



SPS Project – #060B3490012

**Future State
Process Definition and
Requirements Document (PDR)**

**Attachment F4
CE – Contractual Employees**

Contents

- I. Document Information 3**
 - A. Definitions/Abbreviations/Acronyms 3
- II. Organizational Overview 5**
 - Business Environment..... 5
- III. Proposed Future State Process 6**
 - A. Future State Process Narrative 6
 - B. Process Diagrams 9
 - C. Process Diagram Narrative 12
 - Contractual Job Requisition & PIN Request..... 13
 - Contractual Job Requisition (Existing PIN) 14
 - Contractual Recruitment and Examination..... 15
 - Contract Generation..... 16
 - Contractual On-Boarding 19
 - Contract Management..... 21
 - Contractual Conversion 24
 - Contractual Renewal 28
 - Contractual Termination 31
 - Contractual Audits..... 33
 - D. Process Modifications 34
 - E. Reference Pertinent Documents 34
 - F. Legal Considerations 34
- IV. Interfaces 35**
 - A. In-Bound 35
 - B. Out-Bound..... 35
- V. Forms 36**
- VI. Reports..... 37**
 - A. Reports Used as Input to the Process..... 37
 - B. Reports to be Produced 37
- VII. Databases/Spreadsheets..... 41**
- VIII. Data Conversion Considerations..... 41**
 - A. Data that will be converted 41
 - B. Data That Will Not be Converted..... 42
- Appendix A – Process Flows 42**
- Appendix B – Sample Contracts and Forms..... 42**
- Appendix C – Legal Considerations..... 42**
- Appendix D – Personnel/HR Application Portfolio..... 43**

I. Document Information

A. Definitions/Abbreviations/Acronyms

<i>Abbreviation/ Acronym/Term</i>	<i>Definition</i>								
Appointing Authority (AA)	Individual responsible for approving the hiring in a vacant position and certain personnel transactions.								
ATR	Agency Technical Representative								
Banded Score	The sum of the converted score plus additional 'points', which converts to a 'test score band'.								
Announcement Number	Unique number assigned to a posted position (Job Announcement). (Formerly 'Project Number')								
Applicant	An individual who has submitted an application for an open position								
Applicant Profile	A profile is online information about the job applicant								
Appointment	Hire of a new worker								
Bands (Test Score Bands)	A grouping assigned to a qualified applicant based on the applicant's aggregate test score. Aggregate test scores are converted to bands as follows: <table border="0" style="margin-left: 20px;"> <tr> <td><u>Total Test Score</u></td> <td><u>Band</u></td> </tr> <tr> <td>>=90</td> <td>Best Qualified</td> </tr> <tr> <td>>=80 and <90</td> <td>Better Qualified</td> </tr> <tr> <td>>=70 and <80</td> <td>Qualified</td> </tr> </table>	<u>Total Test Score</u>	<u>Band</u>	>=90	Best Qualified	>=80 and <90	Better Qualified	>=70 and <80	Qualified
<u>Total Test Score</u>	<u>Band</u>								
>=90	Best Qualified								
>=80 and <90	Better Qualified								
>=70 and <80	Qualified								
Candidate	An individual on an open position's eligible list who may be considered for the position								
CAS	DBM Classification and Salary								
Converted Score	Raw score converted to a 100 point scale, with 70 as the passing point.								
CPB	Central Payroll Bureau (Mainframe)								
DBM	Department of Budget and Management								
Eligible List	A system generated list of qualified applicants eligible to be selected for interview for a position, ranked by test score 'bands' and listed in random order within each band.								
HFE	Hiring Freeze Exception								
HR	Human Resources								
JAA	JobAps Administrator								
KSA	Knowledge, Skills & Abilities								
OBA	DBM Office of Budget Analysis								
PSP	Position Selection Plan								
Sub-Test Score	The test score of a sub-test.								
Test Score	The test score determined by the grading of an applicant's answers to a test.								
Raw Test Score	The test score determined by totaling the weighted scores of all sub-tests.								
RED	DBM Recruitment & Examination Division								
Register	A system generated list of qualified applicants for a position, when the number of qualified applicants for a position is between 2 and 9, used to identify applicants for interview.								

<i>Abbreviation/ Acronym/Term</i>	<i>Definition</i>
Reinstatement	Rehire of a former State employee that has been away from State service for < than 3 years.
Rule 2	Reference to the State of Maryland regulation (SPAA §7.204(c) 2) Job Announcement) which states a unit's job posting requirements '...if current employees in the unit may be eligible for the position'
Scoring	The entire process of calculating sub-test scores, weights, and test scores to render a final and banded score for an applicant.
SPS	Statewide Personnel System
SPMS	State Personnel Management System is a designation of Authority (DBM Authority)

II. Organizational Overview

In this section, we discuss the current business and technical environments surrounding and supporting the State's personnel and benefits systems.

Business Environment

DBM's Office of Personnel Services and Benefits (OPSB) along with the State agencies are responsible for personnel administration, including policy development, guidance, and interpretation. The Executive Director, OPSB, leads a support staff of approximately one hundred and seventy-five people. The OPSB operations currently include oversight of Recruitment and Examination, Classification and Salary Administration, Employee Benefits, Employee Relations, Employee Grievances, Disciplinary Actions, EAP, EEO and the Leave Bank.

DBM's current personnel and benefits systems support 700 users, who manage the personnel and benefits activities of over roughly 120,000 State employees and retirees, Satellite Agency employees and retirees, and their eligible dependents. Through the existing HR system (MS310) and manual forms (MS311 and MS106), and Benefits Administration Systems (BAS), the State processes over 250,000 transactions annually. The Sigma Applicant Management System (AMS) which the State uses to support its recruitment and evaluation function will be replaced by JobAps with targeted implementation date of August 2012.

The Central Payroll Bureau (CPB) is responsible for statewide payroll processing and will continue to manage payroll information on a separate system while receiving inputs from the HRIS. Similarly, the Maryland State Retirement and Pension Systems (MSRPS) organization will continue to handle retirement information on a separate system.

It is expected that the new HRIS will replace many of the current Personnel/Benefits applications. However, the systems used by the Central Payroll Bureau; Maryland State Retirement and Pension Systems; and other existing HR database used by other agencies (i.e.; University Systems, MDOT and Satellite Agencies) will not be replaced by the new HRIS. These systems will require interfaces to and from the new HRIS. For brief descriptions of the current systems used to manage and maintain personnel transactions and data, please refer to appendix D.

III. Proposed Future State Process

A. Future State Process Narrative

This PDR outlines the proposed future state processes for Contractual Employees.

As part of the new SPS, the State has selected 'JobAps' as the preferred recruiting and applicant tracking system. 'JobAps' will be seamlessly integrated with HCM SaaS to provide a comprehensive solution to the State's Recruitment and Human Resources business process, data management and reporting requirements. The recruiting functionality will be implemented using JobAps. Please note that JobAps will be the system of record that will provide both applicants and HR administrators with online access to resources and information required to recruit, test and select candidates to fill State vacancies. These include, but are not limited to the following processes:

- Job Requisitioning
- Recruitment Planning
- Test Construction and Testing
- Job Posting
- Applicant Profile & Portal
- Applicant Submission
- Applicant Eligibility
- Examination and Scoring
- Eligible List Creation and Publishing
- Interview and Selection
- Consolidated Reporting

The State of Maryland has authorized agencies to contract with individuals to provide temporary personal services as Contractual Employees. The number of new and renewed Contracts and Contractual Conversions processed through SPMS during the last five (5) fiscal years are:

<u>Transaction</u>	<u>FY 2010</u>	<u>FY2009</u>	<u>FY2008</u>	<u>FY2007</u>	<u>FY2006</u>
Contracts (New & Renewed)	2,402	5,397	4,217	4,222	5,048
Contractual Conversions	331	596	561	605	978

This PDR details the processes related to request for and approval of contractual positions, on-going contract management and post-contract actions.

According to State Personnel and Pensions Article § 13-101, Annotated Code of Maryland, a contractual employee means an individual:

- (1) who, under a written agreement, provides temporary personal services to the State for pay
- (2) who is not employed in a budgeted position, and
- (3) who has an employer-employee relationship with the State in which the State:
 - a. furnishes necessary tools and a place to work
 - b. has the right to control and direct the details, means, and results of the performance of services; and
 - c. has the right to discharge the individual from employment

The Contractual Employee designation excludes individuals employed as skilled service, professional service, management service, executive service, or Temporary Employee (TE) in a 6-month PIN.

