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Questions?

Field time advisors should direct any questions related to this alert to their central agency time advisor. Central agency time advisors may submit questions via an [HR/Pay Help Desk Request](#) in the **Time** Category under the *Other* Type or call the HR Service Center, Time Services team at 877.242.6007, Option 2.

Section 1: Reporting Requirements

Seniority reports are required to be produced and posted in April and October of each year in accordance with applicable bargaining unit agreements. Human Resource Offices have been provided an [IRIS Seniority Database](#) to run seniority reports and appropriate agency Human Resource personnel have been given security access (Oracle username and password) to run the reports along with a run schedule. If you already have IRIS access, you will still need to download the seniority database to run the report.

The [seniority report run schedule](#) is available in section 2. The schedule provides updates as a result of the change to the reporting period for BU seniority data (i.e., as of the PPE date). As a reminder, when there is a holiday, seniority will not update in SAP until the day after payroll runs. For example, if payroll runs on Wednesday due to a Monday holiday, SAP seniority will not update until Thursday night.

Required Seniority Reporting

First, download an updated copy of the [IRIS Seniority Database](#) prior to running the reports to ensure new promotion/furlough units are included.

Then determine which bargaining units currently apply to your department to determine which reports need to be created. If a bargaining unit is not listed below or if the report indicates "none", a seniority report is not required to be posted.

Bargaining Unit	Promotion Seniority Reports	Furlough Seniority Reports
AFSCME - A1, A4, B1, B4, G1, G4, J1, N1, W1, W4, W6, W7, W8, W9, 61, 64	Promotion BU Group Days Promotion Job Days	Furlough BU Group Days Furlough Job Days
AFSCME - A2, B2, G2, G5, J2, N2, W2, W5, 65	Promotion Job Days	Furlough BU Group Days Furlough Job Days
CIVEA - E4	None	Furlough BU Group Date Furlough Job Days
FOP (Fish) - K1, K2, K9	Promotion BU Group Days Promotion Job Days	Furlough BU Group Days Furlough Job Days
FOP (Game) - K8	Promotion BU Group Days Promotion Job Days	Furlough BU Group Days Furlough Job Days
FOPCAP - L4	Promotion Job Days	Furlough BU Group Days
FOPLCB - K4	None	Furlough BU Group Days
FOSCEP - C4	None	Furlough BU Group Days Furlough Job Days
FOSCEP - C5	None	Furlough BU Group Days Furlough Job Days
ISSU - M2	None	Furlough BU Group Days
OPEIU - P5	Promotion BU Group Days Promotion Job Days	Furlough BU Group Days Furlough Job Days

Continued

Bargaining Unit	Promotion Seniority Reports	Furlough Seniority Reports
PDA - T4	None	Furlough BU Group Days
PDA - T5	None	Furlough BU Group Days
PLCBEO3 - K5	None	Furlough BU Group Days
PPUCBA - Z4	None	Furlough BU Group Days
PSCOA - H1	Promotion Job Days	Furlough BU Group Days
PSEA - D4	None	Furlough BU Group Date
PSEA - S4	None	Furlough BU Group Days
PSPOA - R4	Promotion BU Group Days	Furlough BU Group Days
PSSU - F1, F4	Promotion BU Group Days Promotion Job Days	Furlough BU Group Days Furlough Job Days
PSSU - F5	Promotion BU Group Days Promotion Job Days	Furlough BU Group Days Furlough Job Days
PSSU - I5	None	Furlough Job Days
SEIU - P4, P7	Promotion BU Group Days Promotion Job Days	Furlough BU Group Days Furlough Job Days
UFCW - M1	Promotion BU Group Days	Furlough BU Group Days
UGSOA - R1	Promotion BU Group Days	Furlough BU Group Days
UGSOA - R2	Promotion BU Group Days	Furlough BU Group Days

You can use the IRIS seniority database [instructions](#) for more information on creating your required reports.

Requirements Questions

For assistance on data corrections and calculations, contact your agency labor relations staff or your agency seniority coordinator. If your agency's employee relations staff needs assistance with contract interpretations, they should contact OA, Bureau of Employee Relations at 717.787.5514.

