IRIS Seniority Database User Guide

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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** for 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. 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 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 92 G4	Promotion BU Group Days Promotion Job Days	Furlough BU Group Days Furlough Job Days
FOPFISH K1, K2, K9	Promotion BU Group Days Promotion Job Days	Furlough BU Group Days Furlough Job Days
FOPGAM K8	Promotion BU Group Days Promotion Job Days	Furlough BU Group Days Furlough Job Days
FOPCAP L4	Promotion Job Days	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
PLEA K4	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
PSRA 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 with data corrections and calculations, contact your agency's employee relations staff or your agency's seniority coordinator. If your agency's employee relations staff needs assistance with contract interpretations, they should contact the 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. 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 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 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 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.**

- **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 3/29/2024, IT0552 JOB will update on Wednesday COB (4/3/2024) after the PPE date, the data will then be transported to IRIS the following Friday evening (4/5/2024) and will then be available starting the following week (4/8/2024 to 4/12/2024) 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.**

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, April 2023

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

Seniority Report Questions
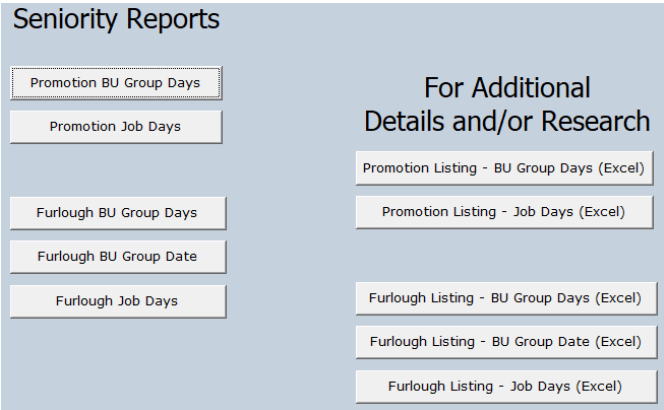
Agency seniority coordinators with questions on the report run schedule should submit an **HR/Pay Help Desk Request** in the **Time Category** for Other Type or call the HR Service Center, Time Services team at 877.242.6007, Option 2.

Section 3: Instructions

After downloading the [IRIS Seniority Database](#) to your computer, follow the below steps to run the seniority reports. If the database does not automatically open when selected from your desktop or other folder, try accessing the database by opening Microsoft Access, then select the database you wish to open.
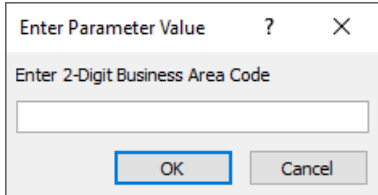
1. From the Menu screen, click on the report you wish to run under the Seniority Reports area.

   To run an all-inclusive report for review or auditing purposes, an Excel version of the same postings report can be located under the For Additional Details and/or Research area. Please note, these reports are not for posting purposes.
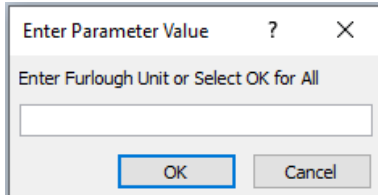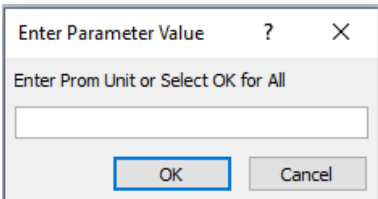
2. When the 'Enter 2-Digit Business Area Code' prompt box appears, enter the 2-digit business area code, and click OK. For agencies with multiple payroll areas (i.e., Z2 & Z3), entering the 2-digit business area will ensure that an agency-wide report is generated.

   To run an agency-wide report, leave the Prom Unit or Furlough Unit and Job Code field blank and click OK to bypass these filters. You can also further define the report by running for a particular unit and/or job when the next prompts appear.
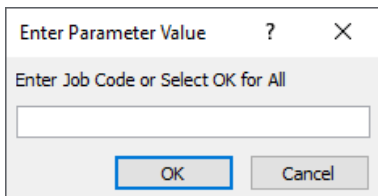
3. When the 'Enter Prom Unit' or 'Enter Furlough Unit' prompt box appears, enter the furlough or promotion unit to report on a particular unit.

   If you are running reports on a specific job and would like to view all furlough units or promotional units within the agency, leave this field blank and click OK.

4. When the 'Enter Job Code' prompt box appears, enter the x-digit job code, and click OK.

5. After you have completed all 3 prompt boxes, you will receive the Oracle ODBC Driver Connect prompt box. The Service Name should default to CMIC. You will need to enter your personnel number and password.

   a. In the 'User Name' field, enter your 8-digit personnel number

   b. In the 'Password' field, enter the password provided to you by OA when you requested your security.

   c. Click OK to generate the report.

6. 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.

7. To run another report, just close (x) the report window and you will be returned to the first prompt box.

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.