Hires, Reinstatements, Transfers in Workday
Covered Topics:

- Information Flow: JobAps to Workday
- Reviewing JobAps Information:
  - Editing
  - Adding (Required Data)
- Service dates
  - Re-instatements
- Transfers:
  - Shell Records
  - JobAps Reasons / Workday Reasons
Information Flow JobAps → Workday
The Hire Business Process

- Used to hire employees (paid through CPB); not contingent workers
  - i.e., State/Regular, Contractuals (Seasonal and Fixed Term), Temporary Employees, Interns, SPMS and University Faculty

- Initiated in one of two ways:
  - Job Aps:
    - For competitive recruitments, including special appointments
    - Most hires are done this way
    - Includes hires, rehires, and transfers
    - Information from the Hire Details page, including name, PIN, and salary will integrate into Workday

  - In Workday:
    - For hires that are not paid through CPB (Contingent workers and Temporary Workers only)
Hire: Integration with JobAps

JobAps: Hire

JobAps: Rehire

Workday

Workday: Hire

Hire: Hire

Hire: Rehire Reinstatement

Hire: Rehire Non-Reinstatement
What **DOES** come over from JobAps:

- **Hire Reasons** – All hires/rehires come into Workday as a “Hire”
- **Hire Dates** – Can be changed through inbox item
- **Job profile** – Cannot be changed through hire process; need to complete *Edit Position Restriction* business process
Hire: Integration with JobAps

- When a hire/rehire integrates from JobAps into Workday, it appears as a new inbox item in the HRC inbox entitled **Review Employee Hire**.

These fields can be edited upon completing this inbox item.
Hire: Integration with JobAps

Hire reasons should be changed through inbox item in Workday based on the documentation on the hire.

Should distinguish between rehire reinstatement and non-reinstatement.
What **Does NOT** come over from JobAps:

Key information is **necessary** with Benefits implemented into the system that is **NOT** integrated from JobAps:

- Home address
  **Including county**
- Personal Email
Service Dates
Service Dates

- **Company Service Date**
  Increment Date (1/1/Year or 7/1/Year)

- **Time Off Service Date**
  Used for calculating Accruals

- **End of Employment Date**
  Must be entered for *Contractuals*
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
Date Fields By Process: 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
Date Fields By Process: Transfers

- **Transfers**
  - No automated changes; review all fields for any needed changes
  - Contractual Transfer (SB172):
    - Appointment date – date placed in regular position.
<table>
<thead>
<tr>
<th>Description</th>
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- **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
# Original Hire Date

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- **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 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 if PEP is Mid or Annual. Increment date. Does NOT need to match Time Off Service Date
## Company Service Date

**Increment Date**
(1/1/Year or 7/1/Year)

**Contractuals:** Date of 1\textsuperscript{st} 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*

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- **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
HR Personnel maintains employee service dates including the Time Off Service Date.

- Determines the leave that is accrued per pay period.
- Indicates “years of service” for leave accrual purposes in Workday; represents “Total State Service”.
- Adjusted by HR for breaks in service when an employee leaves and returns
- Contractuals cannot accrue Annual leave even when the Time Off Service Date is populated on their worker profile.
Editing Employee Service Dates

Go to *Worker History > Edit Service Dates*

- The **Time Off Service Date** determines when leave accruals start; how much leave an employee is entitled. It must be entered to accrue!!!(**NOT AUTOMATIC**)

- The Hire Date and Continuous Service Date help determine the Time Off Service Date.
Change Job: JobAps to Workday Workflow

- Change Job: Transfer
- Change Job: Promotion
- Change Job: Demotion

JobAps

Workday

Change Job: Change Job

Change Job: Transfer

Change Job: Promotion

Change Job: Demotion
Transfers: JobAps

- **Transfer** is used for current employees who are moving from their PIN to another position; contractual or a State/Regular.

- In JobAps, **there is no field to narrow down transfer reasons; this is done in Workday**.
Transfer – Reasons to Use in Workday

- Contractual Conversion
- Contractual Transfer (non-conversion)
- End of Temporary Duty
- Indep Agency (*JobAps*)
- Intra Agency (*JobAps*)
- Other Agency (*JobAps*)
- Reassignment in Same Agency
- Temporary Duty
The Propose Compensation step does not automatically occur for transfers (second step in Workday if comp change is required) or data changes.

