

Contractual Conversion (SPMS Agencies)

November 2017



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Procedure:

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.

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 before starting the contractual conversion. Refer to the *Updating Contracts: Closing and Renewing Contracts* job aid.

A Emma Decody		woi	kday.		Norman Bates (W2222222)
Home					•
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	New Announcements	Personal Information	Inbox	My Account	
		\bigotimes		III	
	Team Performance	Time	Time Off	Time Tracking & Payroll Reports	
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			<u></u>		
	Sustain Datur Vic		Inc. All rights reserved. mum of 12 hours during the next Weekly Serv	a linder merina	

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



Search Results - Workday

	workday.	
arch Results		
ategories	Search Results 1 items	
Common	Common	
Organizations	Emma Decody (W3333333)	
Payroll	Criminal Detective I SPS Training Division I 201 W. Preston St Employee	
People		
Processes	Tip: try selecting another category from the left to see other results	
Procurement		
Recruiting		
Security		
Staffing		
All of Workday		

2. Click the All of Workday field.

Sector Se	C Emma Decody			workday.	Norman Bates (W2222222)
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Worker - Workday



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

A Emma Decody	workday.	Norman Bates (W2222222)
Change Job Emma Decody (W3		
YOU ARE CHANGING THE JOB PROFILE OF A POSI ONTRACTUAL = HOURLY TATE/REGULAR = SALARY	TION, YOU MUST ALSO MAKE SURE THAT THE "PAY RATE TYPE" MATCHES THE POSITION TYPE:	
	Chart	
	Start	
	Start Details	
	When do you want this change to take effect? * 11/08/2017	s Edit Start Details
	Why are you making this change? *	
	Who will be the manager after this change? Alex Romero (VV444444)	
	Which team will this person be on after this change? SPS - Training DMston E	
	Where will this person be located after this change? * Baltimore - 301 W Preston St	
	Do you want to use the next pay period? Yes	
Start Cancel		

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

Start button.



Q Emma Decody	workday	 Norman Bates (W2222222)
Change Job Emma	Decody (W3333333) Leton	•
	Decody (W333333) Constant Also MAKE SURE THAT THE 'PAY RATE TYPE' MATCHES THE POSITION TYPE:	
Back Next		
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- 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

		Job		
	Start Move	Position	Z	
	Job Location	222111 Citiminal Detective Do you want to create a new position?		
	Detaile Attachments Summary	Job Profile Job Profile * Criminal Difective - 5522	×	
		Job Title Criminal Detective		
		Business Title Business Title Criminal Detective	Z	
Back Next				₹ 100% ·

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

9. Click the Next button.



Bart More Job Transfor Details Extension Baltimore - 301 W Preaton 01 Scheduled Weekly Hours Scheduled Weekly Hours Attachweets	STATE/REGULAR = SA	2001			
Location Defails More Location 2011 W Preston St Location 2011 W Preston St Location Cation Cation Cation Location Cation Cation Location Cation Cation Location Cation Location Location Location Cation Location L		_	Location		
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		Summary			
		_			

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

11. Click the **Next** button.



	Emma Decody (W333333			
YOU ARE CHANGING	G THE JOB PROFILE OF A POSITION, YOU	U MUST ALSO MAKE SURE THAT THE "PAY RATE TYPE" MATCHES THE POSIT	ION TYPE:	
ONTRACTUAL = HOU TATE/REGULAR = SA				
		Details		
	Start.	Job Classifications		
	Move			
	Move	Additional Job Classifications	1	
	Job			
	Location	Administrative		
	Details	Employee Type *	/	
		State/Regular	100	
	Attachments	Time Type *		
	Summary	Fulltime		
		Pay Rate Type		
		Salary		
		Location Weekly Hours 40		
		Default Weekly Hours 40		
		FTE 100%		
		Job Exempt		
Back Nitz				

- 12. On the Details page, 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.



