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 there may be 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

Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 2; after Step 1; Section 3, after Step 1; Section 4, after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

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 The 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 "60" Previous State Service Months with a Leave Eligibility Service Date of "08/25/1996" and a VSDP Sick/PER Leave Efft Date of "08/25/1996". 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.

Step	Action
1.	Navigate to the **Person Organizational Summary** page using the following path: **NavBar > Menu > Workforce Administration > Job Information > Job Data**

The **Job Data Find an Existing Value** page displays.

	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

Step	Action
2.	Enter the Employee's ID in the **Empl ID** field.
ℹ	Users can also search by 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 **Include History** checkbox option.
4.	Click the **Search** button.
ℹ	Cardinal security restricts the user from seeing more than their Agency employees.
	The **Job Data** page for the employee displays (**Work Location** tab).

Step	Action
5.	Click the **Add a Row button** to add a new effective dated row. Go To Row **+** **−** *Action: Pay Rate Change Reason: FY25 Statewide Increase
ℹ️	When a new row is created, the row count increases by one and the **Effective Date** field displays the current date.
6.	Update the effective date to the date of the previous row using the **Effective Date 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. *Effective Date: 07/01/2024 📅
7.	Click the **Action** dropdown button and select "Data Change". *Action: Data Change Reason:
8.	Click the **Reason** dropdown button and select "Leave Eligibility Date". *Action: Data Change Reason: Leave Eligibility Date
9.	Scroll to the bottom of the page and click the **Employment Data** link. Job Data Employment Data Earnings Distribution Benefits Program Participation

Step	Action
	The **Employment Data** page displays (**Employment Information** tab).
10.	Scroll down to the **Person Employment Dates** section.

Step	Action
11.	In the **Person Employment Dates** section, update the **Previous State Service Months** field from "60" to "72" for this scenario. Person Employment Dates ⓘ Continuous State Service Date: 08/25/2001 Previous State Service Months: 72
12.	Update the **Veteran's Service Credit Months** field from "0" to "12" for this scenario. Person Employment Dates ⓘ Continuous State Service Date: 08/25/2001 Previous State Service Months: 72 Annual Leave Eligibility Date: 08/25/1996 Veteran's Service Credit Months: 12 Total Service Credit Months: 60
13.	Update the **Annual Leave Eligibility Date** field from "8/25/1996" to "4/25/1996" for this scenario. Person Employment Dates ⓘ Continuous State Service Date: 08/25/2001 Previous State Service Months: 72 Annual Leave Eligibility Date: 04/25/1996 Veteran's Service Credit Months: 12 Total Service Credit Months: 60
14.	Click the **Save** button. Save Return to Search Notify Refresh
ⓘ	The **Total Service Credit Months** field will automatically update (to "84" for this scenario) after the action is saved. Person Employment Dates ⓘ Continuous State Service Date: 08/25/2001 Previous State Service Months: 72 Annual Leave Eligibility Date: 04/25/1996 Veteran's Service Credit Months: 12 Total Service Credit Months: 84

Step	Action
	The **Employment Data** page refreshes with the updated Employment Information.

(i)	After saving the job transaction, the changes to the fields auto-populated the **Company Seniority Date** field from "8/25/1996" to "4/25/1996" and the **VSDP Sick/Per Leave Efft Date** field from "8/25/1996" to "04/25/1997". 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.
(i)	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.
(i)	**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 "8/25/2001".

How to Validate a Break in Service

After the new hire/rehire transaction is complete, users can validate a break in service.

