

**ARIZONA STATE PERSONNEL SYSTEM
STATEWIDE POLICIES AND PROCEDURES**

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| Policy Number: ASPS/HRD-PA1.02 | Issued: August 9, 2013 |
| Subject: Records – HRIS Date Fields | Effective: August 8, 2013 |
| Policy Section: General | Revised: N/A |
| Policy Owner: ADOA Human Resources Division | |

This policy does not create a contract for employment between any employee and the State. Nothing in this policy changes the fact that all uncovered employees of the State are at will employees and serve at the pleasure of the appointing authority.

Scope:

All Arizona State Personnel System agencies, boards, and commissions.

Authority:

A.R.S. § 41-742, State personnel system; covered and uncovered employees; application; exemptions
A.R.S. § 41-743, Powers and duties of the director
R2-5A-105, Records
R2-5A-B602, Annual Leave

Definitions:

“Adjusted Hire Date” means the modified hire date of an employee due to either: applicable additions to credited service for a period of employment with a state budget unit before a break in service of less than two years, applicable deductions to credited service for leave without pay (LWOP), or applicable additions to credited service for employment in another state budget unit.

“Agency Hire Date” means the first day of work with an agency, whether the employee is a new hire, rehire, or transferring from another agency.

“Anniversary Date” means the annual recurring date of the employee’s most recent date of hire.

“Break in service” means a separation from state employment, regardless of the reason for separation.

“First Day Worked Date” is not used in HRIS.

“Hire Date” means the employee’s first day of work upon hire or, if the employee has a break in service, the employee’s first day of work upon rehire.

“Job Code Hire Date” is the date that an employee moves into a new job classification.

“Last Day Paid Date” is not used in HRIS.

ASPS Statewide Policies and Procedures

Subject: Records - HRIS Date Fields

"Original State Hire Date" is the first day of compensated employment in any Arizona State Personnel System agency.

"Reported As New Hire Date" means the date that auto-populates when the employee's information is reported to the Department of Economic Security for new hires.

"Seniority Date" means the precedence in rank over others attained by length of continuous service.

"Status Term Date" means the date that an employee's original probationary period, promotional probationary period or special assignment terminates.

"Termination Date" means the employee's last day of employment in the Arizona State Personnel System.

Policy:

Adjusted Hire Date:

This date is used for determining the employee's length of credited service, benefit eligibility date, ASRS waiting period, and the employee's annual leave accrual rate.

The Adjusted Hire Date is modified based on:

- Deductions to credited service for LWOP in excess of 240 consecutive hours.
- Additions to credited service for employees who leave state employment in good standing and return within two years of separation.
- Additions to credited service for employment with a state budget unit which is not in the Arizona State Personnel System.

To determine the employee's adjusted hire date, use the Adjusted Hire Date Calculator located at: http://www.hr.az.gov/hris/XLS/Adjusted_Hire_Date_Calculator.xls.

An Adjusted Hire Date may be earlier or later than the Original State Hire Date or the Hire Date. This may be dependent on whether service credit is being deducted due to long term absences or breaks in service, or added for employment in a state budget unit that is not an Arizona State Personnel System (System S) agency.

Annual leave accrual will be based on the employee's Adjusted Hire Date, which includes all service where the employee was hired within two years.

Any service as a board member or intern not eligible for compensation is not included in any hire date calculations.

Break In Service:

A break in service can be for any reason and duration. It is a discontinuation of employment status which will result in payouts of annual and compensatory leave balances and an adjustment to hire dates should the employee return to State employment.

Agency Hire Date:

This field may be used at the agency's discretion and for agency purposes only.

ASPS Statewide Policies and Procedures

Subject: Records - HRIS Date Fields

Anniversary Date:

This field may be used at the agency's discretion and for agency purposes only.

Hire Date:

This date is the *actual first day of paid work*.

This date is used to determine the employee's appropriate Arizona State Personnel System annual leave plan.

This date is to be used for employment verification.

Inter-agency Transfers:

If an employee from the Arizona State Personnel System (covered or uncovered, a board member or intern eligible for compensation, or a temporary employee) transfers to another Arizona State Personnel System agency without a break in service, the losing state agency should not separate the employee and the employee's Hire Date remains the same.

