

Seniority

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Locking Seniority Records—Rehires

If an employee is rehired into a job class in which they previously held, there may still be a job seniority balance on those job records. You will need to zero out the balances for those previous employment periods, transfer them to the new employment period, then lock the old seniority records so the employee's seniority balance is not doubled.

Remember: this does not apply to management positions. Seniority is calculated in days.

Things to review before completing this process:

1. First check Employee's history via IT0000 and IT0001
On **IT0000** you are checking to make sure there are **NO** breaks in service more than a **year**. If the break in service between the rehire effective date and the most recent separation is **1 year or more**, the employee is **not** entitled to the seniority accrued prior to their separation, and will essentially need to start over upon rehire.

If the employee separated for longer than a year and is not entitled to seniority accrued in previous employment periods. You will need to lock ALL previous employment periods on IT0552 that the employee is not entitled to.

On **IT0001** you are checking the job class to ensure that the employee previously held the job class. You are also checking the employee's **bargaining unit** to ensure that the employee is entitled to seniority earned in previous employment periods. Employees who were in the **H1** bargaining unit at the time of separation, and are rehired into a **different** bargaining unit, they are not entitled to the seniority accrued while in H1.

For **H1 bargaining unit**—Per PSCOA contract page 57 Seniority:

If an employee accepts a transfer out of or is promoted out of this Unit, the employee shall lose whatever Bargaining Unit and Classification seniority the employee has accumulated up to the time of transfer or promotion. If an employee returns to this bargaining unit at any time after such transfer or promotion, the employee's seniority in this bargaining unit shall begin anew.

2. On **IT0552** you will check the seniority record dates to see if any are **prior to the [Earliest RA Date](#)**. For the earliest RA dates you are looking at the **end** dates on IT0552. If the start date is prior to the Earliest RA date but the end date is after the Earliest RA date you would process this line like all the rest.

The following Employee's should not have IT0552 records in SAP:

- CIVEA (E4) (Department of Corrections)
- PSTA (L1) (Pennsylvania State Police)
- PSEA/NEA (E7) (Labor and Industry)

Return From Furlough

Return from furlough employees are treated slightly different from regular rehires. Furloughed employees can be returned at any time within the standard 36-month recall period (could be longer per their collective bargaining agreement). They are therefore treated as permanent employees regardless of if the position is non-perm or temporary, **and they are entitled to retain seniority up to the expiration date of their recall period, rather than 12 months.** Although the typical recall period for furlougees is 36 months, you should review the collective bargaining agreement for that union's specific recall period.

Your next step will be to compare the **PT_BAL00** with **all** the employment periods that are on IT0552 with the same job class. Enter the dates, Personnel # and [Day Balances Code](#) based on the BU. **Please note you are using BU Codes for PT_BAL00.**

Click Execute. This will give you the day balances for every period to ensure that the numbers on IT0552 are correct.

Any adjustments made prior to Earliest RA date will not update on the PT_BAL00.

Data select. period 11/03/2008 - 03/27/2009						
Pers.No.	Name	Period	Current Date	TmType	TimeTyText	Number
661545	John A Kopko	200811	11/07/2008	6020	AFSCME A	5.00
661545	John A Kopko	200811	11/21/2008	6020	AFSCME A	9.00
661545	John A Kopko	200812	12/05/2008	6020	AFSCME A	8.00
661545	John A Kopko	200812	12/19/2008	6020	AFSCME A	10.00
661545	John A Kopko	200901	01/02/2009	6020	AFSCME A	8.00
661545	John A Kopko	200901	01/16/2009	6020	AFSCME A	10.00
661545	John A Kopko	200901	01/30/2009	6020	AFSCME A	9.00
661545	John A Kopko	200902	02/13/2009	6020	AFSCME A	10.00
661545	John A Kopko	200902	02/27/2009	6020	AFSCME A	9.00
661545	John A Kopko	200903	03/13/2009	6020	AFSCME A	10.00
661545	John A Kopko	200903	03/27/2009	6020	AFSCME A	10.00
						98.00

11/03/2008	03/27/2009	JOB	Job Seniority	0	0	0	98
10/05/2009	03/26/2010	JOB	Job Seniority	0	0	0	117
09/20/2010	03/25/2011	JOB	Job Seniority	0	0	0	127
10/11/2011	03/30/2012	JOB	Job Seniority	0	0	0	459
10/22/2012	03/29/2013	JOB	Job Seniority	0	0	0	567
10/28/2013	12/31/9999	JOB	Job Seniority	0	0	0	14

If the 6019/QSIC records are save on IT2012 due to employee being separated for more than a year you will need to use the day after the action effective date in order to get the accurate results.

For adjustments to go-live records you will need to use the day after go-live for the start date on the PT BAL00

112844	Jill A Lehman	200411	11/19/2004	6020	AFSCME A	10.00
112844	Jill A Lehman	200412	12/03/2004	6020	AFSCME A	10.00
112844	Jill A Lehman	200412	12/17/2004	6020	AFSCME A	10.00
						240.00

Overview Time Transfer Specifications (2012)

Choose

Personnel No: 112844, Name: Jill A Lehman, EE group: P Permanent, EE subgrp: F7 Full-time 75, Prchg Agt 2

Time Transfer Specifications (2012)

Start Date	End Date	Time	Time transfer type text	Number
01/17/2004	01/17/2004	6010	Reset Leave Service Credit	559.00
05/27/2014	05/27/2014	6018	Adj Job Seniority	1924.00
01/17/2004	01/17/2004	6018	Adj Job Seniority	1684.00

You will add the total from the results of the PT BAL00 to the go live record on IT2012 STY 6018

Standardized text:

For IT2012 records created and IT0552 records that you are locking due to seniority. (For the IT0552 you will also include the language that is currently in the guide in regards to this record has been locked...) Please note that due to various situations the first sentence might not pertain to you if you have no records prior to the Earliest RA Date and also please note that the dates and employment periods will need to be updated for each situation.

Will not be reducing from 1st employment period because record is prior to Earliest RA Date.

Creating record to reduce 98 days from 1st employment period (11/07/2011 to 03/30/2012) and adding it to the 2nd employment period.

Adding 98 days for the 1st employment period

Keep repeating this as many times necessary for the amount of employment periods you are adjusting.

Instructions for any records that are **after** the Earliest RA Date

You can find the Earliest RA date on IT0003. This date gets adjusted each year in March.

1

INFOTYPE 0552

You already determined which records the seniority should be combined. You now need to ensure that all previous records were updated correctly by reviewing **IT0552 and IT2012** to make sure that all employment periods were processed correctly.

DO NOT include any military balances.

EE group	P	Permanent	7803	Transportation Pysl Area 3	TR Westmore				
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT	Trnspt Equip				
Choose	01/01/1800	To	12/31/9999	STy.					
TimeData Ent./Empl.Per									
Start Date	End Date	Tim...	Name	Lock	Re...	Do...	Years	Months	Days
11/02/2009	04/30/2010	JOB	Job Se...		0		0	0	123
10/12/2010	04/28/2011	JOB	Job Se...		0		0	0	136
10/11/2011	04/27/2012	JOB	Job Se...		0		0	0	101
03/18/2013	12/31/9999	JOB	Job Se...		0		0	0	116
03/18/2013	12/31/9999	MIL	Militar...		0		0	0	295

In this example, the employee held the same job class during all of their employment periods, so adjustments will need to be made to all seniority balances by zeroing out the balance from the previous employment period and transferring (or adding) it to the next employment period. For these three employment periods, there should be a total of six adjustment records on IT2012.

2 INFOTYPE 2012, Subtype 6018

To zero out the seniority balance, create subtype 6018 using the last day of the previous employment period as both the start and end dates.

Enter the number of seniority days from IT0552 with a **minus sign**; this will zero out the balance.

Click Enter  Save 

EE group	P	Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	04/30/2010	To	04/30/2010	Cl
Time transfer specification				
Time transfer type	6018	Adj Job Seniority		
Number of hours	123.00-	Hours		

3 You must then transfer (or add) this amount to the next employment period. Repeat this step using the first day of the previous employment period as both the start and end dates.

Enter the number of seniority days **without** a minus or plus sign; this will transfer the balance.

Click Enter  Save 

EE group	P	Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	10/12/2010	To	10/12/2010	Cl
Time transfer specification				
Time transfer type	6018	Adj Job Seniority		
Number of hours	123.00	Hours		

Note: if there are any applicable balances **prior to** the earliest retro date, total those balances and add them to the balance that you transferred in this step.

4 You must now zero out the **cumulative** balance from the first and second employment periods and transfer it to the third.

In this example, the employee accrued 123 days in the first period and 136 days in the second; for a total of 259 days.

Click Enter  Save 

EE group	P	Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	04/28/2011	To	04/28/2011	Cl
Time transfer specification				
Time transfer type	6018	Adj Job Seniority		
Number of hours	259.00-	Hours		

Enter the total number of seniority days with a **minus sign**.

5 Enter the total number of seniority days **without** a minus or plus sign to transfer the balance.

Click Enter  Save 

EE group	P	Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	10/11/2011	To	10/11/2011	Cl
Time transfer specification				
Time transfer type	6018	Adj Job Seniority		
Number of hours	259.00	Hours		

Repeat these steps until all seniority balances have been adjusted. In the end, the IT2012, subtype 6018 screen should look like this:

EE group	P	Permanent	7803	Transportation Pysl Area 3	TR Westmorela
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT	Trnspt Equip Op
Choose	01/01/1800	To	12/31/9999	STy.	6018
Time Transfer Specifications (2012)					
Start Date	End Date	Time	Time transfer type text		Number
03/18/2013	03/18/2013	6018	Adj Job Seniority	<i>Beg of 4th period</i>	360.00
04/27/2012	04/27/2012	6018	Adj Job Seniority	<i>End of 3rd period</i>	360.00-
10/11/2011	10/11/2011	6018	Adj Job Seniority	<i>Beg of 3rd period</i>	259.00
04/28/2011	04/28/2011	6018	Adj Job Seniority	<i>End of 2nd period</i>	259.00-
10/12/2010	10/12/2010	6018	Adj Job Seniority	<i>Beg of 2nd period</i>	123.00
04/30/2010	04/30/2010	6018	Adj Job Seniority	<i>End of 1st period</i>	123.00-

6 You will then need to have a specialist run Time Eval to ensure that all 2012 updates have occurred before moving forward. IT0552 and the seniority report in SAP are not updated until the seniority program runs on the Wednesday after pay processing.

