Processing Contractual Employees in JobAps and Workday

Course Overview

This course contains the following sections:

- **Lesson 1:** Types of Contractual Hires
- **Lesson 2:** Processing Contractual Hires in JobAps
- **Lesson 3:** Processing Contractual Hires in Workday
- **Lesson 4:** Processing Contractual Conversions
- **Lesson 5:** Important Fields in Workday
- **Lesson 6:** Managing and Renewing Contracts
- **Lesson 7:** Maintaining Employee's Contact Information
- **Questions**

DBM Disclaimer

- This presentation is to **confirm** that previously trained HR personnel are completing contractual hiring processes correctly in the JobAps and Workday systems.

- This **DOES NOT** cover all necessary steps to be completed during the recruitment and hiring process of contractual employees.

- Agencies should continue to **collaborate** effectively with other personnel involved with the full cycle hiring processes.

- This training is meant as an overview of these processes, for complete instructions, please see the available Job Aids.

Course Audiences

Audiences

- This course is intended for the following audiences:
  - HR Coordinator
  - HR Partner
  - Central HR Partner
  - DBM Shared Services (All Roles)

Who? Who?
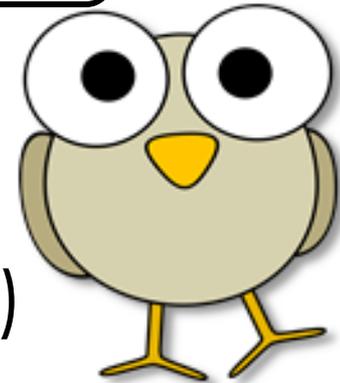
Lesson 1: Types of Contractual Hires

Types of Contractual Hires

The contractual hire can be:

- **Competitive Hire** - where the person applied to a contractual recruitment through JobAps.
- **Non-Competitive Hire** - where the person was selected into the contractual PIN without a recruitment process.
- **Additional Job –** added to a primary job in Workday.
- **Transfer** - from a current contractual position into another contractual or a State/Regular PIN.
  - Contractual Conversion
  - Contractual Non-Conversion

Competitive vs. Non-Competitive

Competitive Hire	Non Competitive Hire
• Hire is Processed through the Hire Details in JobAps	• Hire is processed directly in Workday
• Wait for nightly integration for the hire to go to Workday.	• The Hire's information (hire date, name, etc) is entered manually in Workday.
• Go to Workday Inbox to review the hire from JobAps.	**NOTE:** A non-competitive contractual hire does not qualify for a contractual conversion.

STATEWIDE PERSONNEL
S Y S T E M

Reasons for Transfer of a Contractual

- **Contractual Conversion -** where the person is currently a contractual employee but is moving into a permanent State/Regular PIN of the same job profile (classification) and agency.

Guidelines of a contractual conversion applies, and will be discussed later in the training

- **Contractual Non-Conversion -** where the person is currently a contractual employee but is moving into another <u>job profile</u> or when the guidelines of a contractual conversion are not met.

Lesson 2: Processing Competitive Contractual Hires –JobAps Scenarios

Contractual Hiring in JobAps

- Used to hire for competitive recruitments
- Used to process hire, rehire, additional jobs, and transfers
- Complete the Hire Details to integrate the employee's hire information into Workday

NOTE: Confirm if the person has a W# by referring to the Employee Validation file located on the HR Officers Website.

Important

Scenarios: Processing Competitive Contractual Hires (JobAps)

- **Scenario 1:** A brand new hire
- **Scenario 2:** A former or terminated employee with an existing employee ID number (W#)
- **Scenario 3:** A current contractual employee
- **Scenario 4a:** A current employee who is adding an additional job (competitive)

Scenarios 1-4a are processes started in JobAps.
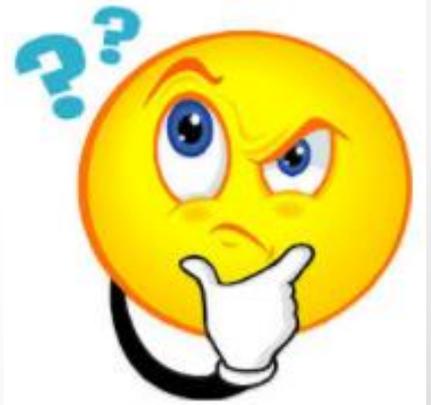
Scenario 1: Processing a Contractual New Hire (No Existing Employee ID Number)

- An agency recruited for a contractual position in JobAps.

- A competitive process was done and a cert list was created of eligible candidates.