If an employee moves from a State budget unit that is not an Arizona State Personnel System agency (for example, DPS, State universities, etc.) or the employee was a board member or intern not eligible for compensation, the Hire Date is the employee's first day of paid work at the new agency.

Job Code Hire Date:

This date is used to indicate when an employee moves from one job classification to another resulting in a change to the job code.

Original State Hire Date:

This date NEVER changes once the employee is hired into any Arizona State Personnel System agency position.

Seniority Date:

This field is used by the Department of Corrections only. Other agencies should not modify the date in this field.

Status Term Date:

This date is used to ensure that an employee does not exceed the maximum permissible time in an original or promotional probationary status or special assignment.

Upon hire or promotion into a covered position, or placement into a special assignment, the agency must enter the appropriate Status Term Date, which is the last day of the applicable action. Once the employee has completed their original probation, promotional probation or special assignment, the agency must remove the Status Term Date. If the probationary period is extended, the agency must modify the Status Term Date to reflect the last day of the extension.

Termination Date:

Upon separation from State employment, the Termination Date should be updated to reflect the last day of employment. This date is used in determining Retiree Accumulated Sick Leave eligibility.

ASPS Statewide Policies and Procedures**Subject:** Records - HRIS Date Fields**Examples***Example 1 - Deduction to credited service for leave without pay in excess of 240 consecutive hours:*

An employee began employment with an Arizona State Personnel System agency on October 1, 2011. The employee is approved for long-term leave without pay for personal reasons (i.e., the employee's leave is not military or FMLA) and returns to the same position one year later.

HRIS Action: The Adjusted Hire Date changes to October 1, 2012 and all other dates do not change and remain October 1, 2011.

HRIS Action: EMPLOYEE DATES

HRIS Reason: RETURN FROM LEAVE

| | CURRENT HRIS INFORMATION | HRIS XP52.1 ACTION |
|--------------------------|---------------------------------|------------------------------|
| Original State Hire Date | October 1, 2011 | October 1, 2011 |
| Hire Date | October 1, 2011 | October 1, 2011 |
| Adjusted Hire Date | October 1, 2011 | October 1, 2012 |
| Seniority Date | October 1, 2011 | ADC Use Only – Do Not Change |
| Anniversary Date | October 1, 2011 | October 1, 2011 |
| Agency Hire Date | October 1, 2011 | October 1, 2011 |
| Job Code Hire Date | October 1, 2011 | October 1, 2011 |

Example 2 – Addition to credited service for break in service less than two years:

An employee begins employment in an Arizona State Personnel System agency on September 1, 2010, resigns on September 1, 2011, and is subsequently rehired on October 1, 2012, after a break in service of 1 year and 1 month.

HRIS Action: The Original State Hire Date does not change and remains September 1, 2010, the Hire Date and Job Code Hire Date change to October 1, 2012, and the Adjusted Hire Date becomes October 1, 2011. The Anniversary Date and Agency Hire Date are adjusted at the agency's discretion.

HRIS Action: REHIRE FORMER EMPLOYEE

HRIS Reason: NEW HIRE

| | CURRENT HRIS INFORMATION | HRIS XP52.1 ACTION |
|--------------------------|---------------------------------|------------------------------|
| Original State Hire Date | September 1, 2010 | September 1, 2010 |
| Hire Date | September 1, 2010 | October 1, 2012 |
| Adjusted Hire Date | September 1, 2010 | October 1, 2011 |
| Seniority Date | September 1, 2010 | ADC Use Only – Do Not Change |
| Anniversary Date | September 1, 2010 | Agency Discretion |
| Agency Hire Date | September 1, 2010 | Agency Discretion |
| Job Code Hire Date | September 1, 2010 | October 1, 2012 |

ASPS Statewide Policies and Procedures**Subject:** Records - HRIS Date Fields*Example 3 – Adjustment to credited service for a break in service of any duration:*

An employee begins employment with an Arizona State Personnel System agency on July 1, 2000, resigns on September 14, 2012, and is subsequently rehired on September 24, 2012.

