



Dates Cheat Sheet

The Dates Cheat Sheet offers definitions, examples, and Next Increase Date information. Use the charts below to identify the Date of Employment and Continuous Service Date, including an explanation of the asterisked (*) and instructions on how to set the Next Increase Date.

Term	Definition
Hire Date	Entered during the Hire Business Process from the Offer Letter. In Workday, this Date populates the most recent hire Date.
Original Hire Date	Original Hire Date and Continuous Service Date will be the same for an Employee who is hired for the first time. If the Employee was hired in the past and terminated, see the Reemployment vs. Reinstatement Guide .
Continuous Service Date	Previously known as the Vacation Anniversary Date.
Seniority Date	Do not use it on Workday.
Vacation Anniversary Date	Renamed Continuous Service Date.
Step Increase Date	Renamed Next Increase Date.



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Dates According to Hire Types		
Type	Date of Employment	Continuous Service Date
Full-time New Hire*	Hire Date	Hire Date
Part-time New Hire*	Hire Date	Hire Date
Commission/Board Member New Hire	Term begin Date indicated in appointment letter	n/a
Annual Salary Commission/Board Member New Hire	Term begin Date indicated in appointment letter	n/a
Temporary New Hire	Hire Date	n/a
Internship Appointment	Hire Date	n/a
Recall – Terminated Employee	Restore to the previous Hire Date at time of layoff	Restore to the previous Continuous Service Date at the time of layoff
Recall – Active Employee	Restore to the previous Hire Date at time of layoff	Restore to the previous Continuous Service Date at the time of layoff
Board Member Reemployment	Term begin Date indicated in appointment letter	n/a
Temporary Reemployment	Hire Date	n/a

Dates According to Hire Types		
Type	Date of Employment	Continuous Service Date
Reemployment*	Hire Date	Hire Date
AmeriCorps to Temporary Position	Hire Date	n/a
Temporary to AmeriCorps	Hire Date	n/a
Temporary to Temporary Position	Hire Date	n/a
Temporary to Permanent Position	Hire Date of Temporary Position	Hire Date of Permanent position
Statutory Transfer	date will remain the same	date will remain the same
Transfer	date will remain the same	date will remain the same
Reinstatement**	Hire Date	Refer to the Pre-Audit Calculators
Permanent to Temporary Position	Hire Date	Remove system generated date



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Exceptions to the table information (see asterisks above)

*If an employee is coming from the Department of Transportation, Community Based Corrections, or Regents (one of the three state universities), the Date of Employment and Continuous Service Date will remain the same as what they were at the person's previous agency, as long as there is no break in service from when the person left their previous agency to when they began Executive branch employment. You will need to contact the sending agency for the employee's dates and include details in the Comments section in the Workday Business Process.

**If an individual is being returned to work as a result of a settlement agreement, arbitration decision, PERB order, or other award, the Date of Employment and Continuous Service Date should remain the same as when the person was previously employed, unless the award specifies otherwise.



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Next Increase Date

The Next Increase Date should be set in accordance with the [Next Increase Date Schedule](#).

Type of Action Taking Place	How to set the Next Increase Date
New Hire / Reemployment / Reinstatement	Start on the first day of the pay period: 26 weeks (6 months). Start after the first day of the pay period: 26 weeks (6 months) + one pay period.
Next/Merit Increase	52 weeks (1 year)
Promotion <i>(includes promotional reclassifications and transfers)</i>	With an increase in pay: 26 weeks (6 months). No pay increase: Next Increase Date remains the same.
Lateral Transfers and Demotions <i>(includes lateral reclassifications, and demotional reclassifications and transfers)</i>	Next Increase Date remains the same.
Return from Military leave	Next Increase Date remains the same. If the employee is receiving a missed merit increase upon return, the Next Increase Date should be set to 52 weeks (1 year) from the previous date.



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Type of Action Taking Place	How to set the Next Increase Date
Return from leave of absence without pay <i>(less than 30 consecutive calendar days)</i>	Next Increase Date remains the same. If the employee is receiving a missed merit increase upon return, the Step Increase Date should be set to 52 weeks (1 year) from the previous date.
Return from leave of absence without pay <i>(greater than 30 consecutive calendar days)</i>	Adjust the Next Increase Date forward by the length of time the employee was on leave without pay. If the employee is receiving a missed merit increase upon return, the Next Increase Date should be set to 52 weeks (1 year) from the previous date and then be adjusted forward by the length of time the employee was on leave without pay.
Recall <i>(less than 30 consecutive calendar days)</i>	Next Increase Date remains the same. If the employee is receiving a missed merit increase upon recall, the Next Increase Date should be set to 52 weeks (1 year) from the previous date.
Recall <i>(greater than 30 consecutive calendar days)</i>	Adjust the Next Increase Date forward by the length of time the employee was laid off. If the employee is receiving a missed merit increase upon recall, the Next Increase Date should be set to 52 weeks (1 year) from the previous date and then be adjusted forward by the length of time the employee was laid off.