

# HR User FAQ - Contractual Employee Workday Processing

## **What is a contractual employee?**

1. Occupies a ***non-budgeted position*** (not an appropriated position)
2. An ***hourly employee***, with overtime paid at the rate of time and one half (unless excluded by law)
3. Either the function is ***temporary*** or there is a permanent need but there is ***not a State regular position available***
4. Contractual employees cannot be promoted or demoted based on State Salary Guidelines.

## **How do I check that a contractual employee's timesheet is complete?**

Unlike State Regular positions, if a timesheet is not submitted and approved, the employee ***will not be included on payroll***

- Helpful reports:
  - *SPMS Unapproved Time and Time Off in a Period – Contractual*
  - *SPMS Unsubmitted Time and Time Off in a Period – Contractual*
  - *SPMS No Time Entered Contractual*

## **What do I do with an email with the subject: "*Records not being sent to Regular Payroll System and Rejected records by Central Payroll Bureau from previously sent file*"?**

1. The email will list only the first error, however, there could be more than one. HR needs to use the [Error Checklist for Contractual](#) from the SPS HR Help Center, to check for all possible errors.
2. Review, if needed, [Modify Costing Allocations](#) on SPMS Employees from the SPS HR Help Center.
3. Review, if needed, [Quick Guide: Maintaining FTE%](#) on SPMS Employees from the SPS HR Help Center.

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## ***What are the Common Errors for maintaining contracts?***

### ***Job Aid: Updating Contracts: Closing and Renewing Contracts***

1. Contracts *must be attached to the transaction* with an accurate date and correct contract type, for the process to be approved.
2. Do not use the *Pending* status
3. Only send *ONE contract process through per employee* at a time
4. If the rehire process stalls after submitting, open a ticket to SPS to check for a previous contract that is still open.
5. Extensions or new contracts need to be entered timely; *contract and process dates can affect the benefit group* they are in and can cancel their benefits
6. To renew or extend a contract, *close the current existing contract BEFORE* opening a new contract. If done in a timely manner, this should not have a benefits impact.
7. An employee cannot occupy 2 contractual positions, in the same agency (*the same first 6 digits in position cost center: [340101001010001](#)*), at the same time.

#### **Solution options:**

- 1) Combine the positions into 1 contractual role
- 2) Change one of the positions to temporary (allows for different payroll schedule and pay group)

## ***What do I do if I need to update an employee's compensation, but nothing else about their contract is changing?***

You can do an addendum with an accurate compensation change request information (accurate dates, time and pay type, and conversion rates).

- *Individual addendums* (worker documents upload): identifying time frame of hourly rate change and approved (nothing changes but comp)

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## ***When is a transaction a Contractual Conversion?***

### ***Job Aid: Contractual Conversion***

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

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

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

## ***When should I select the reason "Non-Conversion Transfer"?***

In any transfer scenario that requires a compensation change but does not meet the requirements for a contractual conversion, select Transfer – Contractual Transfer (Non Conversion) in Workday, after the JobAps transfer is complete. This transfer reason is selected in Workday for:

- Current contractual employee moving from their contractual PIN to another contractual position with a change in salary
- Current contractual employee moving to a State/Regular position or Temporary position.

## ***What is the timing concern with Contractual Conversion and Non-Conversion processes?***

Employee's current position timesheet must be completed, submitted and approved prior to the start of the transfer process because:

- a. Once the hire starts, pay group changes and removes the ability for the employee to be paid on the previous pay group's payroll.

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- b. Leave balances disappear once they are transferred, must be manually put into sick and save bucket (regular employee); Contractuals cannot use any leave.
- c. For a Contractual Conversion – last pay period an employee is on contract they must be paid out COE balance

## ***What are the Leave Balance Rules for Contractuals?***

Personal Leave (PL) afforded to TE and Contractual employees is forfeited if not used when contractual or TE employment ends.

- If the employee separates from State employment and is rehired within 37 weeks, the employee is entitled to get this leave back.
- If the employee is transferred to a State regular position, the agency Timekeeper must manually adjust leave balances based on time type:

<b>Contractual Time Type</b>	<b>Does this transfer?</b>	<b>Is this use or lose?</b>	<b>How are hours moved?</b>	<b>Timing of Payout?</b>
Paid time off - Contract	Yes, but not automatically.	No	HR must manual transfer hours into Sick and Safe bucket in employee's new position (merit).	No payout; there is no cash value.
Pre-scheduled Holiday	N/A	N/A	N/A	N/A
COE	No	No	No	Must be initiated by Agency who held the contract and paid with the last full contract pay period.

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## ***What are the Benefits Rules for Contractuals?***

Some contractual employees qualify for conversion into a State regular position; others apply and are selected through the competitive process

1. Same benefits whether hired via a conversion or competitively selected to fill State regular position (see SPP 13-304), IF no break in service AND in the same principal unit (Agency) that employs the contractual position
2. Continuous Service Date is the recent "Hire Date" or Contractual Transfer (HB767/SB172): Date of 1st continuous contract in same principal department. [Quick Guide: Workday Date Fields](#)
3. Steps in the pay grade applicable to State regular position
4. Annual leave accrual rate (no retro earnings) Time off service & continuous dates stay the same\*
5. Seniority rights

## ***What Benefit Processes are dependent on the start and end dates of the contracts?***

### **[Quick Guide: End Start of Contract](#)**

1. The **SPS Start of New Contract** process runs daily and looks for employees:
  - Who did not have an active contract on the previous day.
  - Who have a Contract Start Date that is the day the process is running.
  - Generates a **Benefit Change – Start of New Contract** event for the employee.
2. The **SPS End of Contract** process runs on the last day of every month and looks for **current** employees whose contract ended in the previous month (based on the contract end date and only if the contract is still open in Workday)
  - These employees have not received an extension on their contract
  - This **ends** their benefits coverage effective the last day of their Contract End Date month.

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- If 30 days pass beyond the end date of an open contract, the integration will enter Benefit Change - End Contract process and end employee's benefits.
- **If an extension is entered**, (changing the end date, after the Benefit Change - End Contract integration runs) **notify EBD**. Contract extensions entered/received after the Contract Start Date **are not automatically** picked up by the **SPS Start of New Contract** process and EBD must **manually** generate a Benefit Change - Start of New Contract event for the employee.
  - **Helpful reports:**
    - SPS End of contract
    - SPS Benefit Start of Contract

### ***How are Benefits Only vs. SPMS/CPBI transfers handled differently?***

1. We use the "Transfer" Workday event **between** SPMS and CPBI agencies, (the receiving agency starts the transfer transaction).
2. **SPMS/CPBI** transferring **to Benefits Only Agency**: terminate employee with reason "Voluntary - transfer to non-SPMS agency"
3. **Benefits Only Agency** transferring **to SPMS/CPBI**: the receiving agency completes the "Add Job" Workday event, then requests the Primary Job Switch process to be completed through the SPS ticketing system.

### ***When are Primary Job Switch processed?***

Primary Job Switches *cannot be done until the end of the current pay period processing of the primary position* (to avoid benefits disruption). In some cases, the accurate termination date cannot be used; use the earliest date accepted (the first day of the start of the next pay period begins)

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### ***What are some Helpful SPMS Reports when processing contractual employee transactions in the Workday system?***

- SPMS Contract Employee Details
- SPMS Unapproved Time and Time Off in a Period – Contractual
- SPMS Unsubmitted Time and Time Off in a Period – Contractual
- SPMS No Time Entered Contractual
- SPS End of contract SPS Benefit Start of Contract