Q Emma Decody	workday.	• Norman Bates (W2222222)
Change Job Emma Decody (W333		
IF YOU ARE CHANGING THE JOB PROFILE OF A POSITION	I, YOU MUST ALSO MAKE SURE THAT THE "PAY RATE TYPE" MATCHES THE POSITION TYPE:	
CONTRACTUAL = HOURLY STATE/REGULAR = SALARY		
	Attachments	
Start		
Move	Documents	
dob	Add	
Location		
Details		
Attachments		
Summary		
Back Next		*
1000		
Add Add	button to unload on attachment if an	nliaghla
Click the Add	button to upload an attachment, if ap	plicable.

- 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.

button.

15. Click the Next



IF YOU ARE CHANGING THE JOB PROFILE OF A POSITION, YOU	MUST ALSO MAKE SURE THAT THE "PAY RATE TYPE" MATCHES THE POSITION T	YPE:	
CONTRACTUAL = HOURLY STATE/REGULAR = SALARY			
	Start		
	Start Details		
	When do you want this change to take effect? * 11/15/2017	/	
	Why are you making this change? * Transfer - Contractual Conversion		
	Who will be the manager after this change? New Boss (W111111)		
	Which team will this person be on after this change? SPS Training DMSion E		
	Where will this person be located after this change? Baltimore - 301 W. Preston St		
	Do you want to use the next pay period? Yes		
	Job	Guide Me	
	Position		
	Position	1	
Submit Save for Later Cancel			
		Su	bmit

17. Click the **Done** button.



Information: The Transfer – Contractual Conversion is routed for approvals. When it has been approved, return to your Workday inbox to continue with the Propose Compensation.



Propose Compensation

The next step in the Contractual Conversion is the propose compensation.

Procee	Procedure:				
1.	Click the Inbox Inbox hyperlink.				
2.	Click the Inbox icon.				

Propose Compensation Hire – Workday

A Q search	workday.	Chris Lucas (W1111111)
	Image Editor	
Actions 62 Archive	Propose Compensation Hire Preston Brust Actions 000001 Guitarist (Unfilled) Actions	e o 2
Viewing: All v Sort By: Newest v	12 second(s) ago - Effective 06/07/2017	Toggle Fullscreen Viewing Mo
Propose Compensation Hire: Preston Brust - 000001 Guitarist 12 second(d) apo - Effective 06/07/2017	Compensation Effective Date & Reason Effective Date 06/07/2017 Reason Transfer > Transfer - Contractual Conversion	×
	Total Base Pay Total Base Pay • 27,048.00 USD Annual added	
	Primary Compensation Basis Basis Tota Salary and Allowances Basis Details • 27,048.00 USD Annual added	
	Guidelines PeyRange P 27,048.00 - 34,575.00 - 42,102.00 USD Annual added Compensation Package State of Maryland - Active SPMS added	Z
	Submit Deny Save for Later Close	
		₹ 100% ·

3. In your Actions list, click the "Propose Compensation Hire:" task. HINT: The employee's name is included in the task name.

4. Click the Toggle Fullscreen Viewing Mode 🛃 icon.



Propose Compensation

A Q search	workday.		Chris Lucas (W1111111)
← 1 of 62	Image Editor		
Propose Compensation Hire Preston Bru	ust (Actions) 000001 Guitarist (Unfilled) (Actions)		e o 🗾
12 second(s) ago - Effective 06/07/2017			
	Compensation		
	Effective Date & Reason Effective Date 06/07/2017 Resson Transfer > Transfer > Transfer - Contractual Conversion	Z	
	Total Base Pay Total Base Pay • 27,048.00 USD Annual added		
	Primary Compensation Basis Basis Total Salary and Allowances Basis Details © 27,048.00 USD Annual edded		
	Guidelines Pay Range • 27,044.00: 34,575.00 - 42,102.00 USD Annual added Compensation Package	×	
Submit Deny Save for Later Close	Orade:		~
			€ 100% ▼

