

# Important Notices to Users

September 26, 2008

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## HRIS Dates Definitions

**HRIS NOTIFICATION:** The definition for ORIGINAL STATE HIRE DATE, HIRE DATE AND ADJUSTED HIRE DATE has been revised beginning with HRIS input effective October 1, 2008. Please note revised definitions, which have been embedded in the New Hire Training and the Rehire Training, when utilizing these dates and input accordingly.

### HRIS DATES DEFINITIONS

**ORIGINAL STATE HIRE DATE:** The first date the employee ever worked for any System A State agency – this date never changes even if there is a break in service of more than 2 years. Service with the universities or non-System A State agencies is not taken into consideration as part of the employees original state hire date.

**HIRE DATE:** The most recent hire date with a System A State agency after a break in service. This date does not change if an employee transfers between State agencies provided there is no break in service.

**ADJUSTED HIRE DATE:** The computed date for employees returning to a System A State agency after a break in service of less than 2 years for non-disciplinary reasons or for LWOP of 240 hours (except for military leave and approved FMLA). This date is used for determining length of service and annual leave accrual.