

**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.

**Table of Contents**

Service Dates Overview.....	3
Proper Use of These Service Date Fields .....	4
How to Validate a Break in Service .....	9
How to Enter Veteran's Service Months, Previous State Service Months, and Adjust Leave Eligibility Service Date .....	16
Service Date Definitions.....	23

**HR351\_Managing Service Dates and Breaks in Service**
**Service Dates Overview**

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

Field Name	Description
<b>Continuous State Service Date</b>	<p>This field <b>MUST ALWAYS</b> be populated with the salaried employee's state hire or rehire date. A few examples of why maintaining this field is important:</p> <ul style="list-style-type: none"> <li>• Severance benefits eligibility in the event of a layoff;</li> <li>• Statewide Legislative Pay Increase eligibility;</li> <li>• Turnover and retirement reporting;</li> <li>• Combines with Previous State Service Months to determine service award eligibility.</li> </ul>
<b>VSDP Enroll Date</b>	<p><b>VSDP Enroll Date</b> 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:</p> <ul style="list-style-type: none"> <li>• and the Previous State Service Months process out to VRS and the VSDP Third Party Administrator for income replacement determination purposes;</li> <li>• may or may not be impacted when the employee has a break in service;</li> <li>• was converted into Cardinal from PMIS;</li> <li>• will populate to a new employment record in the instance of a transfer, term or hire.</li> </ul>
<b>Company Seniority Date</b>	<p>The <b>Company Seniority Date</b> field auto-populates based on what HR Administrators enter in the <b>Annual Leave Eligibility Date</b> 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.</p>
<b>Prior State Service Months and/or Veteran's Service Credit Months</b>	<p>When <b>Prior State Service Months</b> and/or <b>Veteran's Service Credit Months</b> are entered, these two fields will automatically calculate the <b>Total Service Credit Months</b> field. When applicable, these fields should be used to adjust the <b>Annual Leave Eligibility Date</b> 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 <b>Annual Leave Eligibility Date</b> field must also be populated. <u>Failing to do so will result in an error upon saving the transaction.</u></p>
<b>VSDP Sick/PER Leave Effct Date</b>	<p>The Veterans Service Credit cannot impact the amount of VSDP Sick or Personal Leave the employee receives. Therefore, the <b>VSDP Sick/PER Leave Effct Date</b> 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 <b>Veteran's Service Credit Months</b> AND/OR the <b>Annual Leave Eligibility Date</b>. Upon Save, the <b>VSDP Sick/PER Leave Effct Date</b> field will automatically populate.</p>

### 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.

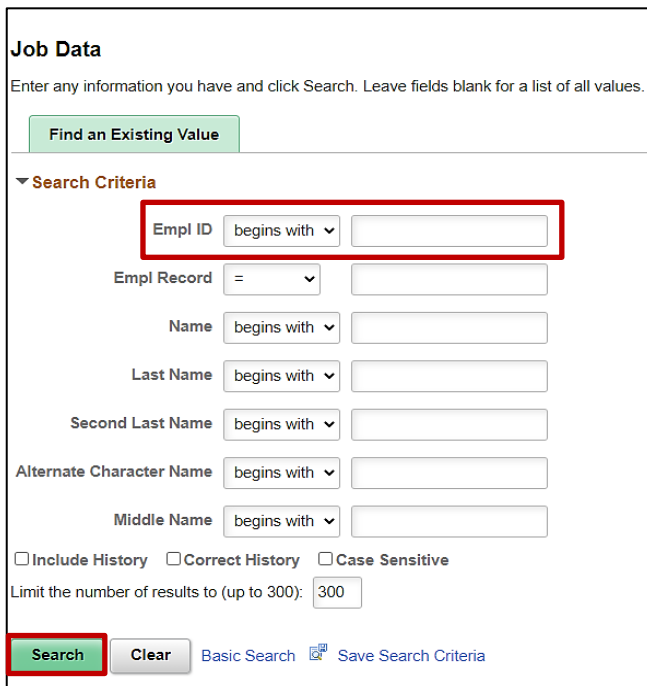
**Scenario:** The employee originally had “0” Veteran’s Service Credit Months and “219” Previous State Service Months with a Leave Eligibility Service Date of “07/10/1997” and a VSDP Sick/PER Leave Efft Date of “07/10/1997”. The employee provided the necessary paperwork to receive 12 months of Veteran 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.

