STATEWIDE PERSONNEL SYSTEM

Hire an Employee

November 2022

Contents

The Hire Business Process 3
Review Hire from JobAps (Competitive Recruitment) 6
Hire in Workday (Direct Hire)..7
Edit Government IDs 16
Appointment Certification Form 19
Propose Compensation 24
Maintain Employee Contract..28
Change Personal Information 31
Edit Service Dates..33
Add Probation Period 36
Review and Complete To Dos for the Hire Event 38
Check the Status of a Business Process 39

The Hire Business Process

Business Process Overview
The Hire business process is used to hire employees (workers paid by the Central Payroll Bureau) into a position in Workday. See the Contract a Contingent Worker (workers not paid by Central Payroll Bureau) user guide for the hiring procedure for contractors.

When you hire a person in Workday, it can be done as a competitive hire or a non-competitive hire. The hire is selected from a pool of candidates in the JobAps recruitment process for competitive hires while non-competitive recruitments are entered directly in Workday.

Hiring from JobAps
The system automatically initiates the Hire process for hires that are competitively recruited in JobAps. However, the HR Coordinator will have required actions in their Inbox to review the hire details and complete other tasks in the Hire process.

Hires can be initiated from JobAps for:
- New hires
- Rehires (including reinstatements and non-reinstatements)

Initiating a Hire in Workday
In this scenario, a hire does not come in from JobAps but is entered directly in Workday. This is not done as frequently; however, this procedure is used for temporary workers and other employees. The review and approval in Workday will be identical to hires that are competitively recruited in JobAps.

The steps in the Hire business process are listed in the table below.

JobAps Business Process Steps:

Process Steps	Role	Description
Initiate Hire/Rehire in JobAps via the Hire Details Page*	JobAps Recruiter	• Complete the **Hire Details** page fields including: • **Action** = Hire or Rehire • **Work Start Date** – Actual first date (effective date) of employment • **Current or Former Employee** – Indicate whether the person is a former employee ○ **NOTE:** If the person is a former employee, the employee ID (W #) should be verified) • **Position** – Verify the Workday position number that the employee is being hired into

Workday Business Process Steps:

Process Steps	Role	Description
Initiate Hire Employee in Workday (if applicable)*	HR Coordinator	If initiated in Workday (not recruited in JobAps), enter hire details.
Review JobAps Hire Data*	HR Coordinator	If initiated in JobAps, review hire information from JobAps. **NOTE:** Hire details (new hire's name, hire date, etc.) are automatically populated through the JobAps integration.
Propose Compensation	HR Coordinator	Enter compensation grade and plan and route for approval.
Hire Approval	Central Recruitment Partner*	DBM Recruitment and Examination Division (RED) approval for hires where: • compensation is outside the salary guidelines • Agencies/positions do not have independent salary authority
	HR Partner	HR Director approval of hire details and compensation.
	Appointing Authority Partner	Agency Appointing Authority approval of hire details and compensation.
Maintain Employee Contract *	HR Coordinator	If employee is contractual fixed term worker, enter contract details and attach a copy of the contractual employee contract.
DBM CAS Contract Approval*	Compensation Partner	DBM Classification and Salary approval of contractual employee contract, if applicable.
Edit Government IDs	HR Coordinator	Enter social security number or other form government ID. If the SSN is a duplicate, you will get an ALERT, stop to investigate the SSN if you get this ALERT.
Assign Pay Group	HR Coordinator	Review the default pay group for the employee.
Change Personal Information	HR Coordinator	Update pre-hire's personal information including gender, DOB, etc.
Security To Dos*	Security Administrator	Enable Workday account for worker (if Workday Account is required).
Create Workday Account	Security Administrator	Enable Workday account for worker (if Workday Account is required).
Create Workday Account	System	Create Workday account for worker (if Workday Account is required).
Edit Service Dates*	HR Coordinator	Enter service dates if applicable (for skilled or professional service workers only).
Onboard Employees	Employee	Perform employee onboarding tasks. **NOTE:** Onboarding tasks will take place while other employee set-up tasks are performed.
Add Probation Period*	HR Coordinator	Enter probation start and end dates (for skilled or professional service workers only).
Employee Set up To Dos*	HR Coordinator	Confirm Employment Verification for worker.
	HR Coordinator	Perform IT Set up tasks for worker.
	HR Coordinator	Set up employee in Time Keeping system.

NOTE: Some steps (marked with an asterisk {*****} above) in the Hire business process are not always required and are dependent on the reason selected during the initiation step, the job category, the type of worker, or other conditions.

Events and Reasons

The table below includes valid reasons for the Hire Process.

Event	Reason
Hire Employee (Workday)	**New Hire > Convert Contingent** **New Hire > Fill Vacancy** **New Hire > New Position** **New Hire > Transfer from non-SPMS** **Re-Hire > Non Reinstatement** **Re-Hire > Reinstatement** **New Hire > JobAps*** **Rehire > JobAps Non Reinstatement*** **Rehire > JobAps Reinstatement***
Hire Employee (JobAps)	**New Hire > JobAps*** **Rehire > JobAps Non Reinstatement*** **Rehire > JobAps Reinstatement***

NOTE: Reasons above marked with an asterisk (*) are selected when a hire comes from JobAps. They will not be selected manually.

Before you begin…

When hiring from JobAps

You will need the following information to complete the Hire process:

- Hire Date (for review)
- Open Position Number and Title (for review)
- Rate of Pay
- Service Dates (Continuous Service Dates {a.k.a., Adjusted Service Dates}, Original Hire Date from P&FC, if previously employed by the State, etc.)
- Employee's Social Security Number and personal information (gender and date of birth)
- Pay Group (Bi-Weekly Regular 10/26, 10/21, 10/98; Bi-Weekly Contractuals; Monthly 30/12)
- Completed MS-26 Application of Salary Guideline 6 – Above Salary Upon Initial Appointment (if applicable)

Follow steps in user guide for Review Hire from JobAps (Competitive Recruitment)

When hiring in Workday

You will need the following information to complete the Hire process:

- Supervisory Organization receiving the hire
- Pre-Hire Name and ID
- One piece of contact info for pre-hire (Address, Phone Number, or E-mail)
- Hire Date
- Open Position Number and Title
- Rate of Pay
- Service Dates (Continuous Service Dates {a.k.a., Adjusted Service Dates}, Original Hire Date from P&FC, if previously employed by the State, etc.)
- Employee's Social Security Number and personal information (gender and date of birth)
- Pay Group (Bi-Weekly Regular 10/26, 10/21, 10/98; Bi-Weekly Contractuals; Monthly 30/12)
- Completed MS-26 Application of Salary Guideline 6 – Above Salary Upon Initial Appointment (if applicable)

Follow steps in the user guide for Hire in Workday.

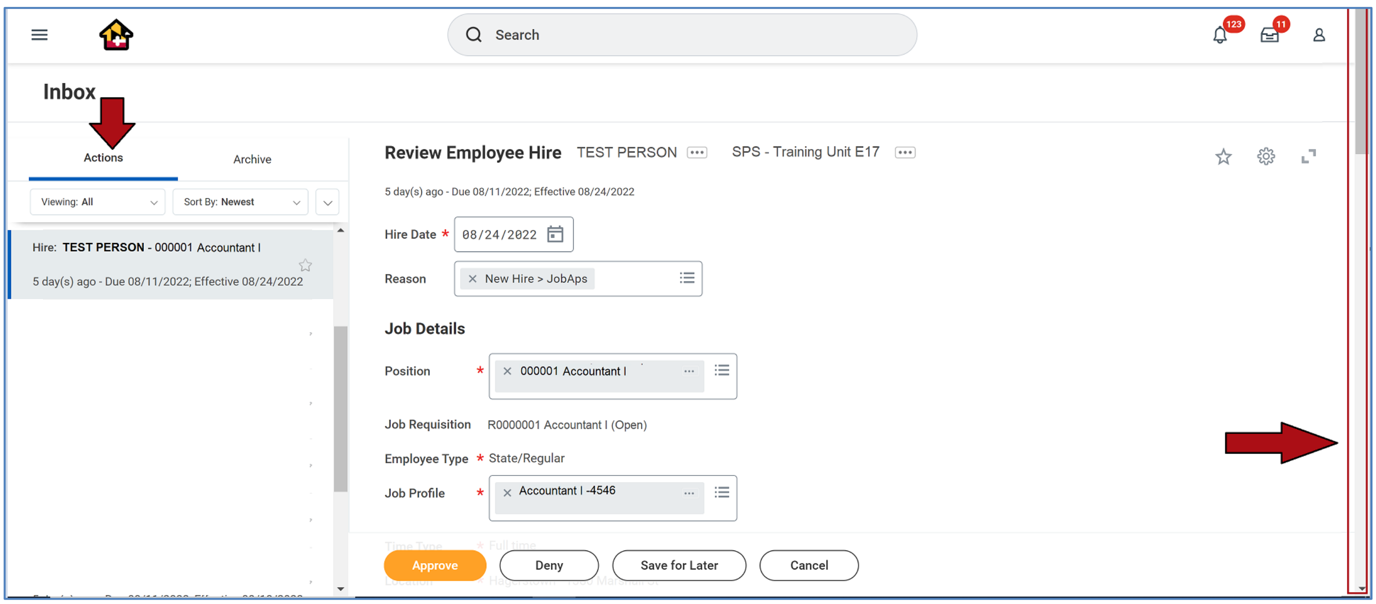
Review Hire from JobAps (Competitive Recruitment)

When the position is competitively recruited in JobAps, you can review the hire's information and submit the Hire request through Workday.

Procedure

1. Click the **Inbox** icon.

Information: There is an item in your Inbox to review the Hire details when the hire was completed through the JobAps integration.



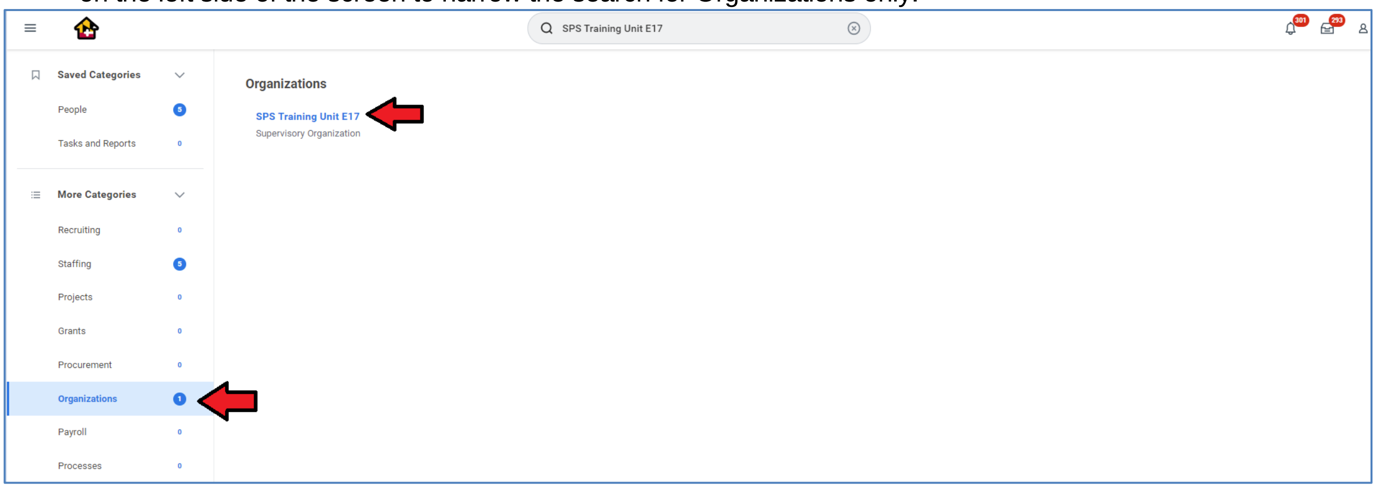
2. From the Actions tab, click the Hire item in your Inbox. It will start with Hire: followed by the name of the person.
3. Review the Hire information and then use the vertical scroll bar to view the bottom of the page.
4. Click the **Approve** Approve button.
5. The next step in the process is Propose Compensation. Click the Done button to start the next task in the business process.
6. The System Task is complete.

