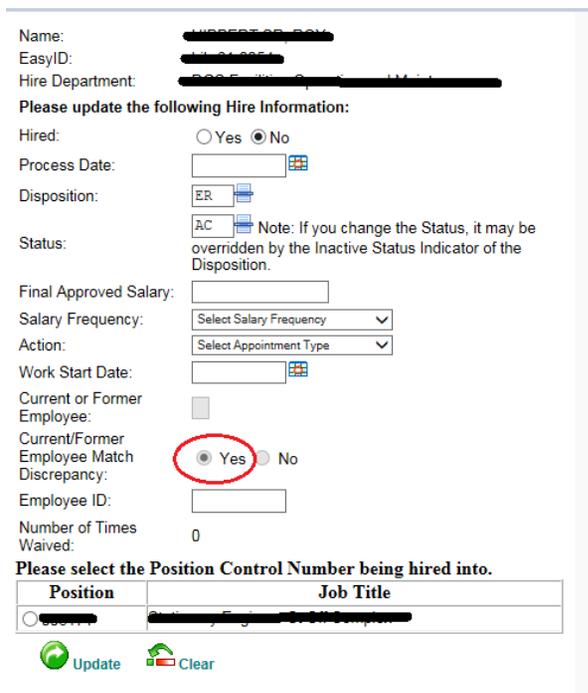


A discrepancy occurs in JobAps when an applicant claims on the employment application that he/she is either a current or former employee of the State of Maryland, but the applicant's information on the application does not match the data in Workday. A discrepancy can also occur when a person is a current or former State employee but the applicant indicates on his/her application that the employee has never been employed by the State.

The discrepancy appears on Hire Details page in one of two ways.

The most common instance of a discrepancy will appear on the Hire Details screen by showing Current/Former Employee Match Discrepancy: Yes, as shown below:



Name: [REDACTED]
EasyID: [REDACTED]
Hire Department: [REDACTED]

Please update the following Hire Information:

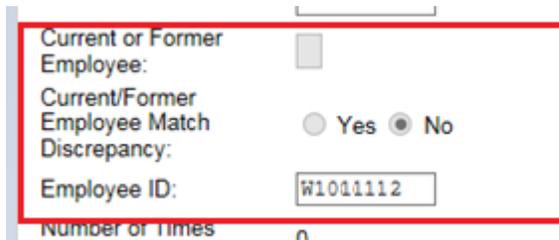
Hired: Yes No
Process Date: [REDACTED]
Disposition: ER
Status: AC Note: If you change the Status, it may be overridden by the Inactive Status Indicator of the Disposition.
Final Approved Salary: [REDACTED]
Salary Frequency: Select Salary Frequency
Action: Select Appointment Type
Work Start Date: [REDACTED]
Current or Former Employee:
Current/Former Employee Match Discrepancy: Yes No
Employee ID: [REDACTED]
Number of Times Waived: 0

Please select the Position Control Number being hired into.

Position	Job Title
[REDACTED]	[REDACTED]

Update Clear

However, a discrepancy may still occur even if the Hire Details screen has No selected for Current/Former Employee Match Discrepancy. A discrepancy also occurs when there is a W number for the employee but the Current or Former Employee Box is blank. If the employee has a W number, the Current or Former Employee box should have a C or F. If the box is blank and a W number appears in the Employee ID field, then a discrepancy exists.



The discrepancy on the Hire Details page will prevent Workday from processing the hire. As a result, the hire will not get paid. Therefore, it is important that the discrepancy is corrected for all recruitments and not just for permanent skilled and professional. This includes at-will positions such as executive service, management service, contractual, special appointments, and temporary employment.

Correct the Discrepancy on the Application to Process the Hire Details

1. Click on Aps>View sub-tab and **type** the recruitment number in the Recruit # field.

Type the candidate's name to only filter on that candidate. You may filter on EasyID, too.

Click on Summary to display the data.