HRIS Action: The Original State Hire Date does not change and remains July 1, 2000. The Hire Date and Job Code Hire Date change to September 24, 2012. The Adjusted Hire Date changes to July 11, 2000. The Anniversary Date and Agency Hire Date are adjusted at the agency's discretion.

HRIS Action: REHIRE FORMER EMPLOYEE**HRIS Reason:** NEW HIRE

| | CURRENT HRIS INFORMATION | HRIS XP52.1 ACTION |
|--------------------------|---------------------------------|------------------------------|
| Original State Hire Date | July 1, 2000 | July 1, 2000 |
| Hire Date | July 1, 2000 | September 24, 2012 |
| Adjusted Hire Date | July 1, 2000 | July 11, 2000 |
| Seniority Date | July 1, 2000 | ADC Use Only – Do Not Change |
| Anniversary Date | July 1, 2000 | Agency Discretion |
| Agency Hire Date | July 1, 2000 | Agency Discretion |
| Job Code Hire Date | July 1, 2000 | September 24, 2012 |

Example 4 – No adjustment to credited service for break in service more than two years:

An employee begins employment with an Arizona State Personnel System agency on July 1, 2005, resigns on September 1, 2010, and is subsequently rehired on October 1, 2012, after a break in service of 2 years and 1 month.

HRIS Action: The Original State Hire Date does not change and remains July 1, 2005, the Hire Date, Job Code Hire Date and the Adjusted Hire Date change to October 1, 2012. The Anniversary Date and Agency Hire Date are adjusted at the agency's discretion.

HRIS Action: REHIRE FORMER EMPLOYEE**HRIS Reason:** NEW HIRE

| | CURRENT HRIS INFORMATION | HRIS XP52.1 ACTION |
|--------------------------|---------------------------------|------------------------------|
| Original State Hire Date | July 1, 2005 | July 1, 2005 |
| Hire Date | July 1, 2005 | October 1, 2012 |
| Adjusted Hire Date | July 1, 2005 | October 1, 2012 |
| Seniority Date | July 1, 2005 | ADC Use Only – Do Not Change |
| Anniversary Date | July 1, 2005 | Agency Discretion |
| Agency Hire Date | July 1, 2005 | Agency Discretion |
| Job Code Hire Date | July 1, 2005 | October 1, 2012 |

ASPS Statewide Policies and Procedures

Subject: Records - HRIS Date Fields

Example 5 - Addition for credited service for employment with a state budget unit that is not in the Arizona State Personnel System:

An employee begins employment in an Arizona State Personnel System agency on October 1, 2012. The employee worked for a non-Arizona State Personnel System agency for exactly five years immediately prior to the Arizona State Personnel System agency appointment.

HRIS Action: The Original State Hire Date, Hire Date and Job Code Hire Date become October 1, 2012, and the Adjusted Hire Date becomes October 1, 2007. The Anniversary Date and Agency Hire Date are adjusted at the agency's discretion.

HRIS Action: APPOINTMENT – NEW HIRE

HRIS Reason: NEW HIRE

| | CURRENT NON-AZ STATE PERSONNEL SYSTEM INFORMATION | HRIS XP52.1 ACTION |
|--------------------------|--|-----------------------------------|
| Original State Hire Date | October 1, 2007 | October 1, 2012 |
| Hire Date | October 1, 2007 | October 1, 2012 |
| Adjusted Hire Date | October 1, 2007 | October 1, 2007 |
| Seniority Date | October 1, 2007 | Auto-populates with the Hire Date |
| Anniversary Date | October 1, 2007 | Agency Discretion |
| Agency Hire Date | October 1, 2007 | Agency Discretion |
| Job Code Hire Date | October 1, 2007 | October 1, 2012 |

Example 6 – No adjustment to credited service for a promotion within the same agency:

An employee is hired on May 1, 2010, as an Accountant II. The employee is promoted within the same agency to an Accountant III position on January 15, 2013.

HRIS Action: The Job Code Hire Date changes to January 15, 2013. The Original State Hire Date, Hire Date and Adjusted Hire Date do not change and remain May 1, 2010. The Anniversary Date and Agency Hire Date are adjusted at the agency's discretion.