- The candidate is being selected for the contractual position.

- You verified through the Employee Validation file located on the Human Resources Officers website that she does *not* have an existing Employee ID in Workday.

Scenario 1: New Hire in JobAps

- If the person does not have an W number in Workday, then select "**Hire**" as the Appointment Type next to Action.

- The Employee ID field should be blank.
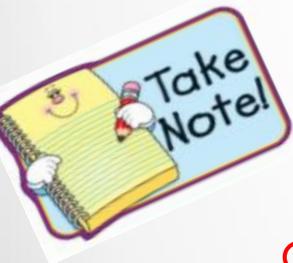
NOTE: Add the home address and personal email through the Contact tab on the employee's Workday profile.

Scenario 2: Hiring a Former Employee with an Existing Employee ID (W Number)

- An agency recruited for a contractual position in JobAps and created a cert list of eligible candidates.

- You verified that the person you want to select has an existing W number in Workday, but the person is terminated in Workday.

- You want to hire the person back into the existing W number and not create a second W number.

Scenario 2: Rehire in JobAps

- If the person has an existing Employee ID (W number) in Workday and was terminated, then select "**Rehire**" to hire the person back into the existing W number.

- The Employee ID field will have the W number populated.

NOTE: Use the Employee Validation file to correct any discrepancies.

Scenario 3: Processing Current Contractual Employee as a Transfer

- An agency recruited for a contractual position or a State/Regular position in JobAps. The person you want to select from the cert list is a current contractual employee and has an existing W number in Workday.

- You verified that the person does not qualify for a contractual conversion.

Scenario 3: Transfer in JobAps

- **Transfer** is used for current contractual employees who are moving from their contractual PIN to another contractual position or a State/Regular position.

- It cannot be a promotion or demotion based on State Salary Guidelines.

NOTE: If a compensation change is needed, Select **Transfer – Contractual Transfer (Non Conversion)** in Workday, after this JobAps transfer is complete

Name: ADLER, GRACE
EasyID: Adl-11-1212
Hire Department: State of Maryland

Please update the following Hire Information:

Hired: ○ Yes ● No

Process Date: [   ]

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: [   ]

Salary Frequency: [Select Salary Frequency ▼]

Action: Select Appointment Type
                         Hire
                         Rehire
                         Promotion
                         Demotion
                         Transfer
                         Secondary State Emp
                         Mass Hiring (DBM ONLY)

Work Start Date:

Current or Former Employee:

Current/Former Employee Match Discrepancy: ○ Yes ● No

Employee ID: [W1111113] ← W number will populate in the Employee ID field.

Number of Times Waived: 0

Please select the Position Control Number being hired into.

Position	Job Title
○ 222333	Interior Designer

⟳ Update   ⬏ Clear

Important!

Scenario 4a: Current Employee is adding a Contractual Position to a Primary Job

- An agency recruited for a contractual position in JobAps.

- The person you want to select from the cert list is a current employee (candidate can be a State/Regular or a contractual employee) and has an existing W number in Workday.

- This person is keeping the primary job, but is taking on the contractual position that you recruited as an additional job.

<u>Scenario 4a</u>: Additional Job in JobAps

If a current SPMS employee (contractual or State/Regular) is being hired into a contractual position as an additional job, then select **Secondary State Emp** (employment).

Name: ADLER, GRACE
EasyID: Adl-11-1212
Hire Department: State of Maryland

Please update the following Hire Information:

Hired: ○ Yes ● No

Process Date: [   ]

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: [   ]

Salary Frequency: Select Salary Frequency ▾

Action: Select Appointment Type
Hire
Rehire
Promotion
Demotion
Transfer
Secondary State Emp
Mass Hiring (DBM ONLY)

Work Start Date:

Current or Former Employee:

Current/Former Employee Match Discrepancy: ○ Yes ● No

Employee ID: [W1111113] ← W number will populate in the Employee ID field.

Number of Times Waived: 0

Please select the Position Control Number being hired into.

Position	Job Title
○ 222333	Interior Designer

Update   Clear

SPS
STATEWIDE PERSONNEL
SYSTEM

JobAps Flow Chart: Competitive Contractual Process

Existing W Number?

No → **Hire**

Yes →

Is the Person terminated in Workday?

Yes → **Rehire**

No →

Is this an additional job?

Yes → **Secondary State Emp**

No →

Is the person a contractual employee moving to a contractual position or a State/Regular PIN?

Yes → **Transfer** →

WD: Is there a Compensation Change?

