



STATEWIDE PERSONNEL
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Processing Contractual Employees in JobAps and Workday

Course Overview

This course contains the following sections:

- **Lesson 1:** Types of Contractual Hires
- **Lesson 2:** Processing Contractual Hires in JobAps
- **Lesson 3:** Processing Contractual Hires in Workday
- **Lesson 4:** Processing Contractual Conversions
- **Lesson 5:** Important Fields in Workday
- **Lesson 6:** Managing and Renewing Contracts
- **Lesson 7:** Maintaining Employee's Contact Information
- **Questions**

DBM Disclaimer

- This presentation is to **confirm** that previously trained HR personnel are completing contractual hiring processes correctly in the JobAps and Workday systems.
- This **DOES NOT** cover all necessary steps to be completed during the recruitment and hiring process of contractual employees.
- Agencies should continue to **collaborate** effectively with other personnel involved with the full cycle hiring processes.
- This training is meant as an overview of these processes, for complete instructions, please see the available Job Aids.



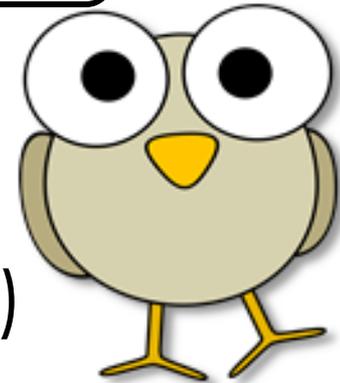
Course Audiences



Audiences

- This course is intended for the following audiences:
 - HR Coordinator
 - HR Partner
 - Central HR Partner
 - DBM Shared Services (All Roles)

Who?
Who?





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Lesson 1: Types of Contractual Hires

Types of Contractual Hires

The contractual hire can be:

- **Competitive Hire** - where the person applied to a contractual recruitment through JobAps.
- **Non-Competitive Hire** - where the person was selected into the contractual PIN without a recruitment process.
- **Additional Job** – added to a primary job in Workday.
- **Transfer** - from a current contractual position into another contractual or a State/Regular PIN.
 - Contractual Conversion
 - Contractual Non-Conversion



Competitive vs. Non-Competitive

Competitive Hire

- Hire is Processed through the Hire Details in JobAps
- Wait for nightly integration for the hire to go to Workday.
- Go to Workday Inbox to review the hire from JobAps.

Non Competitive Hire

- Hire is processed directly in Workday
- The Hire's information (hire date, name, etc) is entered manually in Workday.

NOTE: A non-competitive contractual hire does not qualify for a contractual conversion.



Reasons for Transfer of a Contractual

- **Contractual Conversion** - where the person is currently a contractual employee but is moving into a permanent State/Regular PIN of the same job profile (classification) and agency.
- ***Guidelines of a contractual conversion applies, and will be discussed later in the training***
- **Contractual Non-Conversion** - where the person is currently a contractual employee but is moving into another job profile or when the guidelines of a contractual conversion are not met.



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Lesson 2: Processing Competitive Contractual Hires –JobAps Scenarios

Contractual Hiring in JobAps

- Used to hire for competitive recruitments
- Used to process hire, rehire, additional jobs, and transfers
- Complete the Hire Details to integrate the employee's hire information into Workday

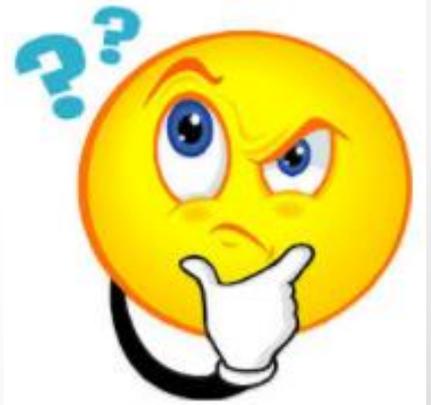
NOTE: Confirm if the person has a W# by referring to the Employee Validation file located on the HR Officers Website.



Scenarios: Processing Competitive Contractual Hires (JobAps)

- **Scenario 1:** A brand new hire
- **Scenario 2:** A former or terminated employee with an existing employee ID number (W#)
- **Scenario 3:** A current contractual employee
- **Scenario 4a:** A current employee who is adding an additional job (competitive)

Scenarios 1-4a are processes started in JobAps.

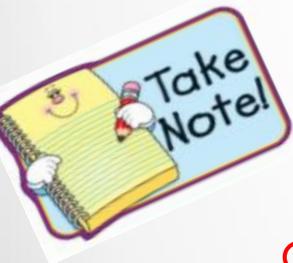


Scenario 1: Processing a Contractual New Hire (No Existing Employee ID Number)

- An agency recruited for a contractual position in JobAps.
- A competitive process was done and a cert list was created of eligible candidates.
- The candidate is being selected for the contractual position.
- You verified through the Employee Validation file located on the Human Resources Officers website that she does *not* have an existing Employee ID in Workday.

Scenario 1: New Hire in JobAps

- If the person does not have an W number in Workday, then select “**Hire**” as the Appointment Type next to Action.
- The Employee ID field should be blank.



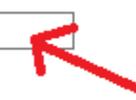
NOTE: Add the home address and personal email through the Contact tab on the employee’s Workday profile.

JobAps 

Name: ADLER, GRACE
EasyID: Adl-11-1212
Hire Department: State of Maryland

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:  Hire
Work Start Date:
Current or Former Employee: Yes No
Employee Match Discrepancy: Yes No
Employee ID:  The Employee ID will not populate a W number if the person does not exist in Workday.
Number of Times Waived: 0

Please select the Position Control Number being hired into.

