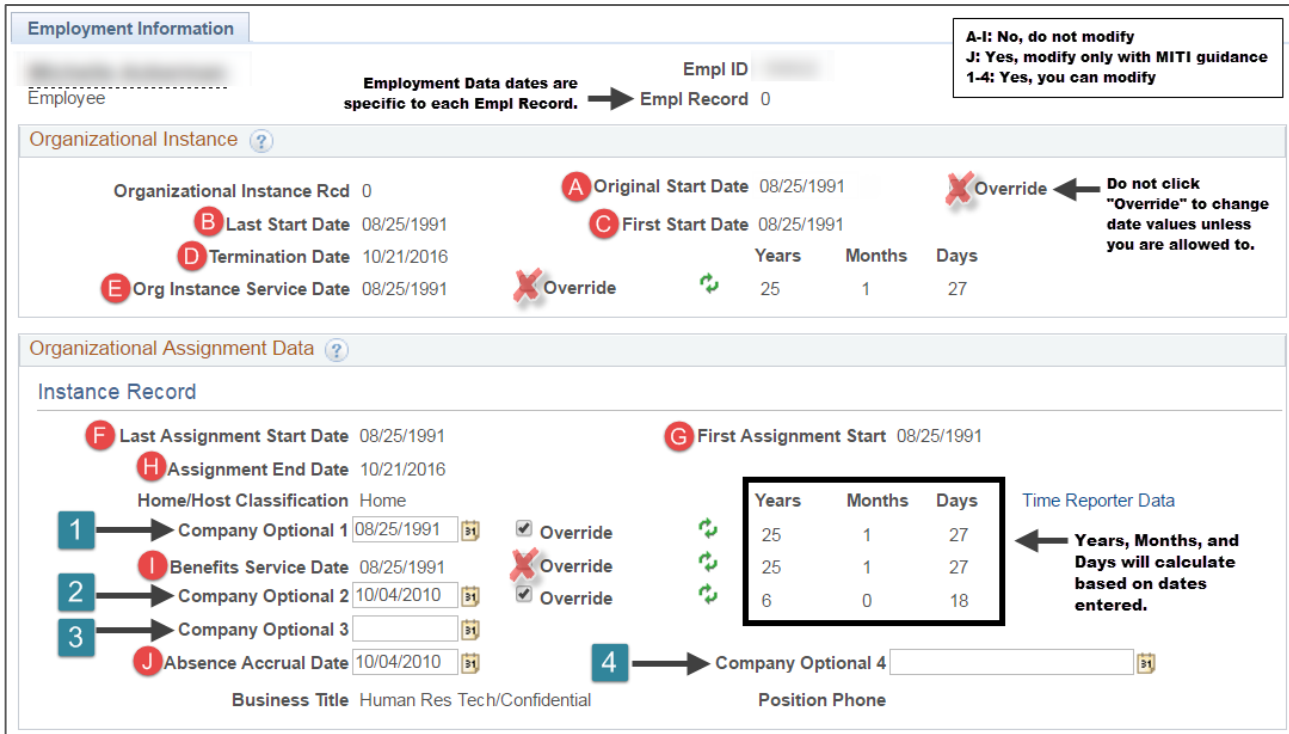


Employment Data Screen

Version 1.0 | Updated June 15, 2017

Navigation: Main Menu > Workforce Administration > Job Information > Job Data > Employment Data link



The screenshot displays the 'Employment Information' section of the system. It includes fields for 'Employee', 'Empl ID', and 'Empl Record 0'. A note states: 'Employment Data dates are specific to each Empl Record.' A legend box indicates: 'A-I: No, do not modify; J: Yes, modify only with MITI guidance; 1-4: Yes, you can modify'. The 'Organizational Instance' section shows 'Original Start Date' (A), 'Last Start Date' (B), 'Termination Date' (D), and 'Org Instance Service Date' (E). A table shows 'Years: 25, Months: 1, Days: 27'. The 'Organizational Assignment Data' section shows 'Last Assignment Start Date' (F), 'Assignment End Date' (H), and 'First Assignment Start' (G). A table shows 'Years: 25, Months: 1, Days: 27' and 'Years: 6, Months: 0, Days: 18'. Fields 1-4 are marked as modifiable. A note says: 'Do not click "Override" to change date values unless you are allowed to.' and 'Years, Months, and Days will calculate based on dates entered.'

