Service Dates and Breaks in Service Overview

Cardinal contains a large variety of service date fields. Some of these fields are PeopleSoft delivered that populate automatically. Other fields are custom due to COV requirements. Please use the **Service Date Definitions** section of this Job Aid as a daily reference document to understand how these fields work. This Job Aid also explains the importance of custom and delivered fields that are entered on the Cardinal employment information page and impacts to the other Cardinal modules.

Veteran's Service Credit Months

As of 01/10/2023, per **DHRM policy 4.10, Annual Leave**, the annual leave accrual rate is determined by using state service and, if applicable, veteran's service in the military, National Guard or Reserves. A Veteran's service in the military, National Guard, or Reserves is determined by adding the net active service, total prior active service, and total prior inactive service data found on military service documentation. To assist in identifying employees who are eligible, the **RHR294-Disability and Veteran Service Report** can be used. In order to run this report, the user must have the V_HR_Manager role due to the disability information that displays on the report.

Prior Service Months Due to Breaks in Service (separation and rehire)

Upon a separated employee's return to a state salaried position, the HR Administrator must research the employee's prior service record to ensure it qualifies as service towards the Cardinal leave eligibility service date. If unsure, review the DHRM policies, Service Credit Application, or contact DHRM directly for historical service dates and eligibility determination.

Note: The following process follows **DHRM policy 4.10, Annual Leave**. In general, all periods of salaried state service count in setting the leave eligibility date. This does not include hourly employment. Counted service includes all:

- Salaried state service in positions covered and not covered by the Virginia Personnel Act, and
- Full or part-time salaried positions, and salaried state service that is broken or consecutive. Certain periods of leave without pay (14 consecutive calendar days or more) are deducted from this period

This Job Aid provides guidance regarding the calculation of prior service and the leave eligibility service date for the purposes of annual leave accruals and carryover limits for an employee who:

1. Separated from state service;
2. Occupied a salaried full or part-time position at time of separation; and
3. Returned to another salaried position, either with the same or a different Agency

There are also some provisions where employees in other salaried non-classified positions (such as Administrative Faculty or Other Officials) may maintain leave eligibility service credit while in their other, Non-Classified salaried positions. Refer to the **DHRM Service Credit Application** under **Hiring, 2.10**, on the DHRM Policy page or contact DHRM directly for assistance.

Navigation Note: Please note that you may see a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Service Dates Overview

This section provides an overview of some of the most important date fields on the **Employment Data** Page.

Field Name	Description
Continuous State Service Date	This field **MUST ALWAYS** be populated with the salaried employee's state hire or rehire date. A few examples of why maintaining this field is important: • Severance benefits eligibility in the event of a layoff; • Statewide Legislative Pay Increase eligibility; • Turnover and retirement reporting; • Combines with Previous State Service Months to determine service award eligibility.
VSDP Enroll Date	**VSDP Enroll Date** is when the employee initially enrolled in the VSDP program. This may be the date that the employee was hired into a state salaried job for the first time, or the date that the employee opted into the VSDP program (opted out of the Traditional Sick Leave Program). This date: • and the Previous State Service Months process out to VRS and the VSDP Third Party Administrator for income replacement determination purposes; • may or may not be impacted when the employee has a break in service; • was converted into Cardinal from PMIS; • will populate to a new employment record in the instance of a transfer, term or hire.
Company Seniority Date	The **Company Seniority Date** field auto-populates based on what HR Administrators enter in the **Annual Leave Eligibility Date** field. These fields impact the employee's annual leave accrual rate in Time and Attendance. This date will populate to a new employment record in the instance of a transfer, term or hire and must be adjusted manually when such scenarios occur.
Prior State Service Months and/or **Veteran's Service Credit Months**	When **Prior State Service Months** and/or **Veteran's Service Credit Months** are entered, these two fields will automatically calculate the **Total Service Credit Months** field. When applicable, these fields should be used to adjust the **Annual Leave Eligibility Date** so that the employee will receive correct annual leave accruals. When left blank, these fields default to 0. When entering a number of months in either of these fields, the **Annual Leave Eligibility Date** field must also be populated. Failing to do so will result in an error upon saving the transaction.
VSDP Sick/PER Leave Efft Date	The Veterans Service Credit cannot impact the amount of VSDP Sick or Personal Leave the employee receives. Therefore, the **VSDP Sick/PER Leave Efft Date** field processes over to Absence Management and is used for VSDP Sick and Personal Leave allotment determination. This field automatically gets updated when the HR administrator changes the **Veteran's Service Credit Months** AND/OR the **Annual Leave Eligibility Date**. Upon Save, the VSDP **Sick/PER Leave Efft Date** field will automatically populate.