Section 2: Seniority Report Run Schedule

Seniority data updates at various times in SAP. IRIS reflects data based on the information updated in SAP as of the close of business Friday. Therefore, when running the seniority reports, the following should be kept in mind.

- **Listings for Bargaining Unit Group Date for Furloughs:**

This report reflects the agreement seniority date captured from IT0041 and military days from IT0552, Time Specification/ Employ. Period, Subtype MIL. The agreement seniority date and the military days are updated in real time. Therefore, when you run this report, **the data will reflect information as of close of business the Friday before your run date since IRIS updates close of business on Friday.**

- **Listings for Bargaining Unit Group Days for Promotions and/or Furloughs:**

These reports reflect the bargaining unit group days maintained in the BU Time Type bucket and military days from IT0552, Time Specification/Employ. Period, Subtype MIL. The military days are updated in real time. The bargaining unit group days are updated overnight based on time evaluation and the latest pay period ending date. Time evaluation is run before the IRIS update is sent from SAP. Therefore, when you run this report, **the military days will reflect information as of close of business the Friday before your run date and the bargaining unit group days reflect data as of the employee's latest pay period ending date.**

- **Listings for Job Days for Promotions and/or Furloughs:**

These reports reflect the job days maintained on IT0552, Time Specification/Employ. Period, Subtype JOB. The job days reflect seniority as of the latest pay period ending date and are updated by close of business Wednesday after pay day. Therefore, if you want to run these reports for a PPE date, you must run the report starting 10 calendar days after the PPE date. For example, if the PPE date is 10/13/2023, IT0552 JOB will update on Wednesday COB (10/18/2023) after the PPE date, the data will then be transported to IRIS the following Friday evening (10/20/2023) and will then be available starting the following week (10/23/2023 to 10/27/2023) in IRIS for reporting purposes. Therefore, when you run this report as scheduled below, **the military days will reflect information as of close of business the Friday before your run date and the job days reflect data as of the employee's latest pay period ending date.**

The following is a suggested schedule for running the seniority reports. Two reporting dates have been provided.

Seniority Report Run Schedule, October 2023

Report Name	Payroll Area	Run Report Between	Data as of
Furlough Listing - Bargaining Unit Group Date or Days or	Z1, T2, or Z2	10/02/2023-10/06/2023	09/29/2023 or
Promotion Listing - Bargaining Unit Group Days	Z1, T2, or Z2	10/16/2023-10/20/2023	10/13/2023
Furlough Listing - Bargaining Unit Group Date or Days or	T3 or Z3	10/09/2023-10/13/2023	10/06/2023 or
Promotion Listing - Bargaining Unit Group Days	T3 or Z3	10/23/2023-10/27/2023	10/20/2023
Furlough Listing - Job Days or	Z1, T2, or Z2	10/09/2023-10/13/2023	09/29/2023 or
Promotion Listing - Job Days	Z1, T2, or Z2	10/23/2023-10/27/2023	10/13/2023
Furlough Listing - Job Days or	T3 or Z3	10/16/2023-10/20/2023	10/06/2023 or
Promotion Listing - Job Days	T3 or Z3	10/30/2023-11/03/2023	10/20/2023

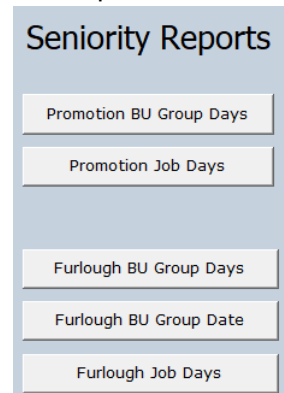
Seniority Report Questions

Agency seniority coordinators with questions on the report run schedule should submit an [HR/Pay Help Desk Request](#) in the **Time** Category under the *Other* Type or call the HR Service Center, Time Services team at 877.242.6007, Option 2.

