SPS Project – #060B3490012

Future State
Process Definition and Requirements Document (PDR)

Attachment F8
PS - Personnel Transactions

Contents

I. Document Information

A. Definitions/Abbreviations/Acronyms

Abbreviation/ Acronym	*Definition*
ASR	Annual Salary Review
Compressed Work Week	A type of work schedule that allows flexibility for workers to complete required hours within a two weeks of set scheduled hours per day.
DBM	Department of Budget and Management
Demotion	This is a type of personnel transaction initiated when an employee is changed from one classification to a different classification with a lower maximum rate of pay.
EOD	Entry on Duty Date
Flat Rate	Fixed annual salary, which is not part of a salary grade
Hire	Hire of a new worker
IA	Independent Agency
OPSB	Office of Personnel Services and Benefits
Position Number	(PIN) Position Identification Number
PPA	Pay Plan Amendment
Principal Unit	A principal department or other principal independent unit of State government
Promotion	This is a type of personnel transaction initiated when an employee is advanced from a position in one classification to a different position number with a different job code classification and a higher maximum rate of pay.
PSD	Personnel Services Division
PTU	Personnel Transaction Unit
Receiving Agency	The new Agency that the employee will be moving into due to a transfer.
Rehire	Re-hire of a worker
Slope Scale	A continuous range of pay between minimum and maximum rates that does not contain specific steps
Step	A section within a salary grade that is assigned a specific rate of pay
Telework	A work schedule where a worker is allowed to work from home based on a set schedule.
Transfers	Transfers will be the result of actions where the employee applied for a different Position Number via the Recruiting module.

II. Organizational Overview

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

A. 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 HRMS 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 HRMS. These systems will require interfaces to and from the new HRMS. For brief descriptions of the current systems used to manage and maintain personnel transactions and data, please refer to appendix F.

III. Proposed Future State Process

A. Future State Process Narrative

The State processes “administrative transactions” that refers to all actions that affect changes on its employees and its positions. These include, but are not limited to, hires, rehires, promotions, demotions, transfers, salary adjustments and terminations; all result in adding and/or maintaining employee demographic and job data.

Currently, individual employee Personnel transactions are completed by the MS-310 System. Each agency updates the required information for each transaction into the web-based MS-310 System. The MS-310 System allows for initiation, appointing authority approval and budget approval at the agency level. These individual transactions are then reviewed and approved at DBM and sent through to a batch process twice a week. Transactions that do not require DBM review or approval go directly to the batch process. Transactions that require DBM Division specific approvals can be routed to specific DBM Divisions, including Class, Recruitment, Budget and DBM Executive. Mass Personnel transactions for large groups of employees can be accomplished by DoIT staff directly to the batch process for transactions like cost of living increases and step increases as required. This batch process allows the transactions that effect pay to be sent to the Central Payroll Bureau to update the employee and pay information used for the bi-weekly payroll process.

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 business process associated with transactions sourced in Recruiting will be reviewed in the ***Recruiting, Examination and Testing PDR***. In addition, for non-Recruiting transactions, the primary preference might be for a Supervisor/Manager to initiate a transaction, but under certain circumstances that might not be feasible. The business process associated with transactions for Supervisor/Manager will be reviewed in the ***Manager Self Service PDR***. While Recruiting and Manager Self Service will be the source for the majority of these transactions, the State requires the ability to have Agency HR initiate some of the same transactions and bypass the Recruiting component from the JobAps system. In all circumstances, Agency HR will have the ability to process any transaction in the system that an employee or supervisor/manager has the ability to process.

<u>The administrative transactions that will be reviewed in this PDR include the ones circled. The other transactions will be covered in the *Recruiting, Examination & Testing PDR* and the *Employee Self-Service PDR*. In addition, the *Manager Self-Service PDR* will review all manager-initiated transactions.</u>

Employee Transaction/Event	Processed thru JobAps	Processed by MSS	Processed by ESS	Processed by HR
Hires	✓			✓
Rehires	✓			✓
Promotions	✓	✓		✓
Demotions	✓	✓		✓
Transfers	✓			✓
Salary Adjustments		✓		✓
Data Changes		✓		✓
Terminations		✓		✓
Employee Demographic Information			✓	✓

<u>Key</u>: MSS = Manager Self-Service, ESS = Employee Self-Service

The employee transactions' that will not be reviewed in this PDR, but will be reviewed in another are:

Employee Transaction/Event	Will be Covered in the Following PDR
Benefits Administration - Benefit Open Enrollment - Benefit Event Maintenance Enrollment - Model Benefits Cost - Modify Dependents	Benefits Administration
Reclassifications	Classification & Salary
Position Control - Overlap PIN's - Split PIN's	Position Control
Mass Salary Increases or Decreases	Classification & Salary
Contractual Conversions	Contractual Workers
Employee Relations - Disciplinary Action - Notice of Termination	Miscellaneous
EEO - Discrimination Appeals/Grievances - Whistleblower Appeals/Grievances	Miscellaneous
Manager Self-Service - Personnel Transactions - Classification & Salary	Manager Self-Service
Employee Self-Service - Name Changes - Address Changes - Phone - Email - Ethic Groups - Emergency Contacts - Name Changes - Marital Status Changes - I-9 Information - Grant Access to History	Employee Self-Service
Recruitment, Examination & Testing Contractual Employees - Contractual Recruitment Package - Contractual Job Posting - Contractual Eligible List - Interview & Selection Employees - Initiated Application for a Different Job (i.e.; Promotion, Demotion, Transfer) - Interview and Selection-Parts I & II	Recruiting, Examination & Testing
Time and Labor	Time and Labor

Employee Transaction/Event	Will be Covered in the Following PDR
- Scheduling - Timesheet Approval - Leave Approval - Overtime Approval - Bilingual Pay Approval	

The State has a requirement to process transactions for a single employee and in some circumstances to process the same transaction for a group of employees. All of the transactions that will be discussed in this document are for a single employee. Mass updates, reclassifications and salary adjustments will be discussed in the *Classification & Salary PDR*.

Action + Reason Combination Requirements

The State requires the ability to record employee data changes for the following Action + Reason combinations. This list is a comprehensive list of all required Action + Reason combinations and is included here in order to show all required combinations, however, not all of these Action + Reason combinations will be reviewed in this PDR. Refer to the matrix footnote for which combinations are not discussed in this PDR.

Action	Reason(s)
Hire	New Hire
Rehire	Reinstatement Non-Reinstatement/Rehire
Promotion	Promotion
Demotion	Career Change Voluntary Demotion Disciplinary Demotion
Transfer	Reassignment in Same Agency From an Independent Agency Intra-Agency or Other Agency Contractual with Prior Service Credit * Contractual without Prior Service Credit *
Salary Adjustment	Advanced Step Miscellaneous Adjustment
Data Change	Change % Employed Administrative Change
Contractual Conversion *	With Prior Service Credit No Prior Service Credit
Termination	Contract Ended * Deceased New Hire - No Show on First Day New Hire - Declined Offer After Acceptance End of Temporary Employment Laid Off from Allocated Position Leave Without Pay – Medical *(Failure to Return)* Leave Without Pay – Military *(Failure to Return)* Leave Without Pay – Personal *(Failure to Return)* Resigned for Military Service Resigned State Service Retired PIN Abolition Transfer to an Independent Agency Terminated on Probation Resignation in Lieu of Termination Terminated Terminated with Prejudice

The business process that will result in the usage of one of these 3 *Reason* values will be documented in the Employee Relations PDR. The *Action/Reasons* are included here in order to display a complete list of *Action/Reasons* and to denote that Agency HR will be responsible for ensuring the transaction is entered into the system.

* These Actions/Reasons are all related to Contractual Workers and will be reviewed in the Contractual Workers PDR.

Workflow Requirements

The State does require workflow routing for transactions. The State requires the ability to define workflow:

- By required approval
- By required notification
- By transaction type
- By the source of the transaction; for example, Recruiting vs. MSS vs. ESS
- By Agency
- By organizational role
- By organizational role and transaction type

The core portion of this document represents the project team recommended business process and procedures for each transaction. The assumptions made are that appropriate Agency HR Coordinator is notified about the transaction; and approvals are obtained prior to completing required update in the new SPS system. The desired workflow to support routings and approvals for these transactions is captured in *Manager Self Service PDR*.

B. Process Diagrams

The functional requirements definition included the preparation of process flow diagrams. The diagrams are intended to identify "future state" business process and show transaction stakeholders, including process initiators, integrations, automation touch points and required system functionality.

Appendix A contains the following process flow diagrams:

Hires and Rehires

- PS0101 – Process a Hire From JobAps
- PS0102 – Process a Hire Not From JobAps
- PS0103 – Process a Rehire From JobAps
- PS0104 – Process a Rehire Not From JobAps
- PS0105 – Complete an Hire or Rehire

Promotion

- PS0201 – Process a Promotion

Demotion

- PS0301 – Process a Demotion

Transfer

- PS0401 – Transfer – Reassignment in the Same Agency
- PS0402 – Transfer – Transfer to Other Agency

Salary Adjustments

- PS0501 – Process a Salary Adjustment - Advanced Step or Miscellaneous Adjustment

Data Changed

- PS0601 – Process a Data Change – Change % Employed
- PS0602 – Process a Data Change – Administrative Change
- PS0603 – Complete Transaction

Termination

PS0701 – Process a Termination – Deceased
PS0702 – Process a Termination – End of Temporary Employment
PS0703 – Process a Termination – No Show or Declined Offer Acceptance
PS0704 – Process a Termination – Laid Off from Allocated Position
PS0705 – Process a Termination – Retired
PS0706 – Process a Termination – Leave Without Pay – Medical/Military/Personal *(Failure to Return to job)*
PS0707 – Process a Termination – Resigned for Military Service
PS0708 – Process a Termination – Resigned State Service
PS0709 – Process a Termination – PIN Abolished
PS0710 – Produce Final Check

<u>SPS Audit Personnel Transactions</u>

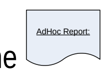
PS0801 – SPS Audit - Personnel Transactions

<u>Track Telework and Compressed Status</u>

PS0901 – Track Telework
PS0902 – Track Compressed Workweek

<u>Transfer TO/FROM Independent Agency</u>

TBD – Transfer TO/FROM Independent Agency

The process flow diagrams reflect required reports with the 

symbol. These reports will be utilized to perform audit processes and procedures; and notify defined distribution list of Personnel Transactions processed in the new HR system (i.e.; Supervisor/Manager, Benefits, Timekeeping, Agency PR, Appointing Authority, and CPB).

C. Process Diagram Narrative

This section will provide a narrative for each process flow diagram. The narrative will identify both 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. In addition, where applicable, the narrative will identify the potential different sources of the transaction/event.

<u>Hires and Rehires</u>

The State of Maryland has a functional requirement to hire and rehire employees, currently the State refers to hires as <u>Appointments</u>, and rehires within 3 years as <u>Reinstatements</u>. With the implementation of the new HR system, the State will begin to use the terms *Hire* and *Rehire* for these transactions since these terms are industry standard.

The State has a requirement to manage data for 6 different categories of workers: State Employee, Contractual Worker, Temporary Worker, Volunteer, Intern and Vendor. Some of these workers are not eligible for benefits and pay (i.e.; Intern, Volunteer, and Vendor). In SPS, all workers will be associated with a Position Number (PIN); however, not all Position Numbers will be budgeted thru Position Control (see the *<u>Position Control PDR</u>* for details).

In most cases, the *Hire* and *Rehire* process for State employees will begin with the Recruiting process (see the *Recruiting/Examination/Testing PDR* for details). When a hire or rehire sources from Recruiting, the following will have already occurred in relation to the candidate:

- The Position Number has been established and has been activated, i.e.; unfrozen, reclassified, etc.
- The candidate has applied for a specific Position Number (PIN) and provided personal data elements on the job application including name, address, gender, birth date, previous schooling, previous work experience, etc.
- The candidate has been tested and interviewed
- The candidate has been selected
- The candidates start date and salary have been established
- All required salary approval was received before the offer letter was sent to the candidate
- The candidate has received an offer letter and accepted the position
- The Agency Recruiter has established if the candidate is a Hire or Rehire based on the candidates history with the State
- The Agency Recruiter has flagged the candidate as ‘ready to hire’.

This same process will be followed for any Contractual or Temporary Worker that comes thru the Recruiting/Examination/Testing process. If an employee does not come thru Recruiting, the Agency HR Coordinator shall have the ability to hire the worker direct into the system.

Hires

Associated Process Flows: PS0101 – Process a Hire from JobAps
PS0102 – Process a Hire Not From JobAps

A "Hire" is the hiring of a State, Contractual, Temporary, Volunteer, Intern or Vendor *that has never previously worked for the State in any capacity*. As previously mentioned, hire may come into the system via two different paths: Recruiting or direct via HR. The predominate path is Recruiting with the Agency HR path being a backup method that ensure Agencies have the functionality required to staff the Agency with all types of workers. Separate process flows have been developed based on whether the worker came to the *Hire* from the Recruiting process or is being hired directly by HR.

Depending on the source of the hire, the transaction will be processed as follows:

	Transaction Source	
	Hire Came From Recruiting	Hire Did Not Come From Recruiting
Initiator	Agency HR Coordinator	Agency HR Coordinator
Review & Approval Level 1	-	-
Review & Approval Level 2	-	-
Notifications	Agency Payroll Benefits CPB Timekeeping	Agency Payroll Benefits CPB Timekeeping

Note: The *Hire from JobAps* process does not involve any levels of review or approval since the process re-design includes gaining review/approval up front in the recruiting cycle.

Note: In the case of a *Hire Not From JobAps*, the transaction will be completed in the system by the Agency HR Coordinator. The required approvals are obtained outside of the system. The detailed workflow requirements for approval and routings can be found on the *Manager Self Service PDR*.

Hire From JobAps

Associated Process Flow: PS0101 – Process a Hire from JobAps

Hire From JobAps Events/Steps:

RE0401 Interview & Selection: (Step 1): This process begins after the Recruiting/Examination/Testing process of Interview and Selection (RE0401) is complete.

Select Candidate from List of "Ready to Hire": (Step 2): One of the steps in the RE0401 Interview & Selection process is to flag the selected candidate as 'ready to hire.' This step shall provide the Agency HR Coordinator with a list of all candidates marked as 'ready for hire.' The Agency HR Coordinator shall have the ability to click on the desire named of the individual they are processing and assign the reason of New Hire.

Reasons for Hire
New Hire

Enter/Modify/Verify Hire Data Online: (Step 3): All employee data entered or established during the Recruiting process shall be brought into the Hire transaction. In this step, the Agency HR Coordinator should be able to view all of the previously entered data, add additional data and modify data elements as required. In addition, the system shall default organizational data elements related to the Agency definition.

The online entry page must **capture/display** at a minimum the following fields about the Hire:

Field	Access Mode	Business Requirements
Employee ID	Display	See Rules Below
Employee Name (Last Name, First Name, Middle Name, Surname)	Defaulted	See Rules Below
SSN	Required Entry	See Rules Below
Employee Address (Street, City, State, Zip)	Defaulted	See Rules Below
Phone Number (Home, Work, Cell)	Optional Entry	
Gender	Required Entry	
Race/Ethnic Identification	Required Entry	See Rules Below
Birthdate	Required Entry	
Position Number (PIN)	Defaulted	See Rules Below
Position Number (PIN) Details – Agency Code – Job Code (Classification) – Job Title – Job Family – Bargaining Unit – Service Category – Work Area – FLSA Status – Funding Source – Funding &	Display	See Rules Below

Field	Access Mode	Business Requirements
Reason for Hiring Above Base	Defaulted	See Rules Below
Explanation for Hiring Above Base	Defaulted	See Rules Below
Hire Date	Defaulted	See Rules Below
EOD Date	Defaulted	See Rules Below
Probationary End Dates	Required Entry	See Rules Below
Salary Grade/Step	Defaulted	See Rules Below
Rate $	Defaulted	See Rules Below
Frequency	Defaulted	See Rules Below
Employee Classification	Required Entry	See Rules Below
Pay Cycle, Pay Frequency, Pay Periods	Defaulted	See Rules Below
Internship Program	Optional Entry	See Rules Below

Special Field/Page Rules:

Field	Business Requirements
Employee ID	The system shall assign a unique Employee ID to the Hire.
Employee Name (Last Name, First Name, Middle Name, Surname)	This should default based on the data entered in JobAps.
SSN	The system shall allow the User to enter the employee's SSN. The system shall provide a notification if the SSN is associated with any Unsatisfactory Reports of Service (MS-106) that have an Expiration Date > system date.
Employee Address (Street, City, State, Zip)	This should default based on the data entered in JobAps.
Race/Ethnic Identification	The system shall provide the ability to identify if the employee has identified they are of Hispanic or Latino origin. And, the system shall require the selection of a one or more of the following racial categories as completed by the new hire on their State of Maryland Application for Employment. - American Indian or Alaska Native - Asian - Black or African American - Native Hawaiian or other Pacific Islander - White -
Position Number	This should default based on the data entered in JobAps.
Position Number (Details)	Display all attributes of the PIN including Agency Code, Job Code, Job Title, Grade, FLSA Status, Funding Source, etc.
Reason for Hiring Above Base	The system shall provide the capability to track 'Reason for Hiring Above Base' defaulted from JobAps.
Explanation for Hiring Above Base	The system shall provide the capability to track 'Explanation for Hiring Above Base' defaulted from JobAps.
Hire Date	This should default based on the data entered in JobAps.
EOD Date	The system shall provide the capability to track defaulted EOD Date from JobAps.

Field	Business Requirements
Probationary End Date	This field should be manually calculated based on the Skilled Service and Professional Service State criteria unless identified with an exception (see chart below for detailed criteria).
Salary Grade/Step	This should default from the amount established and approved in the Recruiting process.
Rate $	This should default from the amount established and approved in the Recruiting process.
Frequency	This should default from the amount established and approved in the Recruiting process.
Employee Classification	The system shall require entry from a list of valid values that includes: - State Employee - Contractual Worker - Temporary Worker - Volunteer - Intern - Vendor
Pay Cycle & Pay Frequency	The system shall default the pay cycle, pay frequency and number of pay periods based on Agency and Employee Classification.
Internship Program	The system shall provide the capability to track this information with the following valid values: - Quest - Youthworks - Policy Fellows

Probationary End Dates:

Service Category	Salary Grade	Probationary Period End Date = Hire Date + X Days:	May Extend the Probationary Period End Date Up To X Days
SS – Skilled Service or PS – Professional Service	Salary Grade = 5, 6 or 7	180 Days	90 Days
SS – Skilled Service or PS – Professional Service	Salary Grade ≠ 5, 6, or 7	180 Days	180 Days

- The following Agency and Class Code (Job Code) combinations have an exception to the Probationary Period End Date rule indicated above.

Agency	Class Code	Probationary Period End Date = Hire Date + X Days:	May Extend the Probationary Period End Date Up To X Days
DNR	0535 – NRP Trainee	730 Days	-
MD School for Deaf	9009 – Teacher	730 Days	-
DPSCS	4080 – Correction Officer I	180 Days	180 Days

- The Probationary Period End Date and Sworn Probationary Period End Date for Uniformed Police (Service Category = UP) at Maryland State Police (MSP) based on the following criteria:

Agency	Class Code	Probationary Period End Date = Hire Date + X Days:	Sworn Probationary Period End Date = Hire Date + X Days:
MSP	0050 – Trooper	-	730 Days
MSP	0051 – Trooper First Class	180 Days	-
MSP	0052 – Corporal	180 Days	-
MSP	0053 – Sergeant	180 Days	-

Note: If the employee goes on a Leave of Absence prior to the end of their Probationary End Date and/or Sworn Probationary Period End Date, the system shall allow for the dates to be adjusted once the employee returns from leave.

