

# Edit Service Dates Business Process

***This guide is for completing this process outside of the Hire business process.***

The process of updating or editing an employee's service dates requires an approval step after the transaction is initiated:

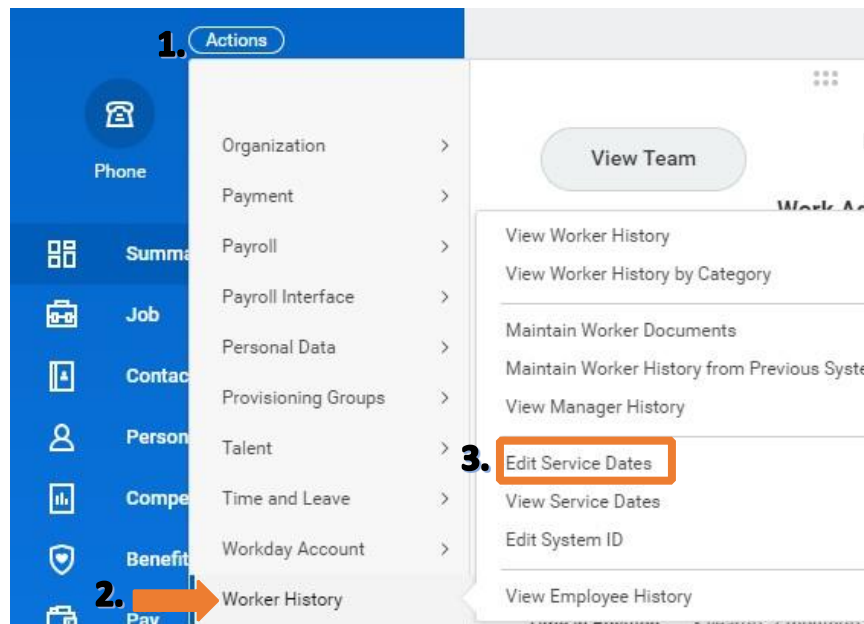
Note: After the transaction is submitted, the approval step will be sent to the HR Partner unless;

- The HR Partner initiated the transaction or,
- The transaction is being done on the HR Partner

In either case, the approval step will be sent to the Appointing Authority instead.

## How to Edit Service Dates


**Step 1:** From the employee's profile, click on *Actions > Worker History > Edit Service Dates*



**Step 2:** Update the intended date fields, then hit Submit:

**Edit Service Dates**  
ASHLEY LOVETT (W2015504) [Actions](#)

Hire Date	12/07/2016
Original Hire Date	<input type="text" value="12 / 07 / 2016"/>
Continuous Service Date	<input type="text" value="12 / 07 / 2016"/>
Length of Service	3 year(s), 2 month(s), 6 day(s)
Date Entered Workforce	<input type="text" value="MM / DD / YYYY"/>
Benefits Service Date	<input type="text" value="MM / DD / YYYY"/>
Company Service Date	<input type="text" value="07 / 01 / 2017"/>
Time Off Service Date	<input type="text" value="12 / 07 / 2016"/>
Retirement Eligibility Date	<input type="text" value="MM / DD / YYYY"/>
Expected Retirement Date	<input type="text" value="MM / DD / YYYY"/>
Retirement Date	(empty)
Seniority Date	<input type="text" value="12 / 07 / 2016"/>
Union Seniority Date	(empty)
Severance Date	<input type="text" value="MM / DD / YYYY"/>
Vesting Date	<input type="text" value="MM / DD / YYYY"/>



[Submit](#) [Cancel](#)

**Note:**

- Refer to the guide on page 3 and 4 for further details on what data each field is referencing.
- If you have any questions or concerns about using the correct service dates, please contact DBM – Personnel Services.

**Step 3:** The transaction is complete. Select Done, or go to the *Details and Process* section to view the changes made.

**You have submitted**  
Service Dates Change: ASHLEY LOVETT (W2015504) [Actions](#)

**Up Next**  
HR Partner  
[Approval by HR Partner](#)

[Details and Process](#)

# Workday Date Field Guide

Workday Field	Use
<b>Hire Date</b>	<p><b><i>During a Hire Event:</i></b> Date of current hire or rehire, does not change. This Date comes from the Hire Event.</p> <p><b><i>During a Rehire Event</i></b> this will populate with the <i>new</i> hire event date – over writing the previous hire event.</p> <p><b><u>Does not Change</u></b></p>
<b>Original Date</b>	<p><b><i>During a Hire Event:</i></b> Will be the original first hire date in the system. If there is an unaccounted earlier hire then it can be edited to capture that date.</p> <p><b><i>During a Rehire Event</i></b> it will stay with the last entered date and it shouldn't be changed unless an <i>earlier</i> hire event wasn't captured. For example, if an employee has a non-spms agency hire date in 2001 that is earlier than the Workday Hire Date in 2010 then you can change this field to reflect that date.</p> <p><b><u>Auto-populated from Hire Date – Can be changed</u></b></p>
<b>Continuous Service Date</b>	<p><b><i>During a Hire Event:</i></b> Adjusted for breaks in service when an employee leaves and returns; used to calculate “<b><i>length of service</i></b>” in Workday; represents “<b><i>Total State service</i></b>”. Does NOT need to match Time Off Service Date</p> <p><b><i>During a Rehire Event</i></b> this automatically populates with the <b><i>new</i></b> hire event date whether it's designated as reinstatement or not. <b>THIS</b> date should be adjusted if needed. If it is a reinstatement, then this date should be adjusted to capture the employee's previous service. The agency is responsible for maintaining it.</p> <p><b>MS - 310 &amp; Reference Only - Entry On Duty (EOD) Date</b> <u>or</u> could be an <b>Adjusted Entry On Duty (EOD) Date</b> Contractual Transfer (HB767/SB172): Date of 1<sup>st</sup> continuous contract in same principal department.</p> <p><b><u>Auto-populated from Hire Date – Can be changed</u></b></p>
<b>Date Entered Workforce</b>	<b><u>This should not be used now</u></b>
<b>Benefit Service Date</b>	<b><u>This should not be used now</u></b>

<b>Company Service Date</b>	<p><b>Increment Date</b> (1/1/Year or 7/1/Year)</p> <p>Date that is assigned increment month and year</p> <p><b>MS-310 &amp; Reference Only</b> - Will be derived by review of Hire Date, Original Hire Date, and Continuous Service Date in Workday; Contractual Transfer (HB767): Date of 1<sup>st</sup> continuous contract in same principal department; Contractual Transfer (SB172): Appointment date – date placed in regular position.</p> <p><b><u>Needs to be manually entered</u></b></p>
<b>Time Off Service Date</b>	<p><b>During a Hire Event:</b> Usually, the same as Continuous Service Date, used to calculate <b>Leave Accrual</b>. Represents “Total State Service” if that is what needs to be used to calculate Leave Accrual rates.</p> <p><b>During a Rehire Event</b> the date stays with the last entered date. It can be adjusted if needed. Rehires do not have to be reinstatements to get service credit for the leave accrual rate. All previous State service counts towards leave accrual service credit, contractual employment does not count unless the employee was a contractual conversion into a State Regular position.</p> <p><b><u>Needs to be manually entered</u></b></p>
<b>Seniority Date</b>	<p>May auto-populate with Original Hire Date</p> <p><b><u>This should not be used now</u></b></p>
<b>Other Workday Dates</b>	<p><b><u>These should not be used now</u></b></p>