HRIS Action: JOB CHANGE

HRIS Reason: PROMO TO HIGHER GRADE REG POS

| | CURRENT HRIS INFORMATION | HRIS XP52.1 ACTION |
|--------------------------|-------------------------------------|-------------------------------|
| Original State Hire Date | May 1, 2010 | May 1, 2010 |
| Hire Date | May 1, 2010 | May 1, 2010 |
| Adjusted Hire Date | May 1, 2010 | May 1, 2010 |
| Seniority Date | May 1, 2010 | ADC Use Only – Do Not Change |
| Anniversary Date | May 1, 2010 | Agency Discretion |
| Agency Hire Date | May 1, 2010 | Agency Discretion |
| Job Code Hire Date | May 1, 2010 | January 15, 2013 |

ASPS Statewide Policies and Procedures

Subject: Records - HRIS Date Fields

Example 7 – No adjustment to credited service for Inter-Agency transfer between Arizona State Personnel System agencies with a promotion:

An employee is hired on May 1, 2010, with Agency A. The employee transfers to Agency B and is promoted to an Accountant III position on January 15, 2013.

HRIS Action: The Job Code Hire Date changes to January 15, 2013. The Original State Hire Date, Hire Date and Adjusted Hire Date do not change and remain May 1, 2010. The Anniversary Date and Agency Hire Date are adjusted at the agency's discretion.

HRIS Action: JOB CHANGE

HRIS Reason: TRANSFER (BETWEEN) – AGENCIES

| | CURRENT HRIS INFORMATION | HRIS XP52.1 ACTION |
|--------------------------|---------------------------------|------------------------------|
| Original State Hire Date | May 1, 2010 | May 1, 2010 |
| Hire Date | May 1, 2010 | May 1, 2010 |
| Adjusted Hire Date | May 1, 2010 | May 1, 2010 |
| Seniority Date | May 1, 2010 | ADC Use Only – Do Not Change |
| Anniversary Date | May 1, 2010 | Agency Discretion |
| Agency Hire Date | May 1, 2010 | Agency Discretion |
| Job Code Hire Date | May 1, 2010 | January 15, 2013 |

Example 8 – No adjustment to credited service for Inter-Agency transfer between Arizona State Personnel System agencies with no change in job classification:

An employee is hired on May 1, 2007, with Agency A as an Accountant II. The employee transfers to Agency B in an Accountant II position on January 15, 2013.

HRIS Action: All dates remain May 1, 2007. The Anniversary Date and Agency Hire Date are adjusted at the agency's discretion.

HRIS Action: JOB CHANGE

HRIS Reason: TRANSFER (BETWEEN) – AGENCIES

| | CURRENT HRIS INFORMATION | HRIS XP52.1 ACTION |
|--------------------------|---------------------------------|------------------------------|
| Original State Hire Date | May 1, 2007 | May 1, 2007 |
| Hire Date | May 1, 2007 | May 1, 2007 |
| Adjusted Hire Date | May 1, 2007 | May 1, 2007 |
| Seniority Date | May 1, 2007 | ADC Use Only – Do Not Change |
| Anniversary Date | May 1, 2007 | Agency Discretion |
| Agency Hire Date | May 1, 2007 | Agency Discretion |
| Job Code Hire Date | May 1, 2007 | May 1, 2007 |

ASPS Statewide Policies and Procedures

Subject: Records - HRIS Date Fields

Example 9 – Deduction to credited service for service as a non-compensated board member:

An employee is appointed as a non-compensated board member on May 1, 2006, with Agency A. The board member then transfers to Agency B as a Program Project Specialist II on January 15, 2011.

HRIS Action: The Original State Hire Date does not change and remains May 1, 2006. The Hire Date, Adjusted Hire Date and Job Code Hire Date become January 15, 2011. The Anniversary Date and Agency Hire Date are adjusted at the agency’s discretion.