- The Increment Month and Increment Year should default for State employees based on the following criteria:

Effective Date of Hire	Increment Month	Increment Year
January 1st thru June 30th	January	Effective Year + 1 Year
July 1st thru December 31st	July	Effective Year + 1 Year

Duplicate SSN? (Step 4): The system shall validate if the employees SSN is a duplicate with any Active or Inactive employees already entered into the system.

- If the SSN is a duplicate:
  - The system shall issue a Warning message to the Agency HR Coordinator to alert them the SSN is a duplicate. (Step 5)
  - The Agency HR Coordinator needs to investigate why there is a duplicate SSN to determine data entry error; or reach out to the new employee to validate SSN. (Step 6)
  - Depending on the outcome of the investigation, the Agency HR Coordinator will change the Hire's SSN. (Step 7)

- If the SSN is not a duplicate:
  - The system shall allow the Agency HR Coordinator to complete required entry to complete transaction.

SPS: Hire Recorded in the System: (Step 8): The new hire will be saved in the core portion of the system. When the record is saved, the following should occur:

- The system shall record the Hire with the selected Reason in the production data tables.
- The system shall assign a unique Employee ID to the Hire.
- The Hire should be viewable to all applicable users based on security requirements.

Go To RE0501 Orientation/On boarding: (Step 13): The next step in the Hire process will be to perform Orientation and On boarding for the new employee. The process flow can be found in the Recruitment/Examination/Testing PDR.

AdHoc Report: Audit Hires: (Step 9, Step 10): The Agency HR Coordinator and DBM OPSB shall have the ability to generate audit report on all Hires that have occurred in the system. The audit report will include date and time stamp of when update was completed; the end user who completed the transaction; and at a minimum the following fields:

Field
Employee ID
Employee Name (Last Name, First Name, Middle Name, Surname)
SSN
Employee Address (Street, City, State, Zip)
Phone Number (Home, Work, Cell)
Gender
Race/Ethnic Identification
Birthdate
Position Number (PIN) Details: • Agency Code; Job Code (Classification); Job Title; Job Family; Bargaining Unit; Service Category; Work Area; FLSA Status, Funding Source; Funding %;
Hire Date
EOD Date
Probationary End Dates
Salary Grade/Step
Rate $
Frequency
Employee Classification
Pay Cycle, Pay Frequency, Pay Periods
Internship Program

AdHoc Report: Hires (Step 11): The Agency HR Coordinator and DBM OPSB shall have the ability to report on all Hires that have occurred in the system based on different runtime parameters including Date Range, Reason, Agency, Job Code, Employee Classification and Salary.

AdHoc Report: Hire (for Employee File): (Step 12): The Agency HR Coordinator shall have the ability to print a copy of the transaction for the employee's Personnel File.

The print copy required will be a simple report that displays the fields associated with submitting and processing the Hire; a screen print from the browser will not meet user requirements

Hire Not From JobAps

Associated Process Flow: PS0102 – Process a Hire Not From JobAps

Hire Not From JobAps Unique Events/Steps:

Review/Approval and Data: The review and approval steps required for this transaction by DBM OPSB Recruiting & Examination, DBM OPSB Classification and/or the Agency Appointing Authority are obtained and completed outside of the new SPS system. (Step 1): The Supervisor/Manager notified Agency HR Coordinator. The Agency HR Coordinator must review that all required approvals are obtained and required data are submitted prior to processing the Hire in the system. (Step 2)

Enter/Modify Hire Data Online: (Step 7): Since this *Hire* is not coming from the online Recruiting process, there is no employee data in the system as a starting point for the individuals being processed. In this step, the Agency HR Coordinator shall have the ability to enter all of the required data elements and assign the reason of *New Hire*.
. In addition, the system shall default organizational data elements related to the Agency definition and Position (PIN) data elements, if the individual is associated with a PIN.

When a *hire* or *rehire* is not from Recruiting*, the following will have already occurred* in relation to the candidate:

- The Position Number has been established and has been readied, i.e.; unfrozen, reclassified, etc. (Step 5)
- The candidate has been selected
- The candidates start date and salary have been established
- All required salary approval was received before the offer letter was sent to the candidate
- The candidate has received an offer letter and accepted the position
- The appropriate initiator notified and submitted data for Hire transaction to the Agency HR Coordinator

The online entry page must **capture/display** at a minimum the following fields about the Hire:

Field	Access Mode	Business Requirements
Employee ID	Display	
Employee Name (Last Name, First Name, Middle Name, Surname)	Required Entry	See Rules Below
SSN	Required Entry	See Rules Below
Employee Address (Street, City, State, Zip)	Required Entry	See Rules Below
Phone Number (Home, Work, Cell)	Optional Entry	
Gender	Required Entry	
Race/Ethnic Identification	Required Entry	See Rules Below
Birthdate	Required Entry	
Hire Reason	Required Entry	See Rules Below
Position Number (PIN)	Required Entry	See Rules Below
Position Number (PIN) Details	Display	See Rules Below

Field	Access Mode	Business Requirements
– Agency Code – Job Code (Classification) – Job Title – Job Family – Bargaining Unit – Service Category – Work Area – FLSA Status – Funding Source – Funding %		
Hire Date	Defaulted	See Rules Below
EOD Date	Defaulted	See Rules Below
Probationary End Dates	Required Entry	See Rules Below
Salary Grade/Step	Defaulted	See Rules Below
Rate $	Defaulted	See Rules Below
Frequency	Defaulted	See Rules Below
Employee Classification	Required Entry	See Rules Below
Pay Cycle, Pay Frequency, Pay Periods	Defaulted	See Rules Below
Internship Program	Optional Entry	See Rules Below

<u>Special Field/Page Rules</u>:

Field	Business Requirements
Employee ID	The <u>system shall assign a unique Employee ID</u> to the Hire.
SSN	The system shall provide the capability for Users to enter the employee's SSN. The system shall provide a notification if the SSN is associated with any Unsatisfactory Reports of Service (MS-106) that have an Expiration Date > system date.
Race/Ethnic Identification	The system shall provide the ability to identify if the employee has identified they are of Hispanic or Latino origin. And, the system shall require the selection of a one or more of the following racial categories as completed by the new hire on their State of Maryland Application for Employment. - American Indian or Alaska Native - Asian - Black or African American - Native Hawaiian or other Pacific Islander - White - Two or More
Reason	The system shall require entry of "New Hire".
Position (PIN) Number	The system shall require the entry of valid Position Number from a list of valid values that displays the non-frozen Position Numbers assigned to the Agency.

Field	Business Requirements
Position Number (PIN) Details	Display all attributes of the PIN including Agency Code, Job Code, Job Title, Grade, FLSA Status, Funding Source, etc.
Hire Date	This field is manually verified that it is <=30 days in the future and not more than 30 days in the past
EOD Date	This field should be defaulted to the employees Hire Date. The system shall have the capability to track the EOD Date.
Probationary End Date	This field should be manually calculated based on the Skilled Service and Professional Service State criteria unless identified with an exception (see chart below for detailed criteria).
Salary Grade/Step	This should default based on the Position Number entered, but be modifiable.
Rate $	This should default based on the Position Number entered, but be modifiable. The system shall provide the ability for this amount to be $0 in the case of Volunteers and Interns.
Frequency	This should default based on the Position Number entered, but be modifiable.
Employee Classification	The system shall require entry from a list of valid values that includes: - State Employee - Contractual Worker - Temporary Worker - Volunteer - Intern - Vendor
Pay Cycle & Pay Frequency	The system shall default the pay cycle, pay frequency and number of pay periods based on Agency and Employee Classification.
Internship Program	The system shall provide the capability to track 'Internship Program" with the following valid values: - Qwest - Youthworks - Policy Fellows

Note: The additional State of Maryland Application data such as work and education history should be manually entered into the system by the Users.

Duplicate SSN? (Step 8): The system shall validate if the employees SSN is a duplicate with any Active or Inactive employees already entered into the system.

- If the SSN is a duplicate:
  - The system shall issue a Warning message to the Agency HR Coordinator to alert them the SSN is a duplicate. (Step 9)
  - The Agency HR Coordinator needs to investigate why there is a duplicate SSN to determine data entry error; or reach out to the new employee to validate SSN. (Step 10)
  - Depending on the outcome of the investigation, the Agency HR Coordinator will change the Hire's SSN. (Step 11)

- If the SSN is not a duplicate:

- The system shall allow the Agency HR Coordinator to complete required entry to complete transaction.

SPS: Hire Recorded in the System: (Step 12): The new hire will be saved in the core portion of the system. When the record is saved, the following should occur:

- The system shall record the Hire with the selected Reason in the production data tables.
- The system shall assign a unique Employee ID to the Hire.
- The Hire should be viewable to all applicable users based on security requirements.

Contractual?/Go To CE0201 Contractual Management: (Step 19): Once the Hire is in the SPS system, Agency HR Coordinator shall have the ability to enter contract information for the Contractual Workers. The data elements required are identified in the Contractual Workers PDR.

Go To RE0501 Orientation/On boarding: (Step 17): The next step in the Hire process will be to perform Orientation and On boarding for the new employee. The process flow can be found in the Recruitment/Examination/Testing PDR.

AdHoc Report: Audit Hires: (Step 13, Step 14): The Agency HR Coordinator and DBM OPSB shall have the ability to generate audit report on all Hires that have occurred in the system. The audit report will include date and time stamp of when update was completed; the end user who completed the transaction; and at a minimum the following fields:

Field
Employee ID
Employee Name (Last Name, First Name, Middle Name, Surname)
SSN
Employee Address (Street, City, State, Zip)
Phone Number (Home, Work, Cell)
Gender
Race/Ethnic Identification
Birthdate
Position Number (PIN) Details: • Agency Code; Job Code (Classification); Job Title; Job Family; Bargaining Unit; Service Category; Work Area; FLSA Status, Funding Source; Funding %;
Hire Date
EOD Date
Probationary End Dates
Salary Grade/Step
Rate $
Frequency
Employee Classification
Pay Cycle, Pay Frequency, Pay Periods
Internship Program

AdHoc Report: Hires (Step 15): The Agency HR Coordinator and DBM OPSB shall have the ability to report on all Hires that have occurred in the system based on different runtime parameters including Date Range, Reason, Agency, Job Code, Employee Classification and Salary.

AdHoc Report: Hire (for Employee File): (Step 16): The Agency HR Coordinator shall have the ability to print a copy of the transaction for the employee's Personnel File.

The print copy required will be a simple report that displays the fields associated with submitting and processing the Hire; a screen print from the browser will not meet user requirements

Rehire

Associated Process Flows: PS0103 – Process a Rehire From JobAps
PS0104 – Process a Rehire from HCM SaaS

A "Rehire" is the hiring of a State, Contractual, Temporary, Volunteer, Intern or Vendor *that has previously worked for the State in any capacity*. As previously mentioned, a rehire may come into the system via two different paths: Recruiting or direct via HR. The Recruiting path will be the predominate method with the HR path being a backup method that ensure Agencies have the functionality required to staff the Agency will all types of workers. Separate process flows have been developed based on whether the worker came to the *Rehire* from the Recruiting process or is being rehired directly by HR.

Depending on the source of the rehire, the transaction will be processed:

	Transaction Source	
	Rehire Came From JobAps	Rehire Did Not Come From JobAps
Initiator	Agency HR Coordinator	Agency HR Coordinator
Review & Approval Level 1	-	-
Review & Approval Level 2	-	-
Notifications	Agency Payroll Benefits CPB Timekeeping	Agency Payroll Benefits CPB Timekeeping

Note: The *Rehire from JobAps* process does not involve any levels of review or approval since the process re-design includes gaining review/approval up front in the recruiting cycle.

Note: In the case of a *Rehire Not From JobAps*, the transaction will be completed in the system by the Agency HR Coordinator. The required approvals are obtained outside of the system. The detailed workflow requirements for approval and routings can be found on the *Manager Self Service PDR*.

Rehire From JobAps

Associated Process Flow: PS0103 – Process a Rehire from Recruiting

Rehire From JobAps Unique Events/Steps:

RE0401 Interview & Selection: (Step 1): This process begins after the Recruiting/Examination/Testing process of Interview and Selection (RE0401) is complete.

Select Candidate from List of "Ready to Rehire": (Step 2): One of the steps in the RE0401 Interview & Selection process is to flag the selected candidate as 'ready to rehire.' This step shall provide the Agency HR Coordinator with a list of all candidates marked as 'ready for rehire.' The Agency HR Coordinator shall have the ability to click on the desire named of the individual they are processing.

Select Reason for Rehire: (Step 3): Since the Recruiter had already established the candidate is a *Rehire;* the Agency HR Coordinator shall have the ability to select the reason for the *Rehire* from a list of valid values. The *Rehire Reason* valid values shall include:

Reasons for Rehire
Reinstatement
Non-Reinstatement

Enter/Modify/Verify Hire Data Online: (Step 4): All employee data entered or established during the Recruiting process shall be brought into the Rehire transaction. In this step, the Agency HR Coordinator should be able to view all of the previously entered data, add additional data and modify data elements as required. In addition, the system shall default organizational data elements related to the Agency definition.

The online entry page must **capture/display** at a minimum the following fields about the Rehire:

Field	Access Mode	Business Requirements
Employee ID	Display	
Employee Name (Last Name, First Name, Middle Name, Surname)	Defaulted	See Rules Below
SSN	Defaulted	See Rules Below
Employee Address (Street, City, State, Zip)	Defaulted	See Rules Below
Phone Number (Home, Work, Cell)	Defaulted	
Gender	Viewable	
Race/Ethnic Identification	Viewable	See Rules Below
Birthdate	Viewable	
Position Number (PIN)	Defaulted	See Rules Below
Position Number (PIN) Details – Agency Code – Job Code (Classification) – Job Title – Job Family – Bargaining Unit – Service Category – Work Area – FLSA Status – Funding Source – Funding %	Display	See Rules Below
Reason for Hiring Above Base	Defaulted	See Rules Below
Explanation for Hiring Above Base	Defaulted	See Rules Below
Hire Date	Display	See Rules Below
Rehire Date	Defaulted	See Rules Below
EOD Date	Display	See Rules Below
Probationary End Dates	Required Entry	See Rules Below
Salary Grade/Step	Display	See Rules Below
Rate $	Display	See Rules Below
Frequency	Display	See Rules Below
Employee Classification	Required Entry	See Rules Below
Pay Cycle, Pay Frequency, Pay Periods	Defaulted	See Rules Below
Internship Program	Optional Entry	See Rules Below

Special Field/Page Rules:

Field	Business Requirements
Employee Name (Last Name, First Name, Middle Name, Surname)	This should default based on the data entered in JobAps.
SSN	This should default based on the employees historical system data.
Employee Address (Street, City, State, Zip)	This should default based on the employees historical system data.
Race/Ethnic Identification	This should default based on the employees historical system data.
Position (PIN) Number	This should default based on the data entered in JobAps.
Position Number (PIN) Details	Display all attributes of the PIN including Agency Code, Job Code, Job Title, Grade, Funding Source, etc.
Hire Date	This should default based on the employees historical system data.
Rehire Date	This should default based on the data entered in JobAps.
EOD Date	This should default based on the employees historical system data.
Probationary End Date	This field should be manually calculated based on the Skilled Service and Professional Service State criteria unless identified with an exception (see chart below for detailed criteria).
Salary Grade/Step	This should default from the amount established and approved in the Recruiting process.
Rate $	This should default from the amount established and approved in the Recruiting process.
Frequency	This should default from the amount established and approved in the Recruiting process.
Employee Classification	The system shall require entry from a list of valid values that includes: - State Employee - Contractual Worker - Temporary Worker - Volunteer - Intern - Vendor
Pay Cycle & Pay Frequency	The system shall default the pay cycle, pay frequency and number of pay periods based on Agency and Employee Classification.
Internship Program	The system shall provide the capability to track this information with the following valid values: - Qwest - Youthworks - Policy Fellows

Probationary End Dates:

- The Probationary Period End Date for Skilled Service and Professional Service State employees based on the following criteria:

Time Since Separation Date	Class at Separation	Returning Grade	Probationary Period End Date = Hire Date + X Days:	May Extend the Probationary Period End Date Up To X Days
>= 365 Days	Any	5, 6 or 7	180 Days	90 Days
>= 365 Days	Any	≠ 5, 6 or 7	180 Days	180 Days
< 365 Days	Same at Return	Any	No Probationary Period	N/A
< 365 Days	Lower at Return	Any	No Probationary Period	N/A
< 365 Days	Greater at Return	5, 6 or 7	180 Days	90 Days
< 365 Days	Greater at Return	≠ 5, 6 or 7	180 Days	180 Days

- The Probationary Period End Date and Sworn Probationary Period End Date for Uniformed Police (Service Category = UP) based on the following criteria:

If Employee Was Rehired As:	Probationary Period End Date = Hire Date + X Days:	Sworn Probationary Period End Date = Hire Date + X Days:
A Sworn Trooper	-	730 Days
Anything but a Sworn Trooper	180 Days	-

- The Increment Month and Increment Year should default for State employees based on the following criteria:

Effective Date of Rehire	Increment Month	Increment Year
January 1st thru June 30th	January	Effective Year + 1 Year
July 1st thru December 31st	July	Effective Year + 1 Year

- The EOD Date for all rehires are based on the following criteria:

Rehire Reason	Time Separated from State Employment	EOD Date Field Should
Reinstatement	<= 6 months	Default to original EOD Date
Reinstatement	> 6 months, but less than 3 years	Original EOD Date + Time Away from State Svc
Non-Reinstatement	> 3 years	Rehire Date

Example 1: Original EOD Date = January 5, 1998
Resigned = April 16, 2004
Reinstated = September 29, 2004
Time Away from State Service = 5 months 13 days
EOD at Rehire = January 5, 1998

Example 2: Original EOD Date = May 23, 1994
Resigned = January 23, 2004
Reinstated = August 16, 2004
Time Away from State Service = 6 months 23 days
EOD at Rehire = December 16, 1994

SPS: Rehire Recorded in the System: (Step 5): The rehire will be saved in the core portion of the system.

- The system shall record the Rehire with the selected Reason in the production data tables.
- The system shall link the rehire with the employees previous Employee ID.
- The Rehire should be viewable to all applicable users based on security requirements.
- The employee's job history should reflect the Rehire action.

Go To RE0501 Orientation/On boarding: (Step 7): The next step in the Rehire process will be to perform Orientation and On boarding for the new employee. The process flow can be found in the Recruitment/Examination/Testing PDR.