Position	Job Title
<input checked="" type="radio"/> 222333	Interior Designer

 Update  Clear

Scenario 2: Hiring a Former Employee with an Existing Employee ID (W Number)

- An agency recruited for a contractual position in JobAps and created a cert list of eligible candidates.
- You verified that the person you want to select has an existing W number in Workday, but the person is terminated in Workday.
- You want to hire the person back into the existing W number and not create a second W number.

Scenario 2: Rehire in JobAps

- If the person has an existing Employee ID (W number) in Workday and was terminated, then select “**Rehire**” to hire the person back into the existing W number.
- The Employee ID field will have the W number populated.

NOTE: Use the Employee Validation file to correct any discrepancies.

Name: ADLER, GRACE
EasyID: Adl-11-1212
Hire Department: State of Maryland

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: **Rehire**
Current or Former Employee: Promotion
Demotion
Transfer
Secondary State Emp
Mass Hiring (DBM ONLY)
Current/Former Employee Match Discrepancy: Yes No
Employee ID: W1111113
Number of Times Waived: 0

Please select the Position Control Number being hired into.

Position	Job Title
<input type="radio"/> 222333	Interior Designer

Update Clear



Scenario 3: Processing Current Contractual Employee as a Transfer

- An agency recruited for a contractual position or a State/Regular position in JobAps. The person you want to select from the cert list is a current contractual employee and has an existing W number in Workday.
- You verified that the person does not qualify for a contractual conversion.

Scenario 3: Transfer in JobAps

- **Transfer** is used for current contractual employees who are moving from their contractual PIN to another contractual position or a State/Regular position.
- It cannot be a promotion or demotion based on State Salary Guidelines.

NOTE: If a compensation change is needed, Select **Transfer – Contractual Transfer (Non Conversion)** in Workday, after this JobAps transfer is complete



JobAps

Name: ADLER, GRACE
EasyID: Adl-11-1212
Hire Department: State of Maryland

Please update the following Hire Information:

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

Please select the Position Control Number being hired into.

Position	Job Title
<input type="radio"/> 222333	Interior Designer

Update Clear

Scenario 4a: Current Employee is adding a Contractual Position to a Primary Job

- An agency recruited for a contractual position in JobAps.
- The person you want to select from the cert list is a current employee (candidate can be a State/Regular or a contractual employee) and has an existing W number in Workday.
- This person is keeping the primary job, but is taking on the contractual position that you recruited as an additional job.

Scenario 4a: Additional Job in JobAps

If a current SPMS employee (contractual or State/Regular) is being hired into a contractual position as an additional job, then select **Secondary State Emp** (employment).

JobAps



Name: ADLER, GRACE
EasyID: Adl-11-1212
Hire Department: State of Maryland

Please update the following Hire Information:

Hired: Yes No
Process Date: 
Disposition: 
Status:  Note: If you change the Status, it may be overridden by the Inactive Status Indicator of the Disposition.
Final Approved Salary:
Salary Frequency: 
Action:
Work Start Date:
Current or Former Employee: 
Current/Former Employee Match Discrepancy: Yes No
Employee ID:  W number will populate in the Employee ID field.
Number of Times Waived: 0

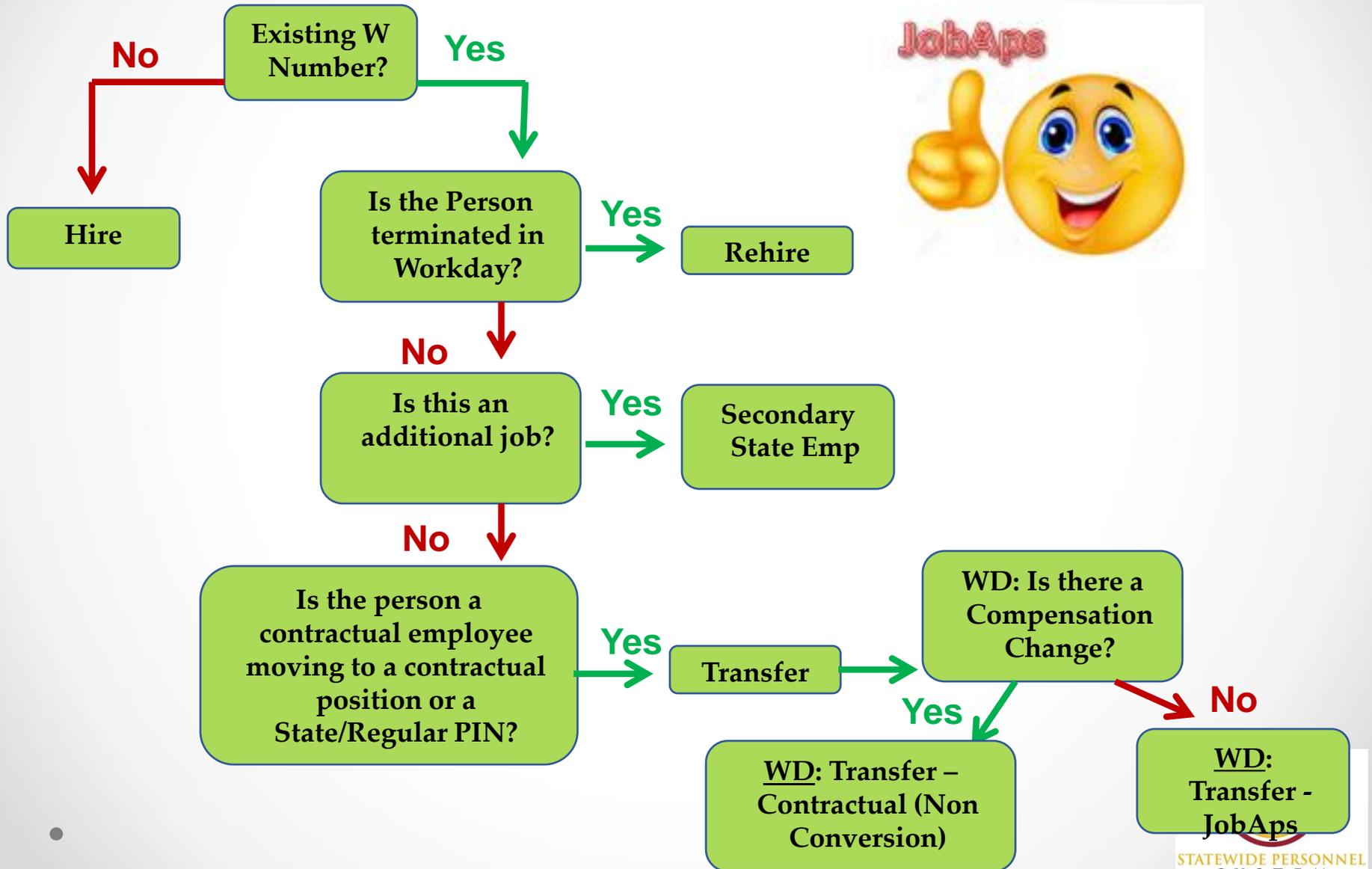
Please select the Position Control Number being hired into.