Proper Use of These Service Date Fields

The following example describes how these fields are to be used and how they work together to provide information for the employee to other modules.
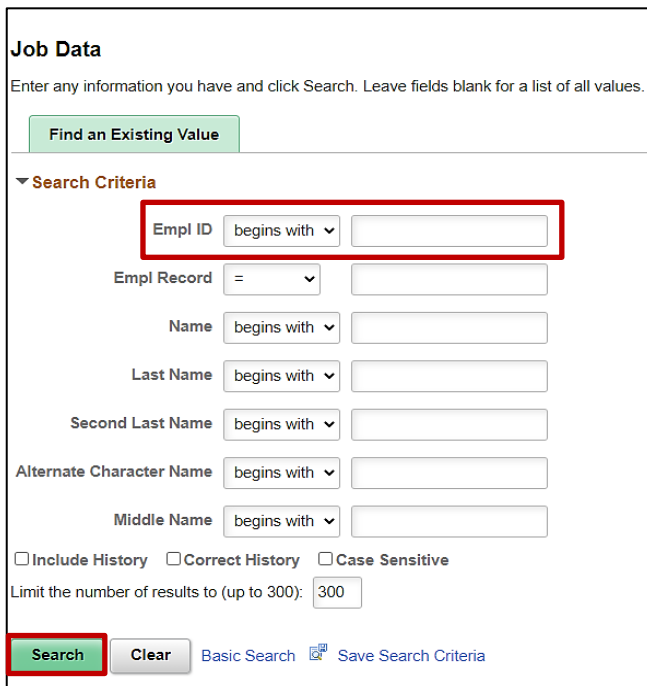
Scenario: The employee originally had "0" Veteran's Service Credit Months and "219" Previous State Service Months with a Leave Eligibility Service Date of "07/10/1997" and a VSDP Sick/PER Leave Efft Date of "07/10/1997". The employee provided the necessary paperwork to receive 12 months of Veteran Service Credit. Upon review of the prior service months calculation, it was determined that this employee should be receiving three additional months of prior service credit.

Result of Updates: When the following changes are made, the **Total Service Credit Months**, **Company Seniority Date**, and **VSDP Sick/PER Leave Efft Date** fields update automatically.

1. Navigate to the **Work Location** page using the following path:

    Navigator > Workforce Administrator > Job Information > Job Data

The **Job Data** Search page displays.
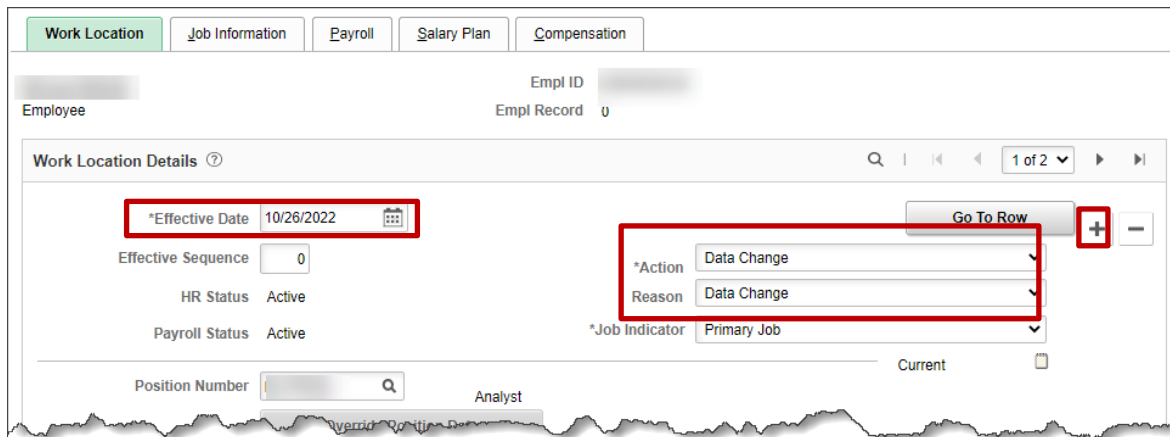
2. Enter the employee's Employee ID in the **Empl ID** field.