Yes → **WD: Transfer – Contractual (Non Conversion)**

No → **WD: Transfer - JobAps**
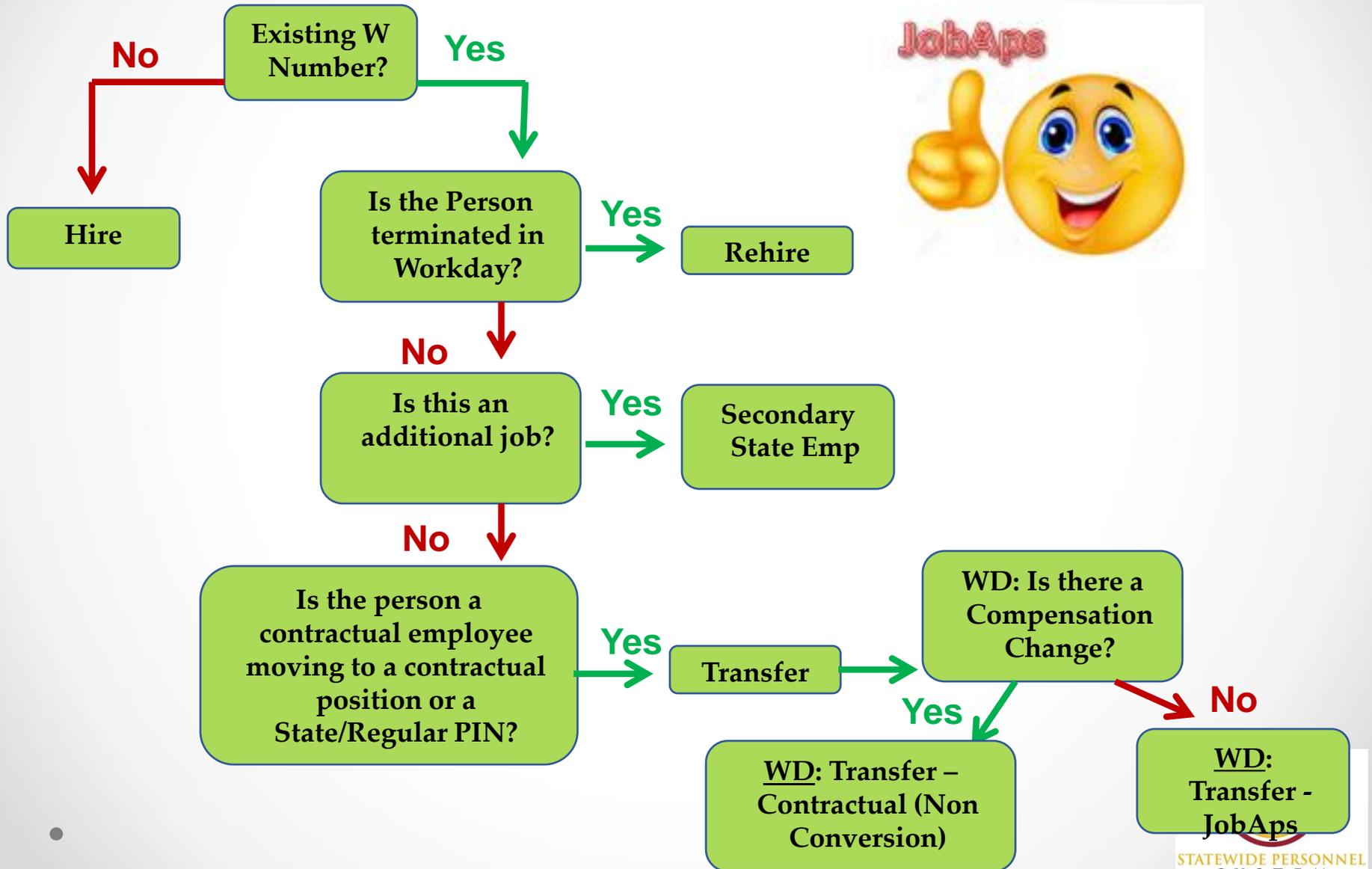
Lesson 3: Processing Non Competitive Contractual Hires –Workday Scenarios

Processing Contractual Hires Directly in Workday

Two instances when a contractual hire is not processed through JobAps, instead is done directly in Workday:

- **Non-Competitive:** The position was not competitively recruited and the person was not selected from a cert list

- **Contractual conversion:** the contractual employee qualifies to convert into a permanent State/Regular PIN