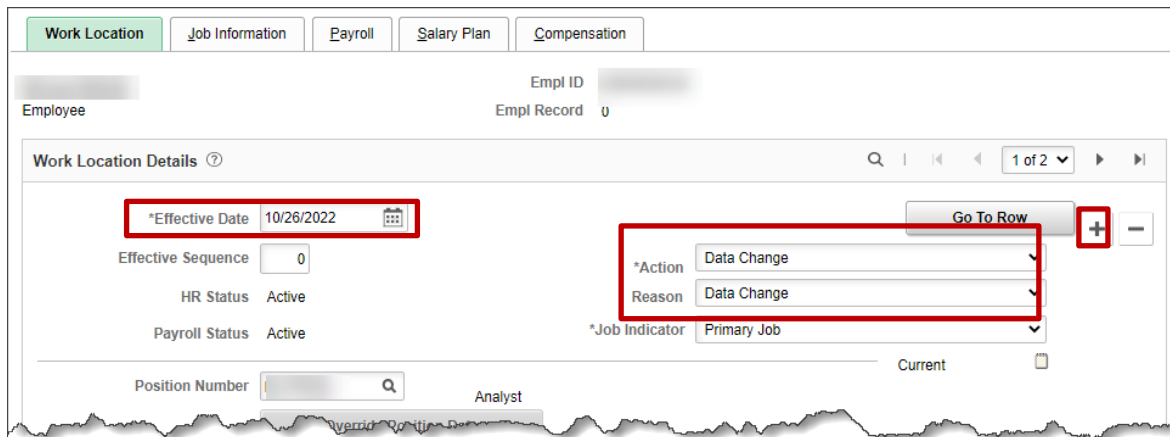


2. Enter the employee’s Employee ID in the **Empl ID** field.
3. Click the **Include History** checkbox option.
4. Click the **Search** button.

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

**HR351\_Managing Service Dates and Breaks in Service**

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".

**HR351\_Managing Service Dates and Breaks in Service**

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

Employee [redacted] Empl ID [redacted]  
Empl Record 0

Work Location Details 1 of 4

\*Effective Date: 04/03/2023  
Effective Sequence: 0  
HR Status: Active  
Payroll Status: Active

\*Action: Data Change  
Reason: Leave Eligibility Date  
\*Job Indicator: Primary Job

Go To Row: + -

Calculate Status and Dates

Position Number: [redacted] Procurement Manager III  
Current

Override Position Data

Position Entry Date: 09/10/2018  
 Position Management Record

Regulatory Region: USA United States  
Company: DGS Department of General Services  
Business Unit: 19400 Department of General Services  
Department: 194602 DPS - Purchase Mgmt

Department Entry Date: 10/10/2015  
Location: LC602 DPS  
Establishment ID: DGS Department of General Services Date Created: 05/03/2023

Last Start Date: 10/10/2015  
STD Claim Number: [redacted]  
Layoff Notice Date: [redacted]  
 Recall Eligibility Flag

Turn Off Auto Pay  
 Yes  No

Job Data | **Employment Data** | Earnings Distribution | Benefits Program Participation

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



**HR351\_Managing Service Dates and Breaks in Service**

The **Employment Data** page refreshes.

