Since seniority points are assigned in JobAps to individuals whose applicant data matches exactly to the integration file, individuals with a discrepancy will not automatically receive their legally mandated seniority points. To ensure all qualified applicants receive their correct seniority points, prior to running applicants through the exam plan, agency HR will have to pull a Point Discrepancy Listing report and look for any discrepancies and manually enter in the appropriate seniority points.

In accordance with State Personnel and Pensions, Title 7, Section 7-207, seniority points are given to a current permanent State SPMS employee by an appointing authority who shall apply a credit on a selection test, of one-quarter point for each year of service in State government, up to a maximum of five points for 20 years of State service. Contractual SPMS employees and current employees of Non-SPMS agencies are not entitled to seniority points.

If a candidate qualifies for a permanent skilled and professional recruitment, then the candidate is entitled by law to receive seniority points prior to placement on the certified eligible list. If the candidate does not receive the seniority points, then this may affect his/her placement on the certified eligible list.

Verifying Correct Seniority Points

Step 1: Generate a discrepancy report in JobAps to identify those candidates who claimed to be a former a current State employee on the application, but the information does not match the information in Workday.

Step 2: Verify the candidate's claim against the Seniority Point file located on the Human Resources Officers' website under the Discrepancies tab.

NOTE: If you need access to the Human Resources Officers' website or the Eligible List tab, please email DoIT at: service.desk@maryland.gov.
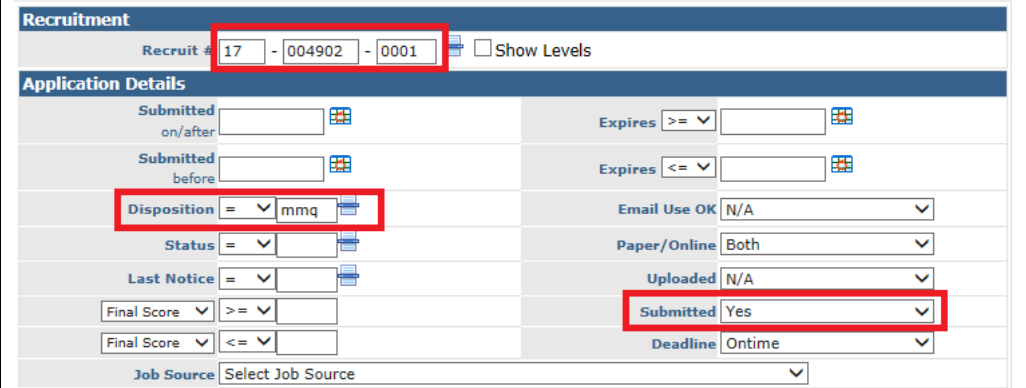
Step 3: Insert the Seniority Points on the Annotate screen.

Generate the Discrepancy Report

1. **Click** on *Reports* >*Applicant* sub-tab.	
2. **Type** in the recruitment number in the Recruit # field, MMQ in the Disposition, and ensure that Yes is selected for Submitted.	

3.	**Click** the *Point Discrepancy Listing* in the *Standard Applicant Reports* Column. The *Point Discrepancy Listing* report will open in a new window.	
4.	**Click** on the section labeled *Claimed Current or Former Employee* to sort applicants.	

5.	**NOTE:** Applicants who claim they are a current state employee on their application will have the letter "C" next to their names in the *Claimed Current or Former Employee* column.

Point Discrepancy Listing

2

Page 1 of 2; Total Records: 76
1 2

Last Name	First Name	Annotate	Job Title	Current or Former Employee	Claimed Current or Former Employee	Seniority Points	Veterans Points	Residenc Points
								0
ADAMS	DONALD	Annotate	CORR OFFICER LIEUTENANT		C		0.0000	5.0000
AJOSE	GANIYAT	Annotate	CORR OFFICER LIEUTENANT		C		10.0000	5.0000
AKINPETIDE	ADEDAPO	Annotate	CORR OFFICER LIEUTENANT		C		0.0000	5.0000
ALBRIGHT	WILLIAM	Annotate	CORR OFFICER LIEUTENANT	C	C	2.7500	0.0000	5.0000

6.	**NOTE:** Applicants that the system recognizes as current State employees will have the "C" in the *Current or Former Employee* column.