Scenarios: Processing Non Competitive (Workday) Contractual Hires

- **Scenario 4b**: A current employee who is adding an additional job (non competitive)
- **Scenario 5:** A non competitive brand new hire
- **Scenario 6:** A non competitive rehire
- **Scenario 7:** A non competitive transfer

Scenarios 4b- 7 are processes started and completed in Workday.
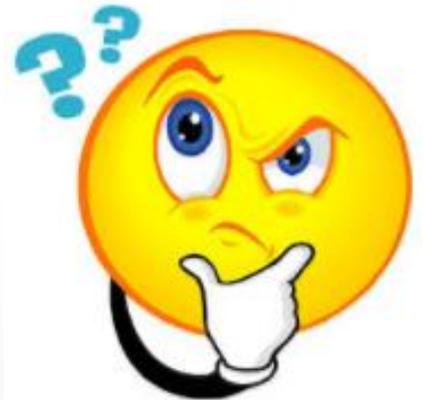
Scenario 4b: Non Competitive Hire Adding Another Job in Workday

- An agency has a contractual position that was not competitively recruited.

- Instead, the agency has someone in mind for the position.

- This person is currently employed in Workday and keeping their current job.

- The contractual position will be an addition to the other job.

Scenario 4b: Contractual as an Additional Job in Workday

Select Job Change > Add Job

Scenario 5: Non Competitive New Hire

- An agency has a contractual position. Rather than opening a competitive process for recruiting eligible candidates, the agency has someone in mind to hire directly into the contractual position.

- You verified through the Employee Validation file located on the Human Resources Officers website that this person does not have an existing Employee ID (W number) in Workday.

Scenario 5: Non Competitive brand new hire

- Select Hire > Hire Employee either from the PIN or in the Supervisory Org
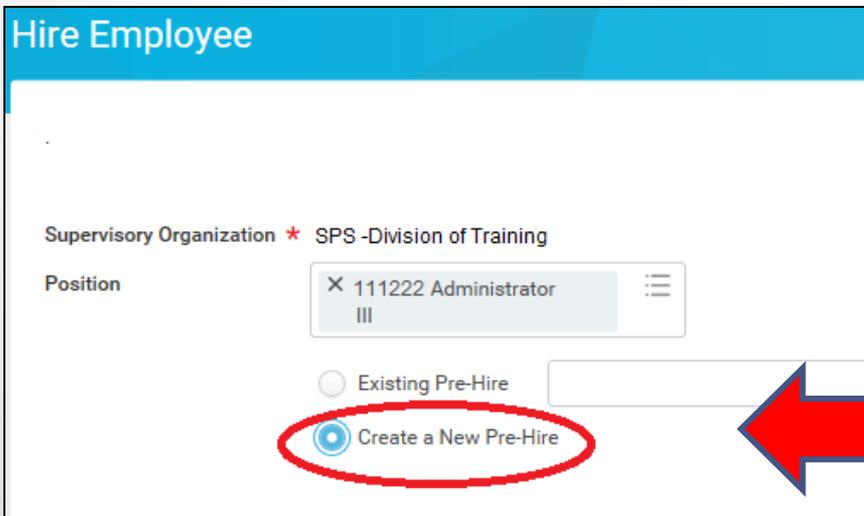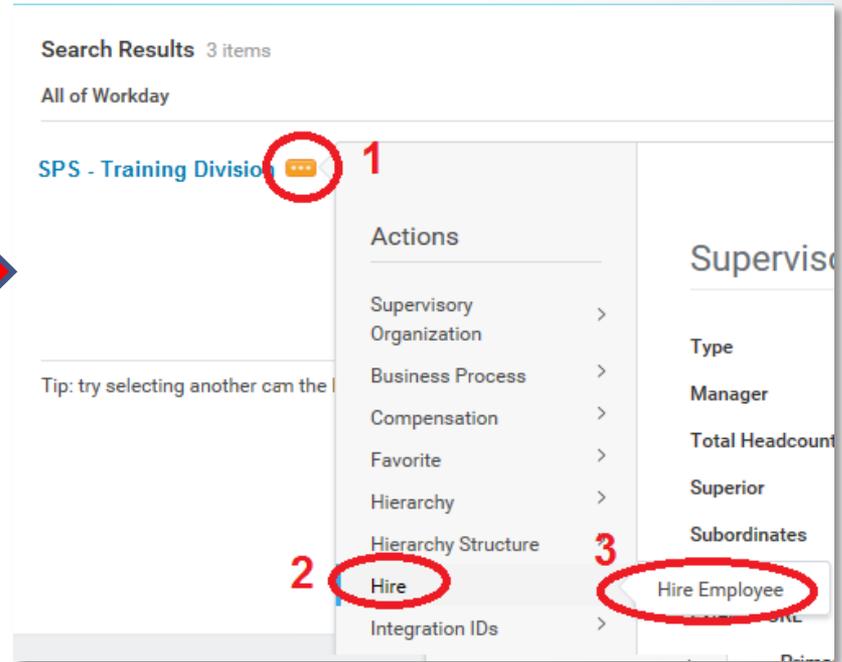
- Select **Create a New Prehire**