Step	Action
1.	Navigate to the **Person Organizational Summary** page using the following path: **NavBar > Menu > Workforce Administrator > Job Information > Job Data**
	The **Job Data Find an Existing Value** page displays.
ℹ️	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	Enter the Employee's ID in the **Empl ID** field.
ℹ️	Users can also search by 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 **Include History** checkbox option.
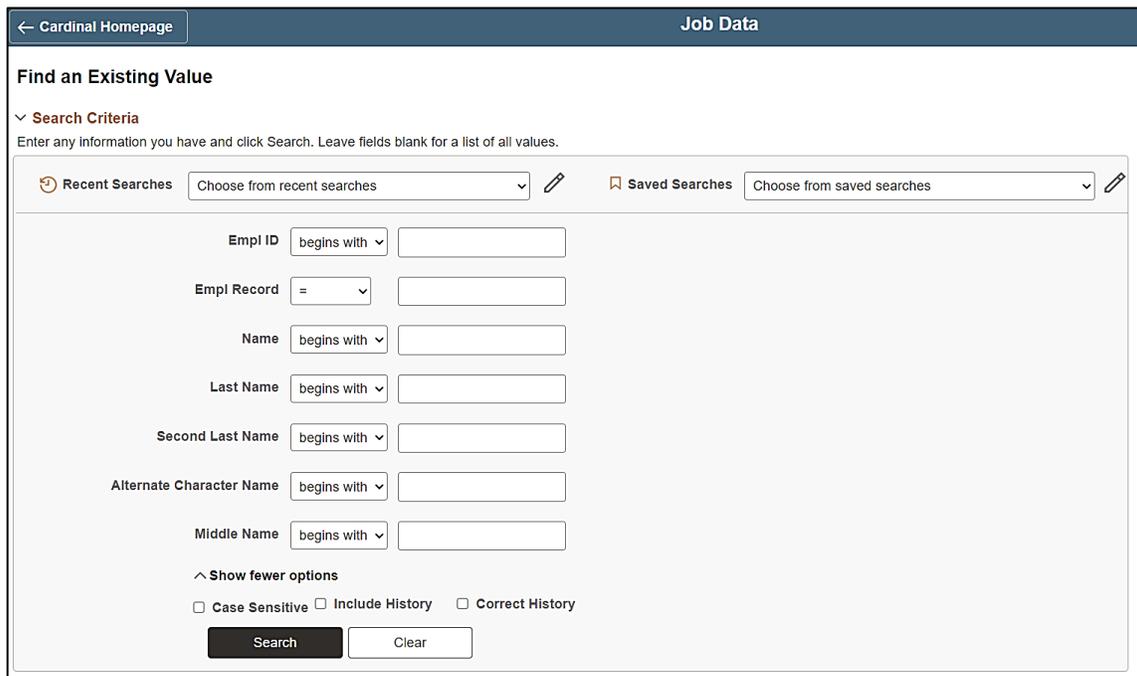
![CARDINAL logo]

Step	Action
4.	Click the **Search** button. [Search] [Clear]
	The **Job Data** page for the employee displays (**Work Location** tab).
5.	Click the **Job History** link.
	The **Job History** page displays in a pop-up window.

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

Pay Frequency	Employee Class
Semimonthly	Classified Salary
Semimonthly	Classified Salary
Semimonthly	Classified Salary
Semimonthly	Classified Salary
Semimonthly	Other Non-Classified
Semimonthly	Other Non-Classified
Semimonthly	Other Non-Classified
Semimonthly	Other Non-Classified
Semimonthly	Other Non-Classified
Semimonthly	Classified Salary
Semimonthly	Other Non-Classified
Semimonthly	Classified Salary
Semimonthly	Classified Salary

| Step	Action
7.	Locate the begin and end date (effective date) for each salaried position held by the employee and use these dates to calculate the prior service. **Note**: If there is a Conversion record displayed, navigate to PMIS to validate the historical hire and separation dates.

