

Contractual Conversion (SPMS Agencies)

March 2023



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Transfer - Contractual Conversion

Verify that there is a vacant State/Regular position that is "available to fill" prior to starting

this task. A contractual employee can convert to a State/Regular PIN if the following

criteria are met:

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

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V If one of the criteria is not met, then Contractual Conversion cannot be used. You may have to do a Transfer – Contractual Non Conversion instead.

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

NOTE: Remember to close the contractual PIN's contract <u>before starting the contractual conversion</u>. Refer to the <u>Updating Contracts: Closing and Renewing Contracts</u> job aid.

Proced	lure			
Home -	Workda	ау		
	1	Q Search		¢ 🖻
	Here's	What's Happening		It's Saturday, March 4, 2023
	Awaiting	g Your Action		Quick Tasks
		Enable Workday Account: Hire: CHANTEL WALLACE (W2006620) Inbox - 19 hour(s) ago DUE 03/07/2023		Enter My Time Submit My Time
		Benefit Change - New Hire : Rachel Jones (W2135837) on 02/27/2023 Inbox - 21 hour(s) ago		Request Time Off
		MD State Privacy Information:Kristin Adams (W1182616)	_	

1. Search for the employee either by name or W number in the Search field.



Search Results - Workday

≡ M	ENU 🏠		Q Example Employee	۲	4 ⁰⁰ 2
П	Saved Categories	~	People		
	People Tasks and Reports	•	Example Employee (Employee	\checkmark	
=	More Categories	>	Asst Dir Of Nursing, Avenue		
			Local Imme Saturday 12:28 PM Manager	Length of Service (s), 6 month(s), 26 day(s)	

2. Click the **People** field.

Worker - Workday

People		
Asst Dir Of Nursing,	Actions Worker	× XIII PE
Avenue	Frequently Used Example Employee	
Local Time Saturday 12:28 PM Manager A	Start Proxy Maintain Worker Docu Enter Time Enter Time for Worker Start Proxy Maintain Worker Docu Enter Time for Worker Contact Work Address Change Job Change Business Title Change Location	
Example Employee	Business Process > Add Contract Calendar > Add Job Terminate Employee	
Pre-Hire	2. Job Change Organization Organ	
	Payment > Location © Catonsville - 55 Wade A	venue 🗸

3. Click the Related Actions and Preview Button. Hover over Job Change and then select *Transfer, Promote or Change Job.*





OU ARE CHANGING THE JOB PROFILE OF A POSITION, YOU MUST A NTRACTUAL = HOURLY LTEOROUS AR = SALARY	LSO MARE SURE THAT THE 'PRY RATE TYPE' MATCHES THE POSITION TYPE:	
	Start	
	Start Details	
	When de you want this change to take affect? * O(2)(4)(202) sedent Why are you making this change? * 'Transfer-Contential Conversion within! Who will be the executor start this change? Solid	
	() removed Which team will this person be on after this change? ()	
	Do you want to use the next jusy period? added	

4. Click the Edit button and update the following fields.

Field	Value
When do want the change to take effect?	Enter the effective date of the contractual conversion.
Why are you making the change?	Select Transfer – Contractual Conversion
Who will be the manager after the change?	Enter manager's name
Where will this person be located after this change?	Review/Enter Primary Job location or supervisory org

5. Click the **Start** button.



Change Job – Workday

Change Job Example Employee	(110)			E
IF YOU ARE CHANGING THE JOB PROFILE OF A I CONTRACTUAL = HOURLY STATE/REOULER = SALARY	POSITION, YOU MUST ALBO MAKE SUBE	THAT THE YAY RATE YARE' MATCHES THE POSITION TYPE:		
	Start More Am Leontrae Densila Adaptiveem Barrowy	More Opening West to your used to do with the opening belt as your team? * . Care the basedown?	×	
Back				

- 6. If an employee will have a new manager as a result of the job change, the Move Page displays.
- 7. Click the Edit



button to select Close this headcount.

Information: Per State policies and guidelines, the PIN must be abolished after a contractual conversion has been completed. You may close the position on this screen by selecting Close the Headcount, or you can close it as a separate transaction.



