

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 3

Service Dates Overview..... 4

Proper Use of The Service Date Fields 5

How to Validate a Break in Service 11

How to Enter Veteran’s Service Months, Previous State Service Months, and Adjust Leave Eligibility
Service Date 20

Service Date Definitions..... 29



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	<p>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:</p> <ul style="list-style-type: none"> • 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	<p>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:</p> <ul style="list-style-type: none"> • 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	<p>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.</p>
Prior State Service Months and/or Veteran's Service Credit Months	<p>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. <u>Failing to do so will result in an error upon saving the transaction.</u></p>
VSDP Sick/PER Leave Effrt Date	<p>The Veterans Service Credit cannot impact the amount of VSDP Sick or Personal Leave the employee receives. Therefore, the VSDP Sick/PER Leave Effrt 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 Effrt Date field will automatically populate.</p>

Proper Use of The Service Date Fields

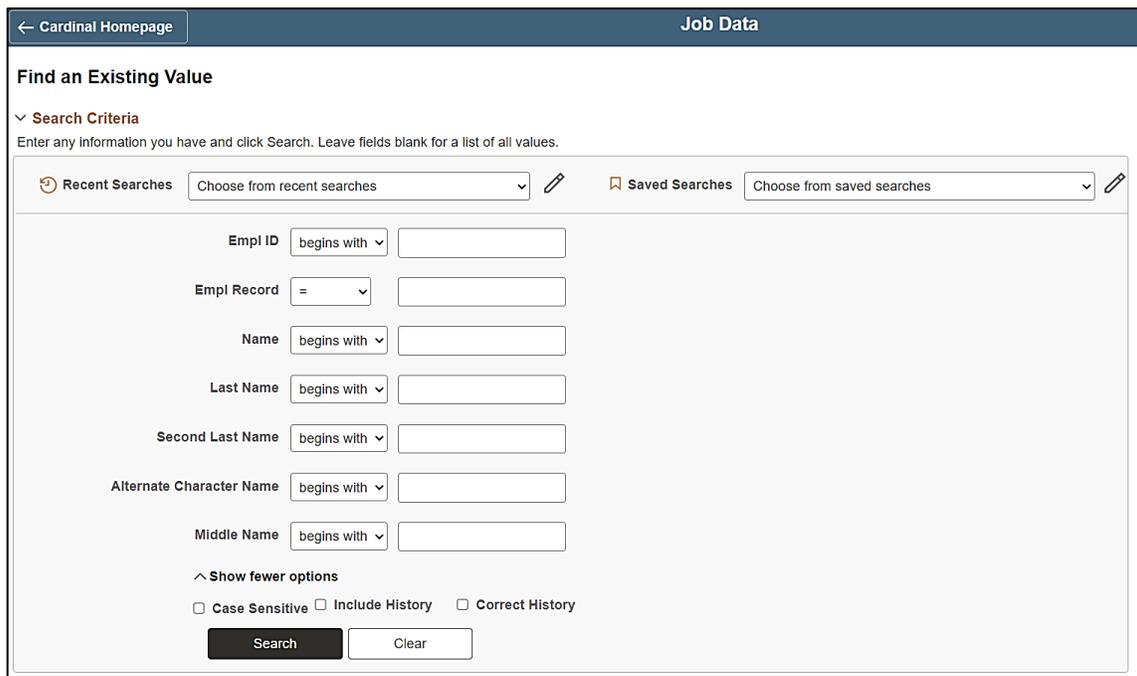
The following example describes how these fields are to be used and how they work together to provide information for the employee to other modules.

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 Effrt 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 Effrt 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. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>▼ Search Criteria</p> <p>Empl ID begins with <input style="border: 2px solid red;" type="text"/></p> <p>Name begins with <input type="text"/></p> </div>
	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. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><input type="checkbox"/> Case Sensitive <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History</p> </div>
4.	Click the Search button. <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="text-align: center;"> <input style="background-color: black; color: white; border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> </p> </div>
	Cardinal security restricts the user from seeing more than their Agency employees.

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

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Employee
Empl ID

Empl Record 2

Work Location Details Q | << < 1 of 7 > >>

*Effective Date Job History

Effective Sequence

HR Status Active

Payroll Status Active

Go To Row

*Action

Reason

*Job Indicator

Current

Position Number Finance Manager

Position Entry Date

Position Management Record

Regulatory Region USA United States

Company CJS Dept of Criminal Justice Svcs

Business Unit 14000 Dept of Criminal Justice Svcs

Department 10230 Financial Svcs

Department Entry Date 08/25/2022

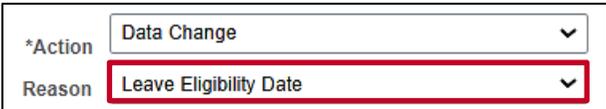
Location CENT1 Washington Building

Establishment ID Dept of Criminal Justice Serv.

Date Created 06/08/2024

Last Start Date 08/25/2022

STD Claim Number

Step	Action
5.	<p>Click the Add a Row button to add a new effective dated row.</p> 
	<p>When a new row is created, the row count increases by one and the Effective Date field displays the current date.</p>
6.	<p>Update the effective date to the date of the previous row using the Effective Date Calendar icon.</p> <p>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.</p> 
7.	<p>Click the Action dropdown button and select “Data Change”.</p> 
8.	<p>Click the Reason dropdown button and select “Leave Eligibility Date”.</p> 
9.	<p>Scroll to the bottom of the page and click the Employment Data link.</p> 



Step	Action
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The **Employment Data** page displays (**Employment Information** tab).

Employment Information

Employee
Empl ID

Empl Record 2

Organizational Instance ?

Organizational Instance Rod	2	Original Start Date	08/25/2022	<input type="checkbox"/> Override	
Last Start Date	08/25/2022	First Start Date	08/25/2022		
Termination Date		Years	Months	Days	
Org Instance Service Date	08/25/2022	<input type="checkbox"/> Override	2	5	3

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date	08/25/2022	First Assignment Start	08/25/2022		
Assignment End Date					
Home/Host Classification	Home	Years	Months	Days	
Company Seniority Date	08/25/1998	<input type="checkbox"/> Override	28	5	3
Benefits Service Date	08/25/2022	<input type="checkbox"/> Override	2	5	3
Seniority Pay Calc Date	08/25/2022		2	5	3
VSDP Sick/PER Leave Effct Date	08/25/1998		28	5	3
Probation Date	<input type="text" value="08/25/2023"/>	Last Verification Date	<input type="text"/>		
Business Title	Finance Manager				
*Employee Eligible for Telework?	<input type="button" value="Employee Eligible for Telework"/>		Tenure Status/Contract Type <input type="text"/>		
Alternate Leave Plan	<input type="text"/>	<input type="checkbox"/> Alternate Work Schedule			
VSDP Enroll Date	<input type="text" value="08/25/2001"/>				
Agency Use Field 1	<input type="text"/>	Agency Use Field 2	<input type="text"/>	Agency Use Field 3	<input type="text"/>

Person Employment Dates ?

Continuous State Service Date	<input type="text" value="08/25/2001"/>	Previous State Service Months	<input type="text" value="60"/>	
Annual Leave Eligibility Date	<input type="text" value="08/25/1998"/>	Veteran's Service Credit Months	<input type="text" value="0"/>	
		Total Service Credit Months	60	

USA

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

10. Scroll down to the **Person Employment Dates** section.

Person Employment Dates ?