Do not:
- Create a position through this process
- Close position through this process
Special Transfer Processes
Transfer – Contractuals Requiring Compensation

If you need to complete a compensation change on a transfer processed in JobAps, 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)
Transfers – Shell Record/Benefits Only

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, select Secondary State Emp as the Action code on the Hire Details.

- 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.
- 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, select Rehire as the Action code on the Hire Details.

- 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.
- Step 4: Complete the remaining steps in the Hire/Rehire process in Workday.
SPMS/CPBI Transfers

- Transfers Between SPMS, CPBI and Benefits Only Agencies:
  - We use “Transfer” Workday event between SPMS and CPBI agencies.
  - Receiving agency starts the transfer transaction.
Benefits Only Transfer Process

1. SPMS/CPBI: terminate employee with reason “Voluntary - transfer to non-SPMS agency”

2. Benefits Only: Hire employee into their HR system

SPMS/CPBI

Benefits Only

2. Benefits Only: Terminate the employee, will make SPMS position primary

1. SPMS/CPBI: Complete “Add Additional Job”

***If the employee has already been terminated from the Benefits Only agency, the SPMS/CPBI agency starts the hire as a Rehire event.***
Processing Hires from Non-SPMS Benefits
Only Agencies to a SPMS Agency

**Non-SPMS agencies** use Workday for Benefits only:
- Judiciary
- MDOT
- General Assembly

**Universities:**
- Bowie State University
- Coppin State University
- Frostburg State University
- Salisbury University
- Towson University
- University of Baltimore
- University of Maryland
- University System of Maryland Office

**SPMS agencies and CPBI:**
- BCCC
- Canal Place Preservation & Development Authority
- Historic St. Mary's Commission
- Maryland Food Center Authority
- Maryland Stadium Authority
- MD African American Museum Corp
- Register of Wills
- Morgan
- St. Mary's College
Additional HR Issues
End Additional Job as Terminations

- **Remind Employees:**
  - If they take a second State job in any department or university, must notify your office
  - Ask employees starting and leaving if they are going to another State job

- **Cannot Terminate an Employee in Two Jobs:**
  - Must use the End Additional Job
  - New Reasons for Voluntary and Involuntary End Additional Job

- **Retirement**
  - Must coordinate with other agency to end the secondary job.
  - Employee must be terminated to add the Retiree Status.
  - Employee has to be separated from employment for 45 days.
  - Secondary agency can rehire the employee, after 45 days.
Benefits Only: Common Hiring Mistakes

▪ **Not using the Employee Validation**
  - Not determining if the employee is a Benefits Only current/terminated employee before completing the Hire Details.
  - Not correcting a discrepancy on the application.

▪ **Selecting the incorrect Action reason on the Hire Details**
  - Hire will create a duplicate W number for the employee.
  - Transfer, promotion and demotion will not be accepted by Workday.
  - It will either be Secondary State Employment (current Benefits Only employees) or Rehire (terminated Benefits Only employees)

▪ **Not completing the Job Switch** task in Workday after adding the Secondary State Employment
  - The Benefits Only job will remain the primary job

▪ **Completing the Add Job directly in Workday** vs. JobAps when there was a recruitment
Fields That Impact Benefits

- **Leave Events (unpaid)** – Direct billing
- **Home Address (with county) and Personal Email** –
  - Access to benefit plans
  - Benefit communication
- **Service Dates** – Leave accruals
- **Employee Type** – Employee vs. Contingent; State/Regular vs. Contractual
- **FTE%:**
  - Employee Profile > Actions > Change Job > Transfer, Promote, Change Job
    - Reason: Data Changes - FTE Change
    - ONLY change “Scheduled Weekly Hours”
- **Effective Dates:**
  - **Hire Date**: Time allowed to opt into benefits (correcting the hire date does not change the count down – would need to be rescinded)
  - **Transactions**
Questions?

Hmm?