Change Job - Workday

Change Job Example Employee	(2
Change Job			
IF YOU ARE CHANGING THE JOB PROFILE OF A P	OSITION, YOU MUST ALSO MAKE SURE THAT THE 'P	KY BATE TYPE" MATCHES THE POSITION TYPE:	
CONTRACTUAL = HOUREY STATE/REGULAR = SALARY			
		dol	
	fart	Position	
	hiros	Pasilion /	
	Location	Do pto want to create a new position?	
	Details	No added	
	Attachments	Job Profile	
	Durrenary	Job Profile * // Cold Job Steller - 4221 271 added Yes an Profile - 6887 moved	
		Job Trile	
		Business Title	
		Pasiness Tife	
Back Next			

8. On the Job page, click the Edit button to select the State/Regular PIN the employee will go into.

Information: Do not change the Job Profile. It will default from the position selected.

9. Click the **Next** button.



Change Job Example Employee (
IF YOU ARE CHANGING THE JOB PROFILE OF A POSITION, YOU MUST ALSO MAKE SURE THAT THE YAY RATE TYPE! MATCHES THE POSITION TYPE:
Controlities Hower
Location
LOCATION
tor Location Details
More
Location * /
Looden almost yours
Datah w
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users and p

10. On the Location page, click the Edit button to update the following:

- Location (defaults from the manager selected) •
- Scheduled Weekly Hours (update if making an FTE change) •

11. Click the Next button.



Change Job – Workday

Change Job Example Employee I		(1)
IF YOU ARE CHANGING THE JOB PROFILE OF A POSITION, YOU MUST ALSO MAKE SURE THAT THE TWY BATE TYPE MAT	CHES THE POSITION TYPE	
CONTRACTUAL = HOURCY		
STATE/REGULAR = SALARY		
	Details	
Bat	Job Classifications	
Most	Additional Job Classifications	
.00	(ampty)	
Location	Administrative	
bitah	functioner Toma 1	
atachnesis	State/Regular	
Surray	Time Type *	
	Fur site	
	Tailey	
	Location Weekly Hours	
	40	
	Default Weekly Hours	
	43	
	FTE	
	tel format	
	was the	
Back	Skilled Dervee added x Professional Servee received	

12. On the Details page you will see any changes to the employee's job based on the PIN

selected. You can click the Edit button in the Administrative section of the Details page to update the following field, if applicable:

- **Time Type** (example: part-time/full-time, for FTE changes; this may also default from the position selected.
- Pay Rate Type (example: salary/hourly).

13. Click the **Next** button.



Change Job - Workday

Change Job Example Employee 1		<u>ଞ</u>
IF YOU ARE CHANGING THE JOB PROFILE OF A POSITION, YOU MUST ALSO CONTRACTUAL + HOURSY STATE/REGULAR + SALARY	MAKE SURE THAT THE 'PAY RATE TYPE' MATCHES THE POSITION TYPE:	
	Attachments	
9941	Documents	
Move	Add	
kanstier		
Details	-	
Atachysita Batteary	-	
Back		

14. Click the Add button to upload an attachment, if applicable.

- Select the appropriate **Document Category**.
- Click the **Attach** button, browse and select a document to attach.



Information: Attach the MS-27 Salary Guideline Exceptions here when you go outside on the salary guidelines. You will update the employee's compensation on a later step in the Change Job Business process.

15. Click the **Next** button.



Change Job – Workday

Change Job Example Employee			P
IF YOU ARE CHANGING THE JOB PROFILE OF A POSITION, YOU MUST AL CONTRACTUAL = HOURLY STATE/REGULAR = SALARY	SO MAKE SURE THAT THE 'PAY RATE TYPE' MATCHES THE POSITION TYPE.		
	Start		
	Start Details When do you want the change to take effect? * • 03/04/2023 adde Why are you making this change? * • Inmafer - Contractual Convention added Who will be the manager after this change? • Mole will be the manager after this change? • added • I monder • Mole is person be on after this change? • Mole is person be located after this change? • Mole is person be located after this change? • Anence Do you want to use the next pay period? • added	~	
Solonit Save for Later Cancel			

- 16. On the Details page, review the information and then click the Submit button.
- 17. A box with the Open button will appear for the Proposed Compensation Step to be completed.





Compensation Change

The next step in the Contractual Conversion is the Compensation Change step.