	Date Fields at Job Data > Employment Data	Example	CAN MODIFY?	
			No	Yes
	*Date defaults to the Effective Date of the first row in Job Data.			
A	*Original Start Date <i>This date came from the EMPLY screen in Legacy. This is the only date that affects Retirement.</i>	08/25/91	●	
B	*Last Start Date	08/25/91	●	
C	*First Start Date	08/25/91	●	
D	Termination Date <i>Displays effective date of the Termination row with the action of TER, this field is reset to a blank if the employee is rehired (REH) on the same empl record number.</i>	10/21/16 (Blank = Active)	●	
E	*Org Instance Service Date	08/25/91	●	
F	*Last Assignment Start Date	08/25/91	●	
G	*First Assignment Start Date	08/25/91	●	
H	Assignment End Date – Same as Termination Date	10/21/16 (Blank = Active)	●	
I	*Benefits Service Date	08/25/91	●	
J	*Absence Accrual Date <i>This field drives absence accruals and should be modified based on employee absence eligibility.</i>	10/04/10		● Only with MITI guidance
1	Company Optional 1 (Replaced Company Seniority Date)	08/25/91		●
2	Company Optional 2 (Replaced Seniority Pay Calc Date)	10/04/10		●
3	Company Optional 3 (Replaced Probation Date)	Blank = No default value		●
4	Company Optional 4 (Replaced Last Verification Date)	Blank = No default value		●

Updating Dates

Navigation: Main Menu > Workforce Administration > Job Information > Job Data > Employment Data link

You can update these date fields:

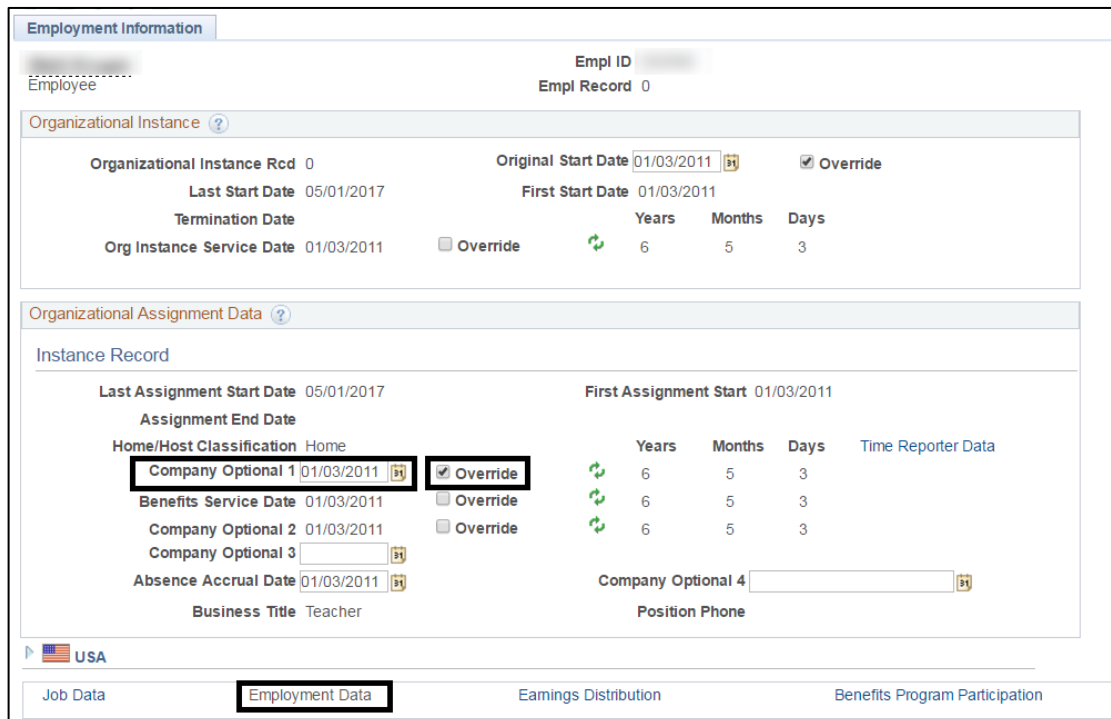
- Absence Accrual Date – ONLY WITH GUIDANCE FROM MITI. This field drives absence accruals and should be modified based on employee absence eligibility.
- Company Optional 1 (Replaced Company Seniority Date)
- Company Optional 2 (Replaced Seniority Pay Calc Date)
- Company Optional 3 (Replaced Probation Date)
- Company Optional 4 (Replaced Last Verification Date)

