



STATEWIDE PERSONNEL
— S Y S T E M —

Quick Reference Guide

Hire Temporary Employee

April 2018



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Quick Reference Guide

Hire Temporary Employee Business Process Rules

DBM Disclaimer

This Quick Reference Guide **DOES NOT** cover all necessary steps to be completed during the Hire Employee business process for Temporary hires. For complete instructions, please see the following available Job Aides:

Hire

http://dbm.maryland.gov/sps/SPS%20Training%20Guides/SPS_Help_Center/Employee_Staffing_and_Job_Changes/Hire_an_Employee_v4.pdf

Updating Contracts: Closing and Renewing Contracts

http://dbm.maryland.gov/sps/Documents/Updating_Contracts_Closing_and_Renewing_Contracts_Job_Aid.pdf

Managing Contracts and Contract Conversions (*See how Temporary Employee Contract start/end dates are impacted by the ACA - Affordable Care Act (AKA "Obamacare")*)

http://dbm.maryland.gov/sps/Documents/Training_for_HR_Professionals_Managing_Contracts_and_Contract_Conversions.pdf

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

Things to Remember:

When a Temporary Hire action is processed in Workday, there are required activities that you must perform to comply with Federal/State regulations. The following rules apply to each Hire Business Process for Temporary employees:

- A Temporary employee cannot be employed for more than 6 months
- Worker sub type is Temporary
- A temporary PIN **must** be used for the temporary employee and it can only be used once.
- When creating the Temporary position, use reason: Create Position>Position Request>Temporary Worker
- A temporary PIN must be closed/abolished after the temporary employee vacates the PIN.
- A temporary PIN **cannot** be changed (e.g., Edit Position Restriction).



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Enter the following information for the Temporary Hire:

Hire Employee Mickey Mouse Actions DBM - Secretary's Office Actions

Hire Date * 03 / 28 / 2018 Calendar

Reason X New Hire > New Position Menu

Job Details

Position * X 310217 Human Resources Coordinator Menu

Employee Type * X Temporary Menu

Job Profile * X Personnel Associate IV-2660 Menu

Time Type * X Full time Menu

Location * X Baltimore - 201 W. Preston St Menu

Pay Rate Type X Hourly Menu

Additional Information

Submit Save for Later Cancel



Quick Reference Guide

Compensation: Complete the Effective Date & Reason, Guidelines & Hourly sections.

Propose Compensation Hire Mickey Mouse Actions 310903 Human Resources Coordinator (Unfilled) Actions