Send an email to RA-OATimeEval@pa.gov with this request. Specialists will run Time Eval daily at 10am and 2pm. For any rehires processed after 2pm, Time Eval will run overnight and the specialist monitoring the resource account will notify you the next day whether it was successful.

You will receive an email confirming that Time Eval was either successful or unsuccessful. If it was successful, you can continue on to step 7. If it was unsuccessful, submit a Help Desk Ticket with the following criteria. If unsuccessful, do not continue.

Category: **Time**
 Type: **Other**
 Item: **Other**

7 INFOTYPE 0552

Select **ALL > Overview**.

You can now lock the 552 records. Select the record(s) that need(s) locked.

Click Change 

Maintain the following text, then save:

Click Lock 

THEN

Click Enter  Save 

EE group	P	Permanent	7803	Transportation Pysl Area 3	TR Westmor				
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT	Trnspt Equip				
Choose	01/01/1800	To	12/31/9999	STy.					
TimeData Ent./Empl.Per									
Start Date	End Date	Tim...	Name	Lock	Re...	Do...	Years	Months	Days
11/02/2009	04/30/2010	JOB	Job Se..		0		0	0	123
10/12/2010	04/28/2011	JOB	Job Se..		0		0	0	136
10/11/2011	04/27/2012	JOB	Job Se..		0		0	0	101
03/18/2013	12/31/9999	JOB	Job Se..		0		0	0	116

NOTE: This record has been locked. EE worked in this classification from XX/XX/XX to XX/XX/XX (XXX days). Effective XX/XX/XX, a record has been created to give EE seniority credit for this period. PLEASE DO NO UNLOCK THIS RECORD!

Instructions for any records that are **before** the Earliest RA Date

You can find the Earliest RA date on IT0003. This date gets adjusted each year in March.

The only difference between processing before the earliest RA date and after the earliest RA date is how you adjust 2012 for the 1st record after the last record affected by the earliest RA date.

1

INFOTYPE 0552

You already determined which records the seniority should be combined. You now need to ensure that all previous records were updated correctly by reviewing **IT0552 and IT2012** to make sure that all employment periods were processed correctly.

DO NOT include any military balances.

Personnel No	661545	John A Kopko	Active	Payr.area
EE group	N Non Permanent	7803 Transportation Pysl Area 3	TR Luzerne Co	
EE subgrp	F7 Full-time 75	AJ11 AFSCME J1 OT	Trnspt Equip Opr A	
Choose	01/01/1800	To 12/31/9999	STy.	

Start Date	End Date	Ti...	Name	R...	D...	Years	Months	Days
11/03/2008	03/27/2009	JOB	Job Seniority	0		0	0	98
10/05/2009	03/26/2010	JOB	Job Seniority	0		0	0	117
09/20/2010	03/25/2011	JOB	Job Seniority	0		0	0	127
10/11/2011	03/30/2012	JOB	Job Seniority	0		0	0	459
10/22/2012	03/29/2013	JOB	Job Seniority	0		0	0	567
10/28/2013	12/31/9999	JOB	Job Seniority	0		0	0	14

In this example, the employee held the same job class during all of their employment periods, so adjustments will need to be made to all seniority balances by zeroing out the balance from the previous employment period and transferring (or adding) it to the next employment period. **Please note that the first record 11/03/2008 to 03/27/2009 is prior to the Earliest RA date.**

2

INFOTYPE 2012, Subtype 6018

In this case since the 1st employment period is prior to the Earliest RA date (11/03/2008 to 03/27/2009) you will not do any adjustments on the 2012 for this record.

You will start by making the adjustments on 03/26/2010 by subtracting 117 hours from this date.

EE group	N Non Permanent	7803 Transportation
EE subgrp	F7 Full-time 75	AJ11 AFSCME J1 O
Start	03/26/2010	To 03/26/2010

Time transfer specification	
Time transfer type	6018 Adj Job Seniority
Number of hours	117.00- Hours

To zero out the seniority balance, create subtype 6018 using the last day of the previous employment period as both the start and end dates.

Enter the number of seniority days from IT0552 with a **minus sign**; this will zero out the balance.

Click Enter  Save 

Please note: If the start date of the first employment period after all the Earliest RA date records is **prior** to the Earliest RA date you would process the action as indicated in step 2.

If the start date of the first employment period after all the Earliest RA date records is **after** the Earliest RA date you would need to add all the previous employment periods and add them to that start date and then minus them from the end date of the same employment period. **Example:** An employee had earned 79 days from 01/26/2009 to 06/05/2009. The next employment period is 01/25/2010 to 05/26/2010 (they earned 85 days in this employment period) since the start date is also after the Earliest RA date you would add 79 days to 01/25/2010 and then subtract 164 days from 05/26/2010.

3 You must then transfer (or add) this amount to the next employment period. Repeat this step using the first day of the previous employment period as both the start and end dates.

EE group	N	Non Permanent	7803	Transportatio
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 C
Start	09/20/2010		To	09/20/2010
Time transfer specification				
Time transfer type	6018		Adj Job Seniority	
Number of hours	215.00		Hours	

In this case since the 1st record was prior to the earliest RA date you will need to add the 1st two employment periods to carry over the correct amount of seniority days (add 98 days and 117 days) and add them to the 3rd employment period

Enter the number of seniority days **without** a minus or plus sign; this will transfer the balance.

Click Enter  Save 

Note: if there are any applicable balances **prior to** the earliest retro date, total those balances and add them to the balance that you transferred in this step.

4 You must now zero out the **cumulative** balance from the 1st three employment periods and transfer it to the fourth.

EE group	N	Non Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	03/25/2011		To	03/25/2011
Time transfer specification				
Time transfer type	6018		Adj Job Seniority	
Number of hours	342.00-		Hours	

In this example, the employee accrued 98 days in the first period, 117 days in the second period and 127 days in the third period; for a total of 342 days.

Enter the total number of seniority days with a **minus sign**.

Click Enter  Save 

5 Enter the total number of seniority days **without** a minus or plus sign to transfer the balance.

EE group	N	Non Permanent	7803	Transportatio
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 O
Start	10/11/2011		To	10/11/2011
Time transfer specification				
Time transfer type	6018		Adj Job Seniority	
Number of hours	342.00		Hours	

Click Enter  Save 

Repeat these steps until all seniority balances have been adjusted. In the end, the IT2012, subtype 6018 screen should look like this: The reason there is no line for the last day in the first employment period and the first day in the second employment period is because it is prior to the Earliest RA date.

EE group	N	Non Permanent	7803	Transportation Pysl Area 3	TR Luzerne Co
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT	Trnspt Equip Opr A
Choose	01/01/1800	To	12/31/9999	STy.	6018

Time Transfer Specifications (2012)						
Start Date	End Date	Time	Time transfer type text		Number	LI
10/28/2013	10/28/2013	6018	Adj Job Seniority	Beg of 6th period	567.00	
03/29/2013	03/29/2013	6018	Adj Job Seniority	End of 5th period	567.00-	
10/22/2012	10/22/2012	6018	Adj Job Seniority	Beg of 5th period	459.00	
03/30/2012	03/30/2012	6018	Adj Job Seniority	End of 4th period	459.00-	
10/11/2011	10/11/2011	6018	Adj Job Seniority	Beg of 4th period	342.00	
03/25/2011	03/25/2011	6018	Adj Job Seniority	End of 3rd period	342.00-	
09/20/2010	09/20/2010	6018	Adj Job Seniority	Beg of 3rd period	215.00	
03/26/2010	03/26/2010	6018	Adj Job Seniority	End of 2nd period	117.00-	

6 You will then need to have a specialist run Time Eval to ensure that all 2012 updates have occurred before moving forward. IT0552 and the seniority report in SAP are not updated until the seniority program runs on the Wednesday after pay processing.

Send an email to RA-OATimeEval@pa.gov with this request. Specialists will run Time Eval daily at 10am and 2pm. For any rehires processed after 2pm, Time Eval will run overnight and the specialist monitoring the resource account will notify you the next day whether it was successful.

You will receive an email confirming that Time Eval was either successful or unsuccessful. If it was successful, you can continue on to step 7. If it was unsuccessful, submit a Help Desk Ticket with the following criteria. If unsuccessful, do not continue.

Category: **Time**, Type: **Other**, Item: **Other**

7 INFOTYPE 0552
Select *ALL > Overview*.

You can now lock the 552 records. Select the record(s) that need(s) locked.

Click Change 

Maintain the following text, then save:

Click Lock 

THEN

Click Enter  Save 

EE group	P	Permanent	7803	Transportation Pysl Area 3	TR Westmor
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT	Trnspt Equip
Choose	01/01/1800	To	12/31/9999	STy.	

TimeData Ent./Empl.Per									
Start Date	End Date	Tim...	Name	Lock	Re...	Do...	Years	Months	Days
11/02/2009	04/30/2010	JOB	Job Se...		0		0	0	123
10/12/2010	04/28/2011	JOB	Job Se...		0		0	0	136
10/11/2011	04/27/2012	JOB	Job Se...		0		0	0	101
03/18/2013	12/31/9999	JOB	Job Se...		0		0	0	116

NOTE: This record has been locked. EE worked in this classification from XX/XX/XX to XX/XX/XX (XXX days). Effective XX/XX/XX, a record has been created to give EE seniority credit for this period. PLEASE DO NO UNLOCK THIS RECORD!