3. Click the **Include History** checkbox option.

4. Click the **Search** button.

    Note: Cardinal security restricts the user from seeing more than their Agency employees.

The **Work Location** page displays

5. Click the **Add a Row button** to add a new effective dated row.

6. The **Effective Date** field defaults to the current system date. Update this date to the date of the previous row using the **Calendar** icon.

   Note: If using the same date as the Hire, be sure to increase the **Effective Sequence** field by 1 digit. If the update is for the **Veteran's Service Credit Months** field, use the date the DD-214 was approved by HR as the effective date. If the row to add the Veteran's Service Credit Months needs to be inserted between two job data rows, submit a ticket to the help desk.

7. Click the **Action** dropdown button and select "Data Change".

8. Click the **Reason** dropdown button and select "Leave Eligibility Date".

9.   Scroll to the bottom of the page and click on the **Employment Data** link.

The **Employment Data** page displays.

10. Update the **Previous State Service Months** field from "219" to "222" for this scenario.

11. Update the **Veteran's Service Credit Months** field from "0" to "12" for this scenario.

    Note: The **Total Service Credit Months** field will automatically update to "234" after the action is saved.

12. Update the **Annual Leave Eligibility Date** field from "07/10/1997" to "4/10/1996" for this scenario.

13. Click the **Save** button.

The **Employment Data** page refreshes.

Note: After saving the job transaction, the changes to these fields auto-populated the **Company Seniority Date** field from "7/10/1997" to "4/10/1996" and the **VSDP Sick/Per Leave Efft Date** field from "7/10/1997" to "4/10/1997". The **VSDP Sick/PER Leave Efft Date** field equals the **Annual Leave Eligibility Date** field without the 12 months of Veteran's Service Credit included.

Note: The **Annual Leave Eligibility Date** field should always be populated for Salaried employees in order for the Annual Leave Accrual rate and the VSDP Sick/Personal leave allotments to process in Absence Management accurately. This field is required when the Previous State Service Months and/or Veteran's Service Credit Months fields are being used.

Note: VSDP Enroll Date - The example above shows an employee that was in a salaried job prior to the inception of VSDP who opted into the VSDP program on "3/10/1999".

How to Validate a Break in Service

1. After the new hire/rehire transaction is complete navigate to the **Work Location** page using the following path:

    Navigator > Workforce Administrator > Job Information > Job Data

The **Job Data Search** page displays.

2. Enter the employee's Employee ID in the **Empl ID** field.

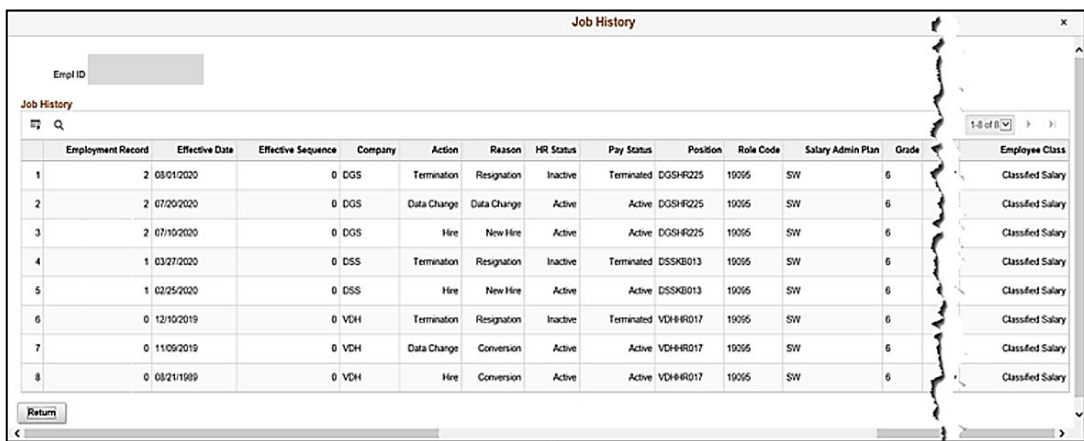3. Click the **Include History** checkbox option.