Hire in Workday (Direct Hire)

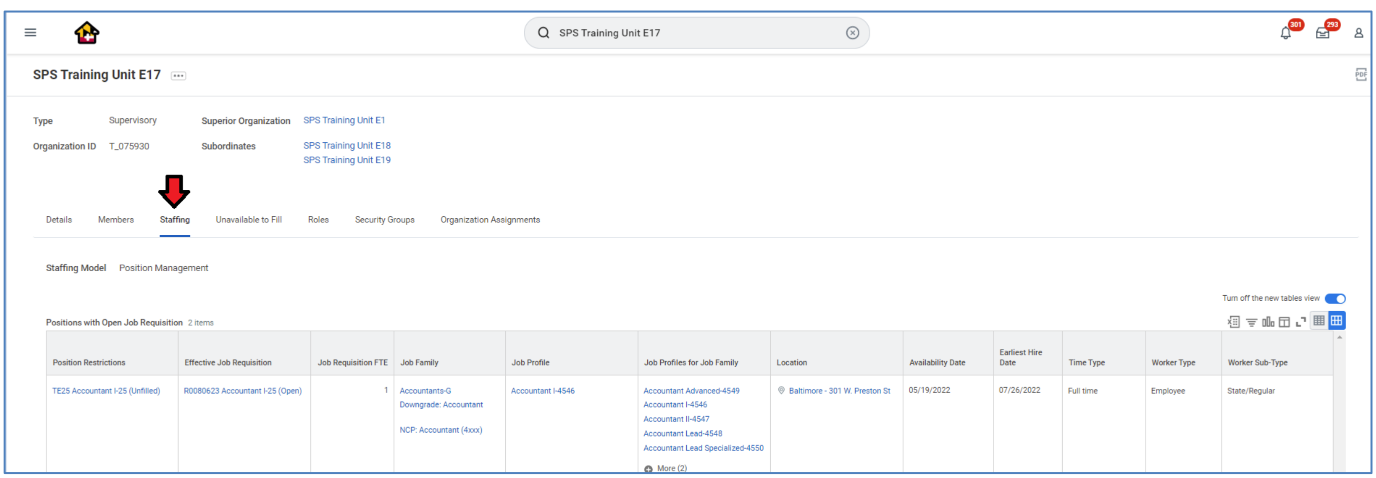
The procedure below is to initiate a hire for an employee that is not recruited in JobAps.

Procedure

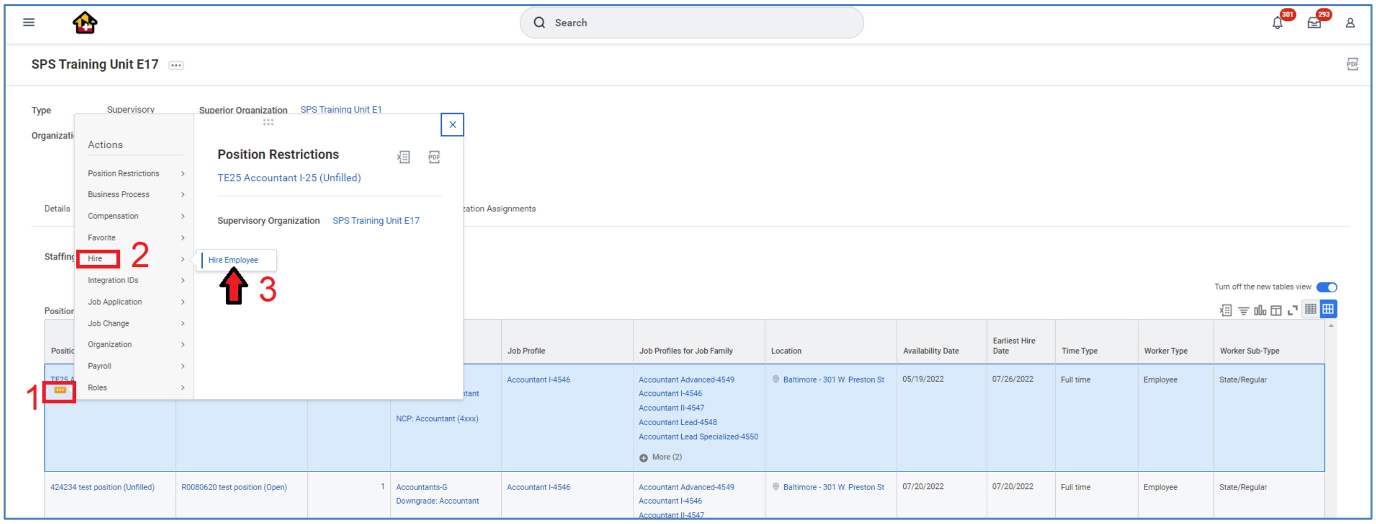
1. Type the name of the supervisory organization in the search field.
2. Click the Search  icon.
3. Click the Supervisory Organization hyperlink in the search results. NOTE: You may have to select Organization on the left side of the screen to narrow the search for Organizations only.

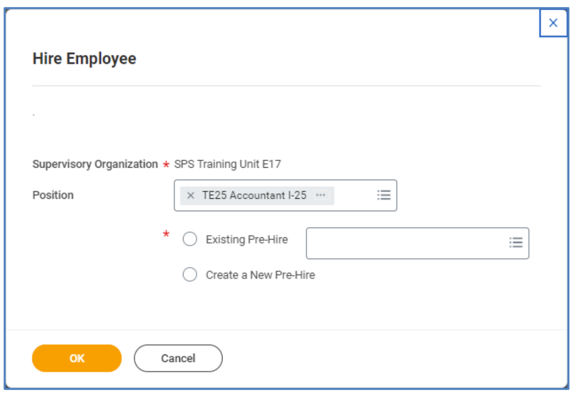


4. Click the Staffing  tab.



5. In the menu, hover over Hire and then click Hire Employee.

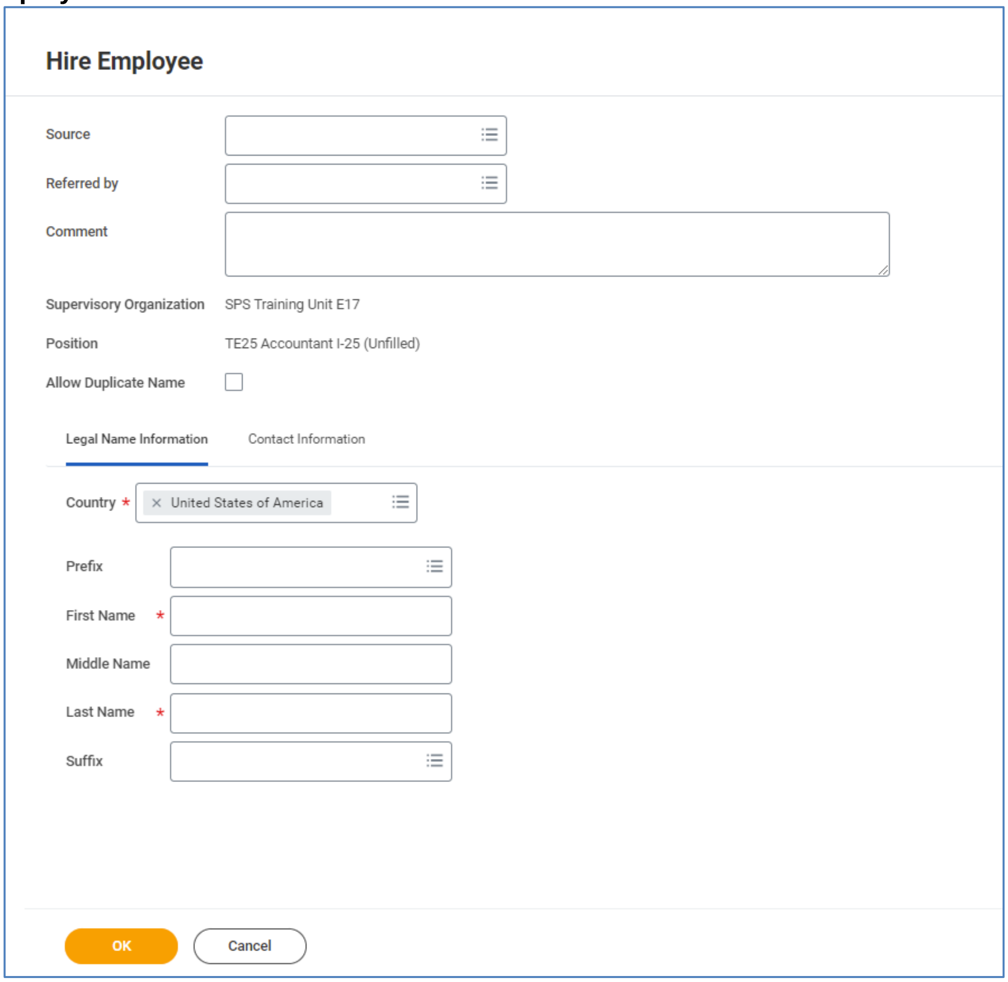




6. Select one of the following options:

If	Then
The employee is a new hire...	– Click the **Create a New Pre-Hire** radio button. – Click the **OK** button. OK – Go to the next step.
The employee is a rehire...	– Click the **Existing Prehire** radio button. – Enter the applicant ID in the **Existing Prehire** field. For example, enter “AW1234567”. **NOTE:** Use the **SPMS SSN Lookup** report to find the applicant ID. – Click the **OK** button. OK – Go to Step 12.

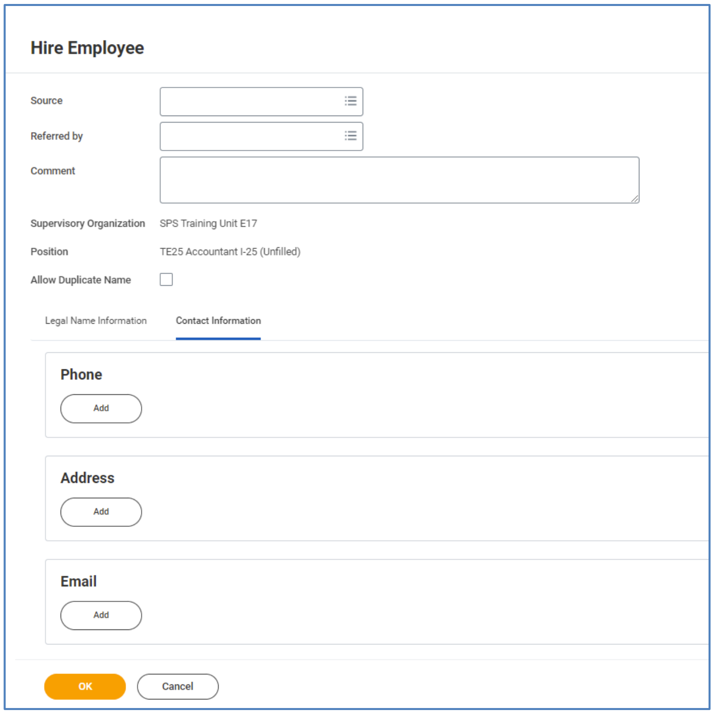
Hire Employee



7. Complete the following fields:

Field Name	Description	Values
First Name	First Name	Enter value in **First Name**. **Example: Gwyneth**
Last Name	Last Name	Enter value in **Last Name. Example: Paltrow**

8. Click the **Contact Information** Contact Information tab.

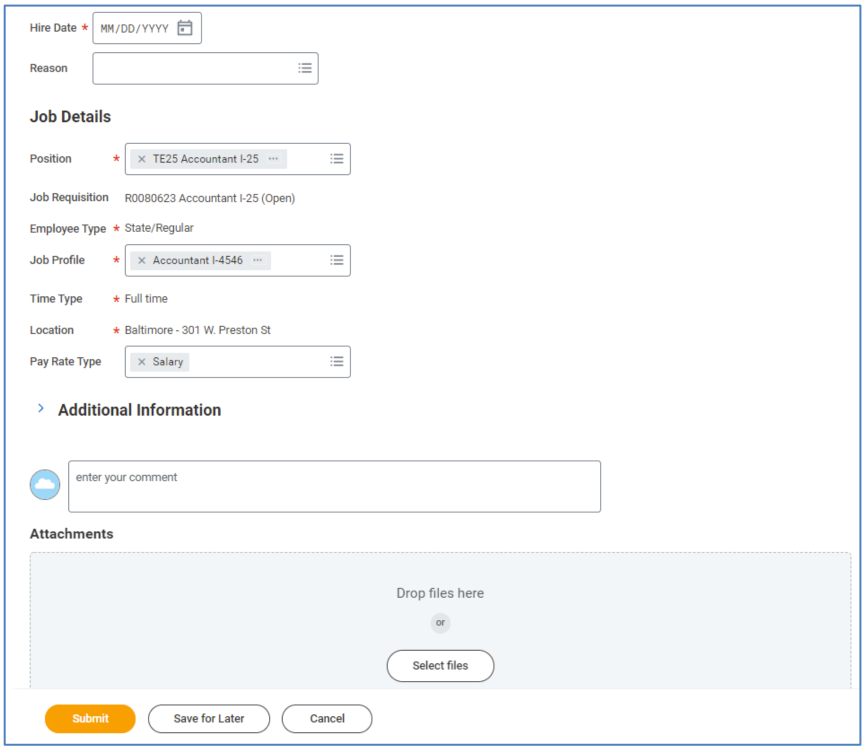


Information: Contact information for the pre-hire will be entered on this tab. All contact information should be entered for your employee. Personal email address and home address are specifically required. Other information can be entered if known.