Position	Job Title
<input type="radio"/> 222333	Interior Designer

 Update  Clear



JobAps Flow Chart: Competitive Contractual Process





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Lesson 3: Processing Non Competitive Contractual Hires –Workday Scenarios

Processing Contractual Hires Directly in Workday

Two instances when a contractual hire is not processed through JobAps, instead is done directly in Workday:

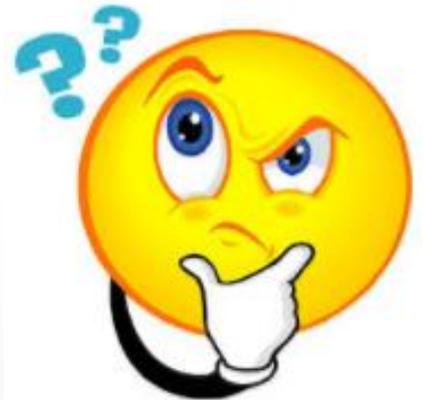
- **Non-Competitive:** The position was not competitively recruited and the person was not selected from a cert list
- **Contractual conversion:** the contractual employee qualifies to convert into a permanent State/Regular PIN



Scenarios: Processing Non Competitive (Workday) Contractual Hires

- **Scenario 4b:** A current employee who is adding an additional job (non competitive)
- **Scenario 5:** A non competitive brand new hire
- **Scenario 6:** A non competitive rehire
- **Scenario 7:** A non competitive transfer

Scenarios 4b- 7 are processes started and completed in Workday.



Scenario 4b: Non Competitive Hire Adding Another Job in Workday

- An agency has a contractual position that was not competitively recruited.
- Instead, the agency has someone in mind for the position.
- This person is currently employed in Workday and keeping their current job.
- The contractual position will be an addition to the other job.

Scenario 4b: Contractual as an Additional Job in Workday

Select Job Change > Add Job

The screenshot displays the Workday user interface. At the top, it shows 'Search Results 2 items' under the 'Common' category. A search result for 'Bill Gates (W1111124)' is shown, with a red circle and the number '1' around the three-dot menu icon. The 'Job Change' option in the expanded menu is circled in red with the number '2'. Within the 'Job Change' sub-menu, the 'Add Job' option is circled in red with the number '3'. Other options in the 'Job Change' sub-menu include 'Transfer, Promote or Change...', 'Change Business Title', 'Change Location', 'Add Contract', and 'Manage Probation Periods'. A 'View Team' button is visible on the right side of the worker's profile card.

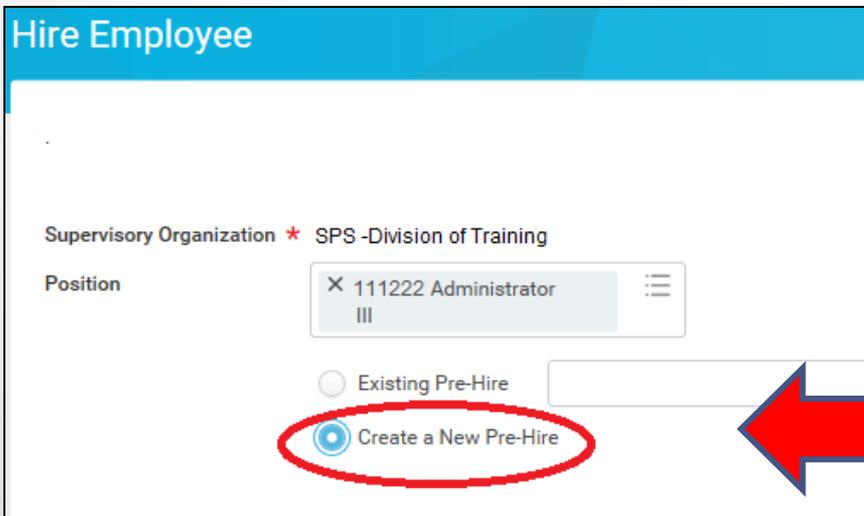
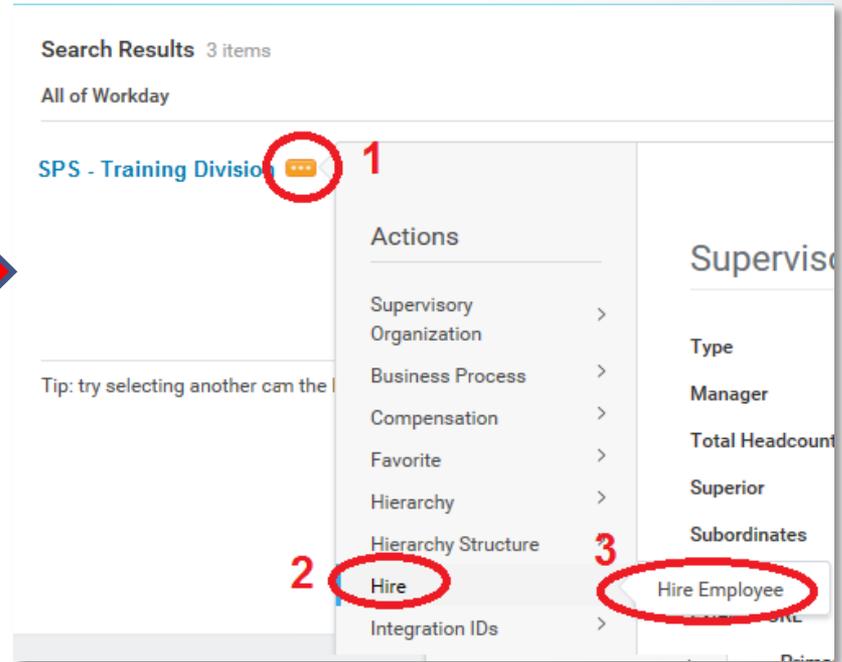