Point Discrepancy Listing

Page 1 of 2; Total Records: 76
1 2

Last Name	First Name	Annotate	Job Title	Current or Former Employee	Claimed Current or Former Employee	Seniority Points	Veterans Points	Residenc Points
ALBRIGHT	WILLIAM	Annotate	CORR OFFICER LIEUTENANT	C	C	2.7500	0.0000	5.0000
BAKER	KIMBERLY	Annotate	CORR OFFICER LIEUTENANT	C	C	1.5000	0.0000	5.0000
BLOSS	VALERIE	Annotate	CORR OFFICER LIEUTENANT	C	C	3.0000	0.0000	0.0000
ELENDU	OBIEFUNNA	Annotate	CORR OFFICER LIEUTENANT	C	C	3.2500	0.0000	0.0000

7.	**NOTE:** If the applicant is a current state employee that the system recognizes, there will be a "C" in both the *Current or Former Employee* and *Claimed Current or Former Employee* columns. In this case, there is no discrepancy.	
8.	**NOTE:** Discrepancies occur if there is a "C" in the *Claimed Current or Former Employee* column, but the letter "C" is missing in the *Current or Former Employee* column.	

After sorting the discrepancy report in JobAps, you will need to obtain the Employee Validation File for Discrepancy Checking located on the Human Resources Officers' website.

Do not close the Point Discrepancy Report in JobAps. Open a new browser window to access the Human Resources Officers' website.
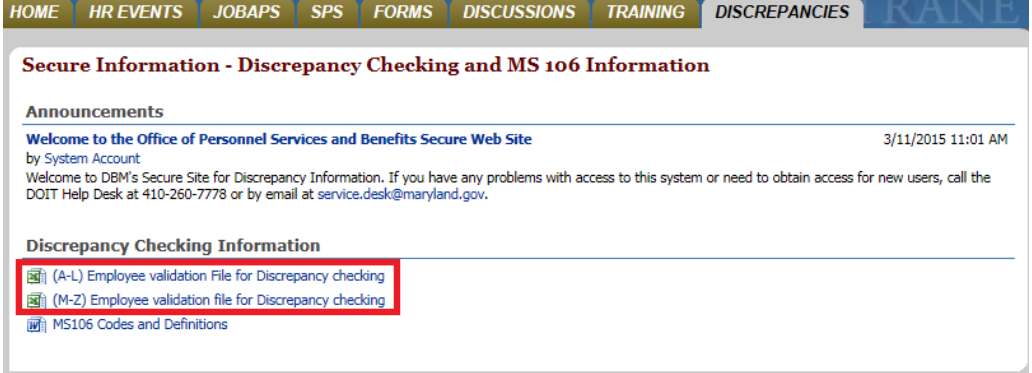
Verify Discrepancy against Employee Validation File for Discrepancy Checking

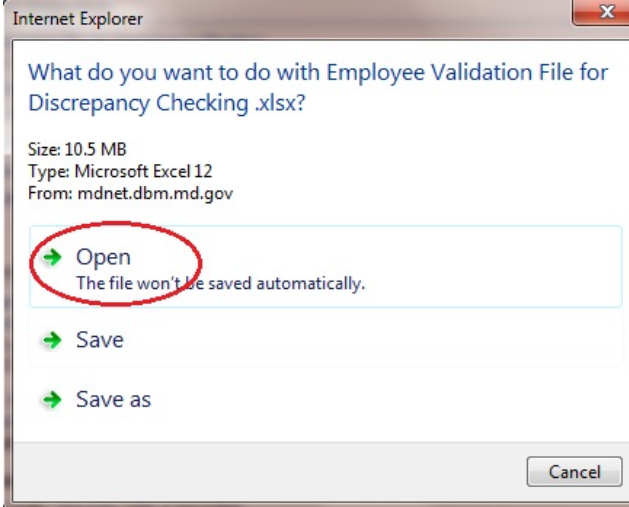|	
9. **Log** into the Human Resources Officers' website.	

10. **Click** on *Discrepancies* tab. 11. **Click** on one of the two Employee validation files based on the applicant's last name.	
12. **Click** on ➜ Open to open the Excel file.	

