on a worker.

Transfer Event

Reason	Description
Transfer – Contractual Conversion	Transfer an employee from a contractual Position to a State/Regular Position (per conversion guidelines)
Transfer – (Non-conversion)	Transfer an employee (when conversion guidelines are not met) from a contractual Position to a State/Regular Position or from a State/Regular Position to a contractual position or contractual position to a new contractual position with a change in compensation (triggers a compensation step)
Transfer – End of Temporary Duty	End the 6 months temporary duty (e.g., temporary employee).
Transfer – Independent Agency	Transfer an employee to a CPBI Agency in Workday.
Transfer – Intra Agency	Transfer an employee to a supervisory organization within the same Agency in Workday
Transfer – JobAps-Independent Agency	Initiate an employee transfer to a CBPI Agency through JobAps
Transfer – JobAps-Intra Agency	Initiate an employee transfer to a supervisory organization within the same Agency through JobAps
Transfer - JobAps-Other Agency	Initiate an employee transfer to another SPMS Agency through JobAps
Transfer – Other Agency	Initiate an employee transfer to another SPMS Agency through Workday
Transfer – Reassignment in Same Agency	Transfer an employee reassignment to another position and supervisory organization within the same Agency in Workday.
Transfer - Temporary Duty	Transfer an employee to a 6 months temporary employment (e.g., temporary employee).

Before you begin...

You will need the following information to complete the process:

- Supervisory Organization
- Employee's name or employee ID
- Proposed manager and related Supervisory Organization (if being moved to a different team)
- Effective Date of Transfer
- Position ID/Name
- Job Profile
- Employee's Job Title

HINT: Use the SPMS View All Positions Report to identify positions and corresponding workers, supervisory orgs, FTE % and other details to assist with the job change.

NOTE: In JobAps, there is no field to narrow down transfer reasons; this is done in Workday

*If you need to complete a compensation change on a transfer processed in JobAps (not contractual conversion), once it is integrated to Workday:

- 1) In Workday, remove the "Transfer" reason for the transfer.
- 2) Select the "Transfer (Non-conversion)"

The correct Transfer reason is critical, because it impacts benefits and pay for the employee.

Employee type of Transfer:	Pay change/type required?	Transfer Reason
Contractual to State/Regular (Contractual Conversion)	Y	Contractual Conversion – specific State policies must be met to use this reason. Please refer to the Transfer Job Aid for details
Contractual to (State/Regular or Temporary)	Y	Transfer (Non-conversion)
Contractual to Contractual	N	• End of Temporary Duty • Indep Agency (JobAps) • Intra Agency (JobAps) • Other Agency (JobAps) • Reassignment in Same Agency • Temporary Duty
Contractual to Contractual	Y	Transfer (Non-conversion)
State/Regular to (Contractual or Temporary)	Y	Transfer (Non-conversion)
State/Regular to State/Regular	N	• End of Temporary Duty • Indep Agency (JobAps) • Intra Agency (JobAps) • Other Agency (JobAps) • Reassignment in Same Agency • Temporary Duty
Temporary to (Contractual or State/Regular)	Y	Transfer (Non-conversion)

Review Transfer Initiated by JobAps

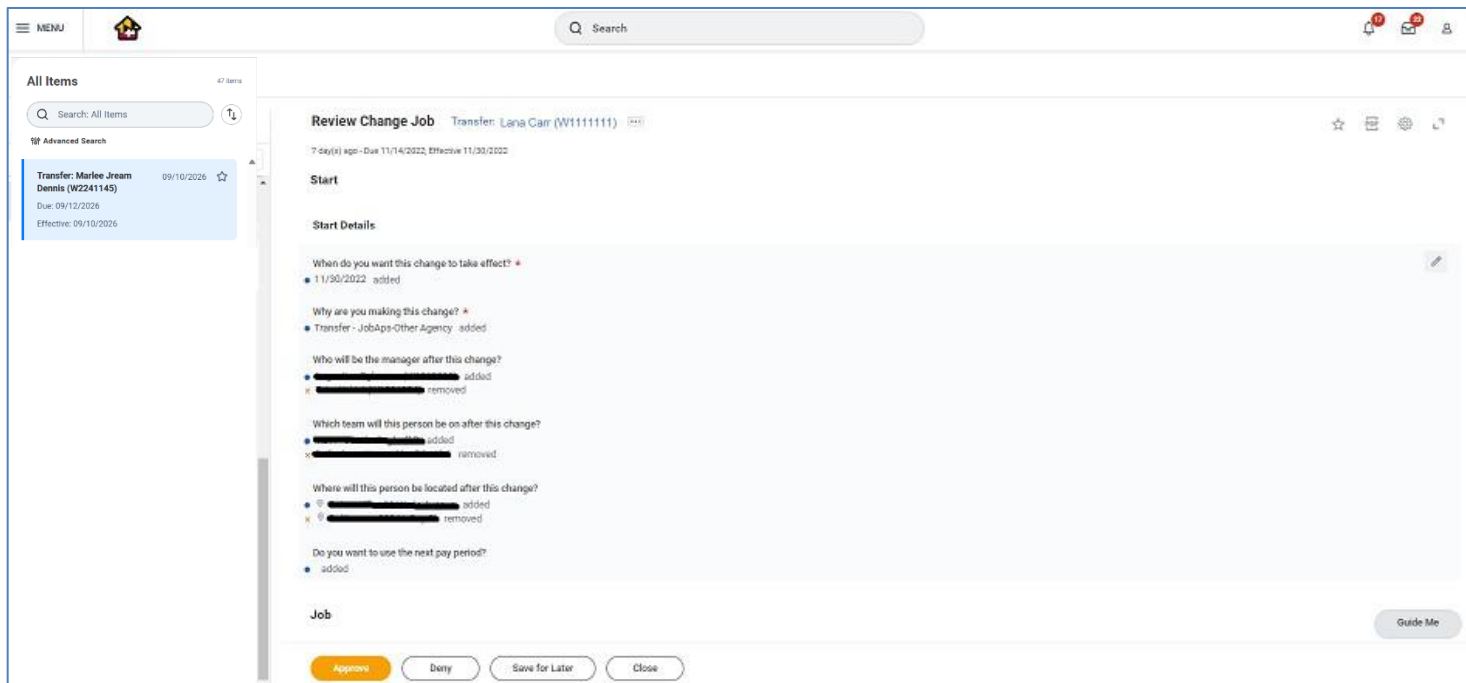
(Completed by Proposed HR Coordinator)

