

Workday Service Date Integration Design

Did you know that the State's Configuration of Workday assists you in determining some of the service dates stored in Workday? We have an integration system that runs every 15 minutes in Workday to determine the service dates to assign to workers based on actions or events that would affect worker service dates.

The Company, Continuous, and Benefit Service Dates are updated as part of this Integration. Adjustments will be made at 1pm daily based on successfully completed events completed in the last 24 hours, described in the "Process" section below.

Definitions

Company Service Date: This service date replaces our previous service date labeled "Agency Service Date." This is the first day a worker started working for an agency. If there was a break in the worker's service this date should reflect the most recent hire into the agency, or the first day the worker was hired into a position within that agency (change job).

Continuous Service Date: This service date replaces our previous service date labeled "Recognized Service Date." This service date provides the earliest date the worker started working for the State, taking into account breaks in service (Termination and Hires), and any Leave of Absences (Place Worker on Leave and Return Worker from Leave with the reason "Adjust Continuous Service Date). All workers begin their state service with a continuous service date that is the same as their original hire date. If the worker has any breaks in service, the number of days in that break in service are added to the previous continuous service date.

Benefit Service Date (BSD): This service date replaces our previous "Salary Eligibility Date." This service date provides information to reports and integration systems for determining when to increase a worker's step assignment and salary amount. State Policies and Bargaining agreements provide direction on the details for how to calculate this date.

Process

Before we start to calculate one of the three dates, several pieces of criteria are required to be met. The business process event must be successfully completed, and the position for the worker in the event must be in the salaried pay group. Additionally, the worker must be either permanent, limited duration, or academic and not have one of the unions assigned in [Table 1](#).

Note:

- When this integration runs it will evaluate each service date separately.
- This integration will never pick up rescinded or corrected transactions.

Calculating the Dates

Company Service Date:

1. The integration will only determine the company service date for the worker's primary position. If the event is related to a worker's second position, the company service date will not be evaluated. (At this time we do not currently have a place in our current configuration that stores continuous service date for second positions.)
2. When the event is a Change Job and the company for the position is changing, the system will return the change job effective date.
3. When the event is a Hire, the system will return the hire effective date.

Company Service Date Examples:

- a) A worker is currently working in a position at ODOT, and the worker changes jobs effective 1/12/2020 to a position at OSP.
 - o Result: The company service date will be adjusted to 1/12/2020
- b) A worker is currently working in a position at ODOT, and the worker changes jobs effective 2/3/2020, to a position at ODOT.
 - o Result: No adjustment to the company service date.
- c) A worker is hired to a position at DAS effective 12/12/2019.
 - o Result: The company service date is adjusted 12/12/2019.

Note:

-The reason you choose for a business process does not matter for a company service date adjustment.

-After the calculation is performed, if the company service date currently assigned is the same as the date this integration would have assigned, the worker will be skipped from the update.

Continuous Service Date:

1. The integration will only determine the continuous service date for the worker's primary position. If the event is related to a worker's second position, the continuous service date will not be evaluated.
2. When the event is a Hire and the reason is *reemployment*, this system will look at the most recent termination date and hire date. The system will count the number of days between those dates. If the number of days is less than 730 (2 years) the number of days will be added to the worker's current continuous service date, otherwise it will return the most recent hire date for the new continuous service date. If the event is a hire with any other reason, the adjusted continuous service date will be the recent hire date. **(Note: It is important that you do not manually adjust the continuous service date on reemployment for the worker because that value will be considered the "current" continuous service date. When the system runs it will add the number of days to the "current" continuous service date and adjust the worker incorrectly.)**
3. When the event is a Return Worker from Leave and the type of leave used is Adjust Continuous Service Date, the system will find the first day back from leave date and the first day on leave date. The integration will count the actual number of days on leave

without pay. If the number of leave days is 16 or more and the union assigned to the position returning from leave is not an SEIU union, then the integration system will add the actual number of leave of “leave without pay” days to the worker’s current continuous service date. This same process occurs for SEIU union assignments, but the number of leave days must be 365 or more.

Note 1: Just like #2 above, this system will add the number of days to the “current” continuous service date when the system runs. If the continuous service date is manually adjusted before this system runs that manually adjusted date will be considered the “current” date to add days and the system will likely incorrectly adjust the continuous service date.

Note 2: If a worker is on an extended “Leave of Absence” and you need part of the time away from work to be counted and the continuous service date adjusted, then you must enter two “Request Leave of Absence” for the worker with an appropriate reason for each.