Continuous State Service Date	<input type="text" value="08/25/2001"/>	Previous State Service Months	<input type="text" value="60"/>	
Annual Leave Eligibility Date	<input type="text" value="08/25/1998"/>	Veteran's Service Credit Months	<input type="text" value="0"/>	
		Total Service Credit Months	60	

Step	Action
11.	<p>In the Person Employment Dates section, update the Previous State Service Months field from “60” to “72” for this scenario.</p> <div data-bbox="292 411 1295 510" style="border: 1px solid black; padding: 5px;"> <p>Person Employment Dates ?</p> <p>Continuous State Service Date <input type="text" value="08/25/2001"/>  Previous State Service Months <input type="text" value="72"/></p> </div>
12.	<p>Update the Veteran’s Service Credit Months field from “0” to “12” for this scenario.</p> <div data-bbox="292 596 1279 791" style="border: 1px solid black; padding: 5px;"> <p>Person Employment Dates ?</p> <p>Continuous State Service Date <input type="text" value="08/25/2001"/>  Previous State Service Months <input type="text" value="72"/></p> <p>Annual Leave Eligibility Date <input type="text" value="08/25/1996"/>  Veteran’s Service Credit Months <input type="text" value="12"/></p> <p>Total Service Credit Months <input type="text" value="60"/></p> </div>
13.	<p>Update the Annual Leave Eligibility Date field from “8/25/1996” to “4/25/1996” for this scenario.</p> <div data-bbox="292 911 1279 1102" style="border: 1px solid black; padding: 5px;"> <p>Person Employment Dates ?</p> <p>Continuous State Service Date <input type="text" value="08/25/2001"/>  Previous State Service Months <input type="text" value="72"/></p> <p>Annual Leave Eligibility Date <input type="text" value="04/25/1996"/>  Veteran’s Service Credit Months <input type="text" value="12"/></p> <p>Total Service Credit Months <input type="text" value="60"/></p> </div>
14.	<p>Click the Save button.</p> <div data-bbox="292 1188 937 1270" style="border: 1px solid black; padding: 5px;"> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/></p> </div>
	<p>The Total Service Credit Months field will automatically update (to “84” for this scenario) after the action is saved.</p> <div data-bbox="292 1392 1279 1583" style="border: 1px solid black; padding: 5px;"> <p>Person Employment Dates ?</p> <p>Continuous State Service Date <input type="text" value="08/25/2001"/>  Previous State Service Months <input type="text" value="72"/></p> <p>Annual Leave Eligibility Date <input type="text" value="04/25/1996"/>  Veteran’s Service Credit Months <input type="text" value="12"/></p> <p>Total Service Credit Months <input type="text" value="84"/></p> </div>

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

Employment Information

Empl ID
 Employee Empl Record 2

Organizational Instance ?

Organizational Instance Rcd 2	Original Start Date 08/25/2022	<input type="checkbox"/> Override	
Last Start Date 08/25/2022	First Start Date 08/25/2022		
Termination Date	Years Months Days		
Org Instance Service Date 08/25/2022	<input type="checkbox"/> Override ↻	2 5 3	

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date 08/25/2022	First Assignment Start 08/25/2022	
Assignment End Date		
Home/Host Classification Home	Years Months Days	Time Reporter Data
Company Seniority Date 04/25/1996	<input type="checkbox"/> Override ↻	28 5 3
Benefits Service Date 08/25/2022	<input type="checkbox"/> Override ↻	2 5 3
Seniority Pay Calc Date 08/25/2022	<input type="checkbox"/> Override ↻	2 5 3
VSDP Sick/PER Leave Eff Date 04/25/1997	27 9 3	
Probation Date <input type="text" value="08/25/2023"/>	Last Verification Date <input type="text"/>	
Business Title Finance Manager		
*Employee Eligible for Telework? <input type="checkbox"/> Employee Eligible for Telework		Tenure Status/Contract Type <input type="text"/>
Alternate Leave Plan <input type="text"/>	<input type="checkbox"/> Alternate Work Schedule	
VSDP Enroll Date <input type="text" value="08/25/2001"/>		
Agency Use Field 1 <input type="text"/>	Agency Use Field 2 <input type="text"/>	Agency Use Field 3 <input type="text"/>

Person Employment Dates ?

Continuous State Service Date <input type="text" value="08/25/2001"/>	Previous State Service Months <input type="text" value="72"/>
Annual Leave Eligibility Date <input type="text" value="04/25/1996"/>	Veteran's Service Credit Months <input type="text" value="12"/>
	Total Service Credit Months 84

	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 Eff Date field from “8/25/1996” to “04/25/1997”. The VSDP Sick/PER Leave Eff Date field equals the Annual Leave Eligibility Date field without the 12 months of Veteran’s Service Credit included.
	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.
	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”.

Rev 3/1/2025

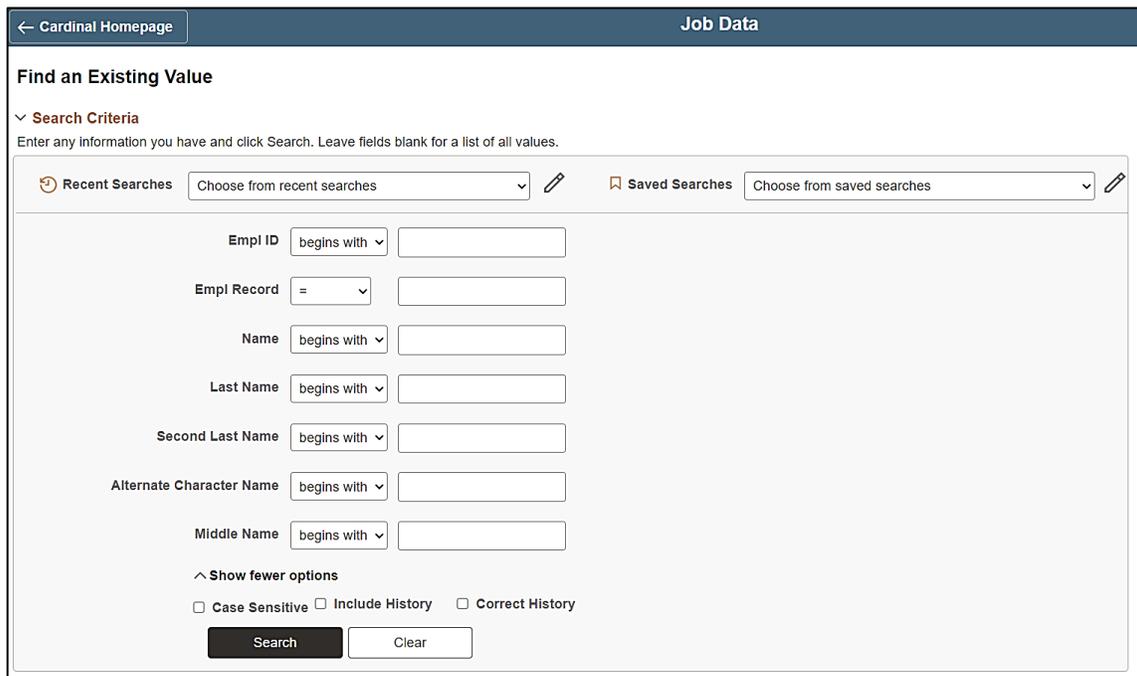
Page 10 of 32

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.




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.




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.





Step	Action
4.	Click the Search button.

Search

Clear

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

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Empl ID [redacted]
Employee Empl Record 2

Work Location Details 1 of 5

*Effective Date: 06/10/2024 Job History Go To Row

Effective Sequence: 0 *Action: Pay Rate Change

HR Status: Active Reason: FY25 Statewide Increase

Payroll Status: Active *Job Indicator: Primary Job

Position Number: CJS00326 Senior Accountant

Position Entry Date: 07/25/2023 Override Position Data

Regulatory Region: USA United States

Company: CJS Dept of Criminal Justice Svcs

Business Unit: 14000 Dept of Criminal Justice Svcs

Department: 10230 Financial Svcs

Department Entry Date: 07/25/2023

Location: CENT1 Washington Building

Establishment ID: DCJS Dept of Criminal Justice Serv. Date Created 06/08/2024

5.	Click the Job History link.
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Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Empl ID [redacted]
Employee Empl Record 2

Work Location Details 1 of 5

*Effective Date: 06/10/2024 Job History Go To Row

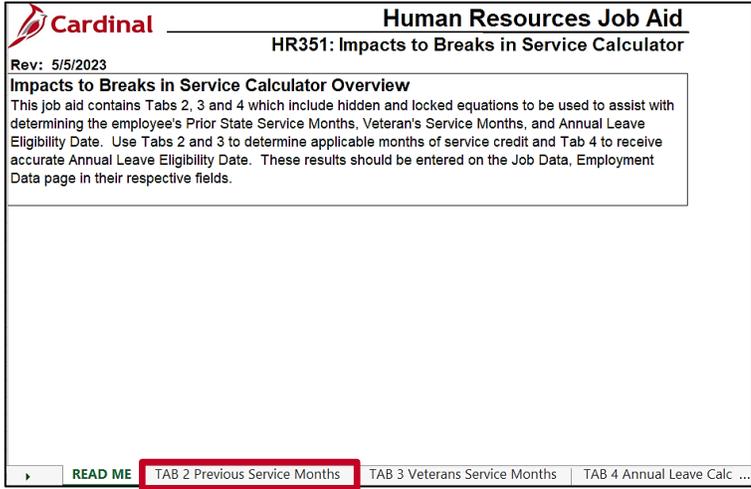
The **Job History** page displays in a pop-up window.