13. **NOTE:** The Employee Validation File for Discrepancy Checking is an Excel spreadsheet. All current and former Maryland State employees are on the file in alphabetical order by legal last name.	
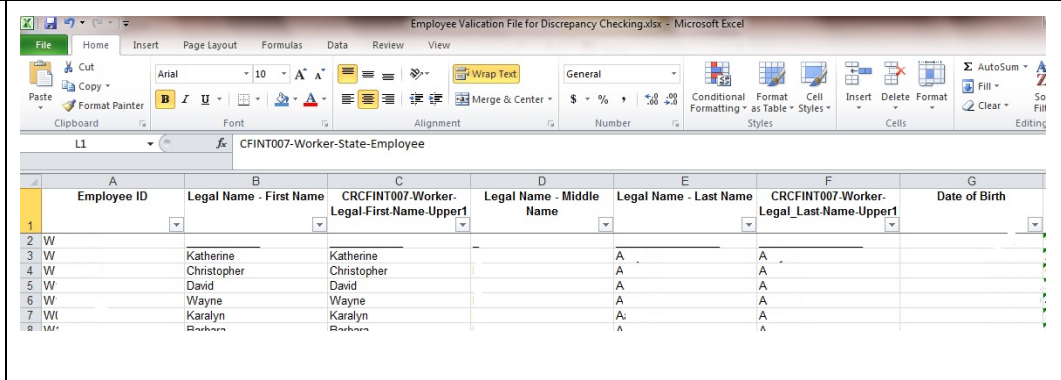
Leave the Employee Validation file open and return to the Point Discrepancy Report in JobAps. You will need both the Employee Validation file and the Point Discrepancy Report open to insert the Seniority Points on the Annotate screen.

Insert Seniority Points on the Annotate Screen

1. **NOTE:** On the Point Discrepancy Report in JobAps, select an applicant that has a discrepancy.	

2.	**Click** on *Annotate*.

Point Discrepancy Listing

Page 1 of 2; Total Records: 76

1 2

Last Name	First Name	Annotate	Job Title	Current or Former Employee	Claimed Current or Former Employee	Seniority Points	Veterans Points	Residenc Points
ABATAN	BABAJIDE	Annotate	CORR OFFICER LIEUTENANT					
ADAMS	DONALD	Annotate	CORR OFFICER LIEUTENANT		C	0.0000	5.0000	
AJOSE	GANIYAT	Annotate	CORR OFFICER LIEUTENANT		C	10.0000	5.0000	
AKINPETIDE	ADEDAPO	Annotate	CORR OFFICER LIEUTENANT		C	0.0000	5.0000	
ALBRIGHT	WILLIAM	Annotate	CORR OFFICER LIEUTENANT	C	C	2.7500	0.0000	5.0000

3.	**NOTE:** The Annotate screen will display.

| Attachments | Reset | Exit | | | Profile | School | Work 1 | Sup Qu | | MQ | Update |

Apply Date 3/16/2013 9:23:57 PM

☐ **Accept1** ☐ **Reject1** ☐ **Educ1** ☐ Exp1 ☐ Lic1 ☐ Cert1 ☐ DL1 ☐ Age1 ☐ NMI1

☐ **Accept2** ☐ **Reject2** ☐ **Educ2** ☐ Exp2 ☐ Lic2 ☐ Cert2 ☐ DL2 ☐ Age2 ☐ NMI2

Reviewed by ___ Ap Expires ___ Last Notice Type [ONT] Sent on: 03/16/2013

Reject Code ___ CheckBox-Notice ___

Notice Add ___

Current or Former Employee: ☐ Current/Former Employee Match Discrepancy: ◉ Yes ○ No Employee Type: ___ Alert: ___

Seniority Points ___ Residency Points ___ Veterans Points [0]

☐ Meet MQs SQ Score ___ Rater Score ___ Ap Score ___ Final Score [2] Add Extra Points Disp [SUB] Stat [AC]

Notes for the Hiring Authority ___ HR NOTE PAD: ___

🗒 Add a Note for my Department 🖨 Print This Application

4. Refer to the Employee Validation file to search for the applicant. **NOTE:** To search for an applicant, you may use the scroll bar or you may use the Find function in Excel. To use the Find function, press down and hold the control key on your keyboard then press down on the F Key. The Find and Replace window will appear. Type the last name of the person you are looking for, and then click on Find Next to begin the search. Continue to click on Find Next until the candidate is located on the spreadsheet. **NOTE:** You may also search for an employee by first and last name, date of birth, or last 4 digits of social security number.	
5. **NOTE:** When you have located the candidate, you can highlight the row by clicking on the row number.	
6. **NOTE:** Use the scroll bar to scroll to the right to locate the Seniority Points for the **CFINT-Worker-Seniority-Points** candidate under the _____ column.	
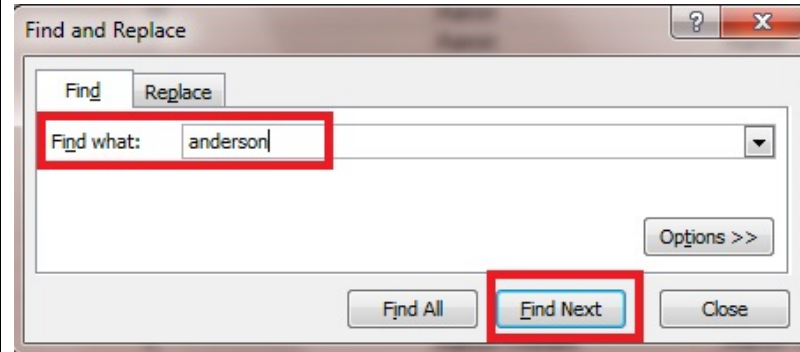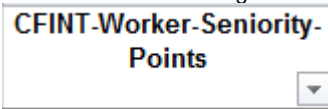
7.	**Type** in the correct number of seniority points the candidate should have received in the *Seniority Points* section. **NOTE:** Do not add points in any other area other than the *Seniority Points* field.	
8.	**Click** *Update* to save the information. Then click on Exit to exit the Annotate screen for this applicant.	