When a promotion, voluntary demotion, or transfer occurs as a result of recruitment in JobAps, you will receive a required action in your inbox. All job change data is entered automatically when the Change Job process is initiated by JobAps. The HR Coordinator needs to review this information and approve. After your approval and submission, all other steps in the Change Job business process will follow.

The procedure to review promotions, demotions, and transfer from JobAps follows. If you need to complete a promotion, demotion, or transfer that is not recruited in JobAps use the “Initiate Change Job in Workday” procedure.

Procedure:

1. If your transaction comes from JobAps, you will navigate to the **My Task box**  icon from the Home Screen.
2. Click the Change Job task in your My taskbox.
3. Click the arrows  to expand the window.



Review Change Job Transfer: Lana Carr (W11111111) 7 day(s) ago - Due 11/14/2022, Effective 11/30/2022

Start

Start Details

When do you want this change to take effect? *

- 11/30/2022 added

Why are you making this change? *

- Transfer - JobAps-Other Agency added

Who will be the manager after this change?

- [redacted] added
- [redacted] removed

Which team will this person be on after this change?

- [redacted] added
- [redacted] removed

Where will this person be located after this change?

- [redacted] added
- [redacted] removed

Do you want to use the next pay period?

- added

Job

Approve Deny Save for Later Close

4. Scroll to see full details to review the information.

5. Click the **Approve**  button.



Important Note:

If the HRC makes any changes to the details on the transfer event in the My Task box, the PIN will be removed from the position field. *Check this field before selecting the submit options for this transaction.*

6. The System Task is complete.

Initiate a Transfer in Workday

To start a transfer in Workday that was not initiated in JobAps, follow the procedure below.

NOTE: If the HR Coordinator in the “Current” Agency initiates the transfer, only the new manager, related sup org, and the reason can be entered. This action is considered a “Request for a Transfer” in Workday. The process will route to the next person as listed in the Business Process Overview section of this guide.

Procedure:

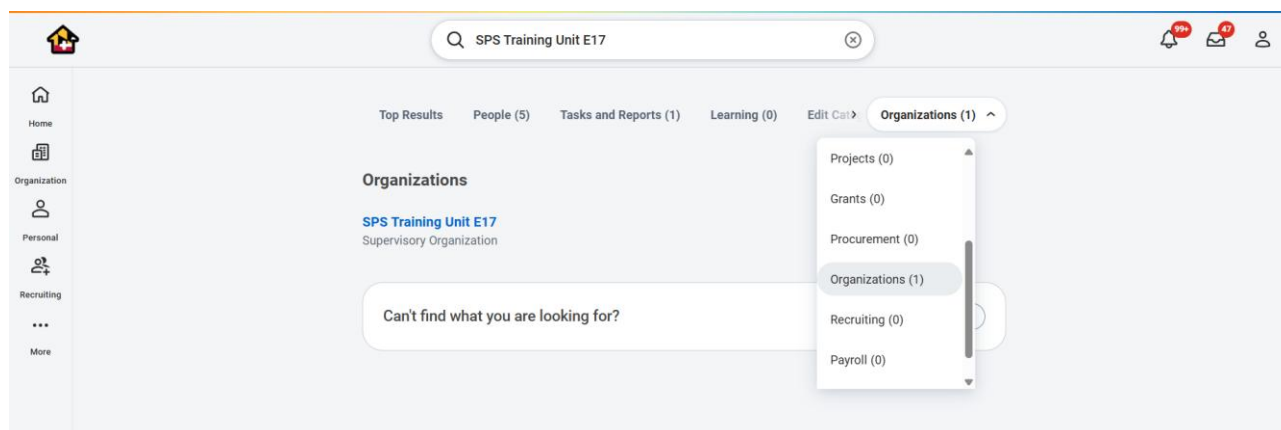
1. Type the Supervisory Organization name in the Search field.



