

Impact of Breaks in Service Overview

Upon a separated employee's return to a Classified 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 DHRM policies and Service Credit Application.

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 the form DD-214. 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 manager role due to the disability information on the report.

Note: The following process supports DHRM policy 4.10. In general, all periods of salaried state service count in setting the leave eligibility date. 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.

This does not include hourly employment or service for any non-state entity.

This job aid is to provide 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 job at time of separation; and
3. Returned to another Classified position, either with the same or a different agency.

This employee will have prior service months added towards the new leave accrual rate. There are also some provisions where employees in other 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 Application of Service Credit Application under Hiring, 2.10, on the DHRM Policy page.

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.

Table of Contents

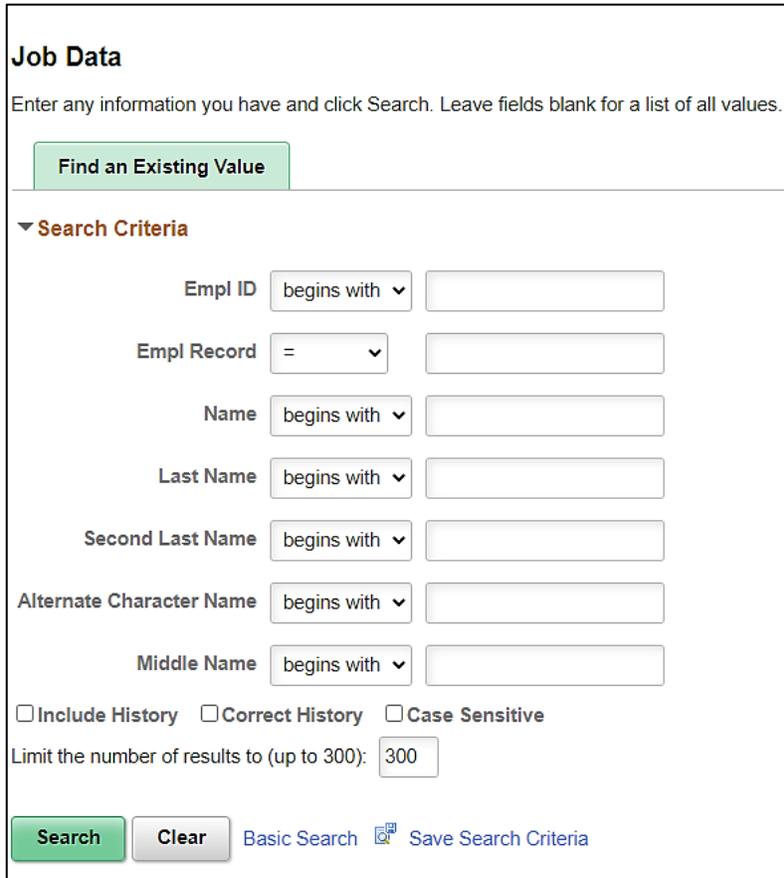
How to Validate a Break in Service	3
Example of Using the Service Date Calculator.....	5
How to Adjust an Employee's Leave Eligibility Service Date	8

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.



Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID

Empl Record

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

Include History Correct History Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

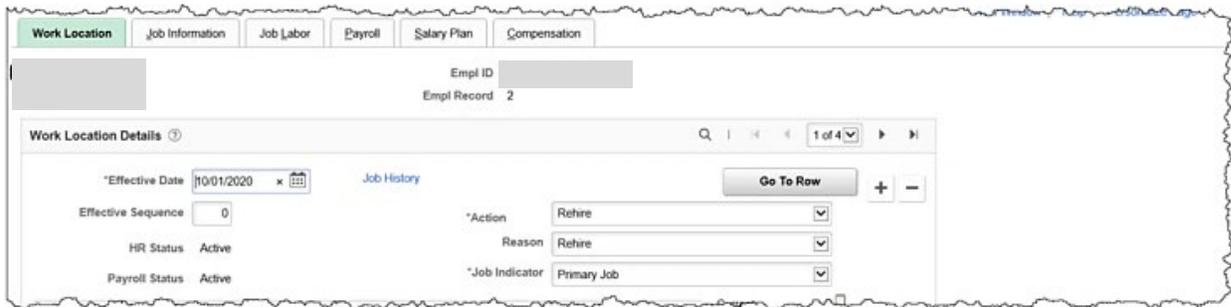
2. Enter the employee's Employee ID in the **Empl ID** field.
3. Click the **Search** button.