Scenario 5: Non Competitive New Hire

- An agency has a contractual position. Rather than opening a competitive process for recruiting eligible candidates, the agency has someone in mind to hire directly into the contractual position.
- You verified through the Employee Validation file located on the Human Resources Officers website that this person does not have an existing Employee ID (W number) in Workday.

Scenario 5: Non Competitive brand new hire

- Select Hire > Hire Employee either from the PIN or in the Supervisory Org



- Select **Create a New Prehire**



Scenario 5: Non Competitive brand new hire (cont'd)



NOTE: Per guidelines for the use of Workday for benefits and CPB taxes, include **Home Address** and **Personal Email Address** for all new hires

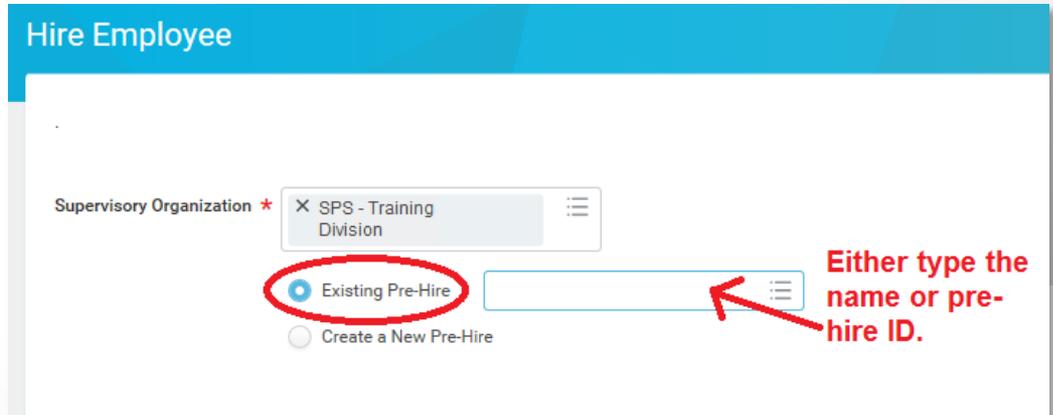
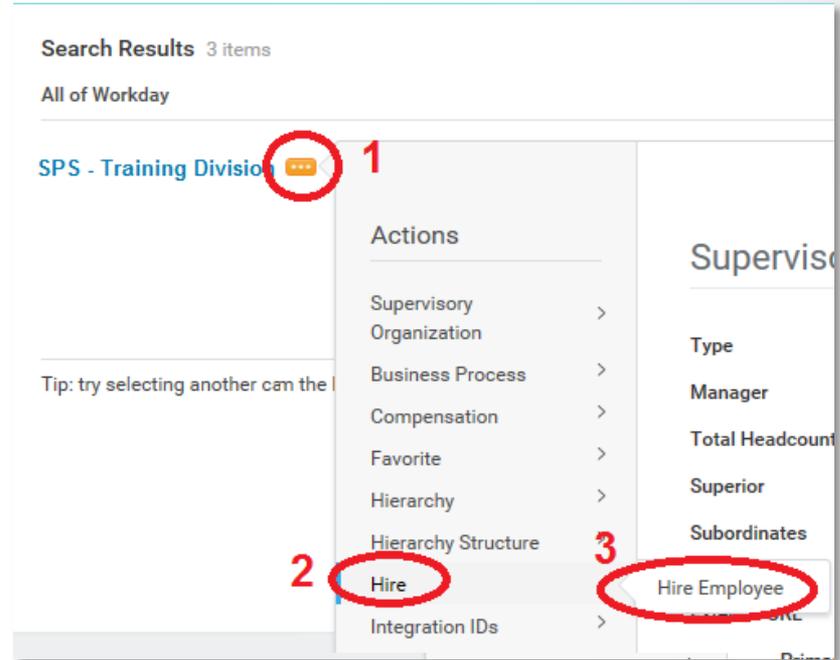
Legal Name Information	Contact Information
	Phone <input type="button" value="Add"/>
	Address <input type="button" value="Add"/>
	Email <input type="button" value="Add"/>
	Instant Messenger <input type="button" value="Add"/>

Scenario 6: Non Competitive Rehire

- An agency has a contractual position. Rather than opening a competitive process, the agency has someone in mind to hire directly into the contractual position.
- The person you want to hire has an existing Employee ID (W number) in Workday, but was terminated.
- You want to hire the person back into the existing W number and not create a second W number.