Empl ID _____

Job History

	Employment Record	Effective Date	Effective Sequence	Company	Action	Reason	HR Status	Pay Status
1	2	12/10/2023	0	CJS	Pay Rate Change	FY24 Dec Statewide Increase	Active	Active
2	2	08/30/2023	0	CJS	Position Change	Position Data Update	Active	Active
3	2	07/25/2023	1	CJS	Pay Rate Change	Pay Correction	Active	Active
4	2	07/25/2023	0	CJS	Hire	Transfer In Comp Lateral	Active	Active
5	1	07/25/2023	0	SUP	Termination	Transfer Out	Inactive	Terminated
6	1	07/09/2023	0	SUP	Position Change	Position Data Update	Active	Active
7	1	06/10/2023	1	SUP	Pay Rate Change	FY24 Statewide Increase	Active	Active
8	1	07/10/2022	1	SUP	Pay Rate Change	FY23 Statewide Increase	Active	Active
9	1	07/10/2022	0	SUP	Pay Rate Change	FY23 Statewide Increase	Active	Active
10	0	06/25/2022	0	DOE	Termination	Transfer Out	Inactive	Terminated
11	1	06/25/2022	0	SUP	Hire	Transfer In Comp Lateral	Active	Active
12	0	03/24/2022	0	DOE	Data Change	Conversion	Active	Active
13	0	03/10/2003	0	DOE	Hire	Conversion	Active	Active

| Step	Action
8.	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. **Empl ID** ▓▓▓▓ **Job History** |	Employment Record	Effective Date	Effective Sequence	Company	Action
---	---	---	---	---	---
1	2	12/10/2023	0	CJS	Pay Rate Change
2	2	08/30/2023	0	CJS	Position Change
3	2	07/25/2023	1	CJS	Pay Rate Change
4	2	07/25/2023	0	CJS	Hire
5	1	07/25/2023	0	SUP	Termination
6	1	07/09/2023	0	SUP	Position Change
7	1	06/10/2023	1	SUP	Pay Rate Change
8	1	07/10/2022	1	SUP	Pay Rate Change
9	1	07/10/2022	0	SUP	Pay Rate Change
10	0	06/25/2022	0	DOE	Termination
11	1	06/25/2022	0	SUP	Hire
12	0	03/24/2022	0	DOE	Data Change
13	0	03/10/2003	0	DOE	Hire	
ℹ️	Users will only enter the consecutive Hire and Term dates in the Job History for the employee and will exclude the most recent Hire date when there is no associated Term date. 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**.

Step	Action
9.	Open the **HR 351_Managing Service Dates Calculator** job aid and select the **Previous State Service Calculator (TAB 2)** downloaded from the Cardinal website.

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

Step	Action
10.	Enter the Hire and Term date(s) from the Job History in the corresponding Hire and Term fields of the **Previous State Service Months Calculator**. Begin with the oldest Hire and Term dates. The calculator will populate the **Total Previous State Service Months** and the **Total Previous State Service** as the Hire and Term dates are entered. **Note**: The screenshot below shows an entry in the **Previous State Service Months Calculator** using the 2 consecutive Hire and Term date combinations from the example in Step 8. Users will add as many consecutive Hire and Term date(s) as are found in the Job History of the employee.
ℹ	When a Hire date is entered without a Term date, the calculator will not populate.
ℹ	Prior Service Months will be entered in the **Annual Leave Calc** (**TAB 4**).
11.	Click the **Veterans Service Months** tab (**TAB 3**) if applicable.

Step	Action
	The **Veterans Service Months** (**TAB 3**) 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	11/16/2001
End Service	12/15/2009
Begin Service	
End Service	
Begin Service	
End Service	
Begin Service	
End Service	
Begin Service	
End Service	

Total Months of Military Service		
97		
Total Military Service		
Year	Month	Day
8	0	29

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

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

Step	Action
12.	Enter the Begin Service date(s) in the **Veteran Service Date** field of the calculator.

Veteran Service Dates:

Begin Service	1/5/2002
End Service	
Begin Service	
End Service	

Step	Action
13.	Enter the End Service date(s) in the **Veteran Service Date** field of the calculator.