Tip: If you know the employee’s name or employee ID for which you are processing a job change, you can search using these values.

2. Click the **search**  icon.

3. Click the Supervisory Organization hyperlink in the search results. NOTE: You may have to select Organization on the left-hand side of the screen to narrow the search for Organizations only.



Title: Change Job: Transfer
Functional Area: Staffing

4. Click the **Members** tab.
5. Identify the employee you want, then click the Related Actions and Preview  icon next to the employee's name.

SPS Training Unit E17 

Type Supervisory Superior Organization [SPS Training Unit E1](#)

Organization ID T_075930 Subordinates [SPS Training Unit E18](#)
[SPS Training Unit E19](#)

Details **Members** Staffing Roles Security Groups Organization Assignments

Members

Members 5 items

Worker	Worker ID	Position	Phone	Email	Location
Estefan Kramer-T (T1000201)	T1000201	T2180 Admin Aide OAG			Baltimore - 301 W. Preston St
James Hugh-T (T1000204)	T1000204	T2626 Administrator III			Baltimore - 301 W. Preston St
Khaled Saleh-T (T1000245)	T1000245	T1420 HR Officer II			Baltimore - 301 W. Preston St
Lamb Chop (T1001800)	T1001800	TE23 Accountant I			Baltimore - 301 W. Preston St
Padre-T Alberto-T (T1001780)	T1001780	T1905 Prgm Mgr III			Baltimore - 301 W. Preston St

6. In the menu, hover over the Job Change, and then click Transfer, Promote or Change Job.

SPS Training Unit E17 

Type Supervisory Organization ID T_075930

Details **Members**

Members

Members 5 items

Worker	Worker ID	Position
Estefan Kramer-T (T1000201)	T1000201	T2180 Admin Aide OAG
James Hugh-T (T1000204)	T1000204	T2626 Administrator III
Khaled Saleh-T (T1000245)	T1000245	T1420 HR Officer II
Lamb Chop (T1001800) 	T1001800	TE23 Accountant I
Padre-T Alberto-T (T1001780)	T1001780	T1905 Prgm Mgr III

Actions

- Frequently Used
 - View Worker History
 - Start Proxy
 - Request Compensation...
 - Transfer, Promote or C...
 - Request One-Time Pay...
- Business Process >
- Compensation >
- Job Change**
- Organization >
- Payroll >
- Payroll Interface >
- Personal Data >
- Talent >
- Time and Absence >

Worker

[Lamb Chop \(T1001800\)](#)

- Transfer, Promote or Change Job**
- Change Business Title
- Change Location
- Add Contract
- Add Job
- End Job
- Terminate Employee
- Employee Contracts
- Manage Probation Periods
- Switch Primary Job

Contact

Work Address

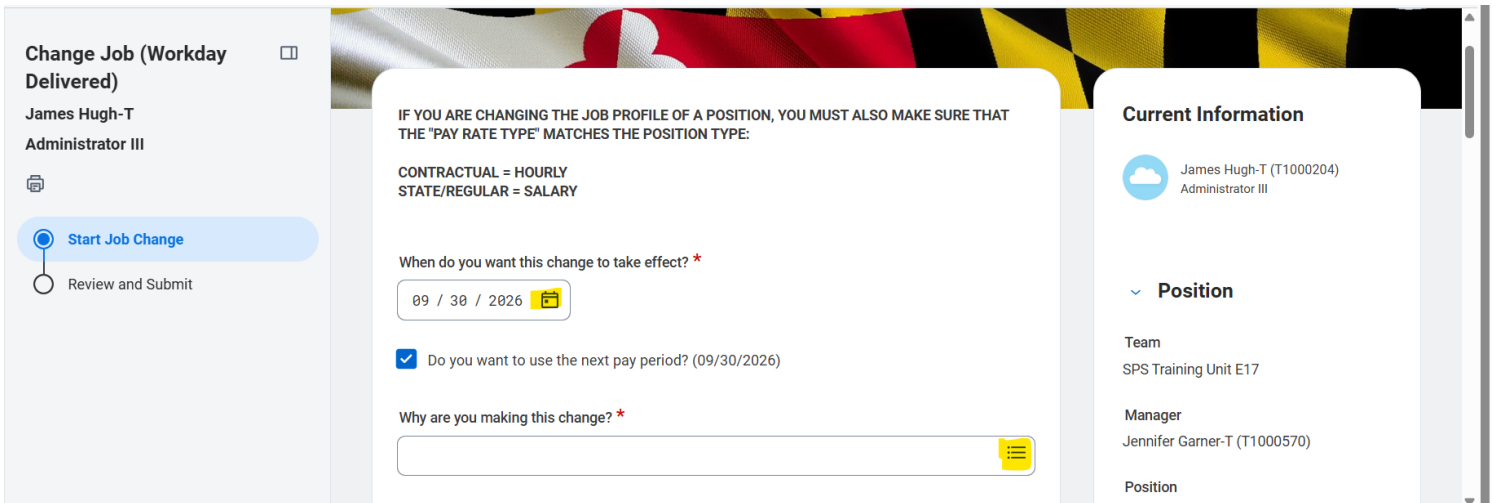
[Baltimore - 301 W. Preston St](#)

