Contractual Conversion Webex

✓ **Use this Reason for Replacing a Contractual Worker with a Permanent Merit PIN (see State Personnel and Pensions Statute § 13-302 and § 13-304):**

Standard	Conversion	Transfer - Selection
Meets Minimum Qualifications	Yes	Yes
6 Continuous Months of Satisfactory Service	Yes	Yes
Continuing Need for Function	Yes	-
Agency Can Document a Competitive Hiring Process	Yes	-
Budgeted Position Not Available at Time Contractual Employee Hired	Yes	-
Contractual and Merit PINs in Same Principal Unit	Yes	Yes
Contractual and Merit PINs are Same Job Profile	Yes	-

Contractual Conversion Webex

- ✓ **DO NOT USE** FOR CONTRACTUAL-TO-MERIT WHERE THE WORKER DOES NOT MEET THE DEFINTION OF SPMS CONTRACTUAL CONVERSION or TRANSFER - SELECTED

- ✓ **Job Aide on SPS Project Website:** Employee Staffing and Job Changes: Contractual Conversion

- ✓ **Transaction Resource on SPS Project Website:** Workday Date Field Guide

Contractual Conversion Webex

Job Change Reason = Transfer > Contractual Conversion

✓ **Use this Reason to:**
   - ✓ Move a worker that **MEETS** Contractual Conversion requirements from a Contractual PIN to a Merit PIN

✓ **Before starting**, you need to have an *unfilled* Merit PIN

✓ **The Reason will take us through the following steps:**
   - ✓ Step 1: Initiate Change Job
   - ✓ Step 2: Propose Compensation
       - ✓ This will move the worker from an Hourly Plan to a Salary Plan
       - ✓ Will remove Contract NTE$ Allowance
   - ✓ Step 3: Approvals by HRP and AA
   - ✓ Step 4: Assign Pay Group
   - ✓ Step 5: Edit Other Id's
   - ✓ Step 6: Maintain Employee Contract
       - ✓ Will Close the existing open contract
   - ✓ Step 7: Edit Service Dates
       - ✓ If Required, based on the employee specific scenario.
       - ✓ Refer to **State Personnel and Pensions Statute § 13-304** for date adjustment specifics
   - ✓ Step 8: Close the Contractual PIN

Contractual Conversion Webex

Other NON-CONTRACTUAL CONVERSION Scenarios:

Scenario	How to Process
Contractual -> Merit (doesn't meet Contractual Conversion standards)	1. Process via *JobAps Hire Details* page as a *Transfer*
Merit -> Contractual	2. Request Compensation Change > Salary Adjustment > Misc. Salary Adjustment
	3. Assign Pay Group
	4. Maintain Employee Contract (*if required*)
Temporary -> Contractual	5. Close PIN (*if required*)