Note: You can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. The **WBT** titled **NAV205_Navigation in Cardinal HCM** will provide tips and tricks on searching for employees. It can be found on the Cardinal website.

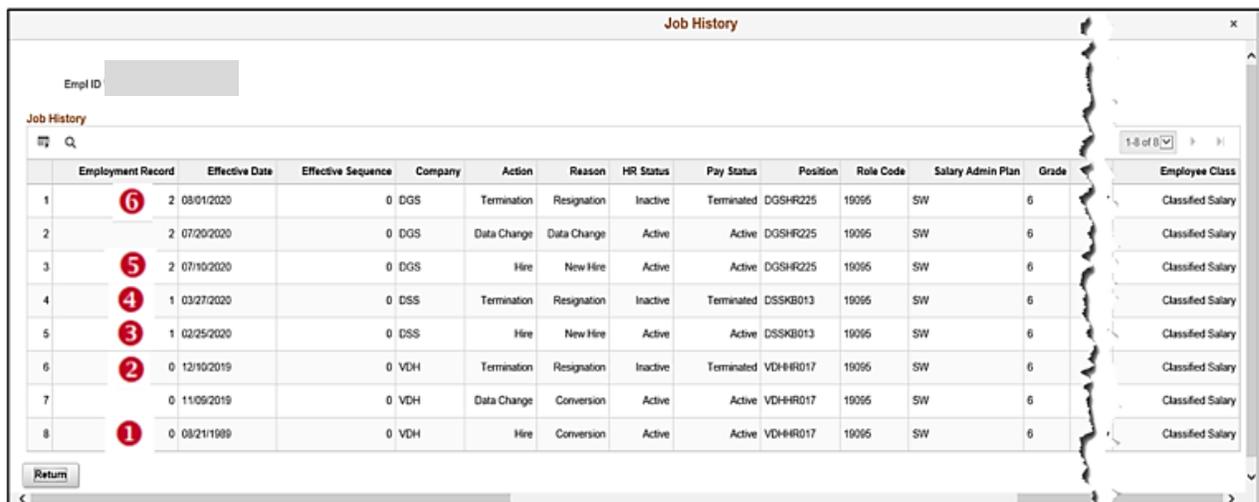
Note: Cardinal security restricts the user from seeing more than their Agency employees.

HR351_Impact of Breaks in Service Overview

The **Job Record** is displayed.



4. Click the **Job History** link.



The screenshot shows the 'Job History' popup window with a table of employment records. The table has columns for Employment Record, Effective Date, Effective Sequence, Company, Action, Reason, HR Status, Pay Status, Position, Role Code, Salary Admin Plan, Grade, and Employee Class. The records are numbered 1 through 8, with red circles around the numbers. Record 1 is a conversion record from VDHR017 to VDHR017. Record 2 is a termination record from VDHR017 to DGS. Record 3 is a hire record from DSS to DGS. Record 4 is a termination record from DSS to DGS. Record 5 is a hire record from DGS to DGS. Record 6 is a termination record from DGS to DGS. Record 7 is a data change record from DGS to DGS. Record 8 is a conversion record from VDHR017 to VDHR017.

Employment Record	Effective Date	Effective Sequence	Company	Action	Reason	HR Status	Pay Status	Position	Role Code	Salary Admin Plan	Grade	Employee Class
1	08/21/1989	0	VDH	Hire	Conversion	Active	Active	VDHHR017	19095	SW	6	Classified Salary
2	12/10/2019	0	VDH	Termination	Resignation	Inactive	Terminated	VDHHR017	19095	SW	6	Classified Salary
3	02/25/2020	0	DSS	Hire	New Hire	Active	Active	DSSKB013	19095	SW	6	Classified Salary
4	03/27/2020	0	DSS	Termination	Resignation	Inactive	Terminated	DSSKB013	19095	SW	6	Classified Salary
5	07/10/2020	0	DGS	Hire	New Hire	Active	Active	DGSHR225	19095	SW	6	Classified Salary
6	07/20/2020	0	DGS	Data Change	Data Change	Active	Active	DGSHR225	19095	SW	6	Classified Salary
7	03/01/2020	2	DGS	Termination	Resignation	Inactive	Terminated	DGSHR225	19095	SW	6	Classified Salary