Locking Seniority Records— Promotions

If an employee is Promoted into a job class in which they previously held, there may still be a job seniority balance on those job records. You will need to zero out the balances for those previous periods, transfer them to the new period, then lock the old seniority records so the employee's seniority balance is not doubled. **Remember:** this does not apply to management positions. Seniority is calculated in days.

Things to review before completing this process:

1. First check Employee's history via IT0000 and IT0001
On **IT0000** you are checking to make sure there are **NO** breaks in service more than a **year**. If there is a break in service of **1 year or more**, the employee is **not** entitled to the seniority accrued prior to their separation.

If the employee separated for longer than a year and is not entitled to seniority accrued in previous employment periods. You will need to lock ALL previous employment periods on IT0552 that the employee is not entitled to.

On **IT0001** you are checking the job class to ensure that the employee previously held the job class. You are also checking the employee's **bargaining unit** to ensure that the employee is entitled to seniority earned in previous periods. Employees who were in the **H1** bargaining unit and move to a **different** bargaining unit will not be entitled to previous seniority accrued in the H1 bargaining unit.

For **H1 bargaining unit**—Per PSCOA contract page 57 Seniority:

If an employee accepts a transfer out of or is promoted out of this Unit, the employee shall lose whatever Bargaining Unit and Classification seniority the employee has accumulated up to the time of transfer or promotion. If an employee returns to this bargaining unit at any time after such transfer or promotion, the employee's seniority in this bargaining unit shall begin anew.

Please note: If the employee transfers on a date other than the beginning of a pay period for the pay area assigned, the value on PT_BAL00 can be incorrect, since we use the bargaining unit seniority verses the job classification seniority.

2. On **IT0552** you will check the seniority record dates to see if any are **prior to** the [Earliest RA Date](#). For the earliest RA dates you are looking at the **end** dates on IT0552. If the start date is prior to the Earliest RA date but the end date is after the Earliest RA date you would process this line like all the rest.
-

The following Employee's should not have IT0552 records in SAP:

- CIVEA (E4) (Department of Corrections)
- PSTA (L1) (Pennsylvania State Police)
- PSEA/NEA (E7) (Labor and Industry)

Your next step will be to compare the **PT_BAL00** with **all** the employment periods that are on IT0552 with the same job class. Enter the dates, Personnel # and [Day Balances Code](#) based on the BU. **Please note you are using BU Codes for PT_BAL00.**

Click Execute. This will give you the day balances for every period to ensure that the numbers on IT0552 are correct.

Any adjustments made prior to Earliest RA date will not update on the PT_BAL00.

Data select. period 11/03/2008 - 03/27/2009						
Pers.No.	Name	Period	Current Date	TmType	TimeTyText	Number
661545	John A Kopko	200811	11/07/2008	6020	AFSCME A	5.00
661545	John A Kopko	200811	11/21/2008	6020	AFSCME A	9.00
661545	John A Kopko	200812	12/05/2008	6020	AFSCME A	8.00
661545	John A Kopko	200812	12/19/2008	6020	AFSCME A	10.00
661545	John A Kopko	200901	01/02/2009	6020	AFSCME A	8.00
661545	John A Kopko	200901	01/16/2009	6020	AFSCME A	10.00
661545	John A Kopko	200901	01/30/2009	6020	AFSCME A	9.00
661545	John A Kopko	200902	02/13/2009	6020	AFSCME A	10.00
661545	John A Kopko	200902	02/27/2009	6020	AFSCME A	9.00
661545	John A Kopko	200903	03/13/2009	6020	AFSCME A	10.00
661545	John A Kopko	200903	03/27/2009	6020	AFSCME A	10.00
						98.00

11/03/2008	03/27/2009	JOB	Job Seniority	0	0	0	98
10/05/2009	03/26/2010	JOB	Job Seniority	0	0	0	117
09/20/2010	03/25/2011	JOB	Job Seniority	0	0	0	127
10/11/2011	03/30/2012	JOB	Job Seniority	0	0	0	459
10/22/2012	03/29/2013	JOB	Job Seniority	0	0	0	567
10/28/2013	12/31/9999	JOB	Job Seniority	0	0	0	14

If the 6019/QSIC records are save on IT2012 due to employee being separated for more than a year you will need to use the day after the action effective date in order to get the accurate results.

For adjustments to go-live records you will need to use the day after go-live for the start date on the PT BAL00

112844	Jill A Lehman	200411	11/19/2004	6020	AFSCME A	10.00
112844	Jill A Lehman	200412	12/03/2004	6020	AFSCME A	10.00
112844	Jill A Lehman	200412	12/17/2004	6020	AFSCME A	10.00
						240.00

Overview Time Transfer Specifications (2012)

Choose

Personnel No: 112844, Name: Jill A Lehman, EE group: P Permanent, EE subgrp: F7 Full-time 75, Start Date: 01/01/1800, End Date: 12/31/9999, STY: []

Time Transfer Specifications (2012)

Start Date	End Date	Time	Time transfer type text	Number
01/17/2004	01/17/2004	6010	Reset Leave Service Credit	559.00
05/27/2014	05/27/2014	6018	Adj Job Seniority	1924.00
01/17/2004	01/17/2004	6018	Adj Job Seniority	1684.00

You will add the total from the results of the PT BAL00 to the go live record on IT2012 STY 6018

Standardized text:

For IT2012 records created and IT0552 records that you are locking due to seniority. (For the IT0552 you will also include the language that is currently in the guide in regards to this record has been locked...) Please note that due to various situations the first sentence might not pertain to you if you have no records prior to the Earliest RA Date and also please note that the dates and employment periods will need to be updated for each situation.

Will not be reducing from 1st employment period because record is prior to Earliest RA Date.

Creating record to reduce 98 days from 1st employment period (11/07/2011 to 03/30/2012) and adding it to the 2nd employment period.

Adding 98 days for the 1st employment period

Keep repeating this as many times necessary for the amount of employment periods you are adjusting.

Instructions for any records that are **after** the Earliest RA Date

You can find the Earliest RA date on IT0003. This date gets adjusted each year in March.

1

INFOTYPE 0552

You already determined which records the seniority should be combined. You now need to ensure that all previous records were updated correctly by reviewing **IT0552 and IT2012** to make sure that all employment periods were processed correctly.

DO NOT include any military balances.

EE group	P	Permanent	7803	Transportation Pysl Area 3	TR Westmore				
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT	Trnspt Equip				
Choose	01/01/1800	To	12/31/9999	STy.					
TimeData Ent./Empl.Per									
Start Date	End Date	Tim	Name	Lock	Re	Do	Years	Months	Days
11/02/2009	04/30/2010	JOB	Job Se...		0		0	0	123
10/12/2010	04/28/2011	JOB	Job Se...		0		0	0	136
10/11/2011	04/27/2012	JOB	Job Se...		0		0	0	101
03/18/2013	12/31/9999	JOB	Job Se...		0		0	0	116
03/18/2013	12/31/9999	MIL	Militar...		0		0	0	295

In this example, the employee previously held the same job class, so adjustments will need to be made to all seniority balances by zeroing out the balance from the previous periods they held the same job classification and transferring (or adding) it to the new period impacted by the promotion. For these three periods, there should be a total of six adjustment records on IT2012.

2 INFOTYPE 2012, Subtype 6018

To zero out the seniority balance, create subtype 6018 using the last day of the previous period as both the start and end dates.

Enter the number of seniority days from IT0552 with a **minus sign**; this will zero out the balance.

Click Enter  Save 

EE group	P	Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	04/30/2010		To	04/30/2010
Time transfer specification				
Time transfer type	6018		Adj Job Seniority	
Number of hours	123.00-		Hours	

3 You must then transfer (or add) this amount to the next period. Repeat this step using the first day of the previous period as both the start and end dates.

Enter the number of seniority days **without** a minus or plus sign; this will transfer the balance.

Note: if there are any applicable balances **prior to** the earliest retro date, total those balances and add them to the balance that you transferred in this step.

Click Enter  Save 

EE group	P	Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	10/12/2010		To	10/12/2010
Time transfer specification				
Time transfer type	6018		Adj Job Seniority	
Number of hours	123.00		Hours	

4 You must now zero out the **cumulative** balance from the first and second periods and transfer it to the third.

In this example, the employee accrued 123 days in the first period and 136 days in the second; for a total of 259 days.

Enter the total number of seniority days with a **minus sign**.

Click Enter  Save 

EE group	P	Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	04/28/2011		To	04/28/2011
Time transfer specification				
Time transfer type	6018		Adj Job Seniority	
Number of hours	259.00-		Hours	

5 Enter the total number of seniority days **without** a minus or plus sign to transfer the balance.

Click Enter  Save 

EE group	P	Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	10/11/2011		To	10/11/2011
Time transfer specification				
Time transfer type	6018		Adj Job Seniority	
Number of hours	259.00		Hours	

Repeat these steps until all seniority balances have been adjusted. In the end, the IT2012, subtype 6018 screen should look like this:

EE group	P	Permanent	7803	Transportation Pysl Area 3	TR Westmorela
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT	Trnspt Equip Op
Choose	01/01/1800	To	12/31/9999	STy.	6018
Time Transfer Specifications (2012)					
Start Date	End Date	Time	Time transfer type text		Number
03/18/2013	03/18/2013	6018	Adj Job Seniority	<i>Beg of 4th period</i>	360.00
04/27/2012	04/27/2012	6018	Adj Job Seniority	<i>End of 3rd period</i>	360.00-
10/11/2011	10/11/2011	6018	Adj Job Seniority	<i>Beg of 3rd period</i>	259.00
04/28/2011	04/28/2011	6018	Adj Job Seniority	<i>End of 2nd period</i>	259.00-
10/12/2010	10/12/2010	6018	Adj Job Seniority	<i>Beg of 2nd period</i>	123.00
04/30/2010	04/30/2010	6018	Adj Job Seniority	<i>End of 1st period</i>	123.00-

6 You will then need to have a specialist run Time Eval to ensure that all 2012 updates have occurred before moving forward. IT0552 and the seniority report in SAP are not updated until the seniority program runs on the Wednesday after pay processing.