Veteran Service Dates:

Begin Service	1/5/2002
End Service	1/20/2003
Begin Service	
End Service	

Step	Action
ℹ	The calculator will populate the **Total Months of Military Service** and the **Total Military Service** as the Begin Service and End Service dates are entered.

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	1/5/2002
End Service	1/20/2003
Begin Service	
End Service	
Begin Service	
End Service	
Begin Service	
End Service	
Begin Service	
End Service	

Total Months of Military Service		
12		
Total Military Service		
Year	Month	Day
1	0	14

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

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

![Cardinal logo]

Step	Action
14.	Click the **Annual Leave Calc** tab (**TAB 4**). READ ME **TAB 2 Previous Service Months** TAB 3 Veterans Service Months **TAB 4 Annual Leave Calc**

The **Calculate Annual Leave Eligibility Service Date** tab displays (**TAB 4**).

Step	Action
15.	Enter the **Empl Record Rehire Date** field from the Job Record just entered ("7/25/2023" in this example).
16.	Enter the Prior Service Months from **TAB 2** ("245" in this example).

Step	Action
17.	Enter the Veterans Service Months (if applicable) from **TAB 3** ("12" in this example). **Note**: The Total Service Months field will auto-populate. **Calculate Annual Leave Eligibility Date** Employee Name: TEST EIN: XXXXXXXXXXXX Empl Record Rehire Date: 7/25/2023 (Rehire date, also continuous state service date) Previous Service Months (Tab 2): 245 Veterans Service Months (Tab 3) 12 Total Service Credit Months 257 Current Payroll Period to Date: 1/10/2025 (Start date of current payroll period) Number of Pay Periods of LWOP: 0
18.	Enter the **Next Payroll Period to Date** from the Job Record just entered ("1/10/2025" in this example). **Calculate Annual Leave Eligibility Date** Employee Name: TEST EIN: XXXXXXXXXXXX Empl Record Rehire Date: 7/25/2023 (Rehire date, also continuous state service date) Previous Service Months (Tab 2): 245 Veterans Service Months (Tab 3) 12 Total Service Credit Months 257 Current Payroll Period to Date: 1/10/2025 (Start date of current payroll period) Number of Pay Periods of LWOP: 0
19.	The **Annual Leave Eligibility Date** field will auto-populate ("2/25/2002" in this example). Enter this date on the Job Record in the **Annual Leave Eligibility Date** field. Full Years of Previous State Service: 20 Months of Previous State Service: 5 *Convert previous state service months into whole years and remainder months* Annual Leave Eligiblity Date: 2/25/2002 Enter into Employee's Cardinal record *Adjusts the date in cell D17 and backs up the number of years/months of previous state service*

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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.