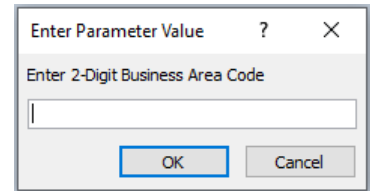
Section 3: Instructions

To run your seniority reports, complete the following steps:

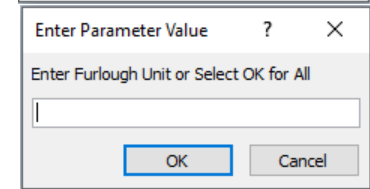
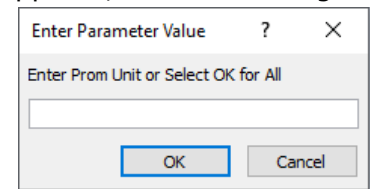
1. Download the [IRIS Seniority Database](#) and open it in Microsoft Access.
2. Determine which seniority reports are needed based on the bargaining units represented in your department. Then, select the appropriate seniority report to run in the database.



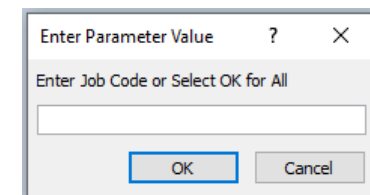
3. When the "Enter 2-Digit Business Area Code" prompt box appears, insert the 2-digit business area code, and click OK.
 - a. For agencies with multiple payroll areas (i.e., Z2 & Z3), entering the 2-digit business area will ensure that an agency-wide report is generated.



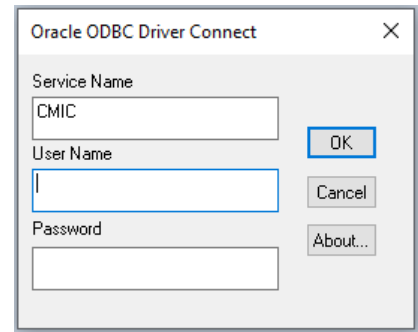
4. When the "Enter Prom Unit" or "Enter Furlough Unit" prompt box appears, insert the 3-digit promotional or furlough unit, and click OK.
 - a. For an agency-wide report, leave the prompt blank and click the OK button.
 - b. For a promotional seniority report, enter the promotion unit and click the OK button.
 - c. For a report reflecting a particular furlough unit, enter the furlough unit and click the OK button.



5. When the "Enter Job Code" prompt box appears, insert the 5-digit job code, and click OK.
 - a. For an agency-wide report, leave the prompt blank and click the OK button.



6. After completing all 3 prompt boxes, the "Oracle ODBC Driver Connect" prompt box will appear. If you are running multiple reports, this prompt box will only appear when executing the first report.
 1. The *Service Name* should default to "CMIC".
 2. In the *User Name* field, enter your 8-digit personnel number.
 3. In the *Password* field, enter the password that was provided by OA when you requested your security.
 4. Click on the OK button to generate the report.



7. Click on the print icon to print the total report or use "File" > "Print" to change the print page option or number of copies to be printed.
8. To run another report, just close (x) the report window and you will be returned to the first prompt box.

COMMONWEALTH OF PENNSYLVANIA										
AGING										
PROMOTION LISTING - BARGAINING UNIT GROUP DAYS										
AS OF 9/26/2023										
10 AGING					BARGAINING UNIT GROUP 11 GENERAL NONSUPV					
PROMOTION UNIT 001 HEADQUARTERS					BARGAINING UNIT A1 CLER, ADM, FSCL/NS, NP					
JOB	NAME	PERS NO / POS NO	ORGN	SENIORITY CREDIT				EMPLOYEE INFO		
				BARG UN	BARG UNIT	SERVICE	EMPSUB	EMP	PAY	
				DAYS	CRED DATE	YRS	PPDS	GRP	GRP	ST
JOB 00102 CLER ASST 2			2416	1029	9/22/2023	3	25	F7	P	1
JOB 00103 CLER ASST 3			5014	4311	9/22/2023	17	17	F7	P	1
			2416	1910	9/22/2023	8	19	F7	P	1
JOB 00720 FSCL TCHN			4103	2642	9/22/2023	12	21	F7	P	1
JOB 02610 PRCHG AGT										

Technical Questions

Users who experience issues with running or accessing the reports, may submit an [HR Application Support Request](#) in the Seniority Database HR Application.