**Organizational Assignment Data** ⓘ

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**Instance Record**

<b>Last Assignment Start Date</b> 10/10/2015	<b>First Assignment Start</b> 10/10/2015
<b>Assignment End Date</b>	
<b>Home/Host Classification</b> Home	<b>Years</b> <b>Months</b> <b>Days</b> <small>Time Reporter Data</small>
<b>Company Seniority Date</b> 04/10/1996	<input checked="" type="checkbox"/> <b>Override</b> ↻   32   1   5
<b>Benefits Service Date</b> 10/10/2015	<input type="checkbox"/> <b>Override</b> ↻   7   7   5
<b>Seniority Pay Calc Date</b> 10/10/2015	<input type="checkbox"/> <b>Override</b> ↻   7   7   5
<b>VSDP Sick/PER Leave Efft Date</b> 04/10/1997	26   1   5
<b>Probation Date</b> <input type="text"/>	<b>Last Verification Date</b> <input type="text"/>
<b>Business Title</b> Procurement Manager III	
<b>*Employee Eligible for Telework?</b> <input type="text" value="Employee Eligible for Telework"/>	<b>Tenure Status/Contract Type</b> <input type="text"/>
<b>Alternate Leave Plan</b> <input type="text"/>	<input checked="" type="checkbox"/> <b>Alternate Work Schedule</b>
<b>VSDP Enroll Date</b> 03/10/1999	
<b>Agency Use Field 1</b> <input type="text"/>	<b>Agency Use Field 2</b> <input type="text"/> <b>Agency Use Field 3</b> <input type="text"/>

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**Person Employment Dates** ⓘ

<b>Continuous State Service Date</b> 10/10/2015	<b>Previous State Service Months</b> 222
<b>Annual Leave Eligibility Date</b> 04/10/1996	<b>Veteran's Service Credit Months</b> 12
	<b>Total Service Credit Months</b> 234

**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.

### 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):

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

2. Enter the employee's Employee ID in the **Empl ID** field.
3. Click the **Include History** checkbox option.
4. Click the **Search** button.

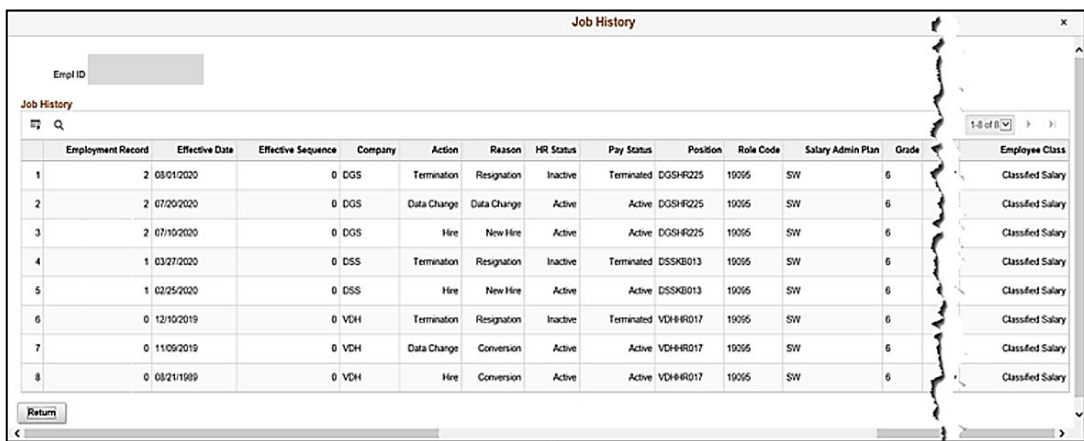
**HR351\_Managing Service Dates and Breaks in Service**

The **Job Record** is displayed.



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

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



The screenshot shows a pop-up window titled 'Job History' with a search bar and 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 show a history of terminations, data changes, and hires across different companies (DGS, DSS, VDH) and positions.

Employment Record	Effective Date	Effective Sequence	Company	Action	Reason	HR Status	Pay Status	Position	Role Code	Salary Admin Plan	Grade	Employee Class
1	03/01/2020	0	DGS	Termination	Resignation	Inactive	Terminated	DGSI-R225	19056	SW	6	Classified Salary
2	07/20/2020	0	DGS	Data Change	Data Change	Active	Active	DGSI-R225	19056	SW	6	Classified Salary
3	07/10/2020	0	DGS	Hire	New Hire	Active	Active	DGSI-R225	19056	SW	6	Classified Salary
4	03/27/2020	0	DSS	Termination	Resignation	Inactive	Terminated	DSSKB013	19056	SW	6	Classified Salary
5	02/25/2020	0	DSS	Hire	New Hire	Active	Active	DSSKB013	19056	SW	6	Classified Salary
6	12/10/2019	0	VDH	Termination	Resignation	Inactive	Terminated	VDH-R017	19056	SW	6	Classified Salary
7	11/09/2019	0	VDH	Data Change	Conversion	Active	Active	VDH-R017	19056	SW	6	Classified Salary
8	08/21/1989	0	VDH	Hire	Conversion	Active	Active	VDH-R017	19056	SW	6	Classified Salary

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.