2. Click once on the applicant's row to select it, and then click on Edit Application.

Summary View of Applicants

Update Workset Show All Send Notices Show Notes View Ap Print Batch

Applicant Name	Job #	Job Title	Date Applied	Stat	Disp	Final Score	Last Notice Date	Last Notice Type	Ap Exp Date
ADEBANJO, DOUGLAS	14-004549-013	ACCOUNTANT ADVANCED	05/15/2014	AC	ER	90	01/12/2015	RCL	06/03/2015

Tracking Detail For Applicant Selected From Above Summary Table

Save Changes Send Applicant Mail **Edit Application** Notices for this Application Notices for this Applicant Notices for this Recruitment 360 Aps 360 Restrict

3. Open the correct Employee validation file. The file is accessed on the HR Officer's Website under the Discrepancies tab.

If you do not have access to the Discrepancies tab, please complete an access form and ask for the Discrepancy tab. The access form is sent to service.desk@maryland.gov

HOME HR EVENTS **JOBAPS** SPS FORMS DISCUSSIONS TRAINING **DISCREPANCIES**

Secure Information - Discrepancy Checking and MS 106 Information

Announcements

Welcome to the Office of Personnel Services and Benefits Secure Web Site 3/11/2015
by System Account

Welcome to DBM's Secure Site for Discrepancy Information. If you have any problems with access to this system or need to obtain access for new users, please contact the DOIT Help Desk at 410-260-7778 or by email at service.desk@maryland.gov.

Discrepancy Checking Information

- (A-L) Employee validation File for Discrepancy checking
- (M-Z) Employee validation file for Discrepancy checking
- MS106 Codes and Definitions



4. Refer to the Employee Validation file to confirm the following against the information on the application.
- spelling of the candidate's last name (Column E on the discrepancy file)
 - spelling of the candidate's first name (Column C on the discrepancy file)
 - verify if the candidate has a middle initial (Column D on the discrepancy file)
 - the last four digits of the SSN# (Column H on the discrepancy file)
 - DOB (Column G on the discrepancy file)
 - The current status that is checked -Current, Former, or Never employed (Current status is in Column L on the discrepancy file)

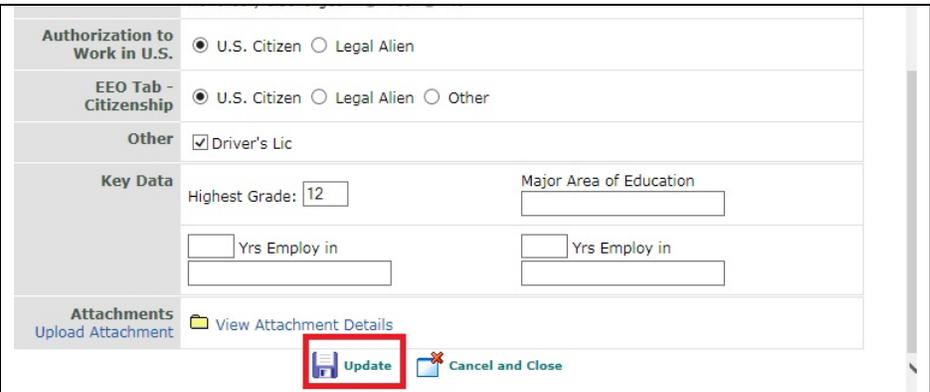
If the person is not on the spreadsheet, and no W number appears in the Hire Details page, the individual does not have a W number and is not in Workday. At this point, you would edit the application to check "Never been employed by the State of Maryland."

5. Make any necessary edits on the application so that the information on the application matches the information the Employee Validation file.

In this example, the candidate indicated on the application that he is a Current employee. Cross-check of the Employee Validation file verified that the candidate is a current employee. Now verify the spelling of the name, last 4 digits of the SSN and DOB and middle initial. In this example, the letter "A" was not on the application for the middle initial, but it is listed on the Employee Validation file. The red box shows where information needs to be entered. Please note that the appropriate field for the middle initial may differ depending on whether the candidate is a current or former employee.

