



State of Arizona Accounting Manual

Topic 55 Payroll and Personnel
Section 16 Key Date Fields in HRIS

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INTRODUCTION

Various dates in an employee's career with the State are of significant importance in making sure that the employee is treated equitably when dealing with matters such as longevity, retirement and benefit coverage. Moreover, the uniformity and accuracy in the understanding and application of these dates are also significant factors in complying with Federal and State laws and satisfying reporting obligations.

This section of SAAM communicates a standard definition for four (4) critical dates, used by HRIS, related to employment. The dates defined in this policy are:

- Original State Hire Date
- Hire Date
- Adjusted Hire Date
- Termination Date

POLICIES

1. These requirements apply to all:
 - 1.1. State agencies using HRIS as their human resources, benefits and payroll system.
 - 1.2. Employees paid through HRIS on or after January 1, 2015.
 - 1.3. HRIS entries involving these dates made on or after May 12, 2016.
2. Previously entered dates are to be reviewed and, if necessary, changed to conform with the uses and definitions prescribed herein. While earlier adoption is encouraged, changes to data that may be required to comply with this policy are to be made not later than September 30, 2016.
3. If an employee has been inactive for any extended period of time whether he should remain in pay status in HRIS should be evaluated and appropriate action taken.
4. There are other date fields, details, clarifications and exceptions that may be involved in HR administration. This additional information is contained in the publication titled *ADAO-HR Policy ASPS/HRD-PA 1.02*, which can be found on the HRD website at http://www.hr.az.gov/PDF/HRIS_Date_Fields2016.pdf.
5. The dates contained in the table on the following page shall be used in accordance with the definitions and subject to the limitations and interpretations provided for those dates.

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HRIS Field	Definition	When Changed	Examples of Use
Original State Hire Date	The employee's first day of work in any State government entity.	This date should never be changed (even if there was a break in service of any length), unless it is to correct an error.	For ASRS members, this date is used to determine if the member has a right to elect to make retirement contributions from his annual leave payout upon termination.
Hire Date	The employee's first day of work upon hire, or, if the employee has a break in service, rehire, whichever is later. <i>See Clarifications and Exceptions.</i>	Upon rehire after a break in service.	Used for: <ul style="list-style-type: none"> • Employment verifications • Eligibility for benefits • Leave plans • ACA reporting • ACR reporting
Adjusted Hire Date	The employee's hire date, which has been recalculated due to additions to or deductions from credited service with the State.	<ul style="list-style-type: none"> • Upon rehire of a former State employee after a break in service of less than 2 years. • Upon return from LWOP in excess of 240 consecutive hours, unless the LWOP was FMLA or military leave 	Used to determine: <ul style="list-style-type: none"> • Annual leave accrual tier • Benefit eligibility date • ASRS waiting periods
Termination Date	The employee's last day of employment with the State of Arizona. <i>See Clarifications and Exceptions.</i>	<ul style="list-style-type: none"> • Upon separation – enter effective date of employee's separation • Upon rehire – delete date in field; should be blank 	Used for leave payouts and, if eligible, RASL; used to determine when health insurance benefits will end

6. Clarifications and exceptions.

- 6.1. *Hire Date.* When an employee transfers from a State government entity that does not use HRIS to one that does use HRIS, the Hire Date in HRIS is the employee's first day of work for the State government entity that uses HRIS even if there was no break in service.
- 6.2. *Termination Date.* When an employee ends employment with a State government entity that uses HRIS and transfers to one that does not use HRIS, the Termination Date in HRIS is the employee's last day of employment for the State government entity that uses HRIS even if there will be no break in service.