Scenario 5: Non Competitive brand new hire (cont'd)

NOTE: Per guidelines for the use of Workday for benefits and CPB taxes, include **Home Address** and **Personal Email Address** for all new hires

Scenario 6: Non Competitive Rehire

- An agency has a contractual position. Rather than opening a competitive process, the agency has someone in mind to hire directly into the contractual position.

- The person you want to hire has an existing Employee ID (W number) in Workday, but was terminated.

- You want to hire the person back into the existing W number and not create a second W number.

Scenario 6: Non Competitive Rehire

- Select Hire > Hire Employee either from the PIN or in the Supervisory Org

- Select **Existing Prehire**
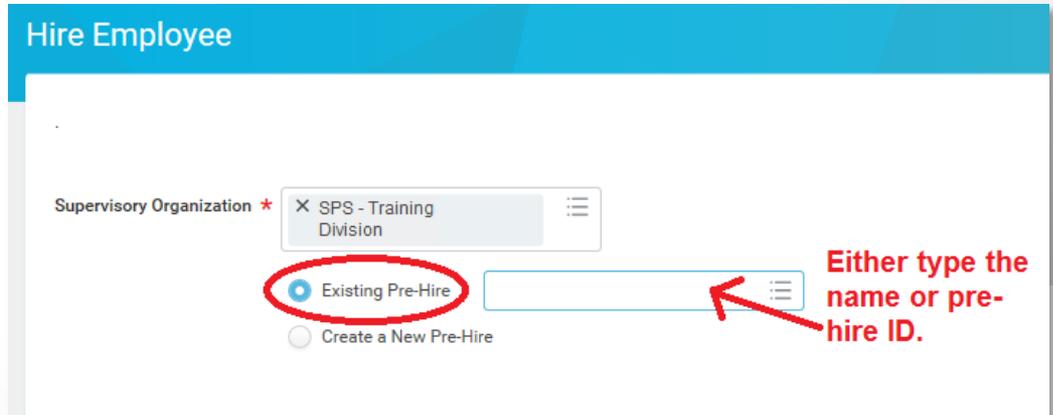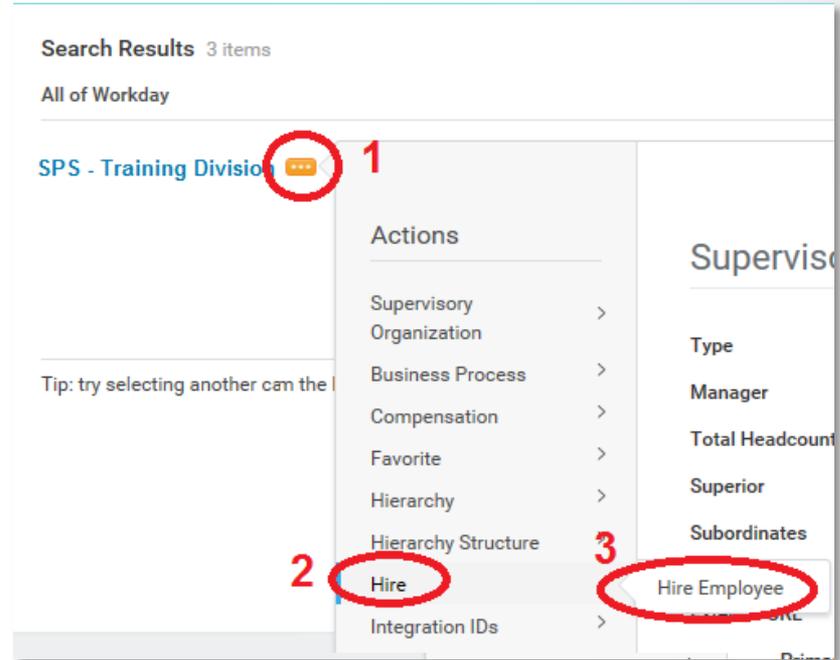
Scenario 7: Non Competitive Transfer

- An agency has a contractual position that is being filled by a current employee, with an existing W number.