**HR351\_Managing Service Dates and Breaks in Service**

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

Empl ID [REDACTED]

**Job History**

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

Return

- 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**.

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

**HR351\_Managing Service Dates and Breaks in Service**

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 365
Term 1	12/10/2019	
Hire 2	2/25/2020	Total Previous State Service <u>Year</u> <u>Month</u> <u>Day</u> 30              5              12
Term 2	3/27/2020	
Hire 3	7/10/2020	Enter Previous State Service Months in the Annual Leave Calculator (TAB 4 below)
Term 3	8/1/2020	
Hire 4		
Term 4		
Hire 5		
Term 5		
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.

**HR351\_Managing Service Dates and Breaks in Service**

**Previous State Service Months Calculator**

Instructions: Enter the Hire begin and term dates of each of employee's previous state  
For multiple breaks 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

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

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

**HR351\_Managing Service Dates and Breaks in Service**

The **Veterans Service Months** tab displays.

**Months Of Veterans Service Calculator**

Instructions: Enter the begin and term dates of employee's military service in the green boxes.  
For multiple beaks in service, enter every begin and end date.

Veteran Service Dates:

Begin Service	11/1/2001		<b>Total Months of Military Service</b>	97	
End Service	12/15/2009		<b>Total Military Service</b>		
Begin Service			<b>Year</b>	<b>Month</b>	<b>Day</b>
End Service			8	1	13
Begin Service			<b>Veterans Service Months</b>		
End Service			97		
Begin Service			Enter Veterans Service Months in the Annual Leave Calculator (TAB 4 below)		
End Service					
Begin Service					
End Service					

**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
⊕

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.

**HR351\_Managing Service Dates and Breaks in Service**

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

Calculate Annual Leave Eligibility Date	
Employee Name:	TEST
EIN:	XXXXXXXXXXXX
Empl Record Rehire Date:	10/1/2022 <i>(Rehire date, also continuous state svc date)</i>
Prior Service Months (Tab 2):	365
Veterans Service Months (Tab 3)	97
Total Service Months	462
Current Payroll Period to Date:	10/10/2022 <i>(Start date of next payroll period)</i>
Number of Pay Periods of LWOP:	0
Convert to Top of Pay Period:	10/10/2022 <i>Adjusts the current Empl Rcd Hire Date and adjust for Pre 6/10/1997 (lag pay) Pay Periods</i>
Adjusted Date for LWOP Periods:	10/10/2022 <i>(See NOTE below)</i> <i>Adjusts Converted date in cell D11 and advance by number of periods missed for LWOP</i>
Full Years of Previous State Service:	30
Months of Previous State Service:	5 <i>Converts prior service months into whole years and remainder months</i>
Annual Leave Eligibility Date:	4/10/1984 <i>Enter into Employee's Cardinal record</i> <i>Adjusts the date in cell D17 and backs up the number of years/months of prior service</i>
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.	
<a href="#">Remember to confirm prior service via former agency's HR, Cardinal and/or PMIS archives</a>	
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; padding-top: 5px;"> <span>READ ME</span> <span>TAB 2 Previous State Svc Months</span> <span>TAB 3 Veteran Svc Credit Months</span> <span style="background-color: #90EE90; padding: 2px;">TAB 4 Annual Leave Elig Dt Calc</span> </div>	

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.