Continuous Service Date Examples:

- a) A worker is hired with the *new hire* reason, effective 12/14/2019.
 - o Result: The continuous service date will not be adjusted. This is a hire, the HR Partner needs to set this date on a new hire.
- b) A worker is hired with the *reemployment* reason effective 11/20/2019. The worker was last terminated on 11/10/2019. The worker had a continuous service date of 10/30/2015.
 - o Result: The continuous service date will be adjusted by 10 days to 11/09/2015.
 - o Note: When the worker was reemployed, the HR Partner did not adjust the continuous service date leaving the date alone – and relying on this system.
- c) A worker is hired with the *reemployment* reason effective 08/01/2019. The worker’s most recent termination is 05/18/2017. The worker had a continuous service date of 03/25/1999.
 - o Result: The continuous service date will be adjusted to 08/01/2019, because the number of days between the last termination and the most recent hire exceed 730 days.
- d) The worker is Returned From a Leave of Absence with the reason *do not adjust continuous service date*.
 - o Result: The continuous service date will not be adjusted because the reason said *do not adjust the continuous service date*.
- e) The worker is Returned From a Leave of Absence with the reason *adjust continuous service date*, and the first day back is 7/25/2019. The worker was placed on leave with a first day of leave on 7/20/2019. The workers continuous service date is 06/12/2019. This worker’s union membership is not an SEIU union.
 - o Result: The continuous service date will not be adjusted because the days on leave do not exceed 16 or more days.

Benefit Service Date:

This integration system will determine the benefit service date for both the primary and 1st additional position. The date for the 1st additional position is stored in the worker additional data field titled "Salary Eligibility Date Second Position"

1. If the event is a Request Compensation Change and the reason is *merit* and the worker was not placed at the highest step in the grade profile, the benefit service date will be adjusted to 1 year after the effective date of the compensation event. *This applies to the 1st additional position – but the date will be adjusted in the additional data section for the worker.
2. If the event is a Hire and the union assigned to the worker is Criminal Investigators Association (CIA) at Department of Justice and the BSD will always be set to July 1 of the following year.
 - a. Example: A worker meets all of the criteria above and is hired on Feb 4th, 2020. The worker will receive an adjusted BSD of July 1, 2021.
 - b. Example: A worker meets criteria and is hired on 9/1/2020. The worker will receive an adjusted BSD of July 1, 2021.
3. If the event is a Hire and the union assigned is a union found in [Table 2](#) attached and the worker is not assigned the highest step in the grade profile, the adjusted benefit service date will be the effective date of the hire + 1 year.
4. If the event is a Hire and the union assigned is Oregon State Police Officers Association (OSPOA) Unclassified and the worker is not assigned the highest step in the grade profile, the adjusted benefit service date will be the effective date + 6 months.
5. If the event is a Change Job with a reason of *promotion* and the union assigned is either Oregon State Police Officers Association (OSPOA) Classified, or Oregon State Police Officers Association (OSPOA) Sergeants, and the worker is not assigned the highest step in the grade profile, then the adjusted benefit service date will be the effective date of the change job + 1 year.
6. If the event is a Change Job with a reason of *promotion* and the union assigned is in Table 2, and the worker is not assigned the highest step in the grade profile, the adjusted benefit service date will be the effective date + 6 months.
 - a. If the job change is to the Judicial Branch, the BSD will be the effective date + 1 year.
7. When the event is a Return Worker from Leave, the system will find the first day back from leave date, and the first day on leave date. The integration will count the number of days between those dates. If the number of leave days is 16 or more and the union assigned to the position returning from leave is not an SEIU union, then the integration system will add the number of leave days to the worker's current benefit service date. This same process occurs for SEIU union assignments, but the number of leave days must be 365 or more. **(Note: If the benefit service date is manually adjusted before this system runs, that manually adjusted date will be considered the "current" date to add days to and the system will likely incorrectly adjust the benefit service date.)**

Special Note: After all of the benefit service date adjustments are calculated if the union assigned to the position is found in [Table 3](#), the benefit service date will roll forward to the first of the next month that was calculated.