Procedure	

1. Click the Inbox $rac{left}{local}$ icon.

Compensation Change – Workday

Inbox					
Actions Archive	View Event Transfer: Example Employee (1 C .'
Sort By: Newest	5 minute(s) ago - In Progress: Multiple Parties				
From Last 30 Days	For 1				
Transfer: Example Employee	Overall Process Transfer: Example Employee (
	Overall Status In Progress				
	Due Date 03/11/2023				
	Calendars In Use Consecutive Days (No Calendars Selected)				
	My Actions Details Process				
	My Actions 1 item				🗐 🔻 🗆 er 💷 🎟
	Awaiting Me	Due Date	Business Process	Subject	^
	Open	03/06/2023	Compensation Change: Example Employee	Transfer: Example Employee	· · · · · ·
	Cancel				
(111191409) •••••					

In your Archive box, you will find the overall Transfer process for your employee. On the Right of the screen, you will see a *My Actions* tab with an open button under Awaiting Me. Click the open ^{Open} button for the "Compensation Change" business process task. HINT: The employee's name is included in the task name.



Compensation Change – Workday

Propose Compensation Change Example Employee (W10677	80)	
	Compensation	
	Effective Date & Reason	
	Effective Date	/
	Use Next Pay Period	
	No	
	Reason Transfer > Transfer > Transfer - Contractual Conversion	
	Total Base Pay	
	Total Base Pay • 10.00 USD Annual was 126,036.00 USD Annual	
	Primary Compensation Basis	
	Basis Total Salary and Allowances	
Submit Save for Later Close	Rasis Details	

3. Click the Edit icon at the right of the row to be edited.

Note:

Workday will reset the employee's Step to base (which no longer exists in the State Salary Guidelines. You will need to correct the step of the employee, even if the system accurately adjusts the employee's compensation grade.



4. Select one of the following options:

lf	Then
Employee is paid on the Standard Salary Schedule or any schedule that has a Grade Profile and Step.	 Click the Edit icon in the Guidelines row. Type or use the prompt to enter the Step. Click the Save icon.
	NOTE : Compensation defaults based on the job profile. Choosing Step 10 or above requires additional approvals. Refer to the <u>Standard Pay</u> <u>Guidelines and Executive Pay Guidelines</u> for more information.
Employee is paid on the Executive Schedule	 Click the Edit icon in the Salary row. Enter the salary in the Amount field. Click the Save icon.
Employee Type is Contractual – Hourly	 Click the Add icon in the Hourly row. Enter the pay rate in the Amount field. Click the Save icon.
Employee Type is Contractual – Contract (i.e, fixed term contractual)	 Click the Add icon in the Allowance row. In the Compensation Plan field, type or use the prompt to select Contract NTE\$ from the list, if not already selected.
	 Enter the contract not to exceed amount (Contract NTE\$) in the Amount field. Click the Save icon.

Information: When the person is a new hire, there will not be any information in the "Total Base Pay" field. If the person is a re-hire, the last salary should populate in this field.

Information: Note that the State Law Enforcement Officers Labor Alliance (SLEOLA) MOU allows eligible employees to receive a clothing allowance and/or certain types of bonuses. Eligibility is limited to employees who belong in one of the job families listed below:

- Sworn Police Officers
- Maryland State Police Law Enforcement
- Law Enforcement I
- Law Enforcement M
- Law Enforcement X
- Law Enforcement Z



The bonus is processed as an Allowance. Please refer to the chart below.

lf	Then
Clothing Allowance: \$1,500 per fiscal year to be paid	- Click Clothing Allowance option.
and the second ½ in first full pay period in January.	 NOTE: DO NOT change the following information \$750 will automatically populate in the Amount field. USD will automatically populate in the Currency field. Semi-annual will automatically populate in the Frequency field. DO NOT enter an end date.
Fitness Bonus: \$1,000 to be paid out in two	- Click Fitness Bonus (SLELOA ONLY) option.
¹ / ₂ in first full pay period in April and the second ¹ / ₂ in first full pay period in October.	 NOTE: DO NOT change the following information \$1,000 will automatically populate in the Amount field. USD will automatically populate in the Currency field. Annual will automatically populate in the Frequency field. *Although it is Annual, Workday will process the bonus into two installments when the pay is processed.* DO NOT enter an end date.
Education Bonus: Amount based on level of degree	- Click one of the following options:
to be paid out in the first full pay period in December.	 a. Education Bonus – Associate's Degree (SLEOLA ONLY) b. Education Bonus – Bachelor's Degree (SLEOLA ONLY) c. Education Bonus – Master's Degree (SLEOLA ONLY) d. Education Bonus – Doctorate Degree (SLEOLA ONLY) MOTE: DO NOT change the following information The dollar amount will automatically populate in the Amount field based on the Education Bonus that was selected. USD will automatically populate in the Currency field. Annual will automatically populate in the Frequency field.
MSP Flight Pay Commissioned: This bonus is limited to Maryland State Police Law Enforcement – I, M and Z job families	 DO NOT enter an end date. Click Flight Pay – Commissioned Officers (SLEOLA ONLY).
	 NOTE: DO NOT change the following information \$5,500 will automatically populate in the Amount field. USD will automatically populate in the Currency field. Annual will automatically populate in the Frequency field. DO NOT enter an end date.
MSP Flight Pay-SIC: This bonus is limited to Maryland State Police Law Enforcement – I. M and Z	- Click Flight Pay – SIC (SLEOLA ONLY).
job families.	NOTE: DO NOT change the following information - \$5,000 will automatically populate in the Amount field. - USD will automatically populate in the Currency field. - Annual will automatically populate in the Frequency field. DO NOT enter an end date.