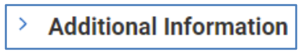
9. Select one of the following options:

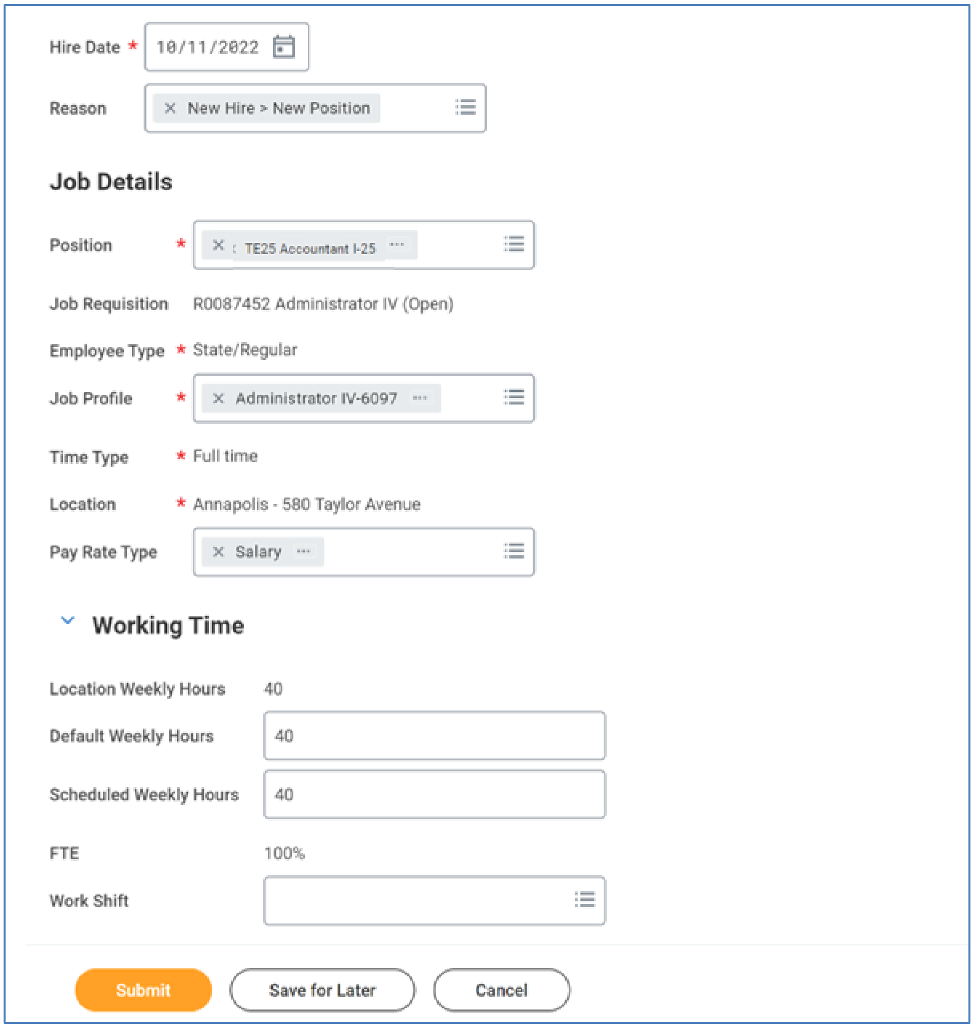
If	Then
You want to add a phone number...	1. Click the **Add** Add button in the Phone section. 2. Enter the **Area Code**, **Phone Number**, **Phone Devise**, and **Type**.
You want to add an address...	1. Click the **Add** Add button in the Address section. 2. Enter the address information the following fields: a. Address Line 1 b. Address Line 2 c. City d. State e. Postal Code f. Type
You want to add an email address...	1. Click the **Add** Add button in the Email section. 2. Enter email information in the following fields: a. Email Address b. Type

10. Click the **OK** button.
11. On the Hire Employee page, use the Calendar icon to select the Hire Date.
12. Type or use the prompt to select the Reason.
13. Type or use the prompt to select the Position. The other job details will populate based on what was entered when creating the position.



14. Update the Pay Rate Type, if needed. For example, if a worker needs to be paid hourly versus by salary.
15. Update the *Scheduled Weekly Hours* to affect the employees FTE, if needed.
16. Click the Additional Information tab.

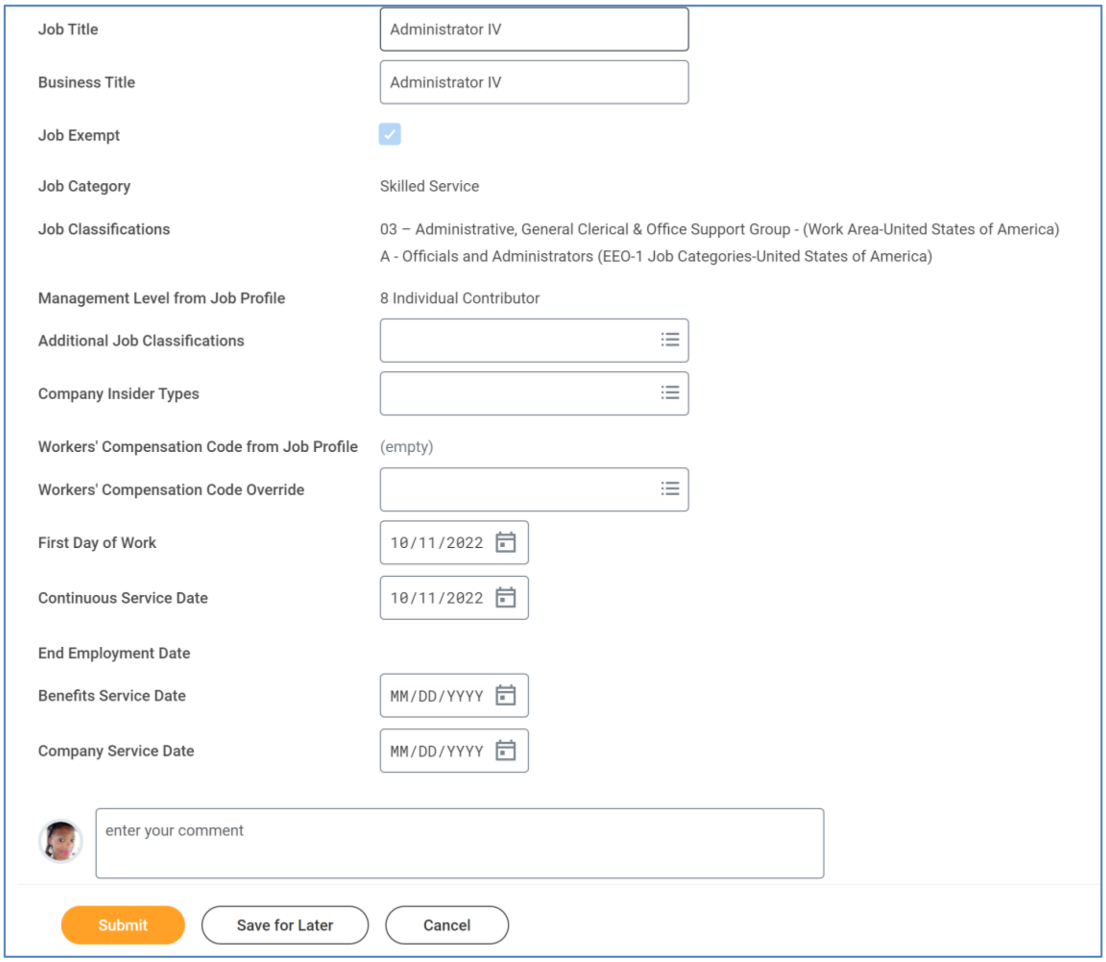




16. Under Additional Information, enter or review fields including.

    a. First Day of Work
    b. Continuous Service date (EOD Date)
    c. Company Service Date (Increment Date)
    d. Contract End Date (For fixed-term contractual workers only)
    e. Other fields as needed.

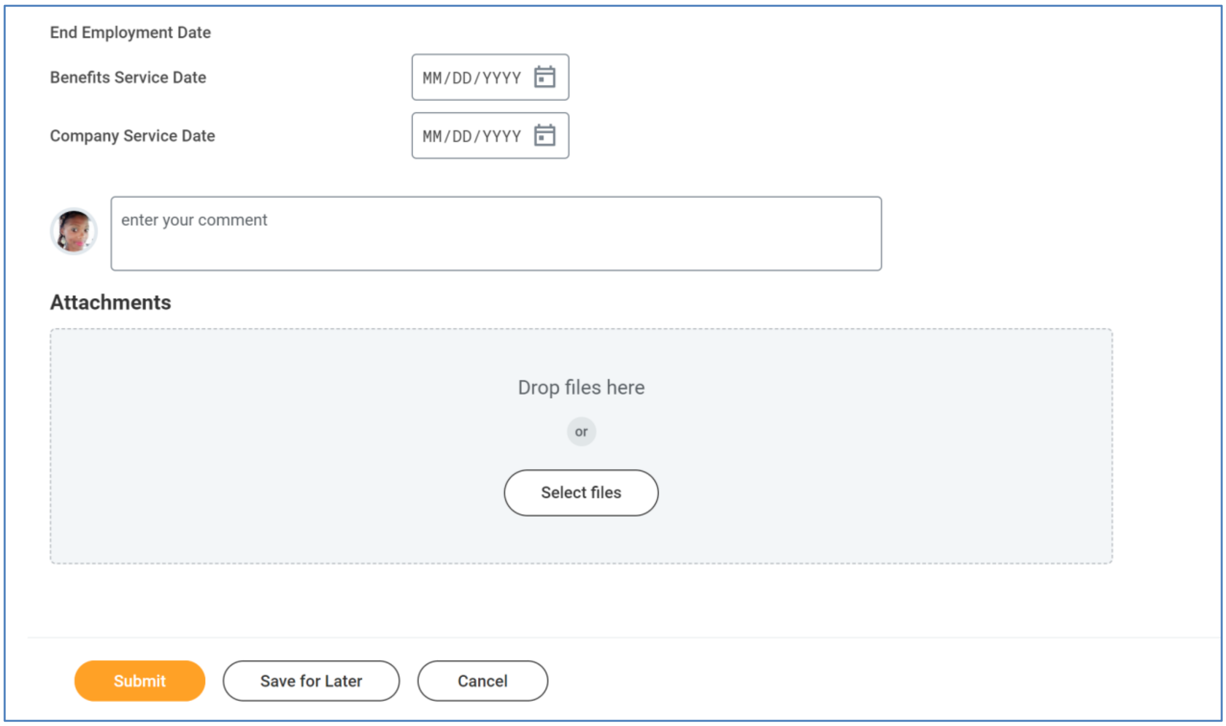
NOTE: Depending on the type of employee, you may need to enter additional fields.