4. Click the **Search** button.

The **Job Record** is displayed.

5. Click the **Job History** link.

The **Job History** page displays in a pop-up window.

6. Scroll to the extreme right of the pop-up window and validate the employees' activity in salaried classified and non-classified jobs.

7. The user will now locate the begin and end date (effective date) for each salaried position held by the employee and use them to calculate the prior service (see example below).

8. Record 1 of this example displays a conversion record, therefore, navigate to PMIS to validate the historical hire and separation dates.

The following is an example of how to retrieve the dates and input the data into the **Service Date Calculator**.

9. Using the dates retrieved from the **Job History** page (Hire and Term dates only), input the dates into the **Previous State Service Months Calculator**.

    Note: If the employee has prior services dates that pre-date the Cardinal system, you may have to access the legacy system to find the begin and end dates to use.

    Note: For more information on using the **Months of Prior Service Calculator**, see the Job Aid titled **HR351_Managing Service Dates Calculator**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

10. Open the **Previous State Service Calculator** downloaded from the Cardinal website.

The **Previous State Service Months Calculator** tab is displayed.

Previous State Service Months Calculator		
Instructions:	Enter the Hire begin and term dates of each of employee's previous state	
	For multiple beaks in service, enter every begin and end date.	

Salaried State	Employment Dates:			
Hire 1	8/21/1989	**Total Previous State Service Months**		
Term 1	12/10/2019	365		
Hire 2	2/25/2020	**Total Previous State Service**		
Term 2	3/27/2020	**Year**	**Month**	**Day**
Hire 3	7/10/2020	30	5	12
Term 3	8/1/2020			
Hire 4				
Term 4				
Hire 5		**Enter Previous State Service Months in the**		
Term 5		**Annual Leave Calculator (TAB 4 below)**		

NOTE: Do not delete or change formulas in this calculator.

11. Enter the Hire date from line 8 in the Job History example above in the **Hire 1** field of the calculator.

12. Enter the Term date from line 6 in the Job History example above in the **Term 1** field of the calculator.

13. Enter the Hire date from line 5 in the Job History example above in the **Hire 2** field of the calculator.

14. Enter the Term date from line 4 in the Job History example above in the **Term 2** field of the calculator.

15. Enter the Hire date from line 3 in the Job History example above in the **Hire 3** field of the calculator.

16. Enter the Term date from line 1 in the Job History example above in the **Term 3** field of the calculator.

   Note: The calculator will populate the **Total Previous State Service Months** and **the Total Previous State Service** as the Hire and Term dates are entered.

Previous State Service Months Calculator		
Instructions:	Enter the Hire begin and term dates of each of employee's previous state	
	For multiple beaks in service, enter every begin and end date.	

Salaried State	Employment Dates:
Hire 1	8/21/1989
Term 1	12/10/2019
Hire 2	2/25/2020
Term 2	3/27/2020
Hire 3	7/10/2020
Term 3	8/1/2020
Hire 4	
Term 4	
Hire 5	
Term 5	

Total Previous State Service Months		
365		
Total Previous State Service		
Year	Month	Day
30	5	12

Enter Previous State Service Months in the Annual Leave Calculator (TAB 4 below)

NOTE: Do not delete or change formulas in this calculator.

◄ ► ... | **TAB 2 Prior Service Months** | TAB 3 Veterans Service Months | TAB 4 Annual Leave Calc

Ready

Note: ** **Prior Service Months** will be entered in **Tab 4 Annual Leave Calc**.

17. Click on the **Veterans Service Months** tab if applicable.

The **Veterans Service Months** tab displays.

18. Enter the begin service date in the **Veteran Service Date** field of the calculator.

19. Enter the end service date in the **Veteran Service Date** field of the calculator.

20. Click the **Annual Leave Calc** tab.

The **Calculate Annual Leave Eligibility Service Date** tab displays.

21. Enter the **Empl Record Rehire Date** field from the Job Record just entered ("10/1/2022" in this example).

22. Enter the **Prior Service Months** from Tab 2 ("365" in this example).

23. Enter the **Veterans Service Months** (if applicable) from Tab 3 ("97" in this example).
    Note: The Total Service Months field will auto-populate.