Scenario 6: Non Competitive Rehire

- Select Hire > Hire Employee either from the PIN or in the Supervisory Org
- Select **Existing Prehire**



Scenario 7: Non Competitive Transfer

- An agency has a contractual position that is being filled by a current employee, with an existing W number.
- No recruitment was done for this vacancy.
- The person will need a compensation adjustment after the transfer.

Scenario 7: Non Competitive Transfer in Workday

1. To complete a transfer, go to **Job Change** process:
 - Job Change > Transfer, Promote or Change (Reason: **Transfer-Intra Agency NO COMPENSATION**)
 - Job Change > Request Transfer (Reason: **Transfer – Other Agency NO COMPENSATION**)
2. **Transfer – Contractual Transfer (Non-Conversion)**
(COMPENSATION CHANGE)



Start

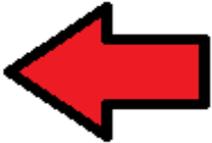
Start Details

When do you want this change to take effect? *

10 / 18 / 2017 

Why are you making this change? *

× Transfer - Contractual Transfer (non-conversion) 



Scenario 3 Continue: Transfer - Contractual Conversion (Non Conversion)

If you need to complete a compensation change on a transfer processed in JopAps, once the hire is integrated to Workday:

- 1) In Workday, remove the “Transfer – JobAps Intra Agency” reason for the transfer.
- 2) Select the **Transfer – Contractual Conversion (non-conversion)**

Review Change Job Transfer: GRACE ADLER (W1111113) Actions

20 second(s) ago - Due 10/25/2017; Effective 11/08/2017

Start

Start Details

When do you want this change to take effect? *

11 / 08 / 2017

Why are you making this change? *

X Transfer - JobAps-Intra Agency

Who will be the manager after this change?

Grace Adler (W1111113)

Which team will this person be on after this change?

SPS - Training Division

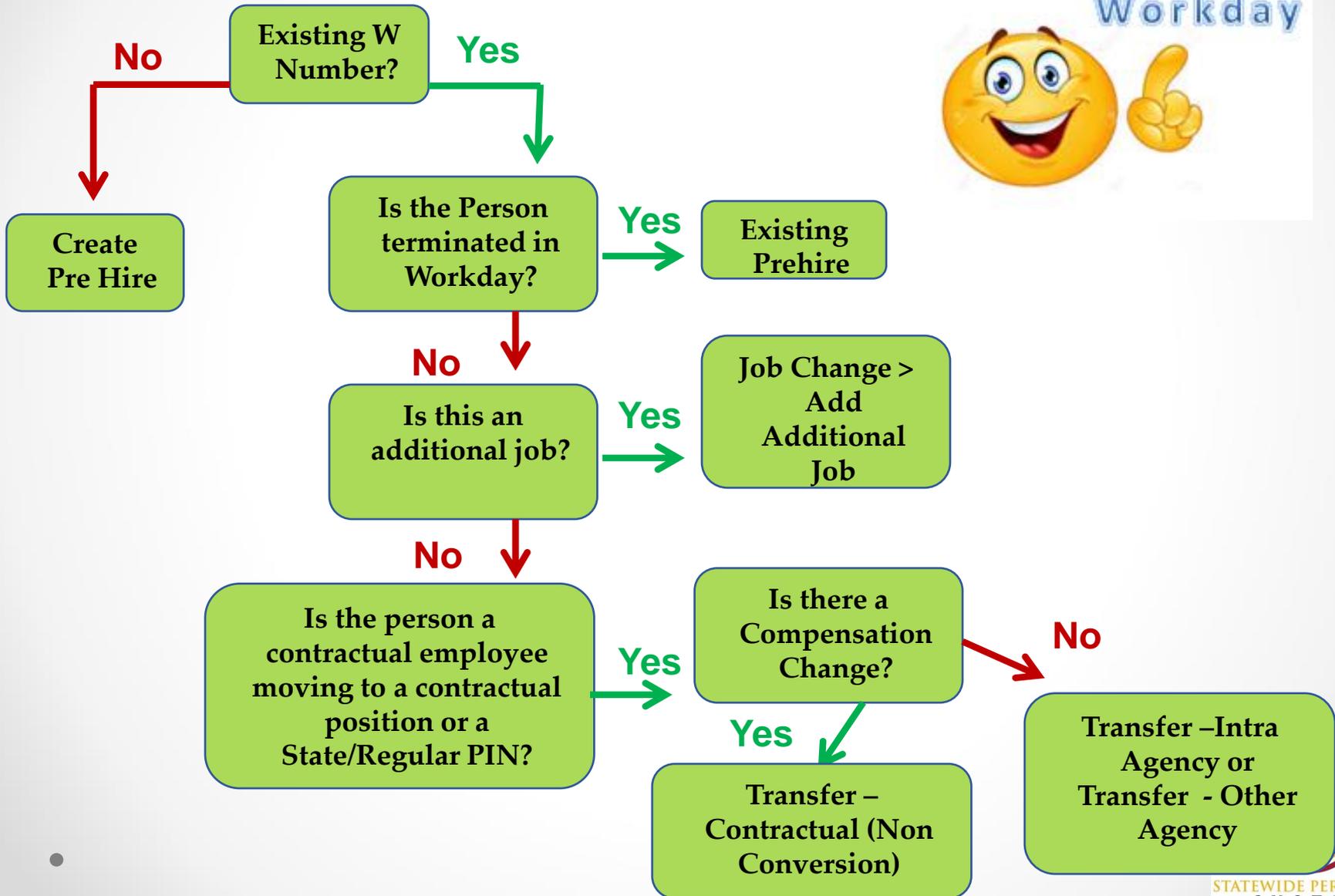
Do you want to use the next pay period?