Send an email to RA-OATimeEval@pa.gov with this request. Specialists will run Time Eval daily at 10am and 2pm. For any rehires processed after 2pm, Time Eval will run overnight and the specialist monitoring the resource account will notify you the next day whether it was successful.

You will receive an email confirming that Time Eval was either successful or unsuccessful. If it was successful, you can continue on to step 7. If it was unsuccessful, submit a Help Desk Ticket with the following criteria. If unsuccessful, do not continue.

Category: **Time**
 Type: **Other**
 Item: **Other**

7 INFOTYPE 0552

Select *ALL > Overview*.

You can now lock the 552 records. Select the record(s) that need(s) locked.

Click Change 

Maintain the following text, then save:

Click Lock 

THEN

Click Enter  Save 

EE group	P	Permanent	7803	Transportation Pysl Area 3	TR Westmor				
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT	Trnspt Equip				
Choose	01/01/1800	To	12/31/9999	STy.					
TimeData Ent./Empl.Per									
Start Date	End Date	Tim...	Name	Lock	Re...	Do...	Years	Months	Days
11/02/2009	04/30/2010	JOB	Job Se..		0		0	0	123
10/12/2010	04/28/2011	JOB	Job Se..		0		0	0	136
10/11/2011	04/27/2012	JOB	Job Se..		0		0	0	101
03/18/2013	12/31/9999	JOB	Job Se..		0		0	0	116

NOTE: This record has been locked. EE worked in this classification from XX/XX/XX to XX/XX/XX (XXX days). Effective XX/XX/XX, a record has been created to give EE seniority credit for this period. PLEASE DO NO UNLOCK THIS RECORD!

Instructions for any records that are **before** the Earliest RA Date

You can find the Earliest RA date on IT0003. This date gets adjusted each year in March.

The only difference between processing before the earliest RA date and after the earliest RA date is how you adjust 2012 for the 1st record after the last record affected by the earliest RA date.

1 **INFOTYPE 0552**

You already determined which records the seniority should be combined. You now need to ensure that all previous records were updated correctly by reviewing **IT0552 and IT2012** to make sure that all periods were processed correctly.

DO NOT include any military balances.

Personnel No	661545	John A Kopko	Active	Payr.area
EE group	N Non Permanent	7803 Transportation Pysl Area 3	TR Luzerne Co	
EE subgrp	F7 Full-time 75	AJ11 AFSCME J1 OT	Trnspt Equip Opr A	
Choose	01/01/1800	To 12/31/9999	STy.	

Start Date	End Date	Ti...	Name	R...	D...	Years	Months	Days
11/03/2008	03/27/2009	JOB	Job Seniority	0		0	0	98
10/05/2009	03/26/2010	JOB	Job Seniority	0		0	0	117
09/20/2010	03/25/2011	JOB	Job Seniority	0		0	0	127
10/11/2011	03/30/2012	JOB	Job Seniority	0		0	0	459
10/22/2012	03/29/2013	JOB	Job Seniority	0		0	0	567
10/28/2013	12/31/9999	JOB	Job Seniority	0		0	0	14

In this example, the employee previously held the same job class so adjustments will need to be made to all seniority balances by zeroing out the balance from the previous period and transferring (or adding) it to the next period. **Please note that the first record 11/03/2008 to 03/27/2009 is prior to the Earliest RA date.**

2 **INFOTYPE 2012, Subtype 6018**

In this case since the 1st period is prior to the Earliest RA date (11/03/2008 to 03/27/2009) you will not do any adjustments on the 2012 for this record.

You will start by making the adjustments on 03/26/2010 by subtracting 117 hours from this date.

EE group	N Non Permanent	7803 Transportation
EE subgrp	F7 Full-time 75	AJ11 AFSCME J1 O
Start	03/26/2010	To 03/26/2010

Time transfer specification	
Time transfer type	6018 Adj Job Seniority
Number of hours	117.00- hours

To zero out the seniority balance, create subtype 6018 using the last day of the previous period as both the start and end dates.

Enter the number of seniority days from IT0552 with a **minus sign**; this will zero out the balance.

Click Enter  Save 

Please note: If the start date of the first employment period after all the Earliest RA date records is **prior** to the Earliest RA date you would process the action as indicated in step 2.

If the start date of the first employment period after all the Earliest RA date records is **after** the Earliest RA date you would need to add all the previous employment periods and add them to that start date and then minus them from the end date of the same employment period. **Example:** An employee had earned 79 days from 01/26/2009 to 06/05/2009. The next employment period is 01/25/2010 to 05/26/2010 (they earned 85 days in this employment period) since the start date is also after the Earliest RA date you would add 79 days to 01/25/2010 and then subtract 164 days from 05/26/2010.

3 You must then transfer (or add) this amount to the next period. Repeat this step using the first day of the previous period as both the start and end dates.

EE group	N	Non Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 C
Start	09/20/2010		To	09/20/2010
Time transfer specification				
Time transfer type	6018		Adj Job Seniority	
Number of hours	215.00		Hours	

In this case since the 1st record was prior to the earliest RA date you will need to add the 1st two periods to carry over the correct amount of seniority days (add 98 days and 117 days) and add them to the 3rd period

Enter the number of seniority days **without** a minus or plus sign; this will transfer the balance.

Click Enter  Save 

Note: if there are any applicable balances **prior to** the earliest retro date, total those balances and add them to the balance that you transferred in this step.

4 You must now zero out the **cumulative** balance from the 1st three periods and transfer it to the fourth.

EE group	N	Non Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	03/25/2011		To	03/25/2011
Time transfer specification				
Time transfer type	6018		Adj Job Seniority	
Number of hours	342.00-		Hours	

In this example, the employee accrued 98 days in the first period, 117 days in the second period and 127 days in the third period; for a total of 342 days.

Enter the total number of seniority days with a **minus sign**.

Click Enter  Save 

5 Enter the total number of seniority days **without** a minus or plus sign to transfer the balance.

EE group	N	Non Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 O
Start	10/11/2011		To	10/11/2011
Time transfer specification				
Time transfer type	6018		Adj Job Seniority	
Number of hours	342.00		Hours	

Click Enter  Save 

Repeat these steps until all seniority balances have been adjusted. In the end, the IT2012, subtype 6018 screen should look like this: The reason there is no line for the last day in the first period and the first day in the second period is because it is prior to the Earliest RA date.

EE group N Non Permanent 7803 Transportation Pysl Area 3 TR Luzerne Co
 EE subgrp F7 Full-time 75 AJ11 AFSCME J1 OT Trnspt Equip Opr A
 Choose 01/01/1800 To 12/31/9999 STy. 6018

Time Transfer Specifications (2012)						
Start Date	End Date	Time	Time transfer type text		Number	LI
10/28/2013	10/28/2013	6018	Adj Job Seniority	Beg of 6th period	567.00	
03/29/2013	03/29/2013	6018	Adj Job Seniority	End of 5th period	567.00-	
10/22/2012	10/22/2012	6018	Adj Job Seniority	Beg of 5th period	459.00	
03/30/2012	03/30/2012	6018	Adj Job Seniority	End of 4th period	459.00-	
10/11/2011	10/11/2011	6018	Adj Job Seniority	Beg of 4th period	342.00	
03/25/2011	03/25/2011	6018	Adj Job Seniority	End of 3rd period	342.00-	
09/20/2010	09/20/2010	6018	Adj Job Seniority	Beg of 3rd period	215.00	
03/26/2010	03/26/2010	6018	Adj Job Seniority	End of 2nd period	117.00-	

6 You will then need to have a specialist run Time Eval to ensure that all 2012 updates have occurred before moving forward. IT0552 and the seniority report in SAP are not updated until the seniority program runs on the Wednesday after pay processing.

Send an email to RA-OATimeEval@pa.gov with this request. Specialists will run Time Eval daily at 10am and 2pm. For any rehires processed after 2pm, Time Eval will run overnight and the specialist monitoring the resource account will notify you the next day whether it was successful.

You will receive an email confirming that Time Eval was either successful or unsuccessful. If it was successful, you can continue on to step 7. If it was unsuccessful, submit a Help Desk Ticket with the following criteria. If unsuccessful, do not continue.

Category: **Time**, Type: **Other**, Item: **Other**

7 **INFOTYPE 0552**
 Select ALL > Overview.

You can now lock the 552 records. Select the record(s) that need(s) locked.

Click Change 

Maintain the following text, then save:

Click Lock 

THEN

Click Enter  Save 

Start Date	End Date	Tim...	Name	Lock	Re...	Do...	Years	Months	Days
11/02/2009	04/30/2010	JOB	Job Se..		0		0	0	123
10/12/2010	04/28/2011	JOB	Job Se..		0		0	0	136
10/11/2011	04/27/2012	JOB	Job Se..		0		0	0	101
03/18/2013	12/31/9999	JOB	Job Se..		0		0	0	116

NOTE: This record has been locked. EE worked in this classification from XX/XX/XX to XX/XX/XX (XXX days). Effective XX/XX/XX, a record has been created to give EE seniority credit for this period. PLEASE DO NO UNLOCK THIS RECORD!

Locking Seniority Records— Demotions

If an employee is Demoted into a job class in which they previously held, there may still be a job seniority balance on those job records. You will need to zero out the balances for those previous periods, transfer them to the new period, then lock the old seniority records so the employee's seniority balance is not doubled. **Remember:** this does not apply to management positions. Seniority is calculated in days.

Things to review before completing this process:

1. First check Employee's history via IT0000 and IT0001
On **IT0000** you are checking to make sure there are **NO** breaks in service more than a **year**. If there is a break in service of **1 year or more**, the employee is **not** entitled to the seniority accrued prior to their separation.

If the employee separated for longer than a year and is not entitled to seniority accrued in previous employment periods. You will need to lock ALL previous employment periods on IT0552 that the employee is not entitled to.

On **IT0001** you are checking the job class to ensure that the employee previously held the job class. You are also checking the employee's **bargaining unit** to ensure that the employee is entitled to seniority earned in previous periods. Employees who were in the **H1** bargaining unit and move to a **different** bargaining unit will not be entitled to previous seniority accrued in the H1 bargaining unit.