Table 1 (Top Level Unions Excluded From Service Date Integration)
Board and Commission Members
Executive Branch - District Attorney
Executive Branch - Elected Official
Legislature - Elected Officials
Legislature - Interim Personal Staff to Member - Eligible
Legislature - Interim Personal Staff to Member - Not Eligible
Legislature - Management
Legislature - Personal Staff to Member - Eligible
Legislature - Session Personal Staff to Member - Eligible - Management
Legislature - Session Personal Staff to Member - Not Eligible
Legislature - Session Personal Staff to Member Eligible
Legislature - Support - Eligible
Legislature - Support - Not Eligible
Non Oregon Revised Statute 240 (Non-ORS240) at Forest Resources Institute - Non-Supervisory
Non Oregon Revised Statute 240 (Non-ORS240) at Forest Resources Institute - Supervisory
Non Oregon Revised Statute 240 (Non-ORS240) at Oregon State Treasury - Agency Head
Non Oregon Revised Statute 240 (Non-ORS240) at Oregon State Treasury - Non-Supervisory
Non Oregon Revised Statute 240 (Non-ORS240) at Oregon State Treasury - Supervisory
Non Oregon Revised Statute 240 (Non-ORS240) at Public Defense Services - Management
Non Oregon Revised Statute 240 (Non-ORS240) at Public Defense Services - Management/Non-Supervisory
Non Oregon Revised Statute 240 (Non-ORS240) at Public Defense Services - Represented
Non Oregon Revised Statute 240 (Non-ORS240) at Public Defense Services - Unrepresented
Non Oregon Revised Statute 240 (Non-ORS240) at Secretary of State - Non-Supervisory
Non Oregon Revised Statute 240 (Non-ORS240) at Secretary of State - Supervisory
Non Oregon Revised Statute 240 (Non-ORS240) at Secretary of State - Unrepresented
Non-State Worker - Contractors
Non-State Worker - Firefighter at Department of Forestry
Non-State Worker - Firefighter at Department of Forestry - Affordable Care Act (ACA)
Non-State Worker - Intern Oregon
Non-State Worker - State Active Duty at Oregon Military Department - Federal
Non-State Worker - State Active Duty at Oregon Military Department - Federal - Affordable Care Act (ACA)
Non-State Worker - Temporary Service Worker
Non-State Worker - Volunteers
Temporary Employee
Temporary Employee - Affordable Care Act (ACA)
Temporary Employee - Service Employees International Union (SEIU)
Temporary Employee - Service Employees International Union (SEIU) - Affordable Care Act (ACA)
Temporary Employee at Judicial Department
Temporary Employee at Judicial Department - Affordable Care Act (ACA)
Temporary Employee at Legislature
Temporary Employee Legislature - Affordable Care Act (ACA)

Table 2:
American Federation of State, County & Municipal Employees (AFSCME) at Construction Contractors Board
American Federation of State, County & Municipal Employees (AFSCME) at Department of Consumer & Business Services - Building Codes Division
American Federation of State, County & Municipal Employees (AFSCME) at Department of Corrections - Board of Parole and Post-Prison Supervision
American Federation of State, County & Municipal Employees (AFSCME) at Department of Corrections - Dentists
American Federation of State, County & Municipal Employees (AFSCME) at Department of Corrections - Parole & Probation Officers
American Federation of State, County & Municipal Employees (AFSCME) at Department of Corrections - Security
American Federation of State, County & Municipal Employees (AFSCME) at Department of Corrections - Security Plus
American Federation of State, County & Municipal Employees (AFSCME) at Department of Environmental Quality
American Federation of State, County & Municipal Employees (AFSCME) at Department of Human Services - Stabilization and Crisis Unit (SACU)
American Federation of State, County & Municipal Employees (AFSCME) at Department of Justice - Oregon Association of Justice Attorneys (OAJA)
American Federation of State, County & Municipal Employees (AFSCME) at Department of Land Conservation & Development
American Federation of State, County & Municipal Employees (AFSCME) at Department of State Lands
American Federation of State, County & Municipal Employees (AFSCME) at Employment Department - Office of Administrative Hearings
American Federation of State, County & Municipal Employees (AFSCME) at Long Term Care Ombudsman
American Federation of State, County & Municipal Employees (AFSCME) at Oregon Health Authority - Oregon State Hospital - Registered Nurses
American Federation of State, County & Municipal Employees (AFSCME) at Oregon Health Authority - Physicians
American Federation of State, County & Municipal Employees (AFSCME) at Oregon Liquor Control Commission
American Federation of State, County & Municipal Employees (AFSCME) at Oregon Military Department
American Federation of State, County & Municipal Employees (AFSCME) at Oregon Military Department - Office of Emergency Management
American Federation of State, County & Municipal Employees (AFSCME) at Oregon State Police - Fire Marshal
American Federation of State, County & Municipal Employees (AFSCME) at Oregon State Police - Support Unit
American Federation of State, County & Municipal Employees (AFSCME) at Oregon Youth Authority
American Federation of State, County & Municipal Employees (AFSCME) at Real Estate Agency
Association of Engineering Employees (AEE) at Oregon Department of Transportation, Department of Parks & Recreation and Department of Forestry
Association of Oregon Corrections Employees (AOCE) at Department of Corrections - Non-Security
Association of Oregon Corrections Employees (AOCE) at Department of Corrections - Security
Executive Service - Agency Head - Supervisory
Executive Service - Non-Supervisory
Executive Service - Non-Supervisory/Confidential
Executive Service - Supervisory
Executive Service - Supervisory at Oregon State Police
International Association of Firefighters (IAFF) at Oregon Military Department - Portland Air National Guard Firefighters
International Firefighters Association (IAFF) at Oregon Military Department - Kingsley Firefighter Association (KFFA)
International Firefighters Association (IAFF) at Oregon Military Department Kingsley Firefighter Association (KFFA) - 40 Hour Work Week
Management Service - Non-Supervisory
Management Service - Non-Supervisory/Confidential