24. Enter the **Next Payroll Period to Date** from the Job Record just entered ("10/1/2022" in this example).
    Note: The **Annual Leave Eligibility Date** field will auto-populate ("4/10/1984" in this example).
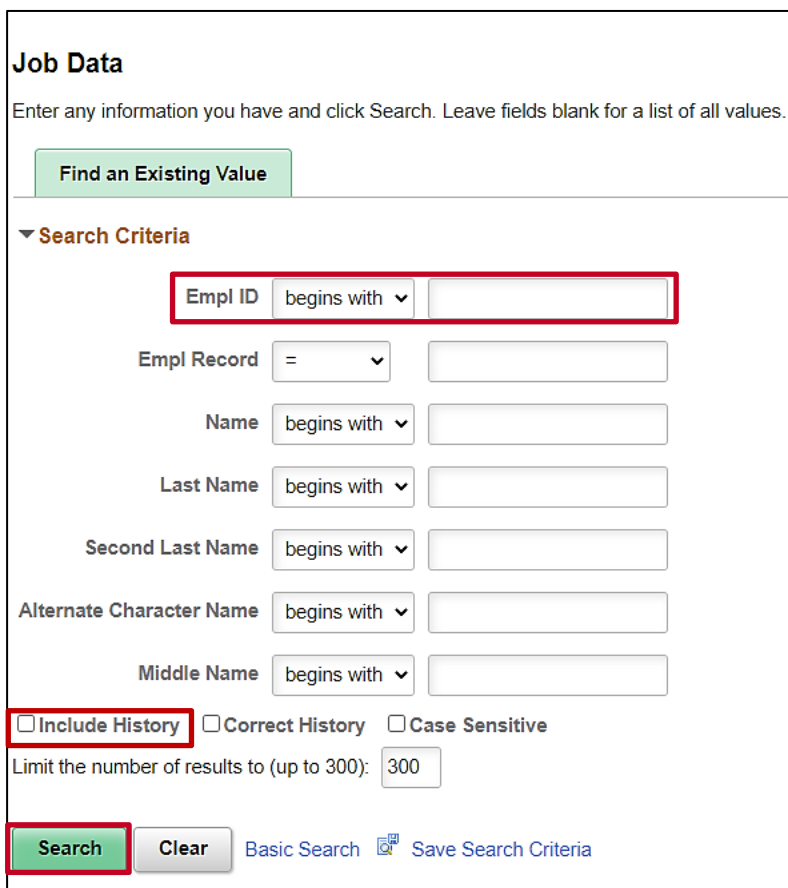   Enter this date on the Job Record in the **Annual Leave Eligibility Date** field.

How to Enter Veteran's Service Months, Previous State Service Months, and Adjust Leave Eligibility Service Date

In order to document the effective date and the change being made (used by TA), add a job data row with the applicable effective date using the action/reason combination of "Data Change/Leave Eligibility Date" and then proceed to the **Employment Information** page to update the Continuous Service Date information.

1. Navigate to the **Job Data** page using the following path:

    Navigator > Workforce Administration > Job Information > Job Data

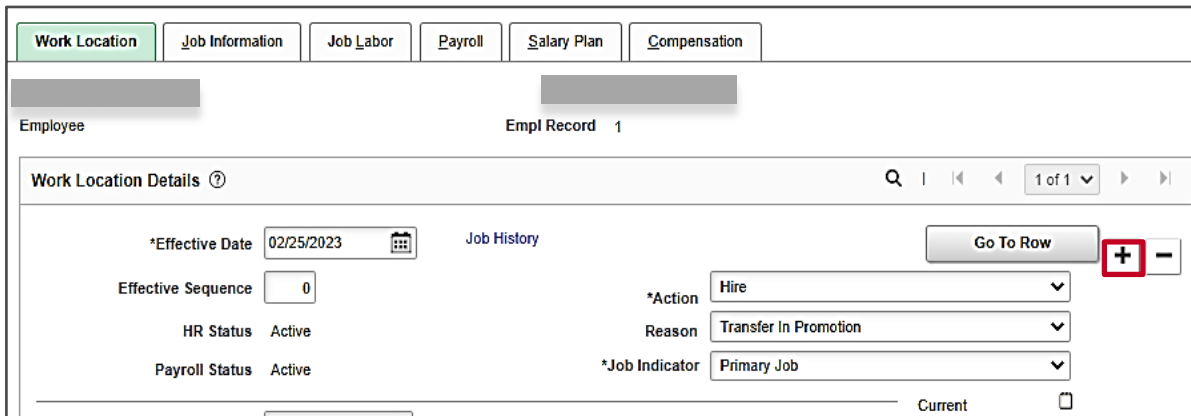The **Job Data Search** page displays.

