

# SERVICE DATES AND MANAGING EMPLOYEE DATA IN WORKDAY

Amy Angst

Ashley Lovett

Rubina Pak

*(\*updated 6/22/18)*

# SERVICE DATES

# Date Fields by Process

## ◎ Hires

- Hire Date: populates; cannot change
- Original Hire Date: populates with Hire Date; can be changed
- Continuous Service Date: populates with Hire Date; can be changed
- Company Service Date: Increment Date; needs to be changed
- Time Off Service Date: Does not populate; needs to be entered








## ◎ Rehires

- Hire Date: populates with the *new* hire event date ; can not change
- Original Hire Date: stays with the last entered date ; can be changed
- Continuous Service Date: populates with the *new* hire event date ; can be changed
- Company Service Date: Increment Date; review for any needed changes
- Time Off Service Date: Does not populate; review for any needed changes

## ◎ Transfers








- No automated changes; review all fields for any needed changes
- Contractual Transfer (SB172): Appointment date – date placed in regular position.

# Hire Date

Hire Date	09/30/2015
Termination Date	02/04/2015
Original Hire Date	10 / 31 / 2001 
Continuous Service Date	01 / 22 / 2004 
Length of Service	13 year(s), 9 month(s), 16 day(s)
Date Entered Workforce	MM / DD / YYYY 
Benefits Service Date	MM / DD / YYYY 
Company Service Date	07 / 01 / 2016 
Time Off Service Date	12 / 19 / 2002 
Retirement Eligibility Date	MM / DD / YYYY 
Expected Retirement Date	







- **Hire Event** - Populates with the new "Hire" event date, overwrites the previous hire event date.
- **Rehire Event** - this will populate with the new hire event date – overwriting the previous hire event.
- **Change?** - Cannot be changed
- **Used for** – records latest hire event; if PEP is Mid or Annual.

# Original Hire Date

Hire Date	09/30/2015
Termination Date	02/04/2015
Original Hire Date	10 / 31 / 2001 
Continuous Service Date	01 / 22 / 2004 
Length of Service	13 year(s), 9 month(s), 16 day(s)
Date Entered Workforce	MM / DD / YYYY 
Benefits Service Date	MM / DD / YYYY 
Company Service Date	07 / 01 / 2016 
Time Off Service Date	12 / 19 / 2002 
Retirement Eligibility Date	MM / DD / YYYY 
Expected Retirement Date	








- **Hire Event** - Populates with the new "Hire" event date
- **Rehire Event** - it will stay with the last entered date and it should not be changed unless an *earlier* hire event was not captured. For example, if an employee has a non-SPMS agency hire date in 2001 that is earlier than the Workday Hire Date in 2010, then you can change this field to reflect that date.
- **Change?** - Can be changed; auto-populated from hire date
- **Used for** - records previous state service that may not be captured in Workday

# Continuous Service Date

Hire Date	09/30/2015
Termination Date	02/04/2015
Original Hire Date	10 / 31 / 2001 
Continuous Service Date	01 / 22 / 2004 
Length of Service	13 year(s), 9 month(s), 16 day(s)
Date Entered Workforce	MM / DD / YYYY 
Benefits Service Date	MM / DD / YYYY 
Company Service Date	07 / 01 / 2016 
Time Off Service Date	12 / 19 / 2002 
Retirement Eligibility Date	MM / DD / YYYY 
Expected Retirement Date	








- **Hire Event** - Auto-populated with effective date of Hire
- **Rehire Event** - automatically populates with the **new** hire event date whether it is designated as reinstatement or not. **THIS DATE** should be adjusted, if needed. If it is a reinstatement, then this date should be adjusted to capture the employee's previous service. The agency is responsible for maintaining it.
- **Change?** - Can be changed; auto-populated from hire date
- **Used for** - calculating "length of service" in Workday; represents "**Total State service**"; used to determine Increment date. Does NOT need to match Time Off Service Date

# Company Service Date

Hire Date	09/30/2015
Termination Date	02/04/2015
Original Hire Date	10 / 31 / 2001 
Continuous Service Date	01 / 22 / 2004 
Length of Service	13 year(s), 9 month(s), 16 day(s)
Date Entered Workforce	MM / DD / YYYY 
Benefits Service Date	MM / DD / YYYY 
Company Service Date	07 / 01 / 2016 
Time Off Service Date	12 / 19 / 2002 
Retirement Eligibility Date	MM / DD / YYYY 
Expected Retirement Date	

- **Increment Date**  
(1/1/Year or 7/1/Year)  
Contractuals: Date of 1<sup>st</sup> continuous contract in same principal department
  - **Hire Event** - Goes by hire date
  - **Rehire Event** - Goes by Continuous Service date
  - **Change?** - Needs to be manually entered
  - **Used for – Increments:** it could change