AdHoc Report: Audit Rehires: (Step 6, Step 7): The Agency HR Coordinator and DBM OPSB shall have the ability to generate audit report on all Rehires that have occurred in the system. The audit report will include date and time stamp of when the update was completed; the end user who completed the transaction; and at the minimum the following fields:

Field
Employee ID
Employee Name (Last Name, First Name, Middle Name, Surname)
SSN
Employee Address (Street, City, State, Zip)
Race/Ethnic Identification
Position Number (PIN) Details: Agency Code; Job Code (Classification); Job Title; Job Family; Bargaining Unit; Service Category; Work Area; FLSA Status, Funding Source; Funding %;
Reason for Hiring Above Base
Explanation for Hiring Above Base
Hire Date
Rehire Date

Field
EOD Date
Probationary End Date
Salary Grade/Step
Rate $
Frequency
Employee Classification
Pay Cycle & Pay Frequency
Internship Program

AdHoc Report: Rehires (Step 9): The Agency HR Coordinator and DBM OPSB shall have the ability to report on all Rehires that have occurred in the system based on different runtime parameters including Date Range, Reason, Agency, Job Code, Employee Type and Salary. This report is use to notify Agency Payroll, Benefits, Timekeeping and CPB of rehired transactions in the new SPS system.

AdHoc Report: Rehire (for Employee File): (Step 10): The Agency HR Coordinator shall have the ability to print a copy of the transaction for the employee's Personnel File.

The print copy required will be a simple report that displays the fields associated with submitting and processing the Rehire; a screen print from the browser will not meet user requirements.

Rehire Not From JobAps

Associated Process Flow: PS0104 – Process a Rehire from HCM SaaS

Rehire Not From JobAps Events/Steps:

Review/Approval and Data: The review and approval steps required for this transaction by DBM OPSB Recruiting & Examination, DBM OPSB Classification and/or the Agency Appointing Authority are obtained and completed outside of the new SPS system. (Step 1): The Supervisor/Manager notified the Agency HR Coordinator. The Agency HR Coordinator must review that all required approvals are obtained and required data are submitted prior to processing the Rehire in the new system. (Step 2)

Enter/Modify Rehire Data Online: (Step 7): Since this *Rehire* is not coming from the online Recruiting process from JobAps, there is no rehire employee data in the system as a starting point for the individuals being processed. However, there is historical employee data in the system from their previous employment with the State of Maryland. In this step, the Agency HR Coordinator shall have the ability to enter all of the required data elements for the rehire. In addition, the system shall default organizational data elements related to the Agency definition and Position Number (PIN) data elements, if the individual is associated with a Position Number.

The online entry page must **capture/display** at a minimum the following fields about the Rehire:

Field	Access Mode	Business Requirements
Employee ID	Display	
Employee Name (Last Name, First Name, Middle Name, Surname)	Defaulted	See Rules Below
SSN	Display	See Rules Below
Employee Address (Street, City, State, Zip)	Defaulted	See Rules Below
Phone Number (Home, Work, Cell)	Defaulted	
Gender	Display	
Race/Ethnic Identification	Display	See Rules Below
Birthdate	Display	
Position Number (PIN)	Required Entry	See Rules Below
Position Number (PIN) Details – Agency Code – Job Code (Classification) – Job Title – Job Family – Bargaining Unit – Service Category – Work Area – FLSA Status – Funding Source – Funding %	Display	See Rules Below
Hire Date	Defaulted	See Rules Below
Rehire Date	Required Entry	
EOD Date	Defaulted	See Rules Below

Field	Access Mode	Business Requirements
Probationary End Dates	Required Entry	See Rules Below
Salary Grade/Step	Defaulted	See Rules Below
Rate $	Defaulted	See Rules Below
Frequency	Defaulted	See Rules Below
Employee Classification	Defaulted	See Rules Below
Pay Cycle, Pay Frequency, Pay Periods	Defaulted	See Rules Below
Internship Program	Optional Entry	See Rules Below

Special Field/Page Rules:

Field	Business Requirements
Employee Name (Last Name, First Name, Middle Name, Surname)	This should default based on the data entered in JobAps.
SSN	This should default based on the employees historical system data.
Employee Address (Street, City, State, Zip)	This should default based on the employees historical system data.
Race/Ethnic Identification	This should default based on the employees historical system data.
Position (PIN) Number	This should default based on the data entered in JobAps.
Position Number (PIN) Details	Display all attributes of the PIN including Agency Code, Job Code, Job Title, Grade, FLSA Status, Funding Source, etc.
Hire Date	This should default based on the employees historical system data.
Rehire Date	This should default based on the data entered in JobAps.
EOD Date	This should default based on the employees historical system data.
Probationary End Date	This field should be manually calculated based on the Skilled Service and Professional Service State criteria unless identified with an exception (see chart below for detailed criteria).
Salary Grade/Step	This should default from the amount established and approved in the Recruiting process.
Rate $	This should default from the amount established and approved in the Recruiting process.
Frequency	This should default from the amount established and approved in the Recruiting process.
Employee Classification	The system shall require entry from a list of valid values that includes: - State Employee - Contractual Worker - Temporary Worker - Volunteer - Intern - Vendor
Pay Cycle & Pay Frequency	The system shall default the pay cycle, pay frequency and number of pay periods based on Agency and Employee Classification.
Internship Program	The system shall provide the capability to track this information with the following valid values: - Qwest - Youthworks - Policy Fellows

Probationary End Dates:

- The <u>Probationary Period End Date</u> for Skilled Service and Professional Service State employees based on the following criteria:

Time Since Separation Date	Class at Separation	Returning Grade	Probationary Period End Date = Hire Date + X Days:	May Extend the Probationary Period End Date Up To X Days
>= 365 Days	Any	5, 6 or 7	180 Days	90 Days
>= 365 Days	Any	≠ 5, 6 or 7	180 Days	180 Days
< 365 Days	Same at Return	Any	No Probationary Period	N/A
< 365 Days	Lower at Return	Any	No Probationary Period	N/A
< 365 Days	Greater at Return	5, 6 or 7	180 Days	90 Days
< 365 Days	Greater at Return	≠ 5, 6 or 7	180 Days	180 Days

- The <u>Probationary Period End Date and Sworn Probationary Period End Date</u> for Uniformed Police (Service Category = UP) based on the following criteria:

If Employee Was Hired As:	Probationary Period End Date = Hire Date + X Days:	Sworn Probationary Period End Date = Hire Date + X Days:
A Sworn Trooper	-	730 Days
Anything but a Sworn Trooper	180 Days	-

- The <u>Increment Month and Increment Year should default</u> for State employees based on the following criteria:

Effective Date of Hire	Increment Month	Increment Year
January 1st thru June 30th	January	Effective Year + 1 Year
July 1st thru December 31st	July	Effective Year + 1 Year

- The EOD Date for State employees are based on the following criteria:

Rehire Reason	Time Separated from State Employment	EOD Date Field Should
Reinstatement	<= 6 months	Default to original EOD Date
Reinstatement	> 6 months, but less than 3 years	Original EOD Date + Time Away from State Svc
Non-Reinstatement	> 3 years	Rehire Date

Example 1:
Original EOD Date = January 5, 1998
Resigned = April 16, 2004
Reinstated = September 29, 2004
Time Away from State Service = 5 months 13 days
EOD at Rehire = January 5, 1998

Example 2:
Original EOD Date = May 23, 1994
Resigned = January 23, 2004
Reinstated = August 16, 2004
Time Away from State Service = 6 months 23 days
EOD at Rehire = December 16, 1994

Note: The additional State of Maryland Application data such as work and education history should be entered into the system by the employee thru Employee Self-Service.

SPS: Rehire Recorded in the System: (Step 9): The rehire will be saved in the core portion of the system.

- The system shall record the Rehire with the selected Reason in the production data tables.
- The system shall link the rehire with the employees previous Employee ID.
- The Rehire should be viewable to all applicable users based on security requirements.
- The employee's job history should reflect the Rehire action.

Go To RE0501 Orientation/On boarding: (Step 14): The next step in the Rehire process will be to perform Orientation and On boarding for the new employee. The process flow can be found in the *Recruitment/Examination/Testing PDR*.

Contractual/Go To CE0201 Contractual Management: (Step 16): For Contractual Workers, Agency HR shall have the ability to enter contract information. The data elements required are identified in the *Contract Management PDR*.

AdHoc Report: Audit Rehires: (Step 10, Step 11): The Agency HR Coordinator and DBM OPSB shall have the ability to generate audit report on all Rehires that have occurred in the system. The audit report will include date and time stamp of when the update was completed; the end user who completed the transaction; and at the minimum the following fields:

Field
Employee ID
Employee Name (Last Name, First Name, Middle Name, Surname)
SSN
Employee Address (Street, City, State, Zip)

Field
Race/Ethnic Identification
Position Number (PIN) Details: Agency Code; Job Code (Classification); Job Title; Job Family; Bargaining Unit; Service Category; Work Area; Funding Source; Funding %;
Reason for Hiring Above Base
Explanation for Hiring Above Base
Hire Date
Rehire Date
EOD Date
Probationary End Date
Salary Grade/Step
Rate $
Frequency
Employee Classification
Pay Cycle & Pay Frequency
Internship Program

AdHoc Report: Rehires (Step 12): The Agency HR Coordinator and DBM OPSB shall have the ability to report on all Rehires that have occurred in the system based on different runtime parameters including Date Range, Reason, Agency, Job Code, Employee Type and Salary. This report is use to notify Agency Payroll, Benefits, Timekeeping and CPB of rehired transactions in the new SPS system.

AdHoc Report: Rehire (for Employee File): (Step 13): The Agency HR Coordinator shall have the ability to print a copy of the transaction for the employee's Personnel File.

The print copy required will be a simple report that displays the fields associated with submitting and processing the Rehire; a screen print from the browser will not meet user requirements.

Complete a Hire or Rehire

Associated Process Flows: PS0105 – Complete the Hire or Rehire

After the Hire or Rehire transaction is processed, an employee is oriented and on boarded during which time they will complete their additional HR and payroll paperwork. During this process, the employee will supply:

- Emergency Contacts
- I-9
- H1-B/Visa
- Licenses/Certifications
- Secondary Work
- W-4 Tax Withholdings
- Direct Deposit Information
- Previous Work History (if hire/rehire did not come thru JobAps)
- Education Background (if hire/rehire did not come thru JobAps)
- Financial Disclosure Acknowledgement

This process flow and narrative represents the business process for collection and entry of any remaining employee demographic and payroll data.

Complete the Hire or Rehire Events/Steps:

Complete RE0501 Orientation/On boarding: (Step 1): The new employee will be oriented on heir first day of employment. To some degree this process differs by agency, but the similarities include the review of benefits and outstanding paperwork.

Complete On boarding HR Paperwork: (Step 2): The new employee will complete their outstanding HR paperwork and return the completed forms to the Agency HR. They are not required to return all completed paperwork at the same time. The Recruiting process re-design is evaluating if the completion of some or all of this paperwork could be completed online.

Enter Additional Information Online: (Step 3): Agency HR will enter any collected information into the system. The system should capture the following data elements:

Data Category	Types of Data Elements Needed
Emergency Contacts	2 Occurrences Of: Contact Name Contact Phone Number Relationship
I-9	The system shall require users to enter the data elements on the 'Form I-9 Employment Eligibility Verification' in the following form section: - Section One - Employee Information and Verification - Section Two - Employer Review and Verification - Section Three - Document Verification
H1-B/Visa	Visa and/or Work Permit Information
Licenses/Certifications	The system shall provide the capability to track and maintain the following Professional and Technical 'License/Certification' data: - Type of License/Certification - License Number - Issuing State - Issue Date - License/Certification Expiration Date
Previous Work History	The system shall provide the capability to track and maintain up to five (5) occurrences of the following 'Previous Work History' data: - Name of Employer - Employer Address - Type of Business - Supervisor's Name and Phone Number - Job Title - Dates of Employment
Education	- Have a High School Diploma or GED? If no, highest grade completed? - 2 Occurrences Of: - Name of School - Address of School - Dates Attended - Major - # of Credits Completed - Type of Degree - Degree Earned?
Financial Disclosure	The system shall provide the capability to capture the date that the employee was notified of the 'Financial Disclosure and Training' requirements.
Driver's License Data	The system shall provide the capability to track the following 'Driver's License Information' data: - Driver's License Number - Valid From/To Date - Number of Violations - Number of Points

Data Category	Types of Data Elements Needed
	- License Type

SPS Updated: (Step 4): The system shall be updated with the data elements entered.

File Paperwork in Employee Personnel File: (Step 5): Agency HR will file the submitted employee paperwork in the employees Personnel File.

Complete W-4 Tax Withholding & Direct Deposit Form: (Step 6): The employee will complete tax withholding and direct deposit forms for CPB. CPB requires hard-copy forms with signatures for initial enrollment, and subsequently, the employee can update their information online using the POSC self-service tools.

If the employee does not complete and submit withholding elections by their first payroll, CPB will default their tax withholdings to the maximum withholdings.

System of Record for W-4 & Direct Deposit Information: (Step 7): CPB (Central Payroll Bureau) will be the system of record for employee tax withholding and direct deposit information. On an ongoing basis, an employee will submit changes to tax withholding or direct deposit to either Agency PR or thru POSC Employee Self-Service, which is associated with CPB.

Complete BA0303 On-Going Enrollment: (Step 8): The new employee will complete the On-Going enrollment process if they elect health benefit coverage.

Both the Agency HR Coordinator and DBM OPSB shall have the ability to run reports to identify the status of data in the system, including:

- AdHoc Report: Hires: (Step 9)
- AdHoc Report: Rehires (Step 10)
- AdHoc Report: Audits (Step 11)
- AdHoc Report: I-9 Information (Step 12)
- AdHoc Report: Licenses/Certifications (Step 13)
- AdHoc Report: Secondary Work (Step 14)
- AdHoc Report: Emergency Contacts (Step 15)

Promotions

Associated Process Flow: PS0201 – Process a Promotion

Per the *Salary Guidelines for the Standard Pay Plan*, a promotion means an employee is advanced from a position in one classification to a different position number with a different job code (classification) with a higher maximum rate of pay.

A "Promotion" may come into the system via different paths: Recruiting, Manager Self-Service or Agency HR. The Recruiting path will be the predominate source of Promotions with Manager Self-Service and Agency HR as backup methods.

Depending on the source of the promotion, the transaction will be processed as follows:

	Transaction Source		
	JobAps	Manager Self-Service	Agency HR
Initiator	Agency HR Coordinator	Supervisor/Manager	Agency HR
Review & Approval Level 1	-	2^{nd} Level Manager	-
Review & Approval Level 2	-	Agency HR	-
Review & Approval Level 3	-	DBM OPSB Classification*	-
Review & Approval Level 4	-	Agency Appointing Authority	-
Notifications	Agency Payroll CPB Timekeeping	Agency Payroll CPB Timekeeping	Agency Payroll CPB Timekeeping

* This review & approval will only occur if the entered salary exceeds guidelines

Note: The *Promotion from JobAps* process does not involve any levels of review or approval since the process design includes gaining review/approval up front in the recruiting cycle.

Note: In the case of a Promotion *Not From JobAps*, the transaction will be completed in the system by the Agency HR Coordinator. The required approvals are obtained outside of the system. The detailed workflow requirements for approval and routings can be found on the *Manager Self Service PDR*.

At the point this transaction occurs, it is assumed that all required approvals have been obtained. (Step 1): The Supervisor/Manager notified Agency HR. This process is the formality of entering the agreed upon promotion action into the system.

Promotion Unique Events/Steps:

Review/Approval and Data: The review and approval steps required for this transaction by DBM OPSB Recruiting & Examination, DBM OPSB Classification and/or the Agency Appointing Authority are obtained and completed outside of the new SPS system. The Agency HR Coordinator must review that all required approvals are obtained and required data are submitted prior to processing the Promotion in the system. (Step 2)

Enter/Modify Promotion Request Online: (Step 5): The Agency HR enters the transaction in the system.

<u>The online entry page must **capture/display** at a minimum the following fields about the Promotion:</u>

Field	Access Mode	Business Requirements
Employee ID	Display	
Employee Name (Last Name, First Name, Middle Name, Surname)	Display	
Employee Classification (State, Contractual, Temporary)	Defaulted	
Hire Date	Display	
Rehire Date	Display	
EOD Date	Display	
Previous Position Number (PIN) Details – Agency Code – Classification – Title – Job Family – Bargaining Unit – Service Category – Work Area – FLSA Status – Funding Source – Funding % – % Authorized	Display	
New Position Number (PIN)	Required Entry	See Rules Below
Promotion Date	Required Entry	See Rules Below
New Position Number (PIN) Details – Agency Code – Classification – Title – Job Family – Bargaining Unit – Service Category – Work Area – Funding Source – Funding % – % Authorized	Display	
Salary Grade/Step	Defaulted	See Rules Below
Rate $	Defaulted	See Rules Below
Frequency	Defaulted	See Rules Below
Probationary End Date	Defaulted	

Special Field/Page Rules:

Field	Business Requirements
New Position Number (PIN)	The system shall supply a list of valid values that is filtered to the Vacant Position Number defined for the initiators Agency Code.
Promotion Date	Must be <=30 days in the future May not be more than 365 days in the past
Salary Grade/Step	The system shall default the Salary amount based on the Position Number entered, but be modifiable.
Rate $	The system shall default the Salary amount based on the Position Number entered, but be modifiable.
Frequency	The system shall default the Salary amount based on the Position Number entered, but be modifiable.

SPS Updated: (Step 6): The system shall be updated with the data elements entered.

When the record is saved by the Agency HR Coordinator, the following should occur:

- The system shall record the Promotion with the selected Reason in the production data tables.
- The system shall link the promotion with the employees current Employee ID.
- The promotion should be viewable to all applicable users based on security requirements.

AdHoc Report: Audit Promotion: (Step 9, Step 10): The Agency HR Coordinator and DBM OPSB shall have the ability to generate audit report on all Promotions that have occurred in the system. The audit report will include date and time stamp of when the update was completed; the end user who completed the transaction; and at a minimum the following fields:

Field
Employee ID
Employee Name (Last Name, First Name, Middle Name, Surname)
Employee Classification (State, Contractual, Temporary)
Hire Date
Rehire Date
EOD Date
New Position Number (PIN) Details: • Agency Code; Classification; Title; Job Family; Bargaining Unit; Service Category; Work Area; FLSA Status; Funding Source; Funding %; % Authorized
Promotion Date
Salary Grade/Step
Rate $
Frequency

AdHoc Report: Promotions (Step 11): The Agency HR Coordinator and DBM OPSB shall have the ability to report on all Promotions that have occurred in the system based on different runtime parameters including Date Range, Reason, Agency, Job Code, Employee Type and Salary. This report is use to notify Supervisor/Manager, Agency Payroll, Benefits, Timekeeping and CPB of promotion transactions in the new SPS system.

AdHoc Report: Letter/Notification: (Step 12): After the Promotion has been fully processed, the Supervisor/Manager and Employee shall have the ability to print and view letter of notification for the transaction. This report identifies the updated job/salary details. The Supervisor/Manager can choose to use this letter/notification in the delivery of the transaction to the employee OR notify the employee to view the notification on-line via Employee Self Service.

Demotions

Associated Process Flow: PS0301 – Process a Demotion

Per the Salary Guidelines for the Standard Pay Plan, a demotion means an employee is changed from one classification to a different classification with a lower maximum rate of pay.

The State recognizes 3 types of demotions: Voluntary, Career Change and Disciplinary. Disciplinary demotions will be addressed in the Employee Relations PDR where disciplinary events are reviewed. This section will address Voluntary and Career Change demotions, which both involve a change in Position Number (PIN).