Contractual Employees are usually requested by a Hiring Manager, and approved by Agency HR, Appointing Authority, Agency Budget/Finance, and in certain cases, DBM Classification and Salary (CAS) and DBM Recruitment and Examination Division (RED). The standard processes in the PDR will be supported by Agency policies and procedures currently used to manage and track Contractual Employees. These internal processes include annual planning and approval of Contractual Employees, standard justification and decision-making methods, contract management activities, recruitment strategies and recordkeeping activities.

Although Contractual employees are currently not budgeted positions in Position Control, in the future an active Position Identification Number (PIN) will be required to begin recruitment for a Contractual employee to fill that approved position. If a Contractual employee leaves a position, the PIN will be inactivated, but can be re-activated through a Contractual Job Requisition process for the existing PIN. The contract with a new Contractual employee will include the remaining not-to-exceed (NTE) amount which has already been approved for that PIN.

Contractual employee recruitment activities will be performed in JobAps, and include online applicant self-service to search and apply for open positions. JobAps will provide workflow and request for approval notifications, as well as tools to manage recruitment, job advertisement, communications, selection, recordkeeping and reporting functions.

Contractual employees will adhere to the agency's time collection and reporting methods, and will receive pay for approved time in the contractual bi-weekly payroll processed by Central Payroll Bureau (CPB). CPB will feed actual bi-weekly contract pay to SPS to report actual contract spend and eliminate manual, estimated NTE\$ tracking. SPS will feed Contractual employee hire and payroll information to CPB eliminating the need for data entry and paper processing by both the agencies and CPB. ***Please note that CPB processes payroll for Contractual employees separate from State employees (different pay cycles).***

Currently, there is no centralized system or database to manage Contractual employee contracts, and contracts are managed with varying degrees of oversight. Contract management activities are usually performed at the hiring manager level, with instances of annual planning and contract management at the agency level.

The new system will provide the capability to consolidate and centralize Contractual employee data and facilitate contract management, monitoring, reporting, recordkeeping and auditing activities. Agencies will assign Contract Managers (likely in Agency Payroll or Finance) to manage Contractual employees contracts and monitor the NTE amounts and dates. Contract Managers will work with Hiring Managers and Agency HR to ensure contract compliance and, as the contract approaches the NTE \$ and contract end dates, inform them to decide whether to renew, terminate or convert the contract.

At the contract end date, or when NTE amount has been reached, Hiring Managers must decide to process a Contract Conversion, Contract Renewal, or Contract Termination. Contractual employees may apply for open State positions at any time or as the contract end approaches.

Because Contractual employee data will be captured and maintained in the new system, audit and monitoring by DBM RED, EEO and CAS can be performed with fewer requests for documents and information. Ad- hoc and regular reporting functionality will be available to users based on role-defined security.

Workflow Requirements

The State requires workflow routing for each transaction, and the ability to define the workflow.

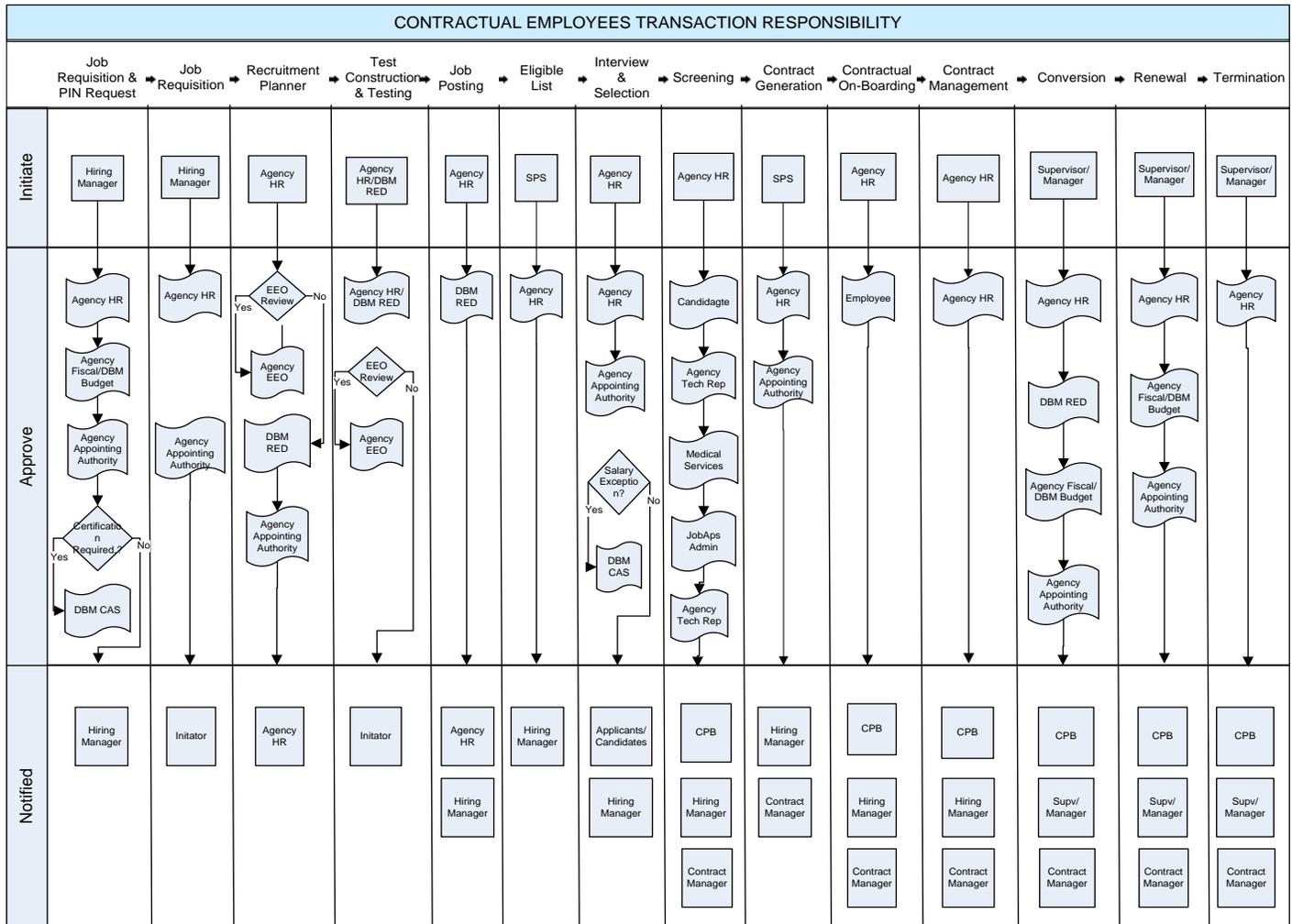
- Transaction type has a unique workflow routing path
- Agency
- Contract Type
- Organizational Role
- Organizational Role and Transaction Type

	Transaction Source	
	Hiring Manager	Agency HR
Initiator	Hiring Manager	Agency HR
Review & Approval Level 1	Agency HR	Agency Appointing Authority
Review & Approval Level 2	Agency Fiscal DBM Budget	Agency Fiscal DBM Budget
Review & Approval Level 3	Agency Appointing Authority	-
Notifications	Hiring Manager Agency HR Agency Appointing Authority Agency Fiscal DBM Budget DBM CAS	Hiring Manager Agency HR Agency Appointing Authority Agency Fiscal DBM Budget DBM CAS

Note: Refer to the *Contractual Employees RTM* for specific workflow related functionality requirements.

The Agency Appointing Authority is authorized to execute contracts. Refer to the *Employee Relations PDR* for details on how Agency Appointing Authorities are designated.