Employment Record	Effective Date	Effective Sequence	Company	Action	Reason	HR Status	Pay Status	Position	Rate Code	Salary Admn Plan	Grade	Pay Rate	Pay Frequency	Employee Class
1	12/10/2023	0	CJS	Pay Rate Change	FY24 Dec Statewide Increase	Active	Active	CJS00326	19032	SW	5	2083.333333	Semi-monthly	Classified Salary
2	06/30/2023	0	CJS	Position Change	Position Data Update	Active	Active	CJS00326	19032	SW	5	2083.333333	Semi-monthly	Classified Salary
3	07/25/2023	1	CJS	Pay Rate Change	Pay Correction	Active	Active	CJS00326	19032	SW	5	2083.333333	Semi-monthly	Classified Salary
4	07/25/2023	0	CJS	Hire	Transfer In Comp Labor	Active	Active	CJS00326	19032	SW	5	2083.333333	Semi-monthly	Classified Salary
5	07/25/2023	0	SUP	Termination	Transfer Out	Inactive	Terminated	SUP00084	COV009	UG		2083.333333	Semi-monthly	Other Non-Classified
6	07/09/2023	0	SUP	Position Change	Position Data Update	Active	Active	SUP00084	COV009	UG		2083.333333	Semi-monthly	Other Non-Classified
7	06/10/2023	1	SUP	Pay Rate Change	FY24 Statewide Increase	Active	Active	SUP00084	COV009	UG		2083.333333	Semi-monthly	Other Non-Classified
8	07/10/2022	1	SUP	Pay Rate Change	FY23 Statewide Increase	Active	Active	SUP00084	COV009	UG		2083.333333	Semi-monthly	Other Non-Classified
9	07/10/2022	0	SUP	Pay Rate Change	FY23 Statewide Increase	Active	Active	SUP00084	COV009	UG		2083.333333	Semi-monthly	Other Non-Classified
10	06/25/2022	0	DOE	Termination	Transfer Out	Inactive	Terminated	DOE0038	19032	SW	5	2083.333333	Semi-monthly	Classified Salary
11	06/25/2022	0	SUP	Hire	Transfer In Comp Labor	Active	Active	SUP00084	COV009	UG		2083.333333	Semi-monthly	Other Non-Classified
12	03/24/2022	0	DOE	Data Change	Conversion	Active	Active	DOE0038	19032	SW	5	2083.333333	Semi-monthly	Classified Salary
13	03/10/2023	0	DOE	Hire	Conversion	Active	Active	DOE0038	19032	SW	5	2083.333333	Semi-monthly	Classified Salary



Step	Action																																																																																																																
6.	<p>Scroll to the extreme right of the pop-up window and validate the employees' activity in salaried classified and non-classified jobs.</p> <table border="1"> <thead> <tr> <th>Pay Frequency</th> <th>Employee Class</th> </tr> </thead> <tbody> <tr><td>Semimonthly</td><td>Classified Salary</td></tr> <tr><td>Semimonthly</td><td>Classified Salary</td></tr> <tr><td>Semimonthly</td><td>Classified Salary</td></tr> <tr><td>Semimonthly</td><td>Classified Salary</td></tr> <tr><td>Semimonthly</td><td>Other Non-Classified</td></tr> <tr><td>Semimonthly</td><td>Other Non-Classified</td></tr> <tr><td>Semimonthly</td><td>Other Non-Classified</td></tr> <tr><td>Semimonthly</td><td>Other Non-Classified</td></tr> <tr><td>Semimonthly</td><td>Other Non-Classified</td></tr> <tr><td>Semimonthly</td><td>Classified Salary</td></tr> <tr><td>Semimonthly</td><td>Other Non-Classified</td></tr> <tr><td>Semimonthly</td><td>Classified Salary</td></tr> <tr><td>Semimonthly</td><td>Classified Salary</td></tr> </tbody> </table>	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																																																																																				
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7.	<p>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.</p> <p>Note: If there is a Conversion record displayed, navigate to PMIS to validate the historical hire and separation dates.</p> <table border="1"> <thead> <tr> <th>Employment Record</th> <th>Effective Date</th> <th>Effective Sequence</th> <th>Company</th> <th>Action</th> <th>Reason</th> <th>HR Status</th> <th>Pay Status</th> </tr> </thead> <tbody> <tr><td>1</td><td>12/10/2023</td><td>0</td><td>CJS</td><td>Pay Rate Change</td><td>FY24 Dec Statewide Increase</td><td>Active</td><td>Active</td></tr> <tr><td>2</td><td>08/30/2023</td><td>0</td><td>CJS</td><td>Position Change</td><td>Position Data Update</td><td>Active</td><td>Active</td></tr> <tr><td>3</td><td>07/25/2023</td><td>1</td><td>CJS</td><td>Pay Rate Change</td><td>Pay Correction</td><td>Active</td><td>Active</td></tr> <tr><td>4</td><td>07/25/2023</td><td>0</td><td>CJS</td><td>Hire</td><td>Transfer In Comp Lateral</td><td>Active</td><td>Active</td></tr> <tr><td>5</td><td>07/25/2023</td><td>0</td><td>SUP</td><td>Termination</td><td>Transfer Out</td><td>Inactive</td><td>Terminated</td></tr> <tr><td>6</td><td>07/09/2023</td><td>0</td><td>SUP</td><td>Position Change</td><td>Position Data Update</td><td>Active</td><td>Active</td></tr> <tr><td>7</td><td>06/10/2023</td><td>1</td><td>SUP</td><td>Pay Rate Change</td><td>FY24 Statewide Increase</td><td>Active</td><td>Active</td></tr> <tr><td>8</td><td>07/10/2022</td><td>1</td><td>SUP</td><td>Pay Rate Change</td><td>FY23 Statewide Increase</td><td>Active</td><td>Active</td></tr> <tr><td>9</td><td>07/10/2022</td><td>0</td><td>SUP</td><td>Pay Rate Change</td><td>FY23 Statewide Increase</td><td>Active</td><td>Active</td></tr> <tr><td>10</td><td>06/25/2022</td><td>0</td><td>DOE</td><td>Termination</td><td>Transfer Out</td><td>Inactive</td><td>Terminated</td></tr> <tr><td>11</td><td>06/25/2022</td><td>0</td><td>SUP</td><td>Hire</td><td>Transfer In Comp Lateral</td><td>Active</td><td>Active</td></tr> <tr><td>12</td><td>03/24/2022</td><td>0</td><td>DOE</td><td>Data Change</td><td>Conversion</td><td>Active</td><td>Active</td></tr> <tr><td>13</td><td>03/10/2003</td><td>0</td><td>DOE</td><td>Hire</td><td>Conversion</td><td>Active</td><td>Active</td></tr> </tbody> </table>	Employment Record	Effective Date	Effective Sequence	Company	Action	Reason	HR Status	Pay Status	1	12/10/2023	0	CJS	Pay Rate Change	FY24 Dec Statewide Increase	Active	Active	2	08/30/2023	0	CJS	Position Change	Position Data Update	Active	Active	3	07/25/2023	1	CJS	Pay Rate Change	Pay Correction	Active	Active	4	07/25/2023	0	CJS	Hire	Transfer In Comp Lateral	Active	Active	5	07/25/2023	0	SUP	Termination	Transfer Out	Inactive	Terminated	6	07/09/2023	0	SUP	Position Change	Position Data Update	Active	Active	7	06/10/2023	1	SUP	Pay Rate Change	FY24 Statewide Increase	Active	Active	8	07/10/2022	1	SUP	Pay Rate Change	FY23 Statewide Increase	Active	Active	9	07/10/2022	0	SUP	Pay Rate Change	FY23 Statewide Increase	Active	Active	10	06/25/2022	0	DOE	Termination	Transfer Out	Inactive	Terminated	11	06/25/2022	0	SUP	Hire	Transfer In Comp Lateral	Active	Active	12	03/24/2022	0	DOE	Data Change	Conversion	Active	Active	13	03/10/2003	0	DOE	Hire	Conversion	Active	Active
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8.	<p>Using the dates retrieved from the Job History page (Hire and Term dates only), input the dates into the Previous State Service Months Calculator.</p> <p>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.</p> <div data-bbox="292 512 1279 1108" style="border: 1px solid black; padding: 5px;"> <p>Empl ID <input type="text"/></p> <p>Job History</p> <p><input type="button" value="⌵"/> <input type="button" value="Q"/></p> <table border="1"> <thead> <tr> <th>Employment Record</th> <th>Effective Date</th> <th>Effective Sequence</th> <th>Company</th> <th>Action</th> </tr> </thead> <tbody> <tr><td>1</td><td>2 12/10/2023</td><td>0</td><td>CJS</td><td>Pay Rate Change</td></tr> <tr><td>2</td><td>2 08/30/2023</td><td>0</td><td>CJS</td><td>Position Change</td></tr> <tr><td>3</td><td>2 07/25/2023</td><td>1</td><td>CJS</td><td>Pay Rate Change</td></tr> <tr><td>4</td><td>2 07/25/2023</td><td>0</td><td>CJS</td><td>Hire</td></tr> <tr style="border: 2px solid red;"><td>5</td><td>1 07/25/2023</td><td>0</td><td>SUP</td><td>Termination</td></tr> <tr><td>6</td><td>1 07/09/2023</td><td>0</td><td>SUP</td><td>Position Change</td></tr> <tr><td>7</td><td>1 06/10/2023</td><td>1</td><td>SUP</td><td>Pay Rate Change</td></tr> <tr><td>8</td><td>1 07/10/2022</td><td>1</td><td>SUP</td><td>Pay Rate Change</td></tr> <tr><td>9</td><td>1 07/10/2022</td><td>0</td><td>SUP</td><td>Pay Rate Change</td></tr> <tr style="border: 2px solid red;"><td>10</td><td>0 06/25/2022</td><td>0</td><td>DOE</td><td>Termination</td></tr> <tr style="border: 2px solid red;"><td>11</td><td>1 06/25/2022</td><td>0</td><td>SUP</td><td>Hire</td></tr> <tr><td>12</td><td>0 03/24/2022</td><td>0</td><td>DOE</td><td>Data Change</td></tr> <tr style="border: 2px solid red;"><td>13</td><td>0 03/10/2003</td><td>0</td><td>DOE</td><td>Hire</td></tr> </tbody> </table> </div>	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
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	<p>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.</p> <p>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.</p>																																																																						

