



## **IRIS Seniority Database User Guide**

Issued 09.28.2016

### **Table of Contents**

<a href="#">Section 1</a> : Reporting Requirements .....	Page 2
<a href="#">Section 2</a> : Seniority Report Run Schedule (October 2016) .....	Page 4
<a href="#">Section 3</a> : Database Instructions.....	Page 6

#### **Questions?**

If you have any questions regarding the IRIS Seniority Database, please submit an [HR help desk ticket](#) in the time category. You may also call the HR Service Center, Agency Services and Operations Division at 877.242.6007, Option 2.

# IRIS Seniority Database User Guide

Issued xx.xx.16

## 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. HR offices have been provided an [IRIS Seniority Database](#) 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. 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	Furlough BU Group Days
AFSCME A2, B2, G2, G5, J2, N2, W2, W5, 65	Promotion Job Days	Furlough BU Group Days
CIVEA E4	None	Furlough BU Group Date
FOP (Fish) K1, K2	Promotion BU Group Days	Furlough BU Group Days
FOP (Game) K8	Promotion BU Group Days	Furlough BU Group Days
FOPCAP L4	Promotion Job Days	Furlough BU Group Days
FOPLCB K4	None	Furlough BU Group Days
FOSCEP C4	None	Furlough BU Group Days
FOSCEP C5	None	Furlough BU Group Days
ISSU M2	None	Furlough BU Group Days
OPEIU P5	Promotion BU Group Days	Furlough BU Group Days
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

# IRIS Seniority Database User Guide

Issued xx.xx.16

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	Furlough BU Group Days
PSSU F5	Promotion BU Group Days	Furlough BU Group Days
PSSU I5	None	Furlough Job Days
SEIU P4, P7	Promotion BU Group Days	Furlough BU Group 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 labor relations staff needs assistance on contract interpretations, they should contact the OA, Bureau of Labor Relations at 717.787.5514.

# IRIS Seniority Database User Guide

Issued xx.xx.16

## Section 2: Seniority Report Run Schedule

Seniority data updates at different times in SAP. IRIS reflects data based on the information updated in SAP as of the close of business Friday. Keep this in mind when running your seniority reports. For example:

- **Furlough Listing - Bargaining Unit Group Date** - 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 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 Friday.**
- **Furlough Listing - Bargaining Unit Group Days or Promotion Listing - Bargaining Unit Group Days** - 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 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.**
- **Furlough Listing - Job Days or Promotion Listing - Job Days** - 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 10/07/2016, IT0552 JOB will update on Wednesday COB (10/12/2016) after the PPE date, the data will then be transported to IRIS the following Friday evening (10/14/2016) and will then be available starting the following week (10/17/2016 to 10/21/2016) 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.**

# IRIS Seniority Database User Guide

Issued xx.xx.16

With the above information in mind, listed below is a suggested schedule for running the seniority reports. Two reporting dates have been provided.

## Seniority Report Run Schedule, October 2016

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	10/10/16- 10/14/16	10/07/16
	Z1, T2 or Z2	10/24/16- 10/28/16	10/21/16
Furlough Listing - Bargaining Unit Group Date or Days or Promotion Listing - Bargaining Unit Group Days	T3 or Z3	10/17/16- 10/21/16	10/14/15 or
	T3 or Z3	10/31/16- 11/04/16	10/28/16
Furlough Listing - Job Days or Promotion Listing - Job Days	Z1, T2 or Z2	10/17/16- 10/21/16	10/07/16
	Z1, T2 or Z2	10/31/16- 11/04/16	10/21/16
Furlough Listing - Job Days or Promotion Listing - Job Days	T3 or Z3	10/24/16- 10/28/16	10/14/16 or
	T3 or Z3	11/07/16- 11/11/16	10/28/16

## Seniority Report Questions

Agency seniority coordinators with questions on the report run schedule should submit an [HR help desk ticket](#) in the time category. You may also call the HR Service Center, Agency Services and Operations Division at 877.242.6007, Option 2.

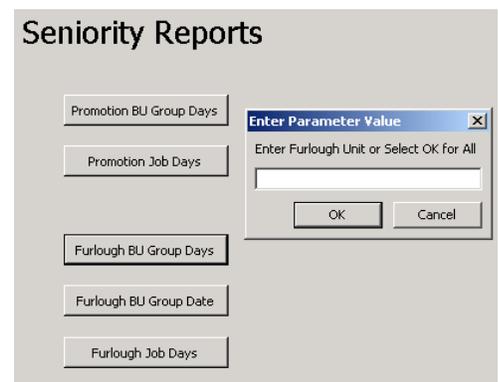
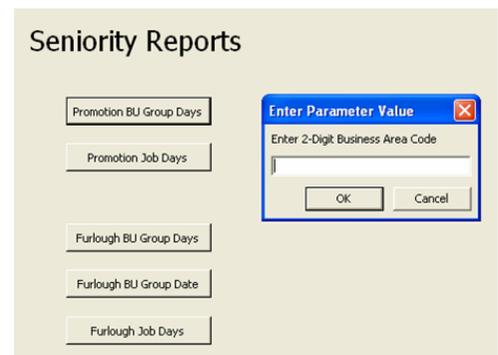
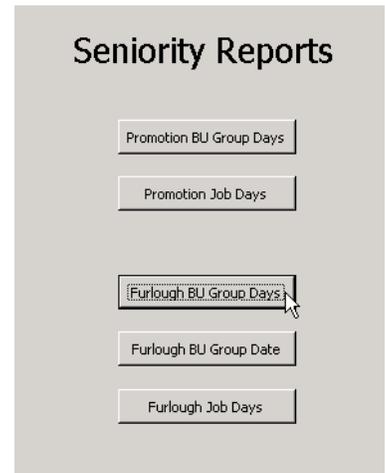
# IRIS Seniority Database User Guide