Manager [Jennifer Garner-T \(T1000570\)](#)

Location [Baltimore - 301 W. Preston](#)

Time in Position 34 year(s), 10 month(s), 25 day

7. Click the Calendar  icon to select the accurate effective date for the transfer.
 - **When do you want the change to take effect?** (Enter the effective date.)
8. Use the drop down to answer: **Why are you making the change?** (Enter one of the event reasons below.)
 - Transfer – Contractual Conversion (Converting contractual PIN to a merit PIN)
 - Transfer – (Non-Conversion) – triggers compensation
 - Transfer – End of Temporary Duty
 - Transfer – Indep Agency (to a CPBI agency)
 - Transfer – Intra Agency (to a sup org within the same agency)
 - Transfer – Other Agency (to another SPMS agency)
 - Transfer – Reassignment in Same Agency (reassignment to another position within the same agency)
 - Transfer – Temporary Duty



9. Scroll to the Transfer Information section and delete the current data using the x next to each. Search for the supervisory organization of the PIN that the employee is being transferred INTO.

Transfer Information

Which team will this person be moving to?

 SPS Training Unit E17 

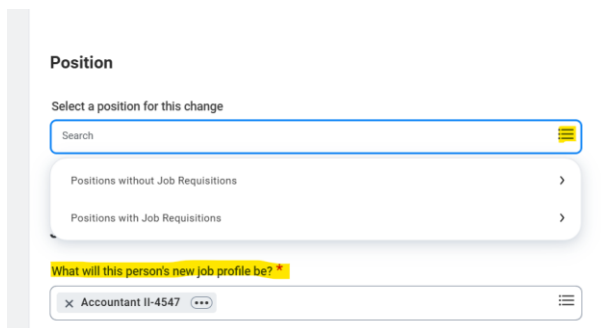
Who will be this person's manager after the move?

 Jennifer Garner-T (T1000570) 



Information: The supervisory org defaults from the manager selected. If the manager supervises more than one team, you will need to select the appropriate supervisory org.

10. Continue down to the Position section. Here select or enter the six-digit code for the employee's NEW position (PIN). Ensure that the job profile that is populated, is accurate before moving on.