- 5. Click the Edit icon at the right of the row to be edited.
- 6. 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. 3. Enter the contract not to exceed amount (Contract NTE\$) in the Amount field. 4. Click the Save icon.
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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 in two installments. ½ in first full pay period in July and the second ½ in first full pay period in January.	 Click Clothing Allowance option. 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 installments. ½ in first full pay period in April and the second ½ in first full pay period in October.	 Click Fitness Bonus (SLELOA ONLY) option. 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 to be paid out in the first full pay period in December.	 Click one of the following options: 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)



	 NOTE: 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. DO NOT enter an end date.
MSP Flight Pay Commissioned: This bonus is limited to Maryland State Police Law Enforcement – I, M and Z job families.	 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 job families.	 Click Flight Pay – SIC (SLEOLA ONLY). 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.

- 7. Click the **Submit** button.
- 8. Click the **Done** button.



Information: The compensation and contractual conversation must be approved.



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.

Procedure:



2. Click the Inbox Inbox hyperlink.

Complete To Do - Workday

A Q search	workday	Norman Bates (W2222222)
Actions Active Versing Al Confly: Neversit Confly: Edd Other Div: Transfer: Emma Docody (VV2222222) 12 mnnet(): squ - Effective 11/22/2017	<section-header><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></section-header>	÷ 8 ⊖ 0 .*
	Submit Save for Later Close	

3. Locate the Edit Other ID's task from the Actions tab of your inbox and click the Edit Other IDs





Edit Other IDs - Workday

Q search		workday.	Norman Bates (W2222222)
Edit Other IDs			
Person *	=		
OK. Cancel			
		f the employee in the Person	₩,100

5. Click the **OK** button.



Edit Other IDs - Workday

ar IDs 0 items					Ŷ [
*Other ID Type	Organization	Custom Description	Identification #	Issued Date	Expiration Date
enter your comment					

- 6. Click the Add Row 🕒 button.
- 7. Complete the following fields:

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

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





Complete To Do - Workday

Q search	workday	 Norman Bates (W2222222)
Inbox .		
Inbox Actions Actions Output O	Secondaption page Effective 11/01/2017 Margin Page Secondary 11/01/2017 Margin Page Secondary 11/01/2017 Margin Page Secondary 01/01/2017 Margin Page Secondary 01/01/2017 <td< th=""><th>****</th></td<>	****
	Submit Save for Later Close	

- 11. To remove the Edit Other ID's To Do task, you will have to return to your inbox and select the Edit Other ID's task again.
- 12. Click the Submit

button to remove the To Do task from your inbox.



Attach Copy of ID

The Attach Copy of ID is a "To Do" that is completed in Workday. The HRC has the option of uploading the document using the Maintain Worker Documents. Please follow the instructions below for uploading documents to Workday.

rocedure:			
	~		
1. Click the	Inbox icor	n.	
2. Click the	Inbox Inbox hyp	perlink.	
Complete ⁻	To Do - Workda	iy	
Complete	To Do - Workda	ay workday.	Norman Bates (V2222223)
	To Do - Workda	<u> </u>	e Norman Bates (M2222223)

Actions a	Archive	Complete To Do Attach Copy of ID (Actions)	
Viewing: All v	Sort By: Newest	2 hour(e) ago	
Attach Coev of ID: Edit Other IDa: EMMA DECODY (WZ222222) 2 hour(s) rep		The following items should be attached (where applicable): 7 7 7 7 7 7 7 7 7 7 7 7 7	
		For JOSEPH DEGRAFF	
		Overall Process Edit Other IDs; Emma Dacody (W2222222)	
		Overall Status Successfully Completed Due Date 11/09/2017	
		Instructions Go to the task "Maintain Worker Document File" and attach the applicable documentation to the worker's file.	
		Maintain Worker Documents	
		enter your comment	
		Submit Save for Later Close	
			* 100

3. Locate the Attach Copy of ID task from the Actions tab of your inbox and click on the Maintain





Q search		workday.	Norman Bates (W2222223)
Maintain Worker Doc			
Worker *	=		
OK Cancel			
Type the na	ame or the W num	nber of the employee in the Worker fi	eld.
7			
	OK		

- 5. Click the **OK** button.
- 6. Click the Add bu
 - button to add a document.



