How to Determine the Effective Date for a Hire

Definitions/PeopleSoft Terminology

Add an Employment Instance: Action (used in JEMS Hire or CHRIS HR) to create a second Empl Record when an employee has concurrent appointments. When this action is used via JEMS, the result is the creation of a new Empl Record with a new job using the action of Hire.

Hire: The PeopleSoft action of Hire is always the first action on the creation of a job on an Employee Record (Empl Record). The employee's first job in HRS will be denoted by a Hire row on Empl Record 0. If an employee then holds a concurrent position, a second Empl Record is created (Empl Record 1), and the first action on that Empl Record is a Hire.

Rehire: Because Empl Records are reused in PeopleSoft, the action of Rehire is used when a person terminates a job and is later hired into a new job within the UW System after a break in service.

Return from Short Work Break: The action used to return the person from break and to return the employee to active payroll status.

Short Work Break (SWB): The action of Short Work Break is used on Job Data to remove an employee from the payroll for the amount of time in which the SWB is active. This is primarily used when a person holds an academic pay basis faculty, academic staff, or limited position as they positions are paid for every day of the month (during the academic year) in which the appointment is active. The SWB is used for the summer months in which the academic pay basis appointment is inactive.

Transfer: The action of Transfer is used when an employee moves to a new position without a break in service between positions. An employee who never holds more than one position at a given time (no concurrent positions) will only ever have an Empl Record 0 is PeopleSoft.

Scenario #1

IF:

- Hire is not a current State of Wisconsin employee, **or**
- Hired individual does not have an empl ID, **or**
- Hired individual does not have an active empl record number, **or**
- Hire is already an employee of UW-Madison, UW System or another UW Institution and the new position is in addition (concurrent) to their current employment

THEN:

- Action = Hire, Rehire or Add an Employment Instance and
- Use the chart below to determine effective date of hire

Employee Category	Abbreviation	Hire Date in HRS
Faculty	FA	The first date the person starts work.*
Academic Staff	AS	The first date the person starts work.*
Limited Appointee	LI	The first date the person starts work.*
University Staff	CP	The first date the person starts work.
University Staff Fixed-Term Finite	CJ	The first date the person starts work.
Temporary Employee	CL	The first date the person starts work.
Employee-in-Training	ET	The first date the person starts work.
Student Assistant	SA	The first date the person starts work.
Back-up Appointment for US and AS	OT	The first date the person starts work in the limited position.

*When a C-basis employee is hired for the start of the academic year and then the department determines they will pay the individual in the summer on a Summer Session (SS) or Summer Service (SV) appointment in the summer prior to the start date, the following things need to occur:

> -Create a PVL waiver for the SS or SV appointment
> -If the C-basis position is already in HRS, contact the Compensation and Titling contact in OHR requesting to change the hire date. If the C-basis appointment has not yet been entered in HRS, push it through JEMS Hire using the start date of the SS or SV appointment. Once the C-basis job is in HRS and has the summer start date, manually add the Short Work Break (SWB) row.
> -The Return from SWB row has to be manually added on the first day of the academic year for the C-basis appointment.

* For Faculty, Academic and Limited, if the first day of the month falls on a Saturday, Sunday or holiday, the hire date can be the first day of the month. All other hires dates should follow the chart above and start the employee on the first date the person starts work.

> -The department should include language in the appointment letter that indicates the actual first day on the job.

IF:

- Hire is a current State of Wisconsin employee, **or**
- Employee is a current employee of UW-Madison, another UW Institution or UW System employee, **and**
- New position is not in addition to the employee's current job

THEN:

- Action = Hire or Transfer and
- Use the chart below to determine effective date of hire

Current	Moving To	Hire Date in HRS
CP, CJ	CP, CJ	If hired individual is an employee of UW-Madison, another UW Institution or UW System, start date can be the beginning of the pay period or beginning of a pay week (Sunday). If hired individual is a current State of Wisconsin employee, start date should be on a Sunday at the beginning of a pay period in which the employee will start work.
CL	CP, CJ, AS, FA, LI	First day the employee actually works in the new position.
FA, AS, LI	FA, AS, LI	If the new job starts mid-week, the Transfer date should reflect the first date of work. If the current position ends on a Friday and the new position starts the following Monday, the Transfer date should be the Sunday. The two units will split the weekend. The appointment letter must reflect the start date of Sunday.
CP, CJ, CL	FA, AS, LI	Transfer date should reflect the first day employee actually works in the new position.
FA, AS, LI	CP, CJ, CL	If the new job starts mid-week, the Transfer date should reflect the first date of work. If the current position ends on a Friday and the new position starts the following Monday, the Transfer date should be the Sunday. The two units will split the weekend. The appointment letter must reflect the start date of Sunday.
ET, SA, OT	AS, FA, LI, CP, CJ	First day the employee actually works in the new position.