Step	Action
9.	<p>Open the HR 351_Managing Service Dates Calculator job aid and select the Previous State Service Calculator (TAB 2) downloaded from the Cardinal website.</p> <div data-bbox="289 409 1040 898" style="border: 1px solid black; padding: 5px;">  <p>Cardinal Human Resources Job Aid</p> <p style="text-align: center;">HR351: Impacts to Breaks in Service Calculator</p> <p>Rev: 5/5/2023</p> <p>Impacts to Breaks in Service Calculator Overview</p> <p>This job aid contains Tabs 2, 3 and 4 which include hidden and locked equations to be used to assist with determining the employee's Prior State Service Months, Veteran's Service Months, and Annual Leave Eligibility Date. Use Tabs 2 and 3 to determine applicable months of service credit and Tab 4 to receive accurate Annual Leave Eligibility Date. These results should be entered on the Job Data, Employment Data page in their respective fields.</p> <p style="text-align: right;"> READ ME TAB 2 Previous Service Months TAB 3 Veterans Service Months TAB 4 Annual Leave Calc ... </p> </div>

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

Previous State Service Months Calculator

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

Salaried State	Employment Dates:																
Hire 1	8/21/1989	<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="background-color: #D3D3D3;">Total Previous State Service Months</th> </tr> <tr> <td colspan="3">377</td> </tr> <tr> <th colspan="3" style="background-color: #D3D3D3;">Total Previous State Service</th> </tr> <tr> <th style="text-decoration: underline;">Year</th> <th style="text-decoration: underline;">Month</th> <th style="text-decoration: underline;">Day</th> </tr> <tr> <td style="text-align: center;">31</td> <td style="text-align: center;">5</td> <td style="text-align: center;">15</td> </tr> </table>	Total Previous State Service Months			377			Total Previous State Service			Year	Month	Day	31	5	15
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Hire 2	2/25/2020																
Term 2	3/27/2020																
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Term 3	8/4/2022																
Hire 4																	
Term 4																	
Hire 5																	
Term 5																	

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

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

READ ME TAB 2 Previous Service Months TAB 3 Veterans Service Months TA

Step	Action																																						
10.	<p>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.</p> <p>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.</p> <div data-bbox="289 625 971 1087" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: #FFD700; margin: 0;">Previous State Service Months Calculator</p> <p>Instructions: Enter the Hire begin and term dates of each Empl Record in the green boxes. For multiple breaks in service, enter every begin and end date.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Salaried State</td> <td style="width: 30%;">Employment Dates:</td> <td style="width: 50%;"></td> </tr> <tr> <td>Hire 1</td> <td style="background-color: #90EE90;">3/10/2003</td> <td rowspan="2" style="border: 1px solid gray; text-align: center;"> Total Previous State Service Months 245 </td> </tr> <tr> <td>Term 1</td> <td style="background-color: #90EE90;">6/25/2022</td> </tr> <tr> <td>Hire 2</td> <td style="background-color: #90EE90;">6/25/2022</td> <td rowspan="2" style="border: 1px solid gray; text-align: center;"> Total Previous State Service <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Year</th> <th>Month</th> <th>Day</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">20</td> <td style="text-align: center;">4</td> <td style="text-align: center;">16</td> </tr> </tbody> </table> </td> </tr> <tr> <td>Term 2</td> <td style="background-color: #90EE90;">7/25/2023</td> <td></td> </tr> <tr> <td>Hire 3</td> <td style="background-color: #90EE90;"></td> <td></td> </tr> <tr> <td>Term 3</td> <td style="background-color: #90EE90;"></td> <td></td> </tr> <tr> <td>Hire 4</td> <td style="background-color: #90EE90;"></td> <td></td> </tr> <tr> <td>Term 4</td> <td style="background-color: #90EE90;"></td> <td></td> </tr> <tr> <td>Hire 5</td> <td style="background-color: #90EE90;"></td> <td></td> </tr> <tr> <td>Term 5</td> <td style="background-color: #90EE90;"></td> <td></td> </tr> </table> <p style="text-align: right; background-color: #FFD700; margin: 5px 0;">Enter Previous State Service Months in the Annual Leave Calculator (TAB 4 below)</p> <p style="text-align: center; background-color: #FFD700; margin: 0;">NOTE: Do not delete or change formulas in this calculator.</p> </div>	Salaried State	Employment Dates:		Hire 1	3/10/2003	Total Previous State Service Months 245	Term 1	6/25/2022	Hire 2	6/25/2022	Total Previous State Service <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Year</th> <th>Month</th> <th>Day</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">20</td> <td style="text-align: center;">4</td> <td style="text-align: center;">16</td> </tr> </tbody> </table>	Year	Month	Day	20	4	16	Term 2	7/25/2023		Hire 3			Term 3			Hire 4			Term 4			Hire 5			Term 5		
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	<p>When a Hire date is entered without a Term date, the calculator will not populate.</p> <div data-bbox="289 1171 971 1633" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: #FFD700; margin: 0;">Previous State Service Months Calculator</p> <p>Instructions: Enter the Hire begin and term dates of each Empl Record in the green boxes. For multiple breaks in service, enter every begin and end date.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Salaried State</td> <td style="width: 30%;">Employment Dates:</td> <td style="width: 50%;"></td> </tr> <tr> <td>Hire 1</td> <td style="background-color: #90EE90;">3/10/2003</td> <td rowspan="2" style="border: 1px solid gray; text-align: center;"> Total Previous State Service Months #NUM! </td> </tr> <tr> <td>Term 1</td> <td style="background-color: #90EE90;">6/25/2022</td> </tr> <tr> <td>Hire 2</td> <td style="background-color: #90EE90;">6/25/2022</td> <td rowspan="2" style="border: 1px solid gray; text-align: center;"> Total Previous State Service <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Year</th> <th>Month</th> <th>Day</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">#NUM!</td> <td style="text-align: center;">#NUM!</td> <td style="text-align: center;">#NUM!</td> </tr> </tbody> </table> </td> </tr> <tr> <td>Term 2</td> <td style="background-color: #90EE90;">7/25/2023</td> <td></td> </tr> <tr> <td>Hire 3</td> <td style="background-color: #90EE90;">7/25/2023</td> <td></td> </tr> <tr> <td>Term 3</td> <td style="background-color: #90EE90;"></td> <td></td> </tr> <tr> <td>Hire 4</td> <td style="background-color: #90EE90;"></td> <td></td> </tr> <tr> <td>Term 4</td> <td style="background-color: #90EE90;"></td> <td></td> </tr> <tr> <td>Hire 5</td> <td style="background-color: #90EE90;"></td> <td></td> </tr> <tr> <td>Term 5</td> <td style="background-color: #90EE90;"></td> <td></td> </tr> </table> <p style="text-align: right; background-color: #FFD700; margin: 5px 0;">Enter Previous State Service Months in the Annual Leave Calculator (TAB 4 below)</p> <p style="text-align: center; background-color: #FFD700; margin: 0;">NOTE: Do not delete or change formulas in this calculator.</p> </div>	Salaried State	Employment Dates:		Hire 1	3/10/2003	Total Previous State Service Months #NUM!	Term 1	6/25/2022	Hire 2	6/25/2022	Total Previous State Service <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Year</th> <th>Month</th> <th>Day</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">#NUM!</td> <td style="text-align: center;">#NUM!</td> <td style="text-align: center;">#NUM!</td> </tr> </tbody> </table>	Year	Month	Day	#NUM!	#NUM!	#NUM!	Term 2	7/25/2023		Hire 3	7/25/2023		Term 3			Hire 4			Term 4			Hire 5			Term 5		
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	<p>Prior Service Months will be entered in the Annual Leave Calc (TAB 4).</p>																																						
11.	<p>Click the Veterans Service Months tab (TAB 3) if applicable.</p> <div data-bbox="289 1837 1409 1900" style="border: 1px solid gray; padding: 5px; text-align: center;"> READ ME TAB 2 Previous Service Months TAB 3 Veterans Service Months TAB 4 Annual Leave Calc </div>																																						