- No recruitment was done for this vacancy.

- The person will need a compensation adjustment after the transfer.

Scenario 7: Non Competitive Transfer in Workday

1. To complete a transfer, go to **Job Change** process:
   - Job Change > Transfer, Promote or Change (Reason: **Transfer-Intra Agency** NO COMPENSATION)
   - Job Change > Request Transfer (Reason: **Transfer – Other Agency** NO COMPENSATION)
2. **Transfer – Contractual Transfer (Non-Conversion)** (COMPENSATION CHANGE)

Scenario 3 Continue: Transfer - Contractual Conversion (Non Conversion)

If you need to complete a compensation change on a transfer processed in JopAps, once the hire is integrated to Workday:

1) In Workday, remove the "Transfer – JobAps Intra Agency" reason for the transfer.

2) Select the **Transfer – Contractual Conversion (non-conversion)**

Review Change Job Transfer: GRACE ADLER (W1111113) (Actions)

20 second(s) ago - Due 10/25/2017; Effective 11/08/2017

Start

Start Details

When do you want this change to take effect? *

11 / 08 / 2017

Why are you making this change? *

× Transfer - JobAps-Intra Agency

Who will be the manager after this change?
Grace Adler (W1111113)

Which team will this person be on after this change?
SPS - Training Division

Do you want to use the next pay period?

- Transfer - Contractual Conversion
- Transfer - Contractual Transfer (non-conversion)
- Transfer - End of Temporary Duty
- Transfer - Indep Agency
- Transfer - Intra Agency

JobAps & Workday

SPS STATEWIDE PERSONNEL SYSTEM

powered by workday.

Workday Flow Chart: Non Competitive Contractual Process

Existing W Number?

No → **Create Pre Hire**

Yes →

Is the Person terminated in Workday?

Yes → **Existing Prehire**

No ↓

Is this an additional job?

Yes → **Job Change > Add Additional Job**

No ↓

Is the person a contractual employee moving to a contractual position or a State/Regular PIN?