A "Demotion" may come into the system via different paths: Recruiting, Manager Self-Service or Agency HR. The predominate source is Recruiting for Career Change and Voluntary Demotions with Manager Self-Service and Agency HR as backup methods.

Depending on the source of the demotion, the transaction will be processed as follows:

	Transaction Source		
	JobAps	Manager Self-Service	Agency HR
Initiator	Agency HR Coordinator	Supervisor/Manager	Agency HR
Review & Approval Level 1	-	2nd Level Manager	-
Review & Approval Level 2	-	Agency HR	-
Review & Approval Level 3	-	DBM OPSB Classification*	-
Review & Approval Level 4	-	Agency Appointing Authority	-
Notifications	Agency Payroll Timekeeping	Agency Payroll Timekeeping	Agency Payroll Timekeeping

* This review & approval will only occur if the entered salary exceeds guidelines

Note: The *Demotion from JobAps* process does not involve any levels of review or approval since the process design includes gaining review/approval up front in the recruiting cycle. All transactions where the source is Recruiting will be described in the *Recruiting, Examination and Testing PDR*.

Note: In the case of a *Demotion Not From JobAps*, the transaction will be completed in the system by the Agency HR Coordinator. The required approvals are obtained outside of the system. The detailed workflow requirements for approval and routings can be found on the *Manager Self Service PDR*.

At the point this transaction occurs, it is assumed that all required approvals have been obtained. (Step 1): The Supervisor/Manager notified Agency HR. This process is the formality of entering the agreed upon demotion action into the system.

Demotion Unique Events/Steps:

Review/Approval and Data: The review and approval steps required for this transaction by DBM OPSB Recruiting & Examination, DBM OPSB Classification and/or the Agency Appointing Authority are obtained and completed outside of the new SPS system. The Agency HR Coordinator must review that all required approvals are obtained and required data are submitted prior to processing the Demotion in the system. (Step 2)

Enter/Modify Demotion Request Online: (Step 5): The Agency HR enters the transaction in the system.

The online entry page must **capture/display** at a minimum the following fields about the Demotion:

Field	Access Mode	Business Requirements
Employee ID	Display	
Employee Name (Last Name, First Name, Middle Name)	Display	
Employee Type (State, Contractual, Temporary)	Defaulted	
Hire Date	Display	
Rehire Date	Display	
EOD Date	Display	
Previous Position Number (PIN)	Display	
Previous Position Number (PIN) Details – Agency Code – Classification – Title – Job Family – Bargaining Unit – Service Category – Work Area – FLSA Status – Funding Source – Funding % – % Authorized	Display	
Type of Demotion	Required Entry	See Rules Below
Demotion Date	Required Entry	See Rules Below
New Position Number (PIN)	Required Entry	See Rules Below
New Position Number (PIN) Details – Agency Code – Classification – Title – Job Family – Bargaining Unit – Service Category – Work Area – FLSA Status – Funding Source – Funding % – % Authorized	Display	
Salary Grade/Step	Defaulted	See Rules Below
Rate $	Defaulted	See Rules Below

Field	Access Mode	Business Requirements
Frequency	Defaulted	See Rules Below

Special Field/Page Rules:

Field	Business Requirements
Type of Demotion	Valid Values: Voluntary, Career Change
Demotion Date	Must be <=30 days in the future May not be more than 365 days in the past
New Position Number (PIN)	Both Voluntary and Career Change Demotions involve the assignment of a new Position Number (PIN). The system shall supply a list of valid values that is filtered to the Vacant Position Numbers defined for the Agency Code.
Salary Grade/Step	The system shall default the Salary amount based on the Position Number entered, but be modifiable.
Salary $	The system shall default the Salary amount based on the Position Number entered, but be modifiable.
Frequency	The system shall default the Salary amount based on the Position Number entered, but be modifiable.

SPS Updated: (Step 6): The system shall be updated with the data elements entered.
When the record is saved by the Agency HR Coordinator, the following should occur:

- The system shall record the Demotion with the selected Reason in the production data tables.
- The system shall link the demotion with the employees Employee ID.
- The demotion should be viewable to all applicable users based on security requirements.

AdHoc Report: Audit Demotion: (Step 9, Step 10): The Agency HR Coordinator and DBM OPSB shall have the ability to generate audit report on all Promotions that have occurred in the system. The audit report will include date and time stamp of when the update was completed; the end user who completed the transaction; and at a minimum the following fields:

Field
Employee ID
Employee Name (Last Name, First Name, Middle Name, Surname)
Employee Classification (State, Contractual, Temporary)
Hire Date
Rehire Date
EOD Date
New Position Number (PIN) Details: • Agency Code; Classification; Title; Job Family; Bargaining Unit; Service Category; Work Area; FLSA Status, Funding Source; Funding %; % Authorized
Demotion Date
Type of Demotion
Salary Grade/Step
Rate $
Frequency

AdHoc Report: Demotions (Step 11): The Agency HR Coordinator and DBM OPSB shall have the ability to report on all Promotions that have occurred in the system based on different runtime parameters including Date Range, Reason, Agency, Job Code, Employee Type and Salary. This report is use to notify Supervisor/Manager, Agency Payroll, Benefits, Timekeeping and CPB of rehired transactions in the new SPS system.

AdHoc Report: Letter/Notification: (Step 12): After the demotion has been fully processed, the Supervisor/Manager and Employee shall have the ability to print and view letter of notification for the transaction. This report identifies the updated job/salary details. The Supervisor/Manager can choose to use this letter/notification in the delivery of the transaction to the employee OR notify the employee to view the notification on-line via Employee Self Service.

Transfers

Associated Process Flows: PS0401 – Transfer – Reassignment in the Same Agency
PS0402 - Transfer – Intra-Agency or Other Agency

The State requires the ability to process three different types of Transfers; a *Reassignment in the Same Agency*, an *Intra-Agency or Other Agency Transfer and TO/FROM Independent Agency* transfer. The first two transfers will be discussed in a separate narrative below. The Transfer TO/FROM and Independent Agency will be discussed later in this PDR.

A "Transfer" may come into the system via different paths: JobAps, Manager Self-Service or Agency HR. In most cases, Transfers will be the result of actions where the employee applied for a different Position via the JobAps system. Manager Self-Service and Agency HR will be secondary entry methods for Transfers.

Prior to discussing in detail the transfer process, below are the three types of Agencies that will be utilizing the new system. "*Partial"* agencies have their own HR system for maintaining and processing personnel transactions. They also send their own payroll interface to CPB. "*Pass Through" agencies*, on the other hand, might not have an existing HR system. Some of these agencies may use the new system to process personnel transactions outside the jurisdiction of the SPS business processes and procedures.

- Full – agencies that will utilize the system to store HR (worker's personal and job specific data); benefits (eligibility and elections) and payroll specific data (i.e.; DBM; DGS; DLLR).
- Partial – agencies that will utilize the new system for benefits eligibility and enrollments only (i.e.; University Systems; MDOT and Satellite agencies). These agencies have their own HR system to process personnel transactions and sends data to CPB.
- Pass Through – agencies that will utilize the system to send critical HR data required for benefits administration within the new SPS system and payroll processing. These data elements will be included on the integrated Payroll interface to CPB from the new system. (i.e.; Baltimore Community College; Register of Wills; Judiciary).

When a Transfer occurs, the employee may or may not be assigned a new Position Number.

	The Employee...	
Transfer Reason	Is Assigned a New Position Number	Remains in Current Position Number
Reassignment in Same Agency	✓	✓
Transfer from an Independent Agency	✓	
Intra-Agency or Other Agency	✓	

Note: The *Transfer from JobAps* process does not involve any levels of review or approval since the process design includes gaining review/approval up front in the recruiting cycle. All transactions where the source is JobAps will be described in the *Recruiting, Examination and Testing PDR*.

Note: In the case of *Transfer Not From JobAps*, the transaction will be completed in the system by the Agency HR Coordinator. The required approvals are obtained outside of the system. The detailed workflow requirements for approval and routings can be found on the *Manager Self Service PDR*.

The State requires security that restricts system users in regards to the employees and the system data they can see and access. One of the complexities of processing a Transfer in an environment with such user-security involves who can access both the employee and the ending Position Number to process the Transfer. In some scenarios, both sending and receiving agencies need to collaborate to process transfer transactions since they will be the system users that will have access to the employee being transferred and the Position Number the transferred employee will be occupying.

Reassignment in the Same Agency

Associated Process Flow: PS0401 – Transfer – Reassignment in the Same Agency

Per State Personnel and Pensions Article § 7-602, Annotated Code of Maryland, an Appointing Authority may reassign any employee within the Appointing Authority's jurisdiction to another position of equal grade and service for which the employee meets the minimum qualifications within the Appointing Authority's jurisdiction. This process flow represents the business process for reassigning the employee.

The Reassignment transfer transaction will be initiated by the employee's current Agency HR Coordinator.

	Transaction Source
	Agency HR
Initiator	Agency HR
Review & Approval Level 1	-
Review & Approval Level 2	-
Review & Approval Level 3	-
Notifications	Agency Payroll Timekeeping

At the point this transaction occurs, it is assumed that all required approvals have been obtained. (Step 1): The Supervisor/Manager notified the Agency HR Coordinator. The detailed workflow requirements for approval and routings can be found on *the Manager Self Service PDR*. This process is the formality of entering the agreed upon transfer action into the system.

Reassignment in Same Agency Unique Events/Steps:

Review/Approval and Data: The review and approval steps required for this transaction by DBM OPSB Recruiting & Examination, DBM OPSB Classification and/or the Agency Appointing Authority are obtained and completed outside of the new SPS system. The Agency HR Coordinator must review that all required approvals are obtained and required data are submitted prior to processing the Transfer in the new system. (Step 2)

Enter/Modify Reassignment Request Online: (Step 7): The Agency HR enters the transaction in the system.

The online entry page must **capture/display** at a minimum the following fields about the Reassignment:

Field	Access Mode	Business Requirements
Employee ID	Display	
Employee Name (Last Name, First Name, Middle Name, Surname)	Display	
Employee Classification	Defaulted	
Hire Date	Display	
Re-Hire/Rehire Date	Display	
EOD Date	Display	
Type of Transfer	Required Entry	See Rules Below
Previous Position Number (PIN) Details – Agency Code – Classification – Title – Job Family – Bargaining Unit – Service Category – Work Area – FLSA Status – Funding Source – Funding % – % Authorized	Display	
New Position Number (PIN)	Required Entry	See Rules Below
Transfer Date	Required Entry	See Rules Below
New Position Number (PIN) Details – Agency Code – Classification – Title – Job Family – Bargaining Unit – Service Category – Work Area – FLSA Status – Funding Source – Funding % – % Authorized	Display	
Salary Grade/Step	Defaulted	See Rules Below

Special Field/Page Rules:

Field	Business Requirements
Type of Transfer	Valid Values: Any of the Transfer Reason Codes specified at the beginning of this section. In this scenario, the Agency HR should select "Reassignment in Same Agency".
New Position Number (PIN)	The system shall provide the option to enter a new Position Number for the Reassignment.
Transfer Date	Must be <=30 days in the future May not be more than 365 days in the past
Salary Grade/Step	During a Transfer-Reassignment transaction, the employee will keep the same salary as their previous job row.

SPS Updated: (Step 8): The system shall be updated with the data elements entered.
When the record is saved by the current Agency HR Coordinator, the following should occur:

- The system shall record the Transfer with the selected Reason in the production data tables.
- The system shall link the transfer with the employees Employee ID.
- The transfer should be viewable to all applicable users based on security requirements.

AdHoc Report: Audit Transfer: (Step 11, Step 12): The Agency HR Coordinator and DBM OPSB shall have the ability to generate audit report on all Transfers that have occurred in the system. The audit report will include date and time stamp of when the update was completed; the end user who completed the transaction; and at a minimum the following fields:

Employee ID
Employee Name (Last Name, First Name, Middle Name; Surname)
Employee Classification
Hire Date
Re-Hire/Rehire Date
EOD Date
Type of Transfer
Transfer Date
New Position Number (PIN) Details: - Agency Code; Classification; Title; Job Family; Bargaining Unit; Service Category; Work Area; FLSA Status; Funding Source; Funding %; % Authorized
Salary Grade/Step

AdHoc Report: Transfers (Step 13): The Agency HR Coordinator and DBM OPSB shall have the ability to report on all Transfers that have occurred in the system based on different runtime parameters including Date Range, Reason, Agency, Job Code, Employee Type and Salary. This report is use to notify Supervisor/Manager, Agency Payroll, Timekeeping of transfer transactions in the new SPS system.

AdHoc Report: Letter/Notification: (Step 14): After the Transfer has been fully processed, the Supervisor/Manager and Employee shall have the ability to print and view letter of notification for the transaction. This report identifies the updated job/salary details. The Supervisor/Manager can choose to use this letter/notification in the delivery of the transaction to the employee OR notify the employee to view the notification on-line via Employee Self Service.

Intra-Agency or Other Agency Transfer

Associated Process Flow: PS0402 – Transfer – Intra-Agency or Other Agency

This process flow represents the business process for transferring an employee either within their current Agency (Intra-Agency) or from one SPS agency to another SPS agency (Other Agency). The State requires that when an employee transfers from one agency to another they retain their assigned Employee Id, receive a new Position Number and retain the same salary.

An *Intra-Agency or Other Agency* transfer most likely will come into the system as a result of an action where the employee applied for a Position Number via JobAps. The sending and receiving Agency HR will be the secondary entry method for Intra-Agency and other Agency transfers. Both agencies will be the system users that have access to both the employee being transferred and the Position Number the transferred employee will be occupying.

At the point this transaction occurs, it is assumed that all required approvals have been obtained. (Step 1): The Supervisor/Manager notified the Agency HR Coordinator. This process is the formality of entering the agreed upon transfer action into the system.

The transaction will be processed as follows:

	Transaction Source		
	JobAps	Sending HR Agency	Receiving HR Agency
Initiator-Update 1 (PIN related)	Agency HR Coordinator	HR Agency	-
Review & Approval Level 1	-	-	-
Review & Approval Level 2	-	-	-
Review & Approval Level 3	-	-	-
Update 2 (non-PIN related)		-	HR Agency
Notifications	Agency Payroll Benefits CPB Timekeeping	Agency Payroll Benefits CPB Timekeeping	Agency Payroll Benefits CPB Timekeeping

Note: The *Transfer from JobAps* process does not involve any levels of review or approval since the process design includes gaining review/approval up front in the recruiting cycle.

Note: In the case of *Transfer Not From JobAps*, the transaction will be completed in the system by the sending and receiving Agency HR Coordinators. The required approvals are obtained outside of the system. The detailed workflow requirements for approval and routings can be found on the *Manager Self Service PDR*.

At the point this transaction occurs, it is assumed that the following will have already occurred in relation to the employee:

- Position Number (PIN) has been established and has been activated, i.e.; unfrozen, reclassified, etc by the Receiving Agency. (Step 2, Step 3, and Step 4)
- Conversations have occurred at a minimum between the *sending* and the *receiving* agencies regarding the effective date of the transfer, the PIN the employee will be going into and the salary grade/step of the employee.

Intra-Agency or Other Agency Unique Events/Steps:

Review/Approval and Data: The review and approval steps required for this transaction by DBM OPSB Recruiting & Examination, DBM OPSB Classification and/or the Agency Appointing Authority are obtained and completed outside of the new SPS system. The sending Agency HR Coordinator must review that all required approvals are obtained and Position Number (PIN) data are submitted prior to processing the Transfer in the new system. (Step 5)

Enter/Modify Transfer Online (Position Number related info): (Step 8): The sending Agency HR updates the employee's PIN in the system.

The online entry page must capture/display at a minimum the following fields about the Transfer:

Field	Access Mode	Business Requirements
Employee ID	Display	
Employee Name (Last Name, First Name, Middle Name, Surname)	Display	
Employee Classification	Defaulted	
Hire Date	Display	
Rehire Date	Display	
EOD Date	Display	
Type of Transfer	Required Entry	See Rules Below
Previous Position Number (PIN) Details (if applicable) – Agency Code – Classification – Title – Job Family – Bargaining Unit – Service Category – Work Area – FLSA Status – Funding Source – Funding % – % Authorized	Display	
New Position Number (PIN)	Required Entry	
Transfer Date	Required Entry	See Rules Below
New Position Number (PIN) Details – Agency Code – Classification – Title – Job Family	Display	

Field	Access Mode	Business Requirements
– Bargaining Unit – Service Category – Work Area – FLSA Status – Funding Source – Funding % – % Authorized		
Salary Grade/Step	Defaulted	See Rules Below

Special Field/Page Rules:

Field	Business Requirements
Type of Transfer	Valid Values: Any of the Transfer Reason Codes specified at the beginning of this section. In this scenario, the Agency HR should select "Transfer from an Independent Agency".
Transfer Date	Must be <=30 days in the future May not be more than 365 days in the past
Salary Grade/Step	The system shall default the salary grade/step or salary $ based on the employees new Position Number. The defaulted salary amount should be modifiable.

SPS Updated 1: (Step 9): The system shall be updated with the data elements based on PIN entered.

When the record is saved by the sending Agency HR Coordinator, the following should occur:

- The system shall record the Transfer with the selected Reason in the production data tables.
- The system shall link the transfer with the employees Employee ID.
- An email notification should alert the Receiving Agency HR that the transaction has been initiated with the Position Number update by the Sending Agency HR Coordinator.
- The transfer should be viewable to Receiving Agency HR Coordinator and all applicable users based on security requirements.

Enter/Modify Transfer data Online (Non-PIN related): (Step 10, Step 11): The receiving Agency HR completes the required update to the employee's pay rate and classification (non Position Number (PIN) related info).

Field	Access Mode	Business Requirements
Employee ID	Display	
Employee Name (Last Name, First Name, Middle Name, Surname)	Display	
Employee Classification	Defaulted	
Hire Date	Display	
Rehire Date	Display	
EOD Date	Display	
Type of Transfer	Required Entry	See Rules Below
New Position Number (PIN) Details (if applicable) – Agency Code – Classification – Title – Job Family – Bargaining Unit – Service Category – Work Area – FLSA Status – Funding Source – Funding % – % Authorized	Display	
Transfer Date	Required Entry	See Rules Below
Salary Grade/Step	Defaulted	See Rules Below
Rate $	Defaulted	See Business Rules
Frequency	Defaulted	See Business Rules

<u>Special Field/Page Rules</u>:

Field	Other
Type of Transfer	Valid Values: Any of the Transfer Reason Codes specified at the beginning of this section. In this scenario, the Agency HR should select "Transfer from an Independent Agency".
Transfer Date	Must be <=30 days in the future May not be more than 365 days in the past
Rate $	The system shall default the Rate $ based on the employees new Position Number. The defaulted salary amount should be modifiable.
Frequency	The system shall default the Rate $ based on the employees new Position Number. The defaulted salary amount should be modifiable.

SPS Updated 2: (Step 11): The system shall be updated with the other data elements (i.e.; Rate $ and Frequency) entered by the receiving Agency HR Coordinator.

- The system shall record the Transfer in the production data tables.
- A work list notification should alert the initiator (Sending Agency HR) that the transaction has been fully updated.
- The system shall link the other data elements entered with the employees Employee ID.
- The Transfer should be viewable to all applicable users based on security requirements.
- The employee's job history should reflect the Transfer (Action = Transfer/Reason = Intra-Agency or Other Agency).

