

Dates Cheat Sheet

Use the chart below to set the Date of Employment, Seniority, and Vacation Anniversary dates. Refer to page two for definitions and explanations of the asterisked (*) and colored cells. Page three covers how to set the Department Service, Status Expiration and Step Increase dates.

P1 Type	Date of Employment	Seniority Date	Vacation Anniversary Date
005 Full-time New Hire*	Hire date	Hire date	Hire date
015 Part-time New Hire*	Hire date	Hire date	Hire date
025 Commission/Board Member New Hire	Term begin date indicated in appointment letter	n/a	n/a
027 Annual Salary Commission/Board Member New Hire	Term begin date indicated in appointment letter	n/a	n/a
039 Temporary New Hire	Hire date	Leave blank	n/a
049 Internship Appointment	Hire date	n/a	n/a
058 Recall – Terminated Employee	Date listed on the “FROM” side of the P1.	Date listed on the “FROM” side of the P1.	Date listed on the “FROM” side of the P1.
059 Recall – Active Employee	Date listed on the “FROM” side of the P1.	Date listed on the “FROM” side of the P1.	Date listed on the “FROM” side of the P1.
064 Board Member Reemployment	Term begin date indicated in appointment letter	Typically leave blank (see next page)	Typically leave blank (see next page)
065 Temp Reemployment	Hire date	Typically leave blank (see next page)	Typically leave blank (see next page)
066 Annual Reemployment	Hire date	Hire date	Hire date
069 Reemployment*	Hire date	Hire date	Hire date
079 Annual Transfer	Date will automatically carry over	Date will automatically carry over	Date will automatically carry over
080 AmeriCorps to Temp	Hire date	Typically leave blank (see next page)	Typically leave blank (see next page)
081 Temp to AmeriCorps	Hire date	Typically leave blank (see next page)	Typically leave blank (see next page)
083 Temp to Temp Appt	Date listed on the “FROM” side of the P1.	Typically leave blank (see next page)	Typically leave blank (see next page)
086 Temporary Appointment to Permanent Position**	Date listed on the “FROM” side of the P1, if there was no break in service.	Date listed on the “FROM” side of the P1 (or if the seniority date is blank, use the “FROM” Date of Employment), if there was no break in service and the job class the employee is being hired into is the same job class they were in as a temp.	Hire date
087 Statutory Transfer	Date listed on the “FROM” side of the P1.	Date listed on the “FROM” side of the P1.	Date listed on the “FROM” side of the P1.
088 Transfer	Date listed on the “FROM” side of the P1.	Date listed on the “FROM” side of the P1.	Date listed on the “FROM” side of the P1.
095 Annual Reinstatement to Correct Last Warrant	Date will automatically carry over	Date will automatically carry over	Date will automatically carry over
097 Reinstatement to Correct Last Warrant	Date will automatically carry over	Date will automatically carry over	Date will automatically carry over
099 Reinstatement***	Hire date	Hire date, unless the individual was laid off within the past two years, in which case the date on the “FROM” side of the P1 should be entered.	Date listed on the “FROM” side of the P1 plus the length of time the person was gone from state employment. Refer to the Pre-Audit Calculators.

Key to the Date of Employment, Seniority, and Vacation Anniversary Date Chart on Page One

Blue Shaded Fields:

Fields that are shaded blue = the field is optional, so a date does not need to be entered. If the field is left blank and there is a date on the “FROM” side of the P1, that date will carry over.

Definitions:

- Hire date: The date the person began employment (first day of work) in their current position. The person should **not** be given credit for any time in a previous position or previous employment.
- n/a: Not applicable. The date does not apply to the type of hire.

Exceptions to the table information on page one (see asterisked P1 types):

- * = 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, Seniority Date, and Vacation Anniversary 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 good remarks in the P1 about where the employee is coming from.
- ** = When an employee is going from a temporary appointment to a permanent position, verify the Seniority Date (or the Date of Employment if the Seniority Date is blank) on the “FROM” side of the P1 is the correct date to use. The employee can only retain the Seniority Date if the job class the employee is being hired into is the same job class they were most recently in as a temp and there was no break in service; otherwise the seniority date should be set to the hire date of the permanent position. If the job classes are the same, you need to verify when the person began work in the temporary position of the same job class. It is possible the employee had previous temporary service that was not in the same job class, and that time would **not** count toward the Seniority Date.