Yes → **Is there a Compensation Change?**

Yes → **Transfer – Contractual (Non Conversion)**

No → **Transfer –Intra Agency or Transfer - Other Agency**

Workday
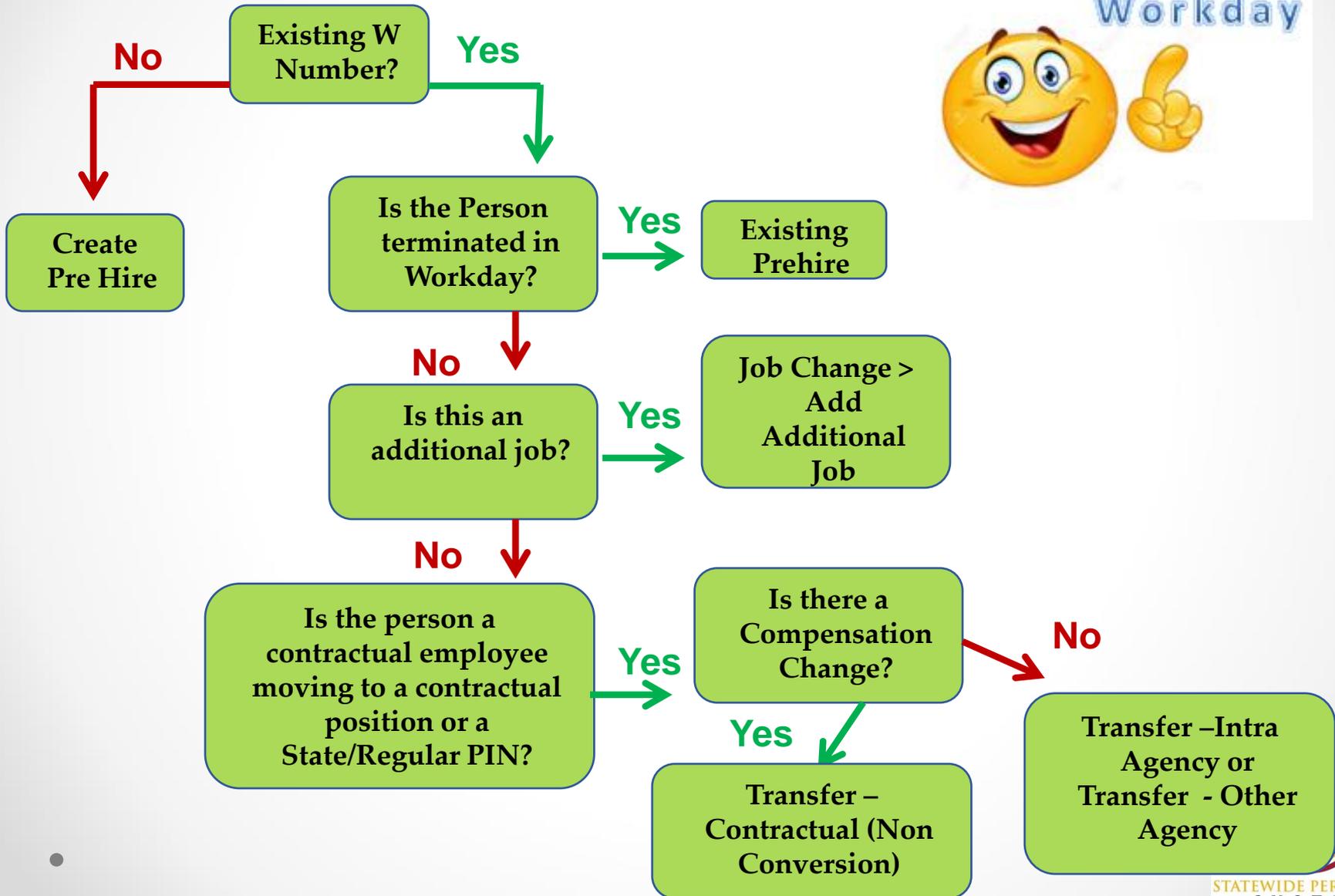
STATEWIDE PERSONNEL SYSTEM

Lesson 4: Converting Contractual Employee to State/Regular PIN

Contractual Conversion Guidelines

A contractual employee can convert to a Regular/State 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 <u>replace contractual function</u>.

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

Processing Contractual Conversion in Workday

- Search for the employee
- Click on Actions
- Job Change > Transfer, promote, or Change Job

Transfer – Contractual Conversion

Select Transfer – Contractual Conversion for the reason

Lesson 5: Important Fields in Hiring Contractual Employees in Workday

Important Fields in the Hire Process in Workday

When the hire integrates from JobAps, remember to change the **Pay Rate Type** from Salary to Hourly.

Important Fields in the Hire Process (cont'd)

The <u>End Employment Date</u> (Contract End Date) must be at least 30 days from the contract process date (transaction date).

Important Steps in the Propose Compensation Process in Workday

1) Delete the Salary information
2) Add the Hourly Rate
3) Add the Expected End Date
4) Add NTE$ and Expected End Date

Proposed Compensation Fields in Workday

Delete the salary information

Salary

Assignment Details
- 34,390.00 USD Annual   added

Plan Name
- Salary Plan   added

Effective Date
- 10/04/2017   added

Add

Delete Salary
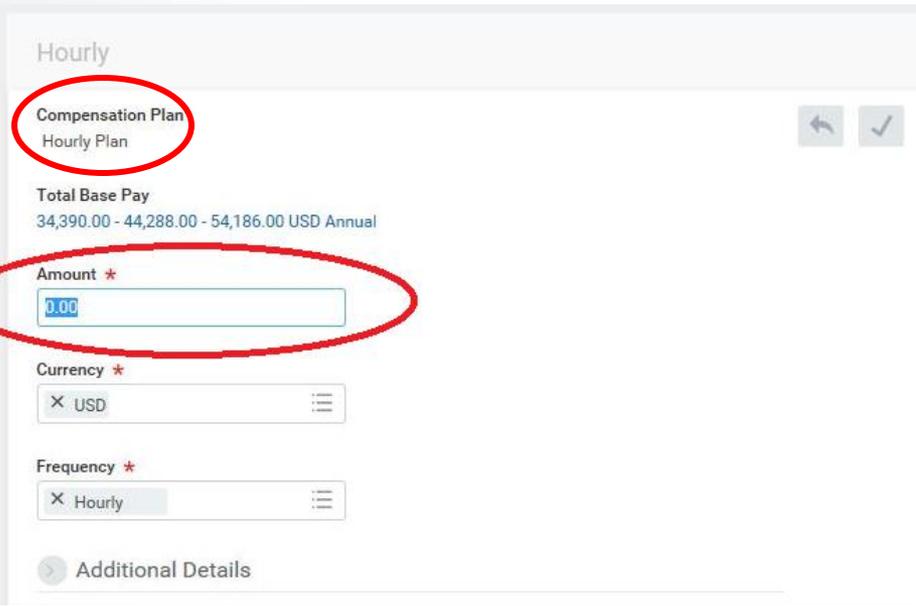
Hourly

Compensation Plan
Hourly Plan

Total Base Pay
34,390.00 - 44,288.00 - 54,186.00 USD Annual

Amount *
0.00

Currency *
✕ USD

Frequency *
✕ Hourly

Additional Details

Add the Hourly Rate

Workday

End Dates Workday

Expected end Date are required and should be added under **Additional Details**

Do not enter the *Actual End Date* as this will end pay on this date, even if a contract renewal is processed.