- Transfer - Contractual Conversion
- Transfer - Contractual Transfer (non-conversion)
- Transfer - End of Temporary Duty
- Transfer - Indep Agency
- Transfer - Intra Agency

JobAps
&
Workday



Workday Flow Chart: Non Competitive Contractual Process





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Lesson 4: Converting Contractual Employee to State/Regular PIN

Contractual Conversion Guidelines

A contractual employee can convert to a Regular/State PIN if the following criteria are met:

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

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

Processing Contractual Conversion in Workday

- Search for the employee
- Click on Actions
- Job Change > Transfer, promote, or Change Job

The screenshot displays the Workday interface for an employee named Grace Adler (W111111), a Fiscal Accounts Clerk II. The interface includes a blue header with the employee's name and ID, a location field (Parkville - 9700 Old Harford Rd), and a navigation sidebar. The 'Actions' menu is open, showing options like Benefits, Business Process, Calendar, Compensation, Job Change, and Organization. The 'Job Change' option is highlighted with a red box and a red number '2'. A sub-menu is visible for 'Job Change', with the option 'Transfer, Promote or Change Job' highlighted by a red box and a red number '3'. A 'Work Address' field is also visible. In the bottom right corner, there is a Workday logo featuring a smiling emoji and a thumbs-up gesture.

Transfer – Contractual Conversion

Select Transfer – Contractual Conversion for the reason

Change Job Grace Adler (W1111111) Actions

IF YOU ARE CHANGING THE JOB PROFILE OF A POSITION, YOU MUST ALSO MAKE SURE THAT THE "PAY RATE TYPE" MATCHES THE POS

CONTRACTUAL = HOURLY
STATE/REGULAR = SALARY

Start

Start Details

When do you want this change to take effect? *

10 / 18 / 2017 

Why are you making this change? *

Who will be the manager after this change?

- Reclassification -
Reclassification Study
- Reclassification - Special
Condition
- Transfer - Contractual
Conversion
- Transfer - Contractual
Transfer (non-conversion)



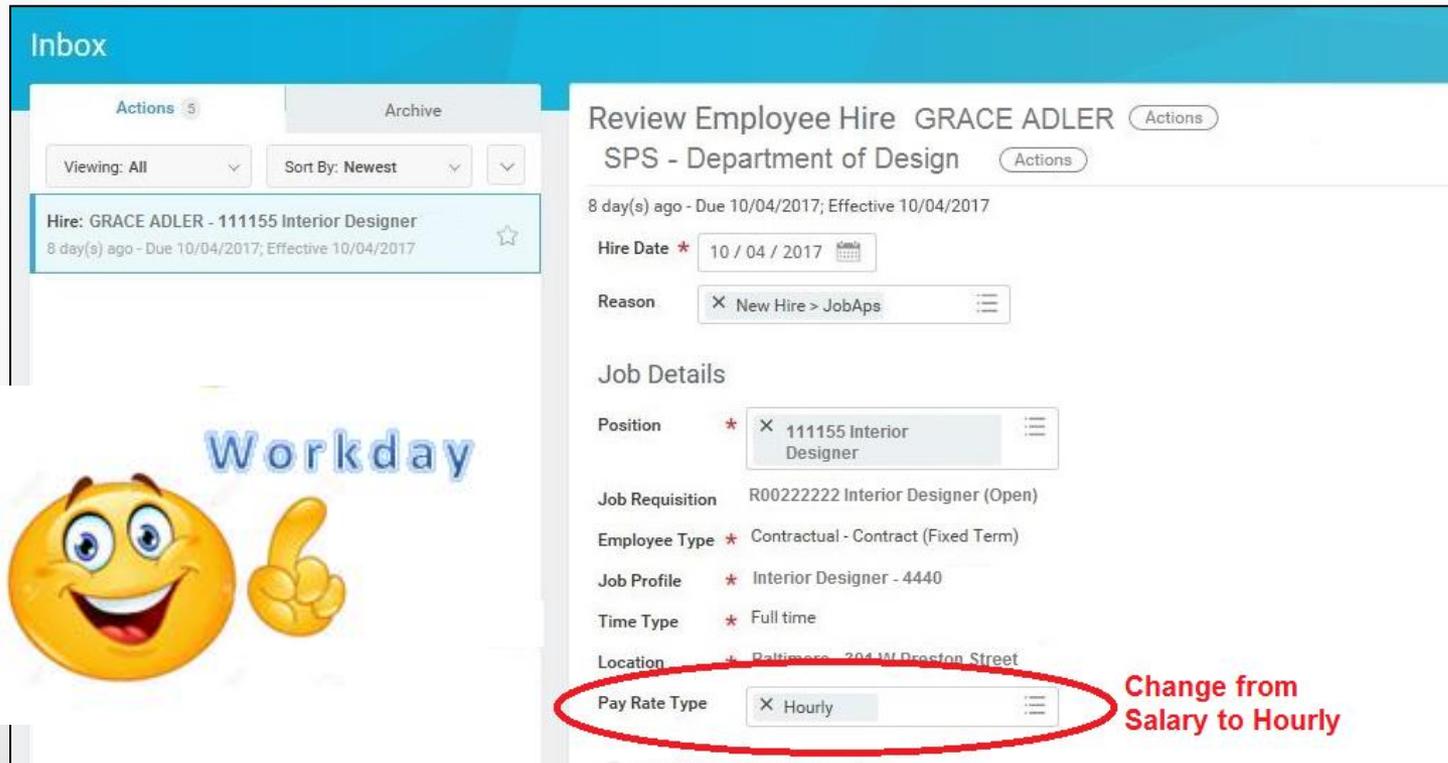


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Lesson 5: Important Fields in Hiring Contractual Employees in Workday

Important Fields in the Hire Process in Workday

When the hire integrates from JobAps, remember to change the **Pay Rate Type** from Salary to Hourly.