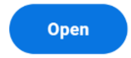


17. If you need to attach supporting documentation, e.g., the MS-26 form, follow the instructions below. Otherwise, go to the next step.
    a. Click the ***Select Files*** button in the Attachment box.
    b. Choose the appropriate file.
    c. Add a description and select a category for the document.

18. Click the **Submit** 

button.

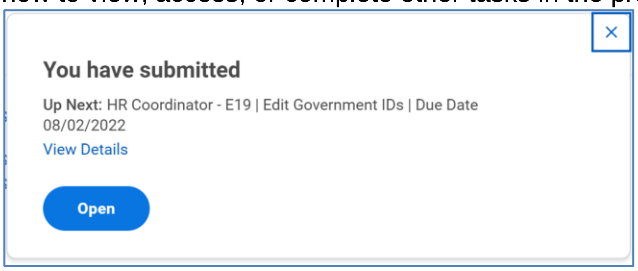


19. The next step in the process is Edit Government IDs. Click the open  button to start the next task in the business process.

Information: You will be directed to the next step, which is Edit Government IDs.

Tip: After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.



20. The System Task is complete.

Edit Government IDs

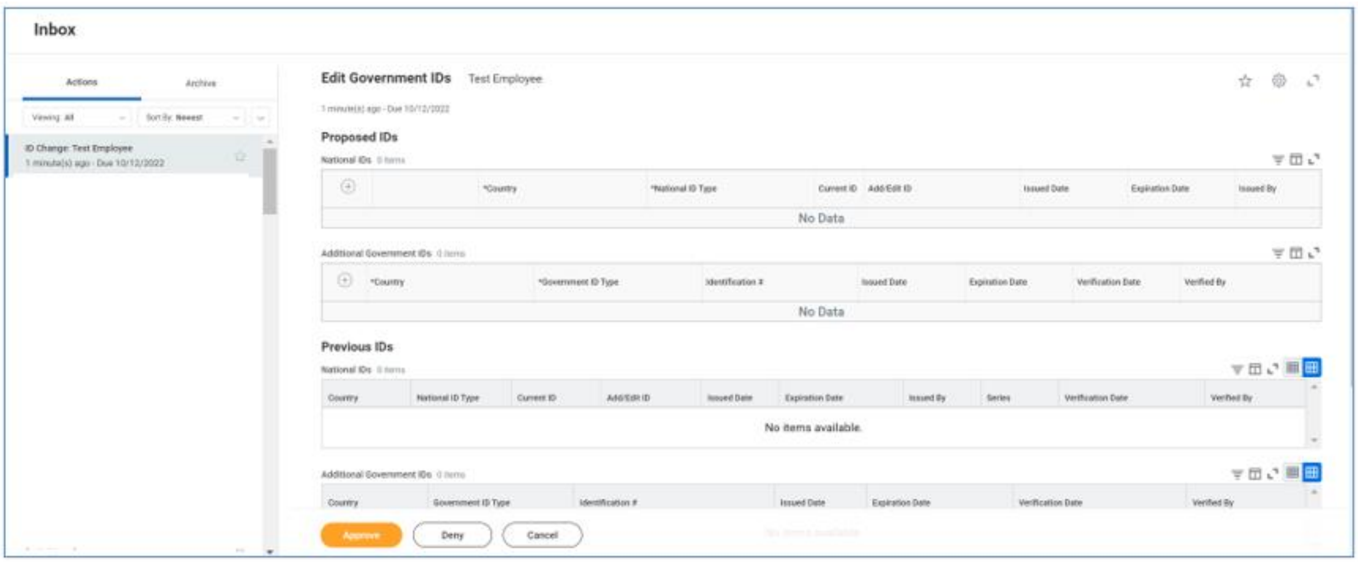
The next step in the business process is to enter or update the employee's identification information – including the social security number and any other additional identification, as required.

If the employee is a new hire, an employee ID ("W" number) is assigned to the hire. If the person is a rehire, they will use the employee ID assigned during previous employment with the state of Maryland.

Access this task from your Inbox. Look for the "ID Change" task in your Inbox that includes the employee's name.

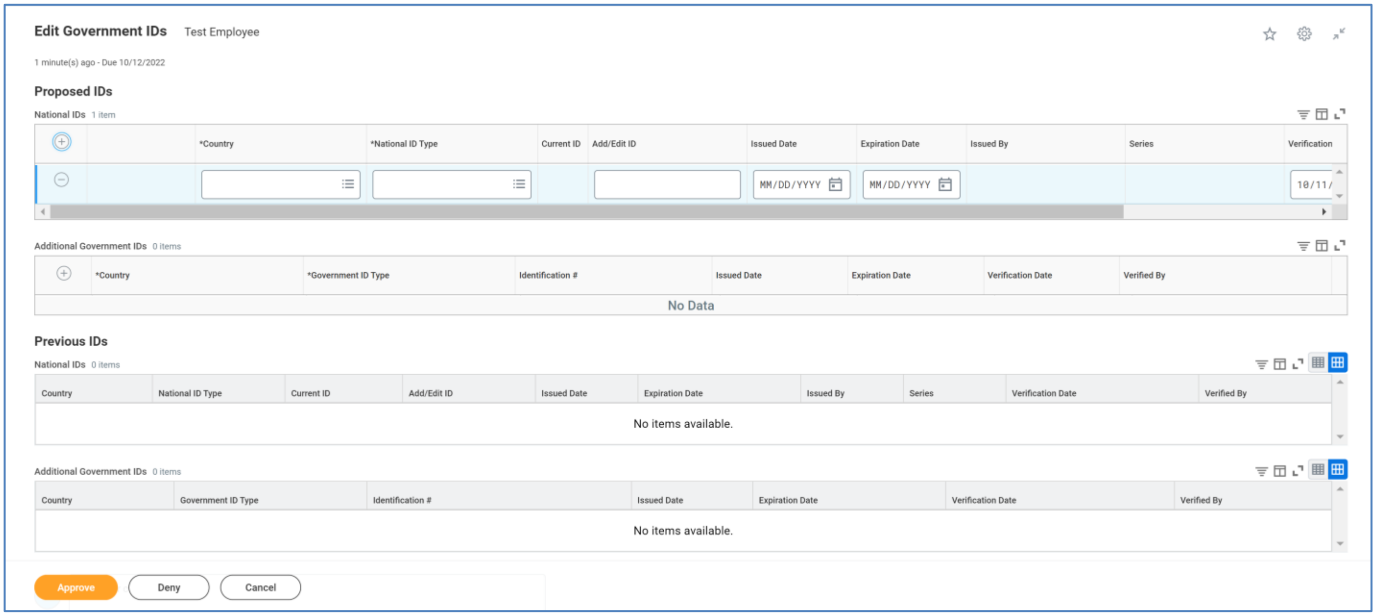
Procedure

1. Click the **Inbox** icon.



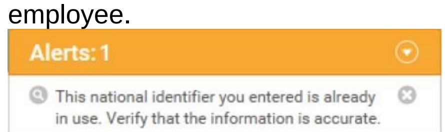
2. Click on the arrow icon to expand the screen.

Inbox



Information: Note that a social security number is needed for this step. A tax identification number may be accepted for non-resident aliens at colleges who are not eligible for a social security number but are required to file taxes.

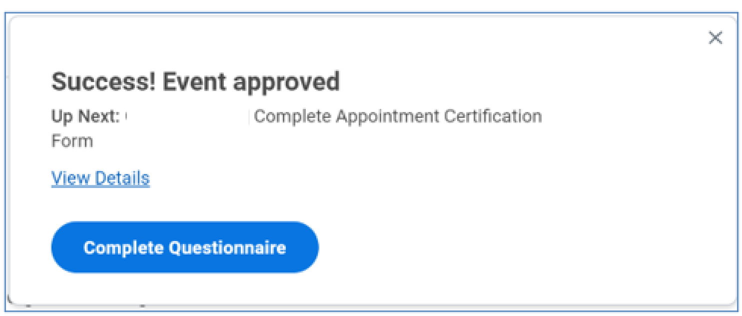
3. Select one of the following options:

If	Then
The employee is a new hire...	Under **Proposed IDs**…. 1. Click the plus sign icon to add a row to the **National ID** section. 2. Type or use the prompt to select the Country. 3. Type or use the prompt to select the National ID Type. 4. Enter the nine-digit Social Security Number in the Identification # field. **IMPORTANT**: If you get an Alert (shown below) that social security number entered is a duplicate number. Stop and investigate to make sure you have the correct number or if this employee is a current or former employee. 
The employee is a rehire...	Under **Previous IDs**... 1. Review rehire's social security number in the **National ID** section. 2. Review any other identification information. 3. Update, as needed.

Information: Note that information in the Additional Government IDs can also be entered. These include certifications of birth, EIN, foreign passport, etc.

4. Click the **Approve** 

button.



5. The next step in the process is to complete the Appointment Certification Form, if required. Click the *Complete Questionnaire* button to start the next task in the business process.

6. The System Task is complete.

Appointment Certification Form

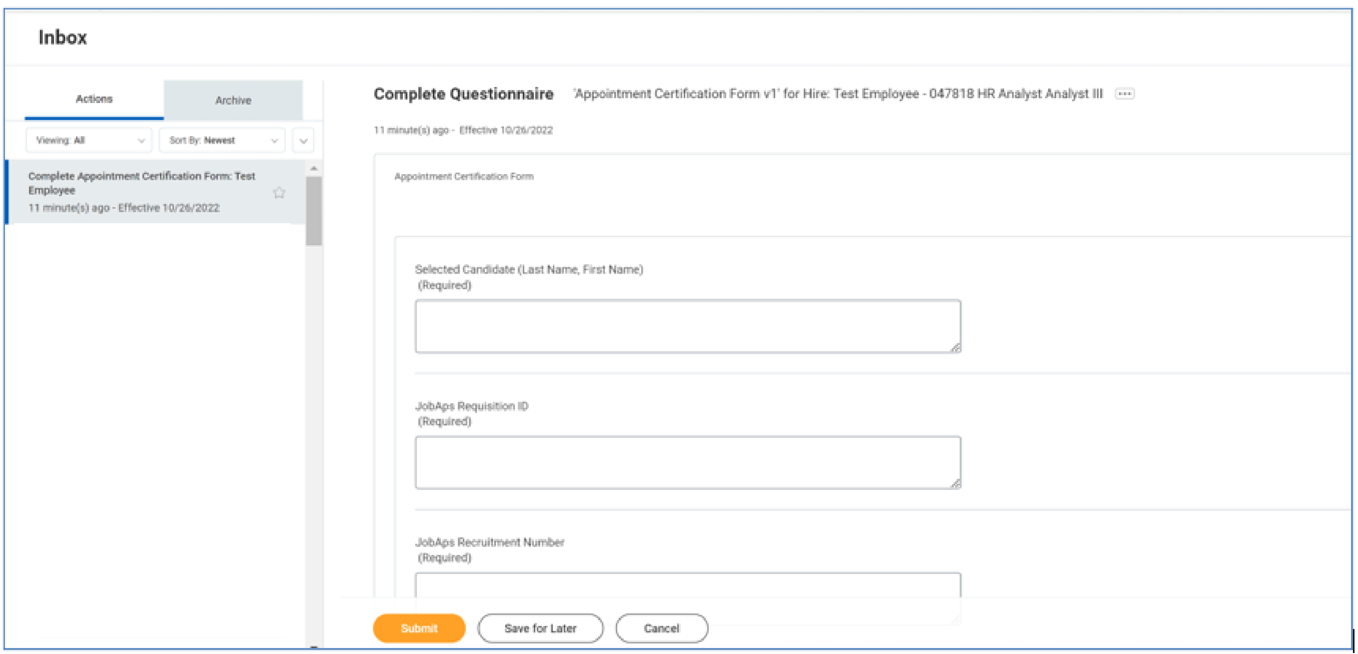
The next step in the business process is to complete the Appointment Certification Form for the hire, as required.