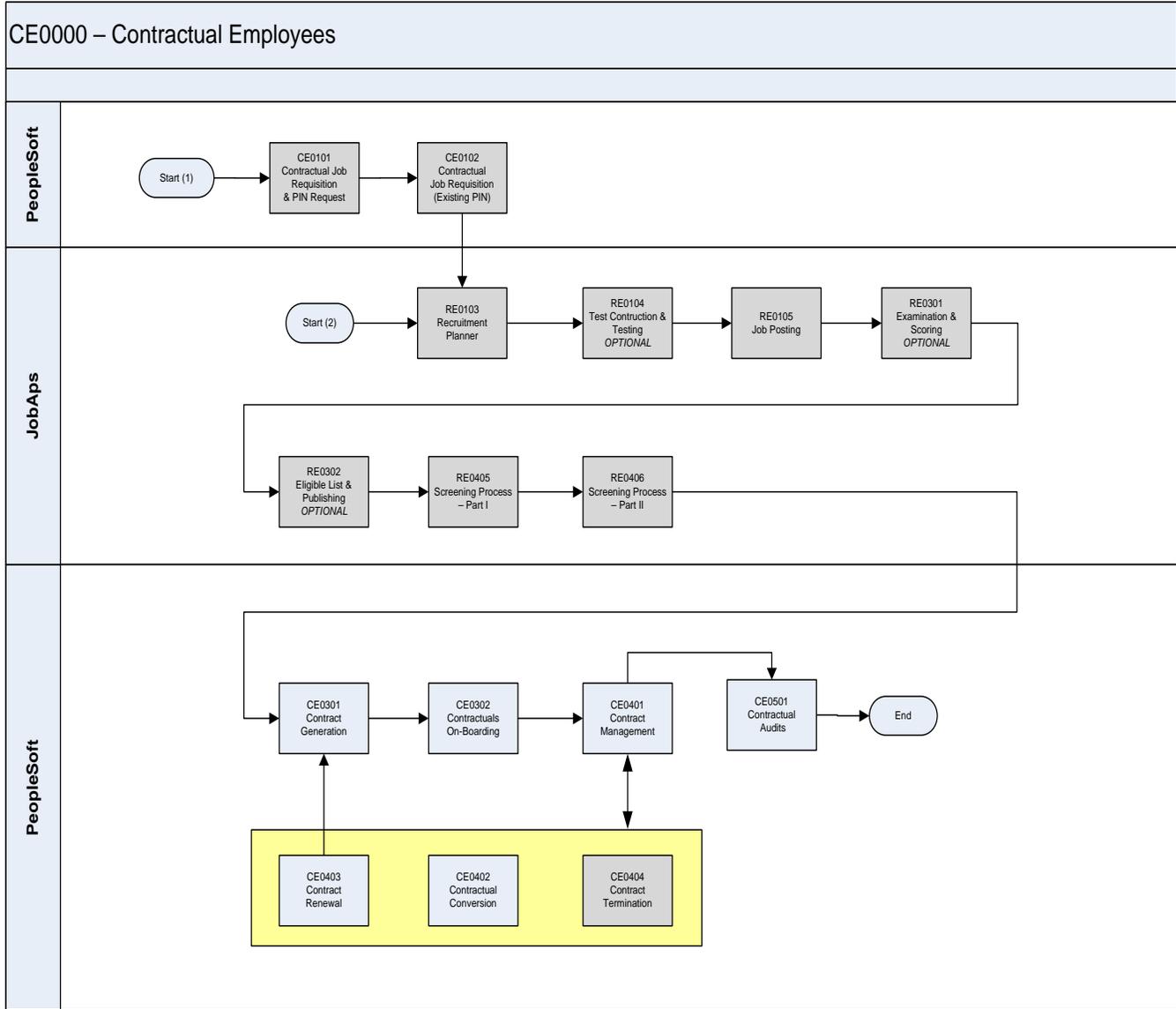
The following *Contractual Employees Transaction Responsibility* diagram models the suggested workflow for each transaction and the involved stakeholders' roles and responsibilities.



B. Process Diagrams

The functional requirements definition included the preparation of Visio process flow diagrams. The diagrams are intended to represent the “future state” business process and show transaction stakeholders, process initiators and approvers, integrations, automation touch-points and required system functionality.

The process diagram below illustrates the high-level work process flow for Contractual Employees within the SPS systems (JobApps and HCM SaaS).



Appendix A contains the following process flow diagrams:

Contractual Job Requisition

CE0101 – Contractual Job Requisition & PIN Request

CE0102 – Contractual Job Requisition (Existing PIN)

Contractual Recruitment

CE0201 – Contractual Recruitment and Examination

Contract Generation and Hire

CE0301 – Contract Generation & Hire

CE0302 – Contractual On-Boarding

Contract Management

CE0401 – Contract Management

CE0402 – Contract Conversion

CE0403 – Contractual Renewal

CE0404 – Contractual Termination

Contractual Audits

CE0501 – Contractual Audits

C. Process Diagram Narrative

This section will provide a narrative for each process flow diagram. The narrative will identify the business process and system functionality requirements including, required fields, field valid values, field defaults, field/page edits, calculations, and references to State documentation that identifies State specific policies the system should accommodate. Refer to the *Contractual Employees RTM* for specific workflow related functionality requirements.

The following transactions/events are not documented in this PDR: (See the referenced PDR for detailed documentation)

Transaction/Event	Will be Covered in the Following PDR
Contractual Approval Request (Initiation) <ul style="list-style-type: none"> - Request for New PIN - Request for Existing PIN - Contract Conversion - Contractual Renewal - Contract Termination 	Manager Self Service
Position Management for Contractual Employees <ul style="list-style-type: none"> - Create a New PIN - Update Existing PIN Status 	Position Control
Recruitment for Contractual Employees <ul style="list-style-type: none"> - Recruitment Planner - Test Construction & Testing - Job Posting - Examination & Scoring - Eligible List & Publishing - Screening Process I - Screening Process II 	Recruitment & Examinations
Hire Contractual Employees <ul style="list-style-type: none"> - Hire from JobAps - Hire not from JobAps - Rehire from JobAps - Rehire not from JobAps 	Personnel Transactions
Interface Pay Data <ul style="list-style-type: none"> - Feed Actual Pay Dollars to SPS - SPS Contract Payment/NTE \$ Calculation 	Interface Requirements RTM
Timekeeping <ul style="list-style-type: none"> - Submit Biweekly Timesheets 	Time and Labor & Agency Payroll

Contractual Job Requisition & PIN Request

Associated Process Flow: CE0101 – Contractual Job Requisition & PIN Request

A *contractual worker* is an individual who under a written agreement provides temporary personal services to the State and is not employed in a budgeted position. While contractual workers are not in a budgeted position, the Agency is responsible for ensuring their contractual workers fit within the contractual worker budget framework. The proposed future state business design will assign all contractual workers to a Position Number (PIN) in the SPS system regardless of whether an Agency is budgeted by DBM Position Control.

When the decision has been made to request a contractual employee, the Initiator completes and submits a *Job Requisition & PIN Request* for approval of the position and recruitment for the position. The Hiring Manager is usually the Initiator, but the request may be initiated by the Agency HR or designee.

This process represents the work flow for initiating and creating a job requisition and a PIN.

Note: If a PIN exists, see the *Job Requisition – Existing PIN* process in this PDR.

Before a Hiring Manager or Agency HR initiates an online Contractual Job Requisition and PIN Request, they will contact the Agency Budget/Fiscal office to confirm that the budget will support filling the vacancy.

1. Go to MSS0501 - Job Requisition and New Position Number (PIN) Process

The Hiring Manager initiates the request via SPS Manager Self Service.

2. Go to PC0300 - New Position Number (PIN) Process

The Agency HR reviews the request and completes required update in SPS.

3. Go to RE0101 - Job Requisition Part I Process

The Agency Appointing Authority reviews and completes required update in JobAps.

4. Go To RE0102 – Job Requisition Part II

The Agency Appointing Authority reviews and completes required update in JobAps.

5. CE0101 - Job Requisition and New Position Number (PIN) Reporting Process

AdHoc Report: Contractual PIN's: The system shall provide a report that shows all of the Position Numbers (PINs) where the Position Type = Contractual. The report should offer input parameters that include: Effective Date Range and Agency.

Contractual Job Requisition (Existing PIN)

Associated Process Flow: CE0102 – Contractual Job Requisition (Existing PIN)

A contractual position may be vacant due to a contractual employee's termination or transfer. Once the contractual employee vacates the position; the PIN status changes from 'Active' to 'Inactive'. In order to backfill the contractual position with the existing PIN, the Hiring Manager or Agency HR must submit a Contractual Job Requisition with an Existing PIN transaction.

Once the Job Requisition has been approved, the new NTE amount will consist of the remaining approved contract amount. All other contractual terms and position data will remain the same.

1. Go to MSS0501 - Job Requisition and Existing Position Number (PIN) Process

The Hiring Manager initiates the request via SPS Manager Self Service.

2. Go to PC0300 – Existing Position Number (PIN) Process

The Agency HR reviews the request and completes required update in SPS.

3. Go to RE0101 - Job Requisition Part I Process

The Agency Appointing Authority reviews and completes required update in JobAps.