For **H1 bargaining unit**—Per PSCOA contract page 57 Seniority:

If an employee accepts a transfer out of or is promoted out of this Unit, the employee shall lose whatever Bargaining Unit and Classification seniority the employee has accumulated up to the time of transfer or promotion. If an employee returns to this bargaining unit at any time after such transfer or promotion, the employee's seniority in this bargaining unit shall begin anew.

Please note: If the employee transfers on a date other than the beginning of a pay period for the pay area assigned, the value on PT_BAL00 can be incorrect, since we use the bargaining unit seniority verses the job classification seniority.

2. On **IT0552** you will check the seniority record dates to see if any are **prior to** the [Earliest RA Date](#). For the earliest RA dates you are looking at the **end** dates on IT0552. If the start date is prior to the Earliest RA date but the end date is after the Earliest RA date you would process this line like all the rest.

The following Employee's should not have IT0552 records in SAP:

- CIVEA (E4) (Department of Corrections)
- PSTA (L1) (Pennsylvania State Police)
- PSEA/NEA (E7) (Labor and Industry)

Your next step will be to compare the **PT_BAL00** with **all** the employment periods that are on IT0552 with the same job class. Enter the dates, Personnel # and [Day Balances Code](#) based on the BU. **Please note you are using BU Codes for PT_BAL00.**

Click Execute. This will give you the day balances for every period to ensure that the numbers on IT0552 are correct.

Any adjustments made prior to Earliest RA date will not update on the PT_BAL00.

Data select. period 11/03/2008 - 03/27/2009						
Pers.No.	Name	Period	Current Date	TmType	TimeTyText	Number
661545	John A Kopko	200811	11/07/2008	6020	AFSCME A	5.00
661545	John A Kopko	200811	11/21/2008	6020	AFSCME A	9.00
661545	John A Kopko	200812	12/05/2008	6020	AFSCME A	8.00
661545	John A Kopko	200812	12/19/2008	6020	AFSCME A	10.00
661545	John A Kopko	200901	01/02/2009	6020	AFSCME A	8.00
661545	John A Kopko	200901	01/16/2009	6020	AFSCME A	10.00
661545	John A Kopko	200901	01/30/2009	6020	AFSCME A	9.00
661545	John A Kopko	200902	02/13/2009	6020	AFSCME A	10.00
661545	John A Kopko	200902	02/27/2009	6020	AFSCME A	9.00
661545	John A Kopko	200903	03/13/2009	6020	AFSCME A	10.00
661545	John A Kopko	200903	03/27/2009	6020	AFSCME A	10.00
						98.00

11/03/2008	03/27/2009	JOB	Job Seniority	0	0	0	98
10/05/2009	03/26/2010	JOB	Job Seniority	0	0	0	117
09/20/2010	03/25/2011	JOB	Job Seniority	0	0	0	127
10/11/2011	03/30/2012	JOB	Job Seniority	0	0	0	459
10/22/2012	03/29/2013	JOB	Job Seniority	0	0	0	567
10/28/2013	12/31/9999	JOB	Job Seniority	0	0	0	14

If the 6019/QSIC records are save on IT2012 due to employee being separated for more than a year you will need to use the day after the action effective date in order to get the accurate results.

For adjustments to go-live records you will need to use the day after go-live for the start date on the PT BAL00

112844	Jill A Lehman	200411	11/19/2004	6020	AFSCME A	10.00
112844	Jill A Lehman	200412	12/03/2004	6020	AFSCME A	10.00
112844	Jill A Lehman	200412	12/17/2004	6020	AFSCME A	10.00
						240.00

Overview Time Transfer Specifications (2012)

Choose

Personnel No: 112844, Name: Jill A Lehman, EE group: P Permanent, EE subgrp: F7 Full-time 75, Start Date: 01/01/1800, End Date: 12/31/9999, STY: []

Start Date	End Date	Time	Time transfer type text	Number
01/17/2004	01/17/2004	6010	Reset Leave Service Credit	559.00
05/27/2014	05/27/2014	6018	Adj Job Seniority	1924.00
01/17/2004	01/17/2004	6018	Adj Job Seniority	1684.00

You will add the total from the results of the PT BAL00 to the go live record on IT2012 STY 6018

How to get seniority days from IPPS

Scenario—We received an EPAR to demote an employee from a Corrections Officer 2 to a Corrections Officer 1. He converted into SAP as a Corrections Officer 2. His job (CO2) and BU seniority were carried over from IPPS. Since he had previous job seniority as a Corrections Officer 1, we need to adjust his seniority in SAP to account for his previous seniority in this class. You would create an adjustment effective the date of the action with the amount of seniority days from the old system.

You can find the Corrections Officer 1 job days on the PTA015 of the old system. Click on the following link: <http://ctctech04.ctc.state.pa.us/hr/Login.asp>. You would use your oracle sign in and the following screen will appear.

Click on the PTA015 link

Time and Attendance Leave Balance and Seniority Data Menu

Office of Administration - Human Resources Operations Division

-- PLEASE SELECT AN OPTION --

PTA015 - Employee Seniority Summary Data

[PTA055 - Attendance Balance Data](#)

[PTA056 - Attendance Usage Summary Data](#)

[Logout](#)

[Clear Employee Search Criteria](#)

[T&A History Menu](#)

Input the Employee Number and hit enter. This will give you the employee's information.

PTA015 Employee Seniority Summary Data [Menu](#) [Logout](#)

EmpNo

Emp Number 446259 Employee Name Timothy Shawn Walsley

Barg Unit Orp Cd = Class Cd = Sentry Credit Stat =

Original Hire Date = 9/23/1993 Purl Stat Ind = Sentry Rech Stat =

Mil Ser Cr Days = 0 Mil Service Credit = 0

BU	BARG	BARG	SU	SN	CLASS	CLASS		
GP	SEN	SEN	SE	CR	SEN	SEN		
DET	CD	DAYS	BEG DT	CR DT	IN	ST	CLASS	CLASS
					CODE	DAYS	BEG DT	CR DT
>	13	02995	9/23/1993	1/17/2004				1/17/2004
>					47220	01510		1/17/2004
>					47200	00348	9/23/1993	9/11/1994
>					47210	01132	9/11/1994	4/5/1998

I pulled the information in the red box above and made it bigger but as you can see the employee had 1,132 days as a Corrections Officer 1 that needs carried over to SAP via an IT2012, STY 6018 adjustment effective the date of the action.

CLASS	CLASS	CLASS	CLASS
CODE	SEN	SEN	CR DT
	DAYS	BEG DT	
47220	01510		1/17/2004
47200	00348	9/23/1993	9/11/1994
47210	01132	9/11/1994	4/5/1998

Standardized text:

For IT2012 records created and IT0552 records that you are locking due to seniority. (For the IT0552 you will also include the language that is currently in the guide in regards to this record has been locked...) Please note that due to various situations the first sentence might not pertain to you if you have no records prior to the Earliest RA Date and also please note that the dates and employment periods will need to be updated for each situation.

Will not be reducing from 1st employment period because record is prior to Earliest RA Date.

Creating record to reduce 98 days from 1st employment period (11/07/2011 to 03/30/2012) and adding it to the 2nd employment period.

Adding 98 days for the 1st employment period

Keep repeating this as many times necessary for the amount of employment periods you are adjusting.

Instructions for any records that are **after** the Earliest RA Date

You can find the Earliest RA date on IT0003. This date gets adjusted each year in March.

1

INFOTYPE 0552

You already determined which records the seniority should be combined. You now need to ensure that all previous records were updated correctly by reviewing **IT0552 and IT2012** to make sure that all employment periods were processed correctly.

DO NOT include any military balances.

EE group	P	Permanent	7803	Transportation Pyrl Area 3	TR	Westmor			
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT		Trnspt Equip			
Choose	01/01/1800	To	12/31/9999	STy.					
TimeData Ent./Empl.Per									
Start Date	End Date	Tim	Name	Lock	Re	Do	Years	Months	Days
11/02/2009	04/30/2010	JOB	Job Se...		0		0	0	123
10/12/2010	04/28/2011	JOB	Job Se...		0		0	0	136
10/11/2011	04/27/2012	JOB	Job Se...		0		0	0	101
03/18/2013	12/31/9999	JOB	Job Se...		0		0	0	116
03/18/2013	12/31/9999	MIL	Militar...		0		0	0	295

In this example, the employee previously held the same job class, so adjustments will need to be made to all seniority balances by zeroing out the balance from the previous periods they held the same job classification and transferring (or adding) it to the new period impacted by the demotion. For these three periods, there should be a total of six adjustment records on IT2012.

2 INFOTYPE 2012, Subtype 6018

To zero out the seniority balance, create subtype 6018 using the last day of the previous period as both the start and end dates.

Enter the number of seniority days from IT0552 with a **minus sign**; this will zero out the balance.

Click Enter  Save 

EE group	P	Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	04/30/2010		To	04/30/2010
Time transfer specification				
Time transfer type	6018		Adj Job Seniority	
Number of hours	123.00-		Hours	

3 You must then transfer (or add) this amount to the next period. Repeat this step using the first day of the previous period as both the start and end dates.

Enter the number of seniority days **without** a minus or plus sign; this will transfer the balance.

Note: if there are any applicable balances **prior to** the earliest retro date, total those balances and add them to the balance that you transferred in this step.

Click Enter  Save 

EE group	P	Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	10/12/2010		To	10/12/2010
Time transfer specification				
Time transfer type	6018		Adj Job Seniority	
Number of hours	123.00		Hours	

4 You must now zero out the **cumulative** balance from the first and second periods and transfer it to the third.

In this example, the employee accrued 123 days in the first period and 136 days in the second; for a total of 259 days.

Enter the total number of seniority days with a **minus sign**.