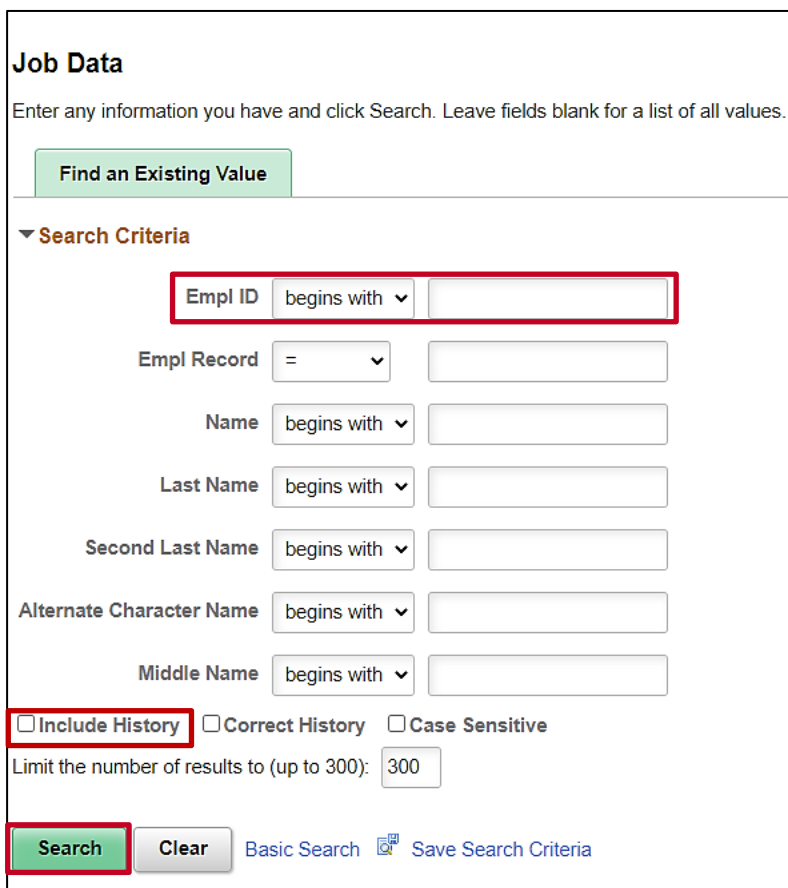
## How to Enter Veteran's Service Months, Previous State Service Months, and Adjust Leave Eligibility Service Date

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.

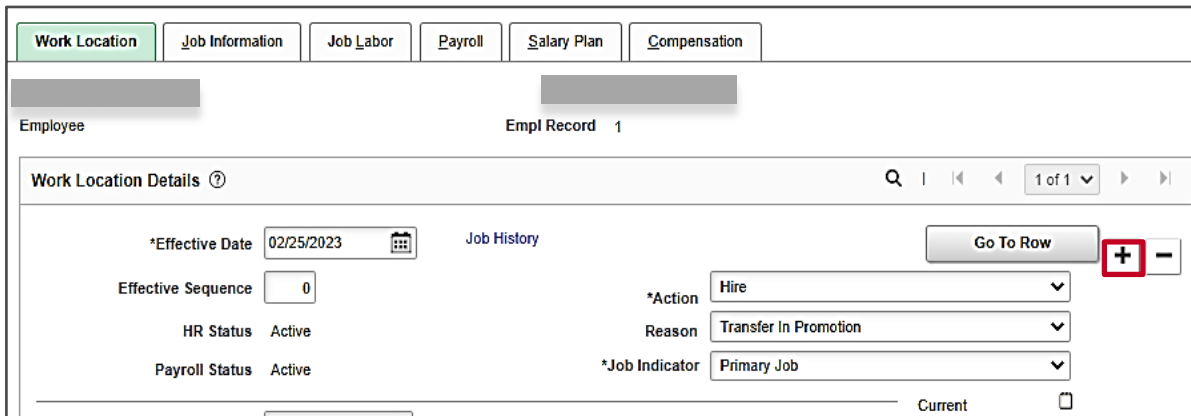


2. Search for the applicable employee by entering their Employee ID in the **Empl ID** field.
3. Click the **Include History** checkbox option.
4. Click the **Search** button.