If the recruitment for this position requires the completion of an Appointment Certification Form, this task will be required in the Hire Business process.

Access this task from your Inbox. Look for the “Complete Appointment Certification Form” task in your Inbox that includes the employee’s name.

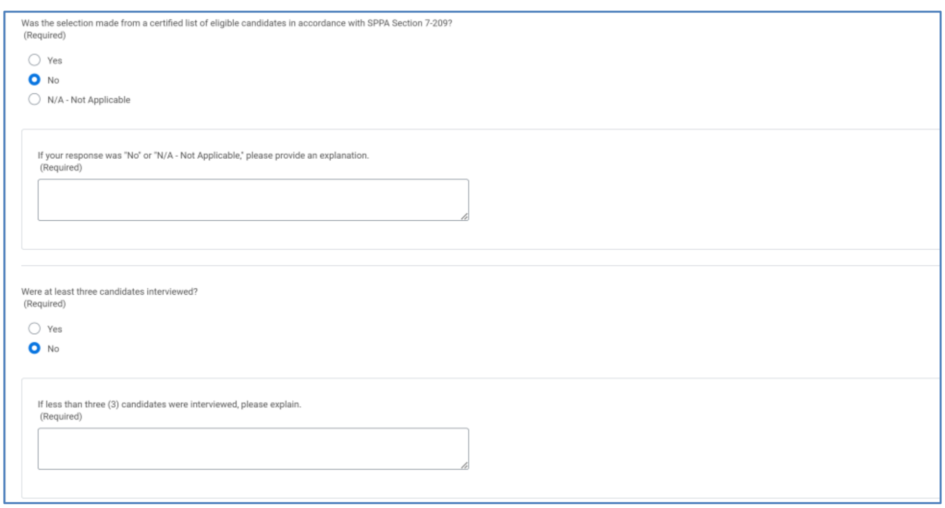
Procedure

1. Click the **Inbox** icon.
2. Locate and select the *Complete Appointment Certification Form* followed by the name of the employee.
3. Click on the arrow icon to expand the screen.



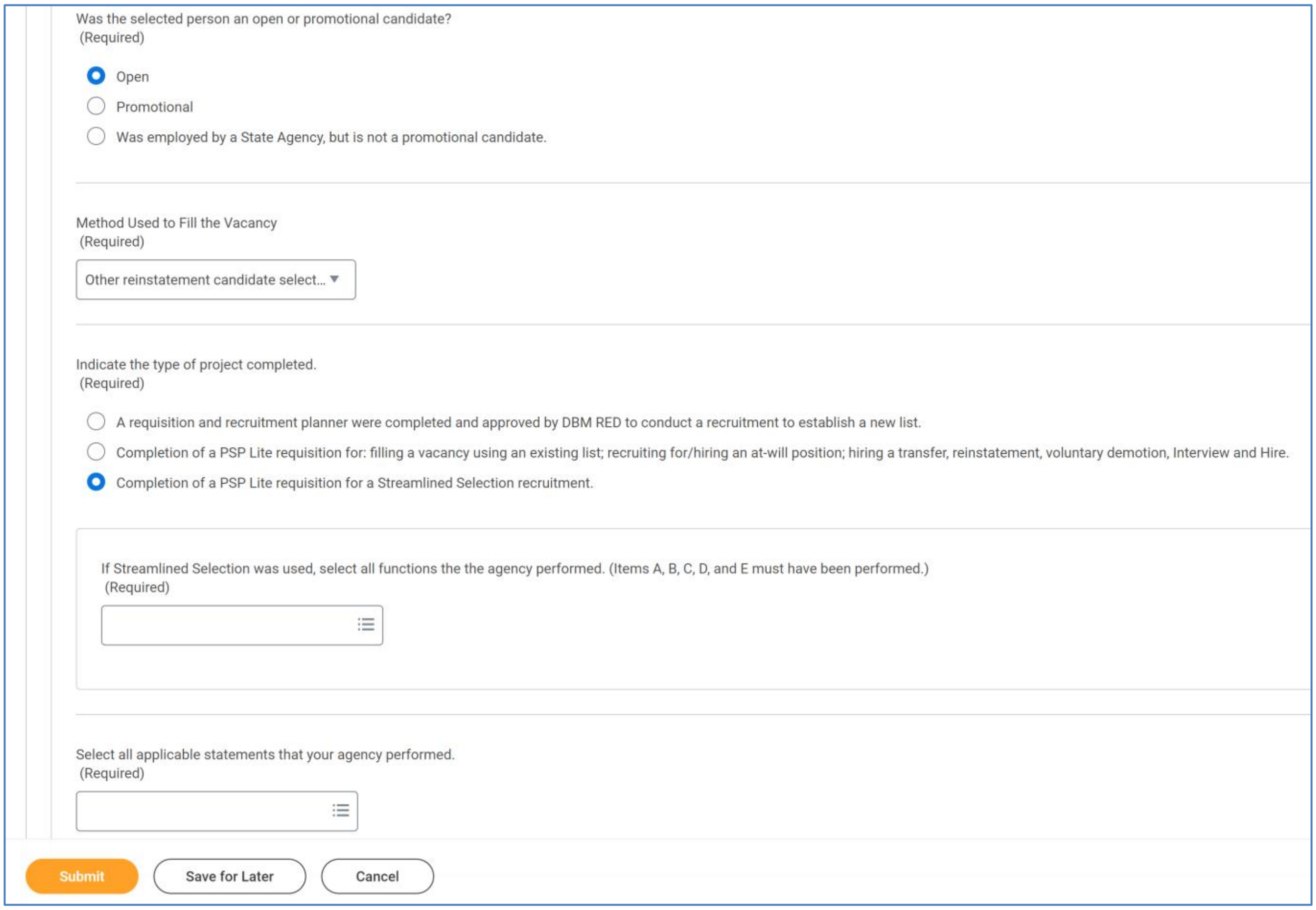
4. All fields on this questionnaire are required, fill in the text prompts for the following information:

    - *Selected Candidate (Last Name, First Name)*
    - *JobAps Requisition ID*
    - *JobAps Recruitment Number*
    - *JobAps Cert Number*



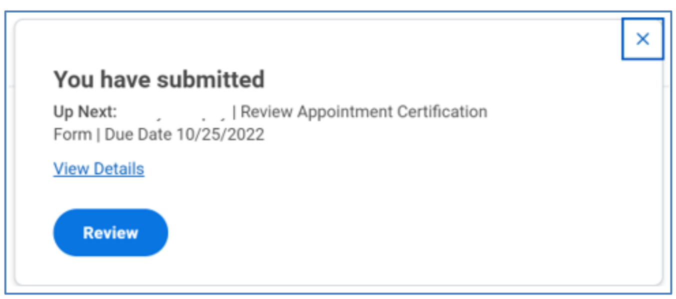
5. If you select "No" or "N/A" for the following questions, you will be required to give an explanation:

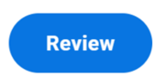
    - *Was the selection made from a certified list of eligible candidates in accordance with SPPA Section 7-209?*
    - *Were at least three candidates interviewed?*



6. Follow the prompts to complete the entire form. Then click the Submit 

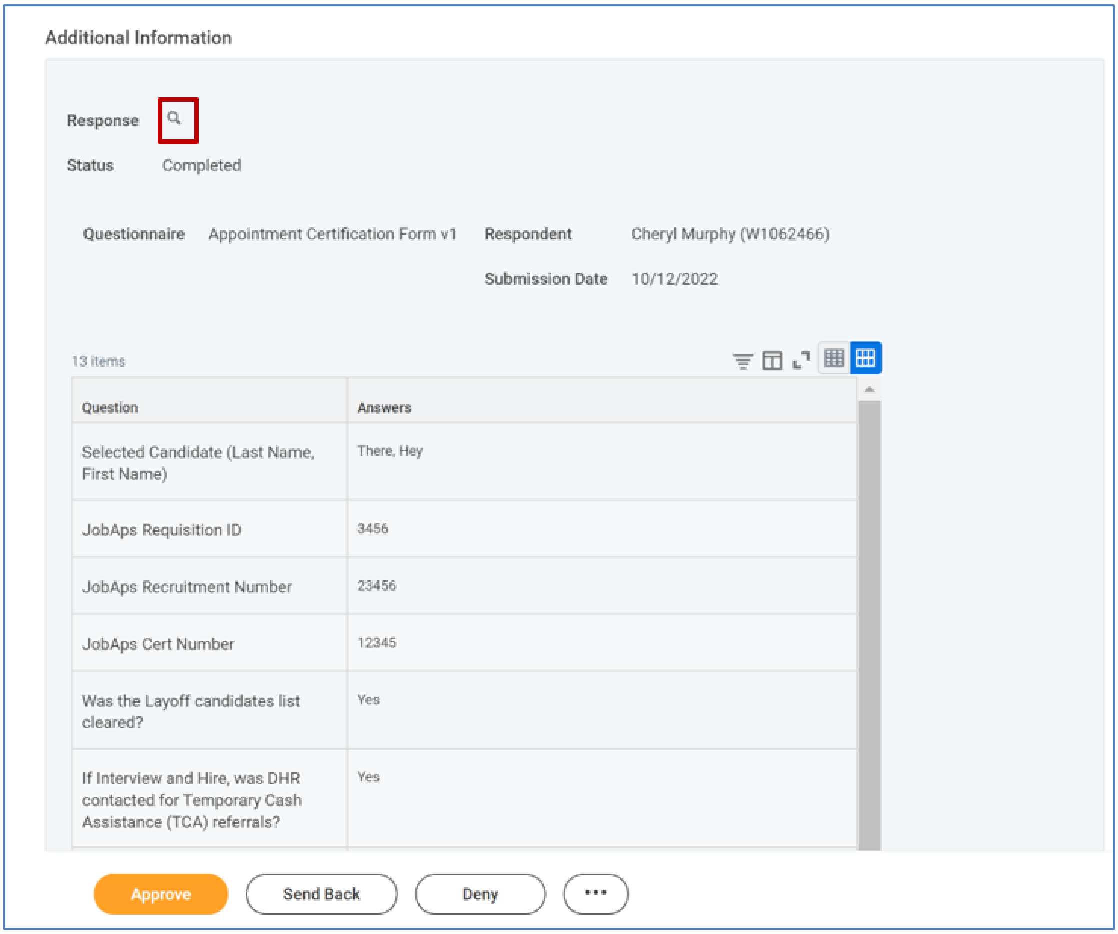
button.



7. Use the pop up to Review the Appointment Certification and click 

button.

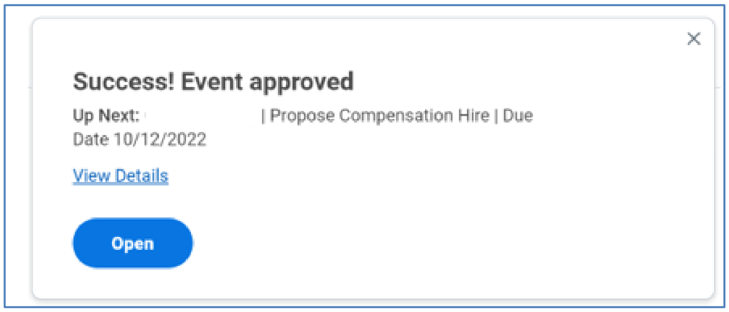
8. The hire and job details for the hire will be shown at the top of the screen and the ACF details will be shown at the bottom of the screen, to be reviewed.

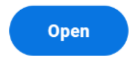


9. To print the form, navigate to Additional Information section, and click on the icon next to *Response*.

10. On the *View Questionnaire Response* page, you may select the Print as a PDF button to view the completed ACF Questionnaire, and print as needed.

11. Once reviewed and/or printed, you should navigate back to the “Review the Appointment Certification” task in your inbox for this hire, then proceed click the Approve button.



12. The next step in the process is Proposed Compensation. Click the open  button to start the next task in the business process.