4. The popup window displays the employee's job history across agencies. Scroll to the extreme right of the popup window and validate the users' activity in salaried classified and non-classified jobs.
5. The user will now locate the begin and end date (effective date) for each salaried position held by the employee and use to calculate the prior service. (see example below)
6. Record 1 of this example displays a conversion record, therefore, navigate to PMIS to validate 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.

Example of Using the Service Date Calculator

- From the **Job History** page, locate the begin and end dates.

Empl ID [REDACTED]

Job History

	Employment Record	Effective Date	Effective Sequence	Company	Action
1	6 2	08/01/2020	0	DGS	Termination
2	2	07/20/2020	0	DGS	Data Change
3	5 2	07/10/2020	0	DGS	Hire
4	4 1	03/27/2020	0	DSS	Termination
5	3 1	02/25/2020	0	DSS	Hire
6	2 0	12/10/2019	0	VDH	Termination
7	0	11/09/2019	0	VDH	Data Change
8	1 0	08/21/1989	0	VDH	Hire

Return

- Using the dates retrieved from the above **Job History** page (begin and end dates only), input the dates into the Months of Prior Service Calculator.



Cardinal HR351
Impact of Breaks in Se

- Access the Months of Prior Service Calculator.

HR351_Impact of Breaks in Service Overview

Months Of Prior Service Calculator

Instructions: Enter the Hire begin and term dates of each Empl Rcd in the green boxes. When multiple breaks in service, enter every begin and end date.

Classified State: _____ Date: _____

Begin 1	①	8/21/1989
End 1	②	12/10/2019
Begin 2	③	2/25/2020
End 2	④	3/27/2020
Begin 3	⑤	7/10/2020
End 3	⑥	8/1/2020
Begin 4		
End 4		
Begin 5		
End 5		

Total Months of Service		
365		
Total Prior Service		
<u>Year</u>	<u>Month</u>	<u>Day</u>
30	5	12
Prior Service Months		
365		

Tab 1 - Prior Months | Tab 2 - LED Calc

Note: The Total Months of Service will update as the Begin and End dates are entered. This will be entered on Tab 2 of the calculator in the ****Prior Service Months** field.

	Job History Page Pop Up	Prior Months of Service Calculator Tab 1	Months of Prior Service Calculator Tab 2
①	8/21/1989 Hire	Begin 1	N/A
②	12/10/2019 Termination	End 1	N/A
③	2/25/2020 Hire	Begin 2	N/A
④	3/27/2020 Termination	End 2	N/A
⑤	7/10/2020 Hire	Begin 3	N/A

HR351_Impact of Breaks in Service Overview

	Job History Page Pop Up	Prior Months of Service Calculator Tab 1	Months of Prior Service Calculator Tab 2
6	8/1/2020 Termination	End 3	Subtract one day and enter in Current Payroll Period to Date 7/31/2020
	10/01/2020 Rehire	N/A	Enter Current Empl Rcd hire Date. Employment page = Continuous State Service Date

10. Click on the second tab of the Calculator. The following page is displayed.
11. Enter the **Current Empl Rcd hire Date** = 10/1/2020.
12. Enter the **Prior Service Months from tab 1** ** = 365.
13. Enter the **Current Payroll Period to Date** = 7/31/2020.

Calculate the Leave Anniversary Date From Rehire Date and Prior Service Months	
Employee Name:	TEST
EIN:	xxxxxxxxxxxx
Current Empl Rcd hire Date:	10/1/2020
Prior Service Months (tab 1):	365 **
Current Payroll Period to Date:	7/31/2020 6
Number of Pay Periods of LWOP:	0
Convert to Top of Pay Period:	10/10/2020
<i>Take the current Empl Rcd Hire Date and adjust for Pre 6/10/1997 (lag pay) Pay Periods</i>	
Adjust Date for LWOP Periods:	10/10/2020
<i>Move Converted date in cell D11 and advance by number of periods missed for LWOP</i>	
Full Years of Prior Service:	30
Months of Prior Service:	5
<i>Convert PMIS prior service months into whole years and remainder months</i>	
Adjusted Leave Eligibility Svc date:	5/10/1990
<i>Take the date in cell D14 and back up the number of years/months of prior service</i>	
Current Anniversary Number:	30
NOTE: The employee's leave accrual rate calculation includes all cumulative periods of salaried/career state service. Periods of Leave Without Pay (LWOP) of more than 14 consecutive calendar days normally DO NOT count as service. Adjustment of the leave eligibility service date is required when LWOP periods are entered.	