Click Enter  Save 

EE group	P	Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	04/28/2011		To	04/28/2011
Time transfer specification				
Time transfer type	6018		Adj Job Seniority	
Number of hours	259.00-		Hours	

5 Enter the total number of seniority days **without** a minus or plus sign to transfer the balance.

Click Enter  Save 

EE group	P	Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	10/11/2011		To	10/11/2011
Time transfer specification				
Time transfer type	6018		Adj Job Seniority	
Number of hours	259.00		Hours	

Repeat these steps until all seniority balances have been adjusted. In the end, the IT2012, subtype 6018 screen should look like this:

EE group	P	Permanent	7803	Transportation Pysl Area 3	TR Westmorela
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT	Trnspt Equip Op
Choose	01/01/1800	To	12/31/9999	STy.	6018
Time Transfer Specifications (2012)					
Start Date	End Date	Time	Time transfer type text		Number
03/18/2013	03/18/2013	6018	Adj Job Seniority	<i>Beg of 4th period</i>	360.00
04/27/2012	04/27/2012	6018	Adj Job Seniority	<i>End of 3rd period</i>	360.00-
10/11/2011	10/11/2011	6018	Adj Job Seniority	<i>Beg of 3rd period</i>	259.00
04/28/2011	04/28/2011	6018	Adj Job Seniority	<i>End of 2nd period</i>	259.00-
10/12/2010	10/12/2010	6018	Adj Job Seniority	<i>Beg of 2nd period</i>	123.00
04/30/2010	04/30/2010	6018	Adj Job Seniority	<i>End of 1st period</i>	123.00-

6 You will then need to have a specialist run Time Eval to ensure that all 2012 updates have occurred before moving forward. IT0552 and the seniority report in SAP are not updated until the seniority program runs on the Wednesday after pay processing.

Send an email to RA-OATimeEval@pa.gov with this request. Specialists will run Time Eval daily at 10am and 2pm. For any rehires processed after 2pm, Time Eval will run overnight and the specialist monitoring the resource account will notify you the next day whether it was successful.

You will receive an email confirming that Time Eval was either successful or unsuccessful. If it was successful, you can continue on to step 7. If it was unsuccessful, submit a Help Desk Ticket with the following criteria. If unsuccessful, do not continue.

Category: **Time**
 Type: **Other**
 Item: **Other**

7 INFOTYPE 0552

Select *ALL > Overview*.

You can now lock the 552 records. Select the record(s) that need(s) locked.

Click Change 

Maintain the following text, then save:

Click Lock 

THEN

Click Enter  Save 

EE group	P	Permanent	7803	Transportation Pysl Area 3	TR Westmor				
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT	Trnspt Equip				
Choose	01/01/1800	To	12/31/9999	STy.					
TimeData Ent./Empl.Per									
Start Date	End Date	Tim...	Name	Lock	Re...	Do...	Years	Months	Days
11/02/2009	04/30/2010	JOB	Job Se..		0		0	0	123
10/12/2010	04/28/2011	JOB	Job Se..		0		0	0	136
10/11/2011	04/27/2012	JOB	Job Se..		0		0	0	101
03/18/2013	12/31/9999	JOB	Job Se..		0		0	0	116

NOTE: This record has been locked. EE worked in this classification from XX/XX/XX to XX/XX/XX (XXX days). Effective XX/XX/XX, a record has been created to give EE seniority credit for this period. PLEASE DO NO UNLOCK THIS RECORD!

Instructions for any records that are **before** the Earliest RA Date

You can find the Earliest RA date on IT0003. This date gets adjusted each year in March.

The only difference between processing before the earliest RA date and after the earliest RA date is how you adjust 2012 for the 1st record after the last record affected by the earliest RA date.

1

INFOTYPE 0552

You already determined which records the seniority should be combined. You now need to ensure that all previous records were updated correctly by reviewing **IT0552 and IT2012** to make sure that all periods were processed correctly.

DO NOT include any military balances.

In this example, the employee previously held the same job class so adjustments will need to be made to all seniority balances by zeroing out the balance from the previous period and transferring (or adding) it to the next period. **Please note that the first record 11/03/2008 to 03/27/2009 is prior to the Earliest RA date.**

Personnel No	661545	John A Kopko	Active	Payr.area
EE group	N Non Permanent	7803 Transportation Pysl Area 3	TR Luzerne Co	
EE subgrp	F7 Full-time 75	AJ11 AFSCME J1 OT	Trnspt Equip Opr A	
Choose	01/01/1800	To 12/31/9999	STy.	

Start Date	End Date	Ti...	Name	R...	D...	Years	Months	Days
11/03/2008	03/27/2009	JOB	Job Seniority	0		0	0	98
10/05/2009	03/26/2010	JOB	Job Seniority	0		0	0	117
09/20/2010	03/25/2011	JOB	Job Seniority	0		0	0	127
10/11/2011	03/30/2012	JOB	Job Seniority	0		0	0	459
10/22/2012	03/29/2013	JOB	Job Seniority	0		0	0	567
10/28/2013	12/31/9999	JOB	Job Seniority	0		0	0	14

2

INFOTYPE 2012, Subtype 6018

In this case since the 1st period is prior to the Earliest RA date (11/03/2008 to 03/27/2009) you will not do any adjustments on the 2012 for this record.

You will start by making the adjustments on 03/26/2010 by subtracting 117 hours from this date.

To zero out the seniority balance, create subtype 6018 using the last day of the previous period as both the start and end dates.

Enter the number of seniority days from IT0552 with a **minus sign**; this will zero out the balance.

Click Enter  Save 

Please note: If the start date of the first employment period after all the Earliest RA date records is **prior** to the Earliest RA date you would process the action as indicated in step 2.

If the start date of the first employment period after all the Earliest RA date records is **after** the Earliest RA date you would need to add all the previous employment periods and add them to that start date and then minus them from the end date of the same employment period. **Example:** An employee had earned 79 days from 01/26/2009 to 06/05/2009. The next employment period is 01/25/2010 to 05/26/2010 (they earned 85 days in this employment period) since the start date is also after the Earliest RA date you would add 79 days to 01/25/2010 and then subtract 164 days from 05/26/2010.

EE group	N Non Permanent	7803	Transportatio
EE subgrp	F7 Full-time 75	AJ11	AFSCME J1 O
Start	03/26/2010	To	03/26/2010

Time transfer specification	
Time transfer type	6018 Adj Job Seniority
Number of hours	117.00- Hours

3 You must then transfer (or add) this amount to the next period. Repeat this step using the first day of the previous period as both the start and end dates.

EE group	N	Non Permanent	7803	Transportatio
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 C
Start	09/20/2010		To	09/20/2010

Time transfer specification	
Time transfer type	6018 Adj Job Seniority
Number of hours	215.00 Hours

In this case since the 1st record was prior to the earliest RA date you will need to add the 1st two periods to carry over the correct amount of seniority days (add 98 days and 117 days) and add them to the 3rd period

Enter the number of seniority days **without** a minus or plus sign; this will transfer the balance.

Click Enter  Save 

Note: if there are any applicable balances **prior to** the earliest retro date, total those balances and add them to the balance that you transferred in this step.

4 You must now zero out the **cumulative** balance from the 1st three periods and transfer it to the fourth.

EE group	N	Non Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	03/25/2011		To	03/25/2011

Time transfer specification	
Time transfer type	6018 Adj Job Seniority
Number of hours	342.00- Hours

In this example, the employee accrued 98 days in the first period, 117 days in the second period and 127 days in the third period; for a total of 342 days.

Enter the total number of seniority days with a **minus sign**.

Click Enter  Save 

5 Enter the total number of seniority days **without** a minus or plus sign to transfer the balance.

EE group	N	Non Permanent	7803	Transportatio
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 O
Start	10/11/2011		To	10/11/2011

Time transfer specification	
Time transfer type	6018 Adj Job Seniority
Number of hours	342.00 Hours

Click Enter  Save 

Repeat these steps until all seniority balances have been adjusted. In the end, the IT2012, subtype 6018 screen should look like this: The reason there is no line for the last day in the first period and the first day in the second period is because it is prior to the Earliest RA date.

EE group N Non Permanent 7803 Transportation Pysl Area 3 TR Luzerne Co
 EE subgrp F7 Full-time 75 AJ11 AFSCME J1 OT Trnspt Equip Opr A
 Choose 01/01/1800 To 12/31/9999 STy. 6018

Time Transfer Specifications (2012)						
Start Date	End Date	Time	Time transfer type text		Number	LI
10/28/2013	10/28/2013	6018	Adj Job Seniority	Beg of 6th period	567.00	
03/29/2013	03/29/2013	6018	Adj Job Seniority	End of 5th period	567.00-	
10/22/2012	10/22/2012	6018	Adj Job Seniority	Beg of 5th period	459.00	
03/30/2012	03/30/2012	6018	Adj Job Seniority	End of 4th period	459.00-	
10/11/2011	10/11/2011	6018	Adj Job Seniority	Beg of 4th period	342.00	
03/25/2011	03/25/2011	6018	Adj Job Seniority	End of 3rd period	342.00-	
09/20/2010	09/20/2010	6018	Adj Job Seniority	Beg of 3rd period	215.00	
03/26/2010	03/26/2010	6018	Adj Job Seniority	End of 2nd period	117.00-	

6 You will then need to have a specialist run Time Eval to ensure that all 2012 updates have occurred before moving forward. IT0552 and the seniority report in SAP are not updated until the seniority program runs on the Wednesday after pay processing.

Send an email to RA-OATimeEval@pa.gov with this request. Specialists will run Time Eval daily at 10am and 2pm. For any rehires processed after 2pm, Time Eval will run overnight and the specialist monitoring the resource account will notify you the next day whether it was successful.

You will receive an email confirming that Time Eval was either successful or unsuccessful. If it was successful, you can continue on to step 7. If it was unsuccessful, submit a Help Desk Ticket with the following criteria. If unsuccessful, do not continue.

Category: **Time**, Type: **Other**, Item: **Other**

7 **INFOTYPE 0552**
 Select ALL > Overview.

You can now lock the 552 records. Select the record(s) that need(s) locked.