13. The System Task is complete.

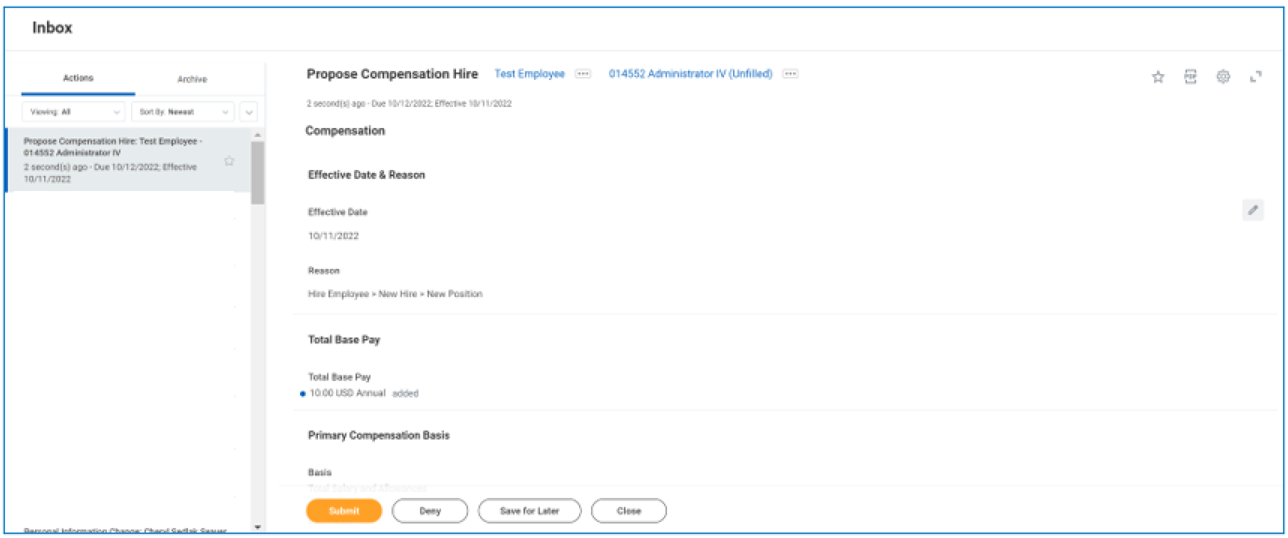
Propose Compensation

After successfully submitting the hire details, enter the proposed salary for the hire and submit the compensation for approval.

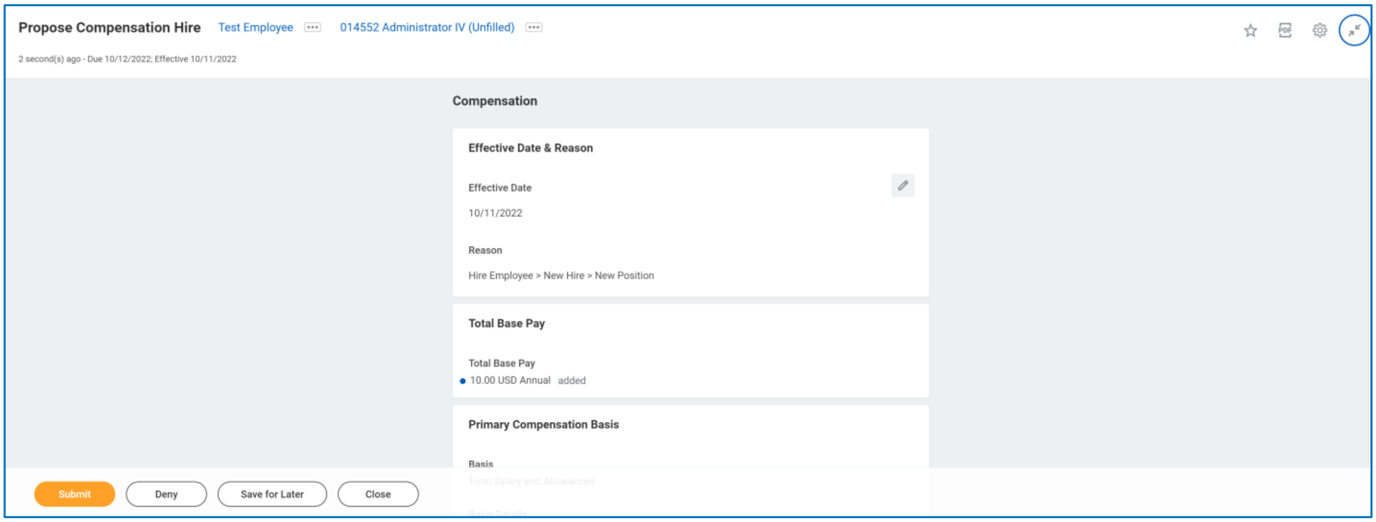
NOTE: If you do not start this task after submitting the Hire details, you can find it in your Inbox. Look for a “Hire Compensation” task that includes the employee’s name and position.

Procedure

1. Click the **Inbox** icon.



2. In your Actions list, click the "Proposed Compensation Hire" task. HINT: The employee's name is included in the task name.
3. Click the **Expand Inbox** icon.



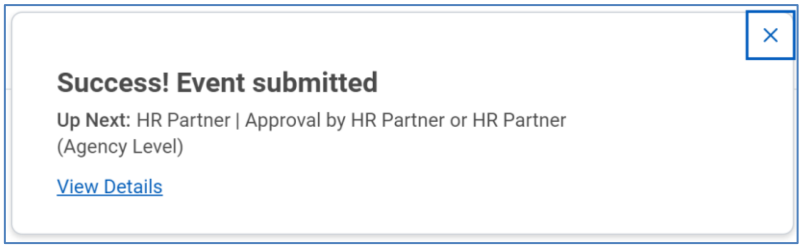
4. Click the Edit  icon at the right of the row to be edited.

5. Select one of the following options:

If	Then
Employee is paid on the Standard Salary Schedule or any schedule that has a Grade Profile and Step.	- Click the **Edit** button in the **Guidelines** row. - Type or use the prompt to enter the **Step**. - Click **Save**. **NOTE:** Compensation defaults based on the job profile. Choosing Step 10 or above requires additional approvals. Refer to Standard Pay Guidelines and Executive Pay Guidelines for more information.
Employee is paid on the Executive Schedule.	- Click the **Edit** button in the **Salary** row. - Enter the salary in the **Amount** field. - Click **Save**.
Employee Type is Contractual – Hourly.	- Click the **Add** Add button in the **Hourly** row. - Enter pay rate in the **Amount** field. - Click the **Save** button.
Employee Type is Contractual – Contract (i.e., fixed term contractual).	- Click the **Add** Add button in the **Allowance** row. - In the **Compensation Plan** field, type or use 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** button.

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 the “Total Base Pay” field.

6. Click the **Submit** Submit button.



Information: The compensation must be approved. The approval routing is based on the reason code selected when hiring the employee.

Tip: After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.

7. The System Task is complete.

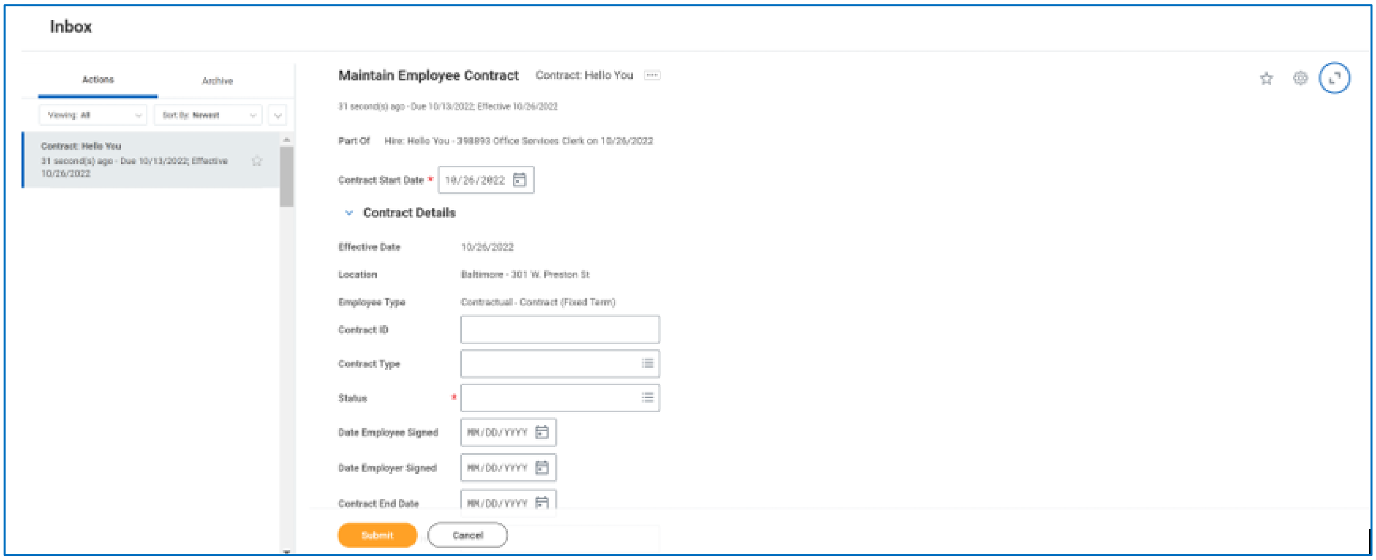
Maintain Employee Contract
(for Fixed Term and Seasonal Contracts)

If the employee is a “Contractual – Contract” (fixed term) or Contractual – Hourly (Seasonal), you must enter the employee’s contract information and attach a copy of the contract in Workday.

This task is accessed from your Inbox after hire details (including compensation) have been approved.

Procedure

1. Click the **Inbox**  icon.
2. On the Actions tab, click the "Contract" task.



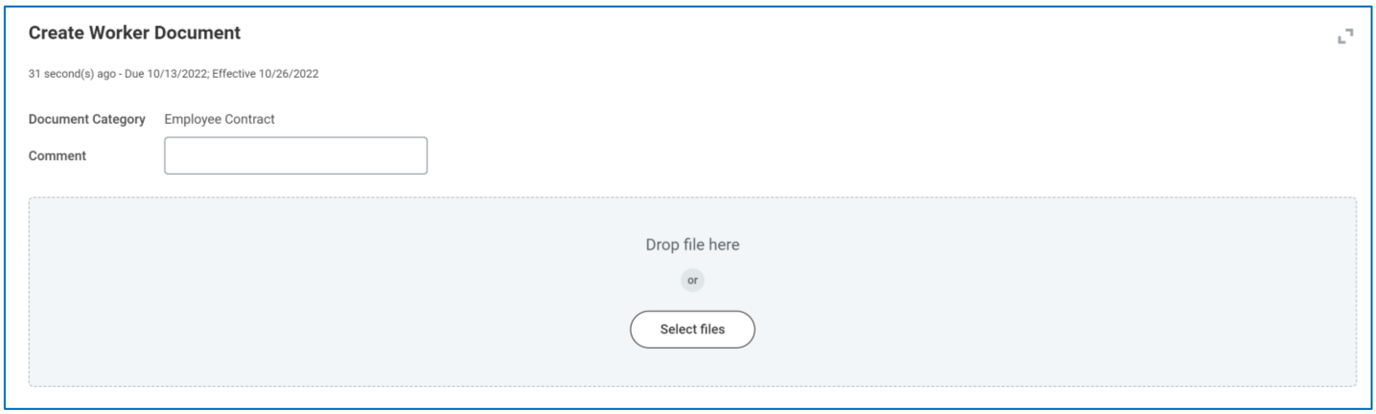
3. Enter/update values in the following fields on the Maintain Employee Contract page:
   a. **Contract Start Date** (if applicable)
   b. **Contract Type** (e.g., “Contractual – Contract”)
   c. **Status** (e.g., “Open”)
   d. **Contract End Date** (e.g., last day of the contract)
   e. **Contract Description** (e.g., Review Code – 07, 02, etc.)

4. To attach a copy of the Contractual employee's contract, click the search prompt in the Contract Attachments field.

Information: An electronic copy of the employee contract must be attached. The contract attachment will be reviewed and approved by a Compensation Partner in the DBM Classification and Salary Division.