4. Go to RE0102 – Job Requisition Part II Process

The Agency Appointing Authority reviews and completes required update in JobAps.

5. CE0101 - Job Requisition and Existing PIN Reporting Process

AdHoc Report: Contractual PIN's: The system shall provide a report that shows all of the Position Numbers (PINs) where the Position Type = Contractual. The report should offer input parameters that include: Effective Date Range and Agency.

Contractual Recruitment and Examination

Contractual employee recruitment and examination activities will follow processes detailed in the *Recruitment and Examination PDR*, with few differences from the regular employee processes. For example, the Contractual employee recruitment process does not require an eligible list, or consideration of laid-off employees. However, agencies are encouraged to solicit interest from amongst employee(s) who have been laid-off or are pending layoff when initiating a competitive recruitment and hiring process to fill a Contractual position.

1. Go to RE0103 - Recruitment Planner Process

The Agency HR will review and complete required steps and update via JobAps.

2. Go to RE0104 - Test Construction and Testing Process

The DBM/RED will review and complete require steps and update via JobAps.

3. Go to RE0105 - Job Posting Process

The Agency HR will review and complete required steps and update via JobAps.

4. Go to RE0301 - Examination & Scoring Process (OPTIONAL)

The Applicant will complete required tasks and steps for this process via JobAps.

5. Go to RE0302 – Eligible List & Publishing Process (OPTIONAL)

The required tasks and steps will be completed via JobAps.

6. Go to RE0405 – Screening Process I

The Agency HR will review and complete required tasks and steps will be completed via JobAps.

7. Go to RE0406 – Screening Process II

The Candidate will complete required tasks and steps will be completed via JobAps.

Contract Generation

Associated Process Flow: CE0301 – Contract Generation

This narrative detail the business process that begins after the verbal offer has been accepted and ends with Agency HR receiving a signed contract from the Agency Appointing Authority.

The proposed Contract Management – Hire workflow routing includes:

- ❖ Initiator: SPS
- ❖ Review Level 1: Agency HR
- ❖ Review/Approval Level 2: Agency Appointing Authority
- ❖ Notification: Hiring Manager
- ❖ Notification: Contract Manager

Contract Generation & Hire Process Steps

After Agency HR updates the system with the selected candidate’s acceptance of the verbal offer, the system will generate and route a contract (with addenda) to Agency HR for review and approval. (Steps 1 and 2)

Contract Review: (Step 3): The system shall provide the ability for Agency HR to review the contract, and ensure the dates, rates and other terms are correct. Agency HR makes necessary modifications via contract addenda and submits the contract for approval. (Steps 4 and 5)

Data Field Requirements: The online contract review page will display the following data:

Field	Access Mode	Business Requirement
Contract Number	Display	
Contractual Employee ID	Display	
Contractual Employee - First Name - Middle Initial - Last Name	Display	The system shall display the Selected Candidate's name.
Announcement #	Display	
PIN	Display	
Contract Start Date	Display	
Contract End Date	Display	
Hourly/Daily Rate	Display	
Contract NTE \$	Display	
Position Title	Display	
Job Code	Display	
Agency	Display	
Location	Display	
Hiring Manager - First Name	Display	

Field	Access Mode	Business Requirement
- Last Name - Telephone Number		
Contract Manager - First Name - Last Name - Telephone Number	Defaulted	
Addenda	Defaulted	Approved addenda based on Job Requisition and/or Review Code
Comments	Optional Entry	Free form text

After Agency HR reviews and modifies, if required, the system shall route a notification to the Agency Appointing Authority for contract review and approval. (Step 6)

Appointing Authority Review: (Step 7) the system shall provide the ability for the Agency Appointing Authority to review the contract and addenda; approve or deny the transaction. (Step 8)

Data Field Requirements: The online review page must display the following fields:

Field	Access Mode
Contract Number	Display
Contractual Employee ID	Display
Contractual Employee - First Name - Middle Initial - Last Name	Display
Announcement #	Display
PIN	Display
Contract Start Date	Display
Contract End Date	Display
Hourly/Daily Rate	Display
Contract NTE \$	Display
Position Title	Display
Job Code	Display
Agency	Display
Location	Display
Hiring Manager ID - First Name - Last Name - Telephone Number	Display
Contract Manager ID - First Name - Last Name - Telephone Number	Display

Field	Access Mode
Addenda	Display
Comments	Display

Enter Approval Online: (Step 9): The system shall provide the ability for the Agency Appointing Authority to enter approval online.

- The system will assign a contract number (Step 11), and will route a notification of contract approval to Agency HR, Hiring Manager and Contract Manager (Step 12).
- The system will provide the ability for the Agency Appointing Authority to print the contract and addenda, sign the contract (Step 13), and deliver the original documents to Agency HR (Step 14), who will forward a copy to the Contract Manager. (Step 15) The process then proceeds to *CE0302 - Contractual On-Boarding*. (Step 17)

Enter Denial Online w/Reason for Denial: (Step 10) the system shall provide the ability for the Agency Appointing Authority enters the denial and denial reason(s) online, and the system will route a denial notification with reason(s) to Agency HR, Hiring Manager and the Contract Manager. (Step 11)

The system shall provide Denial Reasons in a drop-down list of valid values that include:

Denial Reasons
Incorrect Information
Other (Free form text)

- The system shall provide the ability for Agency HR to modify and resubmit the denied contract. (Step 16) If they choose not to continue with the transaction, the transaction should remain in the system in a "Denied" state until there is a conscious decision to purge/remove transactions.
- The "Denied" transactions shall be available for metrics reporting.

Contractual On-Boarding

Associated Process Flow: CE0302 – Contractual On-Boarding

At this point, the contract has been executed by the Agency Appointing Authority and delivered to Agency HR to obtain contractual employee signature. After the contractual employee has signed the contract, the employee is ready to be ‘hired’ into the system.

CE0302 - Contractual On-Boarding Process

After the contract has been approved, signed and delivered to Agency HR, the contract, addenda and other paperwork is sent to the selected candidate for execution and return. (Steps 2 and 3)

When the candidate signs and returns the contract (Steps 4 and 5), Agency HR updates the system and upload a copy of the signed contract. (Step 6)

Data Field Requirements: The online entry page shall accommodate the following fields:

Field	Access Mode	Business Requirement
Contract Number	Display	
Employee ID	Display	
PIN	Display	
Employee Name (Last Name, Middle Name, First Name)	Display	
Date Contract Signed by Employee	Required Entry	
Signed Contract	Attachment	The system shall provide the ability to attach a PDF of the signed contract

8. Go to PS0101 or PS0102 – New Hire from/and Not from JobAps

If the employee is a new employee to the State, the employee will be “hired” into the system and the system will generate an employee ID for the new contractual employee.

9. Go to PS0103 or PS0104 – Rehire from/and Not from JobAps

If the employee is a previous employee to the State, the employee will be “rehired” into the system and the system will use the same employee ID for the rehired contractual employee.

- The system will route a notification to the Hiring Manager and the Contract that a hire or rehire transaction has been completed (Step 10).
- An interface file will be sent to CPB to update and include newly hired/rehired employee to Contractual Employees – Payroll Processing (Step 11).
- The new contractual employee will complete any required paperwork on the first day, if not completed earlier (Steps 12 and 13).

- The contractual employee signs and delivers the W-4 and Direct Deposit forms to CPB, who will manually enter the W-4 and Direct Deposit data into the CPB systems. (Steps 14 and 15)
- Further details related to the frequency and exact data fields interfaced will be documented. (See Interface Requirements RTM)

Contract Management

Associated Process Flow: CE0401 – Contract Management

After the Contractual Employee has been hired and on-boarded, they will use the SPS Time & Labor processes to submit bi-weekly hours and will be paid from the CPB contractual employee payroll system.

Currently, there are no centralized contractual management activities in the State. The SPS system shall provide the capability for Agency HR or the Hiring Manager or the unit's Contract Manager to monitor contracts for contractual employees. The SPS system shall provide:

- The ability to track contract records
- The ability to print reports related to contractual employees
- The ability to track the current amount paid on a contract in relation to the NTE \$
- The ability to notify when the NTE\$ or Contract End Date is approaching
- The ability to notify when the NTE\$ or Contract End Date has been met

1. CE0401 - Contract Management Process Steps

Time Collection & Payroll: (Step 1): The contractual employee will use the SPS Time & Labor processes to submit bi-weekly hours that will be processed in the bi-weekly CPB contractual employee payroll. (See Timekeeping to Manage Time Collection & Payroll)

2. Go to TL0301 – Report Time Process Steps

Feed Actual Pay Dollars to SPS: (Step 2): At the end of each pay period, CPB will feed the actual dollars paid to each contractual employee for each contract for the pay period. (See CPB Interface to load Employee Pay Data to SPS).

