

Key Service Dates

Overview

Key service dates identify an employee's significant service dates, leave accrual dates, special anniversary dates, separation dates and retirement date. Incorrect key service dates can result in incorrect leave accruals, leave liability statements and leave payouts.

Key service dates are only applicable for time worked in a regular position (Career Service, SES, SMS and equivalent positions) and excludes time in contract and OPS positions.

Definitions

The following fields are included in the Overview section:

- **Effective Date** – The effective date of the Key Service Date record
 - Each time a key service date record is created, the effective date populates based on the effective date of the action being performed (e.g., appointment, separation)
- **End Date** – The end date of the key service date record
 - There will always be an active key service date record. The active record will have an end date of 12/31/9999. When a new record is created, the previous record is end dated the day before the new record (based on the effective date of the new record)
- **Transaction Date** – The date a Key Service Date record was updated
 - Date systematically populates each time Save is selected
- **Date Type 1** – Displays the text “State Hire Date”
- **Date 1** – The State Hire Date for the record
- **Date Type 2** – Displays the text “Agency Hire Date”
- **Date 2** – The Agency Hire Date for the record
- **Position #** - The employee's position number for the record
- **Agency** – The employee's agency for the record

Key Service Dates->Overview

	Effective Date	End Date	Transaction Date	Date Type 1	Date 1	Date Type 2	Date 2	Position #	Agency
<input checked="" type="checkbox"/>	12/28/2007	12/31/9999	01/08/2008	State Hire Date	09/01/1988	Agency Hire Date	08/12/2005	70013989	DC - Corrections
<input type="checkbox"/>	11/04/2005	12/27/2007	07/14/2010	State Hire Date	09/01/1988	Agency Hire Date	08/12/2005	70035157	DC - Corrections
<input type="checkbox"/>	08/12/2005	11/03/2005	07/14/2010	State Hire Date	09/01/1988	Agency Hire Date	08/12/2005	70026160	DC - Corrections

Page 1 of 1

The following are the definitions relevant to this instructional guide:

- **State Hire Date** - The first day the employee was hired with the State of Florida.

Key Service Dates

- Agency Hire Date - The first day the employee was hired into the employing agency.
- Continuous Service Date - The date the employee has been continuously employed in a regular position without a break in service.
- Creditable Service Months - The number of months of creditable service for the employee is based on the leave accrual service date.
- SES/SMS Leave Accrual Date - The date the employee was appointed to a Selected Exempt Service (SES) or Senior Management Service (SMS) position continuously without a break in SES/SMS service.
- CS Continuous Service Date - The date the employee has been continuously employed in a Career Service (Pay Plan 01) position.
- Other Anniversary Date - This date is agency specific and is used for internal agency reporting purposes only.
- Special Recognition Date - This date is agency specific and is used for internal agency reporting purposes only.
- Last Day Employed - The date the employee separated employment (last day on payroll).
- Date of Retirement - The first day of the month following the employee's last day employed.
- Date of Death - The date the employee deceases.
- Leave Accrual Service Date - The first day an employee is originally appointed to a leave accruing position. If the employee has a break in service, the date will require adjustment to reflect the total months the employee is eligible for leave accrual.

Key Service Dates->Details	
This screen may contain information that is confidential under state or federal law. Improper access or release of such information may be a violation of these laws.	
State Hire Date	09/01/1988 *
Agency Hire Date	08/12/2005 *
Continuous Service Date	08/12/2005 *
Creditable Service Months	0294
SES/SMS Leave Accrual Date	12/28/2007 *
CS Continuous Service Date	
This screen is view only.	
Other Anniversary Date	
Special Recognition Date	
Last Day Employed	
Date of Retirement	
Date of Death	
Leave Accrual Service Date	09/01/1989 *

Authorization

Users with a security role of A, H, U, X and Y will be able to access and update an employee's key service dates through direct entry. Users with a security role of C, F, G, I, K, M, N and S will have view only access to the key service date screen and will only be able to update key service dates during the completion of a voluntary or appointment PAR.

- Access for users with U and Y role codes is based on the established Org Code Range Allowance.
- Access for users with M role code is limited to employees in their reporting structure. M role codes do not have direct entry access. Access is only available when acting upon a Personnel Action Request (PAR) form.