2. Search for the applicable employee by entering their Employee ID in the **Empl ID** field.

3. Click the **Include History** checkbox option.
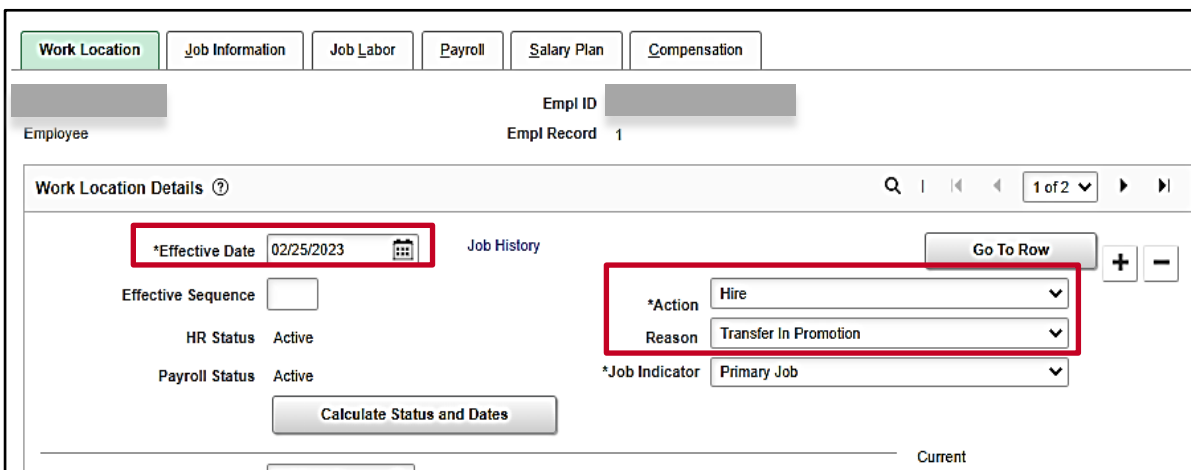
4. Click the **Search** button.

The **Job Data** page for the applicable employee displays with the **Work Location** tab displayed by default.

4. Click the **Add a New Row** icon (**+**) to add a new effective dated row.

The **Work Location** tab refreshes with a new effective dated row displayed.

Note: When adding a new effective dated row, Cardinal copies the data from the previous row to reduce the amount of data entry required.

5. The **Effective Date** field defaults to the current system date. Update this date as needed using the **Calendar** icon.

Note: If using the same date as the Hire, be sure to increase the **Effective Sequence** field by 1 digit. If the update is for the **Veteran's Service Credit Months** field, use the date the DD-214 was approved by HR as the effective date. If the row to add the Veteran's Service Credit Months needs to be inserted between two job data rows, submit a ticket to the help desk.

6. Click the **Action** dropdown button and select "Data Change".

7. Click the **Reason** dropdown button and select "Leave Eligibility Date".

The **Work Location** page refreshes.

8. Scroll to the bottom of the page and click on the **Employment Data** link.

The **Organizational Assignment** page displays.

9. Enter the **Continuous State Service Date** from the service date calculator (Tab 2. This is the Hire/Rehire Date of the employee back into State service) ("10/10/2020" in this example).

10. Enter the ** **Previous State Service Months** from the service date calculator (Tab 2. This is the Previous Service Months) ("15" in this example).

11. Enter the **Veteran's Service Credit Months** from the service date calculator (Tab 2. This is the Veteran's Service Credit Months) ("36" in this example).

12. Enter the **Annual Leave Eligibility Date** from the service date calculator (Tab 2. This is the Annual Leave Eligibility Date) ("07/10/2016" in this example).

    Note: For Veteran's, the annual leave accrual is determined by using cumulative state service and veteran's service in the military, National Guard, or Reserves.