Step	Action
1.	Navigate to the **Job Data** page using the following path: **NavBar > Menu > Workforce Administration > Job Information > Job Data**
	The **Job Data Find an Existing Value** page displays.
ℹ	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	Enter the employee's Employee ID in the **Empl ID** field. **Note**: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.
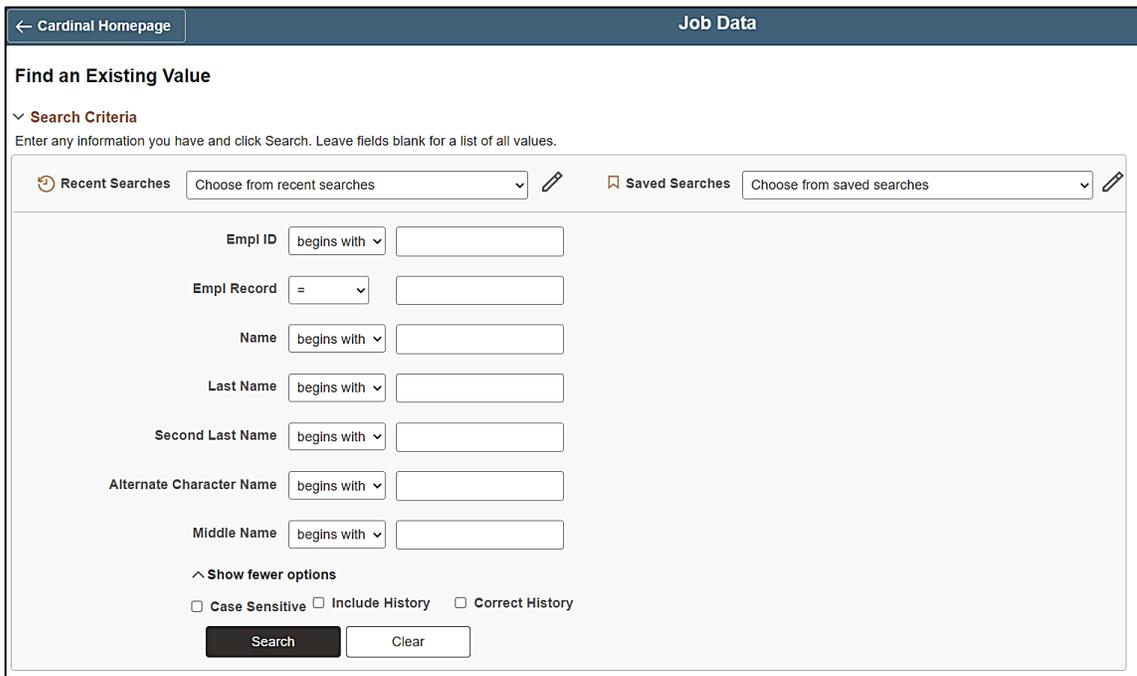
Step	Action
3.	Click the **Include History** checkbox option. ☐ Case Sensitive ☐ **Include History** ☐ **Correct History**
4.	Click the **Search** button. **Search** **Clear**

The **Job Data** page for the employee displays (**Work Location** tab).

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

Employee   Empl ID
                                            Empl Record   0

Work Location Details ⓘ   🔍 | |◀ ◀ 1 of 1 ▼ ▶ ▶|

*Effective Date	07/12/2024 📅				Go To Row	➕ ➖
Effective Sequence	0		***Action**	Hire
HR Status	Active		**Reason**	New Hire
Payroll Status	Active		***Job Indicator**	Primary Job
				Current ☐
Position Number	CJSTRN01 🔍	Analyst
	Override Position Data
Position Entry Date	07/12/2024
	☐ Position Management Record
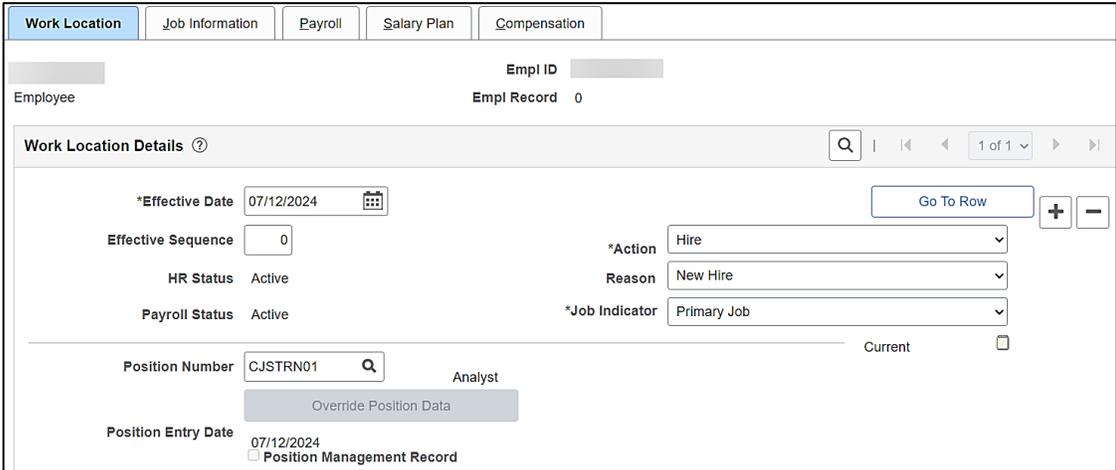
| 5. | Click the **Add a New Row** icon (**+**) to add a new effective dated row.