Note that if the contract is not attached during this task, your request may be sent back to you by the Compensation Partner.

5. Click the Create Worker Document hyperlink.



6. If desired, type a comment in the Comment field.
7. Click the Attach *Select Files* button, locate the file, and attach an electronic copy of the employee contract.
8. Click the **OK** button.

9. Click the **Submit** Submit button.

Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:
- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.

10. Click the **Done** Done button.

Information: The contract must be approved by the DBM Classification and Salary Division.

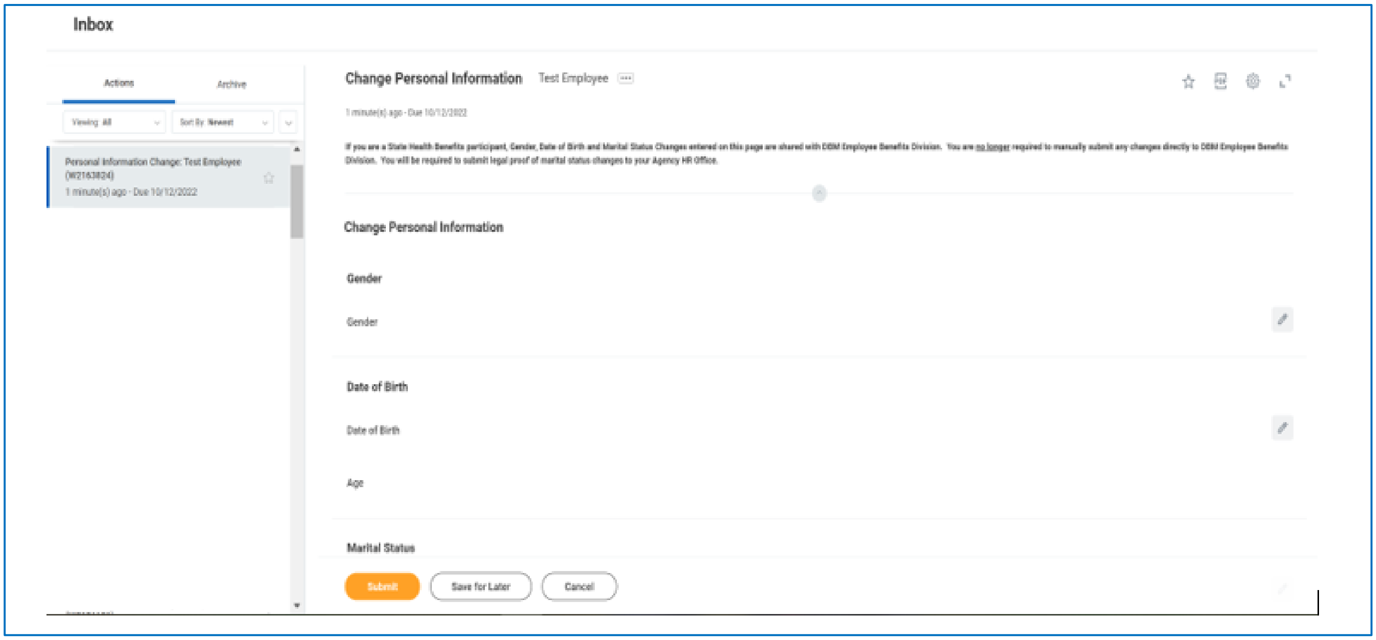
11. The System Task is complete.

Change Personal Information

The next step in the business process is to enter the new hire's personal information.

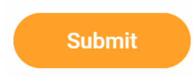
NOTE: If you did not start the Change Personal Information task after completing the Edit Government IDs task, go to your Inbox and locate the task named "Personal Information" in your Inbox. The task name will include the name of the employee.

Procedure



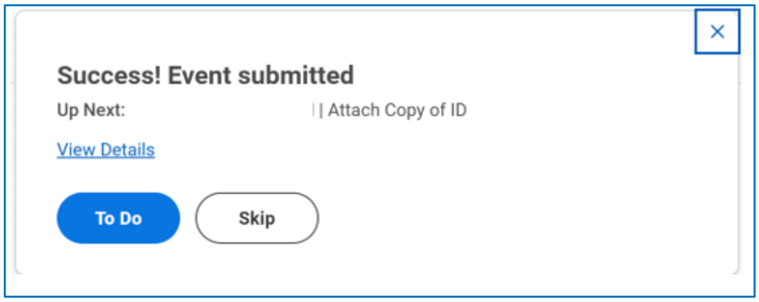
1. Click the **Expand Inbox** icon.
2. Click the Edit icon to add or change the Gender.
3. Click the Edit icon to add or change the Date of Birth.

4. Add other information, if known – e.g., Marital Status, Ethnicity, Citizenship Status, Disability, Military Status.

5. Click the **Submit** 

button.

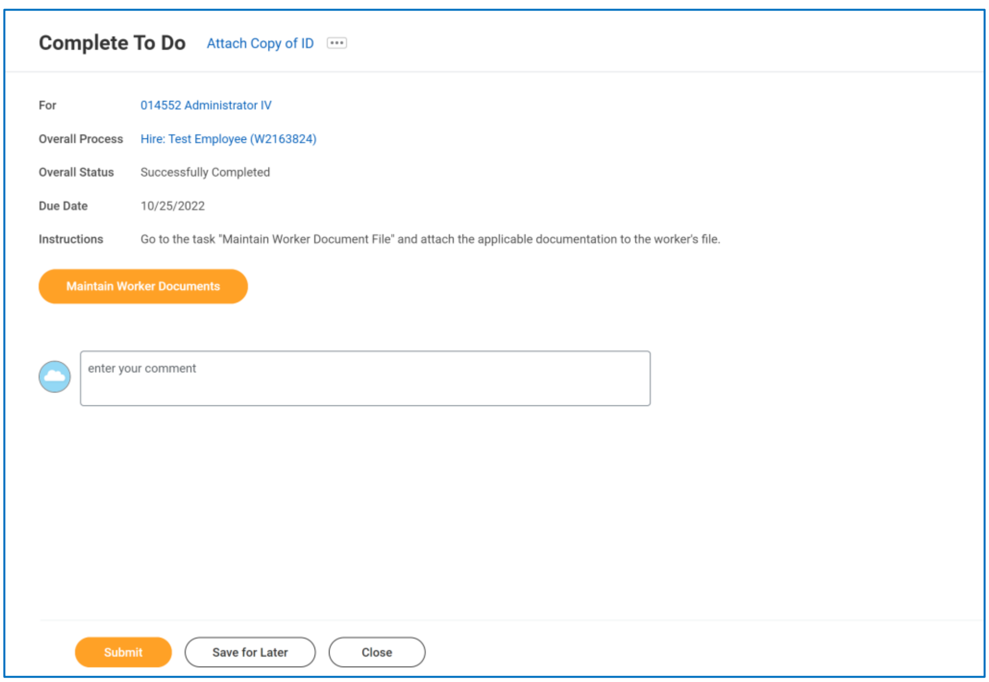
6. The System Task is complete.



7. The next step in the process is a To-dos. Click the open 

button to start the next task in the business process.

8. Add a copy of the employee's ID if needed, if not, select Submit.



9. The System Task is complete.

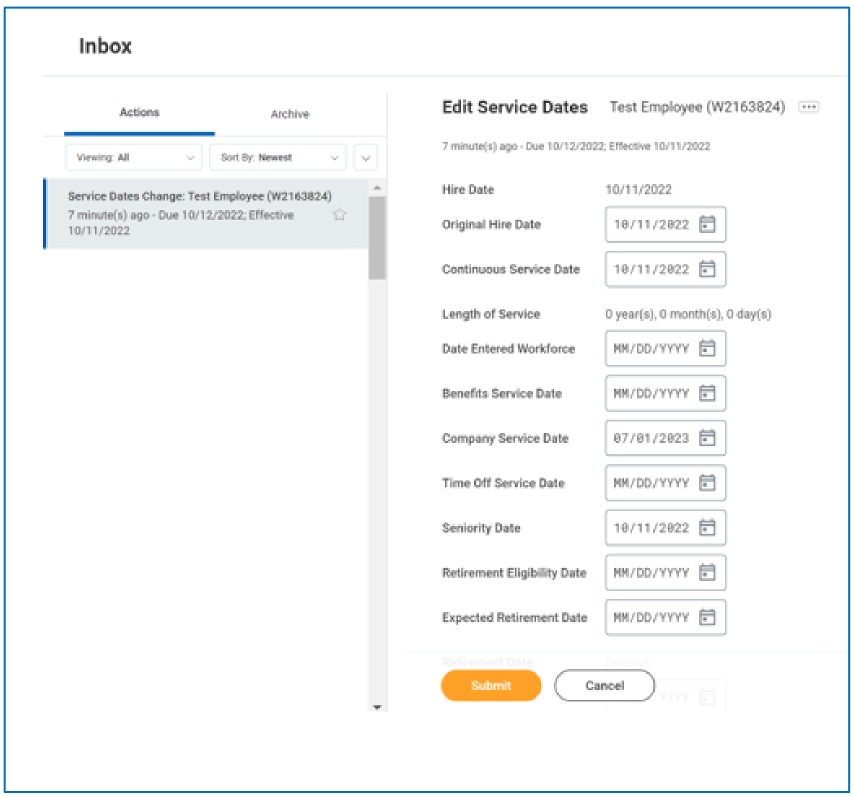
Edit Service Dates

If the employee is not a contractual worker, service dates for the new hire need to be entered.

NOTE: You can update Service Dates at any time by searching for the worker and using the Related Actions and Preview icon. In the menu, hover over **Worker History** and then click **Edit Service Dates**.

1. Click the **Inbox**  icon.

2. Click the "Service Dates Change" task. The hire's name displays in the task name.



3. Complete the following fields:

Field Name	Description	Values
Original Hire Date	Original date of hire **For a Contractual Conversion (Transfer) (HB767/SB172)**… Date of first continuous contract. **For former employee (rehires)**…will be a new date when a former employee is rehired.	Enter value in **Original Hire Date**. **Example: 08/28/2015**
Continuous Service Date	Original or ***adjusted*** hire date that reflects service time when one or more breaks in service. This date is used to calculate "length of service" in Workday which represents "total State service". **For Contractual Transfer (HB767/SB172)**…Date of first continuous contract in same principal department.	Enter value in **Continuous Service Date**. **Example: 08/28/2015**
Benefits Service Date	First date participant is eligible to receive benefit	Enter value in **Benefits Service Date**. **Example: 08/28/2015**
Company Service Date	Increment Date (1/1/Year or 7/1/Year). The assigned month and year based on the Hire Date, Original Hire Date, and Continuous Service Date in Workday. The date is derived manually. **For Contractual Transfer (HB767)**…Date of first continuous contract in same principal department. **For Contractual Selection (SB172)**…Appointment date – date placed in regular position.	Enter value in **Company Service Date**. **Example: 07/01/2015**
Time Off Service Date	Same date as the Continuous Service Date (auto populated). Date used to calculate leave accrual. Represents "total State service". **For Contractual Transfer (HB767)**…Date of first continuous contract in same principal department.	Enter value in **Time Off Service Date**. **Example: 08/28/2015**

Field Name	Description	Values
Retirement Eligibility Date	Date eligible to retire	Enter value in **Retirement Eligibility Date**. **Example: 08/28/2035**
Expected Retirement Date	Date expected to retire	Enter value in **Expected Retirement Date**. **Example: 08/28/2035**

4. Click the **Submit** 

button.