HRIS Action: JOB CHANGE

HRIS Reason: TRANSFER (BETWEEN) – AGENCIES

| | CURRENT HRIS INFORMATION | HRIS XP52.1 ACTION |
|--------------------------|---------------------------------|------------------------------|
| Original State Hire Date | May 1, 2006 | May 1, 2006 |
| Hire Date | May 1, 2006 | January 15, 2011 |
| Adjusted Hire Date | May 1, 2006 | January 15, 2011 |
| Seniority Date | May 1, 2006 | ADC Use Only – Do Not Change |
| Anniversary Date | May 1, 2006 | Agency Discretion |
| Agency Hire Date | May 1, 2006 | Agency Discretion |
| Job Code Hire Date | May 1, 2006 | January 15, 2011 |

Example 10 – Addition to Status Term Date for a Special Assignment:

An employee has a special assignment that begins on January 15, 2013 and ends on July 14, 2013.

HRIS Action: The Status Term Date becomes July 14, 2013 and all other dates are not applicable to this situation and do not change.

HRIS Action: STATUS CHANGE

HRIS Reason: STATUS CHANGE TO TEMP ASSIGNMENT

| | CURRENT HRIS INFORMATION | HRIS XP52.1 ACTION |
|------------------|---------------------------------|---------------------------|
| Status Term Date | Blank | July 14, 2013 |

Related Attachments:

Exhibit A – Arizona State and non-Arizona State Personnel System Agencies

Corresponding Policies:

Not applicable

Contact:

If you have any questions related to Human Resources Policy, please contact your agency’s Human Resources Office/representative.