Step	Action
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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 breaks in service, enter every begin and end date.

Veteran Service Dates:

Begin Service	11/16/2001	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="3" style="background-color: #cccccc;">Total Months of Military Service</th></tr> <tr><td colspan="3" style="text-align: center;">97</td></tr> <tr><th colspan="3" style="background-color: #cccccc;">Total Military Service</th></tr> <tr> <th style="text-align: center;">Year</th> <th style="text-align: center;">Month</th> <th style="text-align: center;">Day</th> </tr> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">0</td> <td style="text-align: center;">29</td> </tr> </table>	Total Months of Military Service			97			Total Military Service			Year	Month	Day	8	0	29
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End Service	12/15/2009																
Begin Service																	
End Service																	
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End Service																	
Begin Service																	
End Service																	
Begin Service																	
End Service																	
Begin Service																	
End Service																	
Begin Service																	
End Service																	

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

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

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	

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	

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 breaks in service, enter every begin and end date.

Veteran Service Dates:

Begin Service	1/5/2002	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="3" style="background-color: #cccccc;">Total Months of Military Service</th></tr> <tr><td colspan="3" style="text-align: center;">12</td></tr> <tr><th colspan="3" style="background-color: #cccccc;">Total Military Service</th></tr> <tr> <th style="text-align: center;">Year</th> <th style="text-align: center;">Month</th> <th style="text-align: center;">Day</th> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td style="text-align: center;">14</td> </tr> </table>	Total Months of Military Service			12			Total Military Service			Year	Month	Day	1	0	14
Total Months of Military Service																	
12																	
Total Military Service																	
Year	Month	Day															
1	0	14															
End Service	1/20/2003																
Begin Service																	
End Service																	
Begin Service																	
End Service																	
Begin Service																	
End Service																	
Begin Service																	
End Service																	
Begin Service																	
End Service																	

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

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



Step	Action
14.	Click the Annual Leave Calc tab (TAB 4). <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> READ ME TAB 2 Previous Service Months TAB 3 Veterans Service Months TAB 4 Annual Leave Calc </div>

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

Calculate Annual Leave Eligibility Date

Employee Name:	TEST
EIN:	XXXXXXXXXXXX
Empl Record Rehire Date:	10/1/2022 (Rehire date, also continuous state service date)
Previous Service Months (Tab 2):	365
Veterans Service Months (Tab 3)	97
Total Service Credit Months	462
Current Payroll Period to Date:	10/10/2022 (Start date of current payroll period)
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>	
Adjust Date for LWOP Periods:	10/10/2022 (See NOTE below)
<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>Convert previous state service months into whole years and remainder months</i>	
Annual Leave Eligibility Date:	4/10/1984 <small>Enter into Employee's Cardinal record</small>
<i>Adjusts the date in cell D17 and backs up the number of years/months of previous state 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.

[Remember to confirm prior service via former agency's HR, Cardinal and/or PMIS archives](#)

15. Enter the **Empl Record Rehire Date** field from the Job Record just entered (“7/25/2023” 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