Position

Select a position for this change

Search

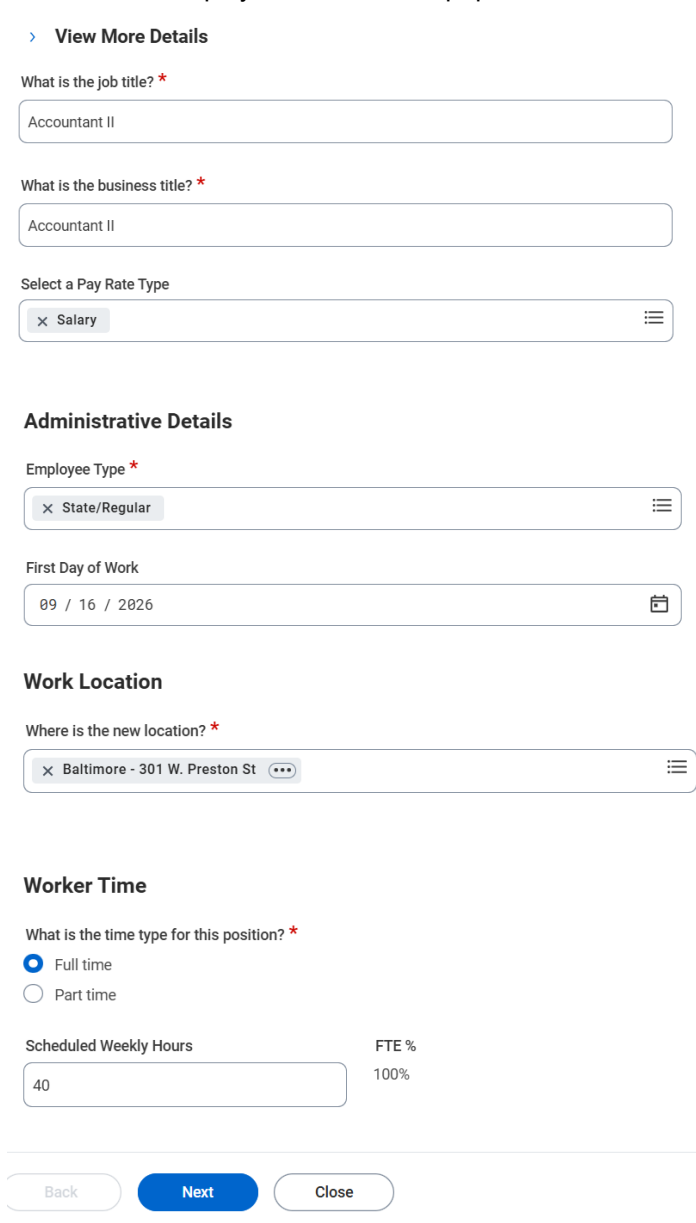
Positions without Job Requisitions

Positions with Job Requisitions

What will this person's new job profile be? *

Accountant II-4547

11. Double check the rest of the employee's details that populate in the following sections before continuing:



> **View More Details**

What is the job title? *

Accountant II

What is the business title? *

Accountant II

Select a Pay Rate Type

Salary

Administrative Details

Employee Type *

State/Regular

First Day of Work

09 / 16 / 2026

Work Location

Where is the new location? *

Baltimore - 301 W. Preston St

Worker Time

What is the time type for this position? *

☒ Full time

☐ Part time

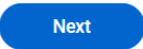
Scheduled Weekly Hours

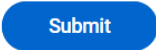
40

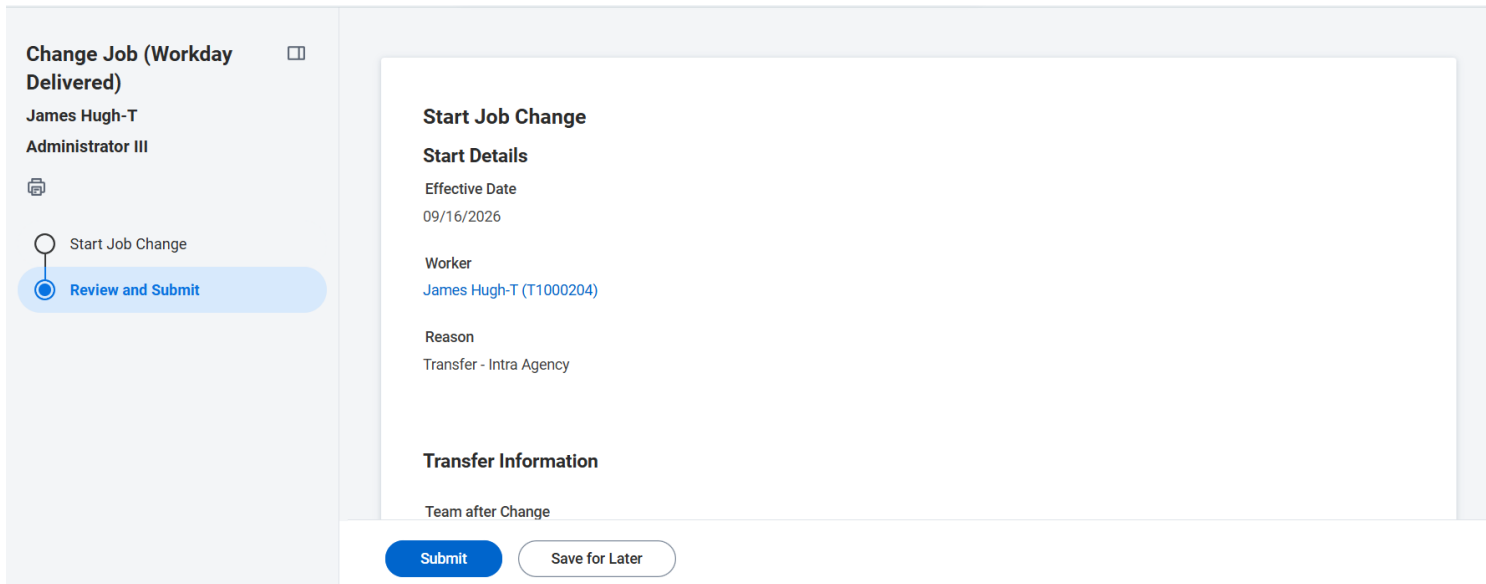
FTE %

100%

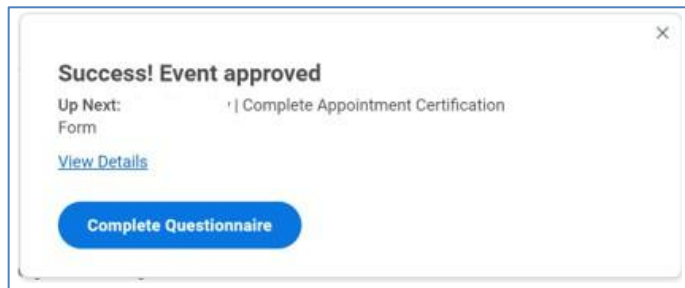
Back Next Close

12. Click the Next  button.

13. Review entered details and select Submit .



14. The next step in the process is to complete the Appointment Certification Form, if required. Click the *Complete Questionnaire* button to start the next task in the business process.



