



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.

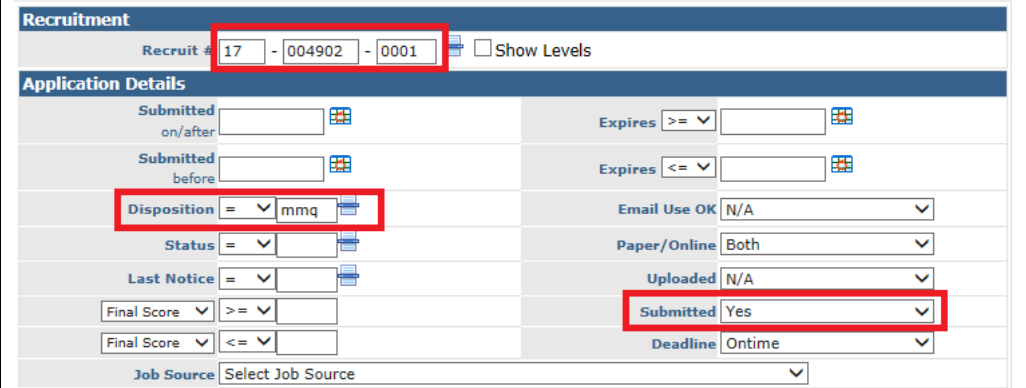
Step 3: Insert the Seniority Points on the Annotate screen.

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.



Recruitment
 Recruit # 17 - 004902 - 0001 Show Levels

Application Details

Submitted on/after	<input type="text"/>	Expires >=	<input type="text"/>
Submitted before	<input type="text"/>	Expires <=	<input type="text"/>
Disposition	= <input type="text" value="mmq"/>	Email Use OK	N/A
Status	= <input type="text"/>	Paper/Online	Both
Last Notice	= <input type="text"/>	Uploaded	N/A
Final Score	>= <input type="text"/>	Submitted	Yes
Final Score	<= <input type="text"/>	Deadline	Ontime
Job Source	Select Job Source		



3. Click the *Point Discrepancy Listing* in the *Standard Applicant Reports* Column. The *Point Discrepancy Listing* report will open in a new window.

Standard Applicant Reports	
Annotate Audit	P Armstrong
Ap Withdrawal	M Deguzman
Disp View	M Deguzman
Applicant Metrics	J Gimblin
Layoff/Reinstates/Transfers	H Harrison
Annotate-Ap Score	W Jones
Candidate Cert Check	M Point Du Jour
Point Discrepancy Listing	D Swanson
Physical Exam List	D Swanson

4. Click on the section labeled *Claimed Current or Former Employee* to sort applicants.

Point Discrepancy Listing

2

Page 1 of 2. Total Records: 76
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Last Name	First Name	Annotate	Job Title	Current or Former Employee	Claimed Current or Former Employee	Seniority Points	Veterans Points	Residence 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



Verifying Correct Seniority Points

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

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

2

Page 1 of 2, Total Records: 76
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Last Name	First Name	Annotate	Job Title	Current or Former Employee	Claimed Current or Former Employee	Seniority Points	Veterans Points	Residence 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.

Point Discrepancy Listing

Page 1 of 3; Total Records: 121
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Last Name	First Name	Annotate	Job Title	Current or Former Employee	Claimed Current or Former Employee	Seniority Points	Veterans Points	Resider Point
ADAMS	DONALD	Annotate	CORR OFFICER LIEUTENANT		C			5.0000
AJALA	TUNJI	Annotate	CORR OFFICER LIEUTENANT		C			5.0000
AJOSE	GANIYAT	Annotate	CORR OFFICER LIEUTENANT		C			5.0000
AKANJI	OLAWALE	Annotate	CORR OFFICER LIEUTENANT		C		0.0000	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

There is no discrepancy for this applicant.

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.