13. Ensure that the **VSDP Enrollment Date** field is populated with the original date that the employee was enrolled in the VSDP program ("3/25/2016" in this example).

14. Click the **Save** icon.

The page refreshes.

Note: Confirm that the **VSDP Sick/PER Leave Efft Date** and **Total Service Credit Months** fields auto-populated accurately.

15. Scroll down to the bottom of the page and click the **Job Data** link to go back to the **Work Location** page and make a note on the **Note Pad** of the change that has been completed.
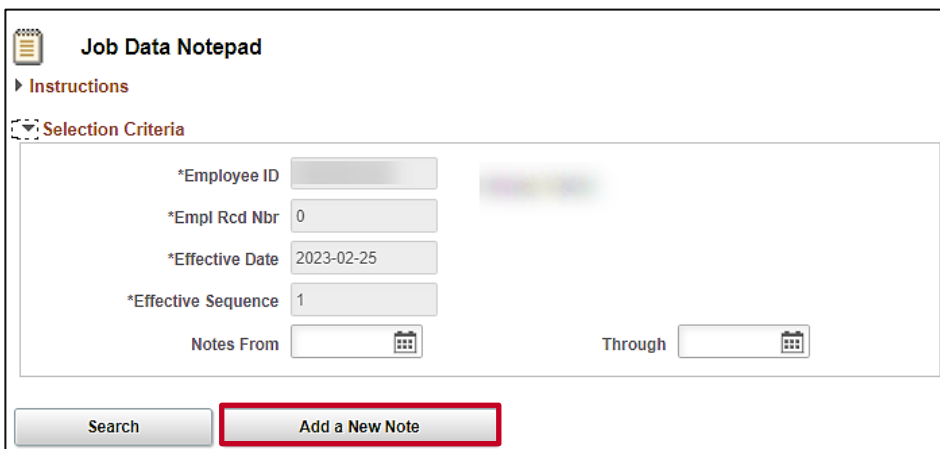
The **Work Location** tab displays.

16.   Click the **Notepad** icon.

The **Job Data Notepad** page displays.

17.   Click the **Add a New Note** button.

The **Selected Note** page displays.

18. Document the reason for the changes using the **Subject** and **Note Text** fields.

19. Click the **Save** button.

20. Click the **Job Data Page** link to return to the **Work Location** tab.

Service Date Definitions

(In order of appearance on the **Employment Information** page)

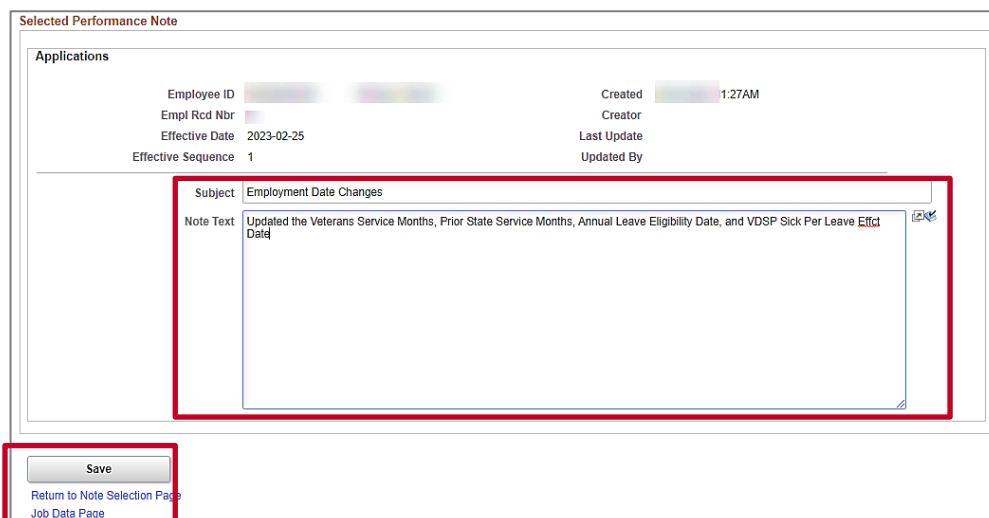| Cardinal FIELD Name Interfacing Agy	Online Field Name	Meaning	PeopleSoft Delivered	Customized For Cardinal	Cardinal Specific
ORIG_HIRE_DT	Original Start Date	Earliest start date for the employee being hired into this business unit. If they leave and are rehired into the same employment record, this date remains the same. If the employee leaves this business unit and goes to another business unit, they get a new Original Start Date for that new Business Unit.	X		
LAST_HIRE_DT	Last Start Date	This is the Rehire date. If an employee is terminated and rehired into the business unit and employment record, this date will reflect the rehire effective date.	X		
ORIG_HIRE_DT	First Start Date	This date should match the Original Start Date for each employment record.	X		
TERMINATION_DT	Termination Date	Termination Date from this BU.	X		
NOT ON HR003 INTERFACE OR HR296 EXTRACT	Org Instance Service Date	DO NOT USE! This field is used by companies that acquire other companies.	X		
NOT ON HR003 INTERFACE OR HR296 EXTRACT	Last Assignment Start Date	DO NOT USE! This date should match the Original Start Date or the Last Start Date for each employment record.	X		
NOT ON HR003 INTERFACE OR HR296 EXTRACT	First Assignment Start	DO NOT USE! This date should match the Original Start Date or the Last Start Date for each employment record.	X		
NOT ON HR003 INTERFACE OR HR296 EXTRACT	Company Seniority Date	This field is auto-populated by the value in the **Annual Leave Eligibility Date** field. This field is read only and cannot be edited. This date		X	