15. The System Task is complete.

Appointment Certification Form

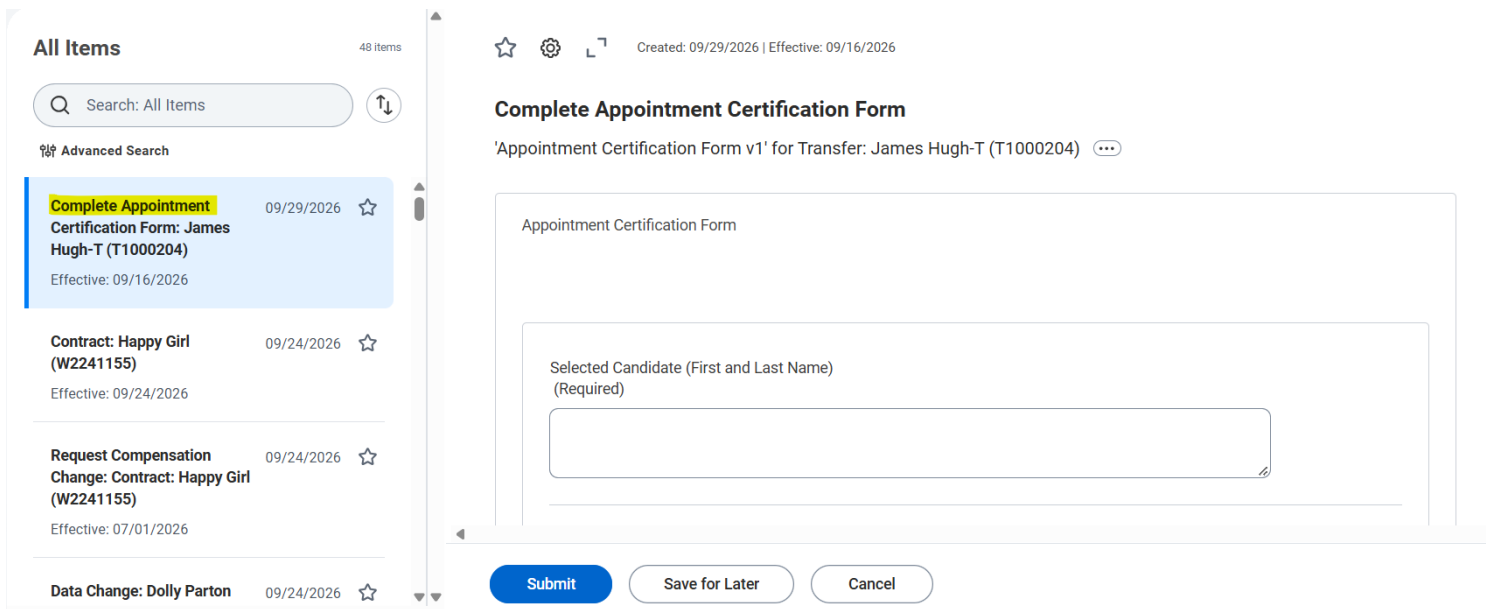
The next step in the business process is to complete the Appointment Certification Form for the transfer, as required.

If the recruitment for this position requires the completion of an Appointment Certification Form, this task will be required in the Transfer Business process.

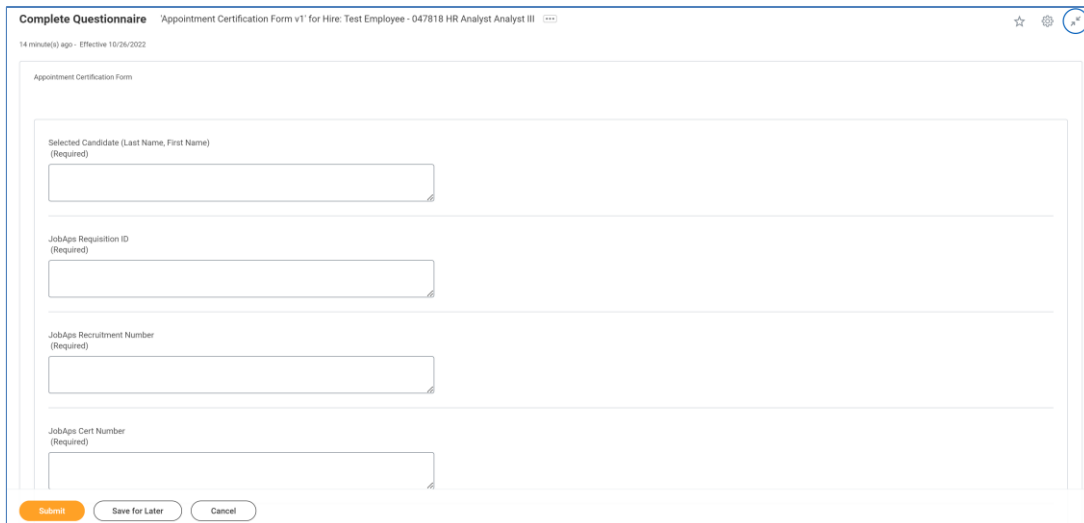
Access this task from your Inbox. Look for the “Complete Appointment Certification Form” task in your Inbox that includes the employee’s name.

Procedure:

1. Click the **My Task box**  icon.
2. Locate and select the *Complete Appointment Certification Form* followed by the name of the employee.
3. Click on the arrow  icon to expand the screen.



