***Please distribute this alert to any users within your agency who are responsible for labor relations or seniority reporting.***

**Seniority Report Run Schedule**

* Information regarding the seniority report run schedule for October 2019

Seniority reports are required to be produced and posted in April and October of each year in accordance with applicable bargaining unit agreements. HR offices have been provided an [IRIS Seniority Database](http://www.hrm.oa.pa.gov/employee-relations/Pages/default.aspx) to run seniority reports and appropriate agency HR personnel have been given security access (Oracle username and password) to run the reports along with a run schedule.

Users are encouraged to download an updated copy of the seniority database ([IRIS Seniority Database](http://www.hrm.oa.pa.gov/employee-relations/Pages/default.aspx)) prior to running the reports to ensure new promotion/furlough units   
are included. You can find report requirements, schedule reminders and instructions in the [user guide](http://www.hrm.oa.pa.gov/hire-sep/Documents/iris-seniority-database-guide.pdf).

Note: Time Services will generate a report for matrixed IT employees. The report will be sent directly to Delivery Center Time Advisors later this month.

**Seniority Report Run Schedule, October 2019**

|  |  |  |  |
| --- | --- | --- | --- |
| **Report Name** | **Payroll Area** | **Run Report Between** | **Data**  **as of** |
| Furlough Listing - Bargaining Unit Group Date or  Days or  Promotion Listing - Bargaining Unit Group Days | Z1, T2 or Z2 | 10/07/19 – 10/11/19 | 10/04/19 |
| Z1, T2 or Z2 | 10/21/19 – 10/25/19 | 10/18/19 |
| Furlough Listing - Bargaining Unit Group Date or  Days or  Promotion Listing - Bargaining Unit Group Days | T3 or Z3 | 10/14/19 – 10/18/19 | 10/11/19 or |
| T3 or Z3 | 10/28/19 – 11/01/19 | 10/25/19 |
| Furlough Listing - Job Days or  Promotion Listing - Job Days | Z1, T2 or Z2 | 10/14/19 – 10/18/19 | 10/04/19 |
| Z1, T2 or Z2 | 10/28/19 – 11/01/19 | 10/18/19 |
| Furlough Listing - Job Days or  Promotion Listing - Job Days | T3 or Z3 | 10/21/19 – 10/25/19 | 10/11/19 or |
| T3 or Z3 | 11/04/19 – 11/08/19 | 10/25/19 |

As a reminder, when there is a holiday, seniority does 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.

**Requirements Questions**

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

**Seniority Report Questions**  
Agency seniority coordinators with questions on the report run schedule should submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category or call the HR Service Center, Time Services team at 877.242.6007, Option 2.

**Technical Questions**  
If you have trouble running the reports or issues with accessing the reports, you may submit a HR help desk ticket in the HR Applications Support category.