Click Change 

Maintain the following text, then save:

Click Lock 

THEN

Click Enter  Save 

Start Date	End Date	Tim...	Name	Lock	Re...	Do...	Years	Months	Days
11/02/2009	04/30/2010	JOB	Job Se..		0		0	0	123
10/12/2010	04/28/2011	JOB	Job Se..		0		0	0	136
10/11/2011	04/27/2012	JOB	Job Se..		0		0	0	101
03/18/2013	12/31/9999	JOB	Job Se..		0		0	0	116

NOTE: This record has been locked. EE worked in this classification from XX/XX/XX to XX/XX/XX (XXX days). Effective XX/XX/XX, a record has been created to give EE seniority credit for this period. PLEASE DO NO UNLOCK THIS RECORD!

Locking Seniority Records— Reassignments

If an employee is reassigned into a job class in which they previously held, there may still be a job seniority balance on those job records. You will need to zero out the balances for those previous periods, transfer them to the new period, then lock the old seniority records so the employee's seniority balance is not doubled. **Remember:** this does not apply to management positions. Seniority is calculated in days.

Things to review before completing this process:

1. First check Employee's history via IT0000 and IT0001
On **IT0000** you are checking to make sure there are **NO** breaks in service more than a **year**. If there is a break in service of **1 year or more**, the employee is **not** entitled to the seniority accrued prior to their separation.

If the employee separated for longer than a year and is not entitled to seniority accrued in previous employment periods. You will need to lock ALL previous employment periods on IT0552 that the employee is not entitled to.

On **IT0001** you are checking the job class to ensure that the employee previously held the job class. You are also checking the employee's **bargaining unit** to ensure that the employee is entitled to seniority earned in previous periods. Employees who were in the **H1** bargaining unit and move to a **different** bargaining unit will not be entitled to previous seniority accrued in the H1 bargaining unit.

For **H1 bargaining unit**—Per PSCOA contract page 57 Seniority:

If an employee accepts a transfer out of or is promoted out of this Unit, the employee shall lose whatever Bargaining Unit and Classification seniority the employee has accumulated up to the time of transfer or promotion. If an employee returns to this bargaining unit at any time after such transfer or promotion, the employee's seniority in this bargaining unit shall begin anew.

Please note: If the employee transfers on a date other than the beginning of a pay period for the pay area assigned, the value on PT_BAL00 can be incorrect, since we use the bargaining unit seniority verses the job classification seniority.

2. On **IT0552** you will check the seniority record dates to see if any are **prior to** the [Earliest RA Date](#). For the earliest RA dates you are looking at the **end** dates on IT0552. If the start date is prior to the Earliest RA date but the end date is after the Earliest RA date you would process this line like all the rest.

The following Employee's should not have IT0552 records in SAP:

- CIVEA (E4) (Department of Corrections)
- PSTA (L1) (Pennsylvania State Police)
- PSEA/NEA (E7) (Labor and Industry)

Your next step will be to compare the **PT_BAL00** with **all** the employment periods that are on IT0552 with the same job class. Enter the dates, Personnel # and [Day Balances Code](#) based on the BU. **Please note you are using BU Codes for PT_BAL00.**

Click Execute. This will give you the day balances for every period to ensure that the numbers on IT0552 are correct.

Any adjustments made prior to Earliest RA date will not update on the PT_BAL00.

Data select. period 11/03/2008 - 03/27/2009						
Pers.No.	Name	Period	Current Date	TmType	TimeTyText	Number
661545	John A Kopko	200811	11/07/2008	6020	AFSCME A	5.00
661545	John A Kopko	200811	11/21/2008	6020	AFSCME A	9.00
661545	John A Kopko	200812	12/05/2008	6020	AFSCME A	8.00
661545	John A Kopko	200812	12/19/2008	6020	AFSCME A	10.00
661545	John A Kopko	200901	01/02/2009	6020	AFSCME A	8.00
661545	John A Kopko	200901	01/16/2009	6020	AFSCME A	10.00
661545	John A Kopko	200901	01/30/2009	6020	AFSCME A	9.00
661545	John A Kopko	200902	02/13/2009	6020	AFSCME A	10.00
661545	John A Kopko	200902	02/27/2009	6020	AFSCME A	9.00
661545	John A Kopko	200903	03/13/2009	6020	AFSCME A	10.00
661545	John A Kopko	200903	03/27/2009	6020	AFSCME A	10.00
						98.00

11/03/2008	03/27/2009	JOB	Job Seniority	0	0	0	98
10/05/2009	03/26/2010	JOB	Job Seniority	0	0	0	117
09/20/2010	03/25/2011	JOB	Job Seniority	0	0	0	127
10/11/2011	03/30/2012	JOB	Job Seniority	0	0	0	459
10/22/2012	03/29/2013	JOB	Job Seniority	0	0	0	567
10/28/2013	12/31/9999	JOB	Job Seniority	0	0	0	14

If the 6019/QSIC records are save on IT2012 due to employee being separated for more than a year you will need to use the day after the action effective date in order to get the accurate results.

For adjustments to go-live records you will need to use the day after go-live for the start date on the PT BAL00

112844	Jill A Lehman	200411	11/19/2004	6020	AFSCME A	10.00
112844	Jill A Lehman	200412	12/03/2004	6020	AFSCME A	10.00
112844	Jill A Lehman	200412	12/17/2004	6020	AFSCME A	10.00
						240.00

Overview Time Transfer Specifications (2012)

Choose

Personnel No: 112844, Name: Jill A Lehman, EE group: P Permanent, EE subgrp: F7 Full-time 75, Prchg Agt 2

Time Transfer Specifications (2012)

Start Date	End Date	Time	Time transfer type text	Number
01/17/2004	01/17/2004	6010	Reset Leave Service Credit	559.00
05/27/2014	05/27/2014	6018	Adj Job Seniority	1924.00
01/17/2004	01/17/2004	6018	Adj Job Seniority	1684.00

You will add the total from the results of the PT BAL00 to the go live record on IT2012 STY 6018

Standardized text:

For IT2012 records created and IT0552 records that you are locking due to seniority. (For the IT0552 you will also include the language that is currently in the guide in regards to this record has been locked...) Please note that due to various situations the first sentence might not pertain to you if you have no records prior to the Earliest RA Date and also please note that the dates and employment periods will need to be updated for each situation.

Will not be reducing from 1st employment period because record is prior to Earliest RA Date.

Creating record to reduce 98 days from 1st employment period (11/07/2011 to 03/30/2012) and adding it to the 2nd employment period.

Adding 98 days for the 1st employment period

Keep repeating this as many times necessary for the amount of employment periods you are adjusting.

Instructions for any records that are **after** the Earliest RA Date

You can find the Earliest RA date on IT0003. This date gets adjusted each year in March.

1

INFOTYPE 0552

You already determined which records the seniority should be combined. You now need to ensure that all previous records were updated correctly by reviewing **IT0552 and IT2012** to make sure that all employment periods were processed correctly.

DO NOT include any military balances.

EE group	P	Permanent	7803	Transportation Pysl Area 3	TR	Westmor			
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT		Trnspt Equip			
☑ Choose	01/01/1800	To	12/31/9999	STy.					
TimeData Ent./Empl.Per									
Start Date	End Date	Tim	Name	Lock	Re	Do	Years	Months	Days
11/02/2009	04/30/2010	JOB	Job Se..		0		0	0	123
10/12/2010	04/28/2011	JOB	Job Se..		0		0	0	136
10/11/2011	04/27/2012	JOB	Job Se..		0		0	0	101
03/18/2013	12/31/9999	JOB	Job Se..		0		0	0	116
03/18/2013	12/31/9999	MIL	Militar..		0		0	0	295

In this example, the employee previously held the same job class, so adjustments will need to be made to all seniority balances by zeroing out the balance from the previous periods they held the same job classification and transferring (or adding) it to the new period impacted by the reassignment. For these three periods, there should be a total of six adjustment records on IT2012.

2 INFOTYPE 2012, Subtype 6018

To zero out the seniority balance, create subtype 6018 using the last day of the previous period as both the start and end dates.

Enter the number of seniority days from IT0552 with a **minus sign**; this will zero out the balance.

Click Enter  Save 

EE group	P	Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	04/30/2010		To	04/30/2010
Time transfer specification				
Time transfer type	6018		Adj Job Seniority	
Number of hours	123.00-		Hours	

3 You must then transfer (or add) this amount to the next period. Repeat this step using the first day of the previous period as both the start and end dates.

Enter the number of seniority days **without** a minus or plus sign; this will transfer the balance.

Note: if there are any applicable balances **prior to** the earliest retro date, total those balances and add them to the balance that you transferred in this step.

Click Enter  Save 

EE group	P	Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	10/12/2010		To	10/12/2010
Time transfer specification				
Time transfer type	6018		Adj Job Seniority	
Number of hours	123.00		Hours	

4 You must now zero out the **cumulative** balance from the first and second periods and transfer it to the third.

In this example, the employee accrued 123 days in the first period and 136 days in the second; for a total of 259 days.

Enter the total number of seniority days with a **minus sign**.

Click Enter  Save 

EE group	P	Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	04/28/2011		To	04/28/2011
Time transfer specification				
Time transfer type	6018		Adj Job Seniority	
Number of hours	259.00-		Hours	

5 Enter the total number of seniority days **without** a minus or plus sign to transfer the balance.

Click Enter  Save 

EE group	P	Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	10/11/2011		To	10/11/2011
Time transfer specification				
Time transfer type	6018		Adj Job Seniority	
Number of hours	259.00		Hours	

Repeat these steps until all seniority balances have been adjusted. In the end, the IT2012, subtype 6018 screen should look like this:

EE group	P	Permanent	7803	Transportation Pysl Area 3	TR Westmorela
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT	Trnspt Equip Op
Choose	01/01/1800	To	12/31/9999	STy.	6018
Time Transfer Specifications (2012)					
Start Date	End Date	Time	Time transfer type text		Number
03/18/2013	03/18/2013	6018	Adj Job Seniority	<i>Beg of 4th period</i>	360.00
04/27/2012	04/27/2012	6018	Adj Job Seniority	<i>End of 3rd period</i>	360.00-
10/11/2011	10/11/2011	6018	Adj Job Seniority	<i>Beg of 3rd period</i>	259.00
04/28/2011	04/28/2011	6018	Adj Job Seniority	<i>End of 2nd period</i>	259.00-
10/12/2010	10/12/2010	6018	Adj Job Seniority	<i>Beg of 2nd period</i>	123.00
04/30/2010	04/30/2010	6018	Adj Job Seniority	<i>End of 1st period</i>	123.00-

6 You will then need to have a specialist run Time Eval to ensure that all 2012 updates have occurred before moving forward. IT0552 and the seniority report in SAP are not updated until the seniority program runs on the Wednesday after pay processing.