- 5. Click the **Submit** button.
- 6. A Success box will appear and show the task being routed for approval.

Success! Event submitted	L
Up Next: HR Partner Transfer: Example Employee - Consolidated Approval by HR Partner or HR Partner (Agency	
View Details	



Information: The compensation and contractual conversation must be approved.



Manage Business Process

If the employee has any outstanding items that were not completed before the contractual conversion, then the Manage Business Process for Worker step will display in your inbox. Follow the instructions below to either cancel or reassign the task.

1. Click the Inbox icon.

Actions Archive Vessig All Softway Reset Vessig All Transfer: Example Exceloper Vessig All Vessig All Vessig All Zmmule(L) ago-Due 00.064/2022 Lifective Vessig All Vessig All Vessig All	Manage 2 minute(s) ag Worker E) You can subm Inbox Item	Business Processes for - Dae 03/04/2023 (Flective 03/04/20 ample Employee - tup to 360 rows on the index thems As as Assigned to Worker Busine	r Worker 23 tigned to Worker tal	s if you exceed this limit, you will need to access the ct the Worker Delegations to the Worker	s task again and readent your actions on the tab.			☆ @	
	Inbox Iter	a Assigned to Worker 2 lions						-	n."
	Task	Business Process	Assigned To	Action	Reassign To	Subject	Due Date	Date Received	
	Review	Time Entry: GERALDINE	2	=				04/01/2021 09:58:53:160 AM	^
	Review	Time Off Request	2				06/30/2022	06/28/2022 12:06:28:257 PM	
	4								5
	C ent	er your comment							
	Submit	Cancel							

2. After approval, locate Transfer task in your inbox.



Information: If the employee has outstanding items while employed as a contractual employee, they will be listed in the Inbox Items Assigned to Worker.

3. Click the menu prompt = icon to select either Cancel or Reassign.

Success! Event submitted	
Up Next: Assign Roles to Another Worker Due Date 03/04/2023	
View Details	

Information: A To Do for Assigning Roles to Another Worker will appear for you to complete.



Assign Roles to Another Worker

If the employee has any assigned roles in the Workday system at the time of the contractual conversion, they may need to be reassigned to another employee. Follow the instructions below to either cancel or reassign roles.

Procedure

1. Click the Inbox	icon.		 		
Action Active	Complete To Do Assign Roles to Another Worker In minute() ago-Due BUARD/2023; Effective BU/BU/2023; Fer Overall Process Transfer: Example Employee; Overall Babes Successfully Completed Bue Die 0/11/2023 Instructions The roles for the terminated worker need to be evaluated and reassigned to another worke; if applicable. Complete To Die 0/11/2023 Instructions The roles for the terminated worker need to be evaluated and reassigned to another worke; if applicable.	Ŕ		٢	2
· · · · · · · ·	Submit Save for Later Close				

2. This item is a To Do, or reminder. You should click the Submit button, to show it as completed in the business process.

		×	
You have m	narked as Complete		
Up Next:	Edit Other ID's		
View Details			
To Do			

٢

Information: A To Do will appear for Edit Other ID's for you to complete, if needed.



Edit Other IDs

After successfully transferring the contractual employee to a State/Regular position and updating the employee's compensation, add the "Contractual Conversion" designation to the employee's profile. Use the procedure below. Please follow the instructions below for completing this step.

Procedure

Click the Inbox 🗁 icon. 1.