AdHoc Report: Audit Transfer: (Step 12, Step 13): The Agency HR Coordinator and DBM OPSB shall have the ability to generate audit report on all Transfers that have occurred in the system. The audit report will include date and time stamp of when the update was completed; the end user who completed the transaction; and at a minimum the following fields:

Employee ID
Employee Name (Last Name, First Name, Middle Name; Surname)
Employee Classification
Hire Date
Re-Hire/Rehire Date
EOD Date
Type of Transfer
Transfer Date
New Position Number (PIN) Details: – Agency Code; Classification; Title; Job Family; Bargaining Unit; Service Category; Work Area; FLSA Status; Funding Source; Funding %; % Authorized
Salary Grade/Step
Rate $
Frequency

AdHoc Report: Transfers (Step 14): The Agency HR Coordinator and DBM OPSB shall have the ability to report on all Transfers that have occurred in the system based on different runtime parameters including Date Range, Reason, Agency, Job Code, Employee Type and Salary. This report is use to notify Supervisor/Manager, Agency Payroll, Timekeeping of transfer transactions in the new SPS system.

AdHoc Report: Letter/Notification: (Step 15): After the Transfer has been fully processed, the Supervisor/Manager and Employee shall have the ability to print and view letter of notification for the transaction. This report identifies the updated job/salary details. The Supervisor/Manager can choose to use this letter/notification in the delivery of the transaction to the employee OR notify the employee to view the notification on-line via Employee Self Service.

Salary Adjustments

Associated Process Flow: PS0501 - Process a Salary Adjustment - Advanced Step or Misc Adjustment

This process flow represents the business process for making a salary adjustment for an employee. The 2 types of salary adjustments that occur at the individual employee level are *Advanced Step* and *Miscellaneous Adjustment*. An *Advanced Step* salary adjustment may occur due to the *Hire* of an individual at a salary that exceeded *Hire* salary guidelines (Section 6 of the *Salary Guidelines for the Standard Pay Plan*) and the requirement to adjust the salary of existing employees. As part of the approval process of an Advanced Step adjustment, the reviewers will need to know the Hires that triggered this transaction. A *Miscellaneous Adjustment* is used for adjustments to employees with a Flat Rate, Hourly, Daily or Slope Scale definition and any other non-Advanced Step adjustments that are required.

All other salary adjustments, such as an Annual Increment, ASR/PPA or COLA will occur as either a Mass Update or a position management/classification update. Mass Updates and Position Management/Classification requirements will be addressed in separate PDR's.

A Salary Adjustment will be initiated by the Supervisor/Manager and Agency HR will be the backup

	Transaction Source	
	Supervisor/Manager	Agency HR
Initiator	Supervisor/Manager	Agency HR
Review & Approval Level 1	Agency Budget Office	-
Review & Approval Level 2	2nd Level Manager	-
Review & Approval Level 3	Agency HR	-
Review & Approval Level 4	DBM OPSB Classification*	-
Review & Approval Level 5	Agency Appointing Authority	-
Notifications	Agency Payroll	Supervisor/Manager Agency Payroll

* This review & approval will only occur if the entered salary exceeds guidelines

This narrative will explain the steps involve for processing Salary Adjustments by Agency HR. At the point this transaction occurs, it is assumed that all required approvals have been obtained. (Step 1): The Supervisor/Manager notified the Agency HR Coordinator. This process is the formality of entering the agreed upon action into the system. The detailed workflow requirements for approval and routings can be found on the *Manager Self Service PDR*.

Salary Adjustment Unique Events/Steps:

Review/Approval and Data: The review and approval steps required for this transaction DBM OPSB Classification and/or the Agency Appointing Authority are obtained and completed outside of the new SPS system. The Agency HR Coordinator must review that all required approvals are obtained and required data are submitted prior to processing the Salary Adjustment in the new system. (Step 2)

Enter/Modify Salary Adjustment Request Online: (Step 5): The Agency HR enters the transaction in the system.

The online entry page must capture/display at a minimum the following fields about the Salary Adjustment:

Field	Access Mode	Other
Employee ID	Display	
Employee Name (Last Name, First Name, Middle Name, Surname)	Display	
Employee Classification (State, Contractual, Temporary)	Defaulted	
Hire Date	Display	
Rehire Date	Display	
EOD Date	Display	
Position Number (PIN) Details – Agency Code – Classification – Title – Job Family – Bargaining Unit – Service Category – Work Area – FLSA Status – Funding Source – Funding % – % Authorized	Display	
Current Salary Grade/Step	Display	
Salary Adjustment Reason	Required Entry	See Rules Below
Salary Adjustment Effective Date	Required Entry	See Rules Below
New Salary Grade/Step	Required Entry	See Rules Below
Rate $	Required Entry	See Rules Below
Frequency	Required Entry	See Rules Below

Special Field/Page Rules:

Field	Business Requirements
Salary Adjustment Reason	Valid Values: Any of the Salary Adjustment Reason Codes specified at the beginning of this section. In this scenario, the Supervisor/Manager should select “Advanced Step” or “Miscellaneous Adjustment”.
Salary Adjustment Effective Date	Must be <=30 days in the future May not be more than 365 days in the past
New Salary Grade/Step or Salary $	The user will be required to enter either Salary Grade/Step or Salary $ depending on whether the Position Number Class is defined as flat rate, slope scale or step.
Rate $	The user will be required to enter either Salary Grade/Step or Salary $ depending on whether the Position Number Class is defined as flat rate, slope scale or step.
Frequency	The user will be required to enter either Salary Grade/Step or Salary $ depending on whether the

Field	Business Requirements
	Position Number Class is defined as flat rate, slope scale or step.

SPS Updated: (Step 6): The system shall be updated with the data elements entered. When the record is saved by the Agency HR Coordinator, the following should occur:

- The system shall record the Salary Adjustment with the selected Reason in the production data tables.
- The system shall link the salary adjustment with the employees Employee ID.
- The Salary Adjustment should be viewable to all applicable users based on security requirements.

AdHoc Report: Audit Salary Adjustment: (Step 7, Step 8): The Agency HR Coordinator and DBM OPSB shall have the ability to generate audit report on all Salary Adjustments that have occurred in the system. The audit report will include date and time stamp of when the update was completed; the end user who completed the transaction; and at a minimum the following fields:

Field
Employee ID
Employee Name (Last Name, First Name, Middle Name, Surname)
Employee Classification (State, Contractual, Temporary)
Hire Date
Rehire Date
EOD Date
Position Number (PIN) Details: – Agency Code; Classification; Title; Job Family; Bargaining Unit; Service Category; Work Area; FLSA Status; Funding Source; Funding %; % Authorized
Salary Adjustment Reason
Salary Adjustment Effective Date
New Salary Grade/Step
Rate $
Frequency

AdHoc Report: Salary Adjustments (Step 9): The Agency HR Coordinator and DBM OPSB shall have the ability to report on all Salary Adjustments that have occurred in the system based on different runtime parameters including Date Range, Reason, Agency, Job Code, Employee Type and Salary. This report is use to notify Supervisor/Manager and Agency Payroll of salary adjustment transactions in the new SPS system.

AdHoc Report: Letter/Notification: (Step 10): After the Salary Adjustment has been fully processed, the Supervisor/Manager and Employee shall have the ability to print and view letter of notification for the transaction. This report identifies the updated job/salary details. The Supervisor/Manager can choose to use this letter/notification in the delivery of the transaction to the employee OR notify the employee to view the notification on-line via Employee Self Service. (Step 11)

Data Change

Associated Process Flows: PS0601 – Process a Data Change – Change % Employed
PS0602 - Process a Data Change – Administrative Change

The State of Maryland has a functional requirement to make miscellaneous adjustments to an employee's job or salary record and requires 2 distinct Reason Codes to track the types of changes; *Change % Employed* and *Administrative Change*.

The State recognizes that delivered integration within the new system will eliminate multiple entries in updating worker's data. For example, the data elements associated with Position Number (PIN) will vary between the new system and MS-310. Based on what these differences are, the below processes will be further streamlined during the implementation and integration phase of the new system.

Change % Employed

Associated Process Flow: PS0601 – Process a Data Change – Change % Employed

This process flow represents the business process for changing the percentage of a PIN that an employee is occupying. When the % employed is changed, the employee's benefits eligibility and salary needs to be adjusted proportionally based on the percentage change. In addition, when multiple employees occupy the same Position Number (PIN), the State has a requirement that the total percentage of all employees may not exceed the definition of the Position Number (PIN).

A Data Change to *Change % Employed* will be initiated by the Supervisor/Manager and Agency HR will be the backup:

	Transaction Source	
	Supervisor/Manager	Agency HR
Initiator	Supervisor/Manager	Agency HR
Review & Approval Level 1	2nd Level Manager	-
Review & Approval Level 2	Agency HR	-
Review & Approval Level 3	Agency Appointing Authority	-
Notifications	Agency Payroll Agency Budget Office CPB	Supervisor/Manager Benefits Agency Payroll Agency Budget Office CPB

* This review & approval will only occur if the entered salary exceeds guidelines

This narrative will explain the steps involve for processing Data Change by Agency HR. At the point this transaction occurs, it is assumed that all required approvals have been obtained. (Step 1): The Supervisor/Manager notified Agency HR. This process is the formality of entering the agreed upon action into the system. The detailed workflow requirements for approval and routings can be found on the *Manager Self Service PDR*.

Change % Employed Unique Events/Steps:

Review/Approval and Data: The review and approval steps required for this transaction DBM OPSB Classification and/or the Agency Appointing Authority are obtained and completed outside of the new SPS system. The Agency HR Coordinator must review that all required approvals are obtained and required data are submitted prior to processing the Change % in the system. (Step 2)

Enter/Modify Change % Request Online: (Step 5): The Agency HR enters the transaction in the system.

The online entry page must capture/display at a minimum the following fields about the % Employed:

Field	Access Mode	Business Requirements
Employee ID	Display	
Employee Name (Last Name, First Name, Middle Name, Surname)	Display	
Employee Classification	Defaulted	
Hire Date	Display	
Rehire Date	Display	
EOD Date	Display	
Position Number (PIN)	Display	
Position Number (PIN) Details – Agency Code – Classification – Title – Job Family – Bargaining Unit – Service Category – Work Area – FLSA Status	Display	
Current % Employed	Display	
Current Salary Grade/Step	Display	
Current Rate $	Display	
Current Frequency	Display	
Miscellaneous Adjustment Reason	Required Entry	See Rules Below
Misc. Adjustment Effective Date	Required Entry	See Rules Below
New % Employed	Required Entry	See Rules Below
New Salary Grade/Step	Defaulted	See Rules Below
New Rate $	Defaulted	See Rules Below
New Frequency	Defaulted	See Rules Below

Special Field/Page Rules:

Field	Business Requirements
Miscellaneous Adjustment Reason	Valid Values: Any of the Miscellaneous Adjustment Reason Codes specified at the beginning of this section. In this scenario, the Supervisor/Manager should select "Change % Employed".
Misc. Adjustment Effective Date	Must be <=30 days in the future May not be more than 365 days in the past
New % Employed	The user will be required to enter a number between 1 and 100. The system should validate that the total percentage of all employees currently 'active' in a PIN does not exceed the PIN definition.
New Salary Grade/Step	The system should calculate the employee's new annual salary grade/step or salary $ based on the employees original salary and the proportional % change. If the employee is associated with a Salary Grade/Salary Step, the system should place the employee in the Salary Step closest to the re-calculated salary $.
New Rate $	If the employee is associated with a Salary Grade/Salary Step, the system should place the employee in the Salary Step closest to the re-calculated salary $.
New Frequency	If the employee is associated with a Salary Grade/Salary Step, the system should place the employee in the Salary Step closest to the re-calculated salary $.

SPS Updated: (Step 6): The system shall be updated with the data elements entered. When the record is saved: by the Agency HR Coordinator, the following should occur:

- The system shall record the Change % Employed with the selected Reason in the production data tables.
- The Change % Employed should be viewable to all applicable users based on security requirements.
- The system shall link the data change with the employees Employee ID.
- The employee's job history should reflect the Change % Employed (Action = Miscellaneous Adjustment/Reason = Change % Employed)
- The employee's benefits eligibility should be reviewed based on the Change % Employed, if applicable.

AdHoc Report: Audit Data Change: (Step 9, Step 10): The Agency HR Coordinator and DBM OPSB shall have the ability to generate audit report on all Data Change that have occurred in the system. The audit report will include date and time stamp of when the update was completed; the end user who completed the transaction; and at a minimum the following fields:

Field
Employee ID
Employee Name (Last Name, First Name, Middle Name)
Employee Type (State, Contractual, Temporary)
Hire Date
Rehire Date
EOD Date
Position Number (PIN)
Position Number (PIN) Details: – Agency Code; Classification; Title; Job Family; Bargaining Unit; Service Category; Work Area; FLSA Status
Current Salary Grade/Step or Salary $
Miscellaneous Adjustment Reason
Misc. Adjustment Effective Date
New % Employed
New Salary Grade/Step
New Rate $
New Frequency

AdHoc Report: Data Change (Step 11): The Agency HR Coordinator and DBM OPSB shall have the ability to report on all Data Change that have occurred in the system based on different runtime parameters including Date Range, Reason, Agency, Job Code, Employee Type and Salary. This report is use to notify Supervisor/Manager; Benefits; Agency Payroll, Agency Budget office and CPB of Data Change transactions in the new SPS system.

AdHoc Report: Letter/Notification: (Step 12): After the Change % Employed has been fully processed, the Supervisor/Manager and Employee shall have the ability to print and view letter of notification for the transaction. This report identifies the updated job/salary details. The Supervisor/Manager can choose to use this letter/notification in the delivery of the transaction to the employee OR notify the employee to view the notification on-line via Employee Self Service.

Administrative Change

Associated Process Flow: PS0602 – Data Change – Administrative Change

This process flow represents the business process for making a non-financial non-PIN related change to an employee's job history. The types of changes that would fall into this category include:

- ❖ Changing an employee from FT-to-PT or PT-to-FT
- ❖ Changing the employees Work Location
- ❖ Changing the employees Supervisor on Record
- ❖ Changing the employees number of benefit deductions
- ❖ Changing the employees check distribution code
- ❖ Changing the employees Retirement Program
- ❖ Changing the employees Pay Cycle

The State recognizes that delivered integration within the new system will eliminate multiple entries in updating worker's data. For example, the data elements associated with PIN will vary between the new system and MS-310. Based on what these differences are, the below processes will be further streamlined during the implementation and integration phase of the new system.

The *Administrative Change* transaction will be initiated by Agency HR and will not route via workflow for notification or review/approvals.

	Transaction Source
	Agency HR
Initiator	Agency HR
Review & Approval Level 1	-
Notifications	Agency Payroll CPB Timekeeping

Administrative Change Events/Steps:

Enter/Modify Miscellaneous Adjustment Online: (Step 5): Agency HR shall have the access to update the identified employee job record data elements.

- ➢ Any update made by Agency HR Coordinator should be tracked behind the scenes in an audit record with a date/time stamp.

- ➢ The Effective Date of these transactions must conform with the following rules:
    - o The Effective Date must be <= 30 days in the future
    - o The Effective Date may not be more than 365 days in the past

Employee Job History Updated: (Step 6): As soon as Agency HR enters the transaction, the employee's job history will reflect the change.

AdHoc Report: Audit Administrative Change: (Step 9, Step 10): The Agency HR Coordinator and DBM OPSB shall have the ability to generate audit report on all Data Change that have occurred in the system. The audit report will include date and time stamp of when the update was completed; the end user who completed the transaction; and at a minimum the following fields:

Field
Employee ID
Employee Name (Last Name, First Name, Middle Name)
Employee Type (State, Contractual, Temporary)
Hire Date
Rehire Date
EOD Date
Position Number (PIN)
Position Number (PIN) Details: – Agency Code; Classification; Title; Job Family; Bargaining Unit; Service Category; Work Area; FLSA Status
Current Salary Grade/Step or Salary $
Miscellaneous Adjustment Reason
Misc. Adjustment Effective Date
New % Employed
New Salary Grade/Step
New Rate $
New Frequency

AdHoc Report: Administrative Change (Step 11): The Agency HR Coordinator and DBM OPSB shall have the ability to report on all Administrative Changes that have occurred in the system based on different runtime parameters including Date Range, Reason, Agency, Job Code, Employee Type and Salary. This report is use to notify Supervisor/Manager; Benefits; Agency Payroll, Agency Budget office and CPB of Data Change transactions in the new SPS system.

AdHoc Report: Letter/Notification: (Step 12): After the Administrative Change has been fully processed, the Supervisor/Manager and Employee shall have the ability to print and view letter of notification for the transaction. This report identifies the updated job/salary details. The Supervisor/Manager can choose to use this letter/notification in the delivery of the transaction to the employee OR notify the employee to view the notification on-line via Employee Self Service. (Step 13)

Complete Transaction

Associated Process Flow: PS0603 – Complete Transaction

This process flow represents both the downstream touch-points of the Promotion, Demotion, Salary Adjustment, Transfer and Miscellaneous Adjustment transactions, in addition to the types of reports that will be available to both Agencies and DBM OPSB to report on and analyze the system activities.

Complete Transaction Events/Steps:

SPS Review/Approval and Data: The review and approval steps required for these transactions DBM OPSB Classification and/or the Agency Appointing Authority are obtained and completed outside of the new SPS system. The Agency HR Coordinator reviews all required approvals are obtained and required data are submitted prior to processing the updates in the system. (Step 1):

SPS: Action/Reason Recorded in System: (Step 2): This process begins as a result of a Promotion, Demotion, Transfer, Salary Adjustment or Data Change that was entered and reviewed.

SPS Updated: (Step 2): The system shall be updated with the data elements entered including the Action/Reason as a result of Promotion, Demotion, Transfer, Salary Adjustment or Data Change. The transactions will be recorded in the production database for the applicable Employee ID.

Pay Related Change?: (Step 3): If the transaction involved any change in salary, pay cycle, check distribution code or retirement program the change will be sent to CPB. (Step 4):

We are working with CPB to determine the most efficient and streamlined way to pass data from SPS to CPB.

FT-to-PT or PT-to-FT?: (Step 5): If the transaction involved a change in FT or PT status, both Benefits and Timekeeping will be alerted.

For Benefits, the change could impact whether the employee does or does not receive State subsidy for health benefits coverage. (Step 6):

For Timekeeping, the change could impact their leave accrual rate. (Step 7):

Location or Supervisor Change?: (Step 8): If the transaction involved a change in Agency Code, Work Location or Supervisor, Timekeeping will be alerted. (Step 9)

For Timekeeping, the change could impact who should and can see the employee's timecard.

AdHoc Report: Audit Data Change: (Step 13): The Agency HR Coordinator and DBM OPSB shall have the ability to generate audit report on all personnel transactions that have occurred in the system. The audit report will include date and time stamp of when the update was completed; the end user who completed the transaction; and at a minimum data fields that were updated for each transactions.

In order to manage the personnel transaction processes, the system shall provide the ability for both Agencies and DBM OPSB to run reports at any time to analyze, manage and measure the transactions that are occurring.