Key Service Dates

Special Notes

Specific edits are put in place on the key service dates screen to help ensure dates are properly entered. The edits for each key service date field include:

Agency Hire Date

- The agency hire date changes automatically during the PAR process when an employee moves to a new agency. If the employee moves back to an agency where he or she was previously employed after 31 days, the date populates with the effective date of the new appointment. If within 31 days, the original agency hire date is maintained
- The agency hire date must be after or equal to the leave accrual service date and state hire date.

The following example shows an employee with an invalid agency hire date. The leave accrual service date is after the agency hire date.

Key Service Dates->Details			
This screen may contain information that is confidential under state or federal law. Improper access or release of su			
State Hire Date	07/28/2006 *		Other Anniversary Date
Agency Hire Date	07/28/2006 *		Special Recognition Date
Continuous Service Date	06/25/2010 *		Last Day Employed
Creditable Service Months	0010		Date of Retirement
SES/SMS Leave Accrual Date			Date of Death
CS Continuous Service Date	06/25/2010 *		Leave Accrual Service Date 06/25/2010 *
This screen is view only.			
<input type="button" value="Edit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Continuous Service Date

- If an employee has a break in service within 31 days, the date does not change.
- The continuous service date must be before or equal to the SES/SMS leave accrual date or the career service continuous service date.
- The continuous service date must be after or equal to the state hire date and leave accrual date.

The following example shows an employee with an invalid continuous service date. In this example, the continuous service date is after the SES/SMS leave accrual date.

Key Service Dates->Details			
This screen may contain information that is confidential under state or federal law. Improper access or release of su			
State Hire Date	02/05/2001 *		Other Anniversary Date
Agency Hire Date	05/14/2004 *		Special Recognition Date
Continuous Service Date	02/05/2001 *		Last Day Employed
Creditable Service Months	0122		Date of Retirement
SES/SMS Leave Accrual Date	05/14/2000 *		Date of Death
CS Continuous Service Date			Leave Accrual Service Date 02/05/2001 *
This screen is view only.			
<input type="button" value="Edit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Key Service Dates

Creditable Service Months

- A credit of one month is given for one day employed in the month.
- The field cannot be manually changed. It automatically updates when the leave accrual service date is updated.
- The creditable service months is calculated based on the leave accrual service date and the current system date. For future dated records, the system calculates the months based on the leave accrual service date and the effective date of the record.

CS Continuous Service Date

- This date does not populate for employees outside of Career Service (Pay Plan 01). If an employee moves from a Career Service position to a SES/SMS position, the date is blanked out.
- The CS continuous service date must be after or equal to the continuous service date.

Date of Death

- This date only populates when an involuntary separation, for the reason of death of the employee or death of the employee in the line of duty, action is completed. The date populates with the employee's last day employed but can be changed.
- This date should be the actual date the employee passed away, even if that is a non-scheduled work day.
- The date of death cannot be before the last day employed.
- A warning message is presented if the date of death is after the employee's last day employed to let the user know dates require verification.
- An error message is presented if the date of death is before the employee's last day employed. A correction must be made before the record can be saved.

Date of Retirement

- This date only populates when a voluntary separation, for the reason of retirement, action is completed. The date cannot be manually changed.
- If the date needs to be changed, the People First Service Center would need to be contacted.
- This is the employee's presumed retirement date (based on last day employed), and **not his or her insurance benefits eligible date.**

Last Day Employed

- This date only populates when a voluntary separation or involuntary separation action is completed. The date cannot be manually changed.
- If the date needs to be changed, the People First Service Center would need to be contacted.

Key Service Dates

Leave Accrual Service Date

- If the date is changed, the system updates the leave accrual service date on all key service date records for that agency, where the employee is continuously employed (with no break in service).
- This field is not visible to the employee.
- The date would need to be adjusted for any break in service. For example, if an employee was originally employed with the state from Jan. 1, 1980, through Dec. 31, 2000, had a break in service from Jan. 1, 2001, through Dec. 31, 2010, and was re-employed with the state on Jan. 1, 2011, the employees leave accrual service date should be adjusted from Jan. 1, 1980, to Jan. 1, 1990, to account for the 10-year break in service
- A warning message is presented when the date is changed to let the user know that changing the date **will cause a re-evaluation of leave accruals for the employee**
- For an existing employee (currently employed), the date is pulled from the employee's current key service date record.
- For a terminated employee (returning to active status), the date is pulled from the employee's last key service date record.
- The leave accrual service date must be before or on the continuous service date and agency hire date.
- The leave accrual service date must be after or on the state hire date.

Other Anniversary Date

- This date is not associated with any edits.