The screenshot displays the SPS Statewide Personnel System interface. On the left, a sidebar titled 'All Items' (48 items) contains a search bar and a list of tasks. The first task, 'Complete Appointment Certification Form: James Hugh-T (T1000204)', is highlighted in blue and has a star icon. Below it are 'Contract: Happy Girl (W2241155)' and 'Request Compensation Change: Contract: Happy Girl (W2241155)'. At the bottom of the list is 'Data Change: Dolly Parton'. The main content area on the right shows the details of the selected task, titled 'Complete Appointment Certification Form'. It includes a subtitle 'Appointment Certification Form v1' for Transfer: James Hugh-T (T1000204) and a star icon. Below this is a form titled 'Appointment Certification Form' with a section for 'Selected Candidate (First and Last Name) (Required)' and a text input field. At the bottom of the form are three buttons: 'Submit', 'Save for Later', and 'Cancel'.



Complete Questionnaire 'Appointment Certification Form v1' for Hire: Test Employee - 047818 HR Analyst Analyst III

14 minute(s) ago - Effective 10/26/2022

Appointment Certification Form

Selected Candidate (Last Name, First Name)
(Required)

JobAps Requisition ID
(Required)

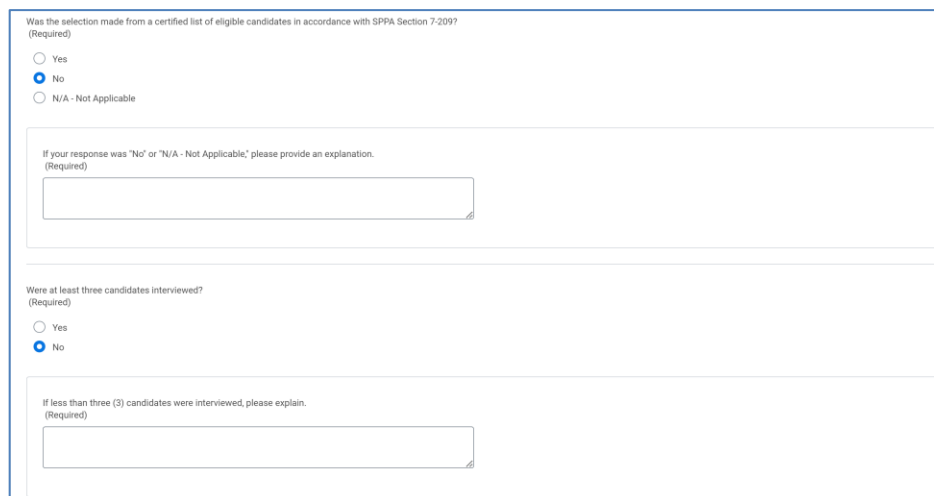
JobAps Recruitment Number
(Required)

JobAps Cert Number
(Required)

Submit **Save for Later** **Cancel**

4. All fields on this questionnaire are required, fill in the text prompts for the following information:

- *Selected Candidate (Last Name, First Name)*
- *JobAps Requisition ID*
- *JobAps Recruitment Number*
- *JobAps Cert Number*



Was the selection made from a certified list of eligible candidates in accordance with SPPA Section 7-209?
(Required)

☐ Yes
☒ No
☐ N/A - Not Applicable

If your response was "No" or "N/A - Not Applicable," please provide an explanation.
(Required)

Were at least three candidates interviewed?
(Required)

☐ Yes
☒ No

If less than three (3) candidates were interviewed, please explain.
(Required)

5. If you select "No" or "N/A" for the following questions, you will be required to give an explanation:

- *Was the selection made from a certified list of eligible candidates in accordance with SPPA Section 7-209?*
- *Were at least three candidates interviewed?*

Title: Change Job: Transfer
Functional Area: Staffing

Was the selected person an open or promotional candidate?
(Required)

☒ Open
☐ Promotional
☐ Was employed by a State Agency, but is not a promotional candidate.

Method Used to Fill the Vacancy
(Required)

Other reinstatement candidate select... ▼

Indicate the type of project completed.
(Required)

☐ A requisition and recruitment planner were completed and approved by DBM RED to conduct a recruitment to establish a new list.
☐ Completion of a PSP Lite requisition for: filling a vacancy using an existing list; recruiting for/hiring an at-will position; hiring a transfer, reinstatement, voluntary demotion, Interview and Hire.
☒ Completion of a PSP Lite requisition for a Streamlined Selection recruitment.

If Streamlined Selection was used, select all functions the the agency performed. (Items A, B, C, D, and E must have been performed.)
(Required)

Select all applicable statements that your agency performed.
(Required)

6. Follow the prompts to complete the entire form. Then click the Submit  button.



You have submitted

Up Next: | Review Appointment Certification
Form | Due Date 10/25/2022

[View Details](#)

7. Use the pop up to Review the Appointment Certification and click  button.

- The hire and job details for the hire will be shown at the top of the screen and the ACF details will be shown at the bottom of the screen, to be reviewed.

