

# Hires Details, Discrepancies & MS106



# Agenda

- Hires, transfers, reinstatements in hire details
- Discrepancies
- MS 106
- Employee Validation File



# Hire Details

- All Hires must be completed through the Hire Details in JobAps, except for Contingent workers.
- Prior to completing the Hire Details, Analysts must review the Employee Validation file and the Pre-Offer Checklist website to check for discrepancies and for MS106.
- The reasons for choosing the Hire, Rehire (reinstate), and Transfer action codes are the following:
  - Hire = A new hire or current or former employee who does not have an established Employee ID in Workday (W number)
  - Rehire (Reinstatement) = A former employee that is being rehired (including reinstatement) and has a current Employee ID in Workday
  - Transfer = A current SPMS employee who is being transferred to the same grade and has a current Employee ID in Workday, or a person who is a current contractual employee going into a State Regular pin or vice versa



# Discrepancies

- Discrepancies occur in JobAps when former/current applicant's information on the employment application does not match the data in the Employee Validation File and will prevent Workday from processing the hire
- A discrepancy can also occur when an applicant 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
- Discrepancies can show up two ways on the Hire Details page. If "Yes" is marked next to the Current/Former Employee Match Discrepancy (example 1) or if the Current or Former Employee box is blank and a W number appears in the Employee ID field (example 2)



# Discrepancies

## Example 1

Hired:  Yes  No

Process Date:

Disposition:

Status:  Note: If you change the Status, it may be overridden by the Inactive Status Indicator of the Disposition.

Final Approved Salary:

Salary Frequency:

Action:

Work Start Date:

Current or Former Employee:

Current/Former Employee Match Discrepancy:  Yes  No

Employee ID:

Number of Times Waived: 0

## Example 2

Current or Former Employee:

Current/Former Employee Match Discrepancy:  Yes  No

Employee ID:

# MS 106

- A MS 106 is a form to report an Unsatisfactory Report of Service with the state.
- If a MS 106 has been filed against an individual, it can be found:
  - The Employee Verification File (most reliable)
  - On the annotate screen of a submitted application (if the person does not have a discrepancy)
  - PDF Cert List (if the person does not have a discrepancy)
  - The Pre-Offer Checklist
- An individual with a MS 106 may still be hireable with the state, but not by certain agencies.
- An individual with a MS 106P (with Prejudice) cannot be hired by any State agency.



# MS 106

## Example of MS 106P on annotate Screen

Attachments | Reset | Exit | Profile | School | Work 1 2 3 4 5 6 | Sup Ou | Resume | MQ | Update

Apply Date: 5/29/2018 1:50:16 PM  
 Accept1  Reject1  Educ1  Exp1  Lic1  Cert1  DL1  Age1  NMI1  
 Accept2  Reject2  Educ2  Exp2  Lic2  Cert2  DL2  Age2  NMI2

Reviewed by: SNH/ Ap Expires: Last Notice Type: NQ Sent on: 06/05/2018

Reject Code: Experience CheckBox-Notice: Experience

Notice Add: experience negotiating agreements

Current or Former Employee: F Current/Former Employee Match Discrepancy:  Yes  No Employee Type: Alert: 106P

Seniority Points: 0 Residency Points: 0 Veterans Points: 0 Disability Points: 5  
 Meet MQs SQ Score: 5 Rater Score: Ap Score: Final Score: 5 Add Extra Points: Disp: NQ Stat: AC

Notes for the Hiring Authority: 106P HR NOTE PAD:

 Aps 360  Add a Note for my Department  Print This Application

106P

**Job Title: CIVIL RIGHTS OFFICER II (Contractual Position)**  
**Job Number: 18-001742-0002**



# MS 106

## Example of MS 106P on PDF Cert List


Score Band	Candidate Information	App Exp	Agency Code	Pending Qualifications	MS106	Confirmed Vet Status
Better Qualified	Phone: Email: State Employment: Secondary Employment:	06/07/2019				
Better Qualified	Phone: Email: State Employment: F Secondary Employment:	06/07/2019			106P	





# Employee Validation File

To open the Employee Validation File go to the HR Officer's Website under the Discrepancies tab



The screenshot shows a web interface with a navigation bar at the top containing the following tabs: HOME, HR EVENTS, JOBAPS, SPS, FORMS, DISCUSSIONS, TRAINING, and DISCREPANCIES. The DISCREPANCIES tab is currently selected. Below the navigation bar, the page title is "Secure Information - Discrepancy Checking and MS 106 Information". Underneath, there is an "Announcements" section with a message titled "Welcome to the Office of Personnel Services and Benefits Secure Web Site" dated 3/11/2015 11:01 AM, posted by System Account. The message text reads: "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, call the DOIT Help Desk at 410-260-7778 or by email at [service.desk@maryland.gov](mailto:service.desk@maryland.gov)." Below the announcement is a "Discrepancy Checking Information" section containing three links: "(A-L) Employee validation File for Discrepancy checking", "(M-Z) Employee validation file for Discrepancy checking", and "MS106 Codes and Definitions". The first two links are highlighted with a red rectangular box.



# Employee Validation File

Important columns to confirm the information on the application and to correct discrepancies:

- spelling of the candidate's last name (Column B)
- spelling of the candidate's first name (Column C )
- verify if the candidate has a middle initial (Column D)
- the last four digits of the SSN# (Column E)
- DOB (Column F)
- The current status that is checked - Current, Former, or Never employed (Column G)
- MS 106 (Column L)



# Employee Validation File

Employee Validation Includes:

- Job Profile: Includes those are Benefits Only agencies (new)
- Current Agency: Includes the Non SPMS and CPBI agencies (new)
- Worker - MS106: If this column is populated, then go to the Pre-Offer Checklist (POC) website

H	I	J	K	L
Job Profile	Current Agency	Employee Type	Terminated	Worker-MS106
Benefits Only Employee - Faculty	Coppin State University	State/Regular		
Benefits Only Employee - Faculty	University Of Maryland - College Park	State/Regular		
Benefits Only Employee - Geographical FT	University Of Maryland - Baltimore	State/Regular		
Benefits Only Employee, Retiree or Retiree Beneficiary	University Of Maryland - College Park	State/Regular		
Benefits Only Employee - Adjunct Faculty	University Of Maryland - Baltimore County	Contractual - Contract		