Point Discrepancy Listing

Page 1 of 3; Total Records: 121
123

Last Name	First Name	Annotate	Job Title	Current or Former Employee	Claimed Current or Former Employee	Seniority Points	Veterans Points	Resider Point
ADAMS	DONALD	Annotate	CORR OFFICER LIEUTENANT		C		0.0000	5.0000
AJALA	TUNJI	Annotate	CORR OFFICER LIEUTENANT		C			5.0000
AJOSE	GANIYAT	Annotate	CORR OFFICER LIEUTENANT		C			5.0000
AKANJI	OLAWALE	Annotate	CORR OFFICER LIEUTENANT		C			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


This is a discrepancy.

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.

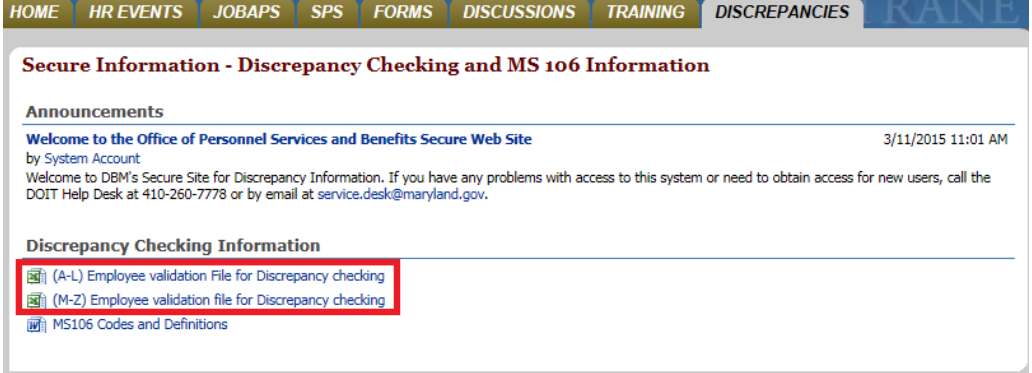
Verify Discrepancy against Employee Validation File for Discrepancy Checking

9. Log into the Human Resources Officers' website.




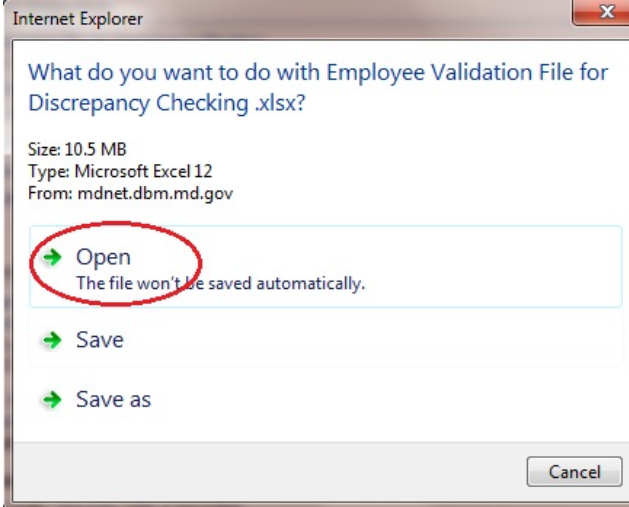
The screenshot shows the login page for the Department of Budget and Management (DBM) Statewide Intranet. The page features the Maryland state logo and the text "DEPARTMENT OF BUDGET AND MANAGEMENT STATEWIDE INTRANET". A search bar is located in the top right corner. Below the header, there is a "LOGIN" link on the left. The main content area includes a photograph of two ospreys on a nest. Below the photo, there is a disclaimer: "Access to this system is restricted to authorized users only and limited to approved business purposes. By using this system you expressly consent to the monitoring of all activities. Any unauthorized access or use of this system is prohibited and could be subject to criminal and civil penalties. All records, reports, e-mail, software, and other data generated by or residing upon this system are the property of the State of Maryland and may be used by the State of Maryland for any purpose." To the right of the photo is a "Attention HR Officers" box with instructions on how to request access to the DBM Human Resources Officers website, including links to application and authorization forms. Below the disclaimer is a login form with fields for "User Name:" and "Password:", and a "Log In" button. At the bottom of the page, there are links for "Contact the Office", "Accessibility", "Privacy Notice", and "Terms of Use", along with the address "45 Calvert Street, Annapolis MD 21401 | 300-301 West Preston Street, Baltimore MD 21401 | Toll Free: 877.634.6361".