For example:
Hired as a temporary Resident Aide on 10/15/2015.
Transferred (temp to temp) to a temporary Resident Treatment Worker on 01/25/2016.
Hired as a permanent Resident Treatment Worker on 03/01/2016.
The Date of Employment would be 10/15/2015, the Seniority Date would be 01/25/2016, and the Vacation Anniversary date would be 03/01/2016.
- *** = 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, Seniority Date, and Vacation Anniversary date should remain the same as when the person was previously employed (enter the date listed on the “FROM” side of the P1), unless the award specifies otherwise.

Temporary, AmeriCorps, and Board/Commission Member Hires – Seniority and Vacation Anniversary Date

- For temporary, AmeriCorps, and board/commission member hires, the Seniority and Vacation Anniversary date fields should typically be left blank as those dates are not applicable to these three groups of hires. Refer to [page four \(4\)](#) for an explanation of why these fields are not applicable.

Note: If the P1 type is a ‘reemployment’ of some kind, however, and there is a date in the field on the “FROM” side, it is recommended that you replace the old date by entering the person’s hire date in the field on the “TO” side of the P1. If the field is left blank, it will carry over the date on the “FROM” side of the P1.

Continued - Dates Cheat Sheet

Department Service Date

The Department Service date is the first date field listed above the Date of Employment, Seniority Date, and Vacation Anniversary date fields on the P1s in the table on page one. This field is optional, so an agency is not required to enter a date in this field. Often, if an employee is transferring to a different agency, the receiving agency will enter or update the Department Service Date to the person's hire date in the agency.

Status Expiration Date

This field only applies to new/reemployed employees who are required to serve a six-month probationary period, though it is also used for interns to indicate the estimated end date of the internship. For employees serving a probationary period, the Status Expiration Date should always be set to exactly six months from the hire date. For example, if an employee is hired on 04/15/2016, the Status Expiration Date should be set to 10/15/2016.

Step Increase Date

The step increase date should be set in accordance with the Step Increase Date Schedule.

Type of Action Taking Place	How to set the Step Increase Date
New Hire / Reemployment / Reinstatement	For AFSCME-covered employees and those who start on the first day of the pay period: 26 weeks (6 months). For non-AFSCME employees who start after the first day of the pay period: 26 weeks (6 months) + one pay period.
Step/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: Step increase date remains the same.
Lateral Transfers and Demotions <i>(includes lateral reclassifications, and demotional reclassifications and transfers)</i>	Step increase date remains the same. EXCEPT IF: The step increase date is past-due, the employee is not at the pay grade max, and the new job class is contract-covered, then the employee should receive an increase in pay and the step increase date should be set to 52 weeks (1 year).
Return from Military leave	Step 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>(less than 30 consecutive calendar days)</i>	Step 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 step 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 step 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>	Step increase date remains the same. If the employee is receiving a missed merit increase upon recall, the step 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 step 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 step 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.

Continued - Dates Cheat Sheet

Continued: Key to the Date of Employment, Seniority, and Vacation Anniversary Date Chart on Page One

Temporary, AmeriCorps, and Board/Commission Member Hires – Seniority and Vacation Anniversary Date

An explanation of why the Seniority and Vacation Anniversary Dates are not applicable to Temporary, AmeriCorps, or Board Member Hires:

- Temporary employees:
 - Seniority Date: Temporary employees are not eligible for seniority. A date can be entered in the field, and if the person is hired into a permanent position, the time spent in the temporary position would be included in their seniority if there was no break in service **and** the job class the employee is being hired into is the same job class they were most recently in as a temp.
 - Vacation Anniversary: Temporary employees are not eligible to accrue vacation. If a temporary employee is hired into a permanent position, the Vacation Anniversary date would be set to the date of hire in the permanent position.
- AmeriCorps volunteers:
 - Seniority Date: AmeriCorps volunteers are not eligible for seniority. If an AmeriCorps volunteer is hired into a permanent position, they will **not** receive any credit toward seniority for the time spent in the AmeriCorps position. The Seniority Date would be set to the date of hire in the permanent position.
 - Vacation Anniversary: AmeriCorps volunteers are not eligible to accrue vacation. If an AmeriCorps volunteer is hired into a permanent position, the Vacation Anniversary date would be set to the date of hire in the permanent position.
- Board and Commission Members:
 - Seniority Date: Board and commission members are not eligible for seniority. If a board or commission member is hired into a permanent position, they will **not** receive any credit toward seniority for the time they served on the board/commission. The Seniority Date would be set to the date of hire in the permanent position.
 - Vacation Anniversary: Board and commission members are not eligible to accrue vacation. If a board or commission member is hired into a permanent position, the Vacation Anniversary date would be set to the date of hire in the permanent position.