Add Worker Document - Workday

(Q search		workday.	Norman Bates (W2222223)
Add Worker Document Emma Decod	y (W2222222) (Actions)		
		Drop files here	
		or	
		Select files	
_			
OK			*,100% 👻
	Select files		
Click the Select files		button, and locate the file	e from your computer to upload

Add Worker Document - Workday

Q search	workday.	Norman Bates (W2222223)
Add Worker Document Emma Decody (W222222	2) (Addores)	
Contractual dec: Decument Category *		*
Upload		
Ck Cancel		€,100% ▼



- 8. Type or use the menu prompt to select the Document Category.
 9. Click the OK button.
 10. Click the Done button.
- 11. Click the Inbox Inbox hyperlink.

Complete To Do - Workday

nbox		
Actions Actions South Synthesis South Synthes Synthesis South Synthesis South Synthesis South	Complete To Do Attach Copy of D I Come	* 8 8 0 2

12. To remove the Attach Copy of ID To Do task from your inbox, locate the task and click the Submit





Contractual Conversion - Manage Employee Contracts To Do

Please remember that prior to initiating a Contractual Conversion for the employee that you close the existing contract. The Manage Employee Contracts is a To Do that will appear as part of the Contractual Conversion Business Process. Follow the instructions below to remove the To Do task from your inbox.

Procedure:



- 1. Click the **Inbox** icon.
- 2. Click the Inbox Inbox hyperlink.

Complete To Do - Workday

A search	workday.	Norman Bates (W2222223)
Inbox		
Actions & Archive Versing All V Soft Provent V V Manage Employee Contracts: Transfer: EMAA DECOOP (W2222228) 3 Start(s) ago: :Electrice (1/8/1/2017)	<section-header><section-header><text><text><text><text><text><text><text></text></text></text></text></text></text></text></section-header></section-header>	* 0 0 0 /
		# 100% -

3. Please remember that the contract should be closed PRIOR to converting the employee to a State/Regular PIN.





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.

Procedure:

- 1. Click the Inbox icon.
- 2. Click the Inbox Inbox hyperlink.

Manage Business Processes for Worker - Workday

oox									
Actions 7	Archive	Manag	je Business Processes	for Worker					i o
Viewing: All v So	ort By: Newest 🗢 🗸	24 minute(s)) ago - Due 11/09/2017; Effective 11/01/2	2017					
Transfer: EMMA DECODY (W222 14 minute(s) ago - Due 11/09/2017, i			EMMA DECODY (W2222222) Items Assigned to Worker	isiness Processes about the Worker	Delegations to the Worker				
		Inbox I	tems Assigned to Worker 1 item					9	
		Task	Business Process	Action	Reassign To	Subject	Due Date	Date Received	
		To Do	Onboarding for EMMA DECODY (W2222222)	=		Add Payment Elections		10/13/2017 12:26:15.082 PM	\$
		-	enfer your comment						
		Process	nter your comment History mman Bates (W222223) ange Job: Step Completed	-Da	e 11/14/2017				
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		Process Nic Cha Rev Rev Rev Rev Pro	History strma Bates (W222223) ange Job- Step Completed view: Current Manager- Not Required view: Change Job- Not Required view: Change Job- Not Required anis Smith (W1050546) spore Compensation Change-Submitted Ilip DetChana (W1074771) util Det Structure Job Protect Amore Statistica Amore Job Protect Amore	- Du - Du					

3. 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.

- 4. Click the menu prompt = icon to select either Cancel or Reassign.
- 5. Click the **Submit** button.
- 6. Click the **Done** button.
- 7. The System Task is complete.