Note: The **Adjusted Leave Eligibility Svc Date** 5/10/1990 will auto-populate and will be entered on the employee job record below.

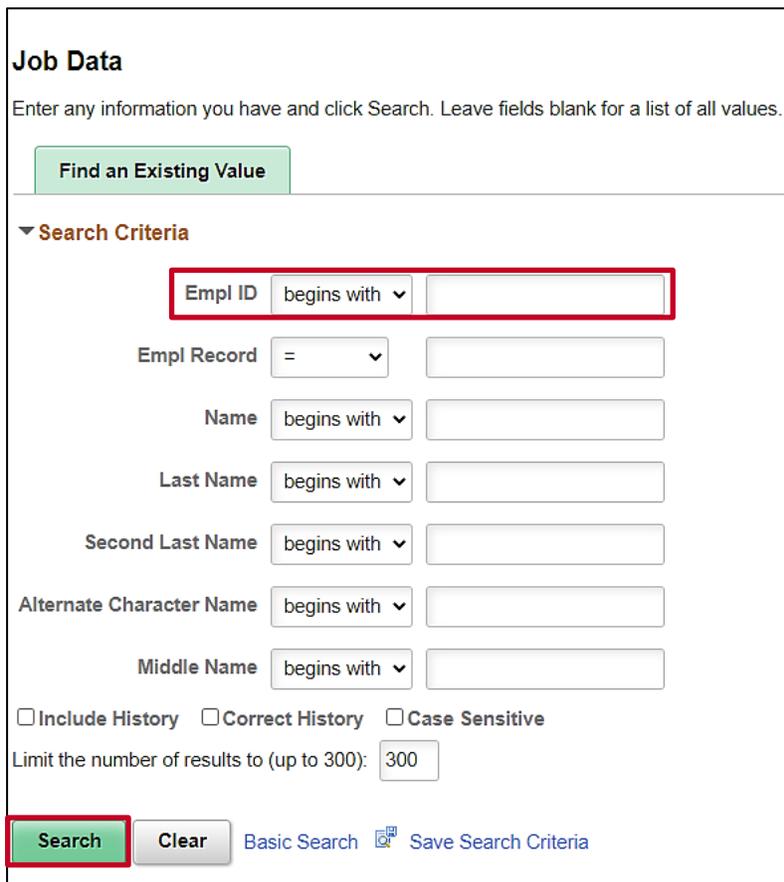
How to Adjust an Employee's Leave Eligibility Service Date

Note: In order to document the effective date and the change for TA purposes, add a job data row with the applicable effective date using the action/reason combination of Data Change/Data Change and then proceed to the employment 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.



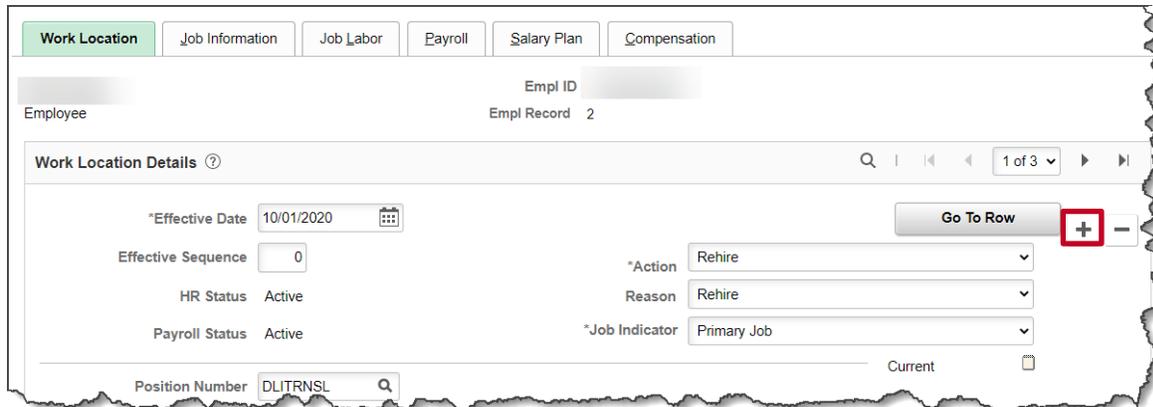
2. Search for the applicable employee by entering the Employee ID in the **Empl ID** field.

Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button.

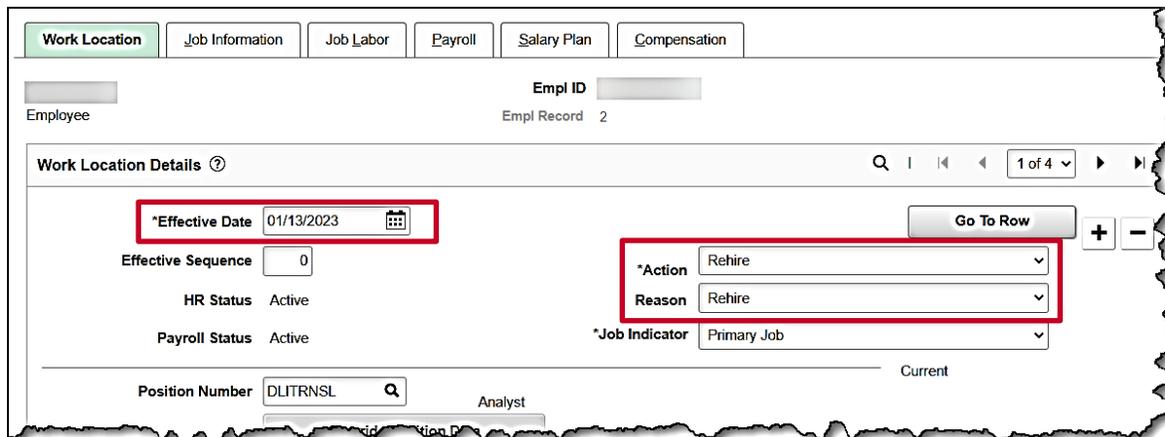
HR351_Impact of Breaks in Service Overview

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.