10. Click on *Discrepancies* tab.
11. Click on one of the two Employee validation files based on the applicant's last name.



The screenshot shows a web interface with a navigation bar at the top containing links: HOME, HR EVENTS, JOBAPS, SPS, FORMS, DISCUSSIONS, TRAINING, and DISCREPANCIES. The 'DISCREPANCIES' link is highlighted. Below the navigation bar is a header for 'Secure Information - Discrepancy Checking and MS 106 Information'. Underneath, there is an 'Announcements' section with a welcome message dated 3/11/2015 11:01 AM. The 'Discrepancy Checking Information' section contains 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 box.

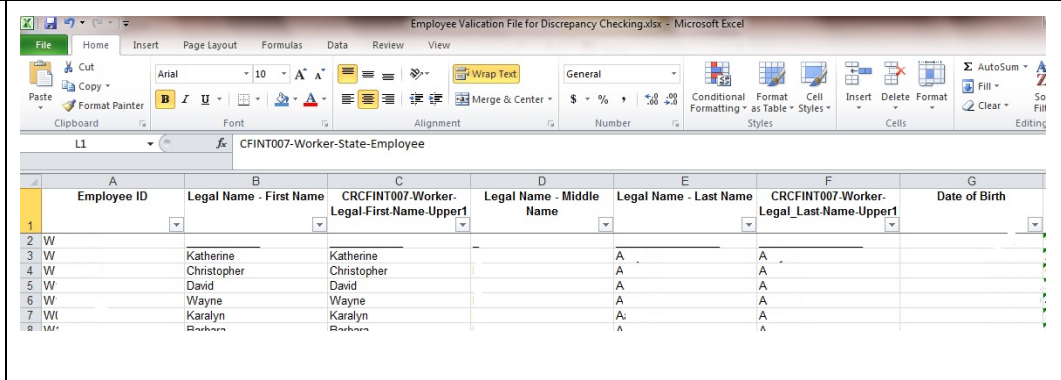
12. Click on  **Open** to open the Excel file.



The screenshot shows an Internet Explorer dialog box titled 'What do you want to do with Employee Validation File for Discrepancy Checking .xlsx?'. The dialog provides file details: Size: 10.5 MB, Type: Microsoft Excel 12, and From: mdnet.dbm.md.gov. There are three options: 'Open', 'Save', and 'Save as'. The 'Open' option is circled in red, and a note below it states 'The file won't be saved automatically.' A 'Cancel' button is located at the bottom right of the dialog.



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.

Point Discrepancy Listing

Page 1 of 2; Total Records: 76
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Last Name	First Name	Annotate	Job Title	Current or Former Employee	Claimed Current or Former Employee	Seniority Points	Veterans Points	Residence Points
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



Verifying Correct Seniority Points

2. Click on *Annotate*.

Point Discrepancy Listing

Page 1 of 2; Total Records: 76
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Last Name	First Name	Annotate	Job Title	Current or Former Employee	Claimed Current or Former Employee	Seniority Points	Veterans Points	Residence 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 Ou](#)

[MQ](#) [Update](#)

Apply Date: Accept1 Reject1 Educ1 Exp1 Lic1 Cert1 DL1 Age1 NMI1
 3/16/2013
 9:23:57 PM Accept2 Reject2 Educ2 Exp2 Lic2 Cert2 DL2 Age2 NMI2

Reviewed by: Ap Expires: Last Notice Type: ONTI 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:

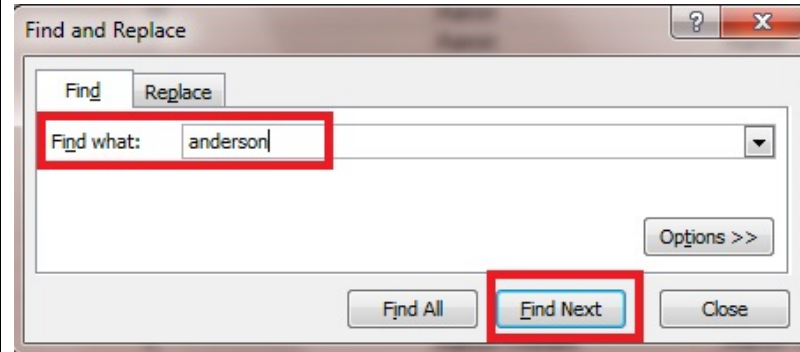
[Add a Note for my Department](#)
[Print This Application](#)



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.