9. **Proceed** to the next applicant on the *Seniority Point Discrepancy Listing*, verify the seniority points in the Seniority Points file and correct the number of points on the Annotate screen until all applicants are complete.	**Point Discrepancy Listing** Page 1 of 2; Total Records: 76 1 2 Listing table below

Point Discrepancy Listing

Page 1 of 2; Total Records: 76

1 2

Last Name	First Name	Annotate	Job Title	Current or Former Employee	Claimed Current or Former Employee	Seniority Points	Veterans Points	Residency Point
ABATAN	BABAJIDE	Annotate	CORR OFFICER LIEUTENANT	C	C	1.7500	0.0000	5.000
ADAMS	DONALD	Annotate	CORR OFFICER LIEUTENANT		C		0.0000	5.000
AJOSE	GANIYAT	Annotate	CORR OFFICER LIEUTENANT		C	10.0000		5.000
AKINPETIDE	ADEDAPO	Annotate	CORR OFFICER LIEUTENANT		C	0.0000		5.000

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10. **Make a list of all current State Employees who have a discrepancy and are Veterans.**

You can determine who is a current state employee with a discrepancy and are also a veteran by rerunning the Point Discrepancy Listing report after you have entered all of the seniority points. Look for any individuals that has the following:
- A "C" in the Claimed Current or Future Employee column
- Nothing in the Current or Former Employee column
- Points in the Seniority Points column
- 10.000 in the Veteran Points column

Write down the names of individuals that match the criteria above. These are the individuals that you must fix their discrepancy. To learn how to fix the discrepancy, please refer to the Fixing Discrepancies guide.

Point Discrepancy Listing

By A Karnezis: 4/27/2017 10:52:29 AM

Page 1 of 1; Total Records: 17

Current or Former Employee	Claimed Current or Former Employee	Seniority Points	Veterans Points	Residency Points
F	C	0.0000	10.0000	5.0000
	C		10.0000	5.0000
C	C	5.0000	0.0000	5.0000
C	C	2.7500	0.0000	5.0000
	C	0.2500	10.0000	5.0000

	11. Checking applicants who did NOT indicate that they are current State Employees.	

11. **Checking applicants who did NOT indicate that they are current State Employees.**

A discrepancy may also occur if the applicant does not indicate that he/she is a current State employee on the application but the person is a current state employee. To identify these, click the Current or Former Employee heading of the column twice. This will sort the list by those that have been identified to be Current or Former Employees by the integration file.

Current or Former Employee	Claimed Current or Former Employee	Seniority Points	Veterans Points
F	F	0.0000	0.0000
F	F	0.0000	0.0000
C	C	0.5000	0.0000
C	C	0.2500	0.0000
C	C	2.7500	0.0000
C	C	4.7500	0.0000
C		0.5000	0.0000
C	C	4.0000	0.0000

12. **Check any Applicant that has a C in the Current or Former Employee column but does not have a C in Claimed Current or Former Employee Column**

Check for the applicant on the Discrepancy file. If the applicant is a current state employee, enter in the correct seniority points on the Annotate Screen.

Current or Former Employee	Claimed Current or Former Employee	Seniority Points	Veterans Points
F	F	0.0000	0.0000
F	F	0.0000	0.0000
C	C	0.5000	0.0000
C	C	0.2500	0.0000
C	C	2.7500	0.0000
C	C	4.7500	0.0000
C		0.5000	0.0000
C	C	4.0000	0.0000

After you have checked all applicants with a discrepancy and have entered the appropriate seniority points on the Annotate Screen, fix the discrepancy for any veterans. You can then push all applicants through the exam plan.