Things to remember:

- Employment Data dates are specific to each Empl Record.
- New dates entered will override any previously entered dates in that field.
- Since this screen does not hold historical data it is recommended that you take a screenshot to capture the existing dates before making any changes.

Directions:

1. Navigate to **Main Menu > Workforce Administration > Job Information > Job Data.**
2. Enter search criteria for the desired employee and Empl Record. Click **Search.**
3. On the **Work Location** tab, click **Employment Data** at the bottom of the screen.
4. Take a screenshot to capture the existing dates or write them down before making any changes. Or run the M_HR_EMPLOYMENT_DATA query first and save it with today's date in the filename.
5. Identify the date you wish to change. Click the **Override** checkbox.



The screenshot shows the 'Employment Information' screen for an employee. It includes sections for 'Organizational Instance' and 'Organizational Assignment Data'. In the 'Organizational Assignment Data' section, the 'Company Optional 1' date field (01/03/2011) and its 'Override' checkbox are highlighted with a black box. Other date fields include 'Last Start Date' (05/01/2017), 'Termination Date', 'Org Instance Service Date' (01/03/2011), 'First Start Date' (01/03/2011), 'Last Assignment Start Date' (05/01/2017), 'Benefits Service Date' (01/03/2011), 'Company Optional 2' (01/03/2011), 'Company Optional 3', 'Absence Accrual Date' (01/03/2011), and 'Company Optional 4'. A table shows durations in years, months, and days for several fields. The 'Employment Data' tab is selected at the bottom.

6. Make desired changes. Save.

Employment Dates Query

Use **M_HR_EMPLOYMENT_DATA** to query all dates found at Main Menu > Workforce Administration > Job Information > Job Data > Employment Data link. Please note that this query generally takes 2-4 minutes to return results.

Request a Data Load from a Spreadsheet

To load dates you can download a template spreadsheet, populate it with date values, then submit it as an attachment on a HEAT ticket.

The template is available at <http://crc.sdcoe.net/resources/peoplesoft/guides> in the "Human Resources - HR3 New Hires & Job Data" section.

Template file layout:

Column	Column Header	Description
A	Empl ID	Peoplesoft Emp ID #
B	Empl Rcd	PeopleSoft Emp Rcd #
C	Company Optional 1	Previously - Company Seniority Date. The default value is the original start date, however the date can be changed by selecting the "override" button. The system calculates the number of years, months, and days. If a new date is entered, the system will recalculate on save. The system does not calculate future dates, until the date is reached.
D	Company Optional 2	Previously - Seniority Pay Calc Date. The default value is the original start date, however the date can be changed by selecting the "override" button. The system calculates the number of years, months, and days. If a new date is entered, the system will recalculate on save. The system does not calculate future dates, until the date is reached.
E	Company Optional 3	Previously - Probation Date. This field does not have a default date or calculation feature. It will only be populated by the user.
F	Absence Accrual Date	You may only change this with guidance from MITI. The default value is the original start date. This field drives absence accruals and should be modified based on employee absence entitlements.
G	Company Optional 4	Previously - Last Verification date. This field does not have a default date or calculation feature. It will only be populated by the user.