Maryland Employment	<input type="radio"/> Never been employed by the State of Maryland. <input checked="" type="radio"/> Current employee of the State of Maryland. <input type="radio"/> Former employee who has held employment with the State of Maryland in the past three years. <input type="radio"/> Former employee whose most recent employment with the State of Maryland was over three years ago.
You must answer the following questions in order for seniority points to be applied.	
Please provide* the first name while employed by the State of Maryland	<input type="text" value="DOUGLAS"/>
If a former employee of the State of Maryland, what was the middle initial at the time of separation	<input type="text"/> If no middle initial, please do not enter anything into this field.
If a former* employee of the State of Maryland, what was the middle initial at the time of separation	<input type="text" value="ADEBANJO"/>
What is the birth* year?	<input type="text" value="1959"/>
Please provide the middle initial that is in the employee record to ensure that appropriate extra points are awarded. If no middle initial, you may leave this blank.	<input type="text" value="A"/> If no middle initial in employee record you may leave this field blank.

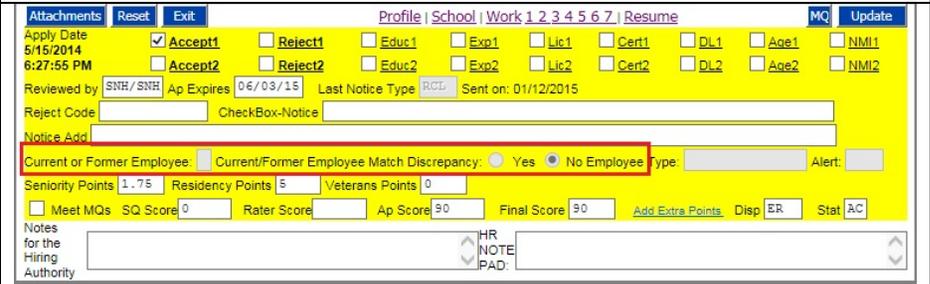
6. Scroll down to click on Update to save the information and to close the window.



The screenshot shows a form with several sections:

- Authorization to Work in U.S.:** Radio buttons for U.S. Citizen (selected) and Legal Alien.
- EEO Tab - Citizenship:** Radio buttons for U.S. Citizen (selected), Legal Alien, and Other.
- Other:** A checked checkbox for Driver's Lic.
- Key Data:** Fields for Highest Grade (12), Major Area of Education, Yrs Employ in, and Yrs Employ in.
- Attachments:** A link for View Attachment Details.
- Buttons:** An 'Update' button (highlighted with a red box) and a 'Cancel and Close' button.

7. Open the annotate screen for the candidate to ensure that the discrepancy has been removed.



The screenshot shows the 'Hire Details' page for a candidate. Key elements include:

- Buttons:** Attachments, Reset, Ext, Profile, School, Work 1-7, Resume, MQ, and Update.
- Apply Date:** 5/15/2014 6:27:55 PM.
- Reviewed by:** SNH/SNH, Ap Expires 06/03/15, Last Notice Type RCL, Sent on: 01/12/2015.
- Current or Former Employee:** Radio buttons for Current/Former Employee Match Discrepancy: Yes (selected) and No Employee.
- Points:** Seniority Points 1.75, Residency Points 5, Veterans Points 0.
- Scores:** Meet MQs, SQ Score 0, Rater Score, Ap Score 90, Final Score 90.
- Notes:** A text area for 'Notes for the Hiring Authority' with an 'HR NOTE PAD' label.

If the discrepancy still appears on the Hire Details page, then please submit a ticket to service.desk@maryland.gov for assistance before moving forward with the hire.

For information on what action to select the for the hire (Hire, Rehire, Promotion, Demotion, Transfer) please refer to the Completing the Hire Details Guide on the HR Officer's website.