Send an email to RA-OATimeEval@pa.gov with this request. Specialists will run Time Eval daily at 10am and 2pm. For any rehires processed after 2pm, Time Eval will run overnight and the specialist monitoring the resource account will notify you the next day whether it was successful.

You will receive an email confirming that Time Eval was either successful or unsuccessful. If it was successful, you can continue on to step 7. If it was unsuccessful, submit a Help Desk Ticket with the following criteria. If unsuccessful, do not continue.

Category: **Time**
 Type: **Other**
 Item: **Other**

7 INFOTYPE 0552

Select *ALL > Overview*.

You can now lock the 552 records. Select the record(s) that need(s) locked.

Click Change 

Maintain the following text, then save:

Click Lock 

THEN

Click Enter  Save 

EE group	P	Permanent	7803	Transportation Pysl Area 3	TR Westmor				
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT	Trnspt Equip				
Choose	01/01/1800	To	12/31/9999	STy.					
TimeData Ent./Empl.Per									
Start Date	End Date	Tim...	Name	Lock	Re...	Do...	Years	Months	Days
11/02/2009	04/30/2010	JOB	Job Se..		0		0	0	123
10/12/2010	04/28/2011	JOB	Job Se..		0		0	0	136
10/11/2011	04/27/2012	JOB	Job Se..		0		0	0	101
03/18/2013	12/31/9999	JOB	Job Se..		0		0	0	116

NOTE: This record has been locked. EE worked in this classification from XX/XX/XX to XX/XX/XX (XXX days). Effective XX/XX/XX, a record has been created to give EE seniority credit for this period. PLEASE DO NO UNLOCK THIS RECORD!

Instructions for any records that are **before** the Earliest RA Date

You can find the Earliest RA date on IT0003. This date gets adjusted each year in March.

The only difference between processing before the earliest RA date and after the earliest RA date is how you adjust 2012 for the 1st record after the last record affected by the earliest RA date.

1

INFOTYPE 0552

You already determined which records the seniority should be combined. You now need to ensure that all previous records were updated correctly by reviewing **IT0552 and IT2012** to make sure that all periods were processed correctly.

DO NOT include any military balances.

In this example, the employee previously held the same job class so adjustments will need to be made to all seniority balances by zeroing out the balance from the previous period and transferring (or adding) it to the next period. **Please note that the first record 11/03/2008 to 03/27/2009 is prior to the Earliest RA date.**

Personnel No	661545	John A Kopko	Active	Payr.area
EE group	N Non Permanent	7803 Transportation Pysl Area 3	TR Luzerne Co	
EE subgrp	F7 Full-time 75	AJ11 AFSCME J1 OT	Trnspt Equip Opr A	
Choose	01/01/1800	To 12/31/9999	STy. <input type="text"/>	

Start Date	End Date	Ti...	Name	R...	D...	Years	Months	Days
11/03/2008	03/27/2009	JOB	Job Seniority	0		0	0	98
10/05/2009	03/26/2010	JOB	Job Seniority	0		0	0	117
09/20/2010	03/25/2011	JOB	Job Seniority	0		0	0	127
10/11/2011	03/30/2012	JOB	Job Seniority	0		0	0	459
10/22/2012	03/29/2013	JOB	Job Seniority	0		0	0	567
10/28/2013	12/31/9999	JOB	Job Seniority	0		0	0	14

2

INFOTYPE 2012, Subtype 6018

In this case since the 1st period is prior to the Earliest RA date (11/03/2008 to 03/27/2009) you will not do any adjustments on the 2012 for this record.

You will start by making the adjustments on 03/26/2010 by subtracting 117 hours from this date.

EE group	N Non Permanent	7803	Transportatio
EE subgrp	F7 Full-time 75	AJ11	AFSCME J1 O
Start	03/26/2010	To	03/26/2010

Time transfer specification	
Time transfer type	6018 Adj Job Seniority
Number of hours	117.00- Hours

To zero out the seniority balance, create subtype 6018 using the last day of the previous period as both the start and end dates.

Enter the number of seniority days from IT0552 with a **minus sign**; this will zero out the balance.

Click Enter  Save 

Please note: If the start date of the first employment period after all the Earliest RA date records is **prior** to the Earliest RA date you would process the action as indicated in step 2.

If the start date of the first employment period after all the Earliest RA date records is **after** the Earliest RA date you would need to add all the previous employment periods and add them to that start date and then minus them from the end date of the same employment period. **Example:** An employee had earned 79 days from 01/26/2009 to 06/05/2009. The next employment period is 01/25/2010 to 05/26/2010 (they earned 85 days in this employment period) since the start date is also after the Earliest RA date you would add 79 days to 01/25/2010 and then subtract 164 days from 05/26/2010.

3 You must then transfer (or add) this amount to the next period. Repeat this step using the first day of the previous period as both the start and end dates.

EE group	N	Non Permanent	7803	Transportatio
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 C
Start	09/20/2010		To	09/20/2010

Time transfer specification	
Time transfer type	6018 <input type="checkbox"/> Adj Job Seniority
Number of hours	215.00 Hours

In this case since the 1st record was prior to the earliest RA date you will need to add the 1st two periods to carry over the correct amount of seniority days (add 98 days and 117 days) and add them to the 3rd period

Enter the number of seniority days **without** a minus or plus sign; this will transfer the balance.

Click Enter Save 

Note: if there are any applicable balances **prior to** the earliest retro date, total those balances and add them to the balance that you transferred in this step.

4 You must now zero out the **cumulative** balance from the 1st three periods and transfer it to the fourth.

EE group	N	Non Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	03/25/2011		To	03/25/2011

Time transfer specification	
Time transfer type	6018 <input type="checkbox"/> Adj Job Seniority
Number of hours	342.00- Hours

In this example, the employee accrued 98 days in the first period, 117 days in the second period and 127 days in the third period; for a total of 342 days.

Enter the total number of seniority days with a **minus sign**.

Click Enter Save 

5 Enter the total number of seniority days **without** a minus or plus sign to transfer the balance.

EE group	N	Non Permanent	7803	Transportatio
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 O
Start	10/11/2011		To	10/11/2011

Time transfer specification	
Time transfer type	6018 <input type="checkbox"/> Adj Job Seniority
Number of hours	342.00 Hours

Click Enter Save 

Repeat these steps until all seniority balances have been adjusted. In the end, the IT2012, subtype 6018 screen should look like this: The reason there is no line for the last day in the first period and the first day in the second period is because it is prior to the Earliest RA date.

EE group N Non Permanent 7803 Transportation Pysl Area 3 TR Luzerne Co
 EE subgrp F7 Full-time 75 AJ11 AFSCME J1 OT Trnspt Equip Opr A
 Choose 01/01/1800 To 12/31/9999 STy. 6018

Time Transfer Specifications (2012)						
Start Date	End Date	Time	Time transfer type text		Number	LI
10/28/2013	10/28/2013	6018	Adj Job Seniority	Beg of 6th period	567.00	
03/29/2013	03/29/2013	6018	Adj Job Seniority	End of 5th period	567.00-	
10/22/2012	10/22/2012	6018	Adj Job Seniority	Beg of 5th period	459.00	
03/30/2012	03/30/2012	6018	Adj Job Seniority	End of 4th period	459.00-	
10/11/2011	10/11/2011	6018	Adj Job Seniority	Beg of 4th period	342.00	
03/25/2011	03/25/2011	6018	Adj Job Seniority	End of 3rd period	342.00-	
09/20/2010	09/20/2010	6018	Adj Job Seniority	Beg of 3rd period	215.00	
03/26/2010	03/26/2010	6018	Adj Job Seniority	End of 2nd period	117.00-	

6 You will then need to have a specialist run Time Eval to ensure that all 2012 updates have occurred before moving forward. IT0552 and the seniority report in SAP are not updated until the seniority program runs on the Wednesday after pay processing.

Send an email to RA-OATimeEval@pa.gov with this request. Specialists will run Time Eval daily at 10am and 2pm. For any rehires processed after 2pm, Time Eval will run overnight and the specialist monitoring the resource account will notify you the next day whether it was successful.

You will receive an email confirming that Time Eval was either successful or unsuccessful. If it was successful, you can continue on to step 7. If it was unsuccessful, submit a Help Desk Ticket with the following criteria. If unsuccessful, do not continue.

Category: **Time**, Type: **Other**, Item: **Other**

7 **INFOTYPE 0552**
 Select ALL > Overview.

You can now lock the 552 records. Select the record(s) that need(s) locked.

Click Change 

Maintain the following text, then save:

Click Lock 

THEN

Click Enter  Save 

Start Date	End Date	Tim...	Name	Lock	Re...	Do...	Years	Months	Days
11/02/2009	04/30/2010	JOB	Job Se...		0		0	0	123
10/12/2010	04/28/2011	JOB	Job Se...		0		0	0	136
10/11/2011	04/27/2012	JOB	Job Se...		0		0	0	101
03/18/2013	12/31/9999	JOB	Job Se...		0		0	0	116

NOTE: This record has been locked. EE worked in this classification from XX/XX/XX to XX/XX/XX (XXX days). Effective XX/XX/XX, a record has been created to give EE seniority credit for this period. PLEASE DO NO UNLOCK THIS RECORD!