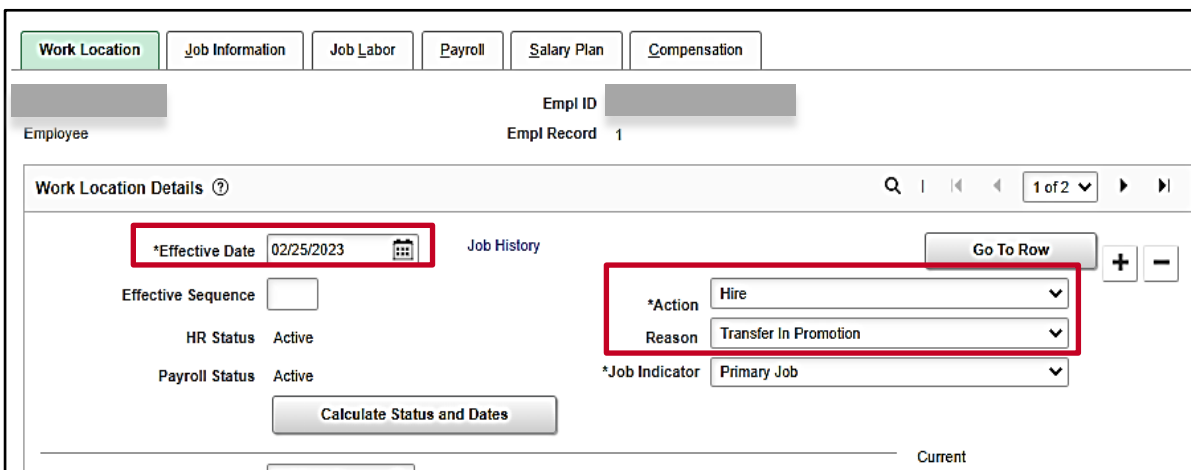
**HR351\_Managing Service Dates and Breaks in Service**

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".

**HR351\_Managing Service Dates and Breaks in Service**

The **Work Location** page refreshes.

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

Employee
Empl ID

Empl Record 1

Work Location Details ?
Q | < > 1 of 2 > >

\*Effective Date  Job History

Effective Sequence

HR Status

Payroll Status

**Go To Row**

\*Action

Reason

\*Job Indicator

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Position Number  Q

Position Entry Date

Regulatory Region

Company

Business Unit

Department

Department Entry Date

Location

Establishment ID  Q

Communications Manager

United States

Dept of Human Resource Mgt

Dept of Human Resource Mgt

HR Communications

Headquarters

Dept of Human Resource Mgmt

Date Created 03/01/2023

---

Last Start Date

Turn Off Auto Pay

Yes  No

STD Claim Number

Layoff Notice Date

Recall Eligibility Flag

Job Data
**Employment Data**
Earnings Distribution
Benefits Program Participation

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

**HR351\_Managing Service Dates and Breaks in Service**

The **Organizational Assignment** page displays.

Employment Information

Employee Empl ID    
 Empl Record 1

**Organizational Instance** ?

Organizational Instance Ref	1	Original Start Date	02/25/2023	<input type="checkbox"/> Override	
Last Start Date	02/25/2023	First Start Date	02/25/2023		
Termination Date		Years	Months	Days	
Org Instance Service Date	02/25/2023	<input type="checkbox"/> Override	0	0	4

**Organizational Assignment Data** ?

**Instance Record**

Last Assignment Start Date	02/25/2023	First Assignment Start	02/25/2023		
Assignment End Date					
Home/Host Classification	Home	Years	Months	Days	Time Reporter Data
Company Seniority Date	<input type="checkbox"/> Override	9	11	4	
Benefits Service Date	<input type="checkbox"/> Override	0	0	4	
Seniority Pay Calc Date	<input type="checkbox"/> Override	0	0	4	
VSDP Sick/PER Leave Effrt Date		7	11	4	
Probation Date	<input type="text" value=""/>	Last Verification Date	<input type="text" value=""/>		
Business Title	Communications Manager				
*Employee Eligible for Telework?	Employee Eligible for Telework		Tenure Status/Contract Type		
Alternate Leave Plan	<input type="text" value=""/>	<input type="checkbox"/> Alternate Work Schedule			
VSDP Enroll Date	<input type="text" value=""/>				
Agency Use Field 1	<input type="text" value=""/>	Agency Use Field 2	<input type="text" value=""/>	Agency Use Field 3	<input type="text" value=""/>