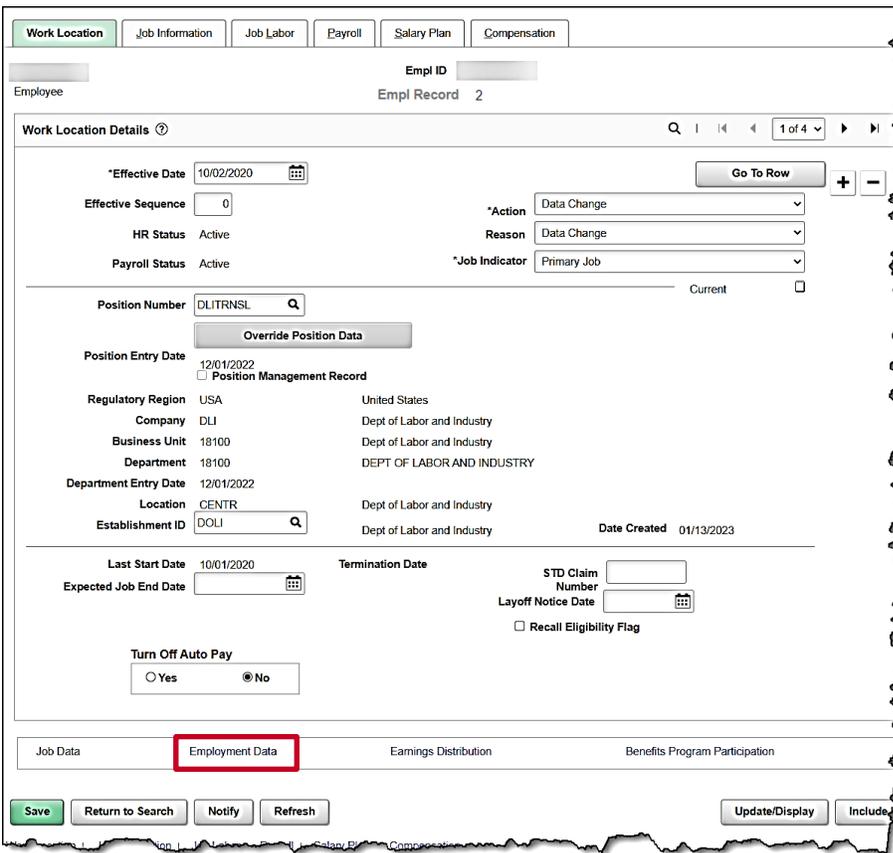


Note: When adding a new effective dated row, Cardinal copies the data from the previous row to reduce the amount of data entry required.

5. The **Effective Date** field defaults to the current system date. Update this date as needed using the **Calendar** icon.
6. Select the **“Data Change”** option using the **Action** field dropdown button.
7. Select the **“Data Change”** option applicable reason using the **Reason** field dropdown button.

HR351_Impact of Breaks in Service Overview

The **Work Location** page now displays the new information.



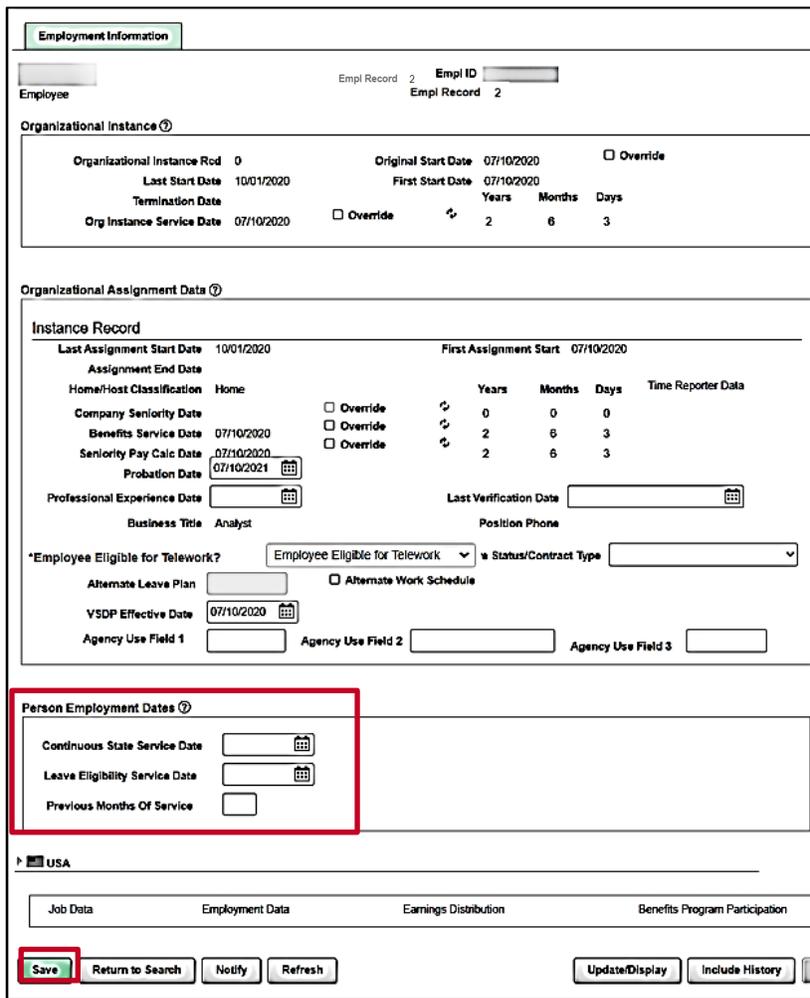
The screenshot displays the 'Work Location' page for an employee. The page is divided into several sections:

- Navigation:** Work Location (selected), Job Information, Job Labor, Payroll, Salary Plan, Compensation.
- Employee Info:** Employee [redacted], Empl ID [redacted], Empl Record 2.
- Work Location Details:** Includes fields for *Effective Date (10/02/2020), Effective Sequence (0), HR Status (Active), Payroll Status (Active), *Action (Data Change), Reason (Data Change), *Job Indicator (Primary Job), and a 'Go To Row' button.
- Position Information:** Position Number (DLITRNSL), Position Entry Date (12/01/2022), and an 'Override Position Data' button.
- Organizational Structure:** Regulatory Region (USA), Company (DLI), Business Unit (18100), Department (18100), Location (CENTR), and Establishment ID (DOLI).
- Termination and Claims:** Last Start Date (10/01/2020), Termination Date, STD Claim Number, Layoff Notice Date, and Recall Eligibility Flag.
- Turn Off Auto Pay:** Radio buttons for Yes and No (No is selected).
- Bottom Navigation:** Job Data, **Employment Data** (highlighted with a red box), Earnings Distribution, Benefits Program Participation.
- Buttons:** Save, Return to Search, Notify, Refresh, Update/Display, Include.

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

HR351_Impact of Breaks in Service Overview

The **Organizational Assignment** page displays.



Employment Information

Empl Record 2 Empl ID [redacted]
Employee [redacted] Empl Record 2

Organizational Instance

Organizational Instance Rcd 0 Original Start Date 07/10/2020 Override
Last Start Date 10/01/2020 First Start Date 07/10/2020
Termination Date [redacted] Years Months Days
Org Instance Service Date 07/10/2020 Override 2 6 3

Organizational Assignment Data

Instance Record

Last Assignment Start Date 10/01/2020 First Assignment Start 07/10/2020
Assignment End Date [redacted]
Home/Host Classification Home Years Months Days Time Reporter Data
Company Seniority Date Override 0 0 0
Benefits Service Date 07/10/2020 Override 2 6 3
Seniority Pay Calc Date 07/10/2020 Override 2 6 3
Probation Date 07/10/2021
Professional Experience Date [redacted] Last Verification Date [redacted]
Business Title Analyst Position Phone [redacted]
*Employee Eligible for Telework? Employee Eligible for Telework Status/Contract Type [redacted]
Alternate Leave Plan [redacted] Alternate Work Schedule
VSDP Effective Date 07/10/2020
Agency Use Field 1 [redacted] Agency Use Field 2 [redacted] Agency Use Field 3 [redacted]

Person Employment Dates

Continuous State Service Date [redacted]
Leave Eligibility Service Date [redacted]
Previous Months Of Service [redacted]

USA

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Notify Refresh Update/Display Include History

9. Enter the **Continuous State Service Date** from the service date calculator tab 2 = Current Employee Recd Hire/Rehire Date of the empl record. In this example enter = 10/01/2020.
10. Enter the **Leave Eligibility Service Date** from the service date calculator tab 2 = Adjusted Leave Eligibility Svc date. In this example = 5/10/1990.

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

11. Enter the **** Previous Months of Service** from the service date calculator tab 2 = Previous Service Months. In this example = 365.
12. Click the **Save** icon. The dates are now updated.

HR351_Impact of Breaks in Service Overview

Person Employment Dates ?

Continuous State Service Date

Leave Eligibility Service Date

Previous Months Of Service

- 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** page displays.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Roller Derby, Employee Empl ID 00858080000
Empl Rcd Nbr 2

Work Location Details ?

*Effective Date **Go To Row** + -

Effective Sequence *Action

HR Status Active Reason

Payroll Status Active *Job Indicator

Current

- Click on the **Notepad** icon.

Job Data Notepad

Instructions

Selection Criteria

*Employee ID

*Empl Rcd Nbr

*Effective Date

*Effective Sequence

Notes From Through

There are no existing notes for the specified selection criteria.

Job Data Page

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

The **Selected Note** page displays.

Selected Note

Instructions

Add Performance Note

Applications

Employee ID Created 01/13/2023 4:06PM

Empl Record 2 Creator PEANUTBUTTER.JELLY

Effective Date 2020-10-02 Last Update

Effective Sequence 0 Modified By

Subject

Note Text

HR351_Impact of Breaks in Service Overview

16. Using the **Subject** line and **Note Text** area document why the **Person Employment Dates** were updated.
17. Click the **Save** button.
18. Click the **Job Data Page** link to return to the **Work Location** page.

The transaction is complete.