Management Service - Supervisory
Oregon Nurses Association (ONA) at Department of Human Services - Group Homes
Oregon Nurses Association (ONA) at Department of Human Services - Pendleton Cottage
Oregon Public Safety Association (OPSA) at Department of Public Safety Standards & Training
Oregon State Police - Unrepresented/Unclassified - Limited Duration - Retiree
Oregon State Police - Unrepresented/Unclassified - Limited Duration - Retiree - Affordable Care Act (ACA)
Oregon State Police Officers Association (OSPOA) Classified
Oregon State Police Officers Association (OSPOA) Sergeants
Semi-Independent - Agency Head - Executive Service at Appraiser Certification and Licensure Board
Semi-Independent - Management/Non-Supervisory at Appraiser Certification and Licensure Board
Semi-Independent - Unrepresented at Appraiser Certification and Licensure Board
Service Employees International Union (SEIU) Non-Strikeable - Human Services Coalition
Service Employees International Union (SEIU) Non-Strikeable - Institution Coalition
Service Employees International Union (SEIU) Non-Strikeable - Oregon Department of Transportation Coalition
Service Employees International Union (SEIU) Seasonal/Non-Strikeable - Oregon Department of Transportation Coalition
Service Employees International Union (SEIU) Seasonal/Strikeable - Oregon Department of Transportation Coalition
Service Employees International Union (SEIU) Seasonal/Strikeable - Special Coalition
Service Employees International Union (SEIU) Strikeable - Human Services Coalition
Service Employees International Union (SEIU) Strikeable - Institution Coalition
Service Employees International Union (SEIU) Strikeable - Oregon Department of Transportation Coalition
Service Employees International Union (SEIU) Strikeable - Special Coalition
State Teachers Education Association (STEA) at Oregon Department of Education - School for the Deaf
Trainers - Unrepresented/Limited Duration at Department of Public Safety Standards & Training - (Less than 240 hrs per calendar quarter)
Unclassified - Excluded/Non-Supervisory
Unclassified - Excluded/Non-Supervisory at Department of Justice - Labor & Employment Attorneys
Unclassified - Excluded/Non-Supervisory at Oregon State Police
Unclassified - Excluded/Non-Supervisory/Confidential
Unclassified - Excluded/Non-Supervisory/Confidential at Department of Justice - Labor & Employment Attorneys
Unclassified - Excluded/Non-Supervisory/Confidential at Oregon State Police
Unclassified - Excluded/Supervisory
Unclassified - Excluded/Supervisory at Oregon State Police
Unrepresented
Unrepresented at Department of Justice - Attorneys
Unrepresented at Oregon Military Department

Table 3 (Unions Requiring 1st of Next Month)
American Federation of State, County & Municipal Employees (AFSCME) at Department of Corrections - Board of Parole and Post-Prison Supervision
American Federation of State, County & Municipal Employees (AFSCME) at Oregon Youth Authority
Association of Engineering Employees (AEE) at Oregon Department of Transportation, Department of Parks & Recreation and Department of Forestry
International Association of Firefighters (IAFF) at Oregon Military Department - Portland Air National Guard Firefighters
International Firefighters Association (IAFF) at Oregon Military Department - Kingsley Firefighter Association (KFFA)
International Firefighters Association (IAFF) at Oregon Military Department Kingsley Firefighter Association (KFFA) - 40 Hour Work Week
Non Oregon Revised Statute 240 (Non-ORS240) at Public Defense Services - Management
Non Oregon Revised Statute 240 (Non-ORS240) at Public Defense Services - Management/Non-Supervisory
Non Oregon Revised Statute 240 (Non-ORS240) at Public Defense Services - Represented
Non Oregon Revised Statute 240 (Non-ORS240) at Public Defense Services - Unrepresented
Oregon Nurses Association (ONA) at Department of Human Services - Group Homes
Oregon Nurses Association (ONA) at Department of Human Services - Pendleton Cottage
Oregon State Police Officers Association (OSPOA) Classified
Semi-Independent - Agency Head - Executive Service at Appraiser Certification and Licensure Board
Semi-Independent - Agency Head - Executive Service/Supervisory at Board of Geologist Examiners
Semi-Independent - Management/Non-Supervisory at Appraiser Certification and Licensure Board
Semi-Independent - Unrepresented - Unclassified at Board of Geologist Examiners
Semi-Independent - Unrepresented at Appraiser Certification and Licensure Board