SPS Contract Payment/NTE \$ Calculation: (Steps 3 thru 5) The system shall provide the ability to load the CPB contractual employee payroll data into the SPS system. The system shall calculate the total amount paid on each contract and compare it to the contract's NTE \$. (See CPB Interface to load Employee Pay Data to SPS).

Notify Appointing Authority and Budget/Finance Office: (Step 6) The system shall identify the contracts where the Position is 'Active' and the contract has met one or both of the following criteria:

- If the amount paid YTD \geq NTE \$ or
- If the contract end date is \geq the system date

The system shall route a notification to Agency Appointing Authority and the Agency Budget/Finance Office. (Step 7)

Identify Contracts that Require Attention: (Steps 9 and 10) The system shall identify the contracts that require follow-up by the Agency. The system shall identify the contract that meets the following criteria:

- If the amount paid YTD is $\geq 80\%$ of the contract's NTE \$

- If the contract end date is ≤ 45 days from the system date

The system shall route a notification to Agency HR, the Contract Manager and the Hiring Manager if either of these two conditions has been met. (Step 11)

Contract NTE Report: (Step 8 and 12) The system shall provide a report listing each contract's expiration date and the amounts paid for the pay period, contract period, contract NTE\$ and YTD payments. The system will deliver this report to Agency HR, Hiring Manager and Contract Manager at the end of each pay period. The system will provide information on **all** Contractual Employees to Agency HR, but Hiring Managers and Contract Managers will only receive information on their Contractual Employees.

View/Modify Contract Data: (Step 13) The system shall provide the ability for designated individuals to view and modify contract data.

Data Field Requirements: The online page must accommodate the following fields for Contract Management:

Field	Access Mode	Business Requirement
Contract Number	Display	
Contractual Employee - First Name - Middle Initial - Last Name	Display	
Announcement #	Display	
PIN	Display	
Contract Start Date	Display	
Contract End Date	Display	
Hourly/Daily Rate	Display	
Contract NTE \$	Display	
Position Title	Display	
Job Code	Display	
Agency	Display	
Location	Display	
Hiring Manager - First Name - Last Name - Telephone Number	Display	
Agency HR Representative - First Name - Last Name - Telephone Number	Display	
Contract and Addenda	Display	
Comments	Optional Entry	Free form text

Contract Action Required?: (Step 14) Agency HR will work with the Hiring Manager to make a decision for contract action. One of the following contract actions will be executed:

- Contractual Renewal (See MSS0503 – Initiate Contractual Renewal Request)
- Contractual Conversion (See MSS0504 – Initiate Contractual Conversion Request)
- Contractual Termination (See MSS0505 – Initiate Contractual Termination Request)

Contractual Conversion

Associated Process Flow: CE0402 – Contractual Conversion

In accordance with SPPA Title 13 - Subtitles 1, 2, and 3; and SPPA§ 4-106(a), a Contractual Employee may be transferred to a budgeted position by the Contractual Conversion process. The State requires that the following conditions must be met and documented by the agency for a Contractual Conversion:

1. The employee meets the minimum qualifications for the classification of the budgeted position; AND the employee has a minimum of six (6) continuous months of satisfactory service in the contractual position;
2. The agency certifies the continuing need for the function to be performed;
3. The agency certifies that they can document a competitive hiring process. A competitive hiring process means that the recruitment and selection process used when the agency initially filled the contractual position adhered to the following principles:
 - (a) Reasonable effort was made to publicly solicit applicants for the contractual position through outside advertisement (e.g. newspaper, OPSB Website) and/or distribution of a job announcement (at least program-wide within an agency) at least two weeks prior to the application deadline;
OR
The agency considered candidates from a current skilled or professional services eligibility list in a manner consistent with SPPA, Section 7-209 (i.e., notified at least 25 persons, and/or interviewed at least three individuals),
OR
The agency notified all individuals certified on a registry;
 - (b) The criteria applied to the screening and selection of applicants, including minimum and /or selective qualifications were fair, objective, and applied consistently; all factors considered were job-related; and
 - (c) All personnel transactions related to recruitment and selection for the contractual position were made in accordance with the provisions cited in State Personnel and Pensions Article, Section 2-302, which relates to fair employment practices and equal employment opportunity in Maryland State government; and
4. The budgeted position replacing the contractual position was not available at the time the contractual employee was hired as certified in the agency's cover memorandum.

The system shall provide the ability to transfer a contractual employee to a budgeted position. The system shall capture the transfer as a "Contractual Conversion" with or without prior service credits.

Prior Service Credits

A Contractual Employee who transfers to a budgeted position shall be given service credit for the time spent in the contractual position if they are selected to fill a new budgeted position in the same Principal Unit, same Job Code NCP series without a break in employment for six months or more, may receive salary and service credit in accordance with the Contractual Conversion Guidelines. *See Appendix C – Guidelines.*

This process represents the work flow for initiating a Contractual Conversion transaction to transfer a contractual employee to a permanent position.

The proposed Contractual Conversion workflow routing includes:

- ❖ Initiate: Supervisor/Manager
- ❖ Review/Approval Level 1: Agency HR
- ❖ Review/Approval Level 2: DBM Recruiting & Examination (RED)
- ❖ Review/Approval Level 3: Agency Budget/Finance
- ❖ Review/Approval Level 4: Agency Appointing Authority
- ❖ Notification: Contract Manger
- ❖ Notification: CPB

1. Go to MSS0503 – Contractual Conversion Process

The Supervisor/Manager will initiate request for Contractual Conversion via SPS Manager Self Service.

2. Go to CE0401 – Contractual Management Process Steps

A notification should alert the Supervisor/Manager and all previous reviewers that the Contractual Conversion request has been approved.

3. CE0402 – Contractual Conversion Process

The system shall provide the ability for Agency HR to review and complete the request for a Contractual Conversion online.

Data Field Requirements: The online entry page shall accommodate the following fields for a *Contractual Conversion*:

Field	Access Mode	Rules/Other
Employee ID	Display	
Contract #	Display	
Contractual Employee Name - First name - Middle Initial - Last name	Display	
Budgeted Position PIN	Defaulted	PIN must be vacant, approved, unfrozen and active.
New Job Code	Display	
New Job Title	Display	
New Salary Grade and Step	Required Entry	
Salary Exception Request	Required Entry	If (based on the Evaluate Step/Salary event) the Step/Salary <u>entered</u> exceeds guidelines, the system shall require the selection of a valid value. Reason for Exception to Guidelines <u>Valid Values:</u> Direct Report Salary Higher,

Field	Access Mode	Rules/Other
		Internal Equity, Complexity of Job
Explanation for Exception to Guidelines	Required Entry (if exception)	If (based on the Evaluate Step/Salary event) the Step/Salary entered exceeds guidelines, the system shall allow additional backup/justification in a free-form text box based on the value selected as the "Reason for Exception to Guidelines".
Agency	Display	
Conversion Effective Date	Required Entry	Must be ≥ effective date of budgeted position
Contractual Conversion with or without Prior Service Credits?	Required Entry	Valid Values: With Prior Service Credits No Prior Service Credits
Justification Statement - Acknowledgement	Required Entry	<u>Statement</u> There is a continuing need for this function to be performed in our agency. The employee will be employed as: <i>The system will provides the main purpose of the position as indicated on the MS-22 form (job description) to include program/division/unit.</i>
Meets minimum qualifications?	Required Entry	Values -Yes -No
Continuous months in contractual position	Display	System calculates continuous contractual service based on contract start and end dates of the employee's current position
Satisfactory Contractual Performance?	Required Entry	Values -Yes -No
Copies of all contracts in the system?	Required Entry	<u>Value</u> - Yes - No - If No, upload all contracts
Acknowledgement - Competitive Hiring Process - Budgeted Position Not Available When Contractual Employee Was Hired	Required Entry	<u>Statement</u> A competitive hiring process, as defined in this guideline, was followed when the employee was hired on contract with the agency. The budgeted position replacing the contractual position was not available at the time the contractual employee was hired.