Additional Information

Response 

Status Completed

Questionnaire Appointment Certification Form v1 Respondent Cheryl Murphy (W1062466)

Submission Date 10/12/2022

13 items

Question	Answers
Selected Candidate (Last Name, First Name)	There, Hey
JobAps Requisition ID	3456
JobAps Recruitment Number	23456
JobAps Cert Number	12345
Was the Layoff candidates list cleared?	Yes
If Interview and Hire, was DHR contacted for Temporary Cash Assistance (TCA) referrals?	Yes

- To print the form, navigate to Additional Information section, and click on the  icon next to *Response*.
- On the *View Questionnaire Response* page, you may select the Print as a PDF  button to view the completed ACF Questionnaire and print as needed.
- Once reviewed and/or printed, you should navigate back to the “Review the Appointment Certification” task in your inbox for this hire, then proceed click the Approve  button.
- The System Task is complete.

To Do Inbox Items for Employee (Completed by Current HR Coordinator)

When a worker leaves a job, there may be a need to assign that worker's roles to another worker or change the employee's current security assignments. For example, the worker leaving the position may have been acting as a HR Coordinator, HR Partner, or other HR role. If there is no one else with the same role that could perform the function(s), the role should be reassigned to another worker.

In this scenario, the HR Coordinator in the Agency that the employee is leaving receives a "To Do" to assign roles to another worker.

Do one of the following...

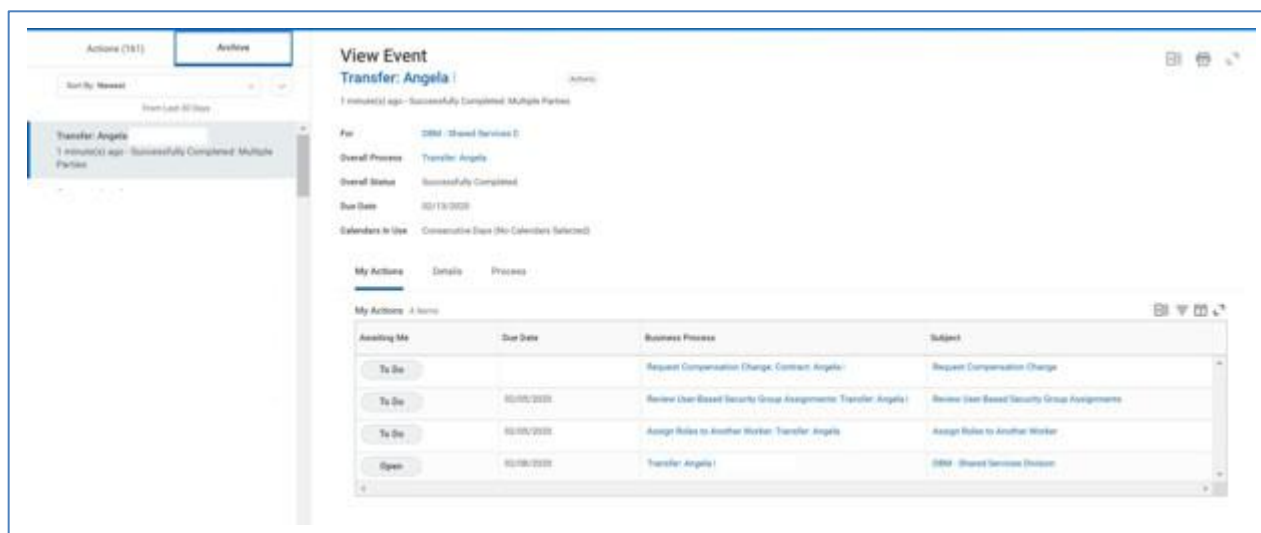
- If it is determined that there is a need to assign a role(s) to another worker,
 - a. Complete the **Application and Authorization for OBSP System Access SPS** security form for the worker and send it to DBM Shared Services at shared.services@maryland.gov.
 - b. "Mark" the task as completed in your inbox by clicking Submit.
- If it is determined that it is not necessary to assign a role(s) to another worker.
 - a. "Mark" the task as completed in your inbox by clicking Submit.

NOTE: If the worker's role is assigned to more than one person, it may not be necessary to assign roles to another worker.

The procedure to assign roles to another worker follows.

Procedure:

1. Click the **Inbox**  icon.



2. Go into each To Do item and complete the task advised if necessary.

Complete To Do

Review User-Based Security Group Assignments (Actions)

9 minute(s) ago - Due 02/05/2020; Effective 02/05/2020

For DBM - Shared Services [

Overall Process Transfer: Angela I

Overall Status Successfully Completed

Due Date 02/13/2020

Instructions Review worker's assigned user-based security groups and reassign as necessary.

 enter your cor

SubmitSave for LaterClose

3. Click the **Submit**  button.



- 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.



Important Note: If the employee is transferring from a contractual position to a merit position, you will need to complete the Edit Service Dates business process and enter a "**Time Off Service Date**" for the employee to start to accrue leave. The system will not prompt this step.

4. The System Task is complete.