The system shall provide the following ad-hoc reports for both the Agencies and DBM OPSB:

- Transaction Metrics
- Transaction Status

Terminations

The State of Maryland has a functional requirement to move employees from ‘active’ status to an ‘inactive’ status in the HR and payroll systems. In their current system the state has 3 different *Action* values that facilitate moving an employee from ‘active’ status to ‘inactive’ status; they are *Termination*, *Separation*, and *Resignation*. A project goal is to consolidate all of these transactions under one Action value.

The word ‘terminate’ has specific meaning to the State, mainly that an employee who leaves State service thru a *termination* may be banned from Rehire for a period of time. However, the State realizes that the word *Termination* is an industry standard and has agreed to adopt that terminology for the standardized Action value.

Some *Terminations* will be initiated by Supervisors/Managers via Manager Self-Service and some *Terminations* will be initiated by Agency HR or the Agency Retirement Coordinator. In all cases, the system shall provide Agency HR with the ability to execute all *Terminations*.

The following table shows which roles will have access to execute Terminations:

Termination Reason Value	Processed by MSS	Processed by Retirement Coordinator	Processed by HR
Deceased	✓		✓
End of Temporary Employment	✓		✓
Laid Off from Allocated Position			✓
Leave Without Pay - Medical	✓		✓
Leave Without Pay - Military	✓		✓
Leave Without Pay - Personal	✓		✓
New Hire – No Show	✓		✓
New Hire – Declined Offer After Acceptance	✓		✓
PIN Abolished			✓
Resignation for Military Service	✓		✓
Resignation State Service	✓		✓
Resignation in Lieu of Termination			✓
Resignation Without Proper Notice			✓
Retired		✓	✓
Terminated			✓
Terminated on Probation			✓
Terminated with Prejudice			✓
Transferred to Independent Agency	✓		✓

Key: MSS = Manager Self-Service

This narrative will explain the steps involve for processing Terminations by the Agency HR Coordinator. At the point this transaction occurs, it is assumed that all required approvals have been obtained; and the Supervisor/Manager notified the Agency HR Coordinator. This process is the formality of entering the agreed upon action into the system. The detailed workflow requirements for approval and routings can be found on the *Manager Self Service PDR*.

Deceased

Associated Process Flows: PS0701 – Process a Termination – Deceased

The *Deceased* transaction will be initiated by the Agency HR Coordinator.

	Transaction Source	
	Supervisor/Manager	Agency HR
Initiator	Supervisor/Manager	Agency HR
Review & Approval Level 1	Agency HR	-
Notifications	Agency Payroll CPB Benefits Timekeeping	Agency Payroll CPB Benefits Timekeeping

Deceased Events/Steps:

Supervisor/Manager Notified an Employee is Deceased: (Step 1): The employee's Supervisor/Manager is notified via some means that an employee is deceased.

Review/Approval and Data: The review and approval steps required for this transaction are obtained and completed outside of the new SPS system. The Agency HR Coordinator must review that all required approvals are obtained and required data are submitted prior to processing the Termination in the system. (Step 3):

Enter/Modify Termination Request Online: (Step 5): The Agency HR shall have the ability to enter the termination online.

The online entry page must **capture/display** at a minimum the following fields about the Termination:

Field	Access Mode	Business Requirements
Termination Reason	Required Entry	See Rules Below
Termination Date	Required Entry	
Last Day Worked	Required Entry	
Employee ID	Display	
Employee Name (Last Name, First Name, Middle Name, Surname)	Display	
Employee Classification	Display	
Hire Date	Display	
Rehire Date	Display	
EOD Date	Display	
Position Number (PIN) Details – Agency Code – Classification – Title – Job Family	Display	

Field	Access Mode	Business Requirements
– Bargaining Unit – Service Category – Work Area – FLSA Status – Funding Source – Funding % – % Authorized		

Special Field/Page Rules:

Field	Business Requirements
Termination Reason	The system shall offer as Valid Values all of the Termination Reasons specified earlier. In this scenario, the Agency HR Coordinator should select "Deceased".

SPS Updated: (Step 6): The system shall be updated with the data elements entered.

When the record is saved by the Agency HR Coordinator, the following should occur:

- The system shall record the Termination with the selected Reason in the production data tables.
- The system shall link the termination with the employees Employee ID.
- The termination should be viewable to all applicable users based on security requirements.

AdHoc Report: Audit Terminations: (Step 7, Step 8) The Agency HR Coordinator and DBM OPSB shall have the ability to generate audit report on all Terminations that have occurred in the system. The audit report will include date and time stamp of when the update was completed; the end user who completed the transaction; and at a minimum the following fields:

Field
Termination Reason
Termination Date
Last Day Worked
Employee ID
Employee Name (Last Name, First Name, Middle Name, Surname)
Employee Classification
Hire Date
EOD Date
Position Number (PIN) Details – Agency Code; Classification; Title; Job Family; Bargaining Unit; Service Category; Work Area; FLSA Status; Funding Source; Funding %; % Authorized

AdHoc Report: Termination (Step 9): The Agency HR Coordinator and DBM OPSB shall have the ability to report on all Terminations that have occurred in the system based on different runtime parameters including Date Range, Reason, Agency, Job Code, Employee Classification and Salary. This report is use to notify Supervisor/Manager; Benefits; Agency Payroll, and CPB of Termination transactions in the new SPS system.

Communicate with Employee Family: (Step 10): After completing the update, the Agency HR will communicate with the employee's family regarding any open issues or paperwork that needs to be completed.

Go To BA0802 Benefits Termination: (Step 11): Benefits will recognize the Termination transaction and terminate employee benefits. A detailed description of this process can be found in the *Benefits PDR*.

Go To PC0400 Position Number PIN Maintenance: (Step 12): HCM SaaS will recognize the position number as 'open (no current incumbent) once the employee is terminated. A detailed description of this process can be found in the *Position Control PDR.*

Go To PS0711 Final Check: (Step 13): After receiving the notification of the Termination, the Agency PR Coordinator will execute this process (found later in this PDR) to issue the employees final pay check.

Leave Bank Deposit at Termination: (Step 14): This process will deposit the employee's unused Sick balance into the Leave Bank.

End of Temporary Employment

Associated Process Flows: PS0702 – Process a Termination – End of Temporary Employment

State Temporary Workers may remain in their position for up to six (6) months. During this timeframe, the temporary worker has the option to resign. If the employee does not resign prior to the end of their six (6) month window, it is the responsibility of the Supervisor/Manager to ensure the worker leaves State service at the end of the six (6) month (Hire Date + 180 days) period. The system needs to notify the Supervisor/Manager and Agency HR when an employee is approaching the six (6) month window.

The system shall allow “expected end dates” to be entered for Temporary Workers. This data is utilized to create a standard report to audit end dates for employees approaching the six (6) month window. The Agency HR Coordinator will review and notify Supervisor/Manager to submit required documentation and approval to make the appropriate update in the system.

This narrative will explain the steps involve for reviewing and processing End of Temporary Employment by the Agency HR Coordinator. At the point this transaction occurs, it is assumed that all required approvals have been obtained; and the Supervisor/Manager notified the Agency HR Coordinator.

	Transaction Source	
	Supervisor/Manager	Agency HR
Initiator	Supervisor/Manager	Agency HR
Review & Approval Level 1	Agency HR	-
Notifications	Agency Payroll CPB Timekeeping	Agency Payroll CPB Timekeeping

End of Temporary Employment Events/Steps:

AdHoc Report: Temporary Worker’s End Dates: (Step 1) Agency HR Coordinator generates a report to capture temporary worker with only 2 weeks remaining in their employment period. This report shall contain at a minimum the following fields:

Field
Employee ID
Employee Name (Last Name, First Name, Middle Name, Surname)
Hire Date
Rehire Date
EOD
Expected End Date
Current PIN
Position Number (PIN) Details – Agency Code; Classification; Title; Job Family; Bargaining Unit; Service Category; Work Area; FLSA Status; Funding Source; Funding %; % Authorized
Supervisor/Manager Name (Last Name, First Name, Middle Name, Surname)

Notify Supervisor/Manager: (Step 5): If it has been determined that the employee is 2 weeks away from the end of their 6-month temporary employment period and they have not yet *Terminated*, the Agency HR Coordinator notifies the employee's Supervisor/Manager.

Reviews/Confirms Termination: Has Employee Terminated? (Step 8): The Supervisor/Manager reviews the status of the employee and obtains required approval and documentation to terminate the employee. The detailed workflow requirements for approval and routings can be found on the *Manager Self Service PDR*.

Review/Approval and Data: The review and approval steps required for this transaction are obtained and completed outside of the new SPS system. The Agency HR Coordinator must review that all required approvals are obtained and required data are submitted prior to processing the Termination in the system. (Step 10):

Enter/Modify Termination Request Online: (Step 12): The Agency HR shall have the ability to enter the termination online.

The online entry page must capture/display at a minimum the following fields about the Termination:

Field	Access Mode	Business Requirements
Termination Reason	Required Entry	See Rules Below
Termination Date	Required Entry	
Last Day Worked	Required Entry	
Employee ID	Display	
Employee Name (Last Name, First Name, Middle Name, Surname)	Display	
Employee Classification	Display	
Hire Date	Display	
Rehire Date	Display	
EOD Date	Display	
Position Number (PIN) Details – Agency Code – Classification – Title – Job Family – Bargaining Unit – Service Category – Work Area – FLSA Status – Funding Source – Funding % – % Authorized	Display	

Special Field/Page Rules:

Field	Business Requirements
Termination Reason	The system shall offer as Valid Values all of the Termination Reasons specified earlier. In this scenario, the Agency HR Coordinator should select "End of Temporary Employment"

SPS Updated: (Step 13): The system shall be updated with the data elements entered.
When the record is saved (Steps 3) by the Agency HR Coordinator, the following should occur:

- The system should record the Termination in the production data tables.
- The Termination should be viewable to all applicable users based on security requirements.
- The system shall link the termination with the employees Employee ID
- The employee's job history should reflect the Termination (Action = Termination/Reason = End of Temporary Employment).

AdHoc Report: Audit Terminations: (Step14, Step 15): The Agency HR Coordinator and DBM OPSB shall have the ability to generate audit report on all Terminations that have occurred in the system. The audit report will include date and time stamp of when the update was completed; the end user who completed the transaction; and at a minimum the following fields:

Field
Termination Reason
Termination Date
Last Day Worked
Employee ID
Employee Name (Last Name, First Name, Middle Name, Surname)
Employee Classification
Hire Date
EOD Date
Position Number (PIN) Details – Agency Code; Classification; Title; Job Family; Bargaining Unit; Service Category; Work Area; FLSA Status; Funding Source; Funding %; % Authorized

AdHoc Report: Termination (Step 16): The Agency HR Coordinator and DBM OPSB shall have the ability to report on all Terminations that have occurred in the system based on different runtime parameters including Date Range, Reason, Agency, Job Code, Employee Classification and Salary. This report is use to notify Supervisor/Manager; Benefits; Agency Payroll, and CPB of Termination transactions in the new SPS system.

Off-Board the Employee: (Step 17): Agency HR will off-board the employee.

Go To PS0711 Final Check: (Step 18): After receiving the notification of the Termination, the Agency PR Coordinator will execute this process (found later in this PDR) to issue the employees final pay check.

Go To PC0400 Position Number PIN Maintenance: (Step 19): HCM SaaS will recognize the position number as ‘open (no current incumbent) once the employee is terminated. A detailed description of this process can be found in the *Position Control PDR.*

New Hire – No Show or Declined Offer After Acceptance

Associated Process Flows: PS0703 – Process a Termination – New Hire – No Show *or* New Hire – Declined Offer After Acceptance

The business process will capture the individuals that have been *Hired* or *Rehired* but failed to show up on their first day of work. These individuals should be excluded from Turnover reporting. The transaction will be initiated by the Supervisor/Manager and will be followed by a single workflow notification.

	Transaction Source	
	Supervisor/Manager	Agency HR
Initiator	Supervisor/Manager	Agency HR
Review & Approval Level 1	Agency HR	-
Notifications	Agency Payroll Benefits CPB Timekeeping	Agency Payroll Benefits CPB Timekeeping

New Hire – No Show *or* New Hire – Declined Offer After Acceptance Events/Steps:

Employee is a 'No Show' or 'Called to Decline Offer': (Step 1): The new employee either does not show up for their first day of work or called prior to the first day to decline the employment offer.

Enter Termination Online: (Steps: 2-4): The Supervisor/Manager will notify the Agency HR Coordinator. The Agency HR Coordinator reviews and enters the Termination online.

The online entry page must **capture/display** at a minimum the following fields about the Termination:

Field	Access Mode	Business Requirements
Termination Reason	Required Entry	See Rules Below
Termination Date	Required Entry	
Last Day Worked	No Entry Required	See Rules Below
Employee ID	Display	
Employee Name (Last Name, First Name, Middle Name)	Display	
Employee Type (State, Contractual, Temporary)	Display	
Hire Date	Display	
EOD Date	Display	
Position Number (PIN) Details – Agency Code – Classification – Title – Job Family – Bargaining Unit – Service Category – Work Area – Funding Source	Display	

Field	Access Mode	Business Requirements
– Funding % – % Authorized – FLSA Status		

Special Field/Page Rules:

Field	Business Requirements
Termination Reason	The system shall offer as Valid Values all of the Termination Reasons specified earlier. In this scenario, the Agency HR Coordinator should select either: – New Hire – No Show – New Hire – Declined Offer After Acceptance
Last Day Worked	Since the employee failed to show up for their first day of scheduled work, the Last Day Worked field should remain blank for this Action/Reason combination.

SPS Updated: (Step 5): The system shall be updated with the data elements entered.
When the record is saved (Steps 3) by the Agency HR Coordinator, the following should occur:

- The system should record the Termination in the production data tables.
- The Termination should be viewable to all applicable users based on security requirements.
- The system shall link the termination with the employees Employee ID
- The employee's job history should reflect the Termination (Action = Termination/Reason = New Hire – No Show or New Hire – Declined Offer After Acceptance).

AdHoc Report: Audit Terminations: (Steps 7 and 9): The Agency HR Coordinator and DBM OPSB shall have the ability to generate audit report on all Terminations that have occurred in the system. The audit report will include date and time stamp of when the update was completed; the end user who completed the transaction; and at a minimum the following fields:

Field
Termination Reason
Termination Date
Last Day Worked
Employee ID
Employee Name (Last Name, First Name, Middle Name, Surname)
Employee Classification
Hire Date
EOD Date
Position Number (PIN) Details – Agency Code; Classification; Title; Job Family; Bargaining Unit; Service Category; Work Area; FLSA Status; Funding Source; Funding %; % Authorized

Go To PC0400 Position Number PIN Maintenance: (Step 8): HCM SaaS will recognize the position number as 'open (no current incumbent) once the employee is terminated. A detailed description of this process can be found in the *Position Control PDR*.

AdHoc Report: Termination (Step 10): The Agency HR Coordinator and DBM OPSB shall have the ability to report on all Terminations that have occurred in the system based on different runtime parameters including Date Range, Reason, Agency, Job Code, Employee Classification and Salary. This report is use to notify Supervisor/Manager; Benefits; Agency Payroll, and CPB of Termination transactions in the new SPS system.

Laid-Off or Position Number (PIN) Abolished

Associated Process Flows: PS0704 – Process a Termination – Laid-Off from Allocated Position
PS0709 – Process a Termination – PIN Abolished

These 2 transactions follow an almost identical business process with the notable exception being the potential displacement or "bumping" process. These transactions get initiated from a business perspective by the Appointing Authority due to a budget decision to reduce staff. From a system perspective, these transactions will be initiated by the Agency HR Coordinator based on direction from the Appointing Authority. Any level of review/approval and workflow required for this transaction is obtained and completed outside the new system. The detailed workflow requirements for approval and routings can be found on the Manager Self Service PDR.

	Transaction Source
	Agency HR
Initiator	Agency HR
Review & Approval Level 1	-
Notifications	Agency Appointing Authority Supervisor/Manager Agency Payroll Benefits CPB Timekeeping

Laid-Off or Position Number (PIN) Abolished Common Events/Steps:

The following steps are identical in both the Laid-Off from Allocated Position and the PIN Abolished process flows.

Budget Decision to Reduce Staff: (Step 1): An employee is laid-off or separated due to a budgetary decision to abolish or discontinue a position.

AdHoc Report: Seniority Points: (Step 2): The Appointing Authority shall have the ability to run a report that identifies the seniority points for a specified group or category of employee. The rules for calculating seniority points can be found in State Personnel and Pensions Article § 11-205, Annotated Code of Maryland.

Identify Affected Employee(s): (Step 3): Based on the calculated Seniority Points and the knowledge of the number of positions affected by the budget decision to reduce staff, the Appointing Authority will identify the employees who will be laid-off or separated.

Meet with Affected Employee/Employee Informed of Separation: (Step 4 and Step 5): The Appointing Authority will meet with the employee and inform them of the situation.

<u>If this process is being executed due to a Layoff the following 2 steps will be executed:</u>

Does Employee Choose Bumping? (Step 6): Per the State Personnel and Pensions Article § 11-207, Annotated Code of Maryland, employees being laid off have the option to displace (aka "bump") another employee who has the least seniority points.

Facilitate Bumping: (Step 7): The Appointing Authority and Agency HR will facilitate the displacement/bumping process until a final list of employees (Step 21) has been generated.

This below process is the formality of entering the final list of terminated employees in the system.

Review/Approval and Data: The Agency HR Coordinator must review that all required approvals are obtained and required data are submitted prior to processing the Termination in the system. (Step 11)

Enter/Modify Termination Online: (Step 13): The Agency HR shall have the ability to enter the final list of employees' termination online.

<u>The online entry page must capture/display at a minimum the following fields about the Termination:</u>

Field	Access Mode	Business Requirements
Termination Reason	Required Entry	See Rules Below
Termination Date	Required Entry	
Last Day Worked	Required Entry	
Employee ID	Display	
Employee Name (Last Name, First Name, Middle Name)	Display	
Employee Type (State, Contractual, Temporary)	Display	
Hire Date	Display	
EOD Date	Display	
Position Number (PIN) Details – Agency Code – Classification – Title – Job Family – Bargaining Unit – Service Category – Work Area – FLSA Status – Funding Source – Funding % – % Authorized	Display	

<u>Special Field/Page Rules</u>:

Field	Business Requirements
Termination Reason	The system shall offer as Valid Values all of the Termination Reasons identified. In this scenario, Agency HR should select either "Laid-Off from Allocated Position" or "PIN Abolished".

SPS Updated: (Step 14): The system shall be updated with the data elements entered.
When the record is saved by the Agency HR Coordinator, the following should occur:

- The system shall record the Termination in the production data tables.
- The Termination should be viewable to all applicable users based on security requirements.
- The system shall link the termination with the employees Employee ID
- The employee's job history should reflect the Termination (Action = Termination/Reason = Laid-Off from Allocated Position or Position Number (PIN) Abolished).

AdHoc Report: Audit Terminations: (Step 15 and Step 16): The Agency HR Coordinator and DBM OPSB shall have the ability to generate audit report on all Terminations that have occurred in the system. The audit report will include date and time stamp of when the update was completed; the end user who completed the transaction; and at a minimum the following fields:

Field
Termination Reason
Termination Date
Last Day Worked
Employee ID
Employee Name (Last Name, First Name, Middle Name, Surname)
Employee Classification
Hire Date
EOD Date
Position Number (PIN) Details - Agency Code; Classification; Title; Job Family; Bargaining Unit; Service Category; Work Area; FLSA Status; Funding Source; Funding %; % Authorized

AdHoc Report: Termination (Step 17): The Agency HR Coordinator and DBM OPSB shall have the ability to report on all Terminations that have occurred in the system based on different runtime parameters including Date Range, Reason, Agency, Job Code, Employee Type and Salary. This report is use to notify Agency Appointing Authority, Supervisor/Manager; Benefits; Agency Payroll, Timekeeping and CPB of Termination transactions in the new SPS system.