The system shall route the contractual conversion transaction to the following review/approval levels:

- ❖ Review/Approval Level 2: Agency Budget/Finance
- ❖ Review/Approval Level 3: Agency Appointing Authority
- ❖ Review/Approval Level 4: DBM RED

Workflow Notification: The initial step for each review level will be a workflow notification identifying a Contractual Conversion request needs review.

Upon transaction approval at the last review level, the following should occur:

- Agency HR will review and complete required update to current Contractual Employees job data (Step 4). The system shall provide the capability to update the employee record with an *Action* = Contractual Conversion and *Reason* = With Prior Service Credits or No Prior Service Credits.
- The Contractual Conversion should be viewable to all applicable users based on security requirements.
- The system shall interface the contractual conversion to CPB for contract conversion to remove the employee from CPB's-Contractual Employee payroll processing (Step 6).
- In addition, the system shall interface the Regular employee information to add the converted contractual employee to CPB's- Regular employee payroll processing (Steps 7). **Note:** The Contractual Employee will be active in CPB payroll (contractual and regular) until the final contractual paycheck is processed.

AdHoc Report: Contractual Conversion: The system shall provide a report that shows all Contractual Conversions. The report should offer input parameters that include: Effective Date Range and Agency.

Contractual Renewal

Associated Process Flow: CE0403 – Contract Renewal

A contractual employee contract contains a contract end date and the NTE \$. The Contract Management section discusses the tools the system will provide to assist in monitoring that a contractual employee does not exceed the terms of the contract. As an employee approaches either the contract end date or NTE\$, one option available to the Agency is to renew the contract.

This section reviews the business process for the Hiring Manager to initiate a Contract Renewal request that the system shall route for review/approval.

The Contract Renewal request will include the new contract start/end dates, the renewal NTE\$, any requested hourly/daily rate change, and a reason for the rate change request, if applicable.

The proposed Contractual Renewal workflow routing includes:

- ❖ Initiate: Hiring Manager
- ❖ Review/Approval Level 1: Agency HR
- ❖ Review/Approval Level 2: Agency Budget/Finance Office
- ❖ Review/Approval Level 3: Agency Appointing Authority
- ❖ Notification: Contractual Employee
- ❖ Notification: Contract Manager
- ❖ Notification: CPB

The system will interface approved contract renewal information to CPB to update the Contractual Employees' end date for CPB-Contractual Employee Payroll processing.

1. Go to MSS0504 – Contractual Renewal Request Process

The Supervisor/Manager will initiate the Contract Renewal via SPS Manager Self Service.

2. Go to CE0401 – Contractual Management Process

After the Contractual Renewal request has been approved by the Agency Appointing Authority, the system will assign a contract number and route a notification of contract renewal to the Initiator and all previous reviewers.

CE0403 – Contractual Conversion Process Steps

The Agency HR will review if there is a current active Contractual Worker assigned to the Position Number (PIN) that is assigned to the renewed Contract (Step 8).

Review Request Online: Each reviewer should perform their review online via a page that displays at a minimum the following fields for a *Contractual Renewal*:

Field	Access Mode
Contract Number	Display
Contractual Employee - First Name - Middle Initial - Last Name	Display
PIN	Display
Contract Renewal Date	Display
Contract Renewal End Date	Display
Hours Per Week	Display
Hourly/Daily Rate	Display
Contract NTE \$	Display
Position Title	Display
Job Code	Display
Agency	Display
Location	Display
Hiring Manager - First Name - Last Name - Telephone Number	Display
Contract Manager - First Name - Last Name - Telephone Number	Display
Addenda	Display
Comments	Optional Entry

The reviewer should not be able to modify any component of the transaction; however the system shall provide the ability for each reviewer to add Comments. If any field requires modification, they should “deny” the transaction and return it to the initiator for modification.

Upon transaction approval at the last review level, the following should occur:

- The system shall assign a contract number (Step 3)
- The system shall generate a PDF of the approved contract and addenda (Step 4).
- The system shall route the PDF to the Agency Appointing Authority for printing and signature (Steps 5 and 6).
- The contract renewal gets signed by the employee (Step 7).
- The Agency HR will review and complete the required update to the current Contractual Employee’s Job Data (Step 8).
- The system shall include the updated Contractual employee’s data on the CPB’s interface file (Step 9).
- The Agency Appointing Authority will deliver the original documents to Agency HR (Step 10).

12. Go to CE0201 - Contractual Recruitment and Examination Process

If the association Position Number (PIN) to the contract renewal is vacant, the Agency HR will have to go through the recruitment process to fill this position.

AdHoc Report: Contractual Renewal: The system shall provide a report that shows all Contractual Renewal Report. The report should offer input parameters that include: Effective Date Range and Agency.

Contractual Termination

Associated Process Flow: CE0404 – Contract Termination

A contractual employee’s contract may be terminated by the Supervisor/Manager on the contract termination date or at any time during the contract period by either the contractual employee or the Agency. The system shall provide the Contract Manager with the ability to initiate a request to terminate the contract.

The proposed Contract Termination workflow routing includes:

- ❖ Initiate: Supervisor/Manager
- ❖ Review/Approval Level 1: Agency HR
- ❖ Notification: Agency Payroll Coordinator
- ❖ Notification: Timekeeping
- ❖ Notification: Contract Manager
- ❖ Notification: CPB

1. Go to MSS0505 – Contractual Termination Request Process

The Supervisor/Manager will initiate the Contract Termination via SPS Manager Self Service.

2. Go to CE0401 – Contractual Management Process

After the Contractual Termination request has been approved by the Agency Appointing Authority, the system shall:

- Send a workflow notification routed to the Supervisor/Manager, the Contract Manager and Agency PR Coordinator that the contract termination has been approved.
- The system shall update the Contract record with the contract end dates.

3. CE0404 – Contractual Termination Request Process

The Agency HR will review and complete the required update to the current Contractual Employee’s Job Data. The system shall provide the ability for Agency HR to perform their review online via a page that displays at a minimum the following fields:

Field	Access Mode	Other
Termination Reason	Display	The system shall require selection of one of the following valid values: <ul style="list-style-type: none"> - End of Contract - Contract Terminated – Agency - Contract Terminated – Employee - Terminated - Terminated with Prejudice - Resignation for Military Service - Resignation without Proper Notice - Resignation in Lieu of Termination - Transfer to Independent Agency - New Hire – No Show - New Hire – Declined Offer After Acceptance - Deceased
Last Day Worked	Display	

Field	Access Mode	Other
Employee ID	Display	
Employee Name - First Name - Middle Initial - Last Name	Display	
Contract #	Display	
Comments	Optional Entry	

Agency HR should not be able to modify any component of the transaction; however, the system shall provide the ability for them to add Comments. If any field requires modification, the transaction should be 'denied' and returned to the initiator for modification and resubmission.

Upon transaction approval at the last review level, the following should occur:

- The Contract Termination should be viewable to all applicable users based on security requirements.
- The employee's job history should reflect the Termination and Reason.

4. Go to PS0710 – Final Check Process Steps

After receiving the email notification of the Termination, the Agency PR Coordinator will execute this process to issue the employees final pay check.

5. CPB - Interface Employee Pay Data to CPB

The system shall interface the contract termination to CPB to update the employee for CPB Contractual Employee payroll processing. (See *CPB - Interface Employee Pay Data to CPB*)

Note: The feed to CPB will be scheduled to allow for the CE employee's last paycheck processing.

AdHoc Report: Contractual Renewal: The system shall provide a report that shows all Terminated Contracts and Contractual Employees. The report should offer input parameters that include: Effective Date Range and Agency.

Contractual Audits

Associated Process Flow: CE0501 – Contractual Audits

DBM RED is required to conduct contractual employee audits at agencies to determine whether:

- Justification exists in each instance to continue certification of a contractual employee, and
- Recruitment and selection guidelines have been followed

Agencies must retain sufficient documentation to facilitate the audit and demonstrate compliance with SPPA Section 13-304. Currently, DBM RED conducts Contractual Audits every two (2) years. Since contractual data will now be centralized, this frequency will most likely increase.

The system will provide DBM RED with the ability to monitor and review Contractual Employee-related activities on an ongoing basis, and provide required information and records to conduct the audit.

CE-0501- Contractual Audit Process Steps

Generate Random Sampling Report: (Step 1): The system shall provide DBM RED the capability to request a Stratified Random Sampling Report.

- The report requirements will include contracts selected based on a stratified random sampling of agency contracts, and may include all contracts for agencies with a small number of contracts.

Request Records: (Steps 2 and 3): DBM RED will review the report data and determine if any contracts and supporting information and documentation for the selected contracts are missing.