Lesson 6: Managing and Renewing Contracts in Workday

Maintaining Contracts in Workday
Important Reminders

- Contract End Date must be included for **ALL** contracts.

- To renew or extend a contract, close the existing contract **BEFORE** opening a new contract.

- Remember to close all previous contracts that have ended. Change the Status from Open to Close.
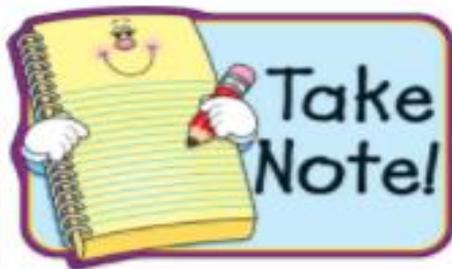
Note: Agencies should **not** use the Pending status

Accessing Employee Contract

- Existing contracts can be accessed through the Job Change> Employee Contracts.
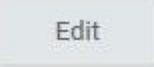
- Click the Edit [Edit] button in the row of the contract you want to edit.

- In this example, there is an Open contract that needs to be updated.

Employee Contracts Carrie Pilby (W1111114) (Actions)

Add
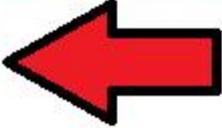
3 items

Employee Contract	Contract Type	Contract Start Date	Contract End Date	Contract Status	Position at Contract Start	Current or Last Position	Current Position is Active	Contract Description	Worker Documents	
🔍	Contractual - Contract	07/01/2017	06/30/2018	Open	111114 Admin Officer I	111114 Admin Officer I	Yes	99	C. Pilby.pdf	Edit
🔍	Contractual - Contract	04/19/2017	06/30/2017	Closed	111115 Admin Officer I	111114 Admin Officer I	Yes	99	Contract Pilby pdf	Edit
🔍		10/03/2016	04/18/2017	Closed	111113 Fiscal Accounts Clerk II	111114 Admin Officer I	Yes	99	Pilby Contract pdf	Edit

Workday

Closing or Renewing Contract

Edit most recent contract:

- Change contract status from Open to Closed
- Update with the accurate Contract End Date (last day worked on the current contract)

Renewing Contract

- After closing the previous contract, click the Add button from the Job Change > Employee Contract page to open or to renew a contract.

Lesson 7: Maintaining Employee's Contact Information

Employee's Contact Information

- Home address and personal email should be added to the employee's contact information in Workday
  - The completion of this step is included in the Agency scorecards.
  - If hire is processed in JobAps, this information does NOT flow over from during integration.
    - This information cannot be entered once Onboarding process is triggered, but it can be updated any other time.

Impacts of Missing Contact Information

- Contact information for employees is only sent to CPB once for Brand new hires. It is used until the W-4 is received by CPB.

- **Impact of missing information:**

  o CPB places employee in the highest tax bracket for the state if there's no home address received from Workday or W-4.

  o Not all benefit options will be available if a home address is not initially received.

JobAps Hire: Add Contact Information in Workday

Employee Profile > Contact Tab > Edit

Workday Contractual Hire: Add Contact Information During Hire Process

If you are processing a contractual hire directly in Workday, then click the Contact Information tab on the Hire Employee page.

Resources & Tools

Resources Available

- **Trainings** – HUB

- **Job Aids** - listed on SPS Website

- **SPMS Reports** - on Workday Homepage and SPS Website

- **Policies** – State Personnel and Pension Articles and COMAR

- **Websites**:

  o SPS Website- http://dbm.maryland.gov/sps/pages/default.aspx

  o State Personnel and Pension Articles (SPP)– http://www.google.com/url?q=http%3A%2F%2Fmgaleg.maryland.gov%2F2018RS%2FStatute_Web%2Fgsp%2Fgsp.pdf&sa=D&sntz=1&usg=AFQjCNGqrybQqiBbYVwZgiEHKvwxCBbFtA

  o COMAR: Title 17 Department of Budget and Management - http://www.dsd.state.md.us/COMAR/SearchTitle.aspx?scope=17

Questions