Off-Board the Employee: (Step 18): Agency HR will off-board the employee.

Go To BA0802 Benefits Termination: (Step 19): Benefits will recognize the Termination transaction and terminate employee benefits. A detailed description of this process can be found in the *Benefits PDR*.

Go To PC0400 Position Number PIN Maintenance: (Step 20): HCM SaaS will recognize the position number as 'open (no current incumbent) once the employee is terminated. A detailed description of this process can be found in the *Position Control PDR.*

Go To PS0711 Final Check: (Step 21): After receiving the notification of the Termination, the Agency PR Coordinator will execute this process (found later in this PDR) to issue the employees final pay check.

Leave Bank Deposit at Termination: (Step 22): This process will deposit the employee's unused Sick balance into the Leave Bank.

Go To RE0303 Eligibility List: (Step 23): Execute this process found in the *Recruiting/Examination/Testing PDR*.

Retired

Associated Process Flow: PS0705 – Process a Termination - Retired

This process flow represents the business process for taking an employee from "considering retirement" to performing the hand-off to the retirement agency.

The *Retired* transaction will be initiated by the Agency Retirement Coordinator. The required routings via workflow thru various notification levels is completed outside the new system.

	Transaction Source	
	Agency Retirement Coordinator	Agency HR
Initiator	Agency Retirement Coordinator	Agency HR
Notifications	Agency HR Agency Payroll Benefits CPB Timekeeping	Agency Payroll Agency Retirement Coordinator Benefits CPB Timekeeping

Retired Events/Steps:

The following events/steps are unique within the process flow and completed outside of the new system.

Meet with Agency Retirement Coordinator to Discuss Retirement/Meet with Employee: (Step 1): When the employee begins to consider retirement, they meet with the Agency Retirement Coordinator to discuss the process and the options.

Does Employee Want to Proceed with Retirement: (Step 2): After meeting with the Retirement Coordinator, the employee makes a decision whether to proceed with retirement. If they do not want to proceed at this time, the process ends.

Completes Required Retirement Paperwork: (Step 3): If the employee chooses to proceed with retirement they complete the *Application for Service or Disability Retirement*.

Submits Retire Paperwork & Notice of Retirement: (Steps 4 and Step 6): When the employee has completed the *Application for Service or Disability Retirement* and a written notice of retirement including their Last Day of Work, they submit the paperwork and notice to the Agency Retirement Coordinator.

Completes/Submits Benefit Enrollment Forms: (Step 5): If the retiree is choosing to enroll in Benefits for retirement, they complete and submit their Retiree Benefit Forms in order to ensure they do not have a lapse in benefit coverage after retirement.

Calculate Sick Leave Service Credit: (Step 8): Per the State Personnel and Pensions Article § 20-206, Annotated Code of Maryland, the employee is entitled to receive creditable service for unused sick leave. Since this is not a value that serves long-term purpose to the HRIS system, it is not necessary to store this value in SPS. The Agency Retirement Coordinator will manually calculate the employees Sick Leave Service Credit based on the employees final timesheet and Sick Leave balance.

Complete/Sign Retirement Paperwork: (Step 9): The Agency Retirement Coordinator will complete the employee's retirement application, including the Sick Leave Service Credit, and sign the paperwork.

Submit Paperwork to Retirement Agency: (Steps 10): The Agency Retirement Coordinator will submit the employee's retirement paperwork to the Retirement Agency.

This below process is the formality of entering the agreed upon Retirement into the new system. The detailed workflow requirements for approval and routings can be found on the *Manager Self Service PDR*.

Review/Approval and Data: The Agency Retirement Coordinator must review that all required approvals are obtained and required data are submitted prior to processing the Termination in the new system. (Step 11)

Enter Retirement Online: (Step 13): The Agency Retirement Coordinator will enter the retirement online.

The online entry page must **capture/display** at a minimum the following fields about the Termination:

Field	Access Mode	Business Requirements
Type of Termination	Required Entry	See Rules Below
Termination Date	Required Entry	
Last Day Worked	Required Entry	
Retirement Date	Defaulted	See Rules Below
Employee ID	Display	
Employee Name (Last Name, First Name, Middle Name, Surname)	Display	
Employee Classification	Display	
Hire Date	Display	
EOD Date	Display	
Position Number (PIN) Details	Display	

Special Field/Page Rules:

Field	Business Requirements
Type of Termination	The system shall offer as Valid Values all of the Termination Reasons identified. In this scenario, the Supervisor/Manager should select "Retired".
Retirement Date	This date should default to the 1st day of the month following the employees Last Day Worked. Example: Last Day Worked = 02/18/10 Retirement Date = 03/01/10

SPS Updated: (Step 14): The system shall be updated with the data elements entered.
When the record is saved by the Agency Retirement Coordinator, the following should occur:

- The system shall record the Termination in the production data tables.
- The Termination should be viewable to all applicable users based on security requirements.
- The system shall link the termination with the employees Employee ID
- The employee's job history should reflect the Termination (Action = Termination/Reason = Retirement).

AdHoc Report: Audit Terminations: (Step 15 and Step 16): The Agency HR Coordinator and DBM OPSB shall have the ability to generate audit report on all Terminations that have occurred in the system. The audit report will include date and time stamp of when the update was completed; the end user who completed the transaction; and at a minimum the following fields:

Field
Termination Reason
Termination Date
Last Day Worked
Employee ID
Employee Name (Last Name, First Name, Middle Name, Surname)
Employee Classification
Hire Date
EOD Date
Position Number (PIN) Details - Agency Code; Classification; Title; Job Family; Bargaining Unit; Service Category; Work Area; FLSA Status; Funding Source; Funding %; % Authorized

AdHoc Report: Termination (Step 17): The Agency HR Coordinator and DBM OPSB shall have the ability to report on all Termination that have occurred in the system based on different runtime parameters including Date Range, Reason, Agency, Job Code, Employee Type and Salary. This report is use to notify Agency Appointing Authority, Supervisor/Manager; Benefits; Agency Payroll, Timekeeping and CPB of Termination transactions in the new SPS system.

Off-Board the Employee: (Step 18): Agency HR will off-board the employee.

Go To BA0802 Benefits Termination: (Step 19): Benefits will recognize the Termination transaction and terminate employee benefits. A detailed description of this process can be found in the *Benefits PDR*.

Go To PC0400 Position Number PIN Maintenance: (Step 20): HCM SaaS will recognize the position number as 'open (no current incumbent) once the employee is terminated. A detailed description of this process can be found in the *Position Control PDR*.

Go To PS0711 Final Check: (Step 21): After receiving the notification of the Termination, the Agency PR Coordinator will execute this process (found later in this PDR) to issue the employees final pay check.

After receiving notification of the employee retirement, the Retirement Agency will:

View Employee History in SPS: (Steps 22 and 23): The Retirement Agency receives the Retiree paperwork. They will require view access to SPS employee history.

At a minimum, they need to be able to search for employees by Employee Id, Last Name, and First Name. Since many employees have the same names, the user will require either more searchable fields to delineate the data returned or provide the data elements as part of the results returned. The additional fields the user will need to find the “Mary Smith” they are searching for include:

- Agency Code
- Budget Appropriation
- Employee Status (Active, Inactive)
- Hire Date
- Classification
- Position (PIN) Number

Manually Determine Creditable Years of Service: (Step 24): The Retirement Agency will manually calculate the retirees’ creditable years of service.

Setup Retiree in Retirement System: (Step 25): The Retirement Agency will setup the retiree in the Retirement Agency system.

Send Interface of Retirees Eligible for State Benefits to SPS: (Step 26): The Retirement Agency will interface retirees to SPS. Until this step is completed, a retiree will not be able to enroll in retiree health benefits.

Go To BA0303/BA0304 Event Maintenance Enrollment: (Step 27): On the retiree health benefit eligibility has been established by the Retirement Agency, the retiree shall have the ability to execute this process found in the *Benefits Administration PDR*. This process will begin the retiree benefits enrollment process.

All Other Terminations

Associated Process Flows: PS0706 – Process a Termination – Leave Without Pay – Medical/Military/Personal *(Failure to Return from Leave)*
PS0707 – Process a Termination – Resigned for Military Service
PS0708 – Process a Termination – Resigned State Service

These 3 transactions follow an identical business process; the only difference in the process is the *Reason Code* selected when the *Termination* is entered. (Step 1): This process starts when the employee submits a written letter of resignation that states their Last Day of Work.

	Transaction Source	
	Supervisor/Manager	Agency HR
Initiator	Supervisor/Manager	Agency HR
Review & Approval Level 1	Agency HR	-
Notifications	Agency Payroll Benefits CPB Timekeeping	Agency Payroll Benefits CPB Timekeeping

At the point this transaction occurs, it is assumed that all required approvals have been obtained. (Step 2): The Supervisor/Manager notified Agency HR Coordinator. This process is the formality of entering the agreed upon termination into the system. The detailed workflow requirements for approval and routings can be found on the *Manager Self Service PDR*.

All Other Terminations Events/Steps:

Review/Approval and Data: The review and approval steps required for this transaction are obtained and completed outside of the new SPS system. The Agency HR Coordinator must review that all required approvals are obtained and required data are submitted prior to processing the Termination in the new system. (Step 3)

Enter/Modify Termination Request Online: (Step 5): The Agency HR Coordinator shall have the ability to enter the termination online.

The online entry page must **capture/display** at a minimum the following fields about the Termination:

Field	Access Mode	Business Requirements
Termination Reason	Required Entry	See Rules Below
Termination Date	Required Entry	
Last Day Worked	Required Entry	
Employee ID	Display	
Employee Name (Last Name, First Name, Middle Name)	Display	
Employee Type (State, Contractual, Temporary)	Display	
Hire Date	Display	
EOD Date	Display	

Field	Access Mode	Business Requirements
Position Number (PIN) Details – Agency Code – Classification – Title – Job Family – Bargaining Unit – Service Category – Work Area – FLSA Status – Funding Source – Funding % – % Authorized	Display	

Special Field/Page Rules:

Field	Business Requirements
Termination Reason	The system shall offer as Valid Values all of the Termination Reasons specified earlier. In this scenario, the Agency HR Coordinator should select one of the following: Resigned for Military Service Resigned State Service

SPS Updated: (Step 6): The system shall be updated with the data elements entered.
When the record is saved by the Agency HR Coordinator, the following should occur:

- The system shall record the Termination with the selected Reason in the production data tables.
- The system shall link the termination with the employees Employee ID.
- The termination should be viewable to all applicable users based on security requirements.
- The employee's job history should reflect the Termination (Action = Termination/Reason = Resigned for Military Service or Resigned State Service; Failure to Return from Leave).

AdHoc Report: Audit Terminations: (Step 7 and Step 8): The Agency HR Coordinator and DBM OPSB shall have the ability to generate audit report on all Terminations that have occurred in the system. The audit report will include date and time stamp of when the update was completed; the end user who completed the transaction; and at a minimum the following fields:

Field
Termination Reason
Termination Date
Last Day Worked
Employee ID
Employee Name (Last Name, First Name, Middle Name, Surname)
Employee Classification
Hire Date
EOD Date
Position Number (PIN) Details – Agency Code; Classification; Title; Job Family; Bargaining Unit; Service Category; Work Area; FLSA Status; Funding Source; Funding %; % Authorized

AdHoc Report: Termination (Step 9): The Agency HR Coordinator and DBM OPSB shall have the ability to report on all Terminations that have occurred in the system based on different runtime parameters including Date Range, Reason, Agency, Job Code, Employee Type and Salary. This report is use to notify Supervisor/Manager; Benefits; Agency Payroll, and CPB of Termination transactions in the new SPS system.

Off-Board the Employee: (Step 11): Agency HR will off-board the employee.

Go To BA0802 Benefits Termination: (Step 12): Benefits will recognize the Termination transaction and terminate employee benefits. A detailed description of this process can be found in the *Benefits PDR*.

Go To PC0400 Position Number PIN Maintenance: (Step 13): HCM SaaS will recognize the position number as ‘open (no current incumbent) once the employee is terminated. A detailed description of this process can be found in the *Position Control PDR.*

Go To PS0711 Final Check: (Step 14): After receiving the notification of the Termination, the Agency PR Coordinator will execute this process (found later in this PDR) to issue the employees final pay check.

Does Employee Object to Leave Bank Donation?: (Step 15): After processing notification of the Termination, the Agency HR Coordinator will determine if the employee objects to donating their unused Sick balance to the Leave Bank. The system shall provide the ability to capture this data element for each employee.

Leave Bank Deposit at Termination: (Step 16): This process will deposit the employee’s unused Sick balance into the Leave Bank.

Process Final Check

Associated Process Flows: PS0710 – Process Final Check

One of the business processes linked to most of the Termination business processes is referencing the final paycheck for the *Terminated* employee. This business process is executed by Agency PR and involves an evaluation of unused leave accrual balances and a review and/or completion of a final timesheet.

AdHoc Report: Termination: (Step 1): This report is use to notify Supervisor/Manager; Benefits; Agency Payroll, and CPB of Termination transactions in the new SPS system.

Compare Employee Leave Accrual Balances Against Rules to Determine Payout: (Step 2): The Agency PR will have the ability to review the employee leave accrual balances online and determine based on the type of Termination what payout, if any, the employee is entitled to in their final pay check.

Complete/Review Final Timesheet: (Step 3): The Agency PR will either review or complete a final timesheet for the employee. Depending on the *Termination* circumstances, the employee may have completed a full or partial timesheet prior to leaving.

Enter Exception Time in CPB: (Step 4): At the time of payroll processing, the Agency PR will enter the employee's exception time into CPB.

Final Paycheck Processed & Issued: (Step 5): CPB will issue the employees final paycheck.

Send Termination Event to CPB: (Steps 6 and 7): Since CPB terminates employees immediately upon receipt of a termination event; we need to send the termination transaction to CPB after the employees final pay cycle. This will be documented further in the CPB Interface Specifications.

Employee Terminated in Timekeeping: (Step 8): The system shall automatically terminate an employee from timekeeping once the final timecard has been completed.

SPS Audit – Personnel Transactions

Associated Process Flows: PS0801 – SPS Audit - Personnel Transactions

One of the business processes linked to all the process flows is auditing completed transactions. This business process is executed by Agency HR Coordinator and involves generating the audit report and reviewing data fields updated for every transactions. This allows Agency HR Coordinator to identify any data entry errors and make required correction in the system, if applicable.

This process flow represents the business process for auditing data entry in the system. At this point, it is assumed that all required updates are completed in the system (i.e.; daily or weekly).

SPS Audit – Personnel Transactions Events/Steps:

Forwards Source Documents: (Step 2): The Agency HR Coordinator 1 forwards all source documents received and used to process the transactions.

Generate Audit Report: (Step 3): The Agency HR Coordinator 2 shall have the ability to generate audit reports for all personnel transactions completed in the system.

Review/Validate Entry: (Step 4 and Step 5): The Agency HR Coordinator 2 reviews and validates data entry by comparing the source document used against the audit report. Any errors will be identified and returned to Agency HR Coordinator 1.

Enter Correction: (Step 6): The Agency HR Coordinator 1 makes the required correction in the system and notifies Agency HR Coordinator 2 that required correction has been completed.

Validates Correction: (Step 7): The Agency HR Coordinator 2 validates the correction and signs off on the audit report.

Track Telework and Compressed Workweek Status

Associated Process Flows: PS0901 – Track Telework
PS0902 – Track Compressed Workweek

The State has designated specific Position Number's (PIN) as being eligible for telework and/or eligible for a compressed workweek. While there is no requirement to provide an employee self-service function to allow the employee to request either teleworking or a compressed workweek, there is a requirement to be able to identify at any point in time the employees who are participating in teleworking or a compressed workweek.

For both teleworking and compressed workweek, the State has specific forms that must be completed by the employee and the Supervisor/Manager that are approved by the Division Director. The proposed future state includes:

- Providing the employee access to all required forms on the Portal
  - Telework Schedule
  - Telework Eligibility Checklist
  - Teleworking Agreement
  - Telework Work Plan
  - Memorandum of Understanding – Request for Compressed Work Schedule
- The employee and/or Supervisor/Manager will complete the paper forms outside of the SPS system
- The forms will be routed outside of the SPS system for review and approval
- The complete and approved forms will be routed to Agency HR who will record in the SPS system the approved work arrangement.

All of the teleworking and compressed workweek forms/checklists/agreements can be found in Appendix C.

Track Telework

Associated Process Flows: PS0901 – Track Telework

The system shall provide the capability to capture and maintain employees who are participating in teleworking. This requirement includes tracking both when an employee begins a teleworking agreement and when an employee ends a teleworking agreement.

All other activities related to the teleworking agreement such as completing the required paperwork, review of the paperwork and the approval or denial of the request will occur outside of the SPS system. At this point, it is assumed that the Supervisor/Manager forwarded the approval to Agency HR Coordinator. (Step 13)

Track Telework Events/Steps:

SPS: Enter Approved Telework Online: (Step 14): Agency HR shall have the ability to enter the approved telework status online.

The online entry page must capture/display at a minimum the following fields about the teleworking:

Field	Access Mode	Business Requirements
Employee ID	Display	
Employee Name	Display	
Position Number (PIN) Details – Agency Code – Classification – Title – Job Family – Bargaining Unit – Service Category – Work Area – Funding Source – Funding % – % Authorized – Eligible for Telework?	Display	
Effective Date	Required Entry	See Rules Below
Telework Status	Required Entry	See Rules Below
Telework Begin/End Dates	Required Entry	

<u>Special Field/Page Rules</u>:

Field	Business Requirements
Effective Date	The system shall require the entry of the Effective Date of either the start or the end of the teleworking agreement.
Status	The system shall require the entry of a teleworking Status from a list of valid values: – Active – Inactive

Employee Telework Data Updated in SPS: (Step 15): After Agency HR has entered the employee telework data; the system shall enable the employee to utilize the Telework time reporting code in *<u>Time & Labor PDR</u>*.

- The system shall restrict the use of the Telework time reporting code to only those employees who have an active teleworking status in the system.

AdHoc Report: Employee Telework Status: (Step 16): The system shall provide a report to identify the employees who were participating in a telework agreement for a user-specified date range.

Track Compressed Workweek

Associated Process Flows: PS0902 – Track Compressed Workweek

The system shall provide the capability to track and maintain employees who are in a compressed work week schedule. This requirement includes tracking both when an employee begins a compressed workweek and when an employee ends a compressed workweek in addition to the type of compressed work schedule.

All other activities related to the compressed workweek agreement such as completing the required paperwork, review of the paperwork and the approval or denial of the request will occur outside of the SPS system.

Track Compressed Workweek Events/Steps:

Submit Compressed Workweek Paperwork to Agency HR: (Step 13): The Supervisor will submit the approved compressed workweek paperwork to Agency HR.

SPS: Enter Approved Compressed Workweek Online: (Step 14): Agency HR shall have the ability to enter the approved compressed workweek status online.