Cardinal FIELD Name Interfacing Agy	Online Field Name	Meaning	PeopleSoft Delivered	Customized For Cardinal	Cardinal Specific
		populates to the Absence Management page and is used to determine the Annual Leave Accrual rate.			
NOT ON HR003 INTERFACE OR HR296 EXTRACT	Benefits Service Date	**DO NOT USE!** Populated from the Benefits Program Participant page. Do not use the override box to change the value.	X		
NOT ON HR003 INTERFACE OR HR296 EXTRACT	Seniority Pay Calc Date (seniority pay calculation date)	**DO NOT USE!** This date should match the Original Start Date for each employment record.	X		
NOT ON HR003 INTERFACE OR HR296 EXTRACT	VSDP Sick/PER Leave Efft Date	This date is auto-populated when the record is saved using the data in the **Veteran's Service Credit Months** field and the **Annual Leave Eligibility Date**. When **Veteran's Service Credit Months** field is 0, the **VSDP SICK/PER Leave Efft Date** will match the **Annual Leave Eligibility Date.** When **Veteran's Service Credit Months** field is greater than (>) 0, that number will automatically adjust and populate the **VSDP SICK/PER Leave Efft Date** using the **Annual Leave Eligibility Date,** therefore accuracy is crucial.			X
PROBATION_DT	Probation Date	Probation Expiration Date should be entered in this field, if applicable.		X	

Cardinal FIELD Name Interfacing Agy	Online Field Name	Meaning	PeopleSoft Delivered	Customized For Cardinal	Cardinal Specific
NOT ON HR003 INTERFACE OR HR296 EXTRACT	Last Verification Date	**DO NOT USE!** Personal data verification date. Cardinal does not require employees to verify their personal data in the system.	X		
V_VSDP_ENROLL_DATE	VSDP Enroll Date	Used by the VSDP vendor to determine original program enrollment date. This field is provided to VRS.			X
V_CONT_ST_SVC_DT	Continuous State Service Date	State employment time without any break in service. This field is used to determine eligibility for severance, benefits at layoff, when applicable, for VPA covered employees.			X
V_LEAVE_SVC_DATE	Annual Leave Eligibility Date	This field MUST BE updated for all VPA covered employees and salaried employees for agencies that use Cardinal's Absence Management. This date automatically populates the Company Seniority Date field.			X
V_PRIOR_SVC_MONTHS	Previous State Service Months	Used when there is a break in service (Rehires only). Reference the **HR351_Managing Servie Dates and Breaks in Service** job aid to calculate the value for this field.			X
NOT ON HR003 INTERFACE OR HR296 EXTRACT	Veterans Service Credit Months	Used when employee has applicable military service and is eligible for annual leave accrual rate credit.			X
NOT ON HR003 INTERFACE OR HR296 EXTRACT	Total Service Credit Months	Auto-populate based on the Veterans Service and Previous State Service months and is used to calculate the **Annual Leave Elig Date** when there is a break in service.			X