SES/SMS Leave Accrual Date

- This date only changes if the employee moves into an SES/SMS (Pay Plans 08 and 09) position from a position outside of SES/SMS (e.g., from Career Service) or the employee has a break in service.
- The date is used to determine when an employee will receive his or her lump sum leave accruals.
- The date does not populate for employees outside of SES/SMS. If an employee moves from an SES/SMS position to a Career Service position, the date is blanked out.
- A warning message is presented when the date is changed to let the user know that changing the date **will cause a re-evaluation of leave accruals for the employee**. Re-evaluation will only occur for the employee's time worked at the agency in an SES/SMS position without a break in service.
- The SES/SMS leave accrual date must be after or on the leave accrual service date and continuous service date.

The following example shows an employee with an invalid SES/SMS leave accrual date. In this example, the SES/SMS leave accrual date is before the continuous service date, the leave accrual service date and the state hire date.

Key Service Dates

Key Service Dates->Details			
This screen may contain information that is confidential under state or federal law. Improper access or release of such information may be a criminal offense.			
State Hire Date	09/01/2001 *		Other Anniversary Date
Agency Hire Date	09/01/2001 *		Special Recognition Date
Continuous Service Date	09/01/2001 *		Last Day Employed
Creditable Service Months	0115		Date of Retirement
SES/SMS Leave Accrual Date	09/01/2000 *		Date of Death
CS Continuous Service Date			Leave Accrual Service Date 09/01/2001 *
This screen is view only.			
<input type="button" value="Edit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>			

State Hire Date

- The state hire date should always be the employee's original date he or she began working in a regular position, no matter how many times the employee separates and returns back to the state. For example, if an employee was originally employed with the state from Jan. 1, 1980, through Dec. 31, 2000, had a break in service from Jan. 1, 2001, through Dec. 31, 2010, and was re-employed with the state on Jan. 1, 2011, the employee's state hire date should still reflect Jan. 1, 1980 (the original appointment)
- All key service dates must be on or after the state hire date.

The following example shows an employee with an invalid state hire date. In this example, both the agency hire date and leave accrual service date are before the state hire date (which is not valid).

Key Service Dates->Details			
This screen may contain information that is confidential under state or federal law. Improper access or release of such information may be a criminal offense.			
State Hire Date	08/01/2006 *		Other Anniversary Date
Agency Hire Date	11/22/1999 *		Special Recognition Date
Continuous Service Date	08/01/2006 *		Last Day Employed
Creditable Service Months	0137		Date of Retirement
SES/SMS Leave Accrual Date			Date of Death
CS Continuous Service Date			Leave Accrual Service Date 11/22/1999 *
This screen is view only.			
<input type="button" value="Edit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Special Recognition Date

- This date is not associated with any edits.

Process Steps

When an appointment or separation PAR is acted upon, the Key Service Dates screen is presented. Most fields are open for editing to allow the PAR processor the ability to change the dates. The Key Service Dates screen is also editable in accordance with the authorization section above.

The following steps should be followed to update the employee's key service dates during the PAR process:

Key Service Dates

Step 1: Verify all key service dates that populate in the fields and make any necessary corrections.

The fields are populated based on the following:

- New Employee (new to state employment) – dates are determined by the effective date (state hire date) and position type (Career Service, Selected Exempt Service, Selected Exempt Service).
- Existing Employee (currently employed) – dates from the employee's current key service date record are used. Refer to the field definitions for specifically how each date is populated.
- Terminated Employee (returning to active status) – dates from the last key service date record for the employee are used.

Step 2: If changes are made, select the Save button. If no changes are needed, select the Next button

- When editing a record, the effective date for the key service date record equals the effective date of the action.
- The Transaction Date in the Overview section reflects the date the change was made to the key service date record.

The following steps should be followed to update the employee's key service dates using direct entry:

Step 1: Select Management > My Direct Reports.

Step 2: Search for the employee.

Step 3: Select the employee.

Step 4: Select the key service date record to be updated.

Step 5: Select the Edit button.

Step 6: Make changes to the applicable key services dates.

Step 7: Select the Save button.

- If a warning message is presented, select Save again and changes are saved. The Transaction Date in the Overview section will reflect the date the change was made to the key service date record.
- If an error message is presented, make the necessary changes to the fields and select Save. Changes will be saved and the Transaction Date in the Overview section will reflect the date the change was made to the key service date record.
- When editing a record, the effective date for the record does not change, the changes made to the record replace the existing data.