Compensation

Effective Date & Reason

Effective Date: 04/12/2018 ✕ ✎

Reason: Hire Employee > New Hire > New Position

Total Base Pay

Total Base Pay: 31,200.00 USD Annual added

Primary Compensation Basis

Basis: Total Salary and Allowances

Basis Details: 31,200.00 USD Annual added

Guidelines

Pay Range: 36,557.00 - 47,182.50 - 57,808.00 USD Annual added ✕ ✎

Compensation Package: State of Maryland - Active SPMS added

Grade: Standard Salary Schedule added

Grade Profile: STD 0013 added

Step: Base - 36557 USD added

Progression Start Date: 04/12/2018 added

Salary

Add

Hourly

Assignment Details: 15.00 USD Hourly added ✕ ✎

Plan Name: Hourly Plan added

Effective Date: 04/12/2018 added

Actual End Date: 05/31/2018 added

Add

Unit Salary

Add

Allowance

Add

enter your comment

Process History

Cheryl Murphy (W1062466)
Propose Compensation Hire- Waiting Action

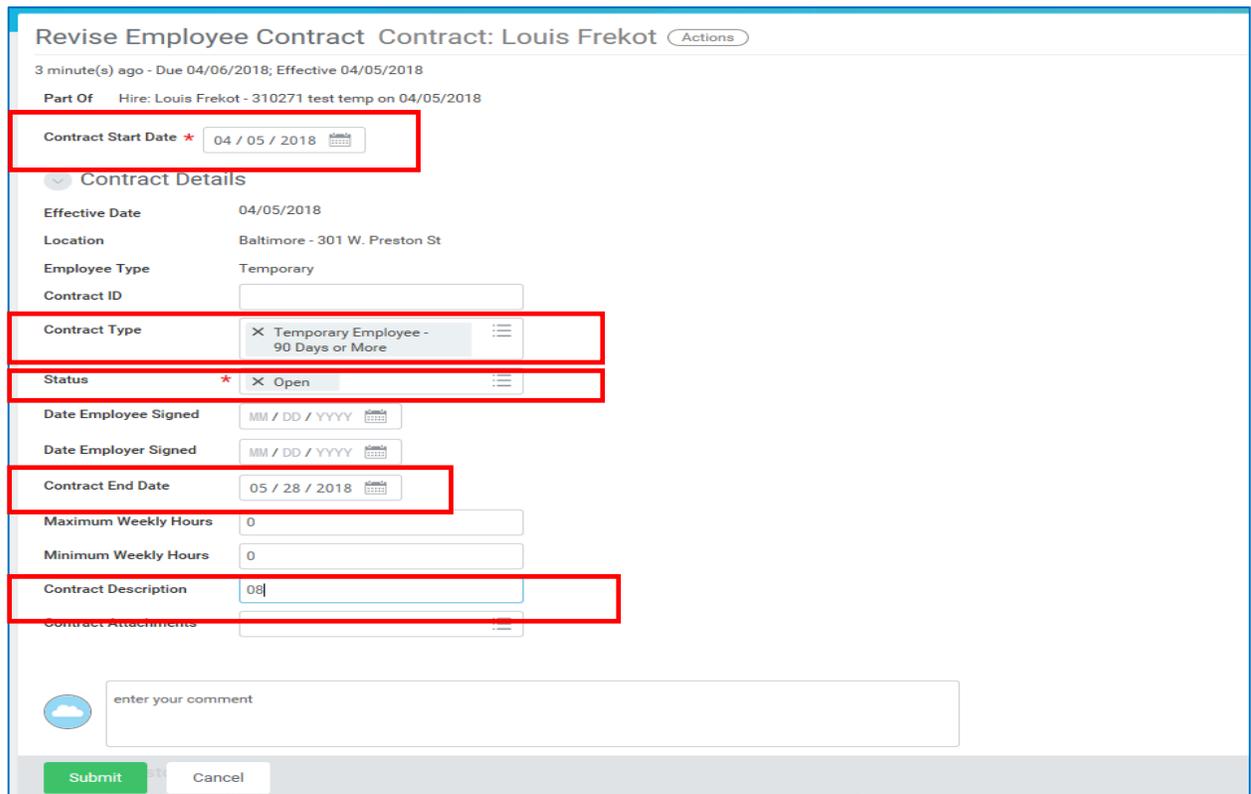
- Due 04/13/2018

Submit Deny Save for Later Close

Process Contract Start & End Dates for Temporary Employees

When prompted, add the following information to the **Maintain Employee Contract** sections:

- Contract Start Date
- Contract Type: **Temporary Employee – 90 days or more**
- Status: **Open**
- Contract End Date: **Not to exceed 180 days**
- Contract Description Code: **08**



Revise Employee Contract Contract: Louis Frekot Actions

3 minute(s) ago - Due 04/06/2018; Effective 04/05/2018

Part Of Hire: Louis Frekot - 310271 test temp on 04/05/2018

Contract Start Date * 04 / 05 / 2018

Contract Details

Effective Date 04/05/2018

Location Baltimore - 301 W. Preston St

Employee Type Temporary

Contract ID

Contract Type X Temporary Employee - 90 Days or More

Status * X Open

Date Employee Signed MM / DD / YYYY

Date Employer Signed MM / DD / YYYY

Contract End Date 05 / 28 / 2018

Maximum Weekly Hours 0

Minimum Weekly Hours 0

Contract Description 08

Contract Attachments

enter your comment

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

- 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.