# Time Off Service Date

Hire Date	09/30/2015
Termination Date	02/04/2015
Original Hire Date	10 / 31 / 2001 
Continuous Service Date	01 / 22 / 2004 
Length of Service	13 year(s), 9 month(s), 16 day(s)
Date Entered Workforce	MM / DD / YYYY 
Benefits Service Date	MM / DD / YYYY 
Company Service Date	07 / 01 / 2016 
Time Off Service Date	12 / 19 / 2002 
Retirement Eligibility Date	MM / DD / YYYY 
Expected Retirement Date	

- **Hire Event** – Does not automatically populate. Usually, the same as Continuous Service Date. Represents “Total State Service” if that is what needs to be used to calculate Leave Accrual rates.
- **Rehire Event** - the date stays with the last entered date. It can be adjusted if needed. Rehires do not have to be reinstatements to get service credit for the leave accrual rate. All previous State service counts towards leave accrual service credit.
- **Change?** – Needs to be manually entered
- **Used for** - used to calculate **Leave Accrual**



# EMPLOYEE DATA

# Organization Assignments

- State customized fields used for identification of attributes specific to a PIN that can be changed per employee

**Note:** *These fields will default from the PIN's information. If the PIN's information was "overridden" by the previous Employee, the next employee will have the PIN information defaulted to them, not the previous employee's information.*

# Organization Assignments









- **Company** should be State of Maryland
- **Fund Code** should be entered
- **Cost Centers** are determined by budget and finance. We store the 15 digits  
(ex. 320602049703---):
  - 1-6: **agency code** (320602)
  - 7-9: **program** (049)
  - 10-12: subprogram if applicable, if not then “---” (703)
  - 13-15: pseudo code if applicable, if not then “---” (---)
  - New *Agency* codes need to be processed by Budget first then send requests to add a new cost center through a ticket.
  - Send requests for new subprograms or pseudo codes through a ticket but be sure to have the information in the 15 digit cost center code.

The screenshot shows a web form titled "Organizations" with three distinct sections, each containing a label, a value, and a small edit icon (pencil) on the right side.

- Company:** The label "Company" is followed by the value "Company \*" and "State of Maryland".
- Cost Center:** The label "Cost Center" is followed by the value "Cost Center \*" and "250102004----- DBM OPSB Division of Personnel Services [SP ---] [Pseudo ---]".
- Costing:** The label "Costing" is followed by the value "Fund".










# Organization Assignments

- **Appointment** code is used to drive certain approval levels in the system
- **Authorized By** select appropriate option
- **Bargaining Status** review after all job profile changes, needs to be manually changed
- **Budget Status** confirm with your budget upon hire
- Background Check is picked up from the PIN for RED's purposes
- **Check Distribution Code** should be from an approved code list for the agency per CPB or the information will not be sent to CPB
- **Compressed Work week** is now just informational. In order to affect the time sheet the information is now captured on Other IDs
- **Drug Sensitive** is picked up from the PIN for RED's purposes

Other	
Appointment	
Authorized By	
01 - General Assembly	
Background Check	
Bargaining Status	
Yes	
Budget Status	
Budgeted Position	
Check Distribution Code	
002	
Compressed Work Week	
Drug Sensitive	

# Organization Assignments

- **Essential Personnel** identifies employees who work during State closures/emergencies
- High Risk job is picked up from the PIN for RED's purposes
- **Retirement System** select the appropriate option
- **Telework informational** only, indicates if position is eligible
- **The 4 RSTARS** fields:
  - informational only, not sent to CPB
  - The cost center doesn't drive these fields.
  - Budget and Finance does use them.
  - If any new codes need to be added to be selected please send the request in a ticket.
- **Authorized % This is not FTE!** confirm with your budget upon hire

Essential Personnel	
High Risk Job	
Retirement System 22 - Employees' Pension System – MOD	
Telework	
RSTARS Financial Agency F10	
RSTARS Subprogram B204	
RSTARS Unit F10A02	
RSTARS Program 04	
Authorized % 100	

# 5 HARD STOP Fields

- ① Authorized By
- ② Bargaining Status
- ③ Budget Status
- ④ Retirement System
- ⑤ Authorized %

\*\*For changes to the PIN or employee: Organizations> Change Organization Assignments\*\*



# Locations: Employee, PIN, and Sup Org

## ◎ PIN Location :

- *Edit Position Restriction > Change In Position > Change Location*

## ◎ Employee Location:

- *Job Change > Change Location > Data Changes - Change Location*

## ◎ Sup Org Primary Location:

- Submit a ticket

## FOR NEW LOCATIONS:

- ◎ Submit a ticket
- ◎ Include whether it is replacing a current location

**SUP ORG CHANGE REQUEST  
V.S.  
HR PROCESS IN WORKDAY**



# Sup Org Change Request

- To correct inaccurate sup org structure.
- To create a team of existing employees for a new manager.
- To create a new division/team in an existing unit.
- To move one or more employees under different managers, in the same agency (same agency code).
- To move vacant PINs as needed before hiring.