Inbox

Actions 5 Archive

Viewing: All Sort By: Newest

Hire: GRACE ADLER - 111155 Interior Designer
8 day(s) ago - Due 10/04/2017; Effective 10/04/2017

Review Employee Hire GRACE ADLER Actions

SPS - Department of Design Actions

8 day(s) ago - Due 10/04/2017; Effective 10/04/2017

Hire Date * 10 / 04 / 2017

Reason X New Hire > JobAps

Job Details

Position * X 111155 Interior Designer

Job Requisition R00222222 Interior Designer (Open)

Employee Type * Contractual - Contract (Fixed Term)

Job Profile * Interior Designer - 4440

Time Type * Full time

Location * Baltimore, 204 W. Drayton Street

Pay Rate Type X Hourly

Change from Salary to Hourly

Workday

Important Fields in the Hire Process (cont'd)

The End Employment Date (Contract End Date) must be at least 30 days from the contract process date (transaction date).

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 / 04 / 2017 
Time of Hire	<input type="text"/>
Continuous Service Date	10 / 04 / 2017 
End Employment Date	* 10 / 04 / 2018 
Benefits Service Date	MM / DD / YYYY 
Company Service Date	MM / DD / YYYY 

Important Steps in the Propose Compensation Process in Workday

- 1) Delete the Salary information
- 2) Add the Hourly Rate
- 3) Add the Expected End Date
- 4) Add NTE\$ and Expected End Date



Proposed Compensation Fields in Workday

Delete the salary information



Salary

Assignment Details

- 34,390.00 USD Annual added

Plan Name

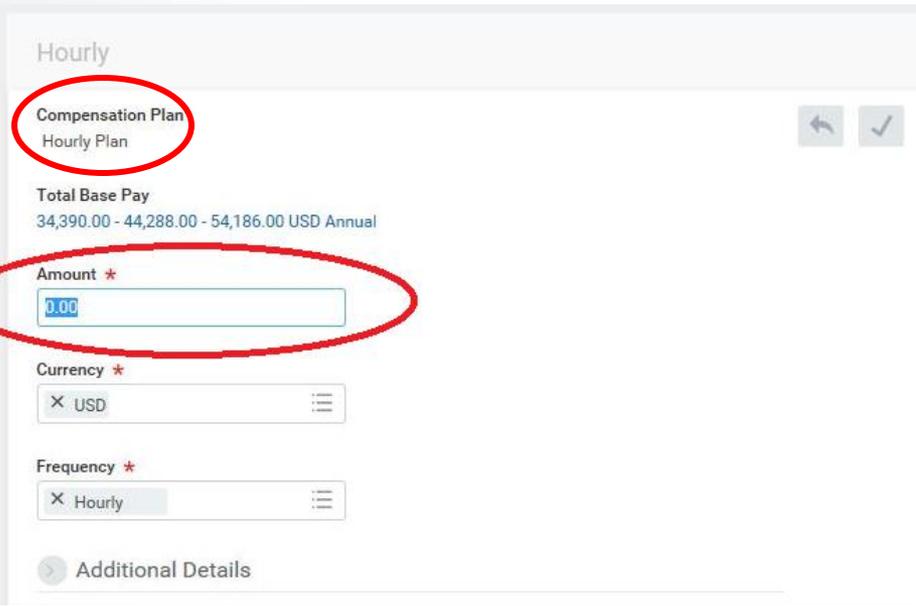
- Salary Plan added

Effective Date

- 10/04/2017 added

Add

Delete Salary



Hourly

Compensation Plan

Hourly Plan

Total Base Pay

34,390.00 - 44,288.00 - 54,186.00 USD Annual

Amount *

0.00

Currency *

USD

Frequency *

Hourly

Additional Details

Add the Hourly Rate



End Dates Workday

Expected end Date are required and should be added under **Additional Details**

****Do not enter the *Actual End Date* as this will end pay on this date, even if a contract renewal is processed.****

A screenshot of the Workday user interface showing the 'Additional Details' section. The 'Expected End Date' field is circled in red, and a large red arrow points from the word 'Required' to this field. Below it is the 'Actual End Date' field. Further down, the 'Compensation Element' is set to 'Base Pay', and the 'Grade' is set to 'Standard Salary Schedule'.

Additional Details ← Required

Expected End Date
MM / DD / YYYY

Actual End Date
MM / DD / YYYY

Compensation Element
Base Pay

Grade
Standard Salary Schedule



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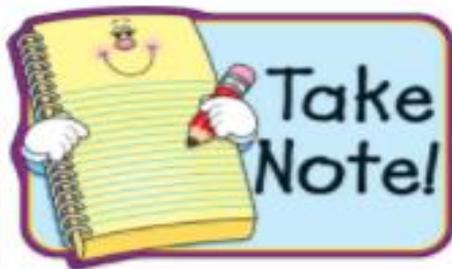
Lesson 6: Managing and Renewing Contracts in Workday

Maintaining Contracts in Workday



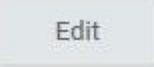
Important Reminders

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



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

Accessing Employee Contract

- Existing contracts can be accessed through the Job Change > Employee Contracts.
- Click the Edit  button in the row of the contract you want to edit.
- In this example, there is an Open contract that needs to be updated.