**Person Employment Dates** ?

Continuous State Service Date	<input type="text" value=""/>	Previous State Service Months	<input type="text" value="0"/>
Annual Leave Eligibility Date	<input type="text" value=""/>	Veteran's Service Credit Months	<input type="text" value="0"/>
		Total Service Credit Months	0

USA

Job Data    Employment Data    Earnings Distribution    Benefits Program Participation

Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Update/Display
Include History

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).

**HR351\_Managing Service Dates and Breaks in Service**

- 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.

- 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).
- Click the **Save** icon.

The page refreshes.

**Organizational Assignment Data** ?

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**Instance Record**

Last Assignment Start Date	02/25/2023	First Assignment Start	02/25/2023		
Assignment End Date					
Home/Host Classification	Home		Years	Months	Days
Company Seniority Date	09/10/2018	<input type="checkbox"/> Override	6	5	19
Benefits Service Date	02/25/2023	<input type="checkbox"/> Override	0	0	4
Seniority Pay Calc Date	02/25/2023	<input type="checkbox"/> Override	0	0	4
VSDP Sick/PER Leave Effct Date	09/10/2019		3	5	19
Probation Date	<input type="text"/>				
Last Verification Date	<input type="text"/>				
Business Title	Communications Manager				
*Employee Eligible for Telework?	<input type="text"/>	<input type="checkbox"/> Alternate Work Schedule	Tenure Status/Contract Type <input type="text"/>		
Alternate Leave Plan	<input type="text"/>				
VSDP Enroll Date	03/25/2018				
Agency Use Field 1	<input type="text"/>	Agency Use Field 2	<input type="text"/>	Agency Use Field 3	<input type="text"/>

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**Person Employment Dates** ?

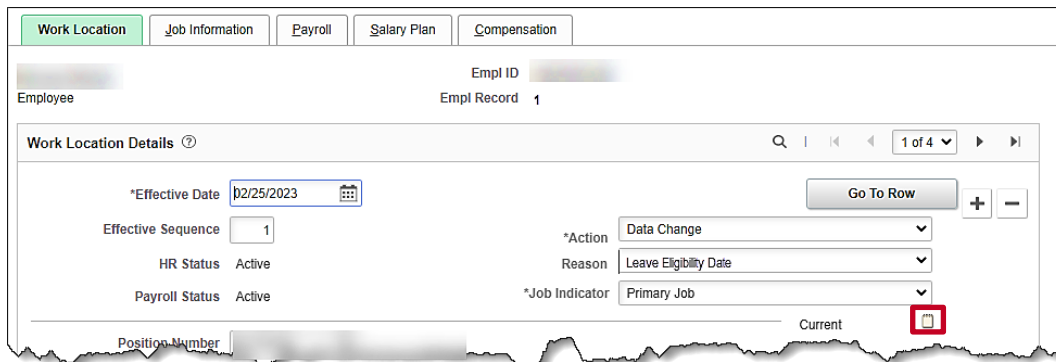
Continuous State Service Date	10/10/2020	Previous State Service Months	15
Annual Leave Eligibility Date	07/10/2018	Veteran's Service Credit Months	38
		Total Service Credit Months	51

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

- 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.