16. Enter the Prior Service Months from **TAB 2** (“245” 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



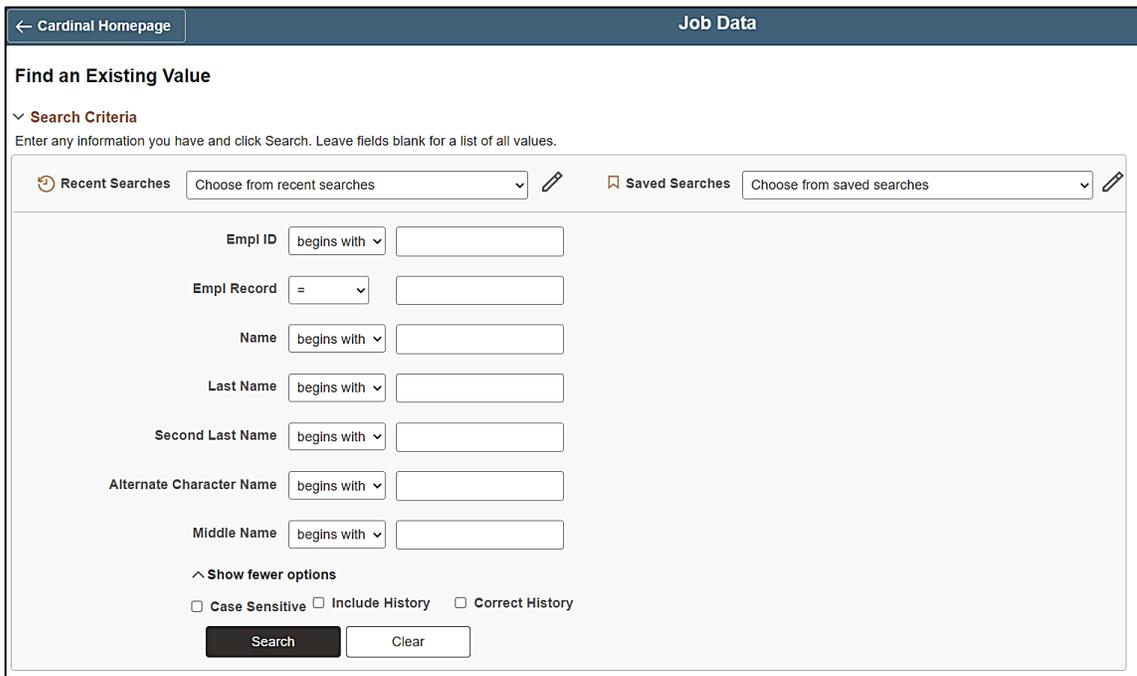
Step	Action																								
17.	<p>Enter the Veterans Service Months (if applicable) from TAB 3 (“12” in this example). Note: The Total Service Months field will auto-populate.</p> <div data-bbox="292 426 1102 684" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: #FFD700; margin: 0;">Calculate Annual Leave Eligibility Date</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Employee Name:</td> <td style="width: 20%;">TEST</td> <td style="width: 50%;"></td> </tr> <tr> <td>EIN:</td> <td>XXXXXXXXXXXX</td> <td></td> </tr> <tr> <td>Empl Record Rehire Date:</td> <td>7/25/2023</td> <td>(Rehire date, also continuous state service date)</td> </tr> <tr> <td>Previous Service Months (Tab 2):</td> <td>245</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Veterans Service Months (Tab 3)</td> <td>12</td> <td></td> </tr> <tr> <td>Total Service Credit Months</td> <td>257</td> <td></td> </tr> <tr> <td>Current Payroll Period to Date:</td> <td>1/10/2025</td> <td>(Start date of current payroll period)</td> </tr> <tr> <td>Number of Pay Periods of LWOP:</td> <td>0</td> <td></td> </tr> </table> </div>	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	
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.	<p>Enter the Next Payroll Period to Date from the Job Record just entered (“1/10/2025” in this example).</p> <div data-bbox="292 808 1102 1066" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: #FFD700; margin: 0;">Calculate Annual Leave Eligibility Date</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Employee Name:</td> <td style="width: 20%;">TEST</td> <td style="width: 50%;"></td> </tr> <tr> <td>EIN:</td> <td>XXXXXXXXXXXX</td> <td></td> </tr> <tr> <td>Empl Record Rehire Date:</td> <td>7/25/2023</td> <td>(Rehire date, also continuous state service date)</td> </tr> <tr> <td>Previous Service Months (Tab 2):</td> <td>245</td> <td></td> </tr> <tr> <td>Veterans Service Months (Tab 3)</td> <td>12</td> <td></td> </tr> <tr> <td>Total Service Credit Months</td> <td>257</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Current Payroll Period to Date:</td> <td>1/10/2025</td> <td>(Start date of current payroll period)</td> </tr> <tr> <td>Number of Pay Periods of LWOP:</td> <td>0</td> <td></td> </tr> </table> </div>	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	
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.	<p>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.</p> <div data-bbox="292 1190 1291 1381" style="border: 1px solid black; padding: 5px;"> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Full Years of Previous State Service:</td> <td style="width: 20%; text-align: right;">20</td> <td style="width: 20%;"></td> </tr> <tr> <td>Months of Previous State Service:</td> <td style="text-align: right;">5</td> <td></td> </tr> <tr> <td colspan="3"><i>Convert previous state service months into whole years and remainder months</i></td> </tr> <tr style="border: 2px solid red;"> <td>Annual Leave Eligibility Date:</td> <td style="text-align: right;">2/25/2002</td> <td>Enter into Employee's Cardinal record</td> </tr> <tr> <td colspan="3"><i>Adjusts the date in cell D17 and backs up the number of years/months of previous state service</i></td> </tr> </table> </div>	Full Years of Previous State Service:	20		Months of Previous State Service:	5		<i>Convert previous state service months into whole years and remainder months</i>			Annual Leave Eligibility Date:	2/25/2002	Enter into Employee's Cardinal record	<i>Adjusts the date in cell D17 and backs up the number of years/months of previous state service</i>											
Full Years of Previous State Service:	20																								
Months of Previous State Service:	5																								
<i>Convert previous state service months into whole years and remainder months</i>																									
Annual Leave Eligibility Date:	2/25/2002	Enter into Employee's Cardinal record																							
<i>Adjusts the date in cell D17 and backs up the number of years/months of previous state service</i>																									

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.




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.

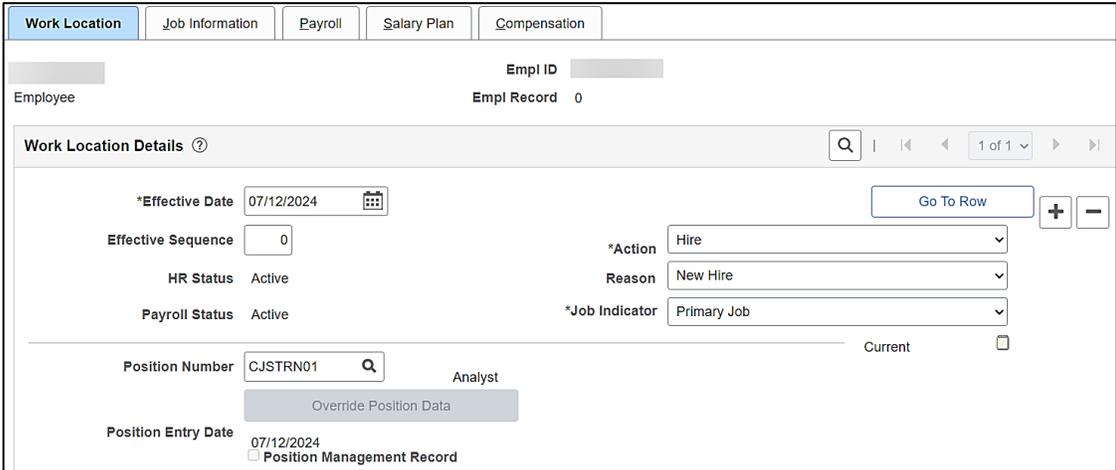
Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.

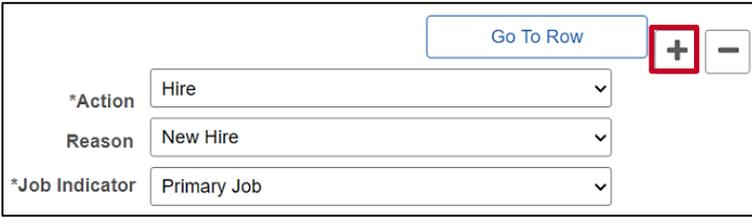




Step	Action
3.	Click the Include History checkbox option. <input type="checkbox"/> Case Sensitive <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History
4.	Click the Search button. 

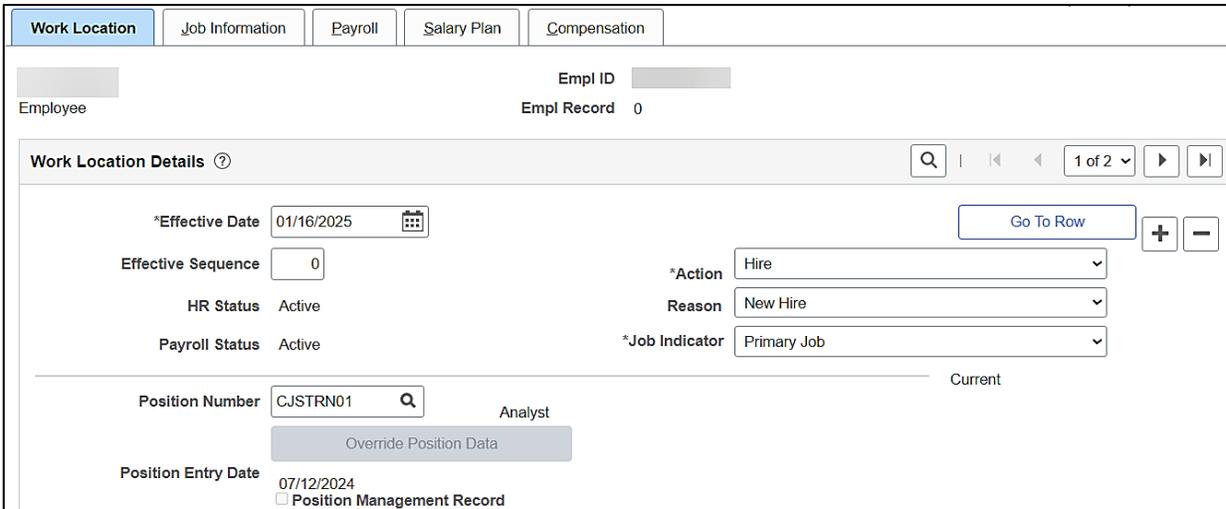
The **Job Data** page for the employee displays (**Work Location** tab).



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

Step	Action
------	--------

The **Job Data** page refreshes with the new effective dated row displayed (**Work Location** tab).



