

## **JobAps and the Workday Requisition FAQ**

There are some major changes occurring with the implementation of Workday on November 14, 2014 that will affect all JobAps users. If you currently have an open recruitment or are using a current cert list in JobAps, then some steps will need to be taken to ensure that a hire can be made both in JobAps and in Workday.

### **What PINs will be in JobAps?**

The first change involves the availability of a PIN in JobAps. Prior to November 14, 2014, both available and vacant PINs were selectable in JobAps under the “Create Requisition” sub-tab. After the Workday Go-Live, JobAps will no longer list all of the PINs in a department. Instead, it will only list PINS that are available to hire.

### **What PINs can be made available in Workday?**

Workday will only allow you to create a requisition on an “open” (vacant) PIN or a PIN where the transaction is approved for a future date to vacate. In addition, if there is not an approved hiring freeze or there is a classification (CAS) freeze on the PIN, Workday will not allow a requisition to be created.

### **How do you make a Pin “available” in Workday?**

In order to make a PIN “available,” a Workday requisition must be created. JobAps will only show PINs that have an open Workday requisition. Once the Workday requisition is created and approved, the PIN will become available in JobAps the next day through the nightly integration process. This entire process will take approximately two days to complete (from creation to JobAps). Failure to complete a Workday requisition will prevent a hire to be made both in JobAps and in Workday.

### **What PINs will be renumbered?**

All current PINs will be renumbered. Most will only be dropping the trailing “0” (e.g. “011111 0” will become “011111”). Any previously split PIN will have the second and additional splits renumbered (e.g. 011111A, 011111B, 011111C, etc will become 011111, 9#####, 9#####, etc.). Any previous PIN numbered higher in sequence than 089467 will also be renumbered. This includes any 2##### and 7##### sequence PINS.

### **What about contractual positions?**

All currently filled contractual positions will have a PIN assigned in Workday. You will be required to follow the same process to fill as you do any other position. (E.g. vacate the position, create a Workday Req, etc). Any new contractual positions, including those currently being recruited for will have to be created and approved in Workday prior to creating the Workday requisition. Once the contractual PIN is made available and shows in JobAps, you will have to follow the procedure outlined below to create a PSP Lite before hiring.

### **How do you find, recruit, and hire into a renumbered PIN?**

Since all PINs will be changed, all current open recruitments and PINs attached to current cert lists will be affected. A Workday requisition and a JobAps PSP Lite requisition must be created to select the “new” PIN in order to open a new recruitment or hire into an existing recruitment.

To assist with the transition, the SPS Project Team will create Workday requisitions for any currently open (vacant) PINS that have an approved hiring freeze and do not have an existing classification (CAS) freeze. These PINs should be available in JobAps on November 4, 2014. All new recruitments initiated after November 14, 2014 and those that do not fall into the above criteria will have to follow the Workday requisition approval process.

If a PIN was made available by the SPS Project Team for an open PIN in JobAps, you will be required to create a new JobAps PSP Lite requisition to hire into the PIN using the original recruitment number. Below are the steps to creating a PSP Lite requisition.

## Creating a PSP Lite Requisition Using an Existing Recruitment Number:

The new requisition must be linked to the recruitment in order to create a new cert list. This is achieved by typing the recruitment number in the Recruitment Number field.

Status: Date Requisition Created: 10/17/2014 11:57:37 AM  
Requisition ID:  
Requisition Properties  
Reg Sub Date: 10/17/2014 DBM Use Only  
ProjHireDate: Recruitment Number: 14 - 002586 - 001  
Type of Certification: Regular Active Recruitment Type of Exam: Regular Active Recruitment  
Copy from Cert #

Select the correct PIN.

List Requirements  
You must provide a number from 1 to 99 for the number of vacancies.  
# Vac: 1 Work Location: Select one Employment Status: Select one  
Notes:  
+ Positions →  
PIN Data Chooser  
Select Primary PIN Job Title PIN Data  
None 015899 ADMIN SPEC II VACANT~N-N~G  
close  
Selection  
Position Recruit  
OK Cancel

Select PSP Lite and place a check mark next to Delegated Position under the Selection Plan section.

Selection Plan  
Position Selection Plan (PSP) Position Selection Plan Lite (PSP Lite) ←  
Delegated Position  
Delegated Position

Bypass the routing and approval process, and finalize the requisition until it is under My Reqs. Click on Ready to Certify and then go to the Certs>Create Cert List sub-tab to create a new cert list. From there, you may complete your Hire Details using the correct PIN.

For additional information, go to the HR Officers' website.

DEPARTMENT OF BUDGET AND MANAGEMENT  
HUMAN RESOURCES OFFICERS

print page

HOME HR EVENTS JOBAPS SPS FORMS DISCUSSIONS TRAINING ELIGIBLE LIST

HR Community > JobApsRequisition

**Part I: The Reqs Tab**

A. Creating a Requisition

1. For Merit or Non-Delegated recruitments use the [Creating a PSP Job Requisition](#)
2. For Non-Merit or Delegated recruitments use the [Creating a PSP Lite Job Requisition](#)
3. For Specialty Requisitions, use the following but please first contact DBM RED at service.desk@maryland.gov or (410) 260-7778 for further instructions:
  - a. [Creating a PSP Lite Job Requisition with Copy from Cert](#)
  - b. [Creating a PSP Lite job Requisition with Recruitment Number](#)

B. Routing and Approving the Requisition

1. For Merit or Non-Delegated recruitments use one of the following depending on your approval role status:
  - a. [Routing and Approving Job Requisitions Initiator Only](#)
  - b. [Routing and Approving Job Requisitions Initiator & HR](#)
  - c. [Routing and Approving Job Requisitions HR Only](#)
2. For Non-Merit or Delegated recruitments use one of the following depending on your approval role status:
  - a. [Bypassing Routing and Approving Job Requisitions Initiator Only](#)
  - b. [Bypassing Routing and Approving Job Requisitions Initiator & HR](#)
  - c. [Bypassing Routing and Approving Job Requisitions HR Only](#)

C. Finalizing the Requisition for either Delegated or Non-Delegated use: [Finalizing the Requisition Step By Step](#)

**Step By Step Guides**

JobAps - Home

Part I. Reqs Tab

Part II. The Jobs Tab

Part III. The Aps Tab

Part IV. The Exams Tab

Part V. The Certify Tab