The online entry page must **capture/display** at a minimum the following fields about the compressed workweek:

Field	Access Mode	Business Requirements
Employee ID	Display	
Employee Name	Display	
Position Number (PIN) Details – Agency Code – Classification – Title – Job Family – Bargaining Unit – Service Category – Work Area – Funding Source – Funding % – % Authorized – Eligible for Compressed Workweek?	Display	
Effective Date	Required Entry	See Rules Below
Status	Required Entry	See Rules Below
Type of Compressed Schedule	Required Entry	See Rules Below

Special Field/Page Rules:

Field	Business Requirements
Effective Date	The system shall require the entry of the Effective Date of either the start or the end of the teleworking agreement.
Status	The system shall require the entry of a teleworking Status from a list of valid values: – Active – Inactive
Type of Compressed Schedule	The system shall require the entry of a Type of Compressed Schedule when the Status = Active. The system shall provide valid values of biweekly compressed work schedules: 1. Week 1: 4 days @ 10 HRS//Day; Week 2: 4 days @ 10 HRS/Day 2. Week 1: 5 days @ 8 HRS/Day Week 2: 4 days @ 10 HRS /Day 3. Week 1: 4 days @ 9 HRS /Day; 1 day @ 8 HRS /Day; Week 2: 4 days @ 9 HRS /Day; 1 day@ 8 HRS /Day 4. Week 1: 4 days @ 9 HRS /Day; 1 day @ 8 HRS/Day; Week 2: 4 days @ 9 HRS /Day 5. Week 1 & 2: 1 day @ 8.7 HRS /Day; 2 days @ 8.5 HRS/Day; 2 days @ 8.5 HRS/Day; 1 day @ 8.8 HRS/Day; 1 day @ 5.5 HRS/Day 6. FLSA non exempt employees may have compressed schedules within a week but not in a biweekly pay period. Such employees are required to account for 40 HRS/Week. 7. Week 1: 4 days@10 HRS/Day; 1 day off (26 days off a year) 8. 9 days Every 2 weeks 9. 40 HRS in 4.5 Days 10. Seasonal

Employee Compressed Workweek Data Updated in SPS: (Step 15): After Agency HR has entered the employee compressed workweek data, the system shall be updated with the compressed workweek status and schedule.

Update Timekeeping Schedule: (Step 16): After Agency HR has entered the employee compressed workweek data, the timekeeping schedule shall be updated in HCM SaaS Time and Labor to indicate the compressed workweek status and schedule as well.

AdHoc Report: Employee Compressed Workweek Status: (Step 17): The system shall provide a report to identify the employees who were participating in a compressed workweek agreement for a user-specified date range.

Transferred TO/FROM an Independent Agency

Associated Process Flows: TBD – Transferred TO/FROM Independent Agency

A Transfer from an Independent Agency represents an employee's movement between agencies that utilizes different HR system of record in processing personnel transactions. In this process, the worker informs their Supervisor/Manager that s/he is transferring to another position within the State. The sending and receiving agencies (i.e.; *Full, Partial; Pass Through*) will dictate who and how the worker's data will be updated within the new SPS system (directly within the new system or via feed from the receiving agency). The goal is to establish the existing Employee Id from both systems that is, to transfer the employee from one system to another with no break in service for employment, benefits and payroll purposes within the new system.

The following criteria must be taken into consideration in identifying the appropriate personnel transaction (Transfer vs. Termination) in reflecting the personnel transaction in the new system:

- SPS Personnel - should the employee be *Inactive* for the purposes of SPS personnel;
- Benefits – should the employee be Active for the purposes of Benefits;
- SPS Payroll Interface – should the employee be Active for the purposes of sending payroll interface from SPS to CPB;
- Other Personnel – should data be updated via "shell" record from other HR Systems?

At this time, file transfers and maintenance of required data elements to manage personnel transactions; benefits and payroll eligibility between the new SPS system and existing stand-alone Agency HR databases across the State of Maryland is unknown. The final design and set up of these requirements will drive the best practice solution in managing *Transfer TO/FROM from an Independent Agency*. The Integrator is expected to assist in defining best practice solution to support these types of transactions during implementation and integration phase of the project.

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:

- Moved Position Number (PIN) management and approvals required to Hire and Rehire to the Recruiting process. By moving this process to the front-end you ensure you are recruiting appropriately for the Position Number (PIN) and you shorten the time-to-hire once an employee selection has occurred.
- Moved all approvals and routings required outside the system when transactions are initiated by Agency HR Coordinator in the new SPS system.
- Implement audit process and procedures for Core HR end users to review and validate entry of all personnel transactions which will enhance data integrity within the new SPS system.
- Ad-hoc reporting of common HR data inquiries (i.e. All Active Employees, All Contractual Employees, All Hires, etc.) to notify other groups of all personnel transactions completed in the new system.
- Developed inbound/outbound interface files between the new SPS system and other state-wide systems to minimize duplicate data entry.
- Timely processing of transactions (i.e. transactions will no longer be held from system entry due to timing issues with CPB).

E. Reference Pertinent Documents

The following materials were referenced in this PDR.

Referenced Item	Link
POSC Online Help and Description of Services	http://compnet.comp.state.md.us/Central_Payroll_Bureau/Online_Services/

F. Legal Considerations

The following materials were referenced in this PDR in relation to State regulation, policies and guidelines.

Referenced Item	File Name/Link
Executive Pay Plan – Salary Schedule	Attachment F8b.pdf
Michie's Annotated Code of Maryland – State Personnel and Pensions	http://www.michie.com/maryland/lpext.dll?f=templates&fn=main-h.htm&2.0
Salary Guidelines for the Executive Pay Plan	Attachment F8b.pdf available in F8c.pdf
Salary Guidelines for the Standard Pay Plan	Attachment F8b.pdf
Standard Bonus Salary Schedule	http://www.dbm.maryland.gov/Pages/home.aspx
State Salary Plan	http://www.dbm.maryland.gov/Pages/home.aspx

IV. Interfaces

The following interfaces will be inputs/outputs to the future process. Please refer to the PS-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*
JobAps	Bring worker's data for new hires, rehires, promotions, demotions and transfer personnel transactions initiated from this system	JobAps	At least daily	TBD
Satellite Agencies	Bring basic personnel transaction data (hires, rehires, transfers, terminations, leaves of absence and demographics) into SPS for some of the larger Satellite agencies	Satellite Agency	At least daily	TBD
Pass Through Agencies	Bring basic personnel transaction data (hires, rehires, transfers, terminations, leaves of absence and demographics) into SPS. This will allow required data elements to be included for CPB Payroll Process.	Pass Through Agencies	At least daily	TBD
Maryland State Retirement and Pension Systems	Bring basic Retirement data into SPS for the State of MD retirees for benefits administration within the system.	Maryland State Retirement and Pension Systems	At least daily	TBD
TBD	Employee Address Updates	CPB	TBD	TBD
TBD	Employee Address Updates	Non SPS HR Systems	TBD	TBD

B. Out-Bound

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

Interface Name	Description/Purpose	Receiving System/Vendor	Frequency	Transmission Method
SPS to JobAps	Send update of current EE data for system to recognize rehires, promotions, demotions, transfers transactions.	JoBAps	At least daily	TBD
SPS to CPB	Send EE status, name, address, classification and salary updates to CPB	CPB	TBD	TBD
MD New Hire	Send all new hires to MD New Hire Registry w/I 20 days of Hire Date. This interface would need to exclude MDOT, University System and Satellite Agency hires.	MD New Hire Registry	Weekly	TBD
TBD	Employee Address Updates	SPS to CPB	TBD	TBD

Interface Name	Description/Purpose	Receiving System/Vendor	Frequency	Transmission Method
MSP Access Database/s	Send data elements required to eliminate manual data entry for maintenance of MSP Access database.	MSP	TBD	TBD

Note: The CPB (Payroll interface) and Job Aps (Recruitment interface) will be discussed in a separate PDR.

V. Forms

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

Form Name	Agency/ Dept	Input/ Ouput	Automated/ Manual	Purpose	Fields/Content
Employee Information Sheet	DBM	Input	Automated	To capture additional EE demographic data to complete the Hire or Rehire	See sample form in Appendix C.

VI. Reports

The following reports will be inputs/outputs to the process. Detailed reports specifications are included in Appendix D for report outputs.

A. Reports Used as Input to the Process

For example, if someone runs a report which they then use to determine what actions may need to be taken, list those reports.

Report Name	Requestor	Frequency	Purpose	Contents	Routing/Users
None					

B. Reports to be Produced

The following reports are required to support Personnel Transactions.

Report Name	Requestor	Frequency	Purpose	Contents	Routing/Users
Hire	Agency HR	AdHoc	File Hire transaction in Personnel File	See Appendix D.	Agency HR
Rehire	Agency HR	AdHoc	File Rehire transaction in Personnel File	See Appendix D.	Agency HR
Employee Job History	Agency HR	AdHoc	Show job history for a specified employee	See Appendix D.	Agency HR
All Active Employees	Agency HR	AdHoc	Show all Active employees	See Appendix D.	Agency HR
All Employee by Type	Agency HR	AdHoc	Show all employees by type (State, Contractual, Temporary)	See Appendix D.	Agency HR
Activity Based on Date Range	Agency HR	AdHoc	Show all transaction activity within a specified date range	See Appendix D.	Agency HR
Data Exceptions	DBM PTU	AdHoc	To identify demographic and job data that may have an integrity issue	See Appendix D.	DBM
Turnover & Employee Retention Report	Agency HR Appointing Authority DBM	AdHoc	To Identify the employee turnover rate for a specified period of time	See Appendix D.	Agency HR DBM
Employee	Agency HR	AdHoc	To identify all employees	TBD	Agency HR

Report Name	Requestor	Frequency	Purpose	Contents	Routing/Users
Telework Status			who currently are or have participated in teleworking during a user-specified period of time.		DBM
Employee Compressed Workweek Status	Agency HR	AdHoc	To identify all employees who currently are or have participated in a compressed workweek during a user-specified period of time.	TBD	Agency HR DBM
Employee History Report	Agency HR	AdHoc	To identify all personnel transactions processed within the SPS system.	See Appendix D	Agency HR DBM
Annual Personnel Report	TBD	Annual	The State Personnel and Pension Article, § 4-302, requires DBM to submit this report to the Governor and General Assembly on or before January 1 of each year for the preceding Fiscal Year.	See Appendix D	DBM
Transaction Metrics	DBM	Monthly		See Appendix D	DBM
Transaction Status	DBM	Monthly		See Appendix D	DBM

VII. Databases/Spreadsheets

List any databases, spreadsheets, etc used to support or aid this process.

DB/Spreadsheet Name	Agency/ Dept	Input/ Output	Purpose
None			

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
HOBO	Approved Open PINs	TBD
MS-106 Spreadsheet	Disciplinary Actions	TBD
MS-310	Personnel Transactions	TBD
Rumba	Personnel Transactions	TBD
Viking	Personnel Transactions	TBD
CPB	Identify current workers with active secondary work (multiple jobs)	TBD

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 – Future State Process Diagrams

See separate PDF.

Appendix B – Policies and Procedures

See separate PDF document – Attachment F8b.pdf

Appendix C – Sample Forms

The following forms are available , see Attachment F8b.pdf

Form Name	File Name
Employee Information Sheet	Attachment F8b.pdf
Telework Schedule	Attachment F8b.pdf
Teleworking Agreement	Attachment F8b.pdf
Telework Eligibility Checklist	Attachment F8b.pdf
Telework Work Plan	Attachment F8b.pdf
Memorandum of Understanding – Request for Compressed Work Schedule	Attachment F8b.pdf

Appendix D – Report Specifications

Hire Transaction Report		
Description:		
This report will be an optional report for Agency HR if they want to file a copy of the Hire transaction in the employee's Personnel File. The report should be a simple print from the within the Hire transaction.		
Report Parameters	Columns	Other
Employee ID	Employee ID	Row level security should apply
	Employee Name (Last Name, First Name, Middle Name)	
	Employee Type (State, Contractual, Temporary)	
	SSN	
	Hire Date	
	EOD Date	
	Position Number (PIN)	
	Position Number (PIN) Details	
	FLSA Status	
	Pay Cycle & Pay Frequency	
	Salary Grade/Step or Salary $	
	Hourly Rate $	
	Reason for Hiring Above Base	
	Explanation for Hiring Above Base	
	Submission/Approval Electronic Signatures	

Rehire Transaction Report		
Description:		
This report will be an optional report for Agency HR if they want to file a copy of the Rehire transaction in the employee's Personnel File. The report should be a simple print from the within the Rehire transaction.		
Report Parameters	Columns	Other
Employee ID	Employee ID	Row level security should apply
	Employee Name (Last Name, First Name, Middle Name)	
	Employee Type (State, Contractual, Temporary)	
	SSN	
	Re-Hire/Rehire Date	
	EOD Date	
	Position Number (PIN)	
	Position Number (PIN) Details	
	Positions Number (PIN) Detail from time of Separation	
	FLSA Status	
	Pay Cycle & Pay Frequency	
	Salary Grade/Step or Salary $	
	Hourly Rate $	
	Reason for Hiring Above Base	
	Explanation for Hiring Above Base	
	Submission/Approval Electronic Signatures	

Employee Job History		
Description:		
This report will be an optional report for Agency HR if they want to file a copy of the Job History in the employee's Personnel File. The report should be a simple print from the within the Rehire transaction.		
Report Parameters	**Columns**	**Other**
Employee ID	Employee ID	Row level security should apply
	Employee Name (Last Name, First Name, Middle Name)	Output in Excel or PDF
	Effective Date of Action	
	Action/Reason	
	Agency	
	Funding Codes	
	PIN	
	Classification	
	Salary Grade	
	Salary Step	
	Salary $	
	Percent Employed	
	Pay Cycle Information	
	Increment Month	
	Increment Year	
	Action Entered By	
	Date/Time Action Entered	

All Active Employees		
Description:		
This should be a simple report that shows basic information for all Active employees.		
Report Parameters	**Columns**	**Other**
Agency	Agency	Row level security should apply
Employee Type	Employee ID	Output in Excel
	Employee Name (Last Name, First Name)	
	Employee Type (State, Contractual, Temporary)	
	Service Category (Skilled, Professional, etc.)	
	Hire Date	
	Re-Hire Date	
	EOD Date	
	Increment Month	
	Increment Year	
	PIN	
	Classification	
	Salary Grade/Salary Step	
	Salary $	
	Bargaining Unit	
	Retirement Agency Code	

Activity Based on Date Range		
Description:		
This should be a simple report that allows HR to pull employee job data by Action and/or Reason and/or Effective Date and/or Entry Date.		
Report Parameters	Columns	Other
Agency	Employee ID	Row level security should apply
Action	Employee Name (Last Name, First Name, Middle Name)	Output in Excel
Reason	Effective Date of Action	
Effective Date Range	Action/Reason	
Entry Date Range	Agency	
	Funding Codes	
	PIN	
	Classification	
	Salary Grade	
	Salary Step	
	Salary $	
	Percent Employed	
	Pay Cycle Information	
	Increment Month	
	Increment Year	
	Action Entered By	
	Date/Time Action Entered	

Turnover & Employee Retention Report		
Description:		
This report will be used by both the Agencies and DBM to identify the number of employees that left State service during a user-specified time period and the reason they left. The report will identify the total employee headcount on the fist day of the period and the total employee headcount on the last day of the period and calculate a total turnover percentage.		
Report Parameters	Columns	Other
Agency (can be left blank)	Resigned Employee Count	Row level security should apply
Period Begin Date	Retired Employee Count	
Period End Date	Removals Employee Count	
	Deceased Employee Count	
	Military Leave Employee Count	
	Total Headcount at Period Begin	
	Total Headcount at Period End	
	Total % of Turnover in Period	

Data Exceptions		
Description:		
This report will be used to identify potential data integrity issues that need investigation. This type of report is typically used by an HRIS group. At this point in time it is difficult to identify specific fields, as the specifics will depend on how the software is configured and implemented. While this type of exception reporting can be accomplished by running multiple simple queries, a more complex report that combines all requirements onto 1 report would be the ideal solution.		
Report Parameters	Columns	Other
TBD Based on Implementation & Configuration	TBD Based on Implementation & Configuration	Row level security should apply

Annual Personnel Report		
Description:		
The State Personnel and Pension Article, § 4-302, requires DBM to submit the Annual Personnel Report to the Governor and General Assembly on or before January 1 of each year for the preceding Fiscal Year.		
Report Parameters	Columns	Other
TBD Based on design of the annual personnel report; Required data may also be dependent on final conversion approach as part of implementation and integration phase of this project.	State Total Active FTE:	
	Total FTE in bargaining unit	
	FTE excluded from Bargaining Unit	
	Total FTE	
	Employee percent in each county (working in)	
	Total Employees:	
	Full Time Employee	
	Part Time employee	
	Total Employees	
	Average Employee Age	
	Average Years of Service	
	Average Employee Salary	
	PIN Details:	
	Total FTE in each excluded bargaining status:	
	NX, NZ, NM, NS, NT, NU and NW	
	Full time Filled	
	Full Time Vacant	
	Part Time Filled	
	Part Time Vacant	
	Total Filled	
	Total Vacant	
	Contracts:	
	Contract FTE	
	Contractual Conversions:	
	Budgeted FTE by agencies	
	Vacant FTE by agencies	
	FTE in Bargaining by agencies	
	FTE excluded from Bargaining by agencies	
	County Location Filled	
	County Location Vacant	
	Employee Years of Service:	

Annual Personnel Report		
Description:		
	Employee Years of Service Less than 1 year	
	Employee Years of Service 1-5	
	Employee Years of Service 6-10	
	Employee Years of Service 10-15	
	Employee Years of Service 15-20	
	Employee Years of Service 21-30	
	Employee Years of Service over 30	
	Total transaction by Type:	
	Turnover Rate	
	Total Employee by Grade	
	Total Employee by Step	
	Performance Evaluation completion rates	
	Incentive Awards by Agencies	
	Leave Usage by Agencies	

Transaction Metrics		
Description:		
This report will be used to review all transactions processed within the SPS system.		
Report Parameters	Columns	Other
N/A	- Employee ID - Employee Name - Job Code - Job Title - Agency - Agency HR processing staff - Manager/Supervisor, - Appointing Authority that has a role in the Transaction - DBM authority, if any involved in Transaction - Transaction Name - Effective Date of transaction - Process date of transaction (completion date)	

Transaction Metrics		
Description:		
This report will be used to review all transactions status within the SPS system.		
Report Parameters	Columns	Other
N/A	- Employee ID - Employee Name - Employment Status (Active, Terminated, Leave of Absence) - Job Code - Job Title - Agency - Agency HR processing staff, - Manager/Supervisor, - Appointing Authority that has a role in the Transaction - DBM authority, if any involved in Transaction - Transaction Name - Effective Date of transaction - Process date of transaction, if completed (completion date) - Date of any action taken in system and by whom for the transaction from start to present date	

Appendix E – Agency Workflow Requirements

See separate PDF document - Attachment F8b.pdf

Appendix F – 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

Application	Description
	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 (HOBO) 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.
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

Application	Description
	complaints and appeals. Due to the need for extreme confidentiality, stringent security is used to protect the data in this module.
SIGMA	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. **The State is in the process of implementing Job Aps to replace this system.*
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.