Go To Row ➕ ➖
*Action Hire
Reason New Hire
*Job Indicator Primary Job |
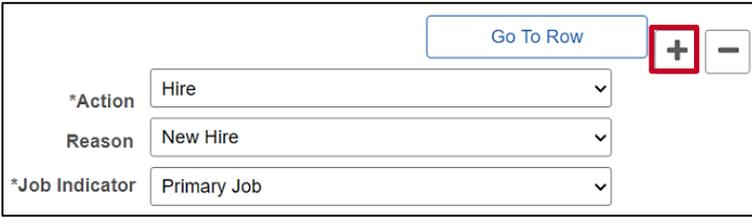
Step	Action
	The **Job Data** page refreshes with the new effective dated row displayed (**Work Location** tab).
ℹ️	When a new row is created, the row count increases by one and the **Effective Date** field displays the current date.
6.	Update the effective date as needed using the **Effective Date Calendar** 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".

![Cardinal logo]

Step	Action
	The **Work Location** page refreshes.
9.	Scroll to the bottom of the page and click on the **Employment Data** link.

Step	Action
	The **Employment Information** page displays.
10.	Scroll down to the **Person Employment Dates** section and enter or select the **Continuous State Service Date** from the service date calculator (**TAB 2**). ("10/10/2020" in this example). **Note**: This is the Hire/Rehire date of the employee back into State service.
11.	Enter the **Previous State Service Months** calculated from the service date calculator (**TAB 2**). ("15" in this example).

Step	Action
12.	Enter the **Veteran's Service Credit Months** calculated from the service date calculator (**TAB 2**). ("36" in this example). **Person Employment Dates** ⑦ Continuous State Service Date: 10/10/2020 📅 Previous State Service Months: 15 Annual Leave Eligibility Date: 📅 Veteran's Service Credit Months: **36** Total Service Credit Months: 0
13.	Enter or select the **Annual Leave Eligibility Date** from the service date calculator (**TAB 2**). ("07/10/2016" in this example). **Note:** For Veterans, the annual leave accrual is determined by using cumulative state service and veteran's service in the military, National Guard, or Reserves. **Person Employment Dates** ⑦ Continuous State Service Date: 10/10/2020 📅 Previous State Service Months: 15 Annual Leave Eligibility Date: **07/10/2016** 📅 Veteran's Service Credit Months: 36 Total Service Credit Months: 0
14.	Scroll up to the **Organizational Assignment Data** section and 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). VSDP Enroll Date: **03/25/2016** 📅 Agency Use Field 1:
15.	Click the **Save** button. Save Return to Search Previous in List Next in List Notify Refresh

| Step	Action
	The **Employment Data** page refreshes with the updated Employment Information. **Note:** Confirm that the **VSDP Sick/PER Leave Efft Date** and **Total Service Credit Months** fields auto-populated accurately.
16.	Scroll down to the bottom of the page and click the **Job Data** link to go back to the **Work Location** page.

Step	Action
	The **Job Data** page for the employee displays (**Work Location** tab).
17.	Click the **Notepad** icon.
	The **Job Data Notepad** page displays.