Complete To Do – Workday

Actions Archive	Complete To Do Edit Other ID's •••	☆ 狙 🖻 🐵
Viewing All v Sort By Newest v	24 minute(s) ago - Effective 03/04/2023	
Edit Other 12's: Transfer: Example Employee	For I	
24 minute(s) ago - Effective 03/04/2023	Overall Process Transfer: Example Employee	
	Overall Status Successfully Completed	
	Due Date 03/11/2023	
	Instructions Please add the Contractual Conversion designator.	
	Edit Other Kis	
	enter your comment	
	Skinnt Save for Later Close	

2. Locate the Attach Copy of ID task from the Actions tab of your inbox. Start this

process by clicking the Edit Other IDs
Edit Other IDs
when the name or the W/ number of the ampleves in the W/orker field

- 3. Typ
- 4. Click the **OK** button.



5. Click the Add ⁺ button to add an ID.

0.0104	14.0						
	*Other ID Type		Organization	Besoription	locrification #	Insued Batts	Expiration Date
	Difwr ID	*				MT/20./Y//Y 23	HEVIDEVITY E
4							
~ ••	ter your comment						

6. Complete the following fields:

Field	Value
Other ID Type	Select Contractual Conversion from the list.
Identification #	Type the Contractual PIN the employee held.

7. Add a note in the Comment section explaining that you are converting the contractual PIN to a State/Regular PIN.

8.	Once co	empleted, select the Submit	button.
		You have submitted Up Next: Attach Copy of ID View Details	
		To Do Skip	

Information: A To Do will appear for Attach Copy of ID for you to complete, if needed. If not, you may select the Skip button.



Attach Copy of ID

After successfully transferring the contractual employee to a State/Regular position you will have the option to add a copy of the employee's ID. Follow the steps to complete this process.

Procedure

1. Click the Inbox rightarrow 1 icon.

Complete To Do – Workday

Inbox						
Actions Archive Vewing All Vewing All	Complete To Do Attach Copy of ID 14 minute(s) ago The following items should be attached (phone applicable):	☆	X	2	٢	J.
Attach Copy of ID: Edit Other IDs: Example Employee	Televork Agreement Compressed Workneek Agreement Graneflather Notice					
Ŷ	For Example Employee Overall Process Edit Other IDs: Example Employee					
\$	Overall Status Successfully Completed Due Date 00/06/2023					
' α —	Instructions Go to the task "Maintain Worker Document File" and attach the applicable documentation to the worker's file. Maintain Worker Documents					
Ω 	enter your comment					
☆	Submit Save for Later Close					

2. Locate the Attach Copy of ID task from the Actions tab of your inbox. If you do not

want to complete this step, click the submit

Submit

button. If you need to

complete this step, please select the *Maintain Worker Documents* button.

Г



	×
Maintain Worker Documents	
Worker ★	
OK Cancel	

3. Type the name or the W number of the employee in the Worker field.

Maintain Worker Documents Example Employee (W1067789) Im Maintain Worker Documents	0 8
Add	
4. Click the OK button.	
5. Click the Add button.	
Add Worker Document Example Employee (W1067789)	
Drop files here or Select files	
OK Cancel	
6. Drag and Drop or upload the ID or document you would like to add to the employee's record7. Select the documents category and add a comment if needed.	
8. Click the OK button.	
9. Click the Done button.	
Page 22 of 23	



Complete To Do – Workday

Inbox						
Actions Active Very Al ↓ Satisfy Reset ↓ ↓ Attach Copy of ID: Edit Other Kb: Exempte Employee (WYOR7799) ↓ ↓ ↓ 27 minuh(q) ago ↓ ↓ ↓ ↓	Complete To Do Attach Copy of D 27 minuto() spo The following barrs should be attached (where applicable): 	Å	0	(P)	0	2
	For Example Employee Overall Process Ed: Other Co:: Example Employee (Overall Status Successfully Completed See Sure 001/06/2023 Instructions Go to the task 'Maintain Worker Document File' and attach the applicable documentation to the worker's Nix. Maintain Worker Document File' and attach the applicable documentation to the worker's Nix. Maintain Worker Document File' and attach the applicable documentation to the worker's Nix. Maintain Worker Document File' and attach the applicable documentation to the worker's Nix. Maintain Worker Document Employee					

- 10. To remove the Attach Copy of ID To Do task, you will have to return to your inbox and select the Attach Copy of ID task again.
- 11. Click the Submit button to remove the To Do task from your inbox.
- 12. The System Task is complete.