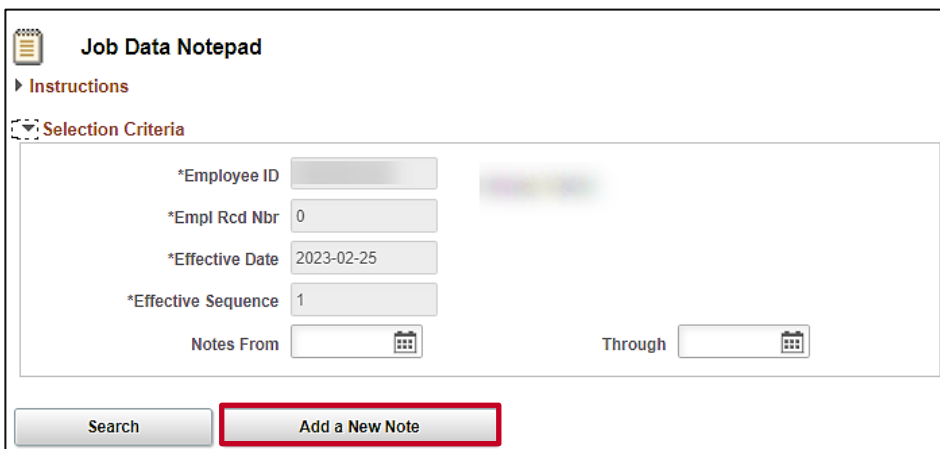
**HR351\_Managing Service Dates and Breaks in Service**

The **Work Location** tab displays.



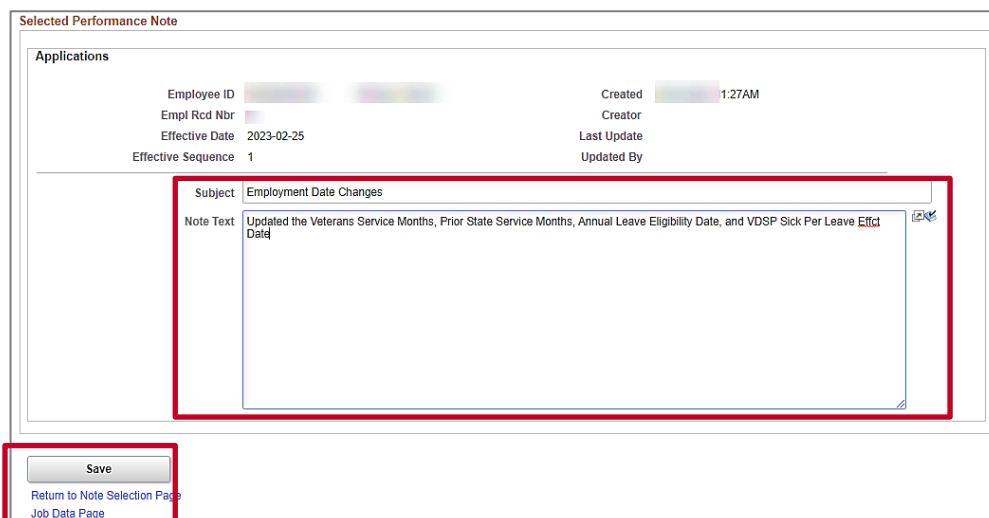
16. Click the **Notepad** icon.

The **Job Data Notepad** page displays.



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

The **Selected Note** page displays.



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**HR351\_Managing Service Dates and Breaks in Service**

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.

**HR351\_Managing Service Dates and Breaks in Service**
**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 <b>Annual Leave Eligibility Date</b> field. This field is read only and cannot be edited. This date		X	

**HR351\_Managing Service Dates and Breaks in Service**

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	<b>DO NOT USE!</b> 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)	<b>DO NOT USE!</b> 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 <b>Veteran's Service Credit Months</b> field and the <b>Annual Leave Eligibility Date</b> .  When <b>Veteran's Service Credit Months</b> field is 0, the <b>VSDP SICK/PER Leave Efft Date</b> will match the <b>Annual Leave Eligibility Date</b> .  When <b>Veteran's Service Credit Months</b> field is greater than (>) 0, that number will automatically adjust and populate the <b>VSDP SICK/PER Leave Efft Date</b> using the <b>Annual Leave Eligibility Date</b> , therefore accuracy is crucial.			X
PROBATION_DT	Probation Date	Probation Expiration Date should be entered in this field, if applicable.		X	



**HR351\_Managing Service Dates and Breaks in Service**

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	<b>DO NOT USE!</b> 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 <b>MUST BE</b> 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 <b>HR351_Managing Service Dates and Breaks in Service</b> 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 <b>Annual Leave Elig Date</b> when there is a break in service.			X