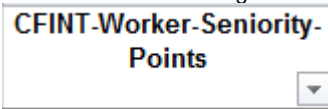


5. **NOTE:** When you have located the candidate, you can highlight the row by clicking on the row number.

Employee ID	Legal Name - First Name	CRCFINT007 Worker- Legal First Name.Uppert	Legal Name - Middle Name	Legal Name - Last Name	CRCFINT007 Worker- Legal Last Name.Uppert	Date of Birth	CFINT Work
2259 W	Marcus	Marcus	A	A	A		
2260 W	Mark	Mark	A	A	A		
2261 W	J	J	A	A	A		
2262 W	Lois	Lois	A	A	A		
2262 W	Marcia	Marcia	A	A	A		

6. **NOTE:** Use the scroll bar to scroll to the right to locate the Seniority Points for the

candidate under the



column.

CFINT007-Worker-State- Employee	CFINT007-Worker-JobAps Employee-Type	Length of Service in Months from Company Service Date	Years of Service	CFINT-Worker-MS106	CFINT-Worker-Seniority- Points	CFINT-Worker-Cost- Center-9-Digits	CFINT_Orga ck_Distrib
2243 C	PERMANENT	0	33			5 410101002	060
2244 F		0	0			0	
2245 C	PERMANENT	0	16			4 401201003	041
2246 C	PERMANENT	0	10			2 5 352004003	003
2247 C	CONTRACTUAL	0	1			0 960400000	
2248 F		0	8			0	
2249 F		0	2			0	
2250 C	CONTRACTUAL	0	0			0 230801005	002
2251 F		0	40			0	
2259 C	PERMANENT	0	5		1.25	5 30101002	
2253 F		0	26				
2282 C	PERMANENT	0	24			5 320602049	061
2283 C	CONTRACTUAL	0	6			0 220100004	074



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.

The screenshot shows a web-based application form for a candidate. At the top, there are navigation links: Attachments, Reset, Exit, Profile, School, Work 1 2 3, Sup Ou, and Update. Below these are fields for Apply Date (3/14/2013), Reviewed by, Ap Expires, Last Notice Type (ONT), and Sent on (03/14/2013). There are also checkboxes for Accept1, Reject1, Educ1, Exp1, Lic1, Cert1, DL1, Age1, NMI1 and their counterparts for 2. The Seniority Points field is highlighted with a red box and contains the value 1.75. Other fields include Residency Points (5), Veterans Points (0), and Final Score (2). At the bottom, there are buttons for 'Add a Note for my Department' and 'Print This Application'.

8. Click *Update* to save the information. Then click on Exit to exit the Annotate screen for this applicant.

This screenshot is identical to the one above, but with the 'Update' button at the top right highlighted in red. A red arrow points to the 'Exit' button at the top left. The 'Seniority Points' field remains highlighted in red.



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

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Last Name	First Name	Annotate	Job Title	Current or Former Employee	Claimed Current or Former Employee	Seniority Points	Veterans Points	Reside Point
ABATAN	BABAJIDE	Annotate	CORR OFFICER LIEUTENANT	C	C	1.7500	0.0000	5.000
ADAMS	DONALD	Annotate	CORR OFFICER LIEUTENANT	C	C	5.0000	0.0000	5.000
AJOSE	GANIYAT	Annotate	CORR OFFICER LIEUTENANT	C	C	10.0000	10.0000	5.000
AKINPETIDE	ADEDAPO	Annotate	CORR OFFICER LIEUTENANT	C	C	0.0000	0.0000	5.000

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	C	0.2500	10.0000	5.0000



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	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.