The screenshot shows the 'Work Location' tab selected. At the top, there are tabs for 'Work Location', 'Job Information', 'Payroll', 'Salary Plan', and 'Compensation'. Below these, there are fields for 'Empl ID' and 'Empl Record 0'. The main section is titled 'Work Location Details' and contains several fields: '*Effective Date' with a calendar icon and a 'Go To Row' button; 'Effective Sequence' set to 0; 'HR Status' set to Active; 'Payroll Status' set to Active; '*Action' dropdown set to Hire; 'Reason' dropdown set to New Hire; '*Job Indicator' dropdown set to Primary Job; 'Position Number' set to CJSTRN01 with a search icon; 'Position Entry Date' set to 07/12/2024; and a 'Position Management Record' checkbox. There are also navigation arrows and a 'Current' label.

	When a new row is created, the row count increases by one and the Effective Date field displays the current date.
6.	<p>Update the effective date as needed using the Effective Date Calendar icon.</p> <p>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.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>*Effective Date 01/16/2025 </p> </div>
7.	<p>Click the Action dropdown button and select "Data Change".</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>*Action Data Change ▼</p> </div>
8.	<p>Click the Reason dropdown button and select "Leave Eligibility Date".</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Reason Leave Eligibility Date ▼</p> </div>



Step	Action
	<p>The Work Location page refreshes.</p> <div data-bbox="300 378 1339 1260"><p>The screenshot shows the 'Work Location' page with the following details:</p><ul style="list-style-type: none">Employee: [Redacted]Empl ID: [Redacted]Empl Record: 0Work Location Details: 1 of 2*Effective Date: 01/18/2025Effective Sequence: 0HR Status: ActivePayroll Status: Active*Action: Data ChangeReason: Leave Eligibility Date*Job Indicator: Primary JobPosition Number: CJSTRN01Analyst: [Redacted]Position Entry Date: 07/20/2024Regulatory Region: USACompany: CJSBusiness Unit: 14000Department: 10320Department Entry Date: 07/20/2024Location: CENTREstablishment ID: DCJSLast Start Date: 07/20/2024STD Claim Number: [Redacted]Layoff Notice Date: [Redacted]Recall Eligibility Flag: <input type="checkbox"/>Turn Off Auto Pay: <input checked="" type="radio"/> No</div>
9.	<p>Scroll to the bottom of the page and click on the Employment Data link.</p> <div data-bbox="292 1354 1453 1407"><p>The screenshot shows the bottom navigation bar with the following links:</p><ul style="list-style-type: none">Job DataEmployment Data (highlighted with a red box)Earnings DistributionBenefits Program Participation</div>



Step	Action
------	--------

The Employment Information page displays.

Employment Information

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

Organizational Instance ?

Organizational Instance Rcd	0	Original Start Date	07/20/2024	<input type="checkbox"/> Override	
Last Start Date	07/20/2024	First Start Date	07/20/2024		
Termination Date		Years	Months	Days	
Org Instance Service Date	07/20/2024	<input type="checkbox"/> Override	0	6	7

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date	07/20/2024	First Assignment Start	07/20/2024		
Assignment End Date		Years	Months	Days	
Home/Host Classification	Home			Time Reporter Data	
Company Seniority Date	07/20/2024	<input type="checkbox"/> Override	0	6	7
Benefits Service Date	07/20/2024	<input type="checkbox"/> Override	0	6	7
Seniority Pay Calc Date	07/20/2024	<input type="checkbox"/> Override	0	6	7
VSDP Sick/PER Leave Eff Date	07/12/2029		0	0	0
Probation Date	07/12/2025	Last Verification Date			
Business Title	Analyst				
*Employee Eligible for Telework?	Employee Eligible for Telework	Tenure Status/Contract Type			
Alternate Leave Plan		<input type="checkbox"/> Alternate Work Schedule			
VSDP Enroll Date	07/12/2024				

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.

Person Employment Dates ?

Continuous State Service Date	10/10/2020	Previous State Service Months	0
Annual Leave Eligibility Date		Veteran's Service Credit Months	0
		Total Service Credit Months	0

11. Enter the **Previous State Service Months** calculated from the service date calculator (**TAB 2**). (“15” in this example).

Person Employment Dates ?

Continuous State Service Date	10/10/2020	Previous State Service Months	15
Annual Leave Eligibility Date		Veteran's Service Credit Months	0
		Total Service Credit Months	0



Step	Action												
12.	<p>Enter the Veteran's Service Credit Months calculated from the service date calculator (TAB 2). ("36" in this example).</p> <div data-bbox="290 411 1170 583"><p>Person Employment Dates ?</p><table><tr><td>Continuous State Service Date</td><td>10/10/2020</td><td>Previous State Service Months</td><td>15</td></tr><tr><td>Annual Leave Eligibility Date</td><td></td><td>Veteran's Service Credit Months</td><td>36</td></tr><tr><td></td><td></td><td>Total Service Credit Months</td><td>0</td></tr></table></div>	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
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.	<p>Enter or select the Annual Leave Eligibility Date from the service date calculator (TAB 2). ("07/10/2016" in this example).</p> <p>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.</p> <div data-bbox="290 789 1159 961"><p>Person Employment Dates ?</p><table><tr><td>Continuous State Service Date</td><td>10/10/2020</td><td>Previous State Service Months</td><td>15</td></tr><tr><td>Annual Leave Eligibility Date</td><td>07/10/2016</td><td>Veteran's Service Credit Months</td><td>36</td></tr><tr><td></td><td></td><td>Total Service Credit Months</td><td>0</td></tr></table></div>	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
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.	<p>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).</p> <div data-bbox="290 1117 758 1226"><table><tr><td>VSDP Enroll Date</td><td>03/25/2016</td></tr><tr><td>Agency Use Field 1</td><td></td></tr></table></div>	VSDP Enroll Date	03/25/2016	Agency Use Field 1									
VSDP Enroll Date	03/25/2016												
Agency Use Field 1													
15.	<p>Click the Save button.</p> <div data-bbox="290 1316 1214 1381"><p>Save Return to Search Previous in List Next in List Notify Refresh</p></div>												

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

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

Employment Information

Empl ID

Employee
Empl Record 1

Organizational Instance ?

Organizational Instance Rcd 1	Original Start Date 08/25/2024	<input type="checkbox"/> Override
Last Start Date 08/25/2024	First Start Date 08/25/2024	
Termination Date	Years Months Days	
Org Instance Service Date 08/25/2024	0 7 3	

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date 08/25/2024	First Assignment Start 08/25/2024
Assignment End Date	
Home/Host Classification Home	Years Months Days Time Reporter Data
Company Seniority Date 07/10/2018	8 6 18
Benefits Service Date 08/25/2024	0 7 3
Seniority Pay Calc Date 08/25/2024	0 7 3
VSDP Sick/PER Leave Effrt Date 07/10/2019	5 6 18
Probation Date <input style="width: 80px;" type="text"/>	Last Verification Date <input style="width: 80px;" type="text"/>
Business Title Grants Administration Manager	
*Employee Eligible for Telework? <input type="checkbox"/> Employee Eligible for Telework	Tenure Status/Contract Type <input type="text"/>
Alternate Leave Plan <input style="width: 80px;" type="text"/>	<input type="checkbox"/> Alternate Work Schedule
VSDP Enroll Date 03/25/2018	
Agency Use Field 1 <input style="width: 80px;" type="text"/>	Agency Use Field 2 <input style="width: 80px;" type="text"/> Agency Use Field 3 <input style="width: 80px;" type="text"/>

