

Quick Guide: Processing Hires from Non-SPMS Benefits Only Agencies to a SPMS Agency

As of January 1, 2018, the process for hiring employees between Non-SPMS agencies and SPMS/CPBI agencies has changed.

The following Non-SPMS agencies use Workday for Benefits only:

- Judiciary
- MDOT
- General Assembly
- Universities *other than* Morgan, BCCC and St. Mary's

Below are instructions for processing a hire from a Non-SPMS Benefits Only agency to a SPMS agency in JobAps.

Scenario I: If the employee is still employed at the Non-SPMS Benefits Only Agency

Step 1: Use the Employee Validation report to determine if the person is in Workday as a current or former employee.

Step 2: If the person is a **current employee** with a W number AND is still employed at one of the Non-SPMS agencies listed above, the select Secondary State Emp as the Action code on the Hire Details.

Hire Department: MDH Thomas B. Finan Hospital Center

Please update the following Hire Information:

Hired: Yes No

Process Date: 1/18/2018

Disposition: H

Status: AC Note: If you change the Status, overridden by the Inactive Status Indicator Disposition.

Final Approved Salary: 35980

Salary Frequency: Annual

Action: Secondary State Emp

Work Start Date: 1/31/2018

Current or Former Employee: Yes No

Current/Former Employee Match Discrepancy: Yes No

Employee ID: W1111111

Step 3: Review the Hire/Secondary State Emp from your Workday inbox after the nightly integration has occurred and confirm that Add Additional Employee Job > Secondary State Employment > JobAps is the Reason.

Supervisory Organization MDH - Thomas B. Finan Center - Cottage 1

Effective Date 01/31/2018

Reason Add Additional Employee Job > Secondary State Employment > JobAps

Step 4: Complete the Primary Job Switch task to make the new position the primary job. Once this has been completed, the process is complete for the receiving agency.

NOTE: The Primary Job Switch may require a ticket to the SPS Ticketing system for SSD to assist with this.

Scenario II: If the employee has been terminated from the Non-SPMS Benefits Only Agency

Step 1: Use the Employee Validation report to determine if the person is in Workday as a current or former employee.

Step 2: If the person is a **former employee** with a W number AND has been terminated from one of the Non-SPMS agencies listed above, the select Rehire as the Action code on the Hire Details.

Hired: Yes No

Process Date: 2/9/2018

Disposition: H

Status: AC Note: If you change the Status, overridden by the Inactive Status Indicator of the Disposition.

Final Approved Salary: 32364

Salary Frequency: Annual

Action: Rehire

Work Start Date: 2/14/2018

Current or Former Employee: Yes No

Current/Former Employee Match Discrepancy: Yes No

Employee ID: W2222222

Step 3: Review the Rehire from your Workday inbox after the nightly integration has occurred and confirm that either Rehire > JobAps Reinstatement **OR** Rehire > JobAps Non-Reinstatement is the Reason.

Review Employee Hire JACK JOHNSON

7 day(s) ago - Due 02/20/2018; Effective 02/21/2018

Hire Date * 02/21/2018

Reason X Rehire > JobAps-Reinstatement

Step 4: Complete the remaining steps in the Hire/Rehire process in Workday.