***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 April 2024.

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](https://oaiss.state.pa.us/hr-databases/seniority.mdb) 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](https://oaiss.state.pa.us/hr-databases/seniority.mdb)) prior to running the reports to ensure new promotion/furlough units
are included. You can find report requirements, schedule reminders and instructions in the [Seniority Database User Guide](https://www.hrm.oa.pa.gov/Alerts-and-Transactions/Documents/Time%20Alerts/IRIS_Seniority_Database_User_Guide.pdf).

**Seniority Report Run Schedule, April 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| **Report Name** | **Payroll Area** | **Run Report Between** | **Data****as of** |
| Furlough Listing - Bargaining Unit Group Date or Days orPromotion Listing - Bargaining Unit Group Days | Z1, T2, or Z2 | 04/01/2024-04/05/2024 | 03/29/2024or |
| Z1, T2, or Z2 | 04/15/2024-04/19/2024 | 04/12/2024 |
| Furlough Listing - Bargaining Unit Group Date or Days or Promotion Listing - Bargaining Unit Group Days | T3 or Z3 | 04/08/2024-04/12/2024 | 04/05/2024or |
| T3 or Z3 | 04/22/2024-04/26/2024 | 04/19/2024 |
| Furlough Listing - Job Days orPromotion Listing - Job Days | Z1, T2, or Z2 | 04/08/2024-04/12/2024 | 03/29/2024or |
| Z1, T2, or Z2 | 04/22/2024-04/26/2024 | 04/12/2024 |
| Furlough Listing - Job Days orPromotion Listing - Job Days | T3 or Z3 | 04/15/2024-04/19/2024 | 04/05/2024or |
| T3 or Z3 | 04/29/2024-05/03/2024 | 04/19/2024 |

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’s employee relations staff or your agency seniority coordinator. If your agency’s labor relations staff needs assistance with contract interpretations, they should contact OA, Bureau of Employee Relations at 717.787.5514.

**Seniority Report Questions**
Agency seniority coordinators with questions on the report run schedule should submit an [**HR/Pay Help Desk Request**](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=49dc343f1b0c0d10075ca932f54bcb65&sysparm_category=3d00682a1bbea410075ca932f54bcb3c) in the **Time Category** for Other Type or call the HR Service Center, Time Services team at 877.242.6007, Option 2.

**Technical Questions**
Users who experience issues with running or accessing the reports, may submit an [**HR Application Support Request**](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=5f6bad6e1bcaec1067b0657ce54bcb0c&sysparm_category=32c78de49f331200d9011977677fcf97) in the Seniority Database HR Application.