Issued xx.xx.16

## Section 3: Instructions

To run your seniority reports, complete the following steps:

1. Determine which seniority reports are needed based on the bargaining units represented in your department.
2. Download the IRIS Seniority Database and open it in Microsoft Access.
3. Click on the appropriate report icon name.
  - a. To run an agency wide report, just complete the personnel area field.
  - b. To run a report by furlough or promotion unit, complete the personnel area and furlough or promotion unit.
  - c. To run a report by furlough unit and job, complete all 3 fields.
4. When the 'Enter 2-Digit Business Area Code' prompt box appears, insert the 2-digit business area and click OK.
5. 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.
  - a. For an agency-wide report, leave the next prompt blank and click the OK button.
  - b. For a report reflecting a particular furlough unit, enter the furlough unit and click the OK button.
  - c. For a promotion seniority report, enter the promotion unit code as required and click the OK button.
6. To run an agency-wide report, leave the job code field blank and just click the OK icon.
7. Use this prompt box when you want to run a furlough or promotion seniority report for a particular job. You can also further define the report by running for a particular unit and job.
8. After you have completed all 3 prompt boxes, you will receive the Oracle ODBC Driver Connect prompt box.
  - a. The Service Name should default to CMIC.
  - b. Complete the User Name which is your 8 digit personnel number.



# IRIS Seniority Database User Guide

Issued xx.xx.16

- c. Then complete the password field. A password will be provided by OA when you request your security.
  - d. Then click on the OK button to generate your report.
9. 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.
10. To run another report, just close (x) the report window and you will be returned to the first prompt box.

Microsoft Access - [Promotion Listing - Bargaining Unit Group Days]

File Edit View Tools Window Help Type a questi

85% Close Setup

---

DATE 3/24/2004 COMMONWEALTH OF PENNS YLVANIA Page 1 of 5  
 AGING  
 FURLOUGH LISTING - BARGAINING UNIT GROUP DAYS  
 AS OF 3/24/2004

10 AGING BARGAINING UNIT GROUP 11 GENERAL NONSUPV  
 FURLOUGH UNIT 001 HEADQUARTERS BARGAINING UNIT A1 CLER, ADM, FSCL/NS, NP

JOB 00130 CLK 3

NAME	PERS NO / POS NO	ORGN	SENIORITY CREDIT					EMPLOYEE INFO				
			BG UN DAYS	MILITY DAYS	TOT BU DAYS	BG UNT CR DATE	SERVICE YRS	PPDS	EMPSUB GRP	EMP GRP	TYP SVC	PAY ST
Gudalefsky, Tery L	00049521 00080654	3112	7284	0	7284	3/19/2004	23	622	F7	P	C - Prob	1

JOB 00220 CLK TYPST 2

NAME	PERS NO / POS NO	ORGN	SENIORITY CREDIT					EMPLOYEE INFO				
			BG UN DAYS	MILITY DAYS	TOT BU DAYS	BG UNT CR DATE	SERVICE YRS	PPDS	EMPSUB GRP	EMP GRP	TYP SVC	PAY ST
Mckemey, Lynne M	00532777 00274732	2201	290	0	290	3/19/2004	1	40	F7	P	C - Reg	1
Bendigo, Brittany D	00513855 00285420	2201	857	0	857	3/19/2004	3	87	F7	P	C - Reg	1

JOB 00230 CLK TYPST 3

NAME	PERS NO / POS NO	ORGN	SENIORITY CREDIT					EMPLOYEE INFO				
			BG UN DAYS	MILITY DAYS	TOT BU DAYS	BG UNT CR DATE	SERVICE YRS	PPDS	EMPSUB GRP	EMP GRP	TYP SVC	PAY ST
Schell, Trudy L	00355819 00091842	2101	360	0	360	3/19/2004	11	305	F7	P	C - Prob	1
Lombardo, Rosanne	00516095 00097477	3701	800	0	800	3/19/2004	3	80	F7	P	C - Reg	1
Solence, Katherine C	00504748 00252743	2201	1109	0	1109	3/19/2004	4	111	F7	P	C - Reg	1
Mulhollan, Linda A	00477040 00204247	4101	1740	0	1740	3/19/2004	6	174	F7	P	C - Reg	1
Bell, Jennifer L	00478003 00236696	1201	1849	0	1849	3/19/2004	7	185	F7	P	C - Reg	1
Schott, Patricia A	00065279 00113956	3501	5255	0	5255	3/19/2004	19	505	F7	P	C - Reg	1

JOB 00430 CLK STENO 3

NAME	PERS NO / POS NO	ORGN	SENIORITY CREDIT					EMPLOYEE INFO				
			BG UN DAYS	MILITY DAYS	TOT BU DAYS	BG UNT CR DATE	SERVICE YRS	PPDS	EMPSUB GRP	EMP GRP	TYP SVC	PAY ST
Kastelic, Joanne R	00084877 00144086	3001	12049	0	12049	3/19/2004	36	951	F7	P	C - Reg	1

## IRIS Questions

To read additional information regarding IRIS or to request security access, you can visit the [IRIS Overview](#) page on the OA website. You may also contact the HR Service Center, Business Information and Support Division at 877.242.6007, Option 4.