Tip: If you do not want to submit the request at this point, you can also **Cancel** to cancel the process and start at another time

5. Click the **Done** button.

6. The System Task is complete and will go to the HR Partner for approval.

Add Probation Period

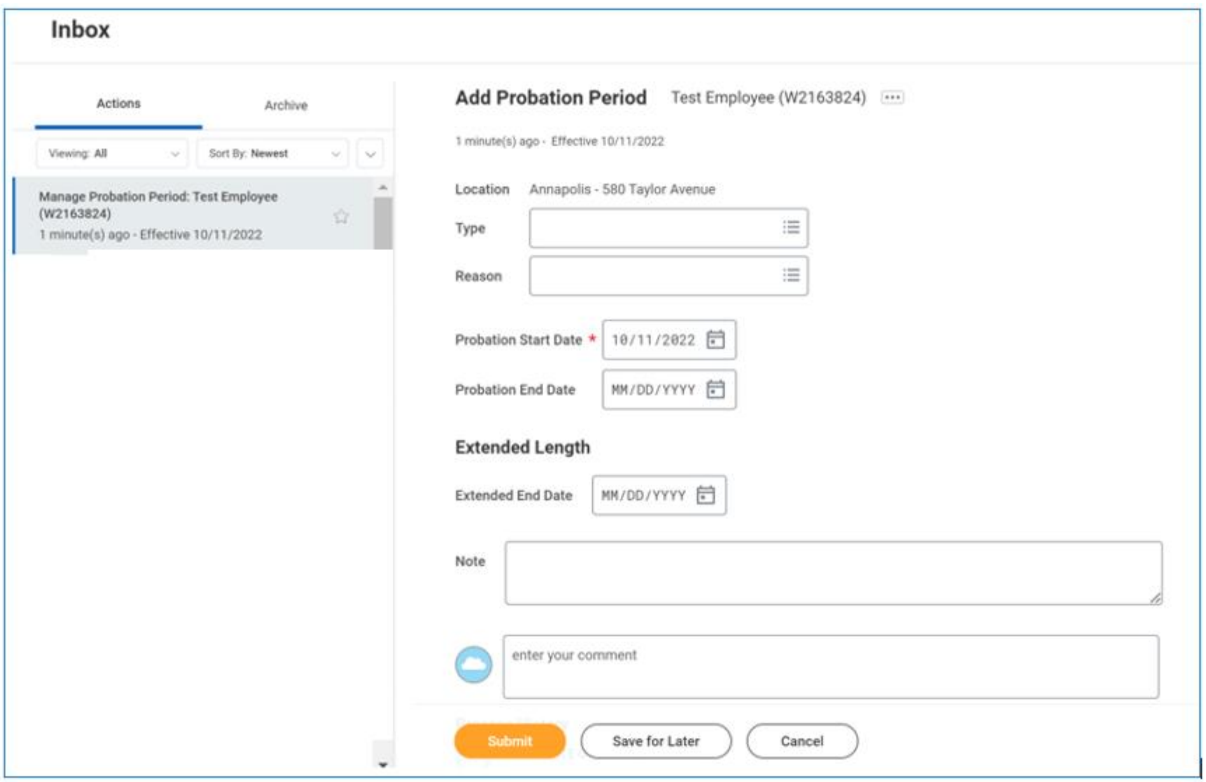
A probation period needs to be entered for the new hire.

NOTE:

- This step is only applicable to employees hired into a Skilled and Professional job or that are not Temporary or Contractual workers.
- You can maintain a current employee's probation period at any time. Access the Manage Probation periods task by searching for the employee and using the related actions icon. Hover over **Job Change** and then click **Manage Probation Periods**. A reason for the extension must also be selected.

Procedure

1. Click the **Inbox** icon.



2. Click the Manage Probation Period item. The details will open on the right-hand side.

3. Click the Calendar icon to select the End Date.

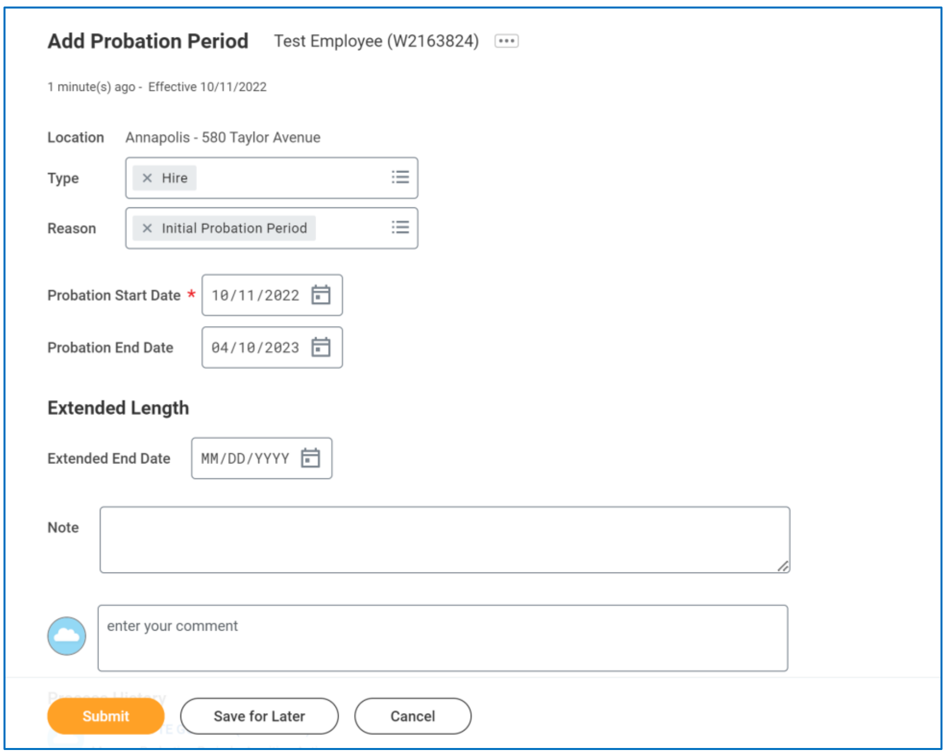
   Information: This field is filled out for New Hires and Promotions. It indicates the end of the initial probation period. Note that this can also be maintained outside the hire.

4. Type or use the prompt to select the Type.

5. Type or use the prompt to select the Reason.

6. Leave the Extended End Date blank.

   Information: This field is not filled out for a new hire, but it can be used later to extend an initial probation end date. Access the Manage Probation periods task by searching for the employee and using the related actions icon. Hover over Job Change and then click Manage Probation Periods. A reason for the extension must also be selected.



7. Click the **Submit** 

button.

8. The System Task is complete.

Review and Complete To Dos for the Hire Event

The last steps in the Hire business process are “To Dos” that appear in the HR Coordinator’s inbox. These tasks must be completed outside of the system. They include:

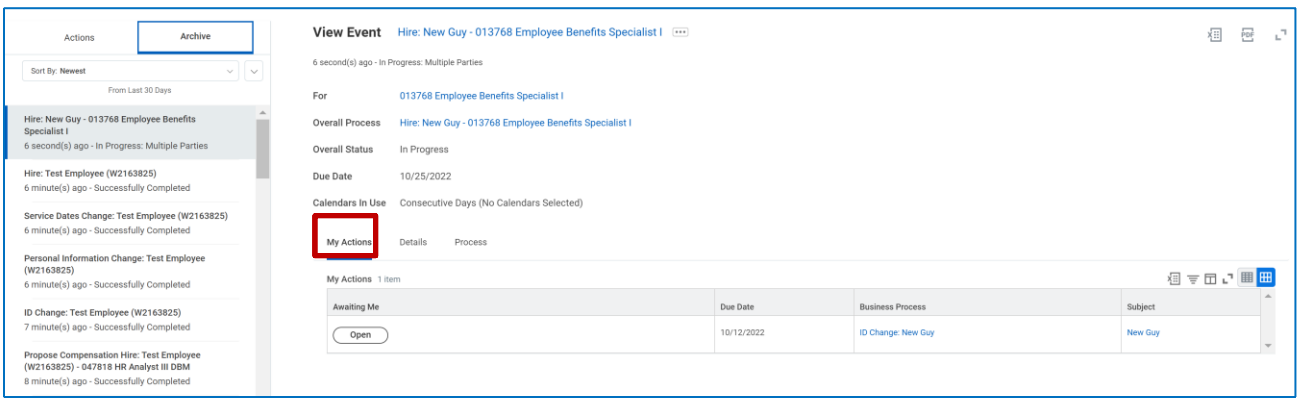
1. Confirm Employment Verification
2. Perform IT Set-up Tasks
3. Set-up employee in Time Keeping System

After completing the defined tas, you must “mark” the To Do as completed (submit the task). The next “To Do” appears in your inbox (if applicable).

Procedure

To Mark a To Do complete…

1. Click the **Inbox** icon.



2. From the **Archive** list, click the Overall Hire process task.

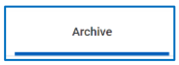
3. If there is a ***My Actions*** tab next to process tab, you should open and complete all to-dos listed.

4. Click the **Submit** button.

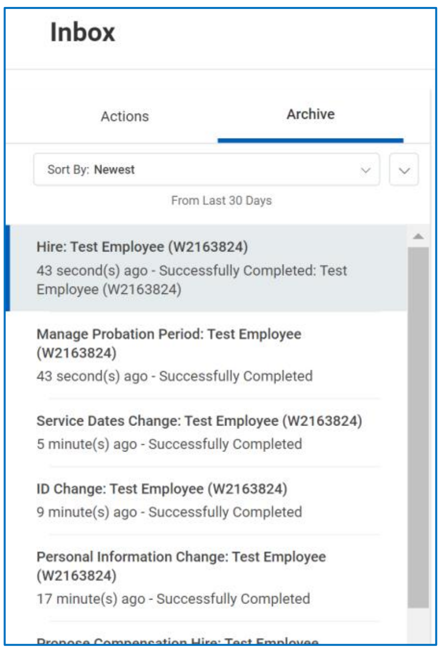
5. The System Task is complete.

Check the Status of a Business Process

The status of a request can be checked at any time during the process by going to the Archive tab within the Inbox of the person who initiated the request.

1. Click the **Inbox** icon.
2. Click the **Archive** 

tab.

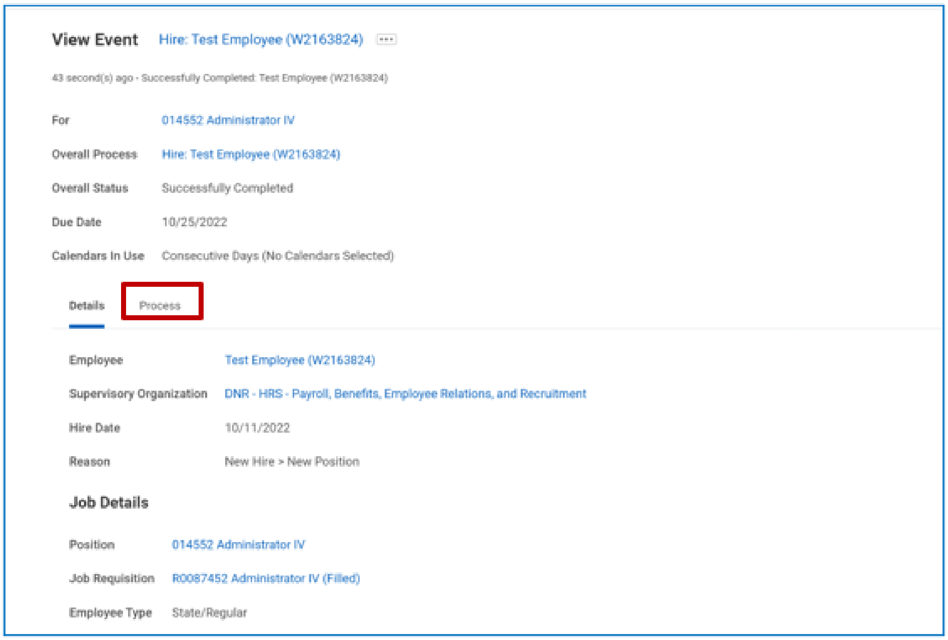


3. Select the item for which you want to view status.
4. Review the transaction details on the Details tab, if desired.

5. Review the Overall Status field at the top-left side of the transaction page.

Information: The overall status of a business process displays as…

- “Successfully Completed” when the required steps in the process have been completed.
- “In Progress” when there are more tasks awaiting action by someone in the business process routing.



6. To view the status in a business process, click the Process  tab.

7. Review the status, which steps have been completed/not completed and who has the step for action.

8. The System Task is complete.