![Cardinal logo]

Step	Action
18.	Click the **Add a New Note** button.
	The **Selected Note** page displays.
19.	Document the reason for the changes using the **Subject** and **Note Text** fields.
	Subject Employee Data Changes
	Note Text Updated the Veterans Service Months, Prior State Service Months, Annual Leave Eligibility Data, and VDSP Sick Per Leave Effct Date.
20.	Click the **Save** button.
	Save
	Return to Note Selection Page
	Job Data Page
21.	Click the **Job Data Page** link to return to the **Work Location** tab.
	Save
	Return to Note Selection Page
	Job Data Page
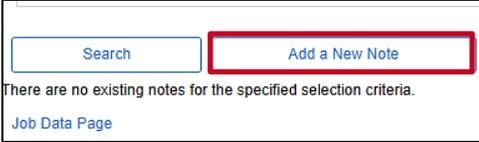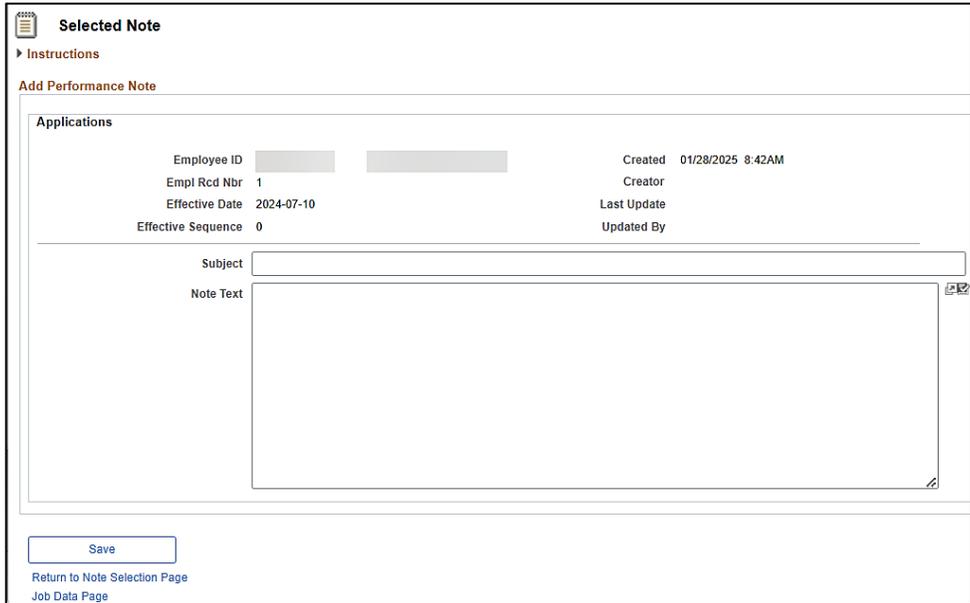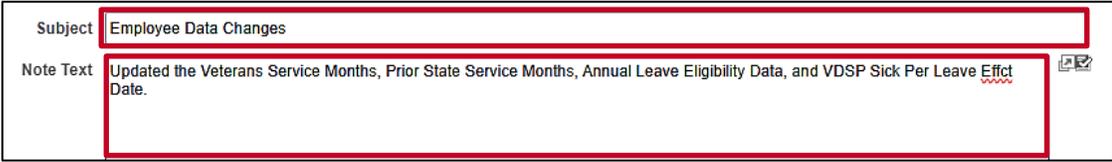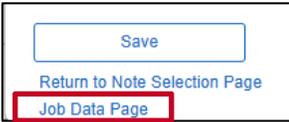
Service Date Definitions

(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	X		

Cardinal FIELD Name Interfacing Agy	Online Field Name	Meaning	PeopleSoft Delivered	Customized For Cardinal	Cardinal Specific
		the Last Start Date for each employment record.			
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 populates to the Absence Management page and is used to determine the Annual Leave Accrual rate.		X	
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.**			X

Cardinal FIELD Name Interfacing Agy	Online Field Name	Meaning	PeopleSoft Delivered	Customized For Cardinal	Cardinal Specific
		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.			
PROBATION_DT	Probation Date	Probation Expiration Date should be entered in this field, if applicable.		X	
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			X

Cardinal FIELD Name Interfacing Agy	Online Field Name	Meaning	PeopleSoft Delivered	Customized For Cardinal	Cardinal Specific
		the Company Seniority Date field.			
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