

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 REGULARLY 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) within 3 years 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

- ❑ After 3 years of separation employees are not eligible for reinstatement rights. The following applies:
  - Employees hired are not reinstated
  - Previous service is used only 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 same Agency:
  - Annual leave accrual rate (no retro earnings)
  - Time off & continuous service dates stay the same\*
  - Seniority rights

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

- ❑ **Regular Employees** 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.

**Does not change.**



# 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;
- 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 do not have to be reinstated to get service credit for leave accrual rate; all previous State service counts.
- Contractual employment counts **only** when transferred to a regular position in same agency (principal unit).

**Agency** is responsible for maintaining it.

**Needs to be entered manually – can be changed if correction is needed.**

## 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.

QUESTIONS?????