Employee Contracts Carrie Pilby (W1111114) Actions

Add

3 items

Employee Contract	Contract Type	Contract Start Date	Contract End Date	Contract Status	Position at Contract Start	Current or Last Position	Current Position is Active	Contract Description	Worker Documents	
Q	Contractual - Contract	07/01/2017	06/30/2018	Open	111114 Admin Officer I	111114 Admin Officer I	Yes	99	 C. Pilby.pdf	 
Q	Contractual - Contract	04/19/2017	06/30/2017	Closed	111115 Admin Officer I	111114 Admin Officer I	Yes	99	 Contract Pilby.pdf	
Q		10/03/2016	04/18/2017	Closed	111113 Fiscal Accounts Clerk II	111114 Admin Officer I	Yes	99	 Pilby Contract.pdf	



Closing or Renewing Contract

Edit most recent contract:

- Change contract status from Open to Closed
- Update with the accurate Contract End Date (last day worked on the current contract)

Edit Contract Carrie Pilby (W1111112) Actions 112233 Book

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

Employee Contract
Contract Start Date 07/01/2017

Contract Details

Effective Date * 09 / 25 / 2017 

Location Parkville - 9700 Old Harford Rd

Employee Type Contractual - Contract (Fixed Term)

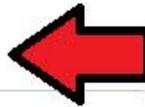
Contract ID

Contract Type 

Status *  

Date Employee Signed 05 / 31 / 2017 

Date Employer Signed 06 / 08 / 2017 

Contract End Date 06 / 30 / 2018  

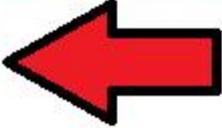
Maximum Weekly Hours 0



Renewing Contract

- After closing the previous contract, click the Add button from the Job Change > Employee Contract page to open or to renew a contract.

Employee Contracts Carrie Pilby (W1111114) [Actions](#)

[Add](#) 

3 items

Employee Contract	Contract Type	Contract Start Date	Contract End Date	Contract Status	Position at Contract Start
Q	Contractual - Contract	07/01/2017	06/30/2018	Closed	11114Admin Officer I
Q	Contractual - Contract	04/19/2017	06/30/2017	Closed	11115 Admin Officer I
Q		10/03/2016	04/18/2017	Closed	11113 Fiscal Accounts Clerk II

<



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Lesson 7: Maintaining Employee's Contact Information

Employee's Contact Information



- Home address and personal email should be added to the employee's contact information in Workday
 - The completion of this step is included in the Agency scorecards.
 - If hire is processed in JobAps, this information does NOT flow over from during integration.
 - This information cannot be entered once Onboarding process is triggered, but it can be updated any other time.

Impacts of Missing Contact Information

- Contact information for employees is only sent to CPB once for Brand new hires. It is used until the W-4 is received by CPB.
- **Impact of missing information:**
 - CPB places employee in the highest tax bracket for the state if there's no home address received from Workday or W-4.
 - Not all benefit options will be available if a home address is not initially received.



JobAps Hire: Add Contact Information in Workday

Employee Profile > Contact Tab > Edit

The screenshot displays the Workday interface for an employee profile. The employee's name is Grace Adler (W1111111), and their job title is Fiscal Accounts Clerk II. The page is divided into several sections:

- Left Sidebar:** Contains navigation options: Summary, Job, Contact (highlighted with a red arrow), and Personal.
- Top Navigation:** Includes a search bar with the ID W1111111, a home icon, and the Workday logo.
- Tabbed Interface:** Shows three tabs: Contact (selected), Emergency Contacts, and Support Roles.
- Actions:** An 'Edit' button is circled in red, with a red arrow pointing to it.
- Home Contact Information:** A table showing one item with the following details:

Address	Usage
24 Glymont Rd Indian Head, MD 20640 United States of America	Home (Primary) Mailing
- Phone Information:** A table showing one item with the following details:

Phone Number	Device	Usage

Workday Contractual Hire: Add Contact Information During Hire Process

If you are processing a contractual hire directly in Workday, then click the Contact Information tab on the Hire Employee page.

A screenshot of the Workday "Hire Employee" page. The page has a blue header with the text "Hire Employee". Below the header, there are several form fields: "Source", "Referred by", "Comment", "Supervisory Organization" (MDH - Charles County Health Department Billing Division (Admin)), "Position" (216653 Fiscal Accounts Clerk I (Unfilled)), and "Allow Duplicate Name" (checkbox). Below these fields, there are two tabs: "Legal Name Information" and "Contact Information". A red arrow points to the "Contact Information" tab. Under the "Contact Information" tab, there are three sections: "Phone", "Address", and "Email". Each section has an "Add" button. The "Address" and "Email" sections are circled in red. At the bottom of the page, there are "OK" and "Cancel" buttons.



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Resources & Tools

Resources Available

- **Trainings** – HUB
- **Job Aids** - listed on SPS Website
- **SPMS Reports** - on Workday Homepage and SPS Website
- **Policies** – State Personnel and Pension Articles and COMAR
- **Websites:**
 - SPS Website- <http://dbm.maryland.gov/sps/pages/default.aspx>
 - State Personnel and Pension Articles (SPP)–
http://www.google.com/url?q=http%3A%2F%2Fmgaleg.maryland.gov%2F2018RS%2FStatute_Web%2Fgsp%2Fgsp.pdf&sa=D&sntz=1&usg=AFQjCNGqrybQqiBbYVwZgiEHKvwxCBbFtA
 - COMAR: Title 17 Department of Budget and Management -
<http://www.dsd.state.md.us/COMAR/SearchTitle.aspx?scope=17>

Questions