ASPS Statewide Policies and Procedures
Subject: Records - HRIS Date Fields

Exhibit A – Arizona State and Non-Arizona State Personnel System Agencies

| State Personnel System Agencies | | | | | |
|---------------------------------|--------------------------------------|------|---|------|--|
| CODE | AGENCY NAME | CODE | AGENCY NAME | CODE | AGENCY NAME |
| AB | BOARD OF ACCOUNTANCY | FD | BOARD OF FUNERAL DIRECTORS & EMBALMERS | PA | POWER AUTHORITY |
| AC | BOXING COMM | FO | OFFICE OF THE STATE FORESTER | PB | PERSONNEL BOARD |
| AD | DEPT OF ADMINISTRATION | GF | GAME AND FISH DEPT | PE | COMM FOR POSTSECONDARY EDUCATION |
| AE | RADIATION REGULATORY AGENCY | GH | GOVERNOR'S OFFICE OF HIGHWAY SAFETY | PH | PRESCOTT HISTORICAL SOCIETY |
| AG | ATTORNEY GENERAL | GM | DEPT OF GAMING | PI | PIONEERS' HOME |
| AH | DEPT OF AGRICULTURE | GS | GEOLOGICAL SURVEY | PM | BOARD OF PHARMACY |
| AM | COMM OF AFRICAN-AMERICAN AFFAIRS | GV | GOVERNOR'S OFFICE | PO | BOARD OF PODIATRY EXAMINERS |
| AN | ACUPUNCTURE BOARD OF EXAMINERS | HC | AHCCCS | PP | BOARD OF EXECUTIVE CLEMENCY |
| AP | BOARD OF APPRAISAL | HD | DEPT OF HOUSING | PR | PARKS BOARD |
| AT | AUTOMOBILE THEFT AUTHORITY | HE | BOARD OF HOMEOPATHIC EXAMINERS | PT | BOARD OF PHYSICAL THERAPY |
| BA | BOARD OF ATHLETIC TRAINING | HG | OFFICE OF ADMINISTRATIVE HEARINGS | PV | BOARD FOR PRIVATE POSTSECONDARY ED |
| BB | BOARD OF BARBERS | HI | HISTORICAL SOCIETY | RB | BOARD OF RESPIRATORY CARE EXAMINERS |
| BD | DEPT OF FINANCIAL INSTITUTIONS | HL | DEPT OF HOMELAND SECURITY | RC | DEPT OF RACING |
| BF | BOARD OF FINGERPRINTING | HS | DEPT OF HEALTH SERVICES | RD | INDEPENDENT REDISTRICTING COMM |
| BH | BOARD OF BEHAVIORAL HEALTH EXAMINERS | HU | COMM ON THE ARTS | RE | REAL ESTATE DEPARTMENT |
| BN | BOARD OF NURSING | IA | COMM OF INDIAN AFFAIRS | RG | REGISTRAR OF CONTRACTORS |
| CB | BOARD OF COSMETOLOGY | IC | INDUSTRIAL COMM | RS | PUBLIC SAFETY PERSONNEL RETIREMENT SYS |
| CC | CORPORATION COMM | ID | DEPT OF INSURANCE | RT | ARIZONA STATE RETIREMENT SYSTEM (ASRS) |
| CD | EARLY CHILDHOOD DEV AND HEALTH BOARD | JC | CRIMINAL JUSTICE COMM | RV | DEPT OF REVENUE |
| CE | BOARD OF CHIROPRACTIC EXAMINERS | LD | LAND DEPARTMENT | SB | OFFICE OF PEST MANAGEMENT |
| CL | EXPOSITION AND STATE FAIR BOARD | LL | DEPT OF LIQUOR LICENSES AND CONTROL | SF | SCHOOL FACILITIES BOARD |
| CS | BOARD FOR CHARTER SCHOOLS | LO | LOTTERY COMM | ST | SECRETARY OF STATE (DEPT OF STATE) |
| DC | DEPT OF CORRECTIONS | MA | DEPT OF EMERGENCY AND MILITARY AFFAIRS | SY | BOARD OF PSYCHOLOGIST EXAMINERS |
| DE | DEPT OF ECONOMIC SECURITY | ME | MEDICAL BOARD | TE | BOARD OF TECHNICAL REGISTRATION |
| DF | COMM FOR DEAF & HARD OF HEARING | MI | MINE INSPECTOR | TO | OFFICE OF TOURISM |
| DJ | DEPT OF JUVENILE CORRECTIONS | MM | DEPT OF FIRE, BUILDING AND LIFE SAFETY | TR | STATE TREASURER |
| DO | BOARD OF DISPENSING OPTICIANS | MT | MASSAGE THERAPY BOARD | TX | BOARD OF TAX APPEALS |
| DT | DEPT OF TRANSPORTATION | NB | NATUROPATHIC PHYSICIANS MEDICAL BOARD | UO | RESIDENTIAL UTILITY CONSUMER OFFICE |
| DX | BOARD OF DENTAL EXAMINERS | NC | BOARD OF EXAM NURSING CARE & ASSTD LVNG | VS | DEPT OF VETERANS SERVICES |
| EC | CITIZENS CLEAN ELECTION COMM | NS | NAVIGABLE STREAM ADJUDICATION COMM | VT | VETERINARY MEDICAL EXAMINING BOARD |
| ED | DEPT OF EDUCATION | OB | BOARD OF OPTOMETRY | WC | DEPT OF WATER RESOURCES |
| EQ | BOARD OF EQUALIZATION | OS | BOARD OF OSTEOPATHIC EXAMINERS | WF | WATER INFRASTRUCTURE FINANCE AUTH |
| EV | DEPT OF ENVIRONMENTAL QUALITY | OT | BOARD OF OCC THERAPY EXAMINERS | WM | WEIGHTS AND MEASURES |

| Non-State Personnel System Agencies | | | | | |
|-------------------------------------|-----------------------------------|------|------------------------------------|------|------------------------------------|
| CODE | AGENCY NAME | CODE | AGENCY NAME | CODE | AGENCY NAME |
| AS | ARIZONA STATE UNIVERSITY | CT | COURT OF APPEALS DIV II | PS | DEPT OF PUBLIC SAFETY |
| AU | AUDITOR GENERAL | HO | HOUSE OF REPRESENTATIVES | SD | SCHOOLS FOR THE DEAF AND THE BLIND |
| BR | BOARD OF REGENTS | JL | JOINT LEGISLATIVE BUDGET COMMITTEE | SN | SENATE |
| CM | COMMUNITY COLLEGE BOARD | LC | LEGISLATIVE COUNCIL | SP | SUPREME COURT |
| CO | COURT OF APPEALS | LW | LAW ENFORCEMENT MERIT SYSTEM | UA | UNIVERSITY OF ARIZONA |
| CR | COTTON RESEARCH & PROTECTION CNCL | NA | NORTHERN ARIZONA UNIVERSITY | | |