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

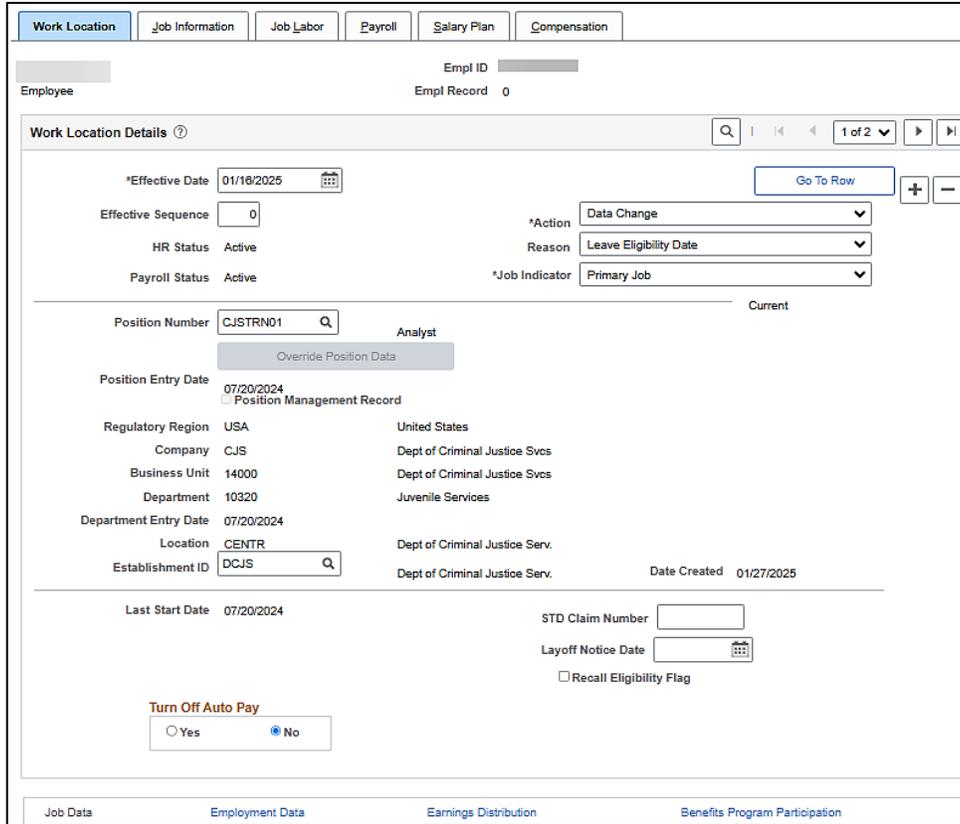
16.

Scroll down to the bottom of the page and click the **Job Data** link to go back to the **Work Location** page.

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Step	Action
------	--------

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



The screenshot shows the 'Work Location' tab selected. At the top, there are navigation tabs: Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. Below these, the employee's name and ID are displayed. The main section is titled 'Work Location Details' and contains several fields:

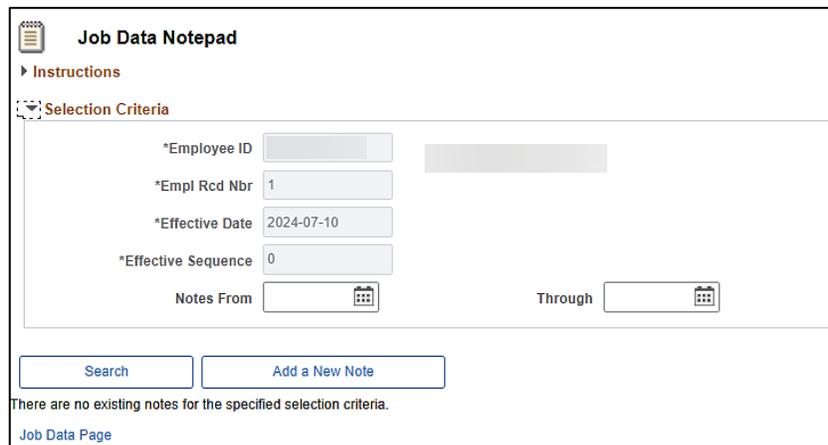
- *Effective Date: 01/18/2025
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- *Action: Data Change
- Reason: Leave Eligibility Date
- *Job Indicator: Primary Job
- Position Number: CJSTRN01 (Analyst)
- Position Entry Date: 07/20/2024
- Regulatory Region: USA
- Company: CJS
- Business Unit: 14000
- Department: 10320
- Department Entry Date: 07/20/2024
- Location: CENTR
- Establishment ID: DCJS
- Last Start Date: 07/20/2024
- STD Claim Number: [empty]
- Layoff Notice Date: [empty]
- Recall Eligibility Flag: [unchecked]
- Turn Off Auto Pay: [radio] Yes [radio checked] No

 At the bottom, there are links for Job Data, Employment Data, Earnings Distribution, and Benefits Program Participation.

17. Click the **Notepad** icon.



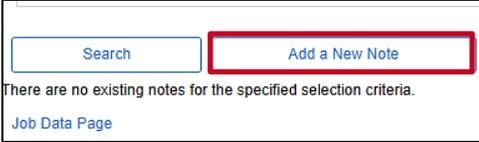
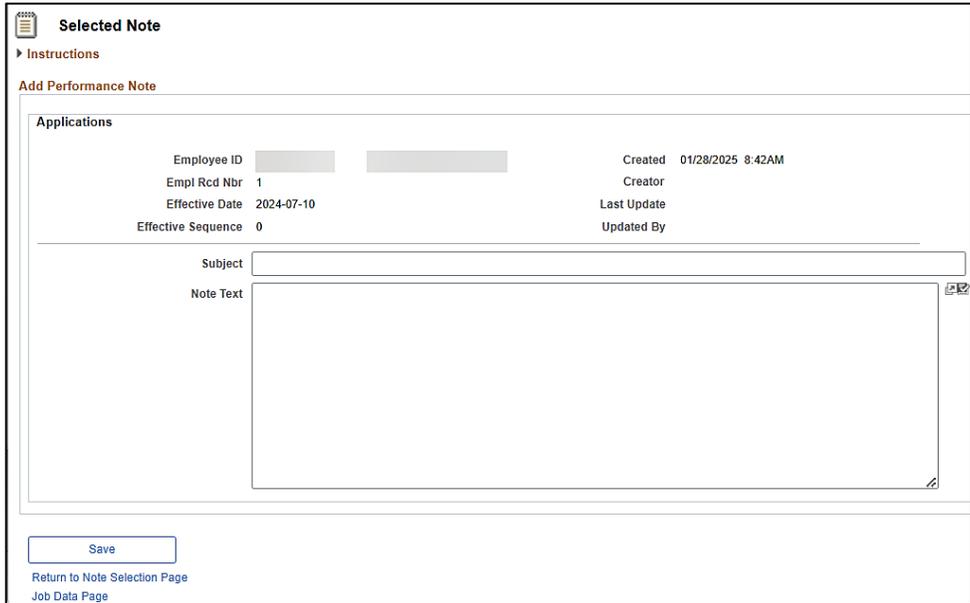
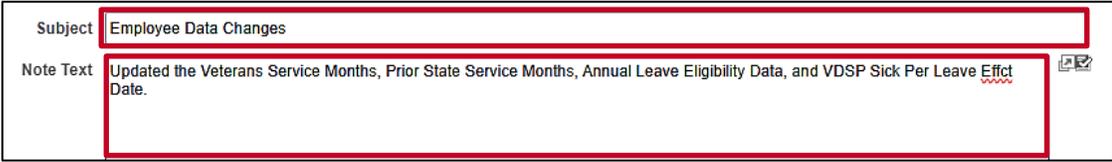
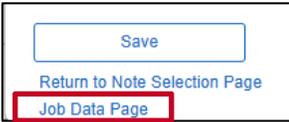
The **Job Data Notepad** page displays.



The screenshot shows the 'Job Data Notepad' page. It has a title bar with a notepad icon and the text 'Job Data Notepad'. Below the title, there is a section for 'Instructions' and a 'Selection Criteria' section. The 'Selection Criteria' section contains several input fields:

- *Employee ID: [empty]
- *Empl Rcd Nbr: 1
- *Effective Date: 2024-07-10
- *Effective Sequence: 0
- Notes From: [empty]
- Through: [empty]

 At the bottom of the criteria section, there are two buttons: 'Search' and 'Add a New Note'. Below the buttons, a message states: 'There are no existing notes for the specified selection criteria.' At the very bottom, there is a link for 'Job Data Page'.

Step	Action
18.	<p>Click the Add a New Note button.</p>  <p>There are no existing notes for the specified selection criteria.</p> <p>Job Data Page</p>
	<p>The Selected Note page displays.</p> 
19.	<p>Document the reason for the changes using the Subject and Note Text fields.</p> 
20.	<p>Click the Save button.</p> 
21.	<p>Click the Job Data Page link to return to the Work Location tab.</p> 



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		



Human Resources Job Aid

HR351_ Managing Service Dates and Breaks in Service

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



Human Resources Job Aid

HR351_ Managing Service Dates and Breaks in Service

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 Effrt 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



Human Resources Job Aid

HR351_ Managing Service Dates and Breaks in Service

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