- If documentation is missing, DBM RED will send an email to Agency HR and the Contract Manager requesting the missing records. (Steps 4, 5)
- Agency HR will update the system with the missing records (Steps 6, 7) and/or deliver the requested records to DBM RED. (Step 8)

Audit: (Step 9) DBM RED will review the contracts, documents and information for the selected contracts. The auditing process continues outside of the system.

D. Process Modifications

There are numerous differences in the “future” state business processes outlined in this document in comparison with the current state environment. The differences include:

- A. PIN Numbers required for Contractual Employees
- B. Standard contract and addenda utilized
- C. Actual payment amounts feed from Payroll to SPS
- D. NTE\$ monitored and notifications routed
- E. Online review and approval routing

E. Reference Pertinent Documents

The reference documents used in the preparation of this document include:

Pertinent Documentation	File Name
Classification and Salary PDR	Attachment F3.doc
Miscellaneous PDR	Attachment F12.doc
Personnel Transactions PDR	Attachment F8.doc
Position Control PDR	Attachment F9.doc
Recruitment & Examination PDR	Attachment F15.doc
Time and Labor PDR	Attachment F11.doc

F. Legal Considerations

The following are links to State regulations, guidelines and requirements.

Referenced Item	File Name
State Personnel & Pensions Article, §13-101 Contractual Employee defined	Attachment F4b.pdf
State Personnel & Pensions Article, §13-201 Scope of subtitle	Attachment F4b.pdf
State Personnel & Pensions Article, §13-202 Certification	Attachment F4b.pdf
State Personnel & Pensions Article, §13-203 Recruitment and selection	Attachment F4b.pdf
State Personnel & Pensions Article, §13-204 Continuing certification	Attachment F4b.pdf
State Personnel & Pensions Article, §13-205 Audits	Attachment F4b.pdf
HB 767– Prior service credit for contractual employees	Attachment F4b.pdf
SB172 – Prior service credit for contractual employees	Attachment F4b.pdf

IV. Interfaces

The following interfaces will be inputs/outputs to the future process. Please refer to the **CE-RTM Interface** tab for detailed information as it pertains to all the required interfaces for this PDR.

A. In-Bound

List In-Bound Interfaces used/required by this process.

Interface Name	Description/Purpose	Source System/Vendor	Frequency	Transmission Method
Contractual Hires	This interface shall contain the following fields when a Contractual Employee accepts a Job Offer and designate the Contractual Employee's status to 'Ready for Hire':	JobAps	Real-time / Daily or As required	TBD
Contract Payments	After each bi-weekly contractual payroll, CPB will feed to SPS the amount paid on each contract during the pay period.	CPB-Contractual Employee Payroll Process	Real-time / Daily or As required	TBD

B. Out-Bound

List Out-Bound Interfaces used/required by this process.

Interface Name	Description/Purpose	Receiving System/Vendor	Frequency	Transmission Method
New Contractual Employees	SPS will feed each new contractual employee to CPB in order to establish the employee for payroll processing.	CPB for Contractual Process	Real-time / Daily or As required	TBD
Contractual Employee Updates	SPS will feed contractual employee updates to CPB in order to accurately process contractual payroll.	CPB for Contractual Payroll Process	Real-time / Daily or As required	TBD
Contractual Employee Terminations	SPS will feed contractual employee terminations to CPB to inactivate the contractual workers data for Contractual Payroll process. The SPS system will feed the termination after the employee has received their final contractual employee's	CPB for Contractual Payroll Process	Real-time / Daily or As required	TBD

Interface Name	Description/Purpose	Receiving System/Vendor	Frequency	Transmission Method
	paycheck.			
Contractual Employee Conversions	SPS will feed contractual employee conversions to regular State employee to CPB. This will be a two-part feed: one part will feed the contractual employee termination to CPB for Contractual Payroll Process; the second part will feed the conversion of Contractual Worker as Regular State employee hire to CPB for State Employee Payroll Process.	CPB- Contractual Employee Payroll Process CPB - State Employee Payroll Process	Real-time / Daily or As required	TBD
Contractual Job Requisition & PIN (New and Existing)	This interface shall contain Position information to JobAps when a PIN Request is approved.	JobAps	Real-time / Daily or As required	TBD
Contractual – Rate of Pay	This interface shall contain actual rate of pay by pay period for each Contractual Employee for CPB – Contractual Employee payroll process.	CPB-Contractual Employee Payroll Process	Real-time / Daily or As required	TBD

V. Forms

The following forms will be used or generated by the process. Sample Forms are provided in Appendix B.

Form Name	Agency/ Dept	Input/ Output	Automated/ Manual	Purpose	Fields/Content
Contracts & Addenda			Automated	Contracts for signatures	n/a
Renewal Letter			Automated	Notify employee of renewed contract	n/a
Conversion Letter			Automated	Notify employee of conversion	n/a

VI. Reports

The following reports will be inputs/outputs to the process.

A. Reports Used as Input to the Process

Report Name	Requestor	Frequency	Purpose	Contents	Routing/Users
<i>Contractual Payroll Report</i>	SPS	Scheduled Bi-weekly (after CE payroll)	Provide actual contract payments for SPS calculation of NTE \$	<ul style="list-style-type: none"> - Agency - Contract # - Contractor Name - Job Title - Hiring Manager - Amount paid pay period - Amount paid contract term - Amount Paid FYTD 	<ul style="list-style-type: none"> - Agency HR - Hiring Manager - Contract Manager DBM RED

B. Reports to be Produced

Report Name	Requestor	Frequency	Purpose	Contents	Routing/Users
Contractual PINs	<ul style="list-style-type: none"> - Agency HR - Appointing Authority - Agency Budget/Finance - DBM CAS 	Ad Hoc	List of Contractual Employees by Agency	<ul style="list-style-type: none"> - Agency - PIN # - Effective Date - Job Code - Job Title 	<ul style="list-style-type: none"> - Agency HR - Appointing Authority Agency – Budget/Finance - DBM CAS
Contracts and Addenda Report	SPS	Ad-hoc	Listing of Contracts and Addenda by Agency and Contractual Workers	The following data elements shall display on the form <ul style="list-style-type: none"> - Contract Number - Contractual Employee ID - First Name - Middle Name - Last Name - Announcement # - PIN - Contract Start Date - Contract End Date - Hourly/Daily Rate 	<ul style="list-style-type: none"> - Agency HR - Appointing Authority Agency – Budget/Finance - DBM CAS

Report Name	Requestor	Frequency	Purpose	Contents	Routing/ Users
				<ul style="list-style-type: none"> - Contract NTE\$ - Position Title - Job Code - Agency - Location - Hiring Manager ID - First Name - Last Name - Telephone Number - Contract Manager ID - First Name - Last Name - Telephone Number - Addenda - Comments - Signature section 	
Contract Letter	SPS	Ad-hoc	Generate Contracts for signatures.	TBD	<ul style="list-style-type: none"> - Agency HR - Appointing Authority - Agency – Budget/ Finance - DBM CAS
Denied Report	SPS	Ad-hoc	Provide listing of Denied Contract Information.	TBD	<ul style="list-style-type: none"> - Agency HR - Appointing Authority - Agency – Budget/ Finance - DBM CAS
Expired Contract End Date/NTE\$	SPS	Ad-hoc	Listing of NTE\$ or Contract End Date that are met.	TBD	<ul style="list-style-type: none"> - Agency HR - Appointing Authority - Agency – Budget/ Finance - DBM CAS
Contract NTE Report	SPS	Ad-hoc	Provide listing details for all active Contracts	This report shall include the following data elements: - Contract's	<ul style="list-style-type: none"> - Agency HR - Appointing Authority - Agency – Budget/

Report Name	Requestor	Frequency	Purpose	Contents	Routing/ Users
				Expiration Date - Amounts paid by pay period - Contract Period - Contract NTE\$ - YTD Payments	Finance - DBM CAS
Bi-weekly CE Payroll Report	SPS	Bi-weekly	Generate Contractual Payroll Report	This report shall include the following data elements: -Agency -Contract Number -Contractor Name -Job Title -Hiring Manager -Amount Paid – Pay Period -Amount Paid-Contract Term -Amount Paid FYTD	- Agency HR - Appointing Authority Agency – Budget/ Finance - DBM CAS
Bi-weekly (After CE Payroll Processing) Actual Payments	SPS	Bi-weekly	Generate Actual Contract Payments Report	This report shall include the following data elements: -Agency -Contract Number -Contractor Name -Job Title -Hiring Manager -Amount Paid – Pay Period -Amount Paid-Contract Term -Amount Paid FYTD	- Agency HR - Appointing Authority Agency – Budget/ Finance - DBM CAS
Bi-weekly (After CE Payroll Processing) Contract NTE\$ and Compliance	SPS	Bi-weekly	Generate Bi-weekly (After CE Payroll Processing) NTE\$ and Compliance	This report shall include the following data elements: -Agency -Contract Number -Contractor Name -Job Title -Hiring Manager -Contract Start Date -Contract End Date	- Agency HR - Appointing Authority Agency – Budget/ Finance - DBM CAS

