PERSONNEL TRAINING FOR HR PROFESSIONALS IN THE STATE PERSONNEL MANAGEMENT SYSTEM

Understanding Service Dates

What we will discuss today:

❑ Why Service Dates are Important

❑ Reinstatement

❑ Rehire – Non-Reinstatement

❑ Transfers

❑ Hire Date

❑ Original Hire Date

❑ Continuous Service Date

❑ Company Service Date

❑ Time Off Service Date

❑ Key Things to Remember

Why Service Dates are Important?

Determines the following:

➢ Annual Leave Accrual Rate

➢ Seniority for Lay-offs

➢ Increment Month

➢ Calculates length of service for quick reference (ref checks, service awards, annual leave, etc.

➢ PEP Cycle (annual or mid)

➢ Personal Leave Earnings for Temp – when eligible to accrue

➢ Benefits Eligibility

Why Service Dates are Important?

Consequences if incorrect:

- ➤ Layoffs
- ➤ Increment given at wrong time resulting in over payment or under payment
- ➤ Wrong annual leave accrual
- ➤ Wrong service credit (temps/contractuals transferring from other agency)
- ➤ Incorrect PEP cycle
- ➤ Temps earning (or not earning) PL when eligible
- ➤ Benefits business process will not be routed to employee's inbox

NOTE: RUN REPORTS REGULARY TO CHECK EMPLOYEE DATA TO ENSURE ACCURACY

Reinstatement:

❑ Period for **Reinstatement. --** returns to State employment in a position in the State Personnel Management System (SPMS) <u>within 3 years</u> from separation.

❑ Sick leave. -- A reinstated State employee shall have unused accumulated sick leave restored.

❑ A former non-temporary employee who is reinstated in a position in the SPMS shall receive credit for time employed before separation for the purpose of determining the employee's:

    (i) step in the pay grade applicable to the employee's class;
    (ii) rate of annual leave accrual (accrual rate is based on total state service) ; and
    (iii) seniority rights.

Rehire – Non-Reinstatement

❑ <u>After 3 years</u> of separation employees are <u>not</u> eligible for reinstatement rights. The following applies:

➢ Employees hired are not reinstated

➢ Previous service is used <u>only</u> to determine annual leave accrual rate, based on total State service, regardless of amount of time separated

➢ Employees do not have seniority rights

Transfers

❑ **Contractual/Temp** transferred to a regular PIN within <u>same</u> Agency:

➢ Annual leave accrual rate (no retro earnings)

➢ Time off & continuous service dates stay the same*

➢ Seniority rights

*If contractual employee accepts employment at <u>different</u> principal unit/Agency, **<u>dates restart to date of hire at new agency.</u>**

❑ **<u>Regular Employees</u>** transferred within any State agency (SPMS/Non-SPMS):

➢ Current leave balances transferred to new agency

➢ Time off & continuous service dates stay the same

NOTES:

1) Timekeeper MUST manually adjust leave balances for employees transferring from non-SPMS; Up to 6 days of unused personal leave may be transferred in from non-SPMS.

2) Personal Leave earned, **when temporary,** must be manually removed from balance when employee accepts regular State position.

Service Dates – Hire Date

❑ Date of current hire or rehire (reinstate), does not change. This date comes from the hire event.

❑ During a rehire event, this will populate with the *new* hire event date – overwriting the previous event.

<u>Does not change.</u>

Service Dates - Original Hire Date

❑ **During a Hire Event:**

➢ Will be the original first hire date in the system.

➢ If there is an unaccounted earlier hire, it can be edited to capture that date.

❑ **During a Rehire Event:**

➢ Will stay with the last entered date

➢ Shouldn't be changed unless an earlier hire event wasn't captured (as in a transfer from a non-SPMS agency).

Autopopulated from Hire Date – can be changed.

Continuous Service Date (aka - Adj. EOD)

❑ **During a Hire Event**:

➢ Adjusted for breaks in service; do not adjust if its 6 months or less.

➢ Used to calculate "length of Service" in Workday; represents amount of **State service** credit, when reinstated

➢ Does not need to match "Time Off Service Date".

❑ **During a Rehire Event**:

➢ This automatically populates with **new** hire event whether it's designated as reinstatement or not.

➢ THIS date should be adjusted if needed (for reinstatements, this date should be adjusted to capture the previous service).

Agency is responsible for maintaining it.

Autopopulated from Hire Date – can be changed.

Company Service Date (aka - Increment Date)

❑ Date that is assigned to determine the increment month and year.

*Continuous service date is used to determine the Company Service Date.

(Ex., an employee has original hire date of 5/5/16 ; due to a break in service, the Continuous Service date is now 9/5/17.)

What would the new Company Service Date be?

7/2018

Needs to be entered manually – can be changed.

Time Off Service Date

❑ **During a Hire Event**:

  ▪ Usually, the same as Continuous Service Date (include service for any non-SPMS transfers)

  ▪ Used to calculate **Annual Leave Accrual**

  ▪ Represents TOTAL STATE SERVICE, even if not continuous

❑ **During a Rehire Event**:

  ▪ The date stays with the latest date entered, but can be adjusted if needed

  ▪ Rehires <u>do not</u> have to be reinstated to get service credit for leave accrual rate; all previous State service counts.

  ▪ Contractual employment counts <u>**only**</u> when transferred to a regular position in same agency (principal unit).

  Agency is responsible for maintaining it.

<u>Needs to be entered manually – can be changed if correction is needed.</u>

Samples of Adjustments:

	ENTRY ON DUTY DATE - REINSTATEMENT				
Original Entry on Duty Date:	2/8/2012	Enter Original(Entry on Duty Date)			
Separation from State Service Date:	1/27/2015	Enter (Separation from State Service Date)			
Return to State Service Date:	5/17/2017	Enter (Return to State Service Date)			
Adjusted Entry on Duty Date:	**5/29/2014**				

	ENTRY ON DUTY DATE - RE-HIRE: LEAVE EARNINGS ONLY				
Original Entry on Duty Date:	2/8/2012	Enter Original(Entry on Duty Date)			
Separation from State Service Date:	1/27/2013	Enter (Separation from State Service Date)			
Return to State Service Date:	9/17/2017	Enter (Return to State Service Date)			
Adjusted Entry on Duty Date:	**9/28/2016**				

New Company Service Date – 7/2018

Key Things to Remember:

❑ Policies regarding hires and rehires should be followed at all times. Familiarize yourselves with these policies.

❑ Review Workday "Job Aides" to properly change/edit Service Dates. (Available in the SPMS Help Center)

❑ Review Employee Detail Report at least once a month to ensure employee information is complete and accurate.

❑ Review "ALL" Service Dates before finalizing your actions to avoid errors with service credits, leave accruals, PEP cycle and increments.

Contact Information:

- Shared Services Help Line (for Workday):
    - (410) 767-4112

- DBM – Personnel Services (Policies)
    - Jennifer Hine – (410) 767-4718
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QUESTIONS?????