# Perform HR Process in WD

- To transfer or assign an employee into a new PIN.
- To give employee acting capacity of another position.
- To promote or demote an employee.
- To change PIN attributes (organization assignments).
- To edit PIN or employee location.

# ABOVE MIDPOINT REQUEST:

DBM RED Roles in Workday

# DBM RED Approval

Above Midpoint requests are routed to DBM RED in Workday by either:

- ① attaching the MS-26 on the Hire event page.
- ② selecting Step 10 or above on the Propose Compensation page for qualifying positions.

**NOTE: Any time there is an attachment to the Hire event, then that will automatically route the event to DBM RED for approval.**

# Uploading MS-26 for New Hires

After the Hire Details integrates from JobAps to Workday, search for the Hire event from your Workday inbox to finalize the hire event.

The screenshot displays the Workday interface for a hire event. On the left, a list of hire events is shown, with the selected event being "Hire: EMMA DECODY 222333 Resident Associate I Motel Manager". The main area on the right contains fields for "End Employment Date", "Benefits Service Date", and "Company Service Date", each with a date picker. Below these is a comment box labeled "enter your comment". The "Process History" section shows two entries: "ISU\_INT017\_JobAps / Hire- Step Completed" and "Dylan Massett (W2222222) Review Employee Hire- Awaiting Action". The "Attachments" section is highlighted with a red circle and contains a "Drop files here" area with a "Select files" button. At the bottom, there are buttons for "Approve", "Deny", "Save for Later", and "Cancel".

# View the Attachment on the Hire Event

View Event Hire: Emma Decody (W11111111) [Actions](#)

For 222333 Motel Manager

Overall Process Hire:

Overall Status Successfully Completed

Due Date 10/19/2017

Calendars In Use Consecutive Days (No Calendars Selected)

Details | Process

Employee Emma Decody (W11111111) :

Organization SPS - Training Division

Hire Date 11/08/2017

Reason New Hire > JobAps

Job Details

Position 222333 Motel Manager

Search for the employee and locate the Hire Event from Worker History.

Management Level from Job Profile 8 Individual Contributor

Job Classification (empty)

Company Insider Types (empty)

Workers' Compensation Code from Job Profile (empty)

Workers' Compensation Code Override (empty)

Work Shift (empty)

First Day of Work 11/08/2017

Time of Hire (empty)


Continuous Service Date 11/08/2017

End Employment Date (empty)

Benefits Service Date (empty)

Company Service Date 07/01/2018

Attachments

 MS-26 form for Decody.pdf  
Uploaded by Dylan Massett (W2222222)

Description (empty)

Category Hire

Scroll to the bottom of the page to view the attachment that was uploaded to the hire event.

# Status of Event

Click the Process tab to view the status of the Hire event.

**\*\*See example, you will see the same routing process for above midpoint requests\*\***

Details **Process** Dylan Massett (W2222222) (HR Coordinator)

Process History 39 items

Process	Step	Status	Completed On	Due Date	Person	Comment
Hire	Hire	Step Completed	10/05/2017 11:32:54 PM	10/19/2017	ISU_INT017_JobAps / (external load)	
Hire	Review Employee Hire	Approved	11/06/2017 01:06:37 PM	10/19/2017	Dylan Massett (W2222222) (HR Coordinator)	
Edit Government IDs	Edit Government IDs	Approved	11/06/2017 01:07:33 PM	11/07/2017	Dylan Massett (W2222222) (HR Coordinator)	
Hire	Propose Compensation Hire	Not Required		10/19/2017		
Propose Compensation Hire	Propose Compensation Hire	Submitted	11/06/2017 01:09:09 PM		ISU_INT017_JobAps / (external load) w2222222 / Dylan Masse (external load)	
Propose Compensation Hire	Approval by HR Partner	Not Required				
Propose Compensation Hire	Approval by Appointing Authority Partner	Not Required				
Propose Compensation Hire	Approval by Central Recruitment Partner	Not Required				
Propose Compensation Hire	Approval by Compensation Partner	Not Required				
Hire	Consolidated Approval by Central Recruitment Partner	Approved	11/07/2017 11:57:33 AM		CHRISTOPHER LANGLEY (W2009364) (Central Recruitment Partner)	CHRISTOPHER LANGLEY: Agency has delegated authority to approve above base salary for this classification.
Hire	Consolidated Approval by HR Partner	Approved				