Report Name	Requestor	Frequency	Purpose	Contents	Routing/ Users
				-Contract NTE\$ Approved -Contract NTE\$ Remaining -Amount Paid PPE -Amount Paid-Contract Term -Amount Paid FYTD	
Contractual Activity Reports	SPS	Monthly	Review Contractual Activity: -Hires/Rehires -Conversions -Renewals -Terminations -Transfers	This report shall include the following data elements: -Agency -Contract Number -Contractor Name -Job Title -Effective Date	- Appointing Authority Agency – Budget/ Finance - DBM CAS
Renewal Letter	SPS	Ad-hoc	Generate Renewal Letter for signature	See Sample Form	- Appointing Authority Agency – Budget/ Finance - DBM CAS
Conversion Letter	SPS	Ad-hoc	Generate Conversion Letter for signature	See Sample Form	- Appointing Authority Agency – Budget/ Finance - DBM CAS
Random Sampling	SPS	Ad-hoc	Generate stratified random sampling of Agency Contracts	TBD	DBM RED
Contract Renewal	SPS	Ad-hoc	Generate a listing of Contract Renewals. This report shall include input parameters: Effective Date Range and	TBD	TBD

Report Name	Requestor	Frequency	Purpose	Contents	Routing/ Users
			Agency		
Contract Conversion	SPS	Ad-hoc	Generate a listing of Contract Renewals. This report shall include input parameters: Effective Date Range and Agency	TBD	TBD
Terminated Contracts and Contractual Employees	SPS	Ad-hoc	Generate a listing of Contract Renewals. This report shall include input parameters: Effective Date Range and Agency	TBD	TBD

VII. Databases/Spreadsheets

DB/Spreadsheet Name	Agency/ Dept	Input/ Output	Purpose
n/a			

VIII. Data Conversion Considerations

A. Data that will be converted

The following data is required to be converted into the new software.

Current Source	Type of Data	Source Years
CPB	Agency Code Class Code Social Security Number Name (first, last, initial) Entry-on-Duty Date Check Distribution Code Status (hourly or daily) Rate of Pay YTD Earnings FTE Percentage Review Code	New Hire & Current
Various Agencies with Contractual Workers	Rates of Pay	New Hire & Current
Various Agencies with Contractual Workers	Active Contractual Worker - Current Contract	Current Contract

B. Data That Will Not be Converted

The following data will not be converted into the new software.

Current Source	Type of Data	Source Years
n/a		

Appendix A – Process Flows

Appendix B – Sample Contracts and Forms

Appendix C – Legal Considerations

Appendix D – Personnel/HR Application Portfolio

The table below briefly describes the systems currently used to manage and maintain personnel transactions and data. These systems provide a representative sample of source of data elements for OPSB and the State agencies.

Application	Description
Agency HR Databases	Agency HR Databases – Many of the State agencies have developed internal Access or Oracle database applications to assist them in tracking and reporting applicant and/or employee data on their own. These databases enable them to obtain more current information faster than it is available from the centralized applications.
BAS	Benefits Administration System (BAS) is a client server system with a SQL Server database. There are 16 clients in EBD, 4 clients in DOIT for application support, and 300 Agency Benefit Coordinators (ABC) Internet users for inquiry to their employees' data. BAS is comprised of a full-service benefits enrollment database and an interactive voice response system (IVR). BAS manages benefits activity for approximately 130,000 covered individuals and their dependents. It supports administration of 18 different benefit plans (i.e., medical, dental, term life insurance, and dependent care spending accounts). The new system may interface with the existing IVR.
Drug Testing Database	Drug Testing Database – The Medical Services Department tracks all drug tests and their results in an Access database with most information entered manually. There is an interface to the SPMS System to download new employees to this database. There is also a Drug Test Results file that contains the drug testing results from the testing labs. Information from this file updates the drug test database.
Employee Assistance Program	EAP Employee Referral Database – The Employee Relations Department maintains an EAP Employee Referral Database that was developed in Access by ASM. Employee Relations uses this database to generate the referral letters, generate the survey letters, and store the feedback from the quarterly survey they conduct. There is an interface to the SPMS System to download employee data to this database.
Employee Relations Database	Employee Relations Database – The Employee Relations Department maintains a Settlement Conference database. Employee Relations uses this database to record, track, and report on all grievance cases processed by Employee Relations. There are currently two versions of this database, one developed by the ASM HR Group, and one developed by Employee Relations. The former database is being evaluated and will become the database of record once the evaluation is complete.
HOBO	Hands on Budget Office System (HOBOS) is a mainframe software package that is used to maintain a master position control file for all authorized State positions, and to provide position, classification, and salary information for the annual State budget process.
LAS	Leave Accounting System (LAS) is a Client Server system with an Access database that performs time entry and leave accounting functions. The system automates the ETR process for regular and contractual employees, and generates input reports for Exception Time Reporting to Central Payroll. LAS is currently implemented in 20 agencies.
Leave Bank Database	Leave Bank Access Database - The Medical Services Department maintains a Leave Bank Access database. The database was developed by the Reed Group & is supported by DOIT. All Leave Bank memberships and determinations are recorded in the database, as well as leave forfeitures. Employee-to-Employee leave donations are recorded in Leave Bank database. The application calculates overall Leave Bank balance and monitors employees who have used close to their maximum of 2,080 hours of Leave Bank or Employee to Employee leave. There is an interface to the SPMS System to download new employees into this database.

Application	Description
MDTIME	Maryland Time Entry and Leave Accounting (MDTIME) is a Smart Client Server system with a SQL Server database that performs on-line time entry and leave accounting functions. The system automates the Exception Time Reporting (ETR) process for regular and contractual employees, and generates input reports for Exception Time Reporting to Central Payroll. MDTIME is currently implemented in 5 agencies.
OSEEOC Database	OSEEOC maintains a stand-alone EEO-related Complaint and Appeals Case Tracking Access database. This database is used to record, track, and report on EEO related complaints and appeals. Due to the need for extreme confidentiality, stringent security is used to protect the data in this module.
SIGMA	<p>Merit System Testing – Sigma: DBM and many other agencies in the State utilize a Sigma system, which supports public sector merit system testing. The software is a PC networked database (with accompanying FoxPro programs) that creates reports on, and tracks applicant records and job announcements. DBM uses an enterprise version of the software that is installed for DBM use only. The other agencies use various releases of a stand-alone version called Sigma-Lite that provides less functionality than the enterprise version. There is no software standardization between the agencies, and it is supported locally by each agency. Database variations between the software versions require data conversion processing when transferring data between entities. The system facilitates test development, administration, scoring, and reporting. In addition, it provides statistical performance analysis of test questions, mathematically manipulates test scores, and produces a variety of queries, notices to applicants, and standard or customized reports. Sigma aids in documenting job analysis and test development and has an "item bank" module that allows users to create a database of test questions and perform test booklet publishing. The Sigma system at DBM interfaces with the current personnel system to obtain employee-related information, all other agencies key the employee-related information into Sigma-Lite.</p> <p><i>*The State is in the process of implementing Job Aps to replace this system.</i></p>
SPMS	SPMS, a centralized, mainframe-based system which has been developed and maintained over the past 25+ years, runs on an IBM mainframe at the Annapolis Data Center (ADC). The system is a batch-oriented system with limited online functions performed using CICS. Most data entry transactions utilize a Web based online transaction entry and validation front-end, MS310. This was added to allow agencies to enter and validate their personnel transactions online; thus, reducing data entry errors and the time required to manually submit and process these transactions.
TESS	Time Entry and Scheduling System (TESS) is a mainframe COBOL, CICS, and VSAM system that performs time entry and leave accounting functions. The system generates Exception Time Reports (ETR) for regular and contractual